

A G R E E M E N T

between the

LITCHFIELD BOARD OF EDUCATION

and the

**LITCHFIELD ADMINISTRATORS'
ASSOCIATION**

July 1, 2020 through June 30, 2023

Litchfield, Connecticut

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AGREEMENT

This Agreement is made and entered into on this *14 day of November 2019*, by and between the negotiating teams of the Litchfield Board of Education (hereinafter referred to as the "Board") and the Litchfield Administrators' Association (hereinafter referred to as the "Association"). The Agreement was ratified respectively by the Litchfield Administrators' Association on November 4, 2019, and by the Litchfield Board of Education on November 14, 2019.

ARTICLE 1 - RECOGNITION CLAUSE

- 1-1 The Litchfield Board of Education recognizes the Litchfield Administrators' Association for purposes of professional negotiation as the exclusive representative for the administrators below the rank of Superintendent, Assistant Superintendent, and Director of Business Operations as defined in Sections 10-153b through 10-153f of the Connecticut General Statutes, for the entire administrative unit as defined in the aforementioned statute.

ARTICLE 2 - PROFESSIONAL NEGOTIATIONS

- 2-1 It is the intent and purpose of the parties hereto that this agreement promote and improve the quality of education in the Town of Litchfield, provide for orderly professional negotiation between the Board and the Association, and secure prompt and fair disposition of grievances so as to promote positive influences upon operation of the educational program.
- 2-2 It is the intent and purpose of the parties hereto that this Agreement contains the full and complete Agreement between the Board and Association on all issues negotiated, and neither party shall be required during the term hereof to negotiate upon any issue, whether it is covered or not covered in this Agreement.

ARTICLE 3 - BOARD PREROGATIVES

- 3-1 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 of the rights, powers and authority heretofore had by it, except for such rights, powers and authority which are specifically relinquished, abridged or limited by the provisions of this Agreement.

ARTICLE 4 - GRIEVANCE PROCEDURES

- 4-1 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.

4-2 Definitions

- 4-2.1 Administrator shall mean any member of the bargaining unit as defined in Article I.
- 4-2.2 "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.
- 4-2.3 "Association" shall mean the Litchfield Administrators' Association.
- 4-2.4 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.

4-3 Time Limit

- 4-3.1 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.
- 4-3.2 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.
- 4-3.3 Failure by the Superintendent to render their decision within the specified time limits shall be deemed to be a denial of the grievance submitted.

4-4 Informal Procedure

- 4-4.1 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.
- 4-4.2 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.

4-5 Formal Procedure

4-5.1 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.

4-5.2 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.
- (e) The decision of the Board shall be final.

4-6 Rights of Administrators to Representation

- 4-6.1 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.
- 4-6.2 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.

ARTICLE 5 - PERSONNEL PRACTICES

5-1 Sick Leave Allowance

- 5-1.1 Administrators are credited with 30 sick days commencing with initial assignment as an administrator and will be credited with an additional 15 days added to this base during each subsequent year of employment.
- 5-1.2 The Board reserves the right to require a physical examination by a physician of the Board's choice at the Board's expense.
- 5-1.3 A physician's medical verification of illness / inability to work may be required for any prolonged absences of five (5) or more consecutive working days. Additional physician verification of prolonged illness and inability to work may be required periodically as determined necessary by the Superintendent.
- 5-1.4 At the beginning of each school year, each administrator will be given a written account of accumulated sick days. Accumulated sick leave days shall not exceed a total of 165 days.
- 5-1.5 The per diem rate is determined by dividing the base compensation (as indicated on the salary schedule in Appendix A of this agreement) by two hundred and twenty (220) days.
- 5-1.6 Full-time 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.

5-2 Personal Leave and Bereavement Leave

- 5-2.1 Full-time administrators will be allowed the use of up to five (5) days per year of accumulated sick leave for personal leave. Such leave will be granted at full pay, and is non-cumulative. Administrators shall submit requests for personal days to the Superintendent of Schools, in writing, of their intention to take Personal leave five (5) school days in advance, except in an emergency.

Personal Leave may be taken for one of the following reasons:

- (a) Legal or business transactions which cannot be completed at times other than regular school hours.

- (b) Graduation from college or secondary school by individual administrator or family member.
- (c) Marriage in the immediate family.
- (d) Religious obligations.
- (e) Funeral / memorial service
- (f) Other sufficient reasons as approved by the Superintendent of Schools.

5-2.2 Personal Leave should not be taken on school days immediately preceding or following a school vacation or holiday. The Superintendent may grant exceptions in extenuating circumstances.

5-2.3 If additional leave time is needed based on extraordinary circumstances, the Superintendent may grant an administrator up to five (5) days of additional leave, to be deducted from the administrator's accumulated sick leave.

5-2.4 Since there may be good and sufficient reason requiring the absence of an administrator from work, the Board reserves the right to grant additional leave at its discretion.

5-2.5 Up to three (3) days of leave will be allowed at the time of death of an administrator's brother, sister, grandparent, grandchild, mother-in-law, father-in-law, brother-in-law, sister-in-law, spouse or partner's grandparent or grandchild. Up to five (5) days of leave will be allowed at time of death for an administrator's spouse, partner, child or parent. Such leave will be deducted from the accumulative sick leave of the administrator. Administrators will be required to complete a form identifying the relationship of the deceased to the administrator. If additional time is needed, two (2) days may be deducted from the administrator's sick leave at the administrator's request.

5-3 Jury Duty

5-3.1 Any administrator who is called to jury duty shall notify the Superintendent immediately upon receipt of notice. In the event the administrator fulfills jury duty, they shall receive the daily rate of pay less the amount received as a jury fee.

5-4 Sabbatical Leave

5-4.1 Sabbatical Leave may be granted at the discretion of the Board of Education.

5-5 Parenthood Leave

5-5.1 Pregnancy Disability Leave

- (a) The Board and the Association recognize that administrators are entitled to leave for pregnancy related disabilities in accordance with Connecticut General Statutes §46a-60(a)(7).
- (b) Accumulated sick time shall be available for use during periods of such disability. Leave days will be charged only for those days during which administrators are required to be in school.
- (c) Unpaid disability leave beyond any accumulated time shall be available for such reasonable further period of time as an employee is determined by their physician to be disabled from performing the duties of their job because of pregnancy or conditions attendant thereto.
- (d) Policies involving commencement and duration of leave, the availability of extension, the accrual of seniority, other benefits and privileges, protection under health and temporary disability plans, and payment of leave shall be applied to disability due to pregnancy or childbirth on the same terms and conditions as they are applied to other temporary disabilities.
- (e) Pregnancy or childbirth shall not be the basis for termination of employment or compulsory resignation.

5-5.2 Parenthood Leave

- (a) Any administrator making proper application, will be granted leave for parental/child rearing leave up to twelve (12) weeks following the birth or adoption of a child. Sick time may be used by the parent only for that portion of parental leave when the parent is disabled due to recovery from childbirth as certified in writing by the parent's personal licensed health care provider. If the child is born more than twelve (12) weeks before the end of the school year, the employee may elect to take an optional parental leave of absence without pay for the purpose of child rearing for any portion of the remaining school year. If the child is born less than twelve (12) weeks prior to the end of the school

year, the employee may elect to take an optional parental leave of absence without pay for any portion of the remaining school year or for the balance of the remaining school year and for any portion of the following school year if so requested in writing by June 1.

- (b) Whenever possible and when in the best interest of the school system, the administrator, upon expiration of leave, shall be reinstated to the position that they held immediately prior to the commencement of the leave.
- (c) If any administrator desires an extended leave of absence for child rearing purposes, beyond any period of disability, the teacher shall request leave in writing to the Superintendent of Schools within two (2) weeks of the date of birth. Any teacher who intends to exercise paternity leave, adopt a child, or become a foster parent in the near future, and who seeks a leave of absence for child rearing purposes, shall make a written request to the Superintendent of Schools for leave as soon as possible and in no event less than thirty (30) days prior to the commencement of said leave. If a teacher's extended leave begins on the first day of the work year, the administrators' leave shall continue until the end of that school year or until the beginning of the second semester of that school year (as approved by the Board), unless the Superintendent of Schools and the Association agree to an earlier return date based upon the educational interests of students. The administrator may continue to receive fringe benefits during their extended leave at their own expense, unless otherwise provided by applicable statute regarding medical and/or family leave.
- (d) Upon expiration of parental leave, the administrator shall be reinstated in any vacant position for which they are certified and qualified.
- (e) If the administrator fails to return from leave in accordance with the provisions of this Article, their failure to return shall constitute a resignation from employment.

ARTICLE 6 - WORKING CONDITIONS

6-1 Vacancies

- 6-1.1 Whenever a vacancy occurs or a new position is created, if determined by the Board of Education, it will be posted as soon as feasible.

- 6-1.2 A designated representative of the Litchfield Administrators' Association shall, on request, be furnished with information as to the salary of any new hire.

6-2 Schedule, Assignment, and Transfer

- 6-2.1 Administrators will be notified in writing of any assignment changes as soon as possible. Changes in administrative assignments may be made during the school year as determined necessary by the Superintendent and/or Board.

6-3 Salary Agreements

- 6-3.1 The Board will issue an annual salary notification to each administrator. A copy of the above shall be included in Appendix D.
- 6-3.2 For each contract year of this agreement, the annual base salary of each administrator covered by this agreement shall consist of parts A, B and C as indicated below:
- (a) A cash salary for the period of employment from July 1 through June 30 of each year as indicated in the annual salary notice and appendix A of this agreement;
 - (b) A longevity stipend based upon years of experience as indicated in section 7-3 of this agreement.
 - (c) A stipend of \$500 for a doctoral degree or stipend in an amount to be determined by the Board and administrator for other extra duty assignments, subject to the applicable provisions regarding the Teachers' Retirement Act.

6-4 Length of Work Year / Work Day

- 6-4.1 The salaries in this Agreement shall be based on a work year of 220 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 220 days. Administrators are expected to work 220 days per year (July 1 through June 30). Work schedules shall be pending the Superintendent's approval.
- 6-4.2 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.

ARTICLE 7 - INSURANCE, SALARY AND FRINGE BENEFITS

7-1 Salary

- 7-1.1 The salary ranges for all administrators shall be in accordance with the salary schedules and other provisions as set forth below in this document.
- 7-1.2 Annual Salary Adjustment
- (a) Annual salary will be determined by the Board of Education at the beginning of this contract for administrators currently employed and upon the date of employment for new administrators.
 - (b) Placement in the salary range will be based upon experience, academic training, special talents and skills, and other employment criteria appropriate to the position assigned.
 - (c) The annual salary of each administrator (exclusive of longevity) shall increase as indicated in the attached (Appendix A) salary schedule.

7-2 Insurance - See Appendix B of This Document

- 7-2.1 Full-time administrators shall pay the following premium cost share percentages of the total premium for their insurance plan. 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.

Year	Employee %	Employer %
2020-2021	14%	86%
2021-2022	15%	85%
2022-2023	16%	84%

- 7-2.2 The Board of Education shall contribute to the payment of insurance premiums for part-time employees of .5 FTE (full time equivalent) and greater on the same fractional basis as is used in determining the member's salary. For example, if the Board provides 80% of the cost of health and dental insurance for a full-time employee, it will provide 40% of the cost of this coverage for a .5 employee, etc. The part time administrator's premium cost share (pcs) will be the balance of the cost of insurance coverage not paid by the Board. Administrators employed at less than .5 FTE will not be entitled to health benefits.
- 7-2.3 Administrators who agree to waive health insurance coverage for the year will receive payment of \$3,000 for those waiving single coverage and \$6,000, for those waiving dual or family coverage.

7-3 Longevity

7-3.1 Upon the completion of (15) years of employment as a school administrator in Litchfield, 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 in Litchfield, the longevity step shall increase to eight percent (8%) of the administrator's base annual salary.

7-3.2 For longevity step purposes, Administrators employed under the administrative agreement in the Litchfield Public Schools on July 1, 2005 will be credited for all years of administrative experience.

7-4 Annuity

7-4.1 Litchfield Public Schools shall provide an annuity for each year of the contract. The annuity begins upon hire at 0.5%, is increased by 0.5% for each subsequent year of service. The annuity will be capped at 5.0%. The annuity shall be based upon the administrator's salary (cash) and shall be prorated for a partial year of employment. The annuity shall be paid as an employer contribution to an approved 403(b) or 457(b) plan of the employee's choice.

7-5 Mileage Reimbursement

7-5.1 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.

7-6 Payroll

7-6.1 Salary checks will be issued through direct deposit on a bi-weekly basis.

In addition to those payroll deductions required by law, the following agencies are eligible for payroll deductions:

- (a) Tax Sheltered Annuities - 403(b) & 457(b)
- (b) Torrington Teachers' Credit Union
- (c) Insurance Premiums

7-6.2 Requests for deductions must be in writing on approved authorization forms and submitted by October 1 of each school year. Changes in the amount of the deduction may be made throughout the school year.

7-6.3 Administrators hired after the October 1 date will have one month to request authorized payroll deductions.

ARTICLE 8 - DURATION

- 8-1 The Board of Education shall assume responsibility for the printing of the contract.
- 8-2 The provisions of this Agreement shall be effective as of July 1, 2020, and shall continue and remain in full force and effect to and including June 30, 2023.

APPENDIX A

SALARY RANGES

For 2020-2021 – All members will adjust to the next highest salary step in their respective column.

For 2021-2022 – All members will move a step.

For 2022-2023 – All members will move a step.

Dean of Students		Elementary Principal		Secondary Principal		Director of Pupil Services	
Step	Salary	Step	Salary	Step	Salary	Step	Salary
1	108,182	1	121,565	1	139,409	1	133,833
2	110,454	2	124,118	2	142,337	2	136,643
3	112,773	3	126,724	3	145,326	3	139,513
4	115,142	4	129,386	4	148,377	4	142,443
5	117,560	5	132,103	5	151,493	5	145,434
6	120,082	6	134,877	6	154,675	6	148,488
7	122,549	7	137,709	7	157,923	7	151,606
8	125,122	8	140,601	8	161,239	8	154,790
9	127,750	9	143,544	9	164,625	9	158,041
10	130,433	10	146,568	10	168,082	10	161,360
11	133,172	11	149,646	11	171,612	11	164,748

For new hires the starting placement step may be adjusted by the Board of Education as necessary during the term of this agreement in consultation with the Association.

STIPENDS FOR EXTRA DUTY ASSIGNMENTS

Extracurricular Requirements

Each Administrator acknowledges that extracurricular requirements will be assigned as an additional duty each year. This duty is compensated annually at \$5,000 in a one-time annuity payment, following the proficient completion of the annual evaluation before June 30th.

APPENDIX B

INSURANCE

1. 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):

	<u>2020-21</u>	<u>2021-22</u>	<u>2022-23</u>
Single	\$2,500	\$2,750	\$3,000
Family	\$5,000	\$5,500	\$6,000

The Board will deposit 50% of the deductible (for example: \$1,250 for an individual - assuming a \$2,500 deductible, and \$2,500 for couple or family coverage - assuming a \$5,000 deductible) to a HSA (Health Savings Account) established by the Board for the purpose of implementing this insurance coverage option. Deposits will be made in the first pay cycle of September.

If an employee is precluded from participating in the H.S.A. because he or she does 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.

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.

Dental Insurance Plan: 100% Preventative; 80% Routine; 50% Major. \$1,500 cap per person, per year.

2. In addition to the Health and Dental Insurance indicated above, the Board will also provide administrators the following insurance plans with no employee premium cost share.
 - a. Long Term Disability Insurance Plan: Coverage is 66.67% of the monthly covered wages with a cap of \$8,000 per month. Must work a minimum of 32 hours/week.
 - b. Life Insurance Plan: Each Administrator will receive term life insurance of \$250,000
 - a. 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.
4. The Board shall have the right to self-insure for any of the insurance benefits described in this Article and/or to change administrators/carriers/plans for any of the insurance benefits, provided that the overall level of benefits (including out-of-pocket expenses for employees and their dependents), when considered as a whole, remains substantially comparable to the overall level of benefits in effect immediately preceding any such change.
5. In accordance with the conditions specified in this agreement, insurance benefits are available to each eligible administrator, the administrators' spouse and eligible dependent child(ren).
6. Insurance Plan Description:

In-Network Preventive Services

These services are no cost to you when you use an **in-network** doctor or facility. Frequency is based on age and gender. For a complete list of preventive services and to find a doctor, refer to connecticare.com.

Getting care within ConnectiCare's network typically costs you less. You may also get care outside of our network; however, your share of the costs will be higher. Out-of-network doctors and facilities do not appear in the "Find a doctor directory on connecticare.com".

- 1 Physical
- 2 Flu shot
- 3 Well woman visit and pap test
- 4 Vaccinations
- 5 More than 25 screenings, including mammograms and
- 6 Certain birth control and other prevention medications colonoscopies

	In-network member pays	Out-of-network member pays
Your deductible Deductible is combined for medical services and prescription drugs Deductible is combined for in and out-of-network	Per Contract	Per Contract
Your out-of-pocket maximum Includes a combination of deductible, copayments and coinsurance for medical and pharmacy services	Per Contract	Per Contract
Out-of-network reimbursement	Not applicable	Plan will reimburse the coinsurance percentage of the maximum allowable amount

After you have spent the out-of-pocket maximum amount in deductibles, copayments and coinsurance, ConnectiCare will pay 100% of your covered health care expenses for the remainder of the year.

Screenings	In-network member pays	Out-of-network member pays
Baseline routine mammography ages 35-39	No charge	20% coinsurance after plan deductible

Your ConnectiCare health plan helps you get the care you need. Here are the most frequently used services. Refer to your certificate of coverage on connecticare.com for a complete list of benefits.

Screenings	In-network member pays	Out-of-network member pays
Routine mammography age 40 or older	No charge	20% coinsurance after plan deductible
Breast ultrasound	0% coinsurance after plan deductible	20% coinsurance after plan deductible
Routine vision exam one exam per year	No charge	20% coinsurance after plan deductible
Allergy testing Unlimited	0% coinsurance after plan deductible	20% coinsurance after plan deductible
Hearing Screenings one exam per year	No charge	20% coinsurance after plan deductible
Ongoing Care and Sick Visits	In-network member pays	Out-of-network member pays
Primary care services	0% coinsurance after plan deductible	20% coinsurance after plan deductible

Specialist services	0% coinsurance after plan deductible	20% coinsurance after plan deductible
Gynecologist services	0% coinsurance after plan deductible	20% coinsurance after plan deductible
Maternity and prenatal care visits May not apply to all laboratory and radiology services - refer to your plan documents	No charge	20% coinsurance after plan deductible
Allergy injections	0% coinsurance after plan deductible	20% coinsurance after plan deductible
Telemedicine visit	0% coinsurance after plan deductible	20% coinsurance after plan deductible
Retail clinic	0% coinsurance after plan deductible	20% coinsurance after plan deductible
Nutritional Counseling Limit 3 visits per year	0% coinsurance after plan deductible	20% coinsurance after plan deductible
Infertility Infertility benefits outlined in the Certificate of Coverage are unlimited, with no age or cycles restrictions	0% coinsurance (Office visit) after plan deductible 0% coinsurance (Ambulatory Services Outpatient) after plan deductible 0% coinsurance (Inpatient Hospital) after plan deductible	20% coinsurance after plan deductible

Lab and Radiology Performed in a hospital, lab or radiology facility	In-network member pays	Out-of-network member pays
Laboratory services	0% coinsurance after plan deductible	20% coinsurance after plan deductible
Non-advanced radiology X-ray, diagnostic	0% coinsurance after plan deductible	20% coinsurance after plan deductible
Advanced radiology Hospital facility MRI, PET and CAT scan and nuclear cardiology	0% coinsurance after plan deductible	20% coinsurance after plan deductible
Advanced radiology Stand-alone facility MRI, PET and CAT scan and nuclear cardiology	0% coinsurance after plan deductible	20% coinsurance after plan deductible
Sudden and Unexpected Care	In-network member pays	Out-of-network member pays
Urgent care or another walk-in clinic	0% coinsurance after plan deductible	Same as In-network benefit
Emergency room	0% coinsurance after plan deductible	Same as In-network benefit
Ambulance	0% coinsurance after plan deductible	Same as In-network benefit

Inpatient Hospital Services	In-network member pays	Out-of-network member pays
Inpatient hospital services, including room and board	0% coinsurance after plan deductible	20% coinsurance after plan deductible
Skilled nursing facilities up to 120 days per year	0% coinsurance after plan deductible	20% coinsurance after plan deductible
Inpatient rehabilitation up to 100 days per year	0% coinsurance after plan deductible	20% coinsurance after plan deductible
Private duty nursing up to \$15,000 per year	0% coinsurance after plan deductible	20% coinsurance after plan deductible
Outpatient Hospital Services and Home Care	In-network member pays	Out-of-network member pays
Hospital outpatient facilities	0% coinsurance after plan deductible	20% coinsurance after plan deductible
Ambulatory surgical center	0% coinsurance after plan deductible	20% coinsurance after plan deductible
Home health services Nursing and therapeutic services limited to 200 visits Home Health aide services limited to 80 visits that are applicable to the 200-visit limit	0% coinsurance after plan deductible	20% coinsurance after plan deductible

Outpatient Rehabilitative Services	In-network member pays	Out-of-network member pays
Rehabilitative services up to 50 visits per year includes services combined for physical, speech and occupational therapy and chiropractic services	0% coinsurance after plan deductible	20% coinsurance after plan deductible
Mental Health and Substance Abuse	In-network member pays	Out-of-network member pays
Inpatient mental health services	0% coinsurance after plan deductible	20% coinsurance after plan deductible
Inpatient alcohol and substance abuse treatment	0% coinsurance after plan deductible	20% coinsurance after plan deductible
Outpatient mental health, alcohol and substance abuse treatment office visits and home services	0% coinsurance after plan deductible	20% coinsurance after plan deductible
Outpatient mental health, alcohol and substance abuse treatment intensive outpatient treatment and partial hospitalization	0% coinsurance after plan deductible	20% coinsurance after plan deductible
Supplies	In-network member pays	Out-of-network member pays
Durable medical equipment including prosthetics and disposable medical supplies Includes wigs prescribed by an oncologist for a member suffering hair loss as a result of chemotherapy or radiation therapy up to one wig per year	0% coinsurance after plan deductible	20% coinsurance after plan deductible
Artificial Limbs includes associated supplies and equipment	0% coinsurance after plan deductible	20% coinsurance after plan deductible
Diabetic equipment and supplies	0% coinsurance after plan deductible	0% coinsurance after plan deductible
Modified food products and specialized formula pharmacy tier	0% coinsurance after plan deductible	0% coinsurance after plan deductible
Important Information		
<p>1 This is a brief summary of benefits. Refer to your ConnectiCare Insurance Company, Inc. Certificate of Coverage for complete benefits, conditions, limitations and exclusions, or consult with your benefits manager. All benefits described are per member per year.</p> <p>2 If you have questions regarding your plan, visit our website at www.connecticare.com or call us at (860) 674-5757 or 1-800-221-2212.</p> <p>3 Out-of-Network reimbursement is based on the maximum allowable amount. Members are responsible to pay any charges in excess of the maximum allowable amount. Please refer to your ConnectiCare Insurance Company, Inc. Certificate of Coverage for more information.</p> <p>4 If you are a Massachusetts resident, please refer to your <i>amendatory rider for Massachusetts mandated benefits</i> for additional details regarding your benefits.</p> <p>5 If you are a Massachusetts resident, this plan along with pharmacy services meets Massachusetts Minimum Creditable Coverage for 2019.</p>		

FlexPOS Combined Deductible Prescription Drug Plan for Use with Health Savings Account (HSA) Benefit Summary

This is a brief summary of your prescription drug benefits. Refer to your Prescription Drug Rider for complete details on benefits, conditions, limitations and exclusions, or consult with your benefits manager. All benefits described below are per member per Contract year.

<p>Covered prescription drugs through retail Participating Pharmacies or our mail order service. Generics are dispensed unless the provider writes Dispense as Written on the prescription.</p> <p>Your Plan includes the following: Mandatory Drug Substitution, Generic Substitution Program, Tiered Cost-Share Program, and Voluntary Mail Order Program.</p>		
	In-network member pays	Out-of-network member pays
Your deductible (Deductible is combined for medical services and prescription drugs) (Deductible is combined for In and out-of-network)	Per Contract	Per Contract
Your out-of-pocket maximum (Includes a combination of deductible, copayments and coinsurance for medical and pharmacy services)	Per Contract	\$Per Contract
Retail Pharmacy (up to a 34-day supply per prescription)	In-network member pays	Out-of-network member pays
Generic drugs (Tier 1)	0% coinsurance after plan deductible	20% coinsurance after plan deductible
Preferred brand drugs (Tier 2)	0% coinsurance after plan deductible	20% coinsurance after plan deductible
Non-preferred brand drugs (Tier 3)	0% coinsurance after plan deductible	20% coinsurance after plan deductible
Mail Order Pharmacy (up to a 100-day supply per prescription)	In-network member pays	Out-of-network member pays
Generic drugs (Tier 1)	0% coinsurance after plan deductible	Not covered
Preferred brand drugs (Tier 2)	0% coinsurance after plan deductible	Not covered
Non-preferred brand drugs (Tier 3)	0% coinsurance after plan deductible	Not covered

APPENDIX C

REMOVE LANGUAGE

BOARD OF EDUCATION POLICY ON REDUCTION IN FORCE

In the event of a reduction in force, the Board shall have the right to identify the position(s) to be eliminated. In the event that more than one position exists within the affected classification within the same building, the Board shall use the following factors to identify which individual shall be laid off: a) demonstrated performance and qualifications; The individual identified for layoff shall not have the right to bump any other administrator employed by the Board. For the purposes of this Article, the following shall be separate classifications:

Dean of Students/Assistant Principal

Director of Pupil Services

Elementary Principal (Grades Pk-6)

Secondary Principal (Grades 7-12)

APPENDIX D

**LITCHFIELD PUBLIC SCHOOLS
Litchfield, Connecticut**

ANNUAL ADMINISTRATOR SALARY NOTIFICATION

is employed as an administrator in the public schools of the Town of Litchfield, Connecticut, 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)* _____

\$ _____ *Stipend* _____

\$ _____ *Stipend* _____

\$ _____ *Longevity* _____

\$ _____ *Total Annual Salary (exclusive of benefits)*

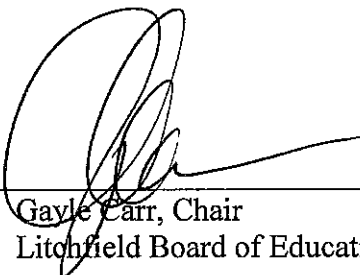
payable in accordance with the existing Agreement between the Board of Education and Litchfield Administrators' Association, and subject to the required deductions for Teachers' Retirement, Federal and State taxes, and other agreed-to deductions which the teacher may, in writing, authorize.

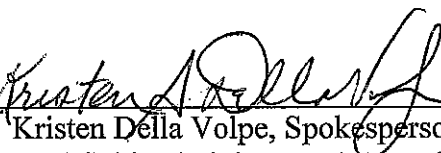
Note: The Board reserves the right to change the format of this salary agreement based on updated human resources software abilities.

APPENDIX E

SIGNATURE SHEET

This Agreement made and entered into on this *14 day of November, 2019* by and between the Litchfield Board of Education and the Litchfield Administrators' Association.

By  _____
Gayle Carr, Chair
Litchfield Board of Education

By  _____
Kristen Della Volpe, Spokesperson
Litchfield Administrators' Association

NOTE: AN EXECUTED COPY OF THE SIGNATURE PAGE IS ON FILE IN THE OFFICE OF THE SUPERINTENDENT OF SCHOOLS AND WITH THE LAA.

