

**Agreement Between**

**THE PLYMOUTH BOARD OF EDUCATION  
and**

**THE PLYMOUTH SCHOOL ADMINISTRATORS' ASSOCIATION**

**July 1, 2013**

**to**

**June 30, 2016**

*Approved—September 12, 2012*

**PLYMOUTH BOARD OF EDUCATION  
PLYMOUTH SCHOOL ADMINISTRATORS ASSOCIATION**

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## PREAMBLE

Pursuant to Section 10-153 A-F as amended by Public Act No. 811 of the Connecticut General Statutes enacted by the 1969 Connecticut General Assembly; a referendum in October, 1969 was held, in which all certified administrative employees of the Plymouth Public Schools who are employed in an administrative capacity, except the Superintendent of Schools and other personnel exempted by Statute, elected the Plymouth School Administrators Association (P.S.A.A.) now Local 66, American Federation of School Administrators, hereinafter referred to as the P.S.A.A.

The Plymouth Board of Education recognizes the Plymouth School Administrators Association in negotiating relative to compensation matters, and any matter related to working conditions of mutual concern, provided, any agreement reached does not relinquish Board Statutory Authorities.

The Board and the P.S.A.A. agree that a flexible approach to negotiations pursuant to Section 10-153 A-F as amended of the Connecticut General Statutes, 1969 session, supra, best suits their needs in the light of the history of good working relations and mutual respect between the Board and the Administrators. Accordingly this open-ended, written agreement is initially limited in scope to major agreements reached as a result of negotiations. Subjects of mutual concern which have been or maybe discussed in a general fashion have been regulated by mutual consent to informal understandings and independent action by the parties. Because the Board has adopted responsible, written policies and regulations on which the administrators may offer suggestions and advice, it is agreed that at this time, there is no need to restrict Board action by adopting a comprehensive agreement regulating all respects of working conditions. Subject to terms of Article V, either party may initiate negotiations relative to Proposals for addition to or revisions of this agreement at any time.

This contract will be terminated on **June 30, 2016**.

## ARTICLE I

### RECOGNITION

At the December, 1969 monthly meeting, the Board recognized the P.S.A.A. as the exclusive representative of all certified administrative and supervisory personnel who are employed in the school system in an administrative capacity, except the Superintendent and other personnel exempted by Statute, for the purpose of negotiations with respect to salaries and other conditions of employment pursuant to Section 10-153 A-F as amended of the Connecticut General Statutes, 1969 session.

## ARTICLE II

### SALARIES

#### **A. Salary Schedule**

The Administrators Salary Schedule establishing limits for the salaries for all certified administrative personnel who are employed in an administrative capacity, except the Superintendent, is set forth in Exhibit 1. There will be no step increase during the term of this contract.

#### **B. Contract Confirmation Form**

A contract confirmation form for each school year shall be issued to each administrator covered by this agreement.

#### **C. Termination of Contract**

It is understood that the procedure set forth under Conn. Gen. Stat. § 10-151 as amended from time to time is the exclusive remedy for any administrator aggrieved by the non-renewal or termination of his or her contract of employment. A complaint concerning such non-renewal or termination shall not constitute a grievance under this agreement, and shall not be subject to the arbitration provisions of Article IV.

#### **D. Change of Positions**

Unilateral changes of positions by the Board will keep administrator on highest salary schedule administrator was on.

Voluntary would fit into the framework of the existing positions and salary schedule.

#### **E. Work Days**

All administrators shall work 214 days per year. This shall consist of the teacher work year, the one week after school closes, and the two weeks before school opens. The remaining work days will be mutually agreed upon by the individual administrator and Superintendent no later than March 1 of each year. Additional work days beyond the 214 day work year will be subject to the approval of the superintendent and shall be paid at the administrator's per diem rate.

## ARTICLE III

### LEAVES

#### **A. Sick Leave**

Two (2) days per month for each month or fraction thereof, worked in excess of the regular school year - to accumulate to 300 days.

#### **B. Personal Leave**

Each administrator shall be entitled to six (6) half days or three (3) full personal days within the school year. Additional personal leave with reason will be granted at the discretion of the Superintendent.

#### **C. Child-Bearing and Child-Rearing Leave**

##### **Child-Bearing Leave**

Administrators shall be granted pregnancy-related disability leave in accordance with General Statute Section 46a-60(A)(7). Administrators shall, where possible, notify the Board at least one month in advance prior to the expected commencement of such disability. Any such leave shall be considered leave granted pursuant to the Family and Medical Leave Act.

##### **Child-Rearing Leave**

Any administrators shall be entitled, upon written request submitted to the Superintendent of Schools, to an extended leave without pay for purposes of childrearing, apart from any period of childbearing leave.

1. Such administrator shall be entitled to such leave for the remainder of the academic year in which the child is born or adopted, and for one additional year if requested by the employee and agreed to by the Board. For the remainder of the academic year in which the child is born or adopted, the administrator shall have the right to continue participating in the district's health insurance coverage on the same terms and conditions as for actively employed administrators, including the obligation to pay the premium contributions set forth in this Agreement. If the administrator is granted leave for an additional year, the administrator may continue participating in the district's health insurance coverage by paying the full cost of such coverage during that additional year

2. Any such leave shall be considered leave granted pursuant to the Family and Medical Leave Act.

**D. Professional Leave**

The Board shall pay per the voucher system the reasonable expenses (including fees, meals, lodging and/or transportation) incurred by administrators who attend workshops, seminars, conferences or other professional improvement sessions (such as visiting days) at the request and/or with the advance approval of the Superintendent for particular purposes of special benefit to the school system. A written report may be requested of any administrator attending such sessions.

**E. Military Leave**

If, at any time when school is in session, an administrator is required to attend training camp for Reservists or National Guardsmen, such administrator shall be granted leave with pay not exceeding two weeks provided that military pay and wages paid by the Board together do not exceed the administrator's regular wage.

**F. Sabbatical Leave**

1. Sabbatical leave may be granted to no more than one member of the administrative staff for travel or furthering study provided that the program is recommended by the Superintendent and approved by the Board of Education. These people shall have completed at least five years of consecutive service in the Plymouth School System. Such request shall be made by March 1 of the year preceding the sabbatical. Sabbatical leave of less than one year duration may be granted by the Board.

2. A Sabbatical leave will be for a full year with no financial compensation and notification by the administrator to the Superintendent of Schools by March 1 of the previous year. As of July, 1982, the Administrators on sabbatical leave will receive full fringe benefits during sabbatical leave at no expense to the individual.

3. An Administrator, upon return from a sabbatical leave, shall be restored to his/her former or comparable position and shall be placed on the next step of the salary schedule. In the event the Administrator does not return to the Plymouth Public Schools, he/she will reimburse the Board for all expenses relative to the sabbatical.

**G. Return After Leave of Absence**

1. Administrators who have been granted leaves of absence shall notify the Superintendent in writing on or before the last day of January of their intention to resume work at the beginning of the ensuing school year.

2. All Administrators returning from leaves of absence granted under this article shall be restored to the same position they held at the time the leave was granted or if there is no opening in such position, to any open position for which the administrator is certified and qualified. This will be done in writing.

## ARTICLE IV

### GRIEVANCE PROCEDURE

#### **A. Definitions:**

1. "Grievance" shall mean a complaint by an administrator or a group that, as to him/her or them, there has been a violation, misinterpretation or misapplication of the contract, rules, regulations, administrative directive, or policies of the Board of Education or that he/she or they have been treated unfairly or in a manner inconsistent with an established policy or practice.

#### **B. Procedures:**

1. An employee and a PSAA representative (if the employee so desires) shall first discuss the problem with the school official serving as his/her immediate supervisor (or principal). If the matter is not satisfactorily adjusted within two school days, the employee shall submit it in writing on the approved form (see Exhibit 2) within five additional school days to such immediate supervisor, above, for satisfactory adjustment.

2. Such immediate supervisor may request a meeting with the employee and a PSAA representative (if the employee so desires) prior to making his decision, but in any event must render his/her decision in writing, with copies to the employee and the PSAA within five school days of the submission to him/her- by the employee.

3. Failing satisfactory settlement within such time limit the aggrieved employee may, within five school days, appeal in writing to the Superintendent or his/her designated representative, and such writing shall set forth specifically the act or condition on which the grievance was based in the first step above and the grounds upon which the appeal is based.

4. The Superintendent and/or his/her representative shall meet with the employee and a PSAA representative (if requested by the employee) within ten school days of the receipt by him/her of such appeal, and shall give his/her decision in writing to the employee and the Association within ten school days of such meeting.



5. Failing satisfactory settlement within such time limit, the aggrieved employee may within five school days, appeal in writing to the Board, or its designated committee. The Board or its designated committee; shall meet with the employee and a PSAA representative (if requested by the employee) within twenty school days of receipt by it of such appeal, and shall give its decision in writing to the employee and the PSAA within ten school days of such meeting.

6. If any grievance is filed after June 1<sup>st</sup>, the time limit would be waived and the grievance would be settled with all due haste.

**C. Arbitration:**

1. In the event a dispute or difference in (A) above shall not have been settled under the Procedures in (B) above the Association may submit such dispute or difference to the American Arbitration Association for arbitration in accordance with its administrative procedures, practices and rules.

2. Notice of intention to make such submission to arbitration under sub-section (1) above must be in writing addressed to the Superintendent and submission to the Arbitration Association must be made no later than ten school days following the decision of the Board or its designated committee under (B) (5) above or the expiration of the time limits for making such decision, whichever shall first occur.

3. The arbitrator shall hear and decide only one grievance in each case. He/she shall be bound by and must comply with all of the terms of this agreement. He/she shall have no power to add to, delete from or modify any way any of the provisions of this agreement. The decision of the arbitrator shall be binding upon both parties and all employees during the life of this agreement, unless the same is contrary to law. Fees and expenses of the arbitrator shall be borne equally by the Board and the Association.

4. No provisions of this contract which are stated as a matter of policy shall be subject to arbitration.

**D. General Provision:**

1. Any grievance, as defined in (A) above, not presented for disposition through the grievance procedure described under (B) above within fifteen (15) school days of the occurrence of the condition giving rise thereto, shall not thereafter be considered a grievance under this agreement. Failure by the aggrieved administrator at any level to appeal a grievance to the next level within the specified time limits shall be deemed to be acceptance of the decision rendered at that level. Failure by any administrator or the Board to render his/her/their decision within the specified time limits shall be deemed to be denial of the grievance submitted and shall permit the grievant to proceed to the next step. The time limits specified at any step may be extended in any particular instance by agreement between the Superintendent and the PSAA.

2. No employee may file for arbitration as an individual, but only the PSAA may file an appeal to arbitration hereunder.

3. Meetings held under this procedure shall be conducted at a time and place which will afford a fair and reasonable opportunity to attend for all persons proper to be present. When such meetings are held during school hours all persons who participate shall be excused without loss of pay for that purpose. Persons proper to be present for the purposes of this section are defined as an aggrieved administrator or administrators, their appropriate association representatives and qualified witnesses.

4. The PSAA shall have the right to initiate a grievance or appeal from the disposition of a grievance of an employee or group of employees at any step of this procedure.

5. No reprisals of any kind shall be taken by the board or by any member of the administration or by the PSAA or member of the unit against anyone by reason of participation in the grievance procedure or support of any participant thereto.

6. PSAA representative shall be permitted, when otherwise free from their duty assignment, to investigate or process grievances within their respective areas of representation.

## ARTICLE V

### AMENDMENTS

Proposals by either party for additions to this Agreement are negotiable at any time. Proposed revisions of Article I through Article IX inclusive, which are intended to be effective before the expiration date of this Agreement, are not negotiable except by mutual consent of the parties.

## ARTICLE VI

### BOARD PREROGATIVES

It is recognized 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 Plymouth in all its aspects including, but not limited, to the following: to maintain public elementary and secondary schools and such other educational activities as in its judgment will best serve the interests of the Town of Plymouth; to give the children of Plymouth as nearly equal advantages as may be practicable; to decide the need for school facilities; to determine the need and program for the summer school, if any; to determine the care, maintenance and operation of buildings, lands, apparatus and other property used for school purposes; to determine the number, age and qualifications of the

pupils to be admitted into each school; to employ, assign and transfer teachers, principals and assistant principals; to suspend or dismiss the teachers of the schools in the manner provided by statute or ordinance; to designate 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 provide for the transportation of children wherever it is reasonable and desirable; to prescribe rules for the management, studies, classification and discipline for the public schools; 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; to approve plans for school buildings; to prepare and submit budgets to the Board of Finance; 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. These rights, responsibilities and prerogatives are not subject to delegation in whole or in part except that the same shall not be exercised in a manner inconsistent with or in violation of any of the specific terms and provisions of this agreement. No action taken by the Board with respect to such rights, responsibilities and prerogatives, other than as there are specific provisions herein elsewhere contained, shall be subject to the grievance and arbitration provisions of this agreement.

## ARTICLE VII

### BASE SALARY

Members of the PSAA base salary consists of 2 parts: (1) a salary as listed in Exhibit 1, and (2) an annuity of \$7,750 for the 2013-2014 school year, \$8,750 for the 2014-2015 school year, and \$9,750 for the 2015-2016 school year.

**ARTICLE VIII**

**FRINGE BENEFITS**

**PPO PLAN**

The following benefits will be available:

- A. The Board will provide group health insurance coverage through the Blue Cross/Blue Shield Century Preferred PPO plan for all administrators hired prior to July 1, 2010. Administrators in this PPO plan shall pay sixteen percent (16%) of the premium costs for such coverage for the 2013-2014 school year, sixteen and one half percent (16.5%) of the premium costs for such coverage for the 2014-2015 school year, and seventeen percent (17%) of the premium costs for such coverage for the 2015-2016 school year.

<u>Year</u>	<u>Percentage</u>
2013-2014	16.0%
2014-2015	16.5%
2015-2016	17.0%

The PPO plan shall include the following components:

Office Visit Co-payment	\$15
Urgent Care Co-payment	\$25
Emergency Room Co-payment	\$25
Hospitalization Co-payment	\$200
Outpatient Co-payment	\$100
<i>Out-of-network services:</i>	
Deductible	\$300/600/900
Co-insurance Maximum	\$800/1600/2000
Out-of-pocket Maximum	\$1100/2200/2900
<i>Prescription Coverage:</i>	
Retail	\$5/15/25 (for one month supply) under public sector 3-tier formulary
Mail Order	2x retail co-payment for 3 month supply
Annual Maximum	\$4,000

**HSA PLAN**

B. In addition to the traditional PPO plan, the Board shall make available to all administrators a High Deductible Health Plan/Health Savings Account (“HSA”) plan, as set forth below. **Beginning July 1, 2010, all administrators hired after July 1, 2010 will be entered into the High Deductible Health Plan/Health Savings Account.**

Effective July 1, 2010, or as soon as practicable thereafter, the Board shall implement a Health Savings Account (“HSA”) plan with the following components:

	In-Network	Out-of-Network
Annual Deductible (individual/aggregate family)	\$1500/3000	
Co-insurance	N/A	20% after deductible up to co-insurance maximum
Co-insurance Maximum (individual/aggregate family)	N/A	\$1500/3000
Cost Share Maximum (individual/aggregate family)	\$3000/6000	
Lifetime Maximum	Unlimited	\$1,000,000
Preventive Care	Deductible not applicable	20% co-insurance after deductible, subject to co-insurance limits
Prescription Drug Coverage	Treated as any other medical expense	

The Board will fund 50% of the applicable HSA deductible amount for eligible administrators. The Board’s contribution toward the HSA deductible will be deposited into the HSA accounts throughout the course of the year, on the Board’s payroll dates. The parties acknowledge that the Board’s 50% contribution toward the funding of the HSA plan is not an element of the underlying insurance plan, but rather relates to the manner in which the deductible shall be funded for actively employed, eligible administrators. The Board shall have no obligation to fund any portion of the HSA deductible for retirees or other individuals upon their separation from employment.

Employees participating in the health plan shall contribute the following percentages of the costs for the applicable plan:

	2013-14	2014-15	2015-16
PPO Plan	16%	16.5%	17%
HSA Plan	15%	15.5%	16%

C. **\$100,000 Life Insurance.** Administrators retiring from the Plymouth Public School System shall have the option of purchasing life insurance in an amount up to \$100,000 at the group rate until age 70.

D. **Dental Plan:** Full basic plan with Riders A, B, C, and D.

E. **Administrators retiring** from the Plymouth Public School System shall have the option of purchasing health insurance benefits as available, at the group rate.

F. The Plymouth Board of Education will fund dues for two individual **professional organizations** for each member i.e., NASSP, ASCD, EMSPAC, NELMS, NMSA.

G. The Board will provide **Family Vision Care Rider.**

H. The **Board retains the right to change carriers** in the event it wishes to do so, as long as the benefits remain substantially equal to those listed above.

## ARTICLE IX

### ADDITIONAL COMPENSATION AND EARLY RETIREMENT

#### **A. Compensation for the Doctorate:**

The Doctorate must be in the field of education from a college or university accredited by the New England Association of Secondary Schools and Colleges. Compensation for the Doctorate will be \$3,000.

**B. Retirement Prior to Age 65:**

Any unit member whose age and years of teaching total at least 75 and who has been employed by the Plymouth Board of Education for at least 15 years may elect to retire early under the following conditions:

1. Said unit member must notify the Personnel Office of the Board of his/her intention to retire early on or before January 1st of the school year of retirement.
2. Retirement benefits may commence only in September in any year. Each unit member electing early retirement shall be compensated at the annual rate of \$3,000 for the term of this contract from the date of commencement of retirement until the termination of the school year said unit member would reach 65. If a unit member selects this section, he/she may purchase fringe benefits at the Board group rate.

Methods of Payment:

Plan A. – If the administrator retires during the term of this contract, the administrator is to be paid \$3,000 each year until age 65; payment by the Board to be made prior to October 1st of each year of retirement.

Plan B. – If the administrator retires during the term of this contract, the administrator is to be paid in three equal sum payments of 1/3 of the amount equal to the amount due, times the number of full years remaining before the unit member reaches age 65; to be paid for three consecutive years prior to October 1st of the unit member's first year of retirement.

3. Exceptions to these time limits may be granted by the Board.

**C. Severance Pay:**

Administrators are to receive a stipend per day based upon the accumulated sick leave for the remaining unused accumulated sick leave not to exceed 240 days. Payment will be made prior to October 1 of the next fiscal year. Administrators with 5-15 years of service to the Plymouth Board of Education will receive \$70 per day and administrators with more than 15 years of service to the Plymouth Board of Education will receive \$90 per day.

**D. Mileage Reimbursement:**

Approved mileage for each Administrator will be compensated at the applicable IRS rate per mile.

## ARTICLE X

### REDUCTION IN FORCE

- A. It is agreed that the Board has the sole and exclusive right to terminate the employment of any administrator to effect a reduction of its professional staff.
- B. The Board may reduce its professional staff whenever the Board determines that the same is necessary because of program change, decrease in student enrollment, consolidation or elimination of positions, financial exigency or other like circumstances.
1. "Financial exigency" means any significant decline or reallocation of the Board's financial resources brought about by action: of the local, state or federal government, by increased cost of operation or by any other action or event that has such impact on the Board's budget.
  2. "Program change" means any elimination, curtailment or reorganization of a curriculum offering, program or school, or a reorganization or consolidation of two or more individual schools.
- C. Before terminating the employment of any administrator pursuant to this Article, the Board shall first attempt to reduce staff through voluntary retirements and leaves of absences.
- D. The parties agree that the primary criteria to be used by the Board to determine those administrators to be laid off pursuant to this Article shall be both length of service, qualifications, and ability as determined by the Board through an objective evaluation of performance.
1. Length of service shall be determined from date of hire and shall be defined as follows:
    - a. Total consecutive years of service in Plymouth in the position occupied at the time of reduction, but if not determinative, then;
    - b. Total consecutive years of service in Plymouth in any administrative position, but if not determinative, then;
    - c. Total consecutive years of service in any administrative position in any district, but if not determinative, then;
    - d. Total professional administrative or teaching experience in any district.
    - e. Years of service shall include those years accumulated by an administrator in a position of responsibility higher (as defined by salary category) than that occupied at the time of layoff.



E. "Bumping" shall be allowed under the following conditions:

1. "Bumping" shall occur only within the level (Elementary K-5; Middle School 6-8; Senior High 9-12) affected by the layoff unless the administrator in question has had at least one year of experience in the position sought in another level.
2. "Bumping" shall be permitted only into a position of lower responsibility as defined by salary category.
3. In the event no administrative position exists to which an administrator may be appointed, the administrator may assume a position for which he/she is certified/qualified that is held by tenured teacher. In such event, such administrator will be placed on the level and step of the teacher's salary schedule appropriate for his or her degree status and combined length of service as a teacher and administrator.

F. Unless otherwise provided, nothing herein shall require the promotion of an administrator to a position of higher responsibility (as defined by salary category) even though said administrator may be certified and qualified therefore.

G. Administrators who are laid off pursuant to this Article shall be placed on a recall list and shall remain thereon for a period of two (2) years following their layoff, and shall be reinstated to the first available vacancy in the administrative bargaining unit for which they are certified and for which they are qualified in the judgment of the Board. In determining the order of recall, the Board shall use the same criteria it used in determining the order of layoff. The Board will mail written notice of recall to the administrator by certified mail, return receipt requested, to the last address furnished by the administrator, and the administrator will mail written acceptance or rejection of such an offer of recall by certified mail, return receipt requested, within ten (10) days following delivery of written notification from the Board. In the event the administrator does not accept severance pay, upon recall, the administrator will have all of his or her pre-layoff accumulated sick leave credits reinstated, but time spent on layoff will not be counted for any purpose except as otherwise provided in this paragraph.

H. While on the recall list and upon written notification to the Superintendent of Schools, an administrator shall be entitled to maintain any or all health insurances for which he or she is eligible provided:

1. The cost of such insurance is paid by said administrator;
2. The Board incurs no expense as a result of the continuation of said insurance;
3. The administrator is eligible for coverage under the terms of the insurance policy involved.

I. Except for the recall provisions contained in Paragraph G and H, no other part of this Article shall be subject to the grievance procedure of Article IV.

**ARTICLE XI**

**SAVINGS CLAUSE**

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

This agreement may not be modified in whole or in part by the parties except by an instrument in writing duly executed by both parties.

IN WITNESS WHEREOF, the parties hereto have hereunto caused this agreement to be executed by their duly authorized representative, as of the day and year first written.

PLYMOUTH BOARD OF  
EDUCATION

PLYMOUTH SCHOOL ADMINISTRATORS  
ASSOCIATION

\_\_\_\_\_  
IT'S CHAIRPERSON

\_\_\_\_\_  
IT'S REPRESENTATIVE

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**EXHIBIT 1**  
**ADMINISTRATORS' SALARY SCHEDULE**

The Board shall place new administrators on the Salary Schedule provided that no administrator shall receive less than the highest paid classroom teacher. Administrators receiving new administrative assignments shall be placed on the salary step in the new classification which results in an increase in salary.

**Administrators' Salary Schedule**

<b>Position</b>	<b>Step</b>	<b>0%</b>	<b>2.70%</b>	<b>2.60%</b>
		<b>2013-2014</b>	<b>2014-2015</b>	<b>2015-2016</b>
		<b>Salary</b>	<b>Salary</b>	<b>Salary</b>
<b>HS Prin.</b>	<b>5</b>	131,145	134,392	137,623
	<b>4</b>	129,066	132,313	135,544
	<b>3</b>	126,987	130,234	133,465
	<b>2</b>	124,909	128,156	131,387
	<b>1</b>	122,830	126,077	129,308
<b>MS Prin.</b>	<b>5</b>	126,376	129,623	132,854
	<b>4</b>	124,297	127,544	130,775
	<b>3</b>	122,219	125,466	128,697
	<b>2</b>	120,140	123,387	126,618
	<b>1</b>	118,061	121,308	124,539
<b>Elem Prin.</b>	<b>5</b>	121,400	124,647	127,878
	<b>4</b>	119,321	122,568	125,799
	<b>3</b>	117,242	120,489	123,720
	<b>2</b>	115,163	118,410	121,641
	<b>1</b>	113,085	116,332	119,563
<b>Directors</b>	<b>5</b>	121,556	124,803	128,034
	<b>4</b>	119,477	122,724	125,955
	<b>3</b>	117,398	120,645	123,876
	<b>2</b>	115,319	118,566	121,797
	<b>1</b>	113,240	116,487	119,718

<b>HS Asst</b>	<b>5</b>	120,048	123,295	126,526
	<b>4</b>	117,970	121,217	124,448
	<b>3</b>	115,891	119,138	122,369
	<b>2</b>	113,812	117,059	120,290
	<b>1</b>	111,733	114,980	118,211
<b>MS Asst.</b>	<b>5</b>	118,281	121,528	124,759
	<b>4</b>	116,203	119,450	122,681
	<b>3</b>	114,124	117,371	120,602
	<b>2</b>	112,045	115,292	118,523
	<b>1</b>	109,996	113,213	116,444

**District Administrator in Charge -- \$13,000**

**EXHIBIT 2**  
**GRIEVANCE FORMS**

**GRIEVANCE FORM I**  
Level: Immediate Supervisor

Name of Grievant(s): \_\_\_\_\_

Date Filed: \_\_\_\_\_

Assigned School: \_\_\_\_\_

Immediate Supervisor: \_\_\_\_\_

Association Representative(s): Qualified Witness(es):

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Signature of Grievant

A. STATEMENT OF GRIEVANCE:

B. RELIEF SOUGHT:

C. DECISION RENDERED: (By Immediate Supervisor)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Immediate Supervisor

**GRIEVANCE FORM II**

Level : Superintendent or his/her Designated Representative

**A. Grounds for Appeal:**

Signature of Grievant (s): \_\_\_\_\_

B. Decision Rendered

\_\_\_\_\_

Date

\_\_\_\_\_  
Superintendent/Designated Representative

**GRIEVANCE FORM III**

Level: Board of Education or its Designated Committee

Signature of Grievant (s) Decision

\_\_\_\_\_

Date

\_\_\_\_\_  
Board of Education/Designated Committee

**Insurance Option  
Plymouth School Administrators Association  
Memorandum of Understanding**

The Plymouth Board of Education would like to offer the members of the Plymouth School Administrators Association (PSAA) an opportunity to receive a buy-out of the insurance benefits to current working members of your respective bargaining unit for the term of the contract. The Plymouth Board of Education recognizes that some of our employees may have insurance with their spouses or from other employment. Therefore, the Plymouth Board of Education will offer members of the PSAA an annual incentive to not take the insurance benefits offered by the Plymouth Board of Education. This annual incentive would include a \$3,000 incentive to be paid in two installments; one at the end of December and the other half at the end of June. In addition, if one decided to option out of the insurance benefits and later, given a change of a Qualifying Life Event or during the open enrollment period, wanted to option back into the plan, it would be permitted. In this case, the incentive offered by the Board would be simply remitted back to the Board on a pro-rated basis.

\_\_\_\_\_  
Mrs. Amy Radke, Pres. PSAA

\_\_\_\_\_  
Dr. Anthony Distasio, Superintendent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**INSURANCE WAIVER**

To: Superintendent of Schools – Plymouth Board of Education

From: \_\_\_\_\_

Date: \_\_\_\_\_

I would like to waive my health insurance benefits offered by the Plymouth Board of Education. I understand that if I choose to waive my insurance benefits, I will be paid an annual \$3,000 incentive, one half to be paid in December and one half to be paid in June. In addition, I understand that if I decide to option out of my health insurance benefits and later in the year, given a Qualifying Life Event change, wanted to option back into the plan, it would be permitted. In this case, I would agree to remit back to the Board the incentive on a pro-rated basis.

\_\_\_\_\_  
Printed Employee's Name

\_\_\_\_\_  
Position

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date