

**AGREEMENT**  
**BETWEEN**  
**THE OXFORD BOARD OF EDUCATION**  
**AND**  
**THE OXFORD EDUCATION ASSOCIATION**

**SEPTEMBER 1, 2021 THROUGH AUGUST 31, 2024**

20 NOV 16 AM 9:20  
JOHN OF OXFORD, CT  
977-888-8888  
FORD, CT

## TABLE OF CONTENTS

ARTICLE 1 - RECOGNITION .....	1
ARTICLE 2 - MANAGEMENT RIGHTS .....	1
ARTICLE 3 - CONSULTATION PROCEDURE.....	2
ARTICLE 4 - GRIEVANCE PROCEDURE .....	2
A.    PURPOSE .....	2
B.    DEFINITIONS.....	2
C.    TIME LIMITS.....	3
D.    INFORMAL PROCEDURE.....	3
E.    FORMAL PROCEDURES .....	3
F.    RIGHTS OF TEACHERS TO REPRESENTATION.....	5
G.    MISCELLANEOUS.....	5
ARTICLE 5 - EVALUATION .....	5
ARTICLE 6 - INSURANCE BENEFITS .....	6
ARTICLE 7 - SICK LEAVE.....	10
ARTICLE 8 - PERSONAL LEAVE.....	11
A.    LEAVE GENERALLY.....	11
B.    APPLICATION .....	11
C.    PROFESSIONAL LEAVE.....	11
D.    CHILDREARING LEAVE.....	12
E.    GENERAL LEAVE.....	13
F.    RETURN FROM LEAVE.....	13
ARTICLE 9 - SABBATICAL LEAVE.....	13
ARTICLE 10 - JURY DUTY .....	14
ARTICLE 11 - DUTY FREE LUNCH.....	14
ARTICLE 12 - NON-TEACHING DUTIES .....	14
ARTICLE 13 - UNASSIGNED, PLANNING AND CLASS PERIODS.....	15
ARTICLE 14 - POSTING OF OPEN POSITIONS .....	15
ARTICLE 15 - TEACHER ASSIGNMENT AND TRANSFER.....	17
A.    ASSIGNMENTS .....	17
B.    TRANSFERS.....	17
ARTICLE 16 - DEGREE DEFINITIONS.....	18
ARTICLE 17 - PLACEMENT ON THE SALARY SCHEDULE.....	19
ARTICLE 18 - SALARY PAYMENTS .....	19
ARTICLE 19 - EXTRA PAY FOR EXTRA DUTY.....	20
ARTICLE 20 - LONGEVITY STIPENDS.....	25
ARTICLE 21 - TRAVEL ALLOWANCE.....	25
ARTICLE 22 - SEVERANCE PAY .....	25

<b>ARTICLE 23 - SEPARATION AND RECALL PROCEDURES.....</b>	<b>25</b>
<b>ARTICLE 24 - PAYROLL DEDUCTIONS.....</b>	<b>26</b>
<b>ARTICLE 25 - DUES DEDUCTION.....</b>	<b>27</b>
A. CONDITIONS OF CONTINUED EMPLOYMENT .....	27
B. DEDUCTIONS .....	27
C. SUBSEQUENT EMPLOYMENT .....	27
D. FORWARDING OF MONIES.....	27
E. LISTS .....	28
F. INDEMNIFICATION .....	28
<b>ARTICLE 26 - DURATION.....</b>	<b>28</b>
<b>ARTICLE 27 - WORK YEAR .....</b>	<b>28</b>
<b>ARTICLE 28 - TEACHER PROTECTION.....</b>	<b>28</b>
<b>ARTICLE 29 - SEVERABILITY.....</b>	<b>29</b>
<b>SIGNATURE BLOCK .....</b>	<b>29</b>
<b>APPENDIX A1 – 2021-22 TEACHER SALARY GRID.....</b>	<b>30</b>
<b>APPENDIX A2 – 2022-23 TEACHER SALARY GRID .....</b>	<b>31</b>
<b>APPENDIX A3 – 2023-24 TEACHER SALARY GRID.....</b>	<b>32</b>
<b>APPENDIX B – CIGNA OAP &amp; \$2,250/\$4,500 HDHP/HSA PLAN .....</b>	<b>33</b>
<b>APPENDIX C – CONNECTICUT STATE PARTNERSHP PLAN 2.0.....</b>	<b>34</b>

THIS AGREEMENT is made and entered into by and between THE OXFORD BOARD OF EDUCATION (hereinafter referred to as the "BOARD") and THE OXFORD EDUCATION ASSOCIATION (hereinafter referred to as the "Association"), affiliated with the Connecticut Education Association and National Education Association.

## **ARTICLE 1 - RECOGNITION**

The Board recognizes the Association as the exclusive bargaining representative for all certified professional employees of the Board and employees holding a durational shortage permit who are employed by the Board in positions requiring a teaching certificate, other than temporary substitutes, and who are not included in the administrator's unit or excluded from the purview of §§10-153a to 10-153n, inclusive.

This Agreement shall apply in full to all teachers who are normally employed for one-fifth of a work week or more.

## **ARTICLE 2 - MANAGEMENT RIGHTS**

It is recognized that the Board has and will continue to retain, whether exercised or not, the sole right, responsibility and prerogative to direct the operation of the public schools in the Town of Oxford in all its aspects, including but not limited to the following: to employ, assign and transfer teachers; to exercise those powers specified in Sections 10-220, 10-221, and 10-222 of the Connecticut General Statutes; to suspend or dismiss the employees of the schools in the manner provided by statutes; to prepare and submit budgets to the Board of Selectmen, and in its sole direction, expend monies appropriated by the town; to make such transfers of funds within the appropriated budget as it shall deem desirable; to establish or continue policies, practices, and procedures for the conduct of school business; to discontinue processes or operations or discontinue their performance by employees; to select and determine the number and types of employees required to perform the school's operations; and to determine the care, maintenance, and operation of equipment and property used for on behalf of the purposes of the school district. Any of the rights, powers, functions, and authority which the Board had prior to the signing of this Agreement, or any agreement with the Association, are retained by the Board, except as those rights, powers, functions or authority are specifically abridged and modified by the express provisions of this Agreement.

If the Board unilaterally changes the hours of employment teachers are required to work and the Association feels the change is a substantial one affecting a major term or condition of employment, it may request negotiations, regarding the impact of the change. If the parties fail to resolve the impact issue, a neutral arbitrator shall be mutually chosen to decide the following questions: Under the Connecticut State Board of Labor Relation's interpretation of the phrase "substantial change in a major term or condition of employment":

1. Is there a change?
2. If so, is it substantial?

3. If so, does it concern a major term or condition of employment?
4. If so, each party shall submit the last proposal it made during the negotiation of impact and the arbitrator shall adopt whichever of the two offers is more reasonable based on the arguments and evidence presented at a hearing.

### **ARTICLE 3 - CONSULTATION PROCEDURE**

- A. An informal meeting shall be held no more than once a month between the Board and the Association, if one is requested by either party. The meeting shall be held at a mutually agreeable time. A meeting agenda shall be developed by the party requesting the meeting and delivered to the other party at least five (5) days prior to the meeting. It is understood that such meetings are not for the purpose of negotiations or the processing of grievances. The Association will endeavor to resolve situations through administrative channels prior to utilizing this consultation procedure.
- B. The Board, Administration and the Association realize the educational need to keep class sizes reasonably small consistent with individual student needs. The parties also agree that optimum goals for class sizes shall be grades K-3 - 20 students, grades 4-8 - 25 students. In order to reach these goals, the parties will meet according to this procedure prior to April 1 of the ensuing school year, and after October 1, of the current school year to discuss the class sizes and problems that may arise. Recommendations from these meetings will be made to the entire board concerning possible methods to be used in achieving the aforementioned goals.

### **ARTICLE 4 - 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 by a member or members of the bargaining unit that a right or rights guaranteed under the specific language of this Agreement has been violated due to a misinterpretation or misapplication of this Agreement.
2. "Aggrieved" shall mean any bargaining unit member, and may include a group of teachers similarly affected by a grievance.
3. "Party in interest" shall mean the person or persons making the claim, including their designated representative as provided for herein.

4. "Days" shall mean days when school is in session, except during the summer vacation, when "days" shall mean those days when the central office is open.

### **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 parties in interest.
2. If a teacher does not file a grievance in writing within twenty (20) days after he/she/they knew, or should have known, of the act or condition on which the grievance is based, then the grievance shall be considered to have been waived.
3. Failure by the aggrieved teacher at any level to appeal a grievance to the next level within the specified time limits shall be deemed to be acceptance of the decision rendered at that level.
4. Failure by the administrator involved to render his/her decision within the specified time limits shall entitle the grievant to bring his/her grievance to the next level.

### **D. Informal Procedure**

1. If a teacher feels that he/she may have a grievance, he/she may first discuss the matter with his or her principal or superintendent (if paragraph G, 3, applicable) in an effort to resolve the problem informally. At any such discussion, the teacher shall inform the principal or superintendent that the matter may constitute a potential grievance.
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 or her in further efforts to resolve the problem informally with the principal or superintendent (if paragraph G, 3, applicable).

### **E. Formal Procedures**

#### **1. Level One - School Principal**

- a. If an aggrieved teacher is not satisfied with the outcome of informal procedures, or if (s)he has elected not to utilize such procedures, (s)he may present the claim as a written grievance to his/her principal.
- b. Within five (5) days after receipt of the grievance, the principal shall meet with the aggrieved and with representatives of the Association for the purpose of resolving the grievance.
- c. The principal shall, within five (5) days after receipt of the written grievance, render his or 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, within five (5) days after receipt of the decision, or within ten (10) days after the formal meeting, whichever is sooner, file his/her written grievance with the Superintendent.
- b. Within five (5) days after receipt, of the grievance, the Superintendent shall meet with the aggrieved and with representatives of the Association for the purpose of resolving the grievance.
- c. Within five (5) days of the hearing, the Superintendent shall render his or her decision in writing and the reasons therefore 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, within five (5) days after receipt of the decision, or within ten (10) days after the formal meeting, whichever is sooner, file his/her grievance to the Board of Education.
- b. Within thirty (30) days after receipt of the appeal or at the next regularly scheduled Board meeting, as chosen by the Board, the Board of Education, or a designated subcommittee of the Board, shall conduct a hearing with the aggrieved and with the representatives of the Association for the purpose of resolving the grievance.
- c. The Board shall, within ten (10) days after such meeting, render its decision in writing to the aggrieved teacher, with a copy to the Association.

## **4. Level Four - Arbitration**

- a. The Association may, within ten (10) days after receipt of the Board of Education decision or within fifteen (15) days of the Level 3 hearing, whichever is sooner, submit the grievance to arbitration by filing a demand of arbitration with the American Arbitration Association and by also filing notice with the Board of Education.
- b. The arbitrator selected to hear and decide any dispute shall be selected pursuant to the Voluntary Labor Arbitration Rules of the American Arbitration Association.
- c. The arbitrator selected shall confer promptly with representatives of the Board and the Association, shall review the record of prior hearings, and shall hold such further hearings with the aggrieved teacher and other parties in interest as he/she shall deem requisite.
- d. The arbitrator shall, within thirty (30) days after the close of the hearing render his or her decision in writing to all parties in interest, setting forth his or her findings of fact, reasoning and conclusions, on the issues submitted.

- e. The decision of the arbitrator shall be final and binding upon all parties in interest as to disputes arising from the interpretation or application of this Agreement or an alleged breach thereof. The decision of the Board on all other matters will be final and binding.
- f. The costs of the services of the arbitrator shall be borne equally by the Board and the Association.

**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 party in interest may be represented at Levels Two and Three of the formal grievance procedure by a person of his or her own choosing, except that he/she may not be represented by a representative or by an officer or 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. In the event that the Association shall not have elected to submit a grievance to arbitration, the aggrieved teacher may submit his or her grievance to arbitration independently by following the procedures outlined above in lieu of the Association, provided however, that in such case the costs for the services of the arbitrator shall be borne by the aggrieved teacher.
- 4. The Association may, if it so desires, call upon professional services of the Connecticut Education Association for consultation and assistance at any stage of the procedure.

**G. Miscellaneous**

- 1. All documents, communications and records dealing with the processing of a grievance shall be filed separately from the personnel file of the participants.
- 2. Forms for filing and processing grievances and other necessary documents, shall be jointly prepared by the Superintendent and the Association and made available through the Association so as to facilitate operation of the grievance procedure.
- 3. If the principal is not directly involved in the resolution of the grievance, the aggrieved may file the grievance with the Superintendent.

**ARTICLE 5 - EVALUATION**

- A. No material originating after original employment shall be placed in a teacher's personnel folder unless the teacher has been notified. The teacher may submit a written notation regarding any material, and the same shall be attached to the file copy of the material in question. If the teacher is asked to sign materials placed in his or her personnel file, such signature shall be



understood to indicate his or her awareness of the material, but in no instance will said signature be interpreted to mean that the teacher agrees with the content of the material.

- B. In no situation will any anonymous complaint be placed in a teacher's personnel folder.
- C. No teacher shall be reprimanded or have any statement relative to poor service conduct or character placed in his/her personnel folder without just cause.

## **ARTICLE 6 - INSURANCE BENEFITS**

- A. The Board of Education shall pay eighty-one (81%) percent of the health insurance premiums for full time teachers and their dependents and the employee shall pay nineteen (19%) percent of such cost. Beginning January 1, 2016 the \$2,250/\$4,500 High Deductible Health Plan with Health Savings Account (HDHP/ HSA) will replace the \$1,500/\$3,000 HDHP/HSA plan and will be the core plan. The Board of Education shall contribute the same toward the premium cost of the OAP plan for any employee who buys up to that plan, as the Board contributes toward the premium of the HDHP/HSA plan (not including any contribution toward the 50/50 deductible). Employees switching to the HDHP/HSA will do so on January 1<sup>st</sup>; new hires will also enroll on January 1<sup>st</sup>.

Beginning September 1, 2016 the Board of Education shall pay eighty (80%) percent of the HDHP/HSA health insurance premiums for full time teachers and their dependents and the employee shall pay twenty (20%) percent of such cost.

1. Effective the 2012-2013 contract year, an OAP plan with plan provisions described in Appendix B. A Managed three tier incentive Prescription Drug plan with \$10/\$35/\$40 copay for generic, formulary name brand, non-formulary name brand respectively, for a 34 day supply with two (2) times retail copay, for mail order for a 100 day supply, described herein in Appendix B. The three-tier formulary drug plan shall provide that generic substitution requirements will be waived when the physician writes "dispense as written" on the prescription. (Summary of medical benefits attached as Appendix B.) Any benefits required by law but not reflected in Appendix B shall be incorporated by reference. Effective January 1, 2016 Appendix D will take effect.

2. Full Service Dental with Rider A or Flex Dental.

Effective September 1, 2018, the Board of Education shall pay seventy-nine (79%) percent of the dental insurance premiums for full time teachers and their dependents and the employee shall pay twenty-one (21%) percent of such cost. Beginning September 1, 2019 the Board of Education shall pay seventy-eight (78%) percent of the dental insurance premiums for full time teachers and their dependents and the employee shall pay twenty-two (22%) percent of such cost. If the teacher elects no payroll deduction for insurances, the teacher shall have waived his/her right to be covered by the insurances listed above.

3. For any teacher who participates in a HDHP/HSA Plan, the Board will deposit a subsidy of fifty percent (50%) of the individual, two-person or family coverage deductible on or before

January 1<sup>st</sup> of each year. Notwithstanding any other provision of this Article, the Board will deposit a subsidy of fifty percent (50%) of the individual, two-person or family coverage deductible on December 22, 2017.

- B. The Board will continue to offer an I.R.S. Section 125 pre-tax conversion which shall allow employees to meet any required insurance premium contribution and also include a medical care account for those employees not selecting the HSA and a dependent care account option for all employees. Election to participate in such plans shall be at the option of the employee.
- C. The Board shall provide life insurance for teachers at one (1) times the teacher's annual salary rounded up to the next highest \$1,000, for example, \$21,100 in annual salary to \$22,000 in life insurance.
- D. For teachers who are employed less than full-time, the Board's contribution towards the Board's portion of the total (including any HSA deductible) cost of insurance shall be proportionate to the amount of time the teacher works on a weekly basis, e.g., one-half time teacher - one-half of the Board's cost of the insurances for a full-time teacher, four-fifths time teacher - Board to pay four-fifths of the insurance cost, etc.
- E. The Board may, with reasonable advance notice to the Association, change insurance carriers or self-insure for all of or for some of the aforementioned insurances provided that such modification substitutes benefits substantially equivalent to or better than the benefits in this Agreement on an overall plan benefit basis.
  - 1. The standard of "substantially equivalent to or better than the benefits in this agreement" shall be based on the CIGNA OAP plan on an overall plan benefit basis when changing insurance carriers or self insuring a change in OAP plans.
  - 2. The standard of "substantially equivalent to or better than the benefits in this agreement" shall be based on the CIGNA Health Savings Account on an overall plan benefit basis when changing insurance carriers or self insuring a change in the HSA plan.
- F. Teachers who retire from the Oxford School System shall have the right to purchase, at their expense and at the prevailing group rate, any or all of the health benefits specified in this Article of the Agreement provided the policy carrier allows such purchase at such rate. (Only those teachers who retired prior to September 1, 1999 and who have been actively and continuously enrolled in the life insurance plan since retirement may continue to purchase this life insurance; and only at the amount which they purchased the life insurance when they retired, provided the policy carrier allows such purchase at such rate.) The teacher must deliver to the Board a check payable to such policy carrier representing payment for the teachers coverage. The check must be in the possession of the Board no later than ten (10) days prior to the date when payment is due and payable to the carrier. The Board assumes no responsibility for coverage under this paragraph in the event payment is not made in accordance with the paragraph.
- G. Notwithstanding the above, full time teachers hired by the Board on or before June 30, 2004 may elect to waive, in writing, all health insurance coverages provided for under Section A, B and C and in lieu thereof, may receive an annual payment of two thousand dollars five hundred dollars (\$2,500) in cash. Payment to those employees waiving such coverage shall be made in

equal payments during the months of January and June. Written notice of intention to waive insurance coverage must ordinarily be sent to the Superintendent or his or her designee not less than thirty calendar days before such waiver is to take effect, provided, however, that the Superintendent may waive said 30-day period at his or her discretion, and subject, however, to any regulations or restrictions which may be prescribed by the appropriate insurance carriers. Any teacher may elect to resume Board-provided insurance coverage upon written notice to the Board of Education. Upon receipt of such notice, insurance coverage shall be reinstated as soon as possible, subject, however, to any regulations or restrictions, including waiting periods, which may then be prescribed by the appropriate insurance carriers. Election to waive insurance and/or election to resume coverage during the school year shall result in a proration of the above referenced annual payment.

Payment for insurance waiver for less than full time teachers shall be made by the Board in the same proportion as it pays for insurances for said teachers as set forth in Section C; e.g., one-half time teacher, \$1,250 waiver; four-fifths time teacher, \$2,000 waiver.

- H. Effective July 1, 2018, or the first of the month following acceptance of the teacher bargaining unit by the State, whichever comes first, subject to the conditions set forth below, the Board shall provide each bargaining unit member with group health insurance benefits through the Connecticut State Partnership Plan 2.0 (SPP), in lieu of the health benefits described above in Section A.

Dental benefits will continue as described herein above through August 31, 2021.

The health plan benefits shall be as set forth in the SPP effective on July 1, 2018, or the first of the month following acceptance of the teacher bargaining unit by the State, including any subsequent amendments or modifications made to the SPP by the State and its employee representatives. The administration of the SPP, including open enrollment, beneficiary eligibility and changes, and other administration provisions shall be as established by the SPP. For informational purposes, a summary of SPP benefits is set forth in Appendix C.

a. Promptly upon execution of this *Stipulated Agreement*, the Board shall apply to the State to admit this bargaining unit to the SPP. Should the Board's application be accepted, these provisions related to the SPP shall be implemented. If by July 1, 2018, the Connecticut Cost Containment Committee has not accepted Oxford teachers into the SPP, the default insurance plan shall be the previous year's group health insurance plan, except that no employer contribution into the HSA will be made for 2018-19 unless and until after the parties have reopened negotiations in July, 2018, according to Conn. Gen. Stat. Section 10-153f(e), to negotiate solely re: the issue of group health insurance, effective /retroactive to 9/1/18, which may or may not involve an HSA;

b. The premium rates shall be set by the SPP. Based on such rates, the Board, in agreement with the Association, shall establish a blended rate to provide the same rate to active and retired teachers in accordance with statute. The Board and the Association shall utilize the *blending method used by CEA and Brown & Brown in the 2017 teacher contract negotiations* for the purpose of establishing the blended rate and the teacher premium shares.

c. The employee percentage share of such premium cost shall be as follows:

September 1, 2021 through August 31, 2022: the Board of Education shall pay 78% of the health insurance premiums for full time teachers and their dependents and the employee shall pay 22% of such cost.

September 1, 2022 through August 31, 2023: the Board of Education shall pay 77.5% of the health insurance premiums for full time teachers and their dependents and the employee shall pay 22.5% of such cost.

September 1, 2023 through August 31, 2024: the Board of Education shall pay 77% of the health insurance premiums for full time teachers and their dependents and the employee shall pay 23% of such cost.

d. The SPP contains a Health Enhancement Plan (HEP) component. All employees participating in the SPP are subject to the terms and provisions of the HEP. In the event SPP administrators impose the HEP non-participation or noncompliance \$100 per month premium cost increase or the \$350 per participant to a maximum of \$1400 family annual deductible, those sums shall be paid 100% in their entirety by the non-participating or non-compliant employee. No portion or percentage shall be paid by the Board. The \$100 per month premium cost increase shall be implemented through payroll deduction, and the \$350/\$1400 annual deductible shall be implemented through claims administration.

e. In the event any of the following occur, the Board or the Association may reopen negotiations in accordance with Conn. Gen. Stat. Section 10-153f(e) as to the sole issue of health insurance, including plan design and plan funding, premium cost share and/or introduction of replacement medical insurance in whole or in part.

i) If the SPP in its current form is no longer available; or if the benefit plan design of the SPP is modified as a result of a change in the State's collective bargaining agreement with SEBAC, if such modifications would substantially increase the cost of the medical insurance plan offered herein. Reopener negotiations shall be limited to health insurance plan design and funding, premium cost share and/or introduction of an additional optional health insurance plan; and/or

ii) If Conn. Gen. Stat. Section 3-123rrr et seq. is amended, or if there are any changes to the administration of the SPP, or if additional fees and/or charges for the SPP are imposed so as to affect the Board, any of which amendments, changes, fees or charges (individually or collectively) would substantially increase the cost of the medical insurance plan offered herein. Reopener negotiations shall be limited to health insurance plan design and funding, premium cost share and/or introduction of an additional optional health insurance plan; and/or

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

health insurance plan design and funding, premium cost share and/or introduction of an additional optional health insurance plan.

- f. In any negotiations triggered under subparagraph e above as well as negotiations for a successor to this collective bargaining agreement, the parties shall consider the High Deductible Health Plan with Health Savings Account set forth above in this Section A to be the baseline for such negotiations, and the parties shall consider the following additional factors:
- Trends in health insurance plan design outside of the SPP;
  - The costs of different plan designs, including a high deductible health plan structure and a PPO plan structure.

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

Unit members participating under the SPP will have the opportunity to enroll in Flexible Spending Accounts for both medical care and dependent/elder care pursuant to IRC Sections 125 and 129. Effective January 1, 2018, health Flexible Spending Accounts (FSA) shall be full purpose, and the Board shall offer unit members such full purpose FSA accounts while the SPP is available to unit members. If and when the SPP is no longer available to unit members, the Board will offer limited purpose FSA accounts to unit members who participate in a high deductible plan or who are otherwise not eligible to participate in a full purpose FSA.

#### **ARTICLE 7 - SICK LEAVE**

- A. Fifteen (15) days of sick leave shall be given each September to each teacher, to a maximum of 183 days. Teachers shall carry forward from academic year to academic year, not more than 168 sick days.
- B. By October 1st of each year, the Superintendent will provide each teacher with individual notice of his/her accumulated sick leave.
- C. 1. There shall be a sick leave "bank" (bank), of which all teachers shall be members. A teacher withdrawing his/her membership in the bank will not be able to withdraw any contributed days. Teachers shall join the bank unless they annually execute an "opt out" form.
2. In the event the number of sick leave days in the bank drops below ninety (90) days, each member of the bank shall contribute one (1) day from their available sick leave accumulation to replenish the bank. However, a teacher shall not be permitted to contribute more than two (2) sick leave days per school year. Teachers may not donate if such donations reduces his/her available sick days to fewer than 15 days.
3. A sick leave bank committee consisting of two representatives selected by the Superintendent and two selected by the Association shall be established to determine applicant's eligibility for sick leave days from the bank and the number of days to be granted. The committee shall be responsible for keeping all records related to the sick leave bank. An

affirmative vote by at least three of the four persons on the committee is needed to grant sick leave bank days to an applicant.

4. A teacher may be granted up to ninety (90) sick leave days from the bank per school year.
5. Eligibility for sick leave days from the bank shall be based on a serious illness or injury preventing the teacher from working. The presence of a serious illness or injury shall be documented by a medical report from the teacher's physician.
6. No days may be granted from the bank unless the employee has exhausted his/her accumulated sick leave. However, if it appears imminent a teacher will exhaust his/her accumulated leave, the request for days may be made in advance so that no interruption in the teacher's regular pay occurs. The bank shall not be used in conjunction with any other leave.
7. The decisions of the sick leave bank committee shall not be subject to a grievance or any other collateral attack.
8. No days may be donated to a specific individual.
9. The days in the sick leave bank shall never exceed 270 days.

## **ARTICLE 8 - PERSONAL LEAVE**

### **A. Leave Generally**

Teachers shall be entitled to five (5) days of personal leave annually, non-accumulative, with full pay. Personal leave days may be used for any reason at the discretion of the teacher pursuant to the prior notice provisions of paragraph B of this article, provided however that applications for the use of personal leave at the beginning or end of any holiday weekend or school recess period will only be approved for compelling reasons. Prior approval shall not be required for graduation exercises for a teacher or his or her immediate family members.

### **B. Application**

Application for such leave must be made to the principal in writing at least forty-eight (48) hours in advance. Exceptions to this time limit may be made in emergencies by the Superintendent, or in his or her absence, by the principal.

### **C. Professional Leave**

When in the judgment of the Superintendent, it is evident that convention or conference attendance or the observation of an activity in another school building or school system will contribute to the effectiveness of the instructional program, the Superintendent shall grant convention or conference leaves, or permission to observe an activity in another school building or school system to teachers without loss of pay, and the Board agrees to reimburse such teachers for approved expenses incurred in such attendance or observation.

#### **D. Childrearing Leave**

The Board and the Association agree that it is the expressed and limited purpose of this leave to provide a qualifying teacher the opportunity to raise his/her child for a period of time described herein. This is the sole and exclusive purpose of this leave. Teachers on such leave shall not teach for the duration of the leave. This leave shall be granted as prescribed in the following procedures:

1. After one year of employment in the Oxford School System, any certified professional employee shall be entitled upon written request, submitted to the Superintendent of Schools, to an extended leave without pay, for the purposes of childrearing, apart from any period of childbirth disability leave. An employee shall be entitled to such leave for a period not less than the remainder of the school year and not to exceed twenty (20) calendar months. However, the teacher shall return from leave only the first day of the work year commencing within the twenty (20) calendar month maximum leave period. The establishment of the actual date of return from leave shall be established within thirty (30) days of the Superintendent's receipt of such a leave request. Leaves of this nature must be requested in the school year during which a child is born, adopted, or placed as a foster child and shall, whenever possible, cause no interruption between the commencement of the leave and the birth, adoption, or foster placement of the child, except that such leave shall not be used to diminish a period of temporary disability occurring as a result of pregnancy.
2. Childrearing leave shall be further subject to the following provisions:
  - a. Teachers requesting leave shall submit no less than thirty (30) days written notice, whenever possible, of the anticipated date of ending performance of duties. In any event, the leave shall not be requested more than thirty (30) days after the birth, adoption, or foster placement of the child. This specific provision of Article 8 E.2.(a) may be waived by mutual written agreement between the Board and Association.
  - b. All insurance benefits, either in whole or in part, shall be available to the employee, at the group rates in effect. The employee shall prepay the Board by the first of each month for that month's benefits. It is understood that participation in a portion of the insurance benefits offered by the Board of Education must be with the approval of the insurance carrier(s).
  - c. The teacher shall advance on the salary schedule if the teacher has worked one-half ( $\frac{1}{2}$ ) or more, of the last worked school year.
  - d. Any bargaining-unit employee employed by the Board of Education to fill the position of any certified professional employee on leave shall be notified, in writing, by the Superintendent of Schools, at the time of employment that said person's contract may terminate upon the return to active service of the employee on leave whose position is being temporarily filled.
  - e. Such leave may be prematurely terminated by mutual written agreement between the teacher on leave and the Superintendent of Schools.

- f. Upon return from childrearing leave, a teacher may be assigned, if qualified and at the discretion of the Superintendent of Schools, to an open position in the school system or as a replacement for a teacher who is leaving the school system or retiring.

#### **E. General Leave**

Any teacher may, upon written request to the Superintendent of Schools, request an unpaid General Leave. Requests for General Leave of less than 20 school days may be granted by the Superintendent of Schools. Requests for General Leave of 20 school days or more must be approved by the Superintendent of Schools and the Board of Education. While on such leave, the teacher may be covered by the insurance benefits described in this Agreement, Article 6, provided the teacher pays for said benefits. Upon return from such leave, the teacher shall be placed either in the same position held at the commencement of said leave, or in an equivalent position, and all benefits, rights, and privileges provided by the Agreement shall be restored. No decision made to grant or deny in whole or in part any leave requested pursuant to this section shall be subject to the contract grievance procedure notwithstanding any other provision of this contract to the contrary.

#### **F. Return From Leave**

Teachers on childrearing leave for the remainder of the school year as provided in Section F of this Article or on general leave for the remainder of the school year as provided in Section G of this Article, must notify the Superintendent of Schools in writing of their intent to return to the district in the following school year or of their request for an extension of the leave not later than May 1 of the school year in which the leave is taken.

- G. A teacher may accumulate a total of up to three (3) days of unused personal leave, to be used solely for the purpose of taking leave related to the birth, foster or adoption of a child (i.e. child rearing leave). Those three (3) days must be taken within two (2) weeks of the birth, foster or adoption of the teacher's child. (Thus, in a given year, a teacher could have available five (5) days of personal leave for the current year and a total of up to three (3) days accumulated from a prior year or years, with such three (3) days to be used solely for the purpose of taking child rearing leave).

### **ARTICLE 9 - SABBATICAL LEAVE**

- A. Sabbatical leave at one-half pay for one school year may be granted under the following conditions:
  - 1. To be eligible, a teacher must hold a professional teaching certificate and have taught for seven years in the Oxford School System.
  - 2. No more than one full-time equivalent teacher shall be granted sabbatical leave in any school year. Any such sabbatical leave shall total not more than one sabbatical year per school year.
  - 3. Any teacher granted sabbatical leave must agree to teach in the Oxford School System during the two school years immediately following the sabbatical leave as a condition of



receiving the sabbatical leave. The teacher will be required to sign a written agreement acknowledging his or her obligation to teach in the Oxford school system during the two school years immediately following the sabbatical leave; and to agree to repay to the Oxford school system the entire amount of pay received by said teacher from the Oxford Board of Education during the term of said sabbatical in the event the teacher fails to satisfy the teaching obligation. Said agreement shall also provide that in the event the teacher fails and/or refuses to repay said amount, then the teacher shall also be liable to the Board for the reasonable costs of collection, which shall be limited to court filing fees, reasonable attorneys' fees, if the Board is required to commence civil action to enforce the teacher's agreement to repay. Notwithstanding the foregoing, the repayment obligation shall be forgiven in the event of death of the teacher; and the two year teaching obligation shall be tolled for the duration of a serious illness which prevents the teacher's employment; provided, further, however, that the Board may require the remainder of the teaching obligation to be satisfied when the teacher is fit to return to work.

4. Program planned during sabbatical leave must be of education value to the Oxford School System and have the recommendation of the Superintendent and approval by the Board of Education.
5. Failure to diligently follow the planned program shall result in the cancellation of sabbatical leave payments.
6. All insurance benefits, either in whole or in part, shall be available to the employee, at the group rates in effect. The employee shall prepay the Board by the first of each month for that month's benefits. It is understood that participation in a portion of the insurance benefits offered by the Board of Education must be with the approval of the insurance carrier(s).

#### **ARTICLE 10 - JURY DUTY**

Any teacher called for jury duty shall be allowed additional leave for this purpose, provided the Superintendent shall be notified immediately upon notice of call. This leave shall not be deducted from sick leave or personal leave and the teacher shall be paid the regular salary minus that amount paid to the teacher for jury duty.

#### **ARTICLE 11 - DUTY FREE LUNCH**

Except in emergencies, all teachers will have an uninterrupted lunch period daily during which time they will be free of school responsibilities. Teachers are free to leave the school during their lunch period with prior notice to the principal's office. Reasons do not have to be stated.

#### **ARTICLE 12 - NON-TEACHING DUTIES**

- 1) Teachers may be assigned non-teaching duties for up to one period each day.

- 2) No homeroom teacher in grades K-5 shall be required to perform (a) selling and collection of lunch tickets; (b) morning bus duties; and (c) after lunch recess duty unless the teacher's presence is required due to extenuating circumstances.

### **ARTICLE 13 - UNASSIGNED, PLANNING AND CLASS PERIODS**

- A. No teacher teaching at Oxford Middle School or Oxford High School shall be assigned more than five (5) academic teaching periods per day.

No special area subject teacher shall be regularly assigned more than twenty-five (25) instruction periods per week.

Any qualified and certified teacher, including a special area teacher, may volunteer to teach a sixth period subject to the following conditions, for the duration of the school year:

1. The Board must post and provide equal opportunity for current staff members to teach the additional class.
  2. The teachers will teach the class in lieu of a duty.
  3. The teacher will be paid \$6,000 for sixth period teaching for an entire academic year. Such amount shall be subject to appropriate proration for sixth period teaching for less than a full academic year.
- B. The Board will provide no less than one (1) continuous forty (40) minute preparation period per teacher per full school day. Current practices regarding "meet the teacher night" will remain in effect.
  - C. During preparation periods, a teacher shall be free from normal classroom duties to plan and prepare for class activities. Said planning and preparation shall occur at the teacher's school, except that the teacher's principal may authorize such planning and preparation to be done at any other Oxford School.
  - D. No homeroom teachers will be assigned a preparation period during student arrival or departure time.

### **ARTICLE 14 - POSTING OF OPEN POSITIONS**

- A. Vacancies shall mean all openings of bargaining unit positions and extra pay positions within the school system and shall be filled pursuant to the following procedures:
  1. All vacancies shall be publicized throughout the school system as set forth in this Article. A copy of each posting shall be e-mailed to each teacher and to the Association President and posted on the District website. Postings shall be made as far in advance of the date of filling such openings as possible (preferably at least ten (10) days in advance and in no case less than four (4) days in advance) except in situations where such opening becomes vacant as the result of unforeseen circumstances where in this situation, the position may be

temporarily filled immediately. The duration of such temporary assignment shall end as provided for in this Article's Section 6.

2. Said posting notice shall set forth the qualifications required for the position; the salary, if any, for the position; the anticipated date on which the applicants can expect to begin their duties; and, the application deadline. Teachers who desire to apply for said opening must file with the Superintendent, their written application within the time limit specified in the posting notice. No application deadline shall be less than four (4) days after the date on which said notice has been posted.
3. Among applicants for a vacancy substantially equal in qualification, preference will be given to the Oxford teacher. If there is more than one Oxford teacher among those substantially equal in qualification, preference will be given to the most senior teacher.
4. Where a need to fill an opening arises during the summer months, written notification shall be made to the Association President and to all teachers certified for the opening who, prior to the last day of school in June, have requested to be placed on the summer mailing list of postings. Teachers shall have two (2) weeks to apply, in writing, for the opening. Communication and application via e-mail will be considered to be in writing.
5. The Superintendent and/or Board shall determine which of the applicants are qualified for the position.
6. Under most circumstances, assumption of a posted position shall become effective as specified on the posting notice; however, the Superintendent may delay the effective date in order to prevent undue disruption of the educational program until such time as he/she deems appropriate; however, such delay shall in no case extend beyond the beginning of the school year immediately subsequent to the filling of the vacancy.
7. A teacher holding a durational shortage may apply for an open position as long as: (1) such position is covered by such permit; (2) after such position has been posted for no less than ten (10) days, no member of the bargaining unit holding a certification for such position applied and is chosen; and (3) at the discretion of the Superintendent, he or she is qualified for the position. For purposes of paragraph 3 of this Article, a teacher holding a durational shortage permit will be considered less senior than any certified staff member.
8. The Board shall notify the President of the Association of any newly filled paid OEA bargaining unit position at the time that such position is accepted by the candidate.
9. For purposes of this Article, the term "day" shall have the same meaning as in Article 4, Grievance Procedure.

## **ARTICLE 15 - TEACHER ASSIGNMENT AND TRANSFER**

### **A. Assignments**

1. Teachers and the Association President shall be notified in writing as soon as possible, but not later than two (2) weeks following Town approval of the Board budget, of any changes in their programs and class assignments for the ensuing school year, including the schools to which they will be assigned, the grades and/or subjects and/or levels that they will teach, any special or unusual classes or assignments. In the event of a change of circumstances or conditions, such assignments may be changed as required to meet the situation, and notice thereof shall be given to the teacher, in writing, with a copy to the Association President within two (2) weeks of the change in circumstances. For purposes of this Article, notification via email shall be deemed to be notification in writing.
2. No later than August 1, all elementary teachers (Pre-K-5) shall be provided with their tentative class rosters.

### **B. Transfers**

#### **1. Voluntary Transfers**

- a. Teachers who desire a change in grade/or subject assignment or who desire to transfer to another building shall file a written statement of the desire with the office of the Superintendent not later than May 1 of any school year. Such statements shall include the grade and/or subjects to which the teacher desires to be assigned and the school or schools (in order of preference) to which (s)he desires to be transferred. Teachers who submit such request and who have not withdrawn such requests by July 1 of the current year, will be transferred if an opening exists or becomes available prior to the start of the subsequent school year subject to the provisions of Article 14, Section 3, except in extraordinary circumstances as determined by the administration in light of all surrounding factors and after consultation with the OEA. Prior to the close of the school year, under normal conditions, the Superintendent shall, upon request, make available a list of those teachers receiving transfers.
- b. In the determination of assignments and transfers, the Superintendent of Schools will consider the following in the following order:
  1. The best interests of the school system;
  2. The instructional requirements of the pupils;
  3. Experience at or near grade level;
  4. The convenience and wishes of the teacher;
  5. Seniority.

## **2. Transfer by the Principal**

- a. No teacher shall be involuntarily transferred to a different grade/subject within a school without being afforded the opportunity to meet with the principal to discuss the reasons for the transfer.
- b. In determining the teacher to be involuntarily transferred between grades (transfer by the Principal) the following criteria will be considered: certification; experience at or near grade/subject level; the best interests of the school system. If two or more teachers are equal with reference to the above criteria, seniority will prevail; i.e., the least senior teacher would be transferred.

## **3. Transfer by the Superintendent**

- a. No teacher shall be involuntarily transferred to a different school without prior notice and without being afforded the opportunity to meet with the Superintendent to discuss the reasons for the transfer.
- b. In determining the teacher to be involuntarily transferred between schools (transfer by the Superintendent), the following criteria will be considered: certification; experience at or near grade/subject level; the best interests of the school system. If two or more teachers are equal with reference to the above criteria, seniority would prevail; i.e., the least senior teacher would be transferred.

## **4. Teacher Indication of Intent**

Teachers will be given an opportunity to indicate their interest in a vacancy as a result of the budget process before involuntary transfers are made.

## **ARTICLE 16 - DEGREE DEFINITIONS**

- A. The salary schedules listed in the Appendices of this Agreement shall be interpreted and applied in accordance with the following definitions:

Bachelors:	A baccalaureate degree earned at an accredited college or university.
Masters:	A Master's degree earned at an accredited college or university. Masters shall be interpreted to include a baccalaureate degree plus thirty credit hours.
Sixth Year:	A Sixth Year certificate earned at an accredited college or university. Sixth Year certificate shall be interpreted to include a Masters degree plus thirty credit hours earned in the teacher's field, the field of education, or other field subject to the Superintendent's prior approval.

Course of study and/or credits must be relevant to the teacher's position/responsibilities, be taken at an accredited university and the course of study/credits are preapproved by the Superintendent.

- B. No teacher shall advance to the next highest column on the salary schedule either in August/September or February unless he/she has first notified the Board in writing prior to February 15 of the preceding school year of his/her intention to complete such requirements. For payment to be effective from the start of the school year, official transcripts must be received by the Superintendent no later than November 30 for coursework completed prior to the start of the school year. For payment to be effective in February, official transcripts must be received by the Superintendent no later than April 30 for coursework completed by January.
- C. A stipend of \$35.00 will be added to the teacher's salary scale for teachers employed by the Oxford School System prior to June 30, 1992, for each additional credit earned beyond the Bachelor's or Master's degree before June 30, 1992. Evidence must be on file in the Superintendent's office before September 1, 1992. In no case shall credit compensation exceed 85% of the difference between the teacher's pay step and the equivalent step of the next higher column.
- D. Any eligible employee who has received and earned a Doctoral degree shall receive an annual stipend of \$3,000 payable by June 30<sup>th</sup> of each year. To be eligible for said stipend, the employee must receive the Doctoral degree in a program from a recognized, accredited university, directly related to his or her certification and subjects currently taught, and as to employees who do not have a Doctoral degree as of September 1, 2010, said program is approved in advance in writing by the Superintendent.

#### **ARTICLE 17 - PLACEMENT ON THE SALARY SCHEDULE**

At time of hire, the Superintendent has discretionary authority over initial step placement on the Salary Schedule, taking into consideration the following:

- A. Degree status as defined under "Degree Definitions" Article 16.
- B. Credit may be granted for previous and recent teaching experience in public and non-public schools.
- C. Up to four (4) years of credit for active service in the Armed Forces of the United States, if discharge is in good standing.
- D. The Superintendent may grant up to five (5) years of credit for related non-teaching experience.

#### **ARTICLE 18 - SALARY PAYMENTS**

- A. All teachers shall have the option of being paid bi-weekly, beginning on the first Friday after the opening day of school, on either:
  - 1. Ten Month Basis - Twenty-two (22) paychecks
  - 2. Twelve Month Basis - Twenty-six (26) paychecks

3. Twelve (12) Month Basis - 22 paychecks the last of which would include payment due during the summer months.
- B. Teachers working less than full-time shall be paid on the salary schedule in direct proportion to the amount of time they work weekly; e.g., 1/2 time work - 1/2 time pay; 4/5 time work - 4/5 pay, etc.
- C. Teachers who have appropriately notified the payroll office will be able to have all regular paychecks directly deposited to their banking institution.
- D. All teachers will receive an e-mail notice prior to the beginning of the school year which shall include each teacher's step and degree lane for the upcoming school year.
- E. As of July 1, 2021, all teachers shall be paid via direct deposit.

#### **ARTICLE 19 - EXTRA PAY FOR EXTRA DUTY**

- A. Extra duty for which extra compensation shall be paid and the amounts of such compensation are set forth as follows:

<u>STIPEND TIER</u>		
<u>NON ATHLETIC</u>	<u>2020-2024</u>	<u>CRITERIA</u>
A	\$1,000	Average 1 day per week for 15 weeks. Culminating event or events, possible travel.
B	\$2,000	Average 1 day per week for 30 weeks, show, competition, product or other culminating event.
C	\$3,000	Average 2 days per week for over 35 weeks, show, competition, product or culminating event
D.	\$4,000	Coordinator of major event or activity for entire school year.

DISTRICT STIPENDS		2021-24	DISTRICT STIPENDS		2021-24
FALL SPORTS			FALL SPORTS		
Head Coach - Football	7141		Head Coach-Boys Soccer	1915	
Asst Coach - Football	4284		Head Coach - Girls Soccer	1915	
Asst Coach - Football	4284		Head Coach - Girls Volleyball	1915	
Asst Coach - Football	4284				
Sub-Varsity - Football	4284				
Sub-Varsity- Football	4284				
Head Coach - Girls Volleyball	5203				
Asst Coach - Girls Volleyball	3570				
Head Coach - Boys Soccer	5203				
Asst Coach - Boys Soccer	3570				
Head Coach - Girls Soccer	5203				
Assistant Coach - Girls Soccer	3570				
Head Coach - Cross Country	5050				
Head Coach - Girls Swim	5203				
Assistant Coach - Girls Swim	3570				
WINTER SPORTS			WINTER SPORTS		
Head Coach - Boys Basketball	6121		Head Coach - Boys Basketball	2561	
Asst Coach - Boys Basketball	4163		Head Coach - Girls Basketball	2561	
Head Coach - Girls Basketball	6121		Head Coach - Cheerleading	2561	
Asst Coach - Basketball	4163		Head Coach - Dance	1915	
Head Coach - Wrestling	6121				
Asst Coach - Wrestling	3876				
Head Coach - Cheerleading	5203				
Asst Coach - Cheerleading	3570				
Head Coach - Boys Swim	5203				
Asst Coach - Boys Swim	3570				
Head Coach - Dance	4438				
Head Coach - Gymnastics	4438				
SPRING SPORTS			SPRING SPORTS		
Head Coach - Baseball	5203		Head Coach - Baseball	1915	
Asst Coach - Baseball	3570		Head Coach - Softball	1915	
Head Coach - Softball	5203		Outdoor Track (3 Coaches \$1,756 per coach)	1756	
Asst Coach - Softball	3570		Outdoor Track (3 Coaches \$1,756 per coach)	1756	
Head Coach - Boys Outdoor Track	5203		Outdoor Track (3 Coaches \$1,756 per coach)	1756	
Asst Coach - Boys Outdoor Track	3570				
Head Coach - Girls Outdoor Track	5203				
Asst Coach - Girls Outdoor Track	3570				
Head Coach - Boys Volleyball	5203				
Asst Coach - Boys Volleyball	3570				
ALL YEAR SPORTS					
Strength & Conditioning Coordinator	4000				



<b>OHS STIPENDS - EFFECTIVE 2021-2024</b>	<b>TIER</b>	<b>2021-24</b>
CAPSTONE	A	1000
CAPSTONE	A	1000
CAPSTONE	A	1000
CAPSTONE	A	1000
PPT COORDINATOR (OHS)	A	1000
PPT COORDINATOR (OMS)	A	1000
PPT COORDINATOR (OCS)	A	1000
PPT COORDINATOR (QFS)	A	1000
INSTRUCTIONAL TECHNOLOGY ADVISOR (OHS)	A	1000
INSTRUCTIONAL TECHNOLOGY ADVISOR (OMS)	A	1000
INSTRUCTIONAL TECHNOLOGY ADVISOR (OCS)	A	1000
INSTRUCTIONAL TECHNOLOGY ADVISOR (QFS)	A	1000
ADVISORY COORDINATOR	B	2000
CAPSTONE COORDINATOR	D	4000
AP, SAT, DATA COORDINATOR	D	4000
DEPARTMENT CHAIRS	D	4000
DEPARTMENT CHAIRS	D	4000
DEPARTMENT CHAIRS	D	4000
DEPARTMENT CHAIRS	D	4000
DEPARTMENT CHAIRS	D	4000
DEPARTMENT CHAIRS	D	4000
DEPARTMENT CHAIRS	D	4000
DEPARTMENT CHAIRS	D	4000

<b>OHS STIPENDS - EFFECTIVE 2021-2024</b>	<b>TIER</b>	<b>2021-24</b>
PEP BAND ADVISOR	A	\$1,000
SKI CLUB ADVISOR	A	\$1,000
BEST BUDDYS ADVISOR	B	\$2,000
DEBATE ADVISOR	B	\$2,000
LINK CREW ADVISOR	B	\$2,000
FALL PLAY ADVISOR	B	\$2,000
ULTIMATE FRISBEE COACH	B	\$2,000
ROBOTICS ADVISOR	B	\$2,000
JAZZ BAND ADVISOR	B	\$2,000
YOUTH CONSERVATION CORP ADVISOR	B	\$2,000
CHOIR ADVISOR	B	\$2,000
SCIENCE CLUB ADVISOR	B	\$2,000
STUDY HALL MONITOR	B	\$2,000
MUSICAL/VOCAL ADVISOR	B	\$2,000
FR CLASS ADVISOR	B	\$2,000

SO CLASS ADVISOR	B	\$2,000
JR CLASS ADVISOR	B	\$2,000
JR CLASS ADVISOR	B	\$2,000
SR CLASS ADVISOR	B	\$2,000
SR CLASS ADVISOR	B	\$2,000
HONOR SOCIETY ADVISOR	B	\$2,000
NEWSPAPER ADVISOR	B	\$2,000
FBLA ADVISOR	B	\$2,000
STUDENT COUNCIL ADVISOR	B	\$2,000
YEARBOOK ADVISOR	B	\$2,000
UNIFIED ADVISOR	C	\$3,000
SPRING MUSICAL COORDINATOR	D	\$4,000

<b>OMS STIPENDS - EFFECTIVE 2021-2024</b>	<b>TIER</b>	<b>2021-24</b>
SKI CLUB ADVISOR	A	1000
WEB (Where Everyone Belong's)	A	1000
JAZZ BAND ADVISOR	B	2000
CHORUS ADVISOR	B	2000
HONOR SOCIETY ADVISOR	B	2000
NEWSPAPER ADVISOR	B	2000
STUDENT COUNCIL ADVISOR	B	2000
YEARBOOK ADVISOR	B	2000
8TH GRADE ADVISOR	B	2000
DRAMA CLUB ADVISOR	B	2000
ATHLETIC COORDINATOR	C	3000

<b>OCS STIPENDS - EFFECTIVE 2021-2024</b>	<b>TIER</b>	<b>2021-24</b>
CHORUS ADVISOR	B	2000
NEWSPAPER ADVISOR	B	2000
STUDENT COUNCIL ADVISOR	B	2000
YEARBOOK ADVISOR	B	2000
DRAMA CLUB ADVISOR	B	2000
BAND ADVISOR	B	2000

Homebound Instructor	38.00/hr
Curriculum Work	38.00/hr
Summer School	38.00/hr

If more than one teacher shares the duties of any of these positions, the payment shall be apportioned between them.

- B. Teachers who participate in certain approved activities, such as, but not limited to, student activities, tutorial assignments and disciplinary tasks, shall be compensated for their participation in such activities at the hourly rates listed in the following schedule. The Superintendent shall determine which activities and/or other such assignments shall be paid activities. Teacher participation in these extra-duty assignments shall be voluntary.

2021-24
\$38.00

- C. Effective every May, or upon creation of newly established positions, or upon becoming vacant, extra duty pay positions shall be posted and awarded in accordance with the collective bargaining agreement. The parties agree that this section, providing for annual appointments, satisfies the notice requirements and to the extent legally permissible waives any hearing requirements of Connecticut General Statute §10-222e because each holder of an extra pay for extra duty position is hereby put on notice that their appointment is for a yearly term only, subject to yearly reapplication and selection.
- D. The Board may appoint department heads at the high school level. Except as otherwise indicated below, vacant Department Chair positions shall be posted and awarded in accordance with Article 14 of the Collective Bargaining Agreement. Department Chairs shall:
- (1) Be appointed for a period of one (1) year, and may be appointed by the Board, if so recommended by the building Principal for an additional one (1) year;
  - (2) Be provided written notification of their status of the following year on or before April 30 of the year in which their appointment shall expire. In the event that the Principal decides not to recommend the appointment of any incumbent to his or her position, the Principal shall provide the individual, in writing, the reasons for such decisions. Communication via e-mail will be considered to be in writing;
  - (3) Be released from duties.

## **ARTICLE 20 - LONGEVITY STIPENDS**

- A. In addition to the Salary Schedule, the Board shall pay to each teacher with fourteen (14) years or more of service, to the Oxford School System, a longevity stipend.

The stipend shall be paid as follows:

1. At the completion of years 14, 15, 16 - \$750 each year
  2. At the completion of years 17, 18 - \$850 each year
  3. At the completion of year 19 and beyond - \$950 each year
- B. The longevity stipend shall have been earned upon the teacher's completion of the school year and shall be paid in one lump sum in July.

## **ARTICLE 21 - TRAVEL ALLOWANCE**

If a teacher is authorized to use a motor vehicle outside the Town of Oxford for authorized school activities, the teacher will be reimbursed for necessary mileage at the prevailing IRS rate per mile. For those teachers whose assignments require them to travel between schools within the Town of Oxford, a calculation will be made for the necessary mileage involved and such teachers will be reimbursed on a monthly basis at the prevailing IRS rate per mile.

## **ARTICLE 22 - SEVERANCE PAY**

Effective September 1, 1981, any teacher who retires from teaching after service for twenty (20) years, fifteen (15) of which were in the Oxford School System, shall receive twenty-five (25%) percent of his or her accumulated sick leave as severance pay. Such payments shall be based on 1/181st of the employee's annual salary at the time of retirement.

This Article 22 shall only apply to teachers hired prior to July 1, 1994.

Notice must be given by December 31<sup>st</sup> in the calendar year preceding retirement to be eligible for payment at the beginning of the following school year. Notification given after December 31<sup>st</sup> in the calendar year preceding retirement will result in the payment being delayed by up to one (1) year.

## **ARTICLE 23 - SEPARATION AND RECALL PROCEDURES**

- A. For the purpose of this Article, the term "teacher(s)" shall mean certified teacher(s) and school administrator(s) employed by the Board and the term "teaching experience" shall mean both teaching and administrative experience as a member of the certified staff.
- B. Should it become necessary to reduce the number of teachers employed by the Board, seniority and certification shall be among the factors in the determination of which teachers shall be laid-

off. Seniority is defined to be the amount of time of continuous teaching experience in the Oxford School System that a teacher has. In the event multiple teachers having an equal amount of time of continuous teaching experience in the Oxford School system, the teacher who signed his/her contract first shall be deemed to have more seniority.

- C. Prior to any lay-off, the Association President shall be notified, in writing, by the Board Chairman, of the details of the proposed lay-off; that is, of the number of teachers to be laid-off and the positions which are to be eliminated. Notification via email shall be deemed notification in writing for purposes of this Article.
- D. The President of the Association shall be provided with a list of names of the teachers who are to be laid-off as soon as possible after the Board decides which teachers are to be notified of lay-off or of possible lay-off. Such list will include the number of years of seniority of each teacher and their certification(s) and endorsement(s).
- E. Prior to any lay-off, the Board shall first attempt to reduce the staff through voluntary retirement, resignation or leave of absence.
- F. Nothing herein may be construed as invalidating, modifying or limiting Section 10-151 of the Connecticut General Statutes.
- G. Any teacher who has been terminated because of reduction in force shall have his/her name placed on a recall list for a period to include two (2) full school years immediately following the school year in which the termination took place.
- H. Any teacher on a recall list shall receive a written offer of reappointment at least 10 days prior to the date of reemployment. This teacher shall accept or reject the appointment in writing within 10 days after the above notice is made. In the event any teacher shall reject an appointment, then such teacher's name shall be removed from said list and he/she shall have no further rights pursuant to this Article. The written offer of reappointment shall be sent by certified mail, return receipt requested, to the address on file for the summer months.
- I. Upon reappointment, a teacher shall be entitled to his or her sick leave accumulated while teaching in Oxford.
- J. No new teacher shall be hired in a subject area or grade level until all laid-off teachers from that subject area or grade level have been recalled or declined the opening.
- K. No new teachers shall be hired in a subject area or grade level before teachers who are laid-off from other subject areas or grade levels who may be qualified and who possess the necessary certification, are recalled or decline the opening.

#### **ARTICLE 24 - PAYROLL DEDUCTIONS**

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

B. A list of the approved deductions is as follows:

1. Association dues.
2. Tax-sheltered annuities.
3. Waterbury Teachers' Federal Credit Union.

C. The singular reference to the "Association" in this Article and in Article 25 shall be interpreted as referring to the Oxford Education Association, the Connecticut Education Association and the National Education Association. In the event the Association elects to change the rate of its membership dues it shall give the Board thirty (30) days written notice prior to the effective date of such change.

### **ARTICLE 25 - DUES DEDUCTION**

#### **A. Conditions of Continued Employment**

All teachers employed by the Oxford Board of Education shall be granted the opportunity to join the Association.

#### **B. Deductions**

The Oxford Board of Education agrees to deduct from each teacher an amount equal to the Association membership dues by means of payroll deductions from the salary of each teacher who voluntarily and in writing submits to the Board a written authorization for such deductions. The amount of the deduction from each paycheck shall be equal to the total Association membership dues divided by the number of paychecks from and including the first paycheck in September through and including the last paycheck in June. The amount of Association membership dues shall be certified by the Association to the Board of Education prior to the opening of school each year.

#### **C. Subsequent Employment**

Those teachers whose employment commences after the start of the school year and who elect to become members of the Association shall pay a pro-rated amount equal to the percentage of the remaining school year.

#### **D. Forwarding of Monies**

The Board of Education agrees to forward to the Association each month a check for the amount of money deducted during that month. The Board shall include with such check a list of teachers for whom such deductions were made.

**E. Lists**

No later than the first paycheck in October of each school year, the Board of Education shall provide the Association with a list of all bargaining unit employees of the Board of Education and the positions held by said employees. The Board shall notify the Association monthly of any changes in said list.

**F. Indemnification**

The Association agrees to indemnify and hold the Board harmless from any and all expenses including reasonable attorney's fees, or any other liability which may arise by reason of any action taken by the Board in complying with the provisions of this Section, provided that:

1. The Board shall give the Association timely notice in writing of any claim, demand, suit or other form of liability in regard to which it will seek to implement this paragraph; and
2. If the Association so requests in writing, the Board will surrender to it full responsibility for the defense of such claim, demand, suit or other form of liability and will cooperate fully with the Association in gathering evidence, securing witnesses, and in all other aspects of said defense.

**ARTICLE 26 - DURATION**

The provisions of this Agreement shall be effective as of September 1, 2021 and remain in full force and effect to and including August 31, 2024.

**ARTICLE 27 - WORK YEAR**

The work year for teachers is the student school year plus 4 professional development days. In 2018-19, the student school year set by the Board is 180 days.

The work day for teachers is seven (7) hours and fifteen (15) minutes. All new time can be for professional purposes as directed by the administration.

All teachers shall be required to attend one (1) faculty and up to two (2) grade level/department meetings/subject meetings each month, which meeting shall not add more than one (1) hour to the work day.

**ARTICLE 28 - TEACHER PROTECTION**

- A. Teachers shall report immediately in writing to their Principal and to the Central Office all cases of assault or threats of assault suffered by them in connection with their employment.
- B. In an effort to deter such incidents, the Administration and the Association agree to meet annually to address Student Discipline issues. Additionally, the Administration and the

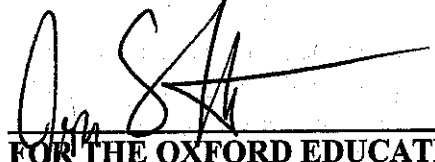
Association agree to meet and develop plans of action to deal with potential emergency situations.

**ARTICLE 29 - SEVERABILITY**


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

**SIGNATURE BLOCK**

IN WITNESS WHEREOF, the Board and the Association have agreed to the above contract terms on this 12 day of November, 2020, and do affix their proper signature below.

  
\_\_\_\_\_  
FOR THE OXFORD EDUCATION  
ASSOCIATION

  
\_\_\_\_\_  
FOR THE OXFORD BOARD OF  
EDUCATION

20 NOV 16 AM 9:20  
TOWN OF OXFORD, CT  
  
TOWN CLERK



## APPENDIX A1

### 2021-22 Teacher Salary Grid

Step	BA	MA	6th
2	47,041	49,670	52,561
3	47,867	50,542	53,486
4	49,657	52,432	55,487
5	52,064	54,970	58,173
6	54,589	57,632	60,990
7	57,236	60,423	63,943
8	60,012	63,348	67,039
9	62,923	66,415	70,284
10	65,975	69,631	73,688
11	69,174	73,002	77,255
12	72,529	76,537	80,995
13	76,047	80,141	84,808
14	79,225	84,411	89,327
15	83,251	89,846	95,077
16	86,431	93,381	98,817

All teachers advance 1 step. For example, previous Step 2 moves to Step 3 and previous Step 14 moves to Step 15. Teachers previously on Step 15 advance to top Step 16. Step 1 was eliminated. This schedule reflects a 1.375% increase to the top step and a .75% increase to all other steps

## **APPENDIX A2**

### **2022-23 Teacher Salary Grid**

Step	BA	MA	6th
2.5	47,744	50,412	53,346
3.5	48,988	51,726	54,740
4.5	51,361	54,231	57,390
5.5	53,852	56,855	60,168
6.5	56,463	59,610	63,082
7.5	59,202	62,495	66,136
8.5	62,074	65,522	69,338
9.5	65,084	68,694	72,695
10.5	68,241	72,019	76,216
11.5	71,550	75,507	79,905
12.5	75,020	79,163	83,773
13.5	78,659	82,789	87,611
14.5	81,443	87,793	92,905
16	87,619	94,665	100,176

All teachers not on the top step advance 1/2 step. For example, teachers previously on Step 2 advance to Step 2.5 and previous Step 14 advances to Step 14.5. Teachers previously on Step 15 advance to top Step 16. This schedule reflects a 1.375% increase to the top step and a 1.8% increase to all other steps.

### **APPENDIX A3**

#### **2023-24 Teacher Salary Grid**

Step	BA	MA	6th
3	49,409	52,170	55,208
4	51,257	54,121	57,274
5	53,741	56,741	60,046
6	56,347	59,489	62,954
7	59,080	62,369	66,002
8	61,945	65,389	69,197
9	64,950	68,555	72,548
10	68,100	71,874	76,061
11	71,403	75,353	79,744
12	74,865	79,002	83,603
13	78,497	82,722	87,540
14	81,777	87,130	92,204
15	86,353	93,196	98,622
16	88,824	95,967	101,553

All teachers not on the top step advance 1/2 step. For example, teachers previously on Step 2.5 advance to Step 3 and previous Step 14.5 advances to Step 15. Step 2 was eliminated. This schedule reflects a 1.375% increase to the top step and a 2.156% increase to all other steps.

**Effective January 1, 2016**

33

## APPENDIX C

### CONNECTICUT STATE PARTNERSHIP PLAN 2.0

# CONNECTICUT PARTNERSHIP PLAN



#### ***A Great Opportunity for Very Valuable Healthcare Coverage***

Welcome to the Connecticut (CT) Partnership Plan—a low-/no-deductible Point of Service (POS) plan now available to you (and your eligible dependents up to age 26) and other non-state public employees who work for municipalities, boards of education, quasi-public agencies, and public libraries.

*The CT Partnership Plan is the same POS plan currently offered to State of Connecticut employees. You get the same great healthcare benefits that state employees get, including \$15 in-network office visits (average actual cost in CT: \$150\*), free preventive care, and \$5 or \$10 generic drug copays for your maintenance drugs. You can see any provider (e.g., doctors, hospitals, other medical facilities) you want—in- or out-of-network. But, when you see in-network providers, you pay less. That's because they contract with Anthem Blue Cross and Blue Shield (Anthem)—the plan's administrator—to charge lower rates for their services. You have access to Anthem's State Bluecare POS network in Connecticut, and access to doctors and hospitals across the country through the BlueCard® program.*

When you join the CT Partnership Plan, the state's Health Enhancement Program (HEP) is included. HEP encourages you to get preventive care screenings, routine wellness visits, and chronic disease education and counseling. When you remain compliant with the specific HEP requirements on page 5, you get to keep the financial incentives of the HEP program!

Look inside for a summary of medical benefits, and visit [www.anthem.com/statect](http://www.anthem.com/statect) to find out if your doctor, hospital or other medical provider is in Anthem's network. Information about the dental plan offered where you work, and the amount you'll pay for healthcare and dental coverage, will be provided by your employer.

## APPENDIX C

\*Source: Healthcare Bluebook: [healthcarebluebook.com](http://healthcarebluebook.com)

[www.osc.ct.gov/ctpartner](http://www.osc.ct.gov/ctpartner)

**CONNECTICUT  
PARTNERSHIP PLAN**

**POS MEDICAL BENEFIT SUMMARY**

BENEFIT FEATURE	IN-NETWORK	OUT-OF-NETWORK
Preventive Care (including adult and well-child exams and immunizations, routine gynecologist visits, mammograms, colonoscopy)	\$0	20% of allowable UCR* charges
Annual Deductible (amount you pay before the Plan starts paying benefits)	Individual: \$350 Family: \$350 per member (\$1,400 maximum) <i>Waived for HEP-compliant members</i>	Individual: \$300 Family: \$900
Coinsurance (the percentage of a covered expense you pay <i>after</i> you meet the Plan's annual deductible)	Not applicable	20% of allowable UCR* charges
Annual Out-of-Pocket Maximum (amount you pay before the Plan pays 100% of allowable/UCR* charges)	Individual: \$2,000 Family: 4,000	Individual: \$2,300 (includes deductible) Family: \$4,900 (includes deductible)
Primary Care Office Visits	\$15 copay (\$0 copay for Preferred Providers)	20% of allowable UCR* charges
Specialist Office Visits	\$15 copay (\$0 copay for Preferred Providers)	20% of allowable UCR* charges
Urgent Care & Walk-In Center Visits	\$15 copay	20% of allowable UCR* charges
Acupuncture (20 visits per year)	\$15 copay	20% of allowable UCR* charges
Chiropractic Care	\$0 copay	20% of allowable UCR* charges
Diagnostic Labs and X-Rays* ** High Cost Testing (MRI, CAT, etc.)	\$0 copay (your doctor will need to get prior authorization for high-cost testing)	20% of allowable UCR* charges (you will need to get prior authorization for high-cost testing)
Durable Medical Equipment	\$0 (your doctor may need to get prior authorization)	20% of allowable UCR* charges (you may need to get prior authorization)

\* IN NETWORK: Within your carrier's immediate service area, no co-pay for preferred facility. 20% cost share at non-preferred facility.  
Outside your carrier's immediate service area: no co-pay.

\* OUT OF NETWORK: Within your carrier's immediate service area, deductible plus 40% coinsurance.  
Outside of carrier's immediate service area: deductible plus 20% coinsurance.

(continued on next page)

2

**CONNECTICUT  
PARTNERSHIP PLAN**

**POS MEDICAL BENEFIT SUMMARY**

BENEFIT FEATURE	IN-NETWORK	OUT-OF-NETWORK
Emergency Room Care	\$250 copay (waived if admitted)	\$250 copay (waived if admitted)
Eye Exam (one per year)	\$15 copay	50% of allowable UCR* charges
**Infertility (based on medical necessity)		
Office Visit	\$15 copay	20% of allowable UCR* charges
Outpatient or Inpatient Hospital Care	\$0	20% of allowable UCR* charges
**Inpatient Hospital Stay	\$0	20% of allowable UCR* charges
Mental Healthcare/Substance Abuse Treatment		
**Inpatient	\$0	20% of allowable UCR* charges (you may need to get prior authorization)
Outpatient	\$15 copay	20% of allowable UCR* charges
Nutritional Counseling (Maximum of 3 visits per Covered Person per Calendar Year)	\$0	20% of allowable UCR* charges
**Outpatient Surgery	\$0	20% of allowable UCR* charges
**Physical/Occupational Therapy	\$0	20% of allowable UCR* charges, up to 60 inpatient days and 30 outpatient days per condition per year
Foot Orthotics	\$0 (your doctor may need to get prior authorization)	20% of allowable UCR* charges (you may need to get prior authorization)
Speech therapy: Covered for treatment resulting from autism, stroke, tumor removal, injury or congenital anomalies of the oropharynx	\$0	Deductible plus Coinsurance (30 visits per Calendar Year)
Medically necessary treatment resulting from other causes is subject to Prior Authorization	\$0 (30 visits per Covered Person per Calendar Year)	Deductible plus Coinsurance (30 visits per Calendar Year)

\*Usual, Customary and Reasonable. You pay 20% coinsurance based on UCR, plus you pay 100% of amount provider bills you over UCR.

\*\* Prior authorization required: If you use in-network providers, your provider is responsible for obtaining prior authorization from Anthem. If you use out-of-network providers, you are responsible for obtaining prior authorization from Anthem.

3

Check out these programs and services to be your healthy best

When you see a Primary Care Physician (PCP) or specialist in your State of Connecticut preferred network (also referred to as Tier 1 in your health plan), there's no office visit copay. These doctors cost less than doctors outside of your plan.

- Site-of-Service (SOS) providers give you 100% coverage with a \$0 copay. Your plan will cover only 80% of the cost when you get these services from other providers.**

- If you or a family member needs mental health or substance use care or treatment, we have specialists and designated programs that can help and/or direct you to the type of care that you need.

- With LiveHealth Online, you can see a board-certified doctor on your smartphone, tablet or computer with a webcam. Doctors can assess your health, provide treatment options and send a prescription to the pharmacy of your choice, if needed.<sup>2</sup> If you're feeling stressed, worried or having a tough time, you can see a licensed psychologist or therapist through LiveHealth Online Psychology. It's private and in most cases you can see a therapist within 4 days or less.<sup>3</sup>

- The emergency room shouldn't be your first stop — unless it's a true emergency (then, call 911 or go to the ER). Depending on the situation, there are different types of providers you can see if your doctor isn't available.

- If you travel out of Connecticut, but are in the U.S., you have access to doctors and hospitals across the country with the BlueCard® program. If you travel out of the U.S., you have access to providers in nearly 200 countries with the Blue Cross and Blue Shield Global Core® program.

- Find a doctor, check your claims and compare costs for care near you at [anthem.com/stateact](http://anthem.com/stateact).
- Use our free mobile app (search "Anthem Blue Cross and Blue Shield" at the App Store® or Google Play™) for benefit information and to show your ID card, get directions to a doctor or urgent care center and much more

The State of Connecticut Enhanced Member Service Unit can give you information on benefits, wellness programs and services and everything mentioned in this flier.

- [illegible]





# CONNECTICUT PARTNERSHIP PLAN



## PRESCRIPTION DRUGS

PRESCRIPTION DRUGS	Maintenance* (31-to-90-day supply)	Non-Maintenance (up to 30-day supply)	HEP Chronic Conditions
Generic (preferred/non-preferred)**	\$5/\$10	\$5/\$10	\$0
Preferred/Listed Brand Name Drugs	\$25	\$25	\$5
Non-Preferred/Non-Listed Brand Name Drugs	\$40	\$40	\$12.50
Annual Out-of-Pocket Maximum	\$4,600 Individual/\$9,200 Family		

\* Initial 90-day supply at retail pharmacy is permitted. Thereafter, 90-day supply is required—through mail-order or at a retail pharmacy participating in the State of Connecticut Maintenance Drug Network.

\*\* Prescriptions are filled automatically with a generic drug if one is available, unless the prescribing physician submits a Coverage Exception Request attesting that the brand name drug is medically necessary.

### Preferred and Non-Preferred Brand-Name Drugs

A drug's tier placement is determined by Caremark's Pharmacy and Therapeutics Committee, which reviews tier placement each quarter. If new generics have become available, new clinical studies have been released, new brand-name drugs have become available, etc., the Pharmacy and Therapeutics Committee may change the tier placement of a drug.

If your doctor believes a non-preferred brand-name drug is medically necessary for you, they will need to complete the Coverage Exception Request form (available at [www.osc.ct.gov/ctpartner](http://www.osc.ct.gov/ctpartner)) and fax it to Caremark. If approved, you will pay the preferred brand co-pay amount.

### If You Choose a Brand Name When a Generic is Available

Prescriptions will be automatically filled with a generic drug if one is available, unless your doctor completes Caremark's Coverage Exception Request form and it is approved. (It is not enough for your doctor to note "dispense as written" on your prescription; a separate

form is required.) If you request a brand-name drug over a generic alternative without obtaining a coverage exception, you will pay the generic drug co-pay PLUS the difference in cost between the brand and generic drug.

### Mandatory 90-day Supply for Maintenance Medications

If you or your family member takes a maintenance medication, you are required to get your maintenance prescriptions as 90-day fills. You will be able to get your first 30-day fill of that medication at any participating pharmacy. After that your two choices are:

- Receive your medication through the Caremark mail-order pharmacy, or
- Fill your medication at a pharmacy that participates in the State's Maintenance Drug Network (see the list of participating pharmacies on the Comptroller's website at [www.osc.ct.gov](http://www.osc.ct.gov)).

## CONNECTICUT PARTNERSHIP PLAN



## HEALTH ENHANCEMENT PROGRAM

The Health Enhancement Program (HEP) is a component of the medical plan and has several important benefits. First, it helps you and your family work with your medical providers to get and stay healthy. Second, it saves you money on your healthcare. Third, it will save money for the Partnership Plan long term by focusing healthcare dollars on prevention.

### Health Enhancement Program Requirements

You and your enrolled family members must get age-appropriate wellness exams, early diagnosis screenings (such as colorectal cancer screenings, Pap tests, mammograms, and vision exams). Here are the 2020 HEP Requirements:

PREVENTIVE SCREENINGS	AGE						
	0-5	6-17	18-24	25-29	30-39	40-49	50+
Preventive Visit	Required	Required	Required	Required	Required	Required	Required
Vision Exam	NA	NA	Every 2 years	Every 2 years	Every 2 years	Every 2 years	Every 2 years
Dental Cleanings	NA	At least 1 per year	At least 1 per year	At least 1 per year	At least 1 per year	At least 1 per year	At least 1 per year
Cholesterol Screening	NA	NA	Every 5 years (20-75)	Every 5 years	Every 5 years	Every 5 years	Every 5 years
Breast Cancer Screening (Mammogram)	NA	NA	NA	NA	NA	At least 1 per year (40-49)	At least 1 per year (50-74)
Cervical Cancer Screening	NA	NA	At least 1 per year (21-29)	At least 1 per year (21-29)	At least 1 per year (21-29)	At least 1 per year (21-29)	At least 1 per year (21-29)
Colorectal Cancer Screening	NA	NA	NA	NA	At least 1 per year (50-74)	At least 1 per year (50-74)	At least 1 per year (50-74)



The Health Enhancement Program features an easy-to-use website to keep you up to date on your requirements.

***Additional Requirements for Those With Certain Conditions***

If you or any enrolled family member has 1) Diabetes (Type 1 or 2), 2) asthma or COPD, 3) heart disease/heart failure, 4) hyperlipidemia (high cholesterol), or 5) hypertension (high blood pressure), you and/or that family member will be required to participate in a disease education and counseling program for that particular condition. You will receive free office visits and reduced pharmacy copays for treatments related to your condition.

These particular conditions are targeted because they account for a large part of our total healthcare costs and have been shown to respond particularly well to education and counseling programs. By participating in these programs, affected employees and family members will be given additional resources to improve their health.

***If You Do Not Comply with the requirements of HEP***

If you or any enrolled dependent becomes non-compliant in HEP, your premiums will be \$100 per month higher and you will have an annual \$350 per individual (\$1,400 per family) in-network medical deductible.

Care Management Solutions, an affiliate of ConnectiCare, is the administrator for the Health Enhancement Program (HEP). The HEP participant portal features tips and tools to help you manage your health and your HEP requirements. You can visit [www.cthep.com](http://www.cthep.com) to:

- View HEP preventive and chronic requirements and download HEP forms
- Check your HEP preventive and chronic compliance status
- Complete your chronic condition education and counseling compliance requirement
- Access a library of health information and articles
- Set and track personal health goals
- Exchange messages with HEP Nurse Case Managers and professionals

You can also call Care Management Solutions to speak with a representative.

**Care Management Solutions**

(877) 687-1448 Monday – Thursday, 8:00 a.m. – 6:00 p.m. Friday, 8:00 a.m. – 5:00 p.m.

[www.cthep.com](http://www.cthep.com)

**CONNECTICUT  
PARTNERSHIP PLAN**



**YOUR BENEFIT RESOURCES**

*Office of the State Comptroller, Healthcare Policy & Benefit Services Division*

**www.osc.ct.gov/ctpartner**  
**860-702-3560**

---

***Anthem Blue Cross and Blue Shield***

**www.anthem.com/statect**  
**Enhanced Dedicated Member Services: 1-800-922-2232**

---

***Caremark (Prescription drug benefits)***

**www.caremark.com**  
**1-800-318-2572**

---

***CIGNA (Dental and Vision Rider benefits)***

**www.cigna.com/stateofct**  
**1-800-244-6224**

---

***Health Enhancement Program (HEP) Care Management Solutions  
(an affiliate of ConnectiCare)***

**www.cthep.com**  
**1-877-687-1448**

---

For details about specific plan benefits and network providers, contact the insurance carrier. If you have questions about eligibility, enrolling in the plans or payroll deductions, contact your Payroll/Human Resources office.



## Contact List

**MAIN NUMBER**

(800) 504-1102 or (959) 867-6333

### **DIVISIONS**

Administration Division	(959) 867-6376	<a href="mailto:Administration.TRB@ct.gov">Administration.TRB@ct.gov</a>
Benefits Division	(959) 867-6377	<a href="mailto:TRB.Benefits@ct.gov">TRB.Benefits@ct.gov</a>
Fiscal Division	(959) 867-6384	<a href="mailto:TRB.Fiscal@ct.gov">TRB.Fiscal@ct.gov</a>

### **POPULAR TOPICS**

#### **FOR RETIRED TEACHERS**

1099R	(959) 867-6386	<a href="mailto:TRB.1099@ct.gov">TRB.1099@ct.gov</a>
Award Document	(959) 867-6377	<a href="mailto:TRB.Benefits@ct.gov">TRB.Benefits@ct.gov</a>
Benefit Notices (Electronic Funds Transfer-EFT)	(959) 867-6377	<a href="mailto:TRB.Benefits@ct.gov">TRB.Benefits@ct.gov</a>
Benefit Payments	(959) 867-6382	<a href="mailto:TRB.Benefits@ct.gov">TRB.Benefits@ct.gov</a>
Income Verification	(959) 867-6377	<a href="mailto:TRB.Benefits@ct.gov">TRB.Benefits@ct.gov</a>
Post Retirement Reemployment	(959) 867-6392	<a href="mailto:TRB.PRR@ct.gov">TRB.PRR@ct.gov</a>
Social Security Statement	(959) 867-6377	<a href="mailto:TRB.Benefits@ct.gov">TRB.Benefits@ct.gov</a>
Update Account Information (Address, Bank Account, Taxes)	(959) 867-6383	<a href="mailto:TRB.Benefits@ct.gov">TRB.Benefits@ct.gov</a>

#### **FOR ACTIVE/INACTIVE TEACHERS**

Disability Allowances	(959) 867-6381	<a href="mailto:TRB.Benefits@ct.gov">TRB.Benefits@ct.gov</a>
Letter of Acceptance	(959) 867-6393	<a href="mailto:TRB.Fiscal@ct.gov">TRB.Fiscal@ct.gov</a>
Member Statement		
Account Balance	(959) 867-6390	<a href="mailto:TRB.Fiscal@ct.gov">TRB.Fiscal@ct.gov</a>
Income Verification	(959) 867-6390	<a href="mailto:TRB.Fiscal@ct.gov">TRB.Fiscal@ct.gov</a>
Preparing to Retire	(959) 867-6377	<a href="mailto:TRB.Benefits@ct.gov">TRB.Benefits@ct.gov</a>
Purchasing Service		
Service Purchase Request	(959) 867-6377	<a href="mailto:TRB.Benefits@ct.gov">TRB.Benefits@ct.gov</a>
Payments & Receipts	(959) 867-6389	<a href="mailto:TRB.Fiscal@ct.gov">TRB.Fiscal@ct.gov</a>
Withdrawals and Account Termination	(959) 867-6388	<a href="mailto:TRB.Fiscal@ct.gov">TRB.Fiscal@ct.gov</a>

#### **FOR EMPLOYERS**

General Transmittal (Monthly Pension Contributions)	(959) 867-6385	<a href="mailto:TRB.Fiscal@ct.gov">TRB.Fiscal@ct.gov</a>
Health Insurance Subsidy	(959) 867-6380	<a href="mailto:HealthInsurance.TRB@ct.gov">HealthInsurance.TRB@ct.gov</a>
Software/Application Technical Questions	(959) 867-6385	<a href="mailto:TRB.IT@ct.gov">TRB.IT@ct.gov</a>

#### **FOR HEALTH INSURANCE**

TRB Enrollment & Health Insurance	(959) 867-6380	<a href="mailto:HealthInsurance.TRB@ct.gov">HealthInsurance.TRB@ct.gov</a>
Plan Providers and Lost ID Cards		
Advantage PPO	(833) 607-6618	
Anthem Supplement	(800) 633-6673	
Prescriptions (Express Scripts)	(844) 433-4883	
Dental (Cigna)	(800) 244-6224	

#### **FOR OTHERS**

Report a Death	(959) 867-6379	<a href="mailto:TRB.Benefits@ct.gov">TRB.Benefits@ct.gov</a>
Divorces, Proposal Requests, Legal Matters, or Employer Issues	(959) 867-6376	<a href="mailto:Administration.TRB@ct.gov">Administration.TRB@ct.gov</a>

