AGREEMENT BETWEEN

THE REDDING BOARD OF EDUCATION

AND

THE ASSOCIATION OF REDDING ADMINISTRATORS

JULY 1, 2023 - JUNE 30, 2026
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PREAMBLE

This Agreement is made and entered into by and between the Redding Board of Education (hereinafter referred to as "the Board") and the Association of Redding Administrators (hereinafter referred to as the "Association").

ARTICLE 1
Recognition/Definitions

A. Pursuant to Section 10-153b and Section 10-153d of the Connecticut General Statutes, the Board recognizes the Association as the exclusive bargaining representative with respect to salaries, hours and other conditions of employment of all certified professional employees employed by the Board, not excluded from the purview of Sections 10-153a to 10-153n, inclusive, of the Connecticut General Statutes, employed in positions requiring an intermediate administrator or supervisor certificate, or the equivalent thereof, and whose administrative or supervisory duties equal at least fifty percent of the assigned time of such employee. Excluded is the Director of Special Services, which is a shared position across the Easton/Redding School Districts and may include Region 9 in the future.

B. As used in this Agreement, the term "days" shall mean business days, unless otherwise expressly specified in this Agreement.

ARTICLE 2
Board Prerogatives

A. Except where such rights, powers and authority are specifically relinquished, abridged or limited by the provisions of this Agreement, the Board has and will continue to retain whether exercised or not, all the rights, powers and authority heretofore had by it, and shall have the sole right, responsibility and prerogative of management of the affairs of the school district, including, but not limited to those rights provided by Conn. Gen. Stat. 10-220 and the following:

1. To determine the care, maintenance and operation of equipment and property used for and in behalf of the purposes of the Board.

2. To establish or continue policies, practices and procedures for the conduct of Board business and, from time to time, to change or abolish such policies, practices, or procedures.

3. To discontinue processes or operations or to discontinue their performance by employees.
4. To select and to determine the number and types of employees required to perform the Board’s operations, and to create, modify and/or eliminate positions accordingly.

5. To employ, transfer, promote or demote employees, or to lay off, furlough, terminate or otherwise relieve employees from duty for lack of work or other legitimate reasons when it shall be in the best interests of the Board.

6. To prescribe and enforce reasonable rules and regulations for the maintenance of discipline and for the performance of work in accordance with the requirements of the Board, provided such rules and regulations are made known in a reasonable manner to the employees affected by them. Nothing in the preceding sentence shall be construed to prevent the Board from taking disciplinary action against an employee for conduct not prohibited by a specific rule or regulation if the employee should reasonably have known that such conduct was improper.

7. To create job specifications and revise existing job specifications, subject to the Association’s right to negotiate the assigned salary rates.

8. To determine the work year and work day for employees.

ARTICLE 3
Work Year

A. Except as otherwise provided in this Agreement, the work year for all administrators shall be twelve (12) months. All leave time, holidays and vacation shall be pro-rated for partial months of employment, based on the number of months worked by the administrator.

B. The following holidays will be granted to all administrators with full pay:

- New Year’s Day
- Martin Luther King Day
- Presidents’ Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Floating Holiday
- Thanksgiving Day
- Day after Thanksgiving Day
- Christmas Eve Day
- Christmas Day

The holiday pay provisions shall apply only when the designated holidays fall on a normal working day. Holidays which occur on a Sunday shall be celebrated on the following Monday, and holidays which occur on a Saturday shall be celebrated on the preceding Friday, unless in either event school is in session on such Monday or Friday, in which case Central Office will designate the day the holiday will be observed as a paid day off.
C. Administrators shall be eligible for twenty-five (25) days of vacation with pay per year. Such vacation shall be prorated when employment is for less than a full year. Vacation shall be taken in the year in which it is earned. Notwithstanding the foregoing, with the prior written approval of the Superintendent, unit members may carry over up to five (5) days which must be used in the next year.

In the event that school cancellations result in the removal of school vacation days, an administrator will be able to carry over five (5) days plus the number of days impacted.

ARTICLE 4
Salaries

A. The salary schedule covered by this Agreement is set forth in Appendix A, which is attached hereto and made a part of this Agreement.

B. The Superintendent of Schools shall have the discretion to determine the initial salary placement for any incoming administrator.

C. An administrator may make contributions to a tax-sheltered annuity in accordance with section 403(b) of the Internal Revenue Service code, as amended.

ARTICLE 5
Dues Deductions

A. Upon the receipt of voluntary written authorization from the affected administrator an amount equal to the Association membership dues by means of payroll deductions. The amount of the deduction from each of twenty (20) paychecks for membership dues 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 first 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.

Those administrators whose employment commences after the start of the school year shall pay a prorated amount equal to the percentage of the remaining school year.

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

B. The Association shall indemnify and save the Board harmless against all claims, demands, suits, or other forms of liability, including attorneys' fees, which may arise by reason of any action taken in applying or enforcing the provisions of this Article, including the making of deductions and remitting of the same to the Association.
ARTICLE 6
Leave Time

The following absences are permitted with full pay and are non-cumulative:

A. Immediate family for all purposes under this Agreement means spouse, children, stepchildren, parents, siblings, grandparents, grandchildren and parents-in-law.

B. A leave of four (4) days per annum for illness in the immediate family. The Superintendent shall be authorized to grant up to two (2) additional days for illness in the immediate family for compelling and unusual circumstances, but the two (2) days, if granted, shall be deducted from accumulated sick leave.

C. A mourning leave of three (3) days per death of an immediate family member; in the event that a single event results in the death of more than one member of an administrator's immediate family, the combined mourning period under this section shall not exceed five (5) days. The Superintendent shall be authorized to grant an additional two (2) days for the death of an immediate family member given a compelling request.

D. Each administrator shall be permitted to take four (4) work days of leave with salary, annually, to attend to personal business. This personal business should be of such an important nature that it requires that administrator's personal attention during a portion or all of a work day. Whenever possible, the administrator should take care of any personal business outside of school time. Notification for such leave shall be made as far in advance as is practicable and, except for emergency, shall be made at least seventy-two (72) hours prior to the date of leave. The administrator shall state the reason for each personal day, provided that an administrator will not be required to give a reason for use of one (1) of the aforementioned days in situations where the need for the day is compelling and the administrator feels the need to keep the reason private.

E. Sick Leave: Each administrator shall be credited with fifteen (15) days of sick leave at the beginning of each contract year, to be used for the personal illness of the administrator. Sick leave may be accrued up to a maximum of one hundred eighty (180) days.

Any administrator joining the staff during the school year is entitled to one and one-half (1.5) days of sick leave for each month served, not to exceed fifteen (15) days sick leave with full pay for the school year.

F. Only in case of unavoidable emergency should an administrator be absent without advance notice or advance knowledge of the Superintendent. In such cases, the
administrator must make every reasonable effort possible to notify the Superintendent of such absence as soon as possible.

G. Injury on the Job: Absence due to injury sustained in the course of employment shall be provided in accordance with the State Workers’ Compensation statutes.

H. Child Rearing: The Board shall grant leave for child rearing after the birth, fostering, or adoption of a child. The leave may extend for the remainder of the school year in which the child is born or adopted. There shall be no compensation during this leave period (except as otherwise required by the Family and Medical Leave Act).

ARTICLE 7
Insurance Benefits

A. The Board will provide the following health insurance benefits to administrators:

a. A High Deductible Health Plan (HDHP) with a Health Savings Account (HSA), and a Health Reimbursement Account (HRA) for administrators not eligible for the HSA.

b. The High Deductible Health Plan with a Health Reimbursement Account (HDHP-HRA) shall be limited to administrators who are not eligible for the HSA (e.g., because they participate in Medicare or have recently received benefits from the Veteran’s Administration or other limits as required under IRS code). The Board shall set up a HRA for administrators participating in the HDHP-HRA with the contribution amounts equal to the Board contributions that are deposited into the HSA for eligible administrators. The Board funding to the HRA shall include a rollover feature for each covered individual allowing any unused HRA deductible funds to be rolled over to the amount legally allowed.

c. The Board will contribute 42.5% of the applicable HDHP deductible amount for active administrators participating in the HDHP in 2023-24, 2024-25 and 2025-26. The Board shall have no obligation to fund any portion of the HDHP deductible for retirees or other individuals upon their separation from employment. In the event that an administrator elects the HDHP after the start of the plan year, the Board’s contribution toward the deductible shall be prorated for that year.

d. The Board will make half of the Board’s contribution toward the HDHP deductible on or about September 1 or as soon thereafter as practicable and the other half on or about December 1 or as soon thereafter as practicable. In order to receive the Board’s contribution toward his/her HDHP deductible, an administrator must provide the Board’s Human Resources Department or designee with the administrator’s bank account information so that such contribution may be deposited into the administrator’s bank account.
e. The administrator will be responsible for opening his/her HSA account at a bank jointly selected by the Board and the Association. If the bank imposes any bank fees associated with maintaining the HSA account, the parties agree to jointly select another bank for the HSA account. At no time will the Board pay for any bank fees associated with the administrator's HSA bank account, including, without limitation, monthly maintenance fees and overdraft charges. The Board will make provisions for a pre-tax direct deposit payroll deduction for administrators who elect the HDHP.

f. The deductible will be $2,000 (single)/$4,000 (employee+1 and family) in each of the three years.

g. Once the plan year deductible is met, prescription drug co-payments will be required as follows: $5 (generic)/ $25 (preferred brand)/ $40 (non-preferred brand), with mail order at two (2) times these retail co-payments for a ninety (90) day supply.

h. Once the HDHP deductible is met, benefits will be covered at 100% for in-network, and out-of-network services will be subject to 80%/20% co-insurance.

i. The combined in and out-of-network out-of-pocket maximums are as follows: In network: $3,000 (single)/$6,000 (employee+1 and family)
Out-of-network: $5,000 (single) and $10,000 (employee+1 and family)

B. Dental benefit shall be the Blue Cross Blue Shield full dental plan with riders A and C. Through June 30, 2021 only, members may choose additional Dental Riders Band D by paying the full cost. Dental coverage for dependent children will be until age 19. If the dependent is a full-time college student, coverage may be continued until age 23.

C. Vision benefit shall be the same Vision Plan offered to the Redding certified staff.

D. Each administrator who participates in the medical/dental/vision insurance coverage provided by the Board shall pay a percentage of the premium cost as outlined below. The annual cost of the coverage will be from July 1 to June 30 and will be deducted over 20 pay periods, on a pre-tax basis to the extent allowed by law, beginning with the first pay in September and ending with the first pay in June.

   a. 2023-2024: 23%
   b. 2024-2025: 23.5%
   c. 2025-2026: 24%

E. The Board shall pay the full cost of a long-term disability insurance policy established with the Board's long-term disability insurance provider. The disability benefit is $6,000 per month to a maximum of 60% of the administrator's salary, whichever is less, after a ninety (90) day waiting period.
F. The Board shall pay the full cost of a standard group term life insurance policy in the amount of three (3) times an administrator's salary upon submission and approval of a statement of health and insurability to the Board’s life insurance provider at the Board’s expense. An individual member of the ARA may instead elect a group term life insurance policy with the Board’s life insurance provider in a policy amount of $330,000.00 which would not require submission and approval of a statement of health and insurability. The processing of this benefit must be done through the Board’s Human Resources Department.

G. The parties agree that the specific terms and limitations of the medical, dental, and vision plans offered by the Board are set forth in the Summary Plan Description, which is incorporated herein by reference. The Summary Plan Description shall reflect the terms set forth in this Agreement.

H. The Board shall establish a Flexible Spending Account Plan for those administrators who are enrolled in a Health Reimbursement Account or are not enrolled in the HDHP. The Board shall offer Dependent Care FSA to all administrators. The Board will continue to offer a Section 125 Premium Only plan.

I. The Board shall have the right to change carriers/plans for any of the types of insurance described in this Article, provided that the overall level of benefits, when considered as a whole, remains substantially comparable. Eligibility to participate in any such plans shall be subject to all eligibility requirements of the insurance carrier and/or plan administrator. The Board agrees to inform the Association of any such change in the plan thirty (30) days prior to the institution of the change. Included with the notice of change will be information showing comparability of coverage.

ARTICLE 8
Reimbursements

A. Administrators will be reimbursed for bona fide out-of-pocket expenses incurred in the performance of his/her professional duties upon the submission of valid receipts and the approval of the Superintendent. This will also include mileage reimbursement at the current IRS allowable rate for the use of a personal automobile in the performance of duties that are in excess of regular commuting to and from work.

B. The Board agrees to reimburse those administrators authorized by the Board or its designee to represent the system at a convention, conference, or professional meeting, or who are authorized by the Board or its designee to represent the system in observing at another school, for actual expenses incurred for travel, registration, accommodations and incidentals.

C. The Board shall reimburse administrators employed by the Redding Board of Education for courses taken at an accredited college or university at the rate of 75% per credit, to a
maximum of $300 per credit hour, for a maximum of $4,800 per fiscal year upon achieving a final equivalent grade of "B" or better. To be eligible for reimbursement, the administrator must have prior approval of the courses taken from the Superintendent. The coursework must be in an approved planned degree program or a state certification endorsement.

D. The administrator must remain employed by the Redding Board of Education for at least one school year beyond the school year in which an approved course is taken and reimbursed. A recipient who does not fulfill this commitment to remain employed shall repay the Board for such reimbursements. A recipient who does not promptly repay to the Board all course reimbursement payments shall be responsible to the Board for all costs of collection, including attorney fees.

E. The Board shall also reimburse administrators for keeping ahead of the current educational trends and to broaden his or her educational background by taking professional development courses relative to their current position and from an accredited institution. These courses need not be part of a degree program and cannot be used to advance to a higher salary lane.

ARTICLE 9
Reduction in Force

A. In the event an administrative position is abolished, the Board shall offer the administrator a vacant administrative position, if one exists, for which he/she is certified and qualified as determined by the Superintendent of Schools.

B. If there is no such administrative opening, the administrator will be offered a teaching position for which he/she is certified and qualified.

C. A member of the Association who has been displaced or has his or her position eliminated will be placed on an administrative recall list and remain on such a list for a period of one year. The recall would be to the same position at the same building where he or she last worked for the Board in an administrative position.

ARTICLE 10
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, under this Agreement, affecting the terms and conditions of employment for administrators.

B. A "grievance" shall be defined as a written claim signed by an employee alleging that there has been a violation, misinterpretation, or misapplication of a specific provision or provisions of this Agreement.
C. Time Limits

1. Since it is important that a grievance 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 an administrator does not file a grievance in writing with the Superintendent of Schools within twenty (20) days after he/she knew or reasonably should have known of the act or conditions on which the grievance is based, then the grievance shall be considered to have been waived.

3. Failure by the grievant at any level to appeal a grievance to the next level within the time limit specified in the formal procedure shall be deemed to be acceptance of the decision rendered at that level.

D. Informal Procedure

1. If an administrator believes he/she may have a grievance, he/she shall first discuss the matter with the Superintendent of Schools in an effort to resolve the problem informally.

E. Formal Procedure

1. Level One - Superintendent of Schools
   a. If an administrator is not satisfied with the outcome of informal procedures, the administrator and/or the Association may file the grievance in writing with the Superintendent of Schools, within the time limits set forth in Section C.2 above.
   b. The Superintendent of Schools shall, within ten (10) days after receipt of the referral, meet with the administrator and with representative of the Association for the purpose of hearing the grievance.
   c. The Superintendent of Schools shall, within seven (7) days after the hearing, render his/her decision and the reasons therefor in writing to the grievant administrator, with a copy to the Association.

2. Level Two - Board of Education
   a. If the Association is not satisfied with the disposition of the grievance at Level One, the Association may, within five (5) days after receipt of the Level One decision (or within five days after the deadline for such decision, whichever comes first), file the grievance with the Board.
b. The Board (or its designated committee) shall, within thirty (30) business days after receipt of the grievance, meet with the grievant administrator and with representatives of the Association for the purpose of hearing the grievance.

The Board (or its designated committee) shall render its decision and the reasons therefor in writing to the grievant administrator, with a copy to the Association, within ten (10) days following the hearing of the grievance.

3. Level Three - Arbitration

If the matter is not resolved to the grievant’s satisfaction at Level Two, then the grievant, provided such filing has the approval of the Association and is accomplished within ten (10) days of the Level Two decision, may submit the grievance to arbitration according to the then prevailing Voluntary Labor Arbitration Rules of the American Arbitration Association. Notwithstanding the latter, nothing herein shall prohibit the parties to this Agreement from mutually agreeing on their own to an arbitrator of recognized expertise.

The costs for services of the Arbitrator, including per diem expenses, if any, and actual and necessary travel and subsistence expenses, shall be borne equally by the Board and the Association. The Arbitrator shall hear only one grievance at a time. The Arbitrator’s decision shall be in writing and shall set forth his or her findings of fact, reasoning, and conclusions on the issue(s) submitted. The Arbitrator shall derive his or her authority from state law and the Agreement and shall be without power or authority to alter, amend, delete or disregard provisions of the Agreement. The decision of the Arbitrator shall be submitted to the Board and to the Association, and, subject to law, shall be final and binding.

4. Any grievance not presented or followed up through the grievance procedure in the time limits contained therein shall be deemed waived. If at any step in the grievance procedure the Administration fails to give its answer within the prescribed time, the grievance may proceed to the next step, unless time is extended by mutual consent in writing.

ARTICLE 11

Board Meetings

The presence of administrators at Board of Education meetings will be determined on a case by case basis at the discretion of the Superintendent.
ARTICLE 12
Protection of Administrators

A. Just Cause: No unit member shall be disciplined without just cause. In connection with a termination or nonrenewal, a member of the bargaining unit must utilize the procedures contained in Section 10-151 of the Connecticut General Statutes and not the provision of the grievance and arbitration provision so of this Agreement.

B. Before any disciplinary material is made a part of an administrator's personnel file, the administrator shall be given the opportunity to read such material and to append a written response or rebuttal to the file copy.

ARTICLE 13
General Provisions

A. If any provision of this Agreement is held contrary to law by an authority of established and competent legal jurisdiction, then such provision shall be deemed severed from the Agreement, and all other provisions of the Agreement shall remain in full force and effect.

B. This Agreement shall not be modified in whole or in part except by an instrument in writing duly executed by both parties.

This Agreement incorporates the entire understanding of the parties on all matters which were the subject of negotiation. During the term of this Agreement, neither party shall be required to negotiate with respect to any subject whether or not covered by this Agreement and whether or not within the knowledge or contemplation of either or both of the parties at the time they negotiated and executed this Agreement, except as otherwise provided in Article 7, Section I.

ARTICLE 14
Notice of Resignation

Administrators must provide the Superintendent with 30 days' advanced notice of resignation from employment.

ARTICLE 15
Duration

This Agreement shall take effect on July 1, 2023 and remain in full force and effect through June 30, 2026.
IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their duly authorized representatives.

REDDING BOARD OF EDUCATION

By: [Signature]
Its: [Title]
Date: 11/14/22

ASSOCIATION OF REDDING ADMINISTRATORS

By: [Signature]
Its: [Title]
Date: 11/4/22
APPENDIX A

2023-24 Salary Schedule

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Note: Active employees hired on or before July 1, 2019 whose salary is higher than the Step 5 salary shown above shall receive an increase of 2% to their current salary in 2023-24 and 2024-25 and an increase of 2.5% in 2025-26.