

AGREEMENT BETWEEN
THE
NORFOLK BOARD OF EDUCATION
AND THE
NORFOLK TEACHERS' ASSOCIATION
FOR
JULY 1, 2027 TO JUNE 30, 2030

TABLE OF CONTENTS

ARTICLE I - RECOGNITION.....	1
ARTICLE II - MANAGEMENT'S RIGHTS CLAUSE	1
ARTICLE III - GRIEVANCE PROCEDURE	2
DEFINITIONS	2
STATUTE OF LIMITATIONS	2
PROCEDURE	2
ARTICLE IV - PERSONAL AND PROFESSIONAL DAYS.....	3
SICK LEAVE	3
HEALTH AND HARDSHIP LEAVE	4
MILITARY LEAVE.....	4
CHILDBEARING LEAVE	4
LEAVE OF ABSENCE.....	4
SABBATICAL LEAVE	5
CHILD REARING LEAVE	5
PROFESSIONAL ABSENCES.....	5
JURY DUTY	6
ARTICLE V - CURRICULUM REVISION.....	6
ARTICLE VI - GRADE LEVEL REDUCTIONS; TRANSFERS AND POSITION POSTINGS	6
ARTICLE VII - DUTY FREE LUNCH	6
ARTICLE VIII - SALARIES	7
PROFESSIONAL DEVELOPMENT REIMBURSEMENT	7
HOURLY STIPEND	7
COURSE REIMBURSEMENT.....	7
ARTICLE IX - GENERAL PROVISIONS.....	8
WITHHOLDING OF INCREMENT	8
ARTICLE X - PART-TIME TEACHERS.....	9
DEFINITION	9
SALARY	9
BENEFITS.....	9
ARTICLE XI - INSURANCE.....	9
HEALTH INSURANCE.....	9
SECTION 125	10
LIFE INSURANCE	10
WAIVER INSURANCE.....	10
INSURANCE COMMITTEE.....	11
ARTICLE XII - RETIREMENT SUPPLEMENT	11

ELIGIBILITY	11
PAYMENTS	12
ARTICLE XIII - REDUCTION IN FORCE PROCEDURE	12
REASONS FOR ELIMINATION OF CERTIFIED STAFF POSITION	12
PROCEDURE	12
RECALL PROCEDURE	13
SENIORITY WITH THE NORFOLK BOARD OF EDUCATION	13
ARTICLE XIV - WORK DAY AND SCHOOL YEAR.....	14
ARTICLE XV - IMPACT CLAUSE.....	14
ARTICLE XVI - CLASS SIZE	15
ARTICLE XVII - HEAD TEACHER.....	15
ARTICLE XVIII - DURATION.....	15
APPENDIX A.....	15
DEFINITIONS FOR TEACHER SALARY PLACEMENT	16
PLACEMENT	16
APPENDIX B.....	16
B-1: 2027-2028 SALARY SCHEDULE.....	17
B-2: 2028-2029 SALARY SCHEDULE.....	17
B-3: 2029-2030 SALARY SCHEDULE.....	17
APPENDIX C - LONGEVITY PAYMENT.....	20
APPENDIX D - PAYROLL DEDUCTIONS	20
IRS 457 PLAN	21
DUES DEDUCTIONS AND SERVICE FEE DEDUCTIONS	21
SUBSEQUENT EMPLOYMENT.....	22
FORWARDING MONIES.....	22
LISTS	22
REFERENCE TO ASSOCIATION.....	22
SAVE HARMLESS.....	22

AGREEMENT

This Agreement is by and between the Norfolk Board of Education (hereinafter referred to as the Board) and the Norfolk Teachers' Association (hereinafter referred to as the Association).

ARTICLE I - RECOGNITION

Section 1.01. The Board recognizes the Association as the exclusive representative of all certified professional employees employed by the Board in positions requiring a teaching or other certificate (other than temporary substitutes) and professional personnel holding Durational Shortage Area Permits not included in the administrator's unit or excluded from the purview of §§ 10-153a et seq. inclusive, of the Connecticut General Statutes.

ARTICLE II - MANAGEMENT'S RIGHTS CLAUSE

Section 2.01. It is understood and agreed that the Board has and will continue to retain, whether exercised or not, the sole and unquestioned right, responsibility and prerogative to direct the operation of the public schools in the Town of Norfolk in all its aspects. To this end, it is recognized that the Board has all the customary and usual rights, powers, functions and authority or management as provided under §10-220 of the Connecticut General Statutes. Such rights, powers, functions and authority include by way of illustration but are not limited to the following:

to maintain public elementary and secondary schools and such other educational activities in its judgment will best serve the interests of the Town of Norfolk; to decide the need for school facilities; to determine the care, maintenance and operations of buildings, land, apparatus and other property used for school purposes; to determine the number, age, and qualifications of pupils to be admitted into each school; to employ, assign and transfer employees; to discipline employees; to designate the schools which shall be attended by the various children within the Town; to make such provisions as will enable each child of school age residing in the Town to attend school for the period required by law and to provide for the transportation of children whenever it is reasonable and desirable; to prescribe rules for management, studies, classification and discipline in the public schools; to assign work to employees or other persons; to decide the textbooks to be used; to make rules for the arrangement, use and safekeeping of the school libraries and to approve the books selected therefore and to approve plans for school buildings; to prepare and submit budgets to the Town and, in its sole discretion, expend monies appropriated by the Town for the maintenance of the schools; and to make such transfers of funds within the appropriated budget as it shall deem desirable; and to continue and establish administrative regulations not inconsistent with this Agreement.

ARTICLE III - GRIEVANCE PROCEDURE

Section 3.01. Definitions. The term "Grievance" is defined as a complaint by a teacher that this Agreement has been violated. The term "Day" is defined as any day when school is in session and any day between the close of school and June 30th.

Section 3.02. Statute of Limitations. Failure by the teacher to file a grievance within twenty (20) days after he/she knows, or should have known, of the act or conditions upon which the grievance is based, shall mean that the grievance has been waived. Failure at any procedural level to appeal a grievance to the next procedural level within the time limit shall be deemed to be acceptance of the decision rendered at that level.

Section 3.03. Procedure. The following procedure may be followed as far as deemed necessary in the order as indicated:

- A. Prior to filing a formal grievance, the teacher shall meet with the principal in an attempt to resolve the problem. If the matter cannot be resolved informally, the teacher and/or the Association shall submit the grievance to the principal in writing. The principal shall meet with the teacher (and representative if the teacher so desires) within five (5) days. A decision shall be given to the teacher in writing within five (5) days. When appropriate, a grievance may be initiated at the Superintendent's level.
- B. If the aggrieved teacher is not satisfied with the disposition of the grievance or in the event no decision has been rendered within five (5) days after the informal meeting with the principal, the teacher and/or the Association may submit the grievance in writing to the Superintendent within five (5) days.
- C. Within ten (10) days after the receipt of the written grievance by the Superintendent, the Superintendent shall meet with the aggrieved teacher and/or an Association representative in an effort to resolve the grievance. Within five (5) days after the meeting, the Superintendent shall notify the teacher in writing of the decision.
- D. In the event the aggrieved teacher is not satisfied with the disposition of the grievance or in the event no decision has been rendered within fifteen (15) days after receipt of the grievance by the Superintendent, the Association may submit the grievance to the Board. The Association shall also provide a copy of the original grievance, a copy of the Superintendent's decision or a statement that the Superintendent has taken no action. To be timely, the grievance must be submitted to the Board within ten (10) days of the date a written decision was due from the Superintendent.
- E. Within ten (10) days of its receipt of the grievance, the Board or the Superintendent, shall notify the Association of the time and place of a meeting of the Board (or subcommittee thereof) to consider the grievance. The Association shall be given at least two (2) days notice of the meeting and the meeting shall occur within fifteen (15) days of notification.

- F. Within ten (10) days of the completion of the meeting, the Board shall notify the Association in writing of its decision.
- G. The Association may, within ten (10) days of notification of the disposition of the grievance by the Board, proceed to arbitration of the grievance by filing the grievance with the American Arbitration Association. The rules of the arbitration agency shall govern all subsequent proceedings.

The arbitrator's jurisdiction shall be limited to those matters which involve the application and interpretation of the Agreement. The arbitrator shall have no power to add to, delete from or modify any terms of this Agreement.

The arbitrator's decision shall be in writing and shall contain an opinion and conclusion on the issues. The decision of the arbitrator shall be accepted as final and binding by the Association and the Board and both will abide by it, except as either party may elect to exercise any right of appeal to the courts as may be provided by law.

The arbitrator's fee(s) shall be shared equally by the Board and the Association.

ARTICLE IV - PERSONAL AND PROFESSIONAL DAYS

Section 4.01. All full and part-time teachers shall be entitled prorata to the following leaves of absence with full pay:

- A. Three (3) Personal days per year with full pay, shall be allowed for personal business which cannot be scheduled outside of school hours. Personal leave may not be used for leisure time, recreational activities or vacation time. Except for an emergency, permission must be obtained from the Principal at least 48 hours in advance. Days may not be taken immediately preceding or following a vacation period or school holiday without the Superintendent's approval. In this event of extenuating circumstances, the superintendent may approve additional days.
- B. Five (5) days per year for bereavement and/or attendance at funerals. The superintendent may grant additional days upon request when special circumstances exist. Such additional days shall be deducted from the employee's sick leave entitlement. If no sick leave is available, such additional days shall be deducted from personal days or may not be granted.
- C. Any personal leave not covered by the foregoing must be applied for in advance, in writing, stating the reason for such leave. Such leave may be granted if it does not restrict or prohibit the normal operation of the school program. Said leave will be a deduction at the per diem rate, depending on the number of work days, for the school year.

- D. Sick Leave. Each professional employee certified by the State Board of Education and employed by the Norfolk Board of Education shall be entitled to a minimum sick leave with full pay of fifteen (15) school days in each school year.

Unused sick leave shall be accumulated from year to year as long as the employee remains continuously in the service of the Board of Education and as authorized by such Board, but such authorized accumulation of sick leave shall not be more than two hundred (200) school days.

Up to fifteen (15) days of sick days per year may be used for illness in the immediate family.

- E. Health and Hardship Leave. Following ten (10) years of continuous service in Norfolk, a teacher may request in writing, additional sick leave up to thirty (30) days. This may be granted at the discretion of the Board of Education. Requests shall be considered only after all accumulated sick leave has been exhausted. Additional sick leave shall not extend beyond the contractual year.

- F. Military Leave. Military leave shall be provided in accordance with state and federal law.

- G. Childbearing Leave.

- (1) Disabilities caused or contributed to by pregnancy, miscarriage, abortion, childbirth, and recovery there from, shall be treated as temporary disabilities for all job-related purposes.
- (2) Accumulated sick leave shall be available for use during period of such disability as certified by the employee's physician.
- (3) Disability leave beyond any accumulated sick leave shall be available, with or without pay, for such reasonable further period of time as a female employee is determined by her physician to be disabled from performing the duties of her job because of pregnancy conditions attendant thereto.
- (4) Policies involving commencement and duration of leave, the availability of extensions, the accrual of seniority and other benefits and privileges protection under health or temporary disability plans, and payment of sick 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.

For the purpose of these standards, the term "temporary disability" shall be interpreted as being within the meaning of the term "sick" as used in Section 10-156 of the Connecticut General Statutes.

- H. Leave of Absence. A one (1) year's leave of absence may be requested in writing by any tenured teacher. Such requests may be granted by the Board of Education on the

recommendation of the Principal and Superintendent. Only one (1) tenured teacher may be on leave at any time. The leave of absence will be without pay and benefits, but tenure, salary step, and sick leave accumulation will be maintained at the level held previous to the leave.

- I. Sabbatical Leave. In order to increase a teacher's proficiency, the school Board may grant a sabbatical leave without pay, for an approved program of study. The teacher must have competed six years in the Norfolk School System and be a tenured teacher. The teacher's salary step and sick leave accumulation shall be maintained at the level prior to the beginning of the leave. The recipient of such leave shall sign an agreement to return to the Norfolk School System for two (2) years following the sabbatical.
- J. Child Rearing Leave. Any teacher may request, in writing submitted to the Superintendent, a leave of absence without pay, for purposes of child rearing, apart from any period of child birth disability leave. Such leave request shall be for any school year or portion thereof in which the child is born or adopted and for one additional year if requested by the employee. If the Board grants the leave upon the recommendation of the Superintendent, such child rearing leave shall be subject to the following conditions:
 - (1) Employees requesting leave shall submit not less than thirty (30) days written notice of the anticipated date of commencing such leave.
 - (2) Teachers on child rearing leave may continue their medical/life insurance benefits through the board of education group rate, but at their own expense except as provided for under the Family and Medical Leave Act.
 - (3) Teachers returning from child rearing leave will move up on the salary scale if they have taught for at least five months during the school year in which the leave commences.
 - (4) Upon completion of the child rearing leave, the teacher shall return to the position vacated or to a comparable position, consistent with the law and this Agreement.
 - (5) The period of child rearing leave shall not be counted toward seniority, but such leave shall not constitute a break in seniority.
- K. Professional Absences. When it is evident that convention or conference attendance or the observation of an activity in another school system may contribute to teaching effectiveness, the Superintendent and Principal may request or grant to the teacher absences to attend conventions, conferences, other school system activities and similar activities conducive to professional development.
 - (1) The teacher will not lose pay for the absence.

- (2) Travel mileage, other than within the Region 7 feeder school area, shall be reimbursed at the current IRS rate.

- L. Jury Duty. A teacher who is called to jury duty shall promptly notify the Superintendent of Schools. The teacher shall receive his/her full pay for the first thirty-five (35) workdays of the leave, but the amount received for such jury duty served during the school year shall be turned over to the Superintendent for deposit with the Town of Norfolk treasurer.

ARTICLE V - CURRICULUM REVISION

Section 5.01. The teachers shall play an active role in the preparation, implementation, and evaluation of the curriculum.

Section 5.02. All teachers, including those working part-time, shall be required to attend faculty meetings of one hundred five (105) minutes (cumulative) per month without additional compensation. In special circumstances, some of this time may instead be designated by the Board for parent-teacher conferences or other meetings, activities or conferences held outside the school day, in which case prior notice shall be provided to the extent practical.

Section 5.03. If such meetings exceed one hundred five (105) minutes (cumulative) per month, teachers shall be compensated at the hourly stipend rate cited in Article 8.07. The meeting or activity will not extend beyond 5:30 p.m. without mutual agreement between the Association and the administration.

ARTICLE VI - GRADE LEVEL REDUCTIONS; TRANSFERS AND POSITION POSTINGS

- A. Teachers shall be notified in person, or if not available, by mail, of any change in assignment.
- B. Involuntary assignments are within the school administration's discretion but shall be made only after faculty members are given at least seven (7) calendar days advance notice. The notice shall state the reasons for the change in assignment. A meeting between the teacher and an administrator will be held at least 24 hours after delivery of the notice.

ARTICLE VII - DUTY FREE LUNCH

Section 7.01. All teachers shall have an uninterrupted duty free lunch period daily of thirty (30) minutes.

ARTICLE VIII - SALARIES

Section 8.01. The definition for teacher salary placement shall be Appendix A.

Section 8.02. The salaries of all persons covered by this Agreement are set forth in Appendix B, which is attached hereto and made a part of this Agreement.

Section 8.03. Each teacher shall receive in writing an annual statement notifying him/her of his/her annual salary.

Section 8.04. Direct Deposit. All teachers shall be paid by direct deposit, and a receipt shall be sent via e-mail.

Section 8.05. Each teacher shall receive twenty-one (21) paychecks during the school year plus one balloon payment at the end of the school year.

Section 8.06. Professional Development Reimbursement. Each full or part-time teacher who is solely employed by the Norfolk Board of Education shall be granted professional development reimbursements up to \$200 per year to be used for the payment of professional development fees approved by the Principal. Part-time teachers who are eligible to receive a reimbursement from another school district shall be eligible for a pro-rated amount from this Board.

Section 8.07. Hourly Stipend. The hourly stipend for summer work, work during vacations or weekends, after-school curriculum work, or Professional Development beyond the school day (where such work is approved in advance) will be an hourly per diem based on Step 1-BA level of the current Appendix B Salary Schedule.

Section 8.08(A) – Course Reimbursement. The Board shall pay three hundred and twenty dollars (\$320) per credit hour upon completion of an approved course¹ to a maximum of six (6) credits per person per year. The Board shall fund a pool of at least six thousand dollars (\$6,000) for purposes of course reimbursement. All courses must be approved by the superintendent and the teacher must receive a grade of at least a "B" or grade equivalent (or "pass" if a pass-fail course) in order to be eligible.

Courses eligible for reimbursement shall be restricted to areas in which Botelle has a demonstrable need as determined by the Superintendent. The Superintendent has determined that: literacy math, English language learning ("ELL"), special education, early childhood, academic leadership, and social-emotional learning are areas of need for which courses may be reimbursed. Specialists may be eligible for such course reimbursement for those courses within their discipline.

If in any given year the cost of eligible courses exceeds the amount in the fund, the per credit hour rate shall be determined by dividing \$6,000 by the number of eligible credit hours.

¹ Note: "Course" is a course of study, not an individual class.

Section 8.08(B) – Additional Endorsement or Certification Stipend. Effective July 1, 2021, any teacher on the MA column who receives an additional endorsement or certification in reading, math, ELL, special education, early childhood, or social-emotional learning will be paid a \$500 stipend in each year following the achievement of that endorsement or certification, until the teacher reaches the MA +30 column.

Section 8.09-Clubs. Teachers may, at the sole discretion of the Superintendent, direct an afterschool club. The Superintendent may develop procedures and criteria for the club application, review and approval process (including but not limited to any timelines with respect to the same). Club approval shall be for one school year only, and any such club will then be subject to the annual application, review and approval process. Clubs must meet a minimum of twelve (12) days after school for a minimum of one (1) hour per session. The stipend shall be \$500 for each approved club.

ARTICLE IX - GENERAL PROVISIONS

Section 9.01. The term "teacher", for both full- and part-time, or member of the bargaining unit, as used in this Agreement, except where otherwise indicated, is applied to all professional employees whose position requires a teaching certificate pursuant to Connecticut General Statutes §10-153b or who hold Durational Shortage Area Permits, except those whose positions require an intermediate administrator's certificate or its equivalent.

Section 9.02. There shall be no reprisals of any kind taken against any teacher by reason of his/her membership in the Association or participation in its activities.

Section 9.03. Teachers shall have the opportunity to review and discuss any evaluation reports with their supervisors, and to review the contents of their personnel files as maintained by building principals, supervisors, or the Superintendent.

Section 9.04. All teachers shall receive a copy (electronic or otherwise) of this Agreement upon hire. In addition, all teachers will receive a copy (electronic or otherwise) of this Agreement once it is executed.

Section 9.05. If any portion of this Agreement is ruled invalid for any reason, the remainder of the Agreement shall remain in full force and effect.

Section 9.06. Withholding of Increment. Increments are earned steps and may be withheld for unsatisfactory teacher performance. Teachers shall be notified by January 15th of areas of substandard performance and recommendations for improvement shall be given. Prior to March 1st, teachers shall be notified again if performance continues to be unsatisfactory. No teacher shall be reduced in compensation without just cause.

Section 9.07. No judgmental/derogatory material originating after original employment shall be placed in a teacher's personnel file unless the teacher has been notified and has had an opportunity to review the material. The teacher may submit a written notation regarding any material, and the same shall be attached to the file copy of the material in question. If the teacher is asked to sign material placed in his/her file, such signature shall be understood to indicate his/her awareness of the material, but in no instance shall said signature be interpreted to mean agreement with the content of the material.

Any substantive complaint made against a teacher or person for whom the teacher is administratively responsible, by any parent, student or other person, shall promptly be called to the attention of the teacher. In no case shall any anonymous complaint be placed in any teacher's file.

No tenured teacher shall be reprimanded in writing or suspended without pay without just cause.

ARTICLE X - PART-TIME TEACHERS

Section 10.01. Definition. A part-time teacher is a certified teacher hired for less than full-time for a teaching position or any position covered by this Agreement.

Section 10.02. Salary. Part-time teachers shall be paid on a prorata basis.

Section 10.03. Benefits. Part-time teachers are eligible for the following benefits:

- A. **Leave.** Sick and childbearing leave and personal and bereavement leave shall be prorated based upon the ratio of the part-time teachers' contracted teaching days to the actual school year.
- B. **Insurance.** The Board shall provide life insurance on a pro-rata basis to part-time teachers who work a minimum of thirty percent (30%) of full-time equivalency. For part-time teachers enrolled in medical and dental insurance, the Board shall pay a prorata share of the insurance premiums which is the same as the proportion of a full-time work year for which the part-time teachers are employed.

ARTICLE XI - INSURANCE

Section 11.01. Health Insurance. The Board shall offer to each teacher and his/her spouse and eligible dependents the following medical insurance plan:

A. Medical Insurance.

HDHP/HSA Plan. The Board will provide a High Deductible Health Care Plan ("HDHP") with a Health Savings Account ("HSA") feature. The plan has the following characteristics: \$2,500 single deductible/\$5,000 employee plus dependent(s) deductible, post-deductible Rx co-pays of \$5/\$15/\$30, then 0% to employee for in-network costs, no orthonet, no AIM, and no Commercial Prescription Guidelines.

Payment. Premium Share. The Board shall pay 75.5% and the employee shall pay 24.5% of the cost of the HDHP/HSA plan premium in 2024-25; in 2025-26, the premium will be shared 75% Board, 25% employee; and in 2026-27, it will be shared 74.5% Board and 25.5% employee. The Board shall pay 74.5% and the employee shall pay 25.5% of the cost of the HDHP/HSA plan premium in 2027-28; in 2028-29, the premium will be shared 74% Board, 26% employee; and in 2029-30, it will be shared 74% Board and 26% employee. The Board shall establish a Health Reimbursement Arrangement ("HRA") for any employee ineligible for the HSA.

The teacher shall pay by payroll deduction.

B. Dental Insurance.

(1) The Board shall provide coverage for the teacher and his/her family under a plan substantially equivalent to or better than the plan in effect June 30, 2009.

The premium costs of this plan shall be shared between the Board and the Teacher in the same manner as the medical insurance.

The teacher shall pay by payroll deduction.

Section 11.02. Section 125 Plan. The Board of Education shall offer a pre-tax deduction plan for health insurance premiums as allowed under the Internal Revenue Code, Section 125.

Section 11.03. Life Insurance. The Board shall provide each teacher group term life insurance in the amount of \$40,000.00. Upon a teacher reaching age 65, the life insurance benefits shall be reduced in accordance with the insurance policy.

Section 11.04. Waiver of Insurance. Teachers hired prior to July 1, 2021, who elect to waive these insurances shall receive a stipend subject to the following:

- A. Teachers waiving full-family coverage shall receive a stipend in the amount of \$2,882 for health and \$205 for dental for the school year in which the coverage was waived.
- B. Teachers waiving two person coverage shall receive a stipend in the amount of \$1,662 for health and \$104 for dental for the school year in which the coverage was waived.

- C. Teachers waiving individual coverage shall receive a stipend in the amount of \$908 for health and \$50 for dental for the school year in which the coverage was waived.
- D. Part-time teachers eligible for coverage who waive such coverage shall receive a *prorata* portion of the stipend identified in A or B above.
- E. The stipend shall be paid in June of the school year for which the coverage was waived.
- F. Should personal circumstances change through death, marriage, divorce or change of a spouse's employment status, teachers waiving coverage shall be able to regain coverage upon notification to the Superintendent's office specifying the effective date of loss of coverage.
 - (1) The date of coverage, however, is subject to any waiting period required by the carrier(s).
 - (2) The teacher's stipend for that year shall only reflect the proportional amount of the full stipend for which coverage was actually waived.

Section 11.05. Notwithstanding any other provision in this Agreement to the contrary, the Board may change or substitute insurance carriers, administrators or managed care organizations for the above-referenced health benefit programs as long as the level of benefits is substantially equivalent to or better than the existing program. The change in carriers may result in a disruption of access to providers. The Board will provide a copy of a disruption report developed by the carrier(s) who are under consideration. The disruption report will compare the provider network of the carrier(s) under consideration to that of the current carrier provider network. This report will be based on all the providers in the various carrier's networks. It will be based on the percentage of match of providers from the physician encounters based upon the prior year's visits. This report will then be compared to the provider network extended by the new carrier under consideration. The new carrier network must have a 90% or better match for the program under consideration.

Section 11.06. If the Board has reason to believe cost savings can be obtained through change in insurance plan design, the Board may initiate negotiations on any and all provisions of Insurance Benefits (Article XI). Such negotiations shall not be subject to arbitration. If the Association does not voluntarily agree with the changes, the current benefits shall remain.

ARTICLE XII - RETIREMENT SUPPLEMENT

Section 12.01. Eligibility. To qualify for the Retirement Supplement:

- A. A teacher must have a minimum of fifteen (15) years of continuous service in the Norfolk public school system by June 30th of the year in which the teacher is to retire.
- B. A teacher must have a combination of age plus teaching experience that equals at least seventy (70).

- C. A teacher must file a "Retirement Supplement Application" form with the Superintendent of Schools, prior to January 1st of the teacher's final teaching year. Submission of this form shall constitute an irrevocable exercise of this option by the teacher.
- D. A teacher must have been initially hired by the Norfolk Board of Education prior to June 30, 2002.
- E. (1) A teacher who has worked full-time for a minimum of fifteen (15) school years over his/her career in Norfolk shall be deemed eligible for the full supplement amount.
- (2) A teacher with fewer than fifteen (15) years of full-time service in Norfolk shall be deemed eligible for a pro-rated supplement amount equal to the teacher's full-time equivalency (FTE) of the final year of employment.

Section 12.02. Payments. On or before September 15th of each year commencing the first of September following the teacher's date of retirement, annual payments of Fifteen Hundred (\$1,500) Dollars shall be made to qualifying retired teachers for ten (10) years. Payments due under this option shall immediately cease upon death of the retired teacher.

Section 12.03. Any subsequently negotiated change in the Retirement Supplement benefit shall apply only to active teachers and shall not affect the Retirement Supplement paid to then retired teachers.

ARTICLE XIII - REDUCTION IN FORCE PROCEDURE

Section 13.01. Reasons for elimination of certified staff positions. Elimination of certified staff positions may result from decreases in student enrollment, changes in curriculum, severe financial conditions or other circumstances as determined by the Board of Education.

Section 13.02. Procedure.

- A. Prior to commencing action to terminate teacher contracts under this procedure, the Board of Education will give due consideration to its ability to effectuate position elimination and/or reduction in staff by:
 - (1) voluntary retirements
 - (2) voluntary resignations
 - (3) transfer of existing staff members
 - (4) voluntary leaves of absence

B. A teacher's contract of employment may be terminated if his/her position is eliminated, but only if there is no other position available in the school system for which the teacher is certified and qualified. Determination of those to be released should be considered in the following order:

- (1) Non-tenured teachers holding provisional certification.
- (2) Non-tenured teachers holding professional certification.
- (3) Tenured teachers holding provisional certification.
- (4) Tenured teachers holding professional certification.

C. All of the following criteria shall be used to select those employees who are to be considered for termination within the broad tenure and certification categories established under 13.02(B); however, total years of teaching experience in the Norfolk School System shall be the determining criterion provided that there is relative equality in the areas listed below:

- (1) areas of certification
- (2) qualifications and ability as determined by objective evaluation of the teacher's performance
- (3) teaching experience in other positions which may be available
- (4) advance graduate study in areas related to the available position.

Section 13.03. Recall Procedure. If the contract of employment of a teacher is terminated because of the elimination of a position, the name of that teacher shall be placed on a reappointment list and shall remain on such list for a period of two (2) years. If a position becomes open during such period, the teacher on the recall list who is certified and most qualified to hold that position, will be notified in writing by registered or certified mail, sent to his/her last known address at least thirty (30) days prior to the anticipated date of employment. The teacher shall accept or reject the appointment in writing within ten (10) days after he/she should have normally received the notification. If appointment is accepted, the teacher shall receive a written contract within twenty (20) days of receipt of the teacher's reply to the Board of Education. If the teacher rejects the appointment offer or does not respond according to this procedure within ten (10) days after notification, the name of the teacher will be removed from the recall list.

Section 13.04. Seniority with the Norfolk Board of Education. For the purpose of determining seniority and/or the total years of teaching experience, one year's service will be credited for each year worked by a teacher who has worked as a full-time teacher in Norfolk Public Schools. Each year worked below a full-time equivalence will be calculated on a prorated basis. Seniority will be determined on the basis of continuous years of service. Approved leaves of absence,

although not credited towards seniority or placement on the salary schedule, shall not be considered a break in service.

ARTICLE XIV - WORK DAY AND SCHOOL YEAR

Section 14.01. The length of the student school day shall be seven (7) hours, 8:30 a.m. – 3:30 p.m.; the teachers' work day shall continue to start at 8:15 a.m. and all teachers are required to remain in the building until 3:35 p.m., unless excused by the administration.

Section 14.02. The teacher work year shall be the student school year plus five (5) days. Currently, the student school year is 180 days.

ARTICLE XV - IMPACT CLAUSE

Section 15.01. Teachers will be available to participate in up to four (4) afternoon and/or evening parent-teacher conference sessions (two (2) in the Fall/two (2) in the Spring) per year. These parent-teacher conference sessions may be up to three (3) hours in length. It is further understood that individual teachers are able to leave the building at any time after that teacher's scheduled conferences have been completed. The number of conferences and when conferences are held may be modified by the Board when it determines special circumstances exist. Prior notice shall be provided to the extent practical. Teachers will also be required to attend one evening open house unless excused by the appropriate school administrator.

Section 15.02. Teachers will continue to attend a maximum of two (2) student evening activities which shall not extend beyond 9:00 p.m.

Section 15.03. Teachers who elect to chaperone students on instructional overnight field trips will be paid at the rate of seventy-five (\$75) per night as long as the trip remains in the Education Budget.

Section 15.04(A). No teacher shall be assigned more than two (2) duties in any one week. Such duties include playground, and lunchroom supervision; collaborative planning time shall not be considered a duty.

Section 15.04(B). In a typical five (5) day week, (i) the principal may schedule up to 80 minutes per week for data teams, impact teams, PLC's, collaborative planning or other such work, and (ii) such meetings shall not occur on days when a teacher does not have a special scheduled.

Section 15.04(C). Each day teachers shall receive at least thirty (30) minutes of continuous and uninterrupted prep time.

ARTICLE XVI - CLASS SIZE

Section 16.01. The parties agree that it is important to maintain class sizes which are educationally sound. Kindergarten classes in excess of twenty (20), grades 1 - 3 in excess of twenty-two (22), and other elementary grades in excess of twenty-five (25) are generally undesirable. No later than five (5) school days after the admission of a student who causes these figures to be exceeded in any one class, the Principal and the Superintendent will schedule a meeting to take place within ten (10) days with the teacher(s) involved to fully discuss the options for relief. Recommendations for relief will then be presented to the Board of Education.

ARTICLE XVII - HEAD TEACHER

Section 17.01. The stipend for the Head Teacher shall be One Thousand Two Hundred Fifty Dollars (\$1,250) annually. A substitute shall be provided for the Head Teacher when there is a planned absence of the Principal for three (3) or more consecutive days. The Superintendent may make an exception to the foregoing in cases where the head teacher requests that a substitute not be employed or when there is mutual agreement between the administration and the Association for any other reason.

ARTICLE XVIII - DURATION

Section 18.01. This agreement shall be effective as of July 1, 2027 and continue and remain in full force and effect through June 30, 2030.

IN WITNESS HEREOF, the parties hereunto set their hands and seals this 21st day of October, 2026.

NORFOLK BOARD OF EDUCATION NORFOLK TEACHERS' ASSOCIATION

[Signature]
Chairman

[Signature]
President

Date: 21 October 2026

Date: 10-21-26

APPENDIX A

A. Definitions for Teacher Salary Placement.

The terms used in the Salary Schedules shall be interpreted and applied in accordance with the following definitions:

B.A. (Bachelor) A Baccalaureate Degree earned at an accredited college or university.

MA (Master's or Equivalent) A Master's Degree earned at an accredited college or university. The equivalent of a Master's Degree shall be the successful completion of 30 credit hours earned at an accredited college or university in a planned program approved by the Superintendent.

MA + 15
(Master's + 15) A Master's Degree or the equivalent of a MA as hereinbefore defined plus 15 credit hours earned at an accredited college or university in courses approved by the Superintendent.

MA + 30
(Master's + 30) A Master's Degree or the equivalent of a MA as hereinbefore defined plus 30 credit hours earned at an accredited college or university in courses approved by the Superintendent.

B. Placement.

All members of the unit shall be placed on the appropriate step in the salary schedule.

All teachers who finished the 2022-2023 school year on MA +15 have been grandfathered and may stay in that column. Effective July 1, 2023, the MA+15 column became unavailable to any other employees, and effective July 1, 2021, the MA+15 column became unavailable to any new hires.

APPENDIX B-1

**NORFOLK TEACHERS' ASSOCIATION
2027-2028
SALARY SCHEDULE**

STEP	BA	MA	MA+15	MA+30
1	\$55,544	\$59,981	\$62,124	\$64,262
2	\$57,559	\$62,125	\$64,284	\$66,441
3	\$59,655	\$64,351	\$66,530	\$68,700
4	\$61,836	\$66,667	\$68,862	\$71,046
5	\$64,108	\$69,075	\$71,282	\$73,480
6	\$66,470	\$71,579	\$73,798	\$76,004
7	\$68,930	\$74,182	\$76,409	\$78,621
8	\$71,490	\$76,888	\$79,121	\$81,338
9	\$75,999	\$79,701	\$81,937	\$84,157
10		\$82,626	\$84,863	\$87,080
11		\$85,669	\$87,902	\$90,113
12		\$88,831	\$91,055	\$93,260
13		\$92,118	\$94,332	\$96,525
14		\$95,537	\$97,735	\$99,910
15		\$108,553	\$110,942	\$113,305

Note: There will be step movement in the 2027-28 school year.

APPENDIX B-2

**NORFOLK TEACHERS' ASSOCIATION
2028-2029
SALARY SCHEDULE**

STEP	BA	MA	MA+15	MA+30
1	\$56,655	\$61,181	\$63,366	\$65,547
2	\$58,710	\$63,368	\$65,570	\$67,770
3	\$60,848	\$65,638	\$67,861	\$70,074
4	\$63,073	\$68,000	\$70,239	\$72,467
5	\$65,390	\$70,457	\$72,708	\$74,950
6	\$67,799	\$73,011	\$75,274	\$77,524
7	\$70,309	\$75,666	\$77,937	\$80,193
8	\$72,920	\$78,426	\$80,703	\$82,965
9	\$78,279	\$81,295	\$83,576	\$85,840
10		\$84,279	\$86,560	\$88,822
11		\$87,382	\$89,660	\$91,915
12		\$90,608	\$92,876	\$95,125
13		\$93,960	\$96,219	\$98,456
14		\$97,448	\$99,690	\$101,908
14A		\$104,086	\$106,425	\$108,740
15		\$111,810	\$114,270	\$116,704

Note: There will be step movement in the 2028-29 school year.

APPENDIX B-3

**NORFOLK TEACHERS' ASSOCIATION
2029-2030
SALARY SCHEDULE**

STEP	BA	MA	MA+15	MA+30
1	\$57,675	\$62,282	\$64,507	\$66,727
2	\$59,767	\$64,509	\$66,750	\$68,990
3	\$61,943	\$66,819	\$69,082	\$71,335
4	\$64,208	\$69,224	\$71,503	\$73,771
5	\$66,567	\$71,725	\$74,017	\$76,299
6	\$69,019	\$74,325	\$76,629	\$78,919
7	\$71,575	\$77,028	\$79,340	\$81,636
8	\$74,233	\$79,838	\$82,156	\$84,458
9	\$80,627	\$82,758	\$85,080	\$87,385
10		\$85,796	\$88,118	\$90,421
11		\$88,955	\$91,274	\$93,569
12		\$92,239	\$94,548	\$96,837
13		\$95,651	\$97,951	\$100,228
14		\$99,202	\$101,484	\$103,742
14A		\$105,960	\$108,341	\$110,697
15		\$115,164	\$117,698	\$120,205

Note: There will be step movement in the 2029-30 school year.

APPENDIX C

LONGEVITY PAYMENT

Only teachers who were employed on or before June 30, 2013 shall be eligible for the following benefits:

Teachers who have been in the Norfolk system for a period of twenty-five (25) years shall receive an annual stipend of Eight Hundred (\$800) Dollars.

Teachers who have been in the Norfolk system for a period of thirty (30) years shall receive an annual stipend of One Thousand (\$1000) Dollars.

APPENDIX D

PAYROLL DEDUCTIONS

- A. In addition to those 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.
- B. The list of approved deductions is as follows:
1. Life Insurance
 2. Norfolk Education Association
 3. Connecticut Education Association
 4. National Education Association
 5. Tax Sheltered Annuity Plans
 6. United Fund
 7. Credit Union
 8. Other
- C. Payroll deductions for tax sheltered annuity plans will only be accepted for up to four (4) companies, jointly selected by the Association and the administration. The Association shall hold the Board harmless with respect to all aspects of administering payroll deductions for tax sheltered annuity plans.
- D. IRS 457 Plan

The Board will offer employees the ability to participate in the State of Connecticut 457 Plan with employees making voluntary contributions to such plan consistent with legal requirements, provided there shall be no cost to the Board of Education in the set-up, administration, and/or any other component or requirement related to the plan.

E. Dues Deductions and Service Fee Deductions

The Board agrees to deduct from the teacher's paycheck an amount equal to the Association membership dues or service fee by means of payroll deductions for any teacher who authorizes such a deduction in writing. The amount of the deduction from each paycheck for membership dues shall be equal to the total Association membership dues divided by the number of paychecks from and including the first paycheck in September through and including the last paycheck in June. The amount of the deduction for service fee from each paycheck shall be equal to the total service fee divided by the number of paychecks from and including the first paycheck in January through and including the last paycheck in June. The amount of Association membership dues shall be certified by the Association to the Board prior to the opening of school each year. The amount of service fee shall be certified by the Association to the Board prior to January first of each school year.

F. Subsequent Employment

Those teachers whose employment commences after the start of the school year shall pay a pro-rated amount equal to the percentage of the remaining school year.

G. Forwarding Monies

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

H. Lists

No later than the first paycheck in October of each school year, the Board shall provide the Association with a list of all employees covered by this Agreement. The Board shall notify the Association of any changes in said list.

I. Reference to Association

The singular reference to the Association herein shall be interpreted as referring to the Norfolk Teachers' Association, the Connecticut Education Association and the National Education Association.

J. Save Harmless

The Association shall indemnify and save the Board and/or the town harmless against all claims, demands, suits or other forms of liability including attorney's fees and costs which may arise by reason of any action taken in making deductions and remitting the same to the Association pursuant to this Appendix.