



Stafford Public Schools

Office of the Superintendent of Schools

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Steven A. Moccio
Superintendent of Schools

November 4, 2022

Division of Legal and Governmental Affairs
Connecticut State Department of Education
P.O. Box 2219
Hartford, CT 06145-2219

Dear Division of Legal and Governmental Affairs:

Attached please find a copy of the Agreement between the Stafford Board of Education and the Stafford Administrators' Association, 7/1/23 – 6/30/26.

If you have any questions regarding this matter, please do not hesitate to contact me.

Sincerely,

Steven A. Moccio
Superintendent of Schools

SAM:cm

Enclosure

Copy to: Ms. Charmaine Bradshaw-Hill, Director of Finance and Operations
Mr. Kenneth Weinstock, Esq., Board Attorney

AGREEMENT

Between

THE STAFFORD BOARD OF EDUCATION

and

THE STAFFORD ADMINISTRATORS' ASSOCIATION

July 1, 2023 – June 30, 2026

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THIS AGREEMENT IS MADE AND ENTERED INTO by and between the STAFFORD BOARD OF EDUCATION (hereinafter referred to as the "Board") and the STAFFORD ADMINISTRATORS' ASSOCIATION (hereinafter referred to as the "Association").

ARTICLE I
RECOGNITION

The Board recognizes the Association for the purpose of professional negotiations as the exclusive representative of the certified professional employees of the Board below the rank of Assistant Superintendent employed and engaged in administrative or supervisory positions requiring an Administrative or Supervisory certificate and whose administrative or supervisory duties shall equal at least fifty per cent of the assigned time of such employees. (C.G.S. S10-153b(a)(1)).

The Board and the Association agree to conduct negotiations in accordance with the Statutes of the State of Connecticut. (C.G.S. SS10-153 a through j).

The Board shall cooperate with the School Administrators upon reasonable request to provide non-confidential information, statistics, and records, which the School Administrators may deem necessary for proper administration of the contract. Either party may, if it so desires, utilize the services of outside consultants or negotiators and may call upon professional and lay representatives to assist in the negotiations.

ARTICLE II
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 working conditions of Administrators. Both parties agree that proceedings shall be kept as confidential as possible.

B. Definitions

1. "General Grievance" shall mean a claim based upon an event or condition, which affects the conditions of employment of an Administrator or group of Administrators. A general grievance may be processed through the Board level. If the Board does not respond in writing to the grievant, it may be processed through advisory arbitration.
2. "Specific Grievance" shall mean a claim that there has been a violation, misapplication, or misinterpretation of a specific provision of this Agreement. Evaluations which do not follow the prescribed procedures as established in the evaluation program shall be subject to the grievance procedure to the extent that the laws of Connecticut allow. A specific grievance may be processed through binding arbitration.
3. "Administrator" shall mean those members of the bargaining unit and may include a group of Administrators similarly affected by a grievance.

4. "Party in interest" shall mean the person or persons making the claim, including their designated representative as provided for herein, and any person or persons who might be required to take action or against whom action might be taken in order to resolve the problem.
5. "Days" shall mean school days.

C. Time Limits

1. Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each step shall be considered as a maximum. The time limits specified may, however, be extended by written agreement of the parties in interest.
2. If an Administrator does not file a grievance in writing within twenty (20) days after he/she knew of the act or conditions on which the grievance is based, then the grievance shall be considered to have been waived.
3. Failure by the aggrieved Administrator 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.

D. Informal Procedures

1. If an Administrator feels that he/she may have a grievance, he/she must first discuss the matter with his/her immediate supervisor in an effort to resolve the problem informally.
2. If the grievant is not satisfied with such disposition of the matter, he/she shall have the right to have a representative of the Association assist him/her in further efforts to resolve the problem informally with the immediate supervisor.

E. Formal Procedures

1. Level One - Superintendent of Schools

- (a) If the Administrator is not satisfied with the outcome of the informal procedures, he/she may present his/her claim as a written grievance to the Superintendent within ten (10) days after the informal conference(s).
- (b) The Superintendent shall, within ten (10) days after receipt of written grievance, render his/her decision in writing, stating that the grievance is either upheld or denied, with copies given to the Administrator and the President of the Association.

2. Level Two - Board of Education

- (a) In the event that the Administrator is not satisfied with the disposition of his/her grievance at Level One, he/she may, within ten (10) days after receipt of the decision, file a written grievance indicating such dissatisfaction with the Chairman of the Board of Education.

- (b) After receiving the written grievance, the Board or a committee of the Board shall schedule a meeting to be held within fifteen (15) days with the Administrator and an Association representative for the purpose of resolving the grievance. However, the ultimate decision on the grievance shall be rendered by the full Board. The decision should be given in writing to the Administrator and the President of the Association within seven (7) days of said meeting stating that the grievance is either upheld or denied.

3. Level Three - Arbitration

- (a) If the Administrator is not satisfied with the disposition of his/her grievance at Level Two, he/she may within ten (10) days after the receipt of the decision request in writing to the President of the Association that his/her grievance be submitted to arbitration.
- (b) The Association may, within ten (10) days after receipt of such request, submit the grievance to arbitration by so notifying the Board in writing and by filing a demand for binding arbitration to the American Arbitration Association.
- (c) The arbitrator shall hear and decide only one grievance in each case. He / She shall be bound by and must comply with all the terms of this Agreement. He / She shall have no power to add to, delete from, or modify in any way any of the provisions of this Agreement.
- (d) The arbitrator shall, after the hearing, render his/her decision in writing to all parties in interest, setting forth his/her findings of facts, reasoning and conclusions on the issues submitted. The decision of the arbitrator shall be final and binding in both parties.
- (e) The costs for the services of the arbitrator shall be borne equally by the Board and the Association.

ARTICLE III
PROTECTION OF ADMINISTRATORS

- A. The Board shall protect and save harmless an Administrator in accordance with C.G.S., S10-235.
- B. An Administrator shall report immediately in writing to their principal or Superintendent all cases of assault suffered by them in connection with their employment. Whenever an Administrator is absent from school as a result of personal injury caused by an assault arising out of and in the course of his/her employment he/she shall be paid his/her full salary without having such absence charged to his/her annual or accumulated sick leave in accordance with C.G.S. §10-236a(b). Any amount of salary payable pursuant to this section shall be reduced by the amount of any Worker's Compensation award for temporary disability due to such assault or work related injury for the period for which such salary is paid. The Board reserves the right to require the Administrator to have a medical examination by the Board's appointed physician, which expense shall be borne by the Board. Nothing herein shall be interpreted so as to conflict with or diminish any rights to which Administrators may be entitled pursuant to §10-236a of the Connecticut General Statutes.

- C. If criminal proceedings are brought against an Administrator alleging an assault while acting in the scope of his/her employment, such Administrator may request the Board furnish legal counsel to defend her/him in such proceedings. If the Board does not provide legal counsel and the Administrator prevails, including a nolle or dismissal of the criminal charges, the Board shall reimburse the Administrator reasonable attorneys' fees incurred as a result of the Administrator's defense of such criminal proceedings. If the Board provides legal counsel and the Administrator does not prevail, including, but not limited to, pleading guilty to the initial charge or a lesser included offense, is not acquitted, enters a plea bargain, or agrees to/or is ordered to engage in accelerated rehabilitation, the Administrator shall reimburse the Board for legal counsel fees incurred by the Board in the unsuccessful defense.

- D. It is recognized that inquiries or investigations may be made when allegations or complaints are made regarding professional/nonprofessional staff, facilities, instructional and/or noninstructional programs and similar matters dealing directly with an Administrator's professional performance.

While the Board recognizes that it is obligated to investigate any and all complaints from parents and/or taxpayers whether serious or frivolous in regard to the professional conduct of Administrators, the Board will take measures in these situations to avoid the Administrator being subjected to undue harassment, embarrassment or unwarranted public notoriety.

- E. No Administrator shall be disciplined, or reduced in status or pay except for just cause.

ARTICLE IV
(Intentionally left blank)

ARTICLE V
WORK YEAR

- A. The normal work year for Administrators will be twelve (12) months.

- B. The work year for each Administrator will normally consist of a work year of 261 days reduced by the vacation days and holidays described in this agreement.

- C. Administrators may elect to notify the Superintendent of Schools of their intent to work from home on days when schools are closed due to inclement weather. Such work days shall not be deducted from an Administrator's paid vacation, sick or personal days.

ARTICLE VI
MANAGEMENT RIGHTS

Unless expressly limited by a specific section of this Agreement, the rights, powers and authority held by the Board of Education over matters involving the Stafford School System, including but not limited to full control over the policies, practices, procedures, and regulations with respect to employees of the Board at all its schools, shall remain vested solely and exclusively in the Stafford Board of Education.

ARTICLE VII
PERSONNEL FILES AND EVALUATIONS

- A. Evaluations shall be conducted in accordance with Connecticut General Statutes.
- B. After examination of said evaluations, the Administrator shall, for purpose of identification only, be given the opportunity to affix his or her signature thereto, reserving the right to respond by addenda affixed.
- C. The Administrator, upon request, has the right to review the contents of his/her personnel file at any reasonable time.
- D. The Administrator has the right to reply to any document within twenty (20) days of notice that the document has been placed in his/her file, with a formal letter addressed to the Superintendent. This letter will be placed in the file.
- E. An Administrator has the right to have any document in his/her personnel folder reproduced. The Administrator shall bear the expense of reproducing more than one copy.
- F. No anonymous letters or materials shall be placed in an Administrator's personnel file.
- G. Administrators shall be notified when any documentation is placed in his/her personnel file.

ARTICLE VIII
LEAVES OF ABSENCE

- A. Each Administrator shall be entitled to four (4) personal days per year, which will not require any stated reason, but shall be for personal business that cannot be transacted outside of the normal school day, family obligations, attendance at funerals, and religious holidays. Any unused personal days at the end of the fiscal year will be converted to accumulated sick leave, not to exceed the contractual maximum sick leave.
- B. In case of death of the wife, husband, partner, mother, father, mother-in-law, father-in-law, sister, brother, or child, no deduction from salary or leave time shall be made for five (5) days of absence.

In case of the death of a relative not included in the above listing, no deduction from salary or leave time shall be made for absence to attend the funeral for a period not to exceed one (1) day; provided, however, that notice of such intended absence be given to the Superintendent.

- C. The Superintendent will be notified as far in advance as possible prior to the taking of any leave.
- D. Upon request, the Board may grant leaves of an emergency nature.

ARTICLE IX
VACATION

Each Administrator shall earn paid vacation time as follows: On the first pay date of the month following the employee's date of hire, the employee will earn:

1.0 day (start date: 1st through 15th of month)
0.5 day (start date: 15th through last day of month)

Each month thereafter – 2.25 days per month of service (up to 27 days per contract year)

Vacation time earned during the fiscal year is immediately available for use.

Transition to New Plan

Effective with the signing of the 2023 – 2026 Agreement, employees that have previously earned vacation time shall have those days available to use until June 30, 2026, while at the same time will be earning vacation time in accordance with the schedule detailed in this Article.

The maximum number of vacation days an employee may accrue shall be equal to the number of days per service year entitlement plus five (5). Vacation shall be taken when school is not in session or during a student vacation period. Upon prior approval of the Superintendent, vacation may be taken when school is in session provided the Administrator's absence does not negatively affect the functioning of the school or department. All vacation scheduling shall be granted at the discretion of the Superintendent. If, at the discretion of the Superintendent, an Administrator is denied his/her vacation during the year in which it is to be taken, the Board shall compensate the Administrator on a per diem basis at the end of the fiscal year.

In the event of a resignation or retirement, the Administrator will not be compensated (i.e. paid out) for more than twenty-seven (27) days. Administrators who qualify for this benefit shall notify the Superintendent of their intent to retire/resign by February 1st of the fiscal year preceding the effective date of retirement/resignation. The purpose of this notification shall be to allow the Board the opportunity to budget for this payment. Such payment shall be made in the fiscal year following the February 1st announcement. Administrators who do not notify the superintendent by February 1st shall still qualify for this payment; however, the payment shall be dispersed in the second fiscal year from the retirement/resignation announcement to allow for the budgeting of such payment.

ARTICLE X HOLIDAYS

Administrators shall be entitled to fourteen (14) paid holidays as follows:

New Year's Day	Veterans' Day
Martin Luther King Day	Columbus Day
Presidents' Day	Thanksgiving Day
Good Friday	Friday following Thanksgiving Day
Memorial Day	Christmas Eve Day
Independence Day	Christmas Day
Labor Day	Day after Christmas

In the event that a holiday falls on a Saturday, it will be taken on the previous Friday provided school is not in session. If the holiday falls on a Sunday, it will be taken on the following Monday provided school is not in session. If school is in session, the holiday will be taken during the nearest school vacation period.

The holiday, the day after Christmas, will be taken on the day after Christmas or the next administrative working day.

ARTICLE XI
SICK LEAVE

- A. Administrators shall be entitled annually to sick leave of twenty (20) days with full pay, of which twenty (20) days annually shall be available to the Administrator for an illness in the immediate family. Sick leave may accumulate to not more than two hundred forty (240) days, so that the maximum sick leave (current and accumulated) shall not exceed two hundred forty (240) days.

Immediate family shall be defined as child, spouse, partner or parent. Illness shall be defined as injury, health condition, to attend to a medical diagnosis, care or treatment of mental or physical illness, injury or health condition.

- B. Each employee shall receive written notification of his/her accumulated sick leave each school year.

- C. Family and Medical Leave and Maternity Disability Leave

Each full-time Administrator who has been employed by the Board shall be eligible for up to twelve (12) weeks' unpaid leave in a school year in accordance with the provisions of the Family and Medical Leave Act of 1993 as amended for one or more of the following:

1. birth of a child of the employee;
2. placement of a child with the employee for adoption or foster care;
3. care for a spouse, child or parent of the employee if that spouse, child or parent has a serious health condition;
4. a serious health condition of the employee that makes the employee unable to perform the functions of his/her position.
5. to serve as an organ or bone marrow donor

Accumulated sick leave to which an Administrator taking leave for the Administrator's serious health condition is entitled will be substituted for any part of the twelve-week period of leave and run concurrently with such leave. For example, an Administrator with thirty (30) accumulated sick days (six work weeks) must use those thirty days and then would be eligible for six weeks' unpaid leave beyond the thirty (30) days.

Sick leave may be used to care for a spouse, child, or parent of the employee, if that spouse, child or parent has a serious health condition, within the limits of Article XI (A).

The Administrator during the period of such leave shall continue to receive health insurance coverage on the same terms as if he/she had continued to work. Appropriate arrangements will be made for the Administrator to pay on a timely basis his/her share of the health insurance premiums while on leave. As provided by law, in some instances the Board may recover the premiums it paid to maintain health coverage for the Administrator who fails to return to work from this leave.

Medical insurance coverage for an Administrator on a long-term leave beyond FMLA leave will be available at the same level as for fully covered Administrators in the Stafford school system as set forth in this contract, provided that the Administrator electing to continue said medical plans of insurance makes the payment of necessary premiums at least thirty (30) days in advance of the date upon which the Board is required to submit payment to the carrier to the Board of Education Business Office either in person or by certified mail. Such payment shall be made on a per diem basis while on leave.

Maternity disability leave shall be subject to the above provisions of the Family Medical Leave Act of 1993 as amended and in accordance with applicable state and federal law.

Eligible employees are entitled to take unpaid leave for the serious illness or injury of a covered family member's service/veteran's status in the Armed Forces in accordance with the FMLA amendments as part of the National Defense Authorization Acts of 2008.

ARTICLE XII
SABBATICAL LEAVE

Sabbatical leave may be granted to a member of the administrative staff, at the sole discretion of the Board, upon recommendation by the Superintendent, under such terms and conditions as may be set forth by the Board.

ARTICLE XIII
HEALTH INSURANCE FOR RETIRED OR DISABLED ADMINISTRATORS

Retired or disabled Administrators shall be allowed to pay for continuous health insurance coverage at the current group rate, until age 65, subject to the requirements of the insurance carrier.

ARTICLE XIV
OTHER DEDUCTIONS

In addition to the payroll deductions required by law, the following agencies are eligible for payroll deductions. All requests for deductions must be in writing on approved authorization forms. The list of approved deductions is as follows:

Association Dues
Credit Union
Tax Sheltered Annuity Plans
Flexible Benefits Plan (childcare only)
Premium Contributions
Direct Deposit
Other voluntary employee paid plans

Tax Sheltered Annuity Plan payroll deductions must go to an established employee account held with a company that will enter into and comply with the terms of the District 403(b) Third Party Investment Provider.

ARTICLE XV
TRAVEL

Directors shall receive a \$700 annual mileage stipend, and all other Administrators will be provided with a travel allowance at the published I.R.S. rate per mile for all travel approved by the Superintendent. The Administrator shall be required to submit periodic expense reports in order to receive the aforementioned reimbursement, with all such expense reports submitted before the end of the fiscal year to allow for reimbursement in the same fiscal year. This will include reimbursement of travel for Board business at which the Administrator's presence is expected, but shall exclude all travel between the Administrator's home and the school District as well as any travel required within the Levinthal Run education complex.

ARTICLE XVI
INSURANCE

A. HEALTH INSURANCE

Medical Plan: Administrators will receive the health insurance benefits described below.

The Board shall assume the following percentages of all the insurance coverage, and each Administrator shall assume the listed percentages of said cost. The Administrator's portion shall be taken through monthly payroll deductions.

	<u>Board</u>	<u>Administrator</u>
Effective July 1, 2023	79.5%	20.5%
Effective July 1, 2024	79%	21%
Effective July 1, 2025	78.5%	21.5%

1. Anthem Lumenos Health Savings Account, the benefit levels of which are as follows:

Annual Deductible Responsibility	\$2,000 Individual coverage \$4,000 Family coverage
Annual Out-of-Pocket Maximum In-Network Providers	\$2,000 Individual coverage \$4,000 Family coverage
Annual Out-of-Pocket Maximum Out-of-Network Providers	\$4,000 Individual coverage \$8,000 Family coverage
Board of Education Annual Contribution	50% of the in-network plan deductible
Coinsurance- In-Network Out-of-Network	0% 80/20%
Preventive Care Services-In-Network Out-of-Network	No cost Subject to Deductible & Coinsurance

The Board's contribution toward the deductible shall be deposited in the HSA bank account of the Administrator in each year of the contract on or around August 1. In the event the Administrator chooses to resign prior to September 1, the Administrator agrees to relinquish the Board's contribution to his / her HSA account.

As a health enhancement initiative, Administrators enrolled in the Board's insurance plan may elect to have an annual age-appropriate preventive physical exam and biometric testing as deemed appropriate by their physician. The result of the medical screenings will remain confidential and will not be shared with the Board without an employee's express authorization. Employees who meet this annual requirement will be entitled to a one percent (1%) premium contribution discount toward the cost of their insurance coverage for which the contract currently provides. The employee will not be charged for such physical and biometric testing.

2. Flex Dental:

100% for Preventive Services (i.e., Oral Exams, Cleaning of Teeth, etc.)

85% for General Services (i.e., Fillings, Extractions, etc.)

50% for Prosthetic Services (i.e., Bridges, Dentures, Crowns, etc.)

Deductible: \$50 Single, \$150 Family applied to Type 2 & 3 only.

Calendar year maximum: \$1,000

3. Dependent children are covered for Dental to age 26.

Dependent children are covered for Medical/Rx to age 26. The Affordable Care Act requires plans and issuers that offer dependent medical/prescription coverage to make the coverage available until a child reaches the age of 26. Children qualify for this coverage, regardless of (1) financial dependency; (2) residency; (3) student status; (4) employment; (5) eligibility for other coverage; or (6) any combination of these factors. This rule applies to all plans in the individual market and to employer plans. Connecticut PA 11-58, recently enacted, provides that dependents that turn 26 terminate from the medical plan on the next plan anniversary date. For example, for a dependent that attains age 26 on 09/15/2020, his/her coverage will terminate as of 07/01/2021. This law does not apply to the dental plan.

4. An Administrator may, upon execution of a waiver agreement, decline to accept the Board insurance package set forth above. An Administrator declining these benefits shall receive a lump sum payment of \$1,200 or 50% of the cost of the premium whichever is less. The availability of this benefit and the reinstatement of any insurance benefits is subject to the terms of the Board's insurance policies prevailing at the time the Administrator seeks a waiver or reinstatement and is contingent upon no additional cost being assessed against the Board above the normal group rate for an Administrator's reinstatement. In the event that such additional costs for reinstatement exist, such costs shall be borne by an Administrator wishing to re-enroll. At no time shall the Board be deemed a self-insurer under this subsection.

If an Administrator's spouse is also employed by the Board of Education in any capacity, the Administrator shall have the choice of enrolling the Administrator, the spouse and any dependents in the Board's health insurance plan through either the Administrator or the spouse. In no event shall the

Administrator, the spouse or any dependents receive double health insurance coverage through the Board and/or be insured twice through the Board nor shall the waiver payment apply in situations where both spouses are employed by the Board.

5. Each Administrator will have the option of opening a dependent care cost account to be offered through the Board of Education under the provisions of the IRS Section 125 rules. Restrictions apply to Administrators participating in the HSA plan. Please visit www.IRS.gov or www.abs125.com for more information.
6. The Patient Protection and Affordable Care Act ("PPACA") provides under the Internal Revenue Code (IRC) §4980I for the imposition of an excise tax related to employer provided health insurance plans that exceed certain value thresholds. Should any Federal statute or regulation pertaining to IRC §4980I be mandated to take effect during the term of the present agreement, or later, triggering the imposition of an excise tax with respect to any of the contractually agreed upon insurance plans offered herein, the parties agree to commence mid-term negotiations in accordance with the Teacher Negotiation Act. During such mid-term negotiations, the parties will reopen Article XVI for the purpose of addressing the impact of the excise tax and seeking to avoid the imposition of any excise tax. No other provision of the contract shall be reopened during such mid-term negotiations.

B. GROUP LIFE

The Board shall provide Individual Group Life Insurance for three (3) times the Administrator's annual salary. This coverage is subject to a \$350,000 maximum per individual and evidence of medical insurability. Administrators may purchase additional coverage at their own expense.

- C. The Board reserves the right to change insurance carriers for any of the above plans, provided coverage and services remain substantially equivalent.
- D. The Board shall provide Individual Group Long Term Disability Insurance to all eligible Administrators, which shall include a disability benefit of 60% of annual salary, not to exceed \$5000 per month, after a 180-day waiting period, as defined in the group policy.

ARTICLE XVII BOARD MEETINGS

Each Administrator shall be expected to attend all Board of Education meetings, whether in person or virtual, at which an agenda item relates to his/her area(s) of responsibility.

ARTICLE XVIII REDUCTION IN FORCE

- A. It is recognized and agreed that the Stafford Board of Education has the absolute right to eliminate, reduce (F.T.E. and/or work year), or increase administrative positions, or create new administrative positions. The purpose of this article is to establish a procedure to be followed in the event that Board action requires that an Administrator be displaced or terminated due to the exercise by the Board of the above rights.

This Article shall apply only to situations where Administrators face displacement or termination due to such action by the Board, and shall have no application to action taken by the Board against Administrators based upon competence and/or performance.

- B. As used in this Article, “seniority” shall mean an Administrator’s continuous length of uninterrupted service as a certified Administrator in Stafford, including authorized leaves of absence, starting with the date the Administrator signed his/her initial administrative contract of employment in Stafford. If contract signing dates are the same as between more than one Administrator, the Administrator with the most amount of total experience as an employee of the Stafford Board of Education shall be considered the most senior. Thereafter, if necessary, seniority shall be determined by the total amount of teaching and administrative service, both in and out of Stafford.
- C. The Superintendent shall compile a seniority list of the complete staff of Administrators in accordance with Section B of this Article on an annual basis and shall furnish the Association with copies of the list by February 1st of each year. If the Association or any Administrator shall disagree with any placement on the seniority list, the Association or the Administrator shall file a written request for correction no later than the following March 1st.
- D. If it becomes necessary to eliminate any Administrator position, it shall be on the basis of seniority as defined above, certification and qualifications. The term “qualified” as used herein means recognized and satisfactory experience in the administrative position into which the Administrator seeks to bump or to be recalled.
- E. In the event that the contract of employment of any Administrator is subject to being terminated due to the elimination of his/her position, such Administrator shall be entitled to retain a position with the Board, to the extent such positions are available, in the following order:
 - 1. Any other vacant administrative position in the same job classification as the position that was eliminated, for which the Administrator is certified and qualified.
 - 2. Any other administrative position held by a less senior Administrator, in the same job classification as the position which was eliminated, for which the Administrator is certified and qualified.
 - 3. If there is no other vacant administrative position in the same job classification as the position that was eliminated, and there is no other administrative position held by a less senior Administrator in the same job classification as the position eliminated, then the Administrator shall be offered a vacant Administrative position in any lower job classification for which he/she is certified and qualified.
 - 4. Any vacant teaching position for which the Administrator is certified and qualified.
 - 5. Any teaching position held by a non-tenured teacher for which the Administrator is certified and qualified.

F. "Job Classifications" shall be as follows (from highest to lowest):

- a) High School Principal
- b) Middle School Principal and Director of Pupil Services
- c) Elementary School Principal (Grades 1-5)
- d) Primary School Principal (Grades PreK)
- e) High School Assistant Principal
- f) Middle School Assistant Principal
- g) Elementary School Assistant Principal
- h) Supervisor

G. An Administrator who has been displaced shall be placed on a reappointment list for his/her former administrative position or another similar position of comparable pay and shall remain thereon until reappointed or for two (2) years from the effective date of termination, whichever occurs first, provided such Administrator does not refuse reappointment. Administrators shall be recalled to positions for which they are certified and qualified and in which they have previous acceptable experience, according to their administrative seniority in the Stafford Public School System. If reappointment is offered consistent with the above and is refused by the Administrator, he/she shall thereupon be removed from the reappointment list.

In order to be eligible for recall, an Administrator must:

- 1. Submit his/her request to be placed on the reappointment list, in writing, to the Superintendent within thirty (30) days of termination or displacement; such request must include the Administrator's address.
- 2. Advise the Board, in writing, within ten (10) days of any change in address.
- 3. Advise the Superintendent, in writing, of acceptance of recall within two (2) weeks after notification of recall; or be removed from the reappointment list.
- 4. All notices provided for in this section must be in writing and transmitted by certified mail.
- 5. The Board's obligation will be limited to sending notice of recall to the Administrator's last address in the Board's files.

H. Any Administrator who is displaced because of a reduction in force, or any Administrator involuntarily transferred for reasons other than unsatisfactory performance, to a lower paying administrative or teaching position shall not have his/her administrative salary reduced more than \$1,000.00 per year. Such protection against salary reduction shall not be provided by the Board for more than one (1) school year.

ARTICLE XIX
SALARY

2023-2024					
POSITIONS	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HIGH SCHOOL PRINCIPAL	154,066	156,374	158,726	161,114	163,538
MIDDLE SCHOOL PRINCIPAL	146,042	148,273	150,539	152,839	155,177
DIRECTOR OF PUPIL SERVICES	144,719	146,952	149,220	151,522	153,860
ELEMENTARY SCHOOL PRINCIPAL	143,101	145,310	147,551	149,828	152,138
PRIMARY SCHOOL PRINCIPAL	141,482	143,664	145,880	148,133	150,418
HIGH SCHOOL ASSISTANT PRINCIPAL	136,872	138,972	141,104	143,275	145,471
MIDDLE SCHOOL ASSISTANT PRINCIPAL	136,163	138,262	140,397	142,563	144,762
ELEMENTARY ASSISTANT PRINCIPAL	133,025	135,128	137,259	139,427	141,625
SUPERVISOR	122,467	124,570	126,701	128,869	131,069

2024-2025					
POSITIONS	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HIGH SCHOOL PRINCIPAL	158,688	161,065	163,488	165,947	168,444
MIDDLE SCHOOL PRINCIPAL	150,423	152,721	155,055	157,424	159,832
DIRECTOR OF PUPIL SERVICES	149,061	151,361	153,697	156,068	158,476
ELEMENTARY SCHOOL PRINCIPAL	147,394	149,670	151,977	154,323	156,702
PRIMARY SCHOOL PRINCIPAL	145,726	147,974	150,256	152,577	154,931
HIGH SCHOOL ASSISTANT PRINCIPAL	140,978	143,141	145,337	147,573	149,835
MIDDLE SCHOOL ASSISTANT PRINCIPAL	140,248	142,410	144,609	146,840	149,105
ELEMENTARY ASSISTANT PRINCIPAL	137,015	139,182	141,377	143,610	145,874
SUPERVISOR	126,141	128,307	130,502	132,736	135,001

2025-2026					
POSITIONS	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HIGH SCHOOL PRINCIPAL	163,449	165,897	168,393	170,925	173,498
MIDDLE SCHOOL PRINCIPAL	154,936	157,302	159,706	162,146	164,627
DIRECTOR OF PUPIL SERVICES	153,533	155,902	158,308	160,750	163,230
ELEMENTARY SCHOOL PRINCIPAL	151,816	154,160	156,536	158,952	161,403
PRIMARY SCHOOL PRINCIPAL	150,098	152,414	154,764	157,154	159,579
HIGH SCHOOL ASSISTANT PRINCIPAL	145,207	147,435	149,697	152,001	154,330
MIDDLE SCHOOL ASSISTANT PRINCIPAL	144,455	146,682	148,947	151,245	153,578
ELEMENTARY ASSISTANT PRINCIPAL	141,126	143,357	145,618	147,918	150,250
SUPERVISOR	129,925	132,157	134,417	136,718	139,051

A. Salary Structure and Step Advancement

Any Stafford Public Schools Administrator who is advanced or assigned to a higher classification will retain his/her same step placement on the salary schedule in the new position as he/she held in the former position. Only years of experience in the role of an Administrator shall count toward step placement.

B. Compensation For Doctoral Degree

Administrators may present a plan of study to the Superintendent of Schools for the purpose of seeking compensation for an earned Doctoral Degree from an accredited college or university in an area of study related to education.

Subject to the Superintendent's approval, such Administrators will be compensated beyond the salary \$2,000 annually.

1. This additional compensation may be sought after by Administrators who:
 - a. are enrolled in a Doctoral program meeting the above stated criteria.
 - OR
 - b. possess a Doctoral Degree meeting the above stated criteria prior to employment with Stafford Public Schools.
2. Administrators who earn a Doctoral Degree will receive the contractual compensation (pro-rated as appropriate) beginning with the paycheck following the date the degree was granted. The payment of this compensation is contingent upon the Administrator filing with the Superintendent a statement of expectation for the earning of the degree no later than December 1st of the school year prior to the school year in which the compensation is to begin.

C. Service Recognition

Regardless of position, service recognition shall be given in the amount of \$1,500 for ten (10) or more years of service as an Administrator in Stafford. If the 10th year anniversary occurs in the school year, the service recognition award shall commence the beginning of the following year.

D. Direct Deposit

All Administrators shall be paid by direct deposit biweekly following the existing pay schedule.

ARTICLE XX
CONFERENCES

A total of Two thousand dollars (\$2,000.00) will be allocated yearly for attendance at out of state conferences at the discretion of the Superintendent.

A total of Five thousand dollars (\$5,000.00) will be allocated yearly for attendance at in state conferences at the discretion of the Superintendent.

The Board shall reimburse an Administrator for the successful completion of up to three (3) credits of graduate courses up to a maximum of three thousand dollars (\$3,000) per fiscal year.

Reimbursement will be paid only if: (1) the Administrator obtains prior written approval from the Superintendent of Schools for the proposed program of studies, which must be offered by a regionally accredited college or university; (2) the Administrator obtains a grade of B- (or its equivalent) or better, except in pass/fail courses (where a pass is acceptable); (3) the Administrator has submitted their request for approval to the Superintendent, together with anticipated tuition costs, by February 1 of the fiscal year preceding the fiscal year in which the Administrator plans to seek tuition reimbursement; and (4) the Administrator submits written evidence of such course completion to the Superintendent by January for fall semester courses, or the last work day of the school year in June for spring semester courses.

If an Administrator submits a request after February 1, and that request is approved, the Administrator, if such funds are available, will be reimbursed in the fiscal year in which the Administrator takes and successfully passes the course. If such funds are not available in that fiscal year, it will be reimbursed in the following fiscal year.

If an Administrator leaves employment with the District within two (2) full fiscal years following completion of the course, the District shall be reimbursed the cost of the course through either accumulated vacation and/or sick time that would otherwise have been paid to the Administrator.

ARTICLE XXI
ASSOCIATION DUES AND SERVICE FEE DEDUCTION

- A. Within thirty (30) days after employment, or the execution of this Agreement, whichever is later, all members of the bargaining unit shall have the option to join the Association, to pay a service fee, or do neither. Any Administrator who elects to join the Association or to pay a service fee shall execute an authorization permitting the deduction of such union dues or service fees. Association dues will continue to be withheld until an Administrator notifies the Board of Education that he/she no longer wishes to have such dues withheld.
- B. The Board of Education shall be held harmless for any omissions or errors with respect to authorized deduction of dues or fees but will make necessary corrections when notified of the omissions or errors by the Association. The Association also agrees to indemnify the Board of Education for any costs that it may incur, including its reasonable attorney's fees in connection with the enforcement of the Article.
- C. The annual Association dues and service fee payment amounts will be made in 20 equal payroll deductions September through June and remit the same to the Association treasurer.

ARTICLE XXII
DURATION CLAUSE


The provisions of the Agreement shall be effective as of July 1, 2023, and continue and remain in full force and effect until June 30, 2026.

IN WITNESS WHEREOF, the parties hereto set their hands and seals at Stafford, Connecticut, this 7th day of November, 2022.

STAFFORD BOARD OF EDUCATION

BY 
Chairperson

STAFFORD ADMINISTRATORS' ASSOCIATION

BY 
President