

**Agreement between**

**The OXFORD BOARD OF EDUCATION**

**And the**

**OXFORD ADMINISTRATORS ASSOCIATION**

**July 1, 2016 - June 30, 2019**

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## **ARTICLE I - RECOGNITION**

The OXFORD BOARD OF EDUCATION (hereinafter referred to as "the Board") hereby recognizes the OXFORD ADMINISTRATORS ASSOCIATION (hereinafter variously referred to as "the Association" and the "OAA") as the exclusive representative, as defined in 10-153b through 10-153f of the Connecticut General Statutes as amended for the entire group of administrators not excluded from the purview of the statute.

## **ARTICLE II - AMENDMENT**

- A. It is understood that neither party can require formal negotiations on any matter covered by this Agreement during the life of this Agreement, except the negotiations of a successor agreement and except pursuant to section 10-153f(e) Connecticut General Statutes. However, this Agreement may be amended at any time by mutual consent of the Board and the OAA, which amendment shall be appended hereto and become a part hereof.
- B. Previously adopted policies, rules or regulations in conflict with this Agreement are superseded by this Agreement.

## **ARTICLE III - SEVERABILITY**

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

## **ARTICLE IV - GRIEVANCE PROCEDURE**

- A. Definitions
  - 1. "Grievance" shall mean a claim based upon a dispute arising from the interpretation or application of the language of this Agreement, or an alleged breach thereof that has not been resolved through the informal grievance procedure.
  - 2. "Grievant" shall mean any member of the Bargaining Unit, or a group of Bargaining Unit members similarly affected by a grievance, or the OAA seeking recourse under the terms of this article.

3. "Days" shall mean days when school is in session, except during the summer vacation, when "days" shall mean those days when the central office is open. If any deadline date under this article falls on a weekend or holiday, such date shall be extended to the next following weekday.

B. Time Limits

1. The time limits indicated at each level are maximums. All efforts should be made to communicate and resolve disagreements in as short a time span as possible.
2. Time limits may be extended by mutual agreement, in writing.

C. Informal Procedure

1. An administrator who feels aggrieved shall initiate communication with his/her immediate supervisor within twenty (20) days of the time he/she knew or should have known of the condition that caused the disagreement.
2. If a satisfactory resolution to the problem is not reached within five (5) days of such communication, the administrator may institute a formal grievance.

D. Formal Procedure

1. Superintendent
  - a. All written grievances shall contain at least the following information:
    - i. The name of the grievant(s).
    - ii. The date(s) on which the alleged act or condition occurred.
    - iii. The specific paragraph of this Agreement which is alleged to have been violated, misinterpreted or misapplied.
    - iv. A specific description of the act or condition in issue.
    - v. The requested remedy.
  - b. The written grievance must be submitted to the Superintendent and the OAA President within thirty (30) days from the time that the grievant knew or should have known of the act or condition which caused the disagreement.
  - c. Within ten (10) days of the receipt of the written grievance, the Superintendent shall meet with the administrator and the OAA shall have the right to be present in an effort to resolve the problem.
  - d. Within ten (10) days of this meeting, the Superintendent shall render a written decision to the administrator and OAA President.

2. Board of Education

- a. If the grievance is not satisfactorily resolved at the Superintendent level, or if no decision has been rendered within the specified time, the administrator, through the OAA President, may request a hearing with the Board of Education. Such request shall be made in writing to the Chairman of the Board within twenty (20) days of the receipt of the written formal grievance by the Superintendent
- b. The Board, or a designated subcommittee of the Board, shall meet with the grievant and his/her representative within twenty (20) days of receipt of the written appeal in an effort to resolve the grievance.
- c. The Board shall render its decision in writing within ten (10) days of that meeting with copies sent to the aggrieved, the Superintendent, and the OAA President

3. Impartial Arbitration

- a. If any such grievance is not satisfactorily resolved at the Board of Education level or if no decision has been rendered within the specified time, the grievant may request, in writing to the OAA President, that the matter be submitted to arbitration before a single arbitrator.
- b. Notice of intent to submit the grievance to arbitration shall be made in writing by the OAA President (or his/her designee) or the individual grievant to the Superintendent of Schools, within fifteen (15) days of the meeting of the Board.
- c. Within ten (10) days of receipt of such written notification, the Superintendent shall arrange for a meeting to select a mutually agreeable arbitrator. If the parties cannot agree, the American Arbitration Association shall be requested to name an arbitrator.
- d. Arbitration shall be held in accordance with the rules of the American Arbitration Association. The decision of the arbitrator shall be final and binding.
- e. The costs of the services of the arbitrator shall be borne equally by the Board of Education and the Association.
- f. The Superintendent and the Board shall have the right to file a grievance in writing with the OAA, and such grievance shall thereafter be processed in accordance with Level Three of the Grievance Procedure. The Board shall pay the arbitrator's fee for such arbitration.

4. Miscellaneous

- a. Any grievant may be represented at Levels One and Two of the grievance procedure by a person of his/her own choosing, except that he/she may not be represented by a representative or by an officer of any administrator's organization other than the Association. When a grievant is not represented by the Association, the Association shall be immediately notified and have the right to be present and to state its views at all stages of the procedure. Any party in interest may be represented at any level of the formal procedure.
- b. All documents, communications and records shall be confidential and shall be filed separately from the personnel files of the participants.

**ARTICLE V - WORKING CONDITIONS**

A. All administrators hired on or before June 30, 2013 shall receive thirty (30) working days vacation each school year, exclusive of legal holidays, with such days to be taken during the school year following that in which they are earned. In the event an administrator does not take his/her earned vacation days, he/she may accumulate up to five (5) such unused earned vacation days per year to a maximum of twenty-five (25) days. The accumulated unused earned vacation days may be taken in subsequent years provided no more than thirty (30) days vacation may be taken in a year without Board of education approval upon recommendation of the Superintendent of Schools. Upon retirement as defined by the State Teachers Retirement Board, or if an Administrator with service for 20 years, 15 of which were in the Oxford School system, leaves the employment of the Oxford Board of Education, the Oxford Board of Education's obligation to pay the Administrator for accumulated vacation shall be limited to a maximum of 25 days."

Administrators hired after June 30, 2013 shall receive twenty (20) working days vacation each school year. Such vacation time must be taken in the year that it is earned and cannot be accumulated to be used in a later year or to be paid for at the time of retirement.

B. Administrators shall be granted the following holidays during the work year:

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

If school is in session on any of the above listed holidays, the Superintendent will designate an alternate holiday prior to the start of the school year.

- C. Board of Education meetings -- Each administrator shall attend Board of Education meetings when an agenda item requires his/her presence or if he/she is requested to be present.
- D. Prior to July 1 of the school year, each administrator shall present to the Superintendent a proposed vacation schedule for the year, subject to the approval of the Superintendent of Schools. Alterations to such schedule shall be made by mutual agreement.
- E. If the work year established for each administrator in "A" above is extended with the approval or at the direction of the Superintendent as a result of unusual or special work demands, such administrator shall be compensated at his/her per diem rate, based on his/her contracted yearly salary
- F. Vacancies and promotions shall be filled in accordance with the following procedure:

The existence of vacancies or positions shall be adequately publicized within the system by posting a notice in each school of the District as far in advance of the date of filling such vacancies as possible, but in no event less than ten (10) days in advance.

#### **ARTICLE VI - ADMINISTRATIVE ASSAULT**

- A. Salary Payment

Whenever an administrator is absent from his/her responsibilities as a result of personal injury caused by an assault arising out of and in the course of the administrator's employment, the administrator shall be paid full salary and benefits for the period of such absence without having such absence be charged to annual or accumulated sick leave. Any amount of salary payable pursuant to this article shall be reduced by the amount of any Workmen's Compensation award for temporary disability due to the said injury. At no time, however, shall the administrator's take home pay after taxes exceed what the administrator would have earned had he or she been working. The Board, at their cost, shall have the right to have the administrator examined by a physician of their choosing for the purpose of establishing the length of time during which the administrator is temporarily disabled.

- B. Reimbursement

In the event that an administrator gains remuneration as a result of legal action which has been pursued, the administrator agrees to reimburse the Board of Education such payments which he has received under the terms stated above. This reimbursement shall not exceed the remuneration of the amount of salary and benefit payments received from the Board during the absence.



## ARTICLE VII - LEAVE POLICIES

### A. Extended Professional Leave

1. Administrative personnel in the Oxford Public Schools may be granted an extended professional leave for a year or a half year for the purpose of educational study or research. No more than one administrator at any one time will be granted extended professional leave in any single school year.

2. Each candidate must meet the following requirements:

a. The administrator must be a full-time certified person who has been employed by the Oxford Board of Education for four (4) consecutive years as an administrator preceding the proposed sabbatical leave.

b. The administrator will submit a signed statement indicating he/she first agrees to return to the Oxford School District for at least three (3) years after the end of the sabbatical. During a full year extended professional leave, the administrator will receive a stipend equal to three-fourths of the expected annual salary. During a half-year extended professional leave, the administrator will receive stipend equal to thirty-seven and one-half percent of the expected annual salary amount. A greater stipend may be granted for an extended professional leave at the discretion of the Oxford Board of Education. If the administrator does not return for one year, all costs related to salary, benefits and potential legal expenses will be reimbursed to the Board by the Administrator.

In the event the administrator leaves the Oxford District prior to the completion of this three (3) year period, the administrator agrees to reimburse the Board for the amount of his/her sabbatical salary. Such reimbursement to be proportioned to the duration of service after leave (2/3 reimbursement for one year, 1/3 reimbursement for two years, etc.) Unless return or completion of the three year standard is precluded by death or disability.

Each recipient of a sabbatical leave grant shall submit to the Board a written report outlining his/her studies and accomplishments during the sabbatical leave.

3. Administrators on extended professional leave will advance on the salary schedule as if they were continuing to work in the Oxford Public School system. Sick leave accumulated prior to the start of the sabbatical leave shall be retained.

4. While on extended professional leave, administrators shall receive all benefits referred to in Article IX and XII of this Agreement; except that sick leave (Article VII, Section A-3.) will not accumulate and will not be paid during a sabbatical year.
5. Qualified administrators shall apply for extended professional leave not later than four (4) months prior to the planned commencement of said leave.
6. Board action of extended professional leaves shall be completed not later than forty-five (45) days after the application for leave.
7. Extenuating circumstances may be cause for reconsideration of the time spans referred to in Items 2a, 5 and 6 above.
8. Each extended professional leave request will be reviewed by the Superintendent. Based on this review, the Superintendent will submit his recommendation to the Board of Education for final action.
9. Board denial of a request for sabbatical leave is not grievable.

B. General Leave Provisions

Certain circumstances may warrant granting special leave, with or without pay, to administrative personnel. Such leave shall be at the discretion of the Board after consideration of the Superintendent's recommendation: denial of a General Leave is not grievable.

C. Personal Leave and Funeral Leave

1. Personal leaves without pay may be granted by the Superintendent to meet serious personal problems.
2. Administrators will be allowed three (3) work days each year, with pay, to be used for personal business. The personal days provided herein are to be used to provide the administrator with necessary time off in order to fulfill bona fide personal needs such as the performance of legal, household or other business which could not otherwise be legitimately performed outside the work day.
3. Whenever practicable, the request for the personal time off will be filed with the Superintendent at least 48 hours prior to the time requested; but, in any event, all applications for such leave shall be in writing. Personal leaves shall not be requested as part of a vacation or taken the day prior to a vacation or holiday, or the day following a vacation or holiday. In unusual circumstances where the provisions hereof cannot be met, the Superintendent may waive these conditions.

4. A leave of absence not to exceed five (5) work days immediately following the date of death shall be granted to any administrator whose wife, husband, father, mother, brother, sister or child dies. Such leave shall be with pay. At the discretion of the Superintendent, this limit may be extended due to extraordinary circumstances.
5. Time off to attend the funeral of a mother-in-law, father-in-law, daughter-in-law, son-in-law, of an existing marriage; aunt, uncle, step-mother, step-father, grandparent or grandchild, shall be granted. Such leave shall be with pay not to exceed one (1) day, except at the discretion of the Superintendent. This limit may be extended due to extenuating circumstances.

D. Pregnancy Disability Leave

1. Appropriately filed pregnancy disability leave requests will be granted approval by the Superintendent of Schools.
2. Administrators must notify the Superintendent as soon as they are aware of the pregnancy so that arrangements may be made to properly staff the school. Notice to the Superintendent must be accompanied by a statement from the administrator's physician indicating the expected date of birth.
3. A recommended starting date of pregnancy/disability leave shall be indicated in the physician's statement to the Superintendent (Item 1). Insofar as possible, the Superintendent will grant leaves effective on the date recommended. A subsequent request by an administrator for a change in the recommended date must be supported by a physician's statement which indicates the desirability for such change.
4. Pregnancy disability leave shall terminate when, in the opinion of the physician's written statement to the Superintendent, the Administrator is capable of resuming their full-time administrative duties. The effective date of reassignment to full time administrative duties will be mutually determined by the administrator and Superintendent, taking into consideration the needs of the students and the effective operation of the school program.
5. Accumulated sick leave, as of the effective starting date of pregnancy disability leave will be charged against pregnancy disability leave time and each administrator will receive their full salary and fringe benefits for the period equal to accumulated sick leave. After the accumulated sick leave has been exhausted, administrators will continue on pregnancy disability leave without salary or fringe benefits paid by the Oxford Board of Education. Fringe benefits may be paid at Board expense beyond the time of exhaustion of accumulated sick leave at the discretion of the Board, based upon the Superintendent's recommendation.

6. Upon return to work at the termination of pregnancy disability leave, an administrator will be placed on the salary step effective at the time of the commencement of the pregnancy disability leave, provided the administrator returns during the same school year in which pregnancy disability leave commenced. If the administrator returns to full time duties in a subsequent year, placement on the salary schedule will be at least at the same salary step as was effective at the commencement of pregnancy disability leave. Benefits accumulated at the commencement of the leave, and not used during the pregnancy disability leave period, shall be credited to the administrator when the administrator returns from pregnancy disability.
7. The Board shall not be liable for pregnancy disability injuries suffered by a pregnant administrator or the unborn child, where the administrator continued to work following receipt of a physician's statement stating that said administrator should be placed on a leave of absence for physical reasons and has been granted the requested leave. This clause shall not abrogate the rights of any administrator under the law or other provisions of this Agreement.
8. All insurance, retirement and other employee benefits shall continue in force for any employee on pregnancy disability leave and shall be provided for by:
  - a. the Board, during the period that accumulated sick leave is being charged to pregnancy disability leave.
  - b. the individual, through contributions made by the individual during the period not covered by accumulated sick leave. At the discretion of the Board, based upon the Superintendent's recommendation, fringe benefits may be paid at Board expense beyond the time of exhaustion of accumulated sick leave.

E. Sick Leave

1. All certified administrative professional personnel shall be granted, annually, eighteen (18) days of sick leave with full pay, cumulative from year to year, up to a maximum of 210 working days.
2. In case of personal illness, where sick leave is exhausted, special salary treatment may be recommended to the Oxford Board of Education by the Superintendent.
3. A newly hired administrator shall begin this contract with 45 accrued sick days.

F. Professional Days

Professional days may be taken by the Administrator, with approval of the Superintendent.

Professional Days may be taken for:

1. Attending conferences.
2. Attending workshops.
3. Attending any meeting both the Administrator and Superintendent would feel to be a benefit to the school system. These are not to be considered as personal or sick days.

**ARTICLE VIII - SALARY**

A. Schedule

	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>
*Assistant Principal M.S. (10 mths.)			
2016-17	\$97,928	\$103,082	\$108,507
2017-18	\$100,866	\$106,175	\$111,762
2018-19	\$103,892	\$109,360	\$115,116
Assistant Principal H.S. (12 mths.)			
2016-2017	\$117,187	\$123,701	\$130,210
2017-2018	\$120,703	\$127,412	\$134,116
2018-2019	\$124,324	\$131,234	\$138,139
Elementary Principal			
2016-2017	\$122,076	\$128,856	\$135,639
2017-2018	\$125,738	\$132,722	\$139,708
2018-2019	\$129,510	\$136,703	\$143,899
Middle School Principal & Director of Pupil Services			
2016-2017	\$126,957	\$134,006	\$141,061
2017-2018	\$130,765	\$138,026	\$145,292
2018-2019	\$134,688	\$142,167	\$149,651

High School Principal			
2016-2017	\$136,363	\$143,540	\$151,095
2017-2018	\$140,454	\$147,846	\$155,628
2018-2019	\$144,667	\$152,281	\$160,296

\* The Assistant Principal Middle School (10 mths.) receives the benefits that a twelve month assistant principal receives except: no vacation or holidays; the annual paid sick leave shall be for sixteen (16) days; the work year is the teacher year plus six (6) days.

B. Administrative Positions

The Board of Education reserves the right to make new administrative appointments. The Board reserves the right to place new appointees at an appropriate level of the new salary schedule based on the assessment of the Board on the appointee's experience, training, and qualifications.

C. Tuition Reimbursement

During the normal school year, administrators who, with the approval of the Board and/or superintendent, undertake graduate studies beyond those needed for certification for the benefit of the Oxford schools shall receive reimbursement for up to Two Thousand Dollars (\$2,000.00) per year for the cost of tuition for those courses, upon successful completion with a grade of B or better or "pass" in a pass/fail course; provided, however, for each administrator submitting a claim for reimbursement, the administrator shall sign a statement that he/she shall remain in the employ of the Board for two (2) school years following the school year in which the administrator receives the reimbursement. In the event the administrator shall not be employed with the Board for two (2) subsequent school years, the administrator shall reimburse the Board fully for all reimbursement provided during the two (2) school years prior to separation of employment, unless such separation was involuntary or due to health reasons.

**ARTICLE IX - MEDICAL BENEFITS**

A. Health Plan

- Each employee will be provided with group health insurance in the form of a High Deductible Healthcare Plan (HDHP) with a Health Savings Account (HSA) feature. The deductibles will be \$2,250 individual and \$4,500 for two-person or family. The plan will have a prescription co-pay. A copy of the Plan summary is attached as Appendix A. The Board will pay twenty-five percent (25%) of the deductible.
- Full service dental with Rider A.
- Anthem Vision Plan A5/0.

Effective July 1, 2016, the Board shall pay eighty-one (81%) percent of the insurance premium and the administrator shall pay nineteen (19%) percent. Effective July 1, 2017 the Board shall pay eighty (80%) percent of the insurance premium and the administrator shall pay twenty (20%) percent. Effective July 1, 2018 the Board shall pay seventy-nine (79%) percent of the insurance premium and the administrator shall pay twenty-one (21%) percent. If the administrator elects no payroll deduction for insurances, the administrator shall have waived his/her right to be covered by the insurances listed above.

B. Section 125 Plan

The Board will continue to offer an I.R.S. Section 125 pre-tax conversion which shall allow employees to meet any required insurance premium contribution and also include a medical care account and a dependent care account. Election to participate in such plans shall be at the option of the employee.

C. Change in Insurance Carriers

The Board may, with reasonable advance notice to the Union, change insurance carriers or self-insure for all of or some of the aforementioned insurances provided that such modification substitutes a plan that is substantially equivalent to the plan then in effect in this Agreement.

D. Waiver of Insurance

Notwithstanding the above, administrators hired by the Board on or before June 30, 2004, may elect to waive, in writing, all health insurance coverages provided for under this Section A, and in lieu thereof, may receive an annual payment of two thousand five hundred dollars (\$2,500) in cash. Payment to those administrators waiving such coverage shall be made in equal payments during the months of January and June. Written notice of intention to waive insurance coverage must ordinarily be sent to the Superintendent or his designee not less than thirty calendar days before such waiver is to take effect, provided, however, that the Superintendent may waive said 30-day period at his discretion, and subject, however, to any regulations or restrictions which may be prescribed by the appropriate insurance carriers. Any administrator may elect to resume Board-provided insurance coverage upon written notice to the Board of Education. Upon receipt of such notice, insurance coverage shall be reinstated as soon as possible, subject, however, to any regulations or restrictions, including waiting periods which may then be prescribed by the appropriate insurance carriers. Election to waive insurance and/or election to resume coverage during the school year shall result in a proration of the above referenced annual payment.

E. Individual Life Insurance

All administrators shall receive term life insurance coverage in the amount of \$250,000, provided the individual is insurable. The Board will pay the full premium costs of the administrators' individual life insurance.

F. Disability Insurance

The Board will provide members of the administrators' bargaining unit with group disability insurance benefits equivalent to those in place during the 2012-13 school year.

A copy of the group disability insurance plan is on file in the superintendent's office. The annual cost of the premium for the group plan shall not exceed \$1,850, for each administrator.

**ARTICLE X - PROTECTION OF ADMINISTRATORS**

If an administrator is involved in an automobile accident after being directed to transport children to or from a school activity, the Board of Education will be responsible for the damage to the administrator's own vehicle in an amount equal to the deductible, not to exceed \$500, in the administrator's own insurance policy.

**ARTICLE XI - TRAVEL**

All Superintendent required business travel shall be reimbursed on the basis of actual mileage at the published IRS rate per mile, measured from the Central Office.

**ARTICLE XII - PROFESSIONAL ORGANIZATIONS/ INSTITUTIONAL MEMBERSHIPS**

The Board will assume the financial cost of each administrator's membership, as part of the staff development plan, professional organizations of the member's choice, subject to the Superintendent's approval.

**ARTICLE XIII - EVALUATIONS**

All evaluations shall be conducted in accordance with the evaluation procedures of the Board. Nothing herein shall preclude modification of evaluation procedures in accordance with State guidelines.

**ARTICLE XIV - SEVERANCE PAY**

Effective July 1, 2001, upon retirement as defined by the State Teacher's Retirement Board, any administrator who retires from his/her duties after service for twenty (20) years, fifteen (15) of



which were in the Oxford School System, shall receive twenty-five percent (25%) of his/her accumulated sick leave as severance pay. Such payment shall be based on 1/230 of the employees annual salary at the time of retirement. This benefit shall be unavailable to any employee hired after June30, 2013.

#### **ARTICLE XV - REDUCTION IN FORCE**

In the event that positions covered by this contract are eliminated or reduced, the following procedure will be used in the order listed:

- A. Any administrator relieved of his/her duties because of reduction of staff or elimination of position shall be offered an administrative opening, if one exists, in his/her classification for which he/she is certified and qualified.
- B. If there is no existing administrative opening in his/her classification, the displaced administrator shall be offered the position of an administrator with the least seniority in the same classification as the displaced administrator in a position for which the displaced administrator is certified and qualified.
- C. If there is no position available for the displaced administrator under paragraphs a or b hereto, he/she will be offered an administrative opening, if one exists, in any other administrative classification for which he/she is certified and qualified provided, however, such appointment does not constitute a promotion to a higher classification.
- D. If an administrator is relieved of his/her duties because of a reduction in staff or elimination of position and another administrative position is not otherwise available as aforesaid, he/she will be offered a teaching position subject to the Reduction in Force provision of the Oxford Education Association's Agreement with the Oxford Board of Education.
- E. If an administrator is relieved of his/her duties because of reduction in staff or an elimination of position and employed as a teacher, he/she will be given the experience credit on the salary schedule according to the teacher's Labor Agreement for his/her administrative and teaching experience within the school system and shall retain all accumulated sick leave, providing the accumulated and yearly acquired sick leave does not exceed the limit in the teachers' Labor Agreement and does not violate pertinent state statutes.
- F. Failure to accept an offer or to receive an administrative position as provided above will result in termination of the administrator's employment as an administrator.
- G. Any administrator who has been terminated as aforesaid or who takes a teaching position shall be placed on a reappointment list for two (2) years. While on the list, an administrator shall be recalled to his/her former administrative position if it becomes open or to other administrative positions for which he/she is certified and qualified according to administrative seniority in the Oxford School system providing appointment to such a position does not constitute a promotion to a higher

classification. If a reappointment is offered consistent with the above and is refused by the administrator, he/she shall thereupon be removed from the reappointment list.

- H. For purposes of this Article, administrative classifications shall be as follows:
  - 1. High School Principal
  - 2. Middle School Principal/Director of Pupil Services
  - 3. Elementary School Principal
  - 4. Assistant Principal H.S. (12 mths.)
  - 5. Assistant Principal M.S. (10 mths.)
  - 6. Director of Alternative Education (45%)
- I. The Superintendent of Schools shall determine whether an administrator is qualified under this Article provided that his decision shall not be arbitrary or capricious.
- J. Seniority is defined as the length of time in an administrative position both within and without the Oxford School System.
- K. In the event that an administrator is displaced to an administrative classification with a lower salary than that which the displaced Administrator previously enjoyed or to a teaching position, such Administrator's salary shall not be reduced more than \$2,000 (Two Thousand Dollars) per year until the appropriate level on such new salary schedule is reached. If the displaced administrator is reduced to the level of a teaching position, the RIFed administrator will be required to work up to 30 additional days per year beyond the days stipulated in the teachers' Labor Agreement in consideration for the difference between his/her adjusted annual salary and the salary to which he/she would be otherwise entitled in that teaching position.

#### **ARTICLE XVI - JUST CAUSE**

Except as may otherwise be permitted elsewhere herein, no administrator shall be reduced in rank or compensation, or suspended without just cause. The provisions of Connecticut General Statute §10-151 set forth the specifically listed exclusive procedure for termination or non-renewal of employment contracts.

#### **ARTICLE XVII - MANAGEMENT RIGHTS AND PRIOR PRACTICE**

- A. The Oxford School Board is a public body established under, and with the power provided by, the General Statutes of the State of Connecticut. As the elected

representatives of the citizens of Oxford, charged with the responsibility for the quality of education in, and the efficient and economical operation of the Oxford School System, it is acknowledged that the Board has the final responsibility of establishing the education policies of the public schools of Oxford.

- B. The Board retains all rights it had prior to the entering into this Agreement, except as such rights are relinquished in, abridged by, or in conflict with the other provisions of this Agreement.
- C. Nothing in this Agreement shall be construed as abridging any right, benefit or privilege that certified administrative personnel have enjoyed heretofore, unless it is specifically stated that said practice has been superseded by a provision of this Agreement.
- D. Both sides recognize the professional obligation of an administrator to provide thirty (30) days notice prior to separation from service.

#### **ARTICLE XVIII - TAX SHELTERED ANNUITY**

The Board shall pay annually on behalf of each administrator to a tax sheltered annuity of each administrator's choice, an amount equal to 4.5% of the administrator's base salary in 2013-14; 4.0% in 2014-15; and 3.5% in 2015-16. The annuity shall be stated in a form acceptable to the teacher retirement board to the extent possible, for purposes of being credited to the administrator pension formula, and will be subject to statutory retirement deductions. This benefit shall be unavailable to any employee hired after June 30, 2013.

#### **ARTICLE XIX - SUCCESSOR AGREEMENT**

This Agreement shall remain in effect until a successor agreement has been successfully negotiated.

**ARTICLE XX - DURATION**

This agreement shall be in full force and effect for the period commencing July 1, 2016 and ending June 30, 2019.

**ARTICLE XXI - SIGNATURE PAGE**

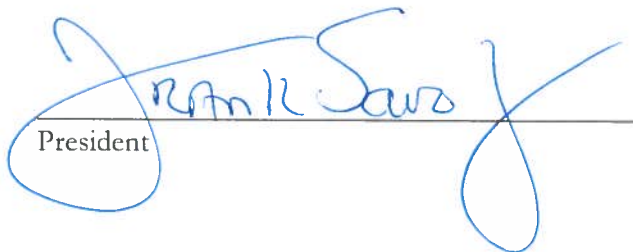
IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their duly authorized representatives.

OXFORD BOARD OF EDUCATION

  
\_\_\_\_\_  
Chairperson

  
\_\_\_\_\_  
Date

OXFORD ADMINISTRATORS ASSOCIATION

  
\_\_\_\_\_  
President

  
\_\_\_\_\_  
Date

## APPENDIX A - INSURANCE PLAN SUMMARY



### Lumenos HSA Plan Summary

The Lumenos<sup>®</sup> HSA plan is designed to empower you to take control of your health, as well as the dollars you spend on your health care. This plan gives you the benefits you would receive from a typical health plan, plus health care dollars to spend your way. And, you can earn rewards by taking certain steps to improve your health.

#### Your Lumenos HSA Plan

<p>First - Use your HSA to pay for covered services</p> <p><b>Health Savings Account</b> With the Lumenos Health Savings Account (HSA), you can contribute pre-tax dollars to your HSA account. Others may also contribute dollars to your account. You can use these dollars to help meet your annual deductible responsibility. Unused dollars can be saved or invested and accumulate through retirement.</p>	<p><b>Contributions to Your HSA</b> For 2016, contributions can be made to your HSA up to the following: \$3,350 individual coverage \$6,750 family coverage</p> <p>Note: These limits apply to all combined contributions from any source.</p>		
<p>Plus - To help you stay healthy, use</p> <p><b>Preventive Care</b> 100% coverage for nationally recommended services included are the preventive care services that meet the requirements of federal and state law, including certain screenings, immunizations and physician visits.</p>	<p><b>Preventive Care</b> No deductions from the HSA or out-of-pocket costs for you as long as you receive your preventive care from an in-network provider. If you choose to go to an out-of-network provider, your deductible or Traditional Health Coverage benefits will apply.</p>		
<p>Then -</p> <p><b>Your Bridge Responsibility</b> The Bridge is an amount you pay out of your pocket until you meet your annual deductible responsibility. Your bridge amount will vary depending on how many of your HSA dollars, if any, you choose to spend to help you meet your annual deductible responsibility. If you contribute HSA dollars up to the amount of your deductible and use them, your Bridge will equal \$0. HSA dollars spent on covered services plus your Bridge Responsibility add up to your annual deductible responsibility. <b>Health Account + Bridge = Deductible</b></p>	<p><b>Bridge</b> Your Bridge responsibility will vary.</p> <p><b>Annual Deductible Responsibility In Network and Out of Network Providers</b> \$ 2,250 individual coverage \$ 4,500 family coverage</p>		
<p>If Needed -</p> <p><b>Traditional Health Coverage</b> Your Traditional Health Coverage begins after you have met your Bridge responsibility.</p>	<p><b>Traditional Health Coverage</b> After your bridge, the plan pays: 100% for in-network providers      70% for out-of-network providers</p>		
<p><b>Additional Protection</b> For your protection, the total amount you spend out of your pocket is limited. Once you spend that amount, the plan pays 100% of the cost for covered services for the remainder of the plan year.</p>	<p><b>Annual Out-of-Pocket Maximum In Network and Out-of-Network Providers</b> \$ 4,500 individual coverage \$ 6,650 family coverage</p> <p>Your annual out-of-pocket maximum consists of funds you spend from your HSA, your Bridge responsibility and your coinsurance amounts.</p>		
<p>And even -</p> <p><b>Earn Rewards</b> What's special about your Lumenos HSA plan is that you may earn reward dollars to redeem for gift cards to select retailers. It's how your Lumenos plan rewards you for taking steps to improve your health.</p>	<p><b>Earn Rewards</b> If you do this:</p> <table border="0"> <tr> <td style="vertical-align: top;"> <ul style="list-style-type: none"> <li>• Future Moments for participation and completion</li> <li>• Healthy Lifestyles online participation</li> <li>• ConditionCare participation and completion</li> </ul> </td> <td style="vertical-align: top; padding-left: 20px;"> <p><b>You can earn:</b> Up to \$200 Up to \$150 Up to \$300</p> </td> </tr> </table> <p>Some eligibility requirements apply. See page 2 for program descriptions.</p>	<ul style="list-style-type: none"> <li>• Future Moments for participation and completion</li> <li>• Healthy Lifestyles online participation</li> <li>• ConditionCare participation and completion</li> </ul>	<p><b>You can earn:</b> Up to \$200 Up to \$150 Up to \$300</p>
<ul style="list-style-type: none"> <li>• Future Moments for participation and completion</li> <li>• Healthy Lifestyles online participation</li> <li>• ConditionCare participation and completion</li> </ul>	<p><b>You can earn:</b> Up to \$200 Up to \$150 Up to \$300</p>		

If you have questions, please call toll-free 1-888-224-4896.

Oxford  
HSA w/ GC NGF (Eff 1/16)



## Lumenos HSA Plan Summary

### Healthy Rewards

You can earn reward dollars to redeem for giftcards at select retailers. Earn rewards for the following:

**Future Moms:** Individualized obstetric support for expectant high-risk and non-high-risk mothers. Members can earn up to a \$200 Future Moms incentive. This includes three milestones: \$100 initial enrollment, \$50 interim, and \$50 postpartum, timing and rules apply.

**Healthy Lifestyles Online:** Each adult family member can earn up to \$150 each year. Members earn a \$50 incentive at each 3,000, 5,000 and 10,000 point milestone. Your employees can quickly achieve their first milestone of 3,000 points by completing the Well-Being Assessment and setting up their Well-Being Plan.

**Enroll in ConditionCare:** (Incentive \$100) Disease management for prevalent, high-cost conditions (asthma, diabetes, chronic obstructive pulmonary disease, coronary artery disease and heart failure). Each family member can get one incentive per year. In the first year and later years, members must stay qualified to enroll and earn incentives. Members who have more than one health problem will enroll in one combined program — not separate ones for each condition.

**Graduate from ConditionCare:** (Incentive \$200) There's no limit to the number of family members that can graduate and earn the incentive. Each family member can earn one credit per year. In the first year and later years, members must stay qualified to enroll, graduate and earn incentives. Members who have more than one health problem will graduate from one combined program — not separate ones for each condition.

### Summary of Covered Services

#### Preventive Care

Anthem's Lumenos HSA plan covers preventive services recommended by the U.S. Preventive Services Task Force, the American Cancer Society, the Advisory Committee on Immunization Practices (ACIP) and the American Academy of Pediatrics. The Preventive Care benefit includes screening tests, immunizations, and counseling services designed to detect and treat medical conditions to prevent avoidable premature injury, illness, and death.

All preventive services received from an in-network provider are covered at 100%, are not deducted from your HSA and do not apply to your deductible. If you see an out-of-network provider, then your deductible or out-of-network coinsurance responsibility will apply.

The following is a list of covered preventive care services:

#### Well Baby and Well Child Preventive Care

Office Visits through age 18, including preventive vision exams

Screening Tests for vision, hearing, and lead exposure. Also includes pelvic exam, Pap test and contraceptive management for females who are age 18, or have been sexually active.

#### Immunizations:

Hepatitis A  
Hepatitis B  
Diphtheria, Tetanus, Pertussis (DTaP)  
Varicella (chicken pox)  
Influenza – flu shot  
Pneumococcal Conjugate (pneumonia)  
Human Papilloma Virus (HPV) – cervical cancer  
H1 Influenza type b  
Polio  
Measles, Mumps, Rubella (MMR)

#### Adult Preventive Care

Office Visits after age 18, including preventive vision exams

Screening Tests for coronary artery disease, colorectal cancer, prostate cancer, diabetes, and osteoporosis. Also includes mammograms, as well as pelvic exams, Pap test and contraceptive management.

#### Immunizations:

Hepatitis A  
Hepatitis B  
Diphtheria, Tetanus, Pertussis (DTaP)  
Varicella (chicken pox)  
Influenza – flu shot  
Pneumococcal Conjugate (pneumonia)  
Human Papilloma Virus (HPV) – cervical cancer

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## Lumenos HSA Plan Summary

### Summary of Covered Services (Continued)

#### Medical Care

Anthem's Lumenos HSA plan covers a wide range of medical services to treat an illness or injury. You can use your available HSA funds to pay for these covered services. Once you spend up to your deductible amount shown on Page 1 for covered services, you will have Traditional Health Coverage with the coinsurance listed on Page 1 to help pay for covered services listed below.

- Physician Office Visits
- Inpatient Hospital Services
- Outpatient Surgery Services
- Diagnostic X-rays/Lab Tests
- Durable Medical Equipment
- Emergency Hospital Services (network coinsurance applies both in-network and out-of-network)
- Inpatient and Outpatient Mental Health and Substance Abuse Services
- Maternity Care
- Chiropractic Care
- Prescription Drugs
- Home health care and hospice care
- Physical, Speech and Occupational Therapy Services

Some covered services may have limitations or other restrictions.\* With Anthem's Lumenos HSA plan, the following services are limited:

- Skilled nursing facility services limited to 220 days per member per calendar year.
- Home health care services subject to an unlimited maximum per member per calendar year.
- Inpatient rehabilitative services limited to 100 days per member per calendar year.
- PT/OT/ST and chiropractic services limited to a combined total of 50 visits per member per calendar year.
- Cardiac rehabilitation services subject to an unlimited maximum per member per calendar year.
- Inpatient hospitalizations require authorizations.
- Your Lumenos HSA plan includes an unlimited lifetime maximum for in and out-of-network services.

\* For a complete list of exclusions and limitations, please reference your Certificate of Coverage.

#### Prescription Drugs – copay after deductible (when purchased from a network pharmacy)

##### Retail (30 day supply)

\$ 5 Tier 1 copayment  
 \$35 Tier 2 copayment  
 \$45 Tier 3 copayment

##### Mail Order (90 day supply)

\$10 Tier 1 copayment  
 \$70 Tier 2 copayment  
 \$90 Tier 3 copayment

\* For the out-of-network benefit, refer to the Traditional Health Coverage section.

This summary of benefits has been updated to comply with federal and state requirements, including applicable provisions of the recently enacted federal health care reform laws. As we receive additional guidance and clarification on the new health care reform laws from the U.S. Department of Health and Human Services, Department of Labor and Internal Revenue Service, we may be required to make additional changes to this summary of benefits.

If you have questions, please call toll-free 1-888-224-4896.

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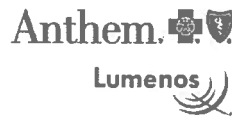


## Lumenos HSA Plan Summary

This summary is a brief outline of the benefits and coverage provided under the Lumenos plan. It is not intended to be a complete list of the benefits of the plan. This summary is for a full year in the Lumenos plan. If you join the plan mid-year or have a qualified change of status, your actual benefit levels may vary.

When you redeem your Healthy Rewards dollars for a gift card, the amount of the gift card is considered taxable income to you. You should contact a tax advisor for guidance on tax issues.

Additional limitations and exclusions may apply.



In Connecticut, Anthem Blue Cross and Blue Shield is the trade name of Anthem Health Plans, Inc. In New Hampshire, Anthem Blue Cross and Blue Shield is the trade name of Anthem Health Plans of New Hampshire, Inc. In Maine, Anthem Blue Cross and Blue Shield is the trade name of Anthem Health Plans of Maine, Inc. Independent licensees of the Blue Cross and Blue Shield Association.

\* Registered marks of the Blue Cross and Blue Shield Association. ® LUMENOS is a registered trademark.

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