

AGREEMENT

between the

**REGIONAL SCHOOL DISTRICT NO. 20
BOARD OF EDUCATION**

and the

**REGIONAL SCHOOL DISTRICT NO. 20
ADMINISTRATORS ASSOCIATION, CFSA**

July 1, 2024 – June 30, 2027

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ARTICLE I - RECOGNITION

For purpose of negotiations and representation under applicable law, the Regional School District No.20 Board of Education (hereinafter the "Board") hereby recognizes the Regional School District No.20 Administrators' Association (hereinafter the "Association") as the exclusive representative of all certified, professional employees of the Board who are employed in positions in the administrators' bargaining unit as defined in Conn. Gen. Stat. § 10-153b(a).

ARTICLE II - MANAGEMENT RIGHTS

Unless expressly limited or relinquished below by a specific section of this Agreement, the rights, powers and authority held by the Board pursuant to any general or special statute, ordinance, regulation or other lawful provisions, over matters involving the School District, and the complete operational control over the policies, practices, procedures, and regulations with respect to its employees, including the right to terminate employees in accordance with law, shall remain vested solely and exclusively in the Board.

ARTICLE III – NEGOTIATIONS AND IMPACT BARGAINING

In the event that additional positions requiring an intermediate administrator or supervisor certificate that are included in the administrators' bargaining unit are created by the Board during the term of this Agreement, the parties agree, pursuant to applicable law, to negotiate salaries and other working conditions for those additional positions. In the event of a reduction of such positions during the term of this Agreement, the Association and Board agree, pursuant to applicable law, to negotiate salaries and other working conditions for the affected Association positions.¹

Except as set forth above, this Agreement contains the full and complete agreement between the Board and the Association on all negotiable issues, and neither party shall be required during the term hereof to negotiate upon any issue governed by this Agreement or any issue which has been a matter within the scope of bargaining which brought about the current Agreement except as may be provided by mutual agreement of the parties or required by law, including but not limited to §10-153f(e) of the Connecticut General Statutes.

The Association and the Board shall negotiate over any changes in working conditions,

including, but not limited to modification to the salary, hours, and other conditions of employment. It is understood that job descriptions are done by July 1, 2024.

Length of Service

When used anywhere in this contract, length of service shall be calculated from the most recent date of hire including RSD 6 and Litchfield Public Schools.

ARTICLE IV- WORK YEAR

A. LENGTH OF WORK YEAR

The salaries in this Agreement shall be based upon a work year of 260 days which include the week prior to the opening of school, the week after the closing of school, all days on which school is in session, and the number of additional days necessary to bring the total work year to 260 days (less paid holidays and vacation days). Administrators are expected to work 220 days per year (July 1 through June 30). Work schedules shall be pending the Superintendent's approval.

Administrators are expected to attend meetings and other activities or events as required outside of regular school and office hours and on days when schools are not in session.

B. EMERGENCIES

On those occasions when the Superintendent requests that an administrator be present at the building to monitor/plan for a crisis or circumstance that is not customarily part of an administrator's workday, the said administrator will be paid at a per diem rate. If an administrator believes they will be unable to take their vacation because they have been assigned extra duties above and beyond the usual and customary workload for the position, the administrator shall notify the Superintendent in writing no later than 90 days prior to the end of the school year.

The Superintendent may then either adjust the administrator's workload to allow the administrator to take their vacation, pay the administrator their per diem rate for working on vacation days, permit the administrator to carry over no more than two weeks' vacation to the following year or, in the year prior to retirement, carry over no more than four weeks vacation to the following year. If the administrator fails to take their full vacation the following year, including the carried over time, and does not retire, then the administrator shall forfeit any unused vacation time.

C. WEATHER CLOSURE

On days when school is not in session, but Central Office is open due to inclement weather or a declared emergency, administrators may, at their discretion, choose to work

from home as a work day.

ARTICLE V

CONDITIONS OF EMPLOYMENT

1. Holidays and Vacation Days

Administrators shall work a twelve (12) month year, which shall include twenty-five (25) days paid vacation, and fifteen (15) paid holidays as scheduled below. In the event that a holiday falls upon a day when school is in session for students, administrators shall not receive the day off; however, administrators may take a floating holiday on any day during the same school year or lose it. Floating holidays may not be carried over to the next school year.

Holidays will be observed as follows:

- New Year's Day
- Martin Luther King Day
- President's Day
- Good Friday
- Memorial Day
- July 4
- Labor Day
- Columbus Day
- Veteran's Day
- Thanksgiving Day
- Friday after Thanksgiving
- Christmas Eve Day
- Christmas Day
- Day before New Year's Day
- One floating holiday replaces Lincoln's Birthday

2. Carryover Days

Administrators may carryover a maximum of ten (10) days of vacation including any carryover days from the prior year to the next contract year with the approval of the Superintendent. Whenever possible, administrators shall use vacation earned in one contract year during that same year.

3. Mileage Reimbursement

Administrators who travel on official school business in the performance of their jobs and who use their personal vehicles, will be reimbursed according to the published IRS rate.

4. Notification of Administrative Assignment/Involuntary Transfer

Administrators shall be notified, in writing, of any assignment change as soon as possible but no later than June 1 of each year.

Involuntary reassignments shall be made on the basis of the best educational interest of the school system. Involuntary transfer shall not be made without prior consultation between the administrator and the Superintendent at which time the administrator shall be notified of the reason for the transfer. An administrator who does not believe their reassignment/transfer to be in the best educational interest of the school system may appeal the decision of the Superintendent by following the contractual grievance process.

ARTICLE VI – ADMINISTRATIVE VACANCIES

All bargaining unit vacancies, which the Board decides to fill, shall be posted in each school as well as outside of the school system within 10 days of the position being declared vacant or of a new position being created by action of the Board. Announcement date, qualifications, duties, and compensation shall be clearly stated in the notice of vacancy. The notice shall be dated and posted at least 10 days before the closing date for application.

Administrative appointments shall be offered to the applicants who, in the judgment of the Board, are best qualified and will serve the best interests of the school system. If, in the opinion of the Board, two or more applicants for a position are substantially equal, the Board will consider length of service in the district. Except in cases of emergency, appointments to these positions shall be made a minimum of 30 days previous to the date that the appointment is to become effective.

ARTICLE VII – REDUCTION IN FORCE

Where an administrator's job is eliminated as a result of a reduction in staff, the Board will make every reasonable effort to place the individual so affected in another position in the system consistent with the displaced employee's certifications and as permitted by the terms of the collective bargaining agreements with other groups of certified employees.

An administrator who is displaced either by the elimination of their position or by another administrator shall be placed in another administrative position of equal or lower rank provided:

1. The displaced administrator is certified for the position;
2. The displaced administrator is immediately able to perform the job; and
3. The position is vacant or the displaced administrator has more service as a Regional School District No. 20 administrator than the incumbent.

Administrative classifications shall rank as follows:

1. High School Principal /ASTE Principal

- II. Middle School Principal
- III. Elementary Principal
- IV. High School / Middle School Assistant Principal
- V. Dean & Athletic Director

To determine the qualifications and ability of the displaced administrator to perform, several factors shall be considered including, but not limited to, the administrator's administrative and teaching certifications, their past performance and evaluations as an administrator, their prior administrative and classroom experience, and their education.

An administrator who is displaced to a lower paying administrative position shall continue to be paid at their current salary until the salary of the new position equals or exceeds the original salary.

If there is no administrative position available, the displaced administrator shall be placed as a teacher in accordance with the terms of the collective bargaining agreement between the Board and the Association, Connecticut statutes, and case law.

The salary of the displaced administrator shall be held constant for the first year in the new position during which the displaced administrator may be required to work the same number of days as in the previous position.

A displaced administrator shall remain on a recall list for the position from which they were displaced for twelve months.

ARTICLE VIII - SALARY

A. Salary Payment and Placement on Salary Schedule

All administrators will be employed on an annual basis and will be paid in equal bi-weekly installments beginning in July of each fiscal year. All payroll is done by direct deposit.

All employees in positions covered by this Agreement will be placed on the salary schedule in Appendix A and shall receive An Annual Administrator Salary Notification in Appendix B.

Any current administrator placed in a position at a lower salary as of July 1, 2024, will retain their FULL salary from 2023-2024 (as a hold harmless) for up to three years and advance each year per the current Agreement.

Newly hired* administrators shall be paid at a fixed salary listed in the salary schedule found in Appendix A – Salary Schedule, by the Board as follows:

Year 1: may be paid up to 10% less than the listed salary;

Year 2: may be paid up to 5% less than the listed salary;
Year 3: paid at the listed salary.

*For purposes of this Agreement, current administrators employed prior to July 1, 2024, will not be considered a “new hire” if placed in another position and will be paid at their current salary subject to the new salary schedule in this Agreement.

Any current administrator placed in a position at a lower salary as of July 1, 2024, will retain their base salary from 2023-2024 (as a hold harmless) for up to three years.

In no event will any administrator be paid an amount higher than the job rate. The Association should be notified of placement prior to first day of employment.

For purposes of this Article, department chair experience does not count as administrative experience.

The Association President may be present at any salary discussion between the Superintendent and a current administrator. The Association President will receive written notification of the Superintendent’s final decision on salary.

The salary will be decided at the time of hire subject to the limits described above. The Superintendent may give full or partial credit for previous experience as in the Superintendent’s unlimited discretion such credit is determined to be in the best interests of the district.

Newly hired administrators who have not previously held the same category position will be hired within the salary schedule for the category to which they are assigned.

Administrators will advance each year as set forth above until they reach the salary in the salary schedule of this Agreement.

B. Base Salary for TRB Credit

For each contract year of the Agreement, the annual base salary of each administrator covered by this Agreement shall consist of applicable payments as follows:

1. cash compensation;
2. annuity payment;
3. Doctorate payment;
4. Extracurricular payment;
5. Longevity payment.

Each of the above components of the annual base salary shall be paid by the Board in installments with a frequency in accordance with the payroll policies of the Board and subject to TRB deduction.

C. Annuity

The Board shall provide an annuity to each administrator for each year of the contract by increasing salary by 6.5%, which amount shall be then deducted from salary and contributed to an approved 403(b), 457, or 529 plan of the employee's choice.

D. Doctorate Stipend

Any Administrator possessing an earned doctorate degree awarded by an accredited college or university in the field of education or a subject matter discipline taught within the Regional School District No. 20 Public Schools will receive an additional three thousand dollars (\$3,000) above the established based salary.

E. Extracurricular Requirements

Each Administrator acknowledges that extracurricular duties are part of administrators' basic responsibilities and are compensated annually at \$5,000 as part of base salary and subject to TRB reporting.

F. Longevity

Upon the completion of fifteen (15) cumulative years of employment as a school administrator/ employee in Litchfield, Region 6, and/or Region 20 Public Schools, an administrator shall receive six percent (6%) above their base annual salary as a longevity step in addition to the base salary.

After twenty (20) years of employment as a school administrator/employee in Litchfield, Region 6, and/or Region 20 Public Schools, the longevity step shall increase to eight percent (8%) of the administrator's base annual salary.

G Salary Deductions

The Board will make deductions from administrator's salaries from the list of approved deductions when requested in writing on a Voluntary Request for Withdrawal form provided by Central Office. Administrators hired after the October 1 date will have one (1) month to request authorized payroll deductions.

ARTICLE IX - ASSOCIATION DUES DEDUCTIONS

Upon the submission of a voluntary written authorization signed by an administrator, if one is not already on file, the Board agrees to deduct from the administrator an amount equal to the Association membership dues, by means of equal payroll deductions.

Said authorization shall continue in effect from year to year until the administrator notifies in writing by June 30th, to the Board and Regional School District No. 20 Administrators' Association their desire to no longer authorize deduction of membership dues for the following membership year.

Those administrators whose employment commences after the start of the school year

shall pay a pro-rated amount equal to the percentage of the remaining school year upon submission of an appropriate written voluntary authorization for salary deduction. All new hires will be informed of their ability to join the Association by the Board or its designee at the time of hire by giving the new hire a copy of the Voluntary Authorization for Wage Deduction form and copy of the current Administrators of Regional School District No. 20 Collective Bargaining Agreement.

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 by August 1.

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

The Association agrees to save harmless and indemnify the Board from all costs, expenses, and damages, including attorney's fees, arising out of or incurred by reason of the implementation of dues deductions.

ARTICLE X – INSURANCE

A. Life Insurance

The Board will provide life insurance coverage equal to two (2) times the amount of the administrator's salary.

B. Health Insurance

Each eligible bargaining unit member and eligible dependent may enroll in the following health plans, with the premium payments provided below.

- a. The Board of Education shall provide a High Deductible Plan with Health Saving Account as described in the plan description in this appendix. Full-time (1.0 FTE) and part-time (.5 FTE and greater) employees may enroll in the High Deductible Health Plan with deductibles for single coverage (see below) and for employees plus one or family coverage (see below):

| Coverage | 2024-2025 | 2025-2026 | 2026-2027 |
|----------|-----------|-----------|-----------|
| Single | \$2,875 | \$2,875 | \$3,000 |
| Family | \$5,750 | \$5,750 | \$6,000 |

- b. The Board will deposit 50% of the deductible (for example: \$1,437.50 for an individual - assuming a \$2,875 deductible, and \$2,875 for couple or family coverage - assuming a \$5,750 deductible) to a HSA (Health Savings Account) established by the Board for the purpose of implementing this insurance coverage option. The Board's contributions will be deposited into H.S.A accounts in two equal installments on the first payroll in July and the first payroll in August of the new work year.
- c. If an employee is precluded from participating in the H.S.A. because they do not meet the minimum requirements of federal tax laws and/or regulations, the Board shall provide the employee with access to a Health Reimbursement Account ("HRA"). The Board's annual contribution to the HRA shall not exceed its annual contribution to the H.S.A, based on the employee's coverage level.
- d. The Board of Education shall have no obligation to fund any portion of the HSA deductible for the High Deductible Health Plan for retirees or other individuals upon their separation from employment.
- e. The Prescription Plan shall be MAC-B Physician Choice. If a brand name drug is dispensed when a generic equivalent is available and the physician requests the brand, the member does not pay the differential copayment (ancillary). If the member requests the brand the differential copay (ancillary) will apply. Dispense as written (DAW) must be on the prescription.
- f. Employees (.5 FTE and greater) will share the costs of health insurance premiums at the following percentages of the total cost to the Board of coverage option they elect.

| Cost Share | 2024-2025 | 2025-2026 | 2026-2027 |
|-------------------|------------------|------------------|------------------|
| Board | 82% | 82% | 81% |
| Family | 18% | 18% | 19% |

- g. Deductions for insurance premium cost share will be made over a period of twenty (20) paychecks similar to all other deduction schedules. The deductions are to be paid to the Board of Education on a non-taxable basis under Section 125.
- h. Eligible employees hired to begin on or after July 1, 2024 who voluntarily waive health and dental insurance coverage shall be paid \$3,500 per year.
- i. The Board may change or substitute insurance carriers or managed care organizations for the above-referenced health benefit program as long as the level of benefits is substantially equivalent to or better than the existing program. The "substantially equivalent to or better than" standard shall be applied on a program-wide analysis, including the network, and shall not be benefit specific.
- j. The Board shall maintain a Permanent Insurance Study Committee with equal representation from the Board of Education, Educators Unit, and Administrators Unit to investigate ways in which insurance rates for the district can be reduced

while maintaining substantially equivalent insurance benefits for all employees. This Committee will share its findings with the full Board of Education at appropriate times throughout the fiscal year.

- k. The Board of Education will provide the following benefits, in accordance with Section 125 of the IRS code:
 - i. Premium conversion (pre-tax dollars for premium co-pay).
 - ii. Flexible spending accounts for medical reimbursement and dependent care reimbursement.
- l. In accordance with the conditions specified in this agreement, insurance benefits are available to each eligible Administrator, the Administrator's spouse, partner, and the Administrator's eligible dependent child(ren).

Insurance Plan Description

- a) The individual deductible and out-of-pocket maximum applies if the administrator has individual coverage. The family deductible and out-of-pocket maximum applies if the administrator has coverage for the administrator and one or more eligible dependents. In addition, if the administrator has family coverage, any applicable copayments or coinsurance will not apply to services until the total deductible is met for the family, without regard to how much any one family member has met.
- b) See Appendix D for the most frequently used services.

Dental Insurance

The Board of Education shall provide a dental plan (full family benefits) as described in Appendix D with a reasonable and customary fee schedule, 100% routine treatment, 50% major treatment. Administrators elect to participate in this plan will contribute to the premium (paid through payroll deduction) based on the rate in effect July 1st of the contract year as follows:

| Cost Share | 2024-2025 | 2025-2026 | 2026-2027 |
|-------------------|------------------|------------------|------------------|
| Board | 82% | 82% | 81% |
| Family | 18% | 18% | 19% |

C. Insurance Buyout Waiver

All current Administrators employed prior to July 1, 2024 who choose a waiver will receive \$3,500/single or \$7,000/two-person/family.

New Administrators hired to begin on or after July 1, 2024 who elect not to take health insurance AND dental insurance for the entire length of any contract year are

eligible for an insurance buyout of \$3,500.

In cases of emergency, an Administrator may re-enter the health and dental insurance plan, prior to the end of the school year. Upon any type of re-entry into the health insurance plan, all pre-existing conditions shall be waived.

D. Long-term Disability

Payment by the Board of Education of a long-term disability plan with an elimination period of six months, paying 75% of basic monthly earnings up to a maximum of \$8,000 per month.

E. Continuation of Life Insurance

Administrators may continue in the Board's life insurance plan at their own expense after leaving or retiring from the system in an amount equal to the annual salary at the time of retirement, subject to standard age reductions as required by the carrier. Life insurance may not be reinstated once it is declined. The premium shall be paid in advance in semi-annual or annual installments. Eligibility for this continuance of coverage terminates upon new employment. Retirement is defined as being eligible for and collecting from the Connecticut Teachers' Retirement System.

ARTICLE XI - PERSONAL INJURY BENEFITS

Whenever an administrator is absent from school as a result of a personal injury caused by an assault or accident arising out of and in the course of their employment, the administrator shall be paid their full salary (less the amount of workers' compensation award made for temporary disability due to said injury) for the period of such absence, not to exceed one year and no part of such absence shall be charged to their annual sick leave.

ARTICLE XII - LEAVES OF ABSENCE

A. Sick Leave

1. Each July 1st, an active administrator is allotted twenty (20) days. A new administrator hired on or after January 1 in a fiscal year will be allotted ten (10) days for the remainder of that school year. Administrators currently in the school system shall have the right to use their annual sick leave at any time during the fiscal year, commencing with the first day of school.

2. Each July 1st, each administrator will be given a written account of accumulated sick days. Accumulated sick leave days shall not exceed a total of one work year, or 220 days as calculated by 260 days less vacation, and holidays.
3. Upon separation from Regional School District No. 20, after at least 10 years of satisfactory employment with the district (i.e. "district" defined as including cumulative employment in the former Litchfield and/or Region 6 School District(s)) in any capacity, an administrator is entitled to receive \$75.00 per day for one-half (1/2) of their accumulated sick leave (i.e. maximum of 110 days). Notification of retirement must be given to the Superintendent's Office by January 1 in the last year of employment.

B. Personal Leave

1. Administrators will be allowed three (3) days personal leave per work year for personal reasons. Such leave will be granted at full pay, will not be deducted from accumulated sick leave and is noncumulative. Personal leave shall be requested directly from the Superintendent of Schools 48 hours in advance. Personal leave may be denied only if 48 hours advance notice is not given.
2. Up to five (5) days of leave with pay shall be granted when death in the immediate family occurs. Immediate family is defined as spouse/partner, child, sibling, parent/guardian, grandchildren, or grandparents. Unusual circumstances which necessitate additional leave shall be approved by the Superintendent.
3. If requested and approved in advance, the administrator may be granted necessary time, not to exceed a total of three (3) working days per work year to fulfill the obligations of going to, attending, and returning from funerals of persons other than members of the immediate family.
4. Since there might be other good and sufficient reasons requiring the absence of the administrator from school, the Board reserves the right to grant this leave at its discretion.
5. Administrators will be allowed the use of up to five (5) days per year of accumulated sick leave without loss of pay for illness in the immediate family, defined as spouse or partner, mother, father, children, and relatives living in the home, which requires the administrator's presence in the home. Such leave will be granted at full

pay and is non-cumulative.

C. Physician's Verification

A physician's medical verification of illness/inability to work may be required for any prolonged absences of five (5) or more consecutive work days by the Superintendent, or designee. Additional physician's verification of prolonged illness and inability to work may be required periodically per FMLA.

D. Conventions, Conferences, and Visitations

The Superintendent of Schools may approve leave for the purpose of attending conventions, conferences or making visitations at other schools if, in the Superintendent's judgment, such leave is in the best interests of Regional School District No. 20.

E. Jury Duty

All administrators may apply for exemption. Any administrator who is called for jury duty shall receive the necessary leave to fulfill this legal obligation. The Board of Education shall be notified within 48 hours of the notification of jury duty. This leave shall not be deducted from sick leave or from personal days. While on leave for jury duty, an administrator will be paid regular salary for the first five days, or part thereof, as prescribed by state and federal statutes and regulations. The administrator shall receive a rate of pay equal to the difference between the professional salary and the jury fee for subsequent days.

F. Childbearing and Childrearing Leave

1. Disabilities caused or contributed to by pregnancy, miscarriage, abortion, childbirth and recovery therefrom, shall be treated as temporary disabilities for all job-related purposes. Accumulated sick leave shall be available for use during periods of such disability. Disability leave beyond any accumulated sick leave shall be available without pay for such further reasonable period of time as a female employee is determined by her physician to be disabled from performing duties because of pregnancy and conditions attendant thereto, if such leave would be available under the federal Family and Medical Leave Act, ("FMLA"), 29 U.S. 2601 et seq., as it may be amended from time to time. Upon return from leave, an administrator shall be assigned to her former or an equivalent position as may be required by the FMLA as it may be amended from time to time.
2. After any FMLA leave has been exhausted, at the employee's request and upon the recommendation of the Superintendent and written request, with the

approval of the Board of Education, an administrator may be granted a child-rearing leave of absence without pay for the purpose of care or rearing of a natural or adopted child. Leave under this section may be granted for up to one school year. Upon return from leave, an administrator will be placed in an equivalent position to the extent possible.

G. General Leave of Absence

An administrator may be granted a year's leave of absence at their request with the Board's approval. This leave is without benefits. All insurance, retirement, and other benefits shall continue in force for any employee on leave of absence without pay, provided that the employee pays all premiums, contributions, and other costs requisite to keep such benefits in force during such period.

ARTICLE XIII - GRIEVANCE PROCEDURE

Purpose

The purpose of this grievance procedure is to secure equitable solutions to problems which may arise affecting the welfare or working conditions of administrators. Both parties agree that proceedings shall be kept as confidential as is appropriate and will follow the grievance procedures as written in APPENDIX C.

ARTICLE XIV - JUST CAUSE

No Administrator shall be reduced in status or pay, suspended, disciplined, or deprived of any professional advantage granted by this agreement, without just cause.

ARTICLE XV - PERSONNEL FILE

- a. No material originating after original employment shall be placed in an administrator's personnel file unless the administrator has been notified and has had an opportunity to review the material. The administrator may submit a written notation regarding any material, and the same shall be attached to the file copy of the material in question.
- b. If the administrator is asked to sign material placed in their file, such signature shall be understood to indicate their awareness of the material, but in no instance shall said signatures be interpreted to mean agreement with the content of the material.
- c. Each administrator shall have the right, upon request, to review all the contents of their own personnel files maintained at the administrator's school or at the central office in accordance with the law. A representative

of the Association may, at the request of the administrator, accompany the administrator in this review.

- d. Any complaint by a parent of a student or any person, directed toward an administrator and deemed serious enough to become a matter of formal record shall be promptly called to the administrator's attention. Administrators are entitled to know the identity or source of all complaints included in the administrator's personnel file.
- e. Any complaint by a parent of a student or any person, directed toward an administrator and deemed serious enough to become a matter of formal record shall be promptly called to the administrator's attention. Administrators are entitled to know the identity or source of all complaints included in the administrator's personnel file.
- f. When material derogatory to an administrator's conduct, service, character or personality is placed in the administrator's personnel files, the administrator shall be so notified and given the opportunity to include a rebuttal statement.
- g. Any anonymous written information about a member of the Association that may be received by the Superintendent, or a member of the Board of Education, shall be given to the administrator in question, providing that the release of the information does not violate statutory provisions, such as the confidentiality of a DCF report.
- h. Anonymous communications, whether received orally or in writing, will not be placed in an administrator's file or used as the basis for any evaluation or other employment decision, in accordance with statutory provisions.

ARTICLE XVI - NO STRIKE

During the term of this Agreement, including any extension, there will be no strikes or refusals to render services. The Association agrees that it will not authorize, instigate, sanction, or condone any such action or event. The Association, its officers and other agents shall promptly take such reasonable action to prevent the occurrence of or to stop the continuance of any actual or imminent strike or concerted refusal to render service. Such reasonable action shall include notification to all employees in the event of any concerted action or disturbance that such action or disturbance is unauthorized and in violation of the contract.

ARTICLE XVII - PROFESSIONAL DEVELOPMENT

The Board will maintain a funding level of \$20,000 in any given contract year and by January 1 administrators must declare their intention to seek course reimbursement to the Superintendent of Schools. The aforementioned will result

in an encumbrance of a portion of the \$20,000; any unencumbered balance will be available for professional workshops for interested administrators with the approval of the Superintendent of Schools.

ARTICLE XVIII - MEMBER ACCESS

- a. Representatives of the Association shall be permitted to conduct official Association business on school property at all reasonable times, including during the school day, provided that this shall not interfere with scheduled meetings or assigned duties of the employees.
- b. If the Board conducts a new staff orientation program or meeting, the Association shall be provided one hour's time on the agenda to discuss Association business. Additionally, the Association shall have the right to set up a display table, distribute materials, and engage in organizational activities which are non-disruptive of the orientation program. No other competing organization shall be extended this right.
- c. The Board shall notify the Association in writing of all new hires within seven (7) calendar days of hire.

ARTICLE XIX - NOTIFICATION OF RETIREMENT

Irrespective of any other retirement incentive, if by December 15th a bargaining unit member informs the district of their retirement for the next fiscal year, they will be eligible for a one-time \$5,000 payment. Payment will be made by July 15th of the next fiscal year.

ARTICLE XX - CHILD ENROLLMENT

Bargaining unit members shall be allowed to enroll their out of district children in RSD20 schools on a space available and no cost basis. No transportation will be provided to children of staff that reside out-of-district.

ARTICLE XXI - SEVERABILITY

In the event that any provision or portion of this Agreement is ruled invalid by any reason by an authority of established and competent legal jurisdiction, that provision or portion shall be severed from this Agreement, shall not be enforced, or implemented, and the balance and remainder of this Agreement shall remain in full force and effect. This Agreement is subject to and shall be implemented, in accordance with the law.

ARTICLE XXII - DURATION

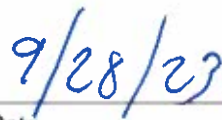
This Agreement shall take effect on July 1, 2024 and shall remain in full force and effect until June 30, 2027. The Board shall assume responsibility for the printing and distribution of the collective bargaining agreement to all administrators.

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

REGIONAL SCHOOL DISTRICT NO. 20
BOARD OF EDUCATION

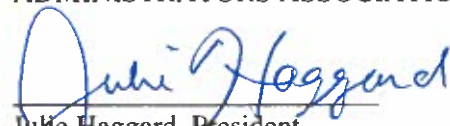


Emily Cole, Chair

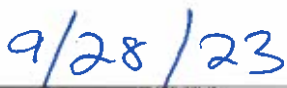


Date

REGIONAL SCHOOL DISTRICT NO. 20
ADMINISTRATORS ASSOCIATION, CFSA



Julie Haggard, President



Date

APPENDIX A
RSD20 ADMINISTRATOR SALARY SCHEDULE

| Job Title | 2024-2025 | 2025-2026 | 2026-2027 |
|---|------------------|------------------|------------------|
| R20 High School Principal | \$185,091 | \$192,957 | \$201,158 |
| R20 ASTE Principal | \$185,091 | \$192,957 | \$201,158 |
| R20 Middle School Principal | \$173,000 | \$180,352 | \$188,017 |
| R20 Elementary School Principal (James/Warren, Goshen, Litchfield Center, Litchfield Intermediate) | \$163,275 | \$170,214 | \$177,448 |
| R20 High School Assistant Principal | \$156,076 | \$163,099 | \$170,030 |
| R20 Middle School Assistant Principal | \$156,076 | \$163,099 | \$170,030 |
| R20 High School Dean of Students /Athletic Director (11 mos.) | \$140,805 | \$146,789 | \$153,027 |

Placement on Salary Schedule

All employees in positions covered by this Agreement will be placed on the salary schedule in Appendix A and shall receive An Annual Administrator Salary Notification in Appendix B.

Any current administrator placed in a position at a lower salary as of July 1, 2024, will retain their FULL salary from 2023-2024 (as a hold harmless) for up to three years and advance each year per the current Agreement.

Newly hired* administrators shall be paid at a fixed salary listed in the salary schedule found in Appendix A – Salary Schedule, by the Board as follows:

Year 1: may be paid up to 10% less than the listed salary;

Year 2: may be paid up to 5% less than the listed salary;

Year 3: paid at the listed salary.

*For purposes of this Agreement, current administrators employed prior to July 1, 2024, will not be considered a “new hire” if placed in another position and will be paid at their current salary subject to the new salary schedule in this Agreement.

Any current administrator placed in a position at a lower salary as of July 1, 2024, will retain their base salary from 2023-2024 (as a hold harmless) for up to three years.

In no event will any administrator be paid an amount higher than the job rate. The Association should be notified of placement prior to first day of employment.

For purposes of this Article, department chair experience does not count as administrative experience.

The Association President may be present at any salary discussion between the Superintendent and a current administrator. The Association President will receive written notification of the Superintendent’s final decision on salary.

The salary will be decided at the time of hire subject to the limits described above. The Superintendent may give full or partial credit for previous experience if in their unlimited discretion they determine that it is in the best interests of the district.

Newly hired administrators who have not previously held the same category position will be hired within the salary schedule for the category to which they are assigned.

Administrators will advance each year until they reach the top salary in the salary schedule of this Agreement.

APPENDIX B

ANNUAL ADMINISTRATOR SALARY NOTIFICATION

_____ is employed as an Administrator in the public schools of the Regional School District No. 20 and is hereby notified that the Board of Education will pay said Administrator for the school year beginning _____ and ending _____ June 30, _____, at an annual salary at the rate of _____.

| | |
|----------|-------------------------|
| \$ _____ | Salary (cash) |
| \$ _____ | Annuity |
| \$ _____ | Extracurricular Payment |
| \$ _____ | Doctorate Payment |
| \$ _____ | Longevity |

\$ _____ Total Annual Salary (exclusive of benefits) payable in accordance with the existing Agreement Between the Board of Education and Region 20 Administrator Association, and subject to the required deductions for Teachers' Retirement, Federal and State taxes, and other agree-to deduction which the Administrator may, in writing, authorize.

Note: The Board reserves the right to change the format of this salary agreement based upon updated human resources software abilities.

APPENDIX C

GRIEVANCE PROCEDURE

Purpose

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

Definitions

1.1 Administrator shall mean any member of the bargaining unit as defined in Article I.

1.2 "Grievance" shall mean a claim based upon alleged violation, misinterpretation, or inequitable application of the specific terms of this Agreement. The grievant shall cite the specific term or terms of the Agreement upon which the grievance is based.

1.3 "Association" shall mean the Region 20 Administrators' Association.

1.4 Day shall mean calendar days – including holidays and weekends. Either party may, by mutual written agreement, suspend the running of time periods during the summer vacation period once a grievance has been filed.

Time Limits

2.1 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 be extended by written agreement of the parties in interest.

2.2 If an administrator does not file a grievance in writing within ten (10) days after they knew, or should have known, of the act or conditions on which the grievance is based, then the grievance shall be considered to have been waived.

2.3 Failure by the Superintendent or the Board to render a decision within the specified time limits shall be deemed to be a denial of the grievance submitted.

Informal Procedure

3.1 If an administrator feels that they may have a grievance, they may first discuss the matter with their supervisor in an effort to resolve the matter informally, and shall notify the Superintendent that the discussion is conducted as part of the grievance procedure.

3.2 If an administrator is not satisfied with such disposition of the matter, they shall have the right to have the Association assist in further efforts to resolve the problem informally.

Formal Procedure

4.1 Level One - Superintendent

- (a) If the grievant is not satisfied with the outcome of informal procedures, or if they have elected not to utilize such procedure, they may present the claim as a written grievance to the Superintendent, subject to the ten (10) day limitation set forth in Section 4-3.2.
- (b) The Superintendent shall, within ten (10) days after receipt of the written grievance, render their decision and the reasons therefore in writing to the grievant, with a copy to the Association.

4.2 Level Two - Board of Education

- (a) If the grievant is not satisfied with the disposition of the grievance at Level One, they may again file the grievance with the Association for appeal to the Board of Education.
- (b) If the Association wishes to pursue the grievance further, the Association shall, within five (5) days after the Level One decision, file an appeal to the Board of Education.
- (c) The Board shall, within a reasonable period of time, meet with the grievant for the purpose of resolving the grievance.
- (d) The Board shall, within ten (10) days after such meeting, render its decision and the reasons therefore in writing to the grievant with a copy to the Association.

4.3 Level ~~Four~~ Three- Arbitration

- (a) If the grievant is not satisfied with the disposition of their grievance at Level Three, they may, within ten (10) days of the Board's decision, request in writing to the President of the Association that their grievance be submitted to arbitration.
- (b) The Association may, within five (5) days after receipt of such request, submit the grievance to arbitration by so notifying the Board of Education in writing, and by filing a demand for arbitration to the Regional Office of the **American Dispute Resolution Center**. The arbitrator shall be bound by the rules of procedure of the ADR Center. In no case shall said arbitrator add to, subtract from, modify or delete any provision or word of this Agreement. The arbitrator shall hear only one grievance in each case.
- (c) The arbitrator shall, within thirty (30) days after the close of the hearing, render an arbitration award in writing to all parties in interest, setting forth the arbitrator's findings of fact, reasoning and conclusions on the issues submitted. The decision of the arbitrator shall be final and binding on all matters except as otherwise provided by law.
- (d) The parties shall share equally the fee of the arbitrator and all other costs and expenses incidental to the hearing, provided that each party shall pay the costs of its own representative(s).

Rights of Administrators to Representation

5.1 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.

5.2 An administrator may be represented by the Association at any level of the grievance procedure. When an administrator 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.

APPENDIX D

HEALTH INSURANCE MOST FREQUENTLY USED SERVICES