

**PROFESSIONAL AGREEMENT**  
**BETWEEN THE**  
**LISBON BOARD OF EDUCATION**  
**AND THE**  
**LISBON EDUCATION ASSOCIATION**  
**2025-2028**

21720456.2

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ARTICLE I

RECOGNITION

- A. The Board hereby recognizes the Lisbon Education Association as the exclusive representative as defined in Section 10-153f of the Connecticut General Statutes, as amended, for the entire group of certificated professional employees of the Board below the rank of Principal including those teachers holding Durational Shortage Area Permits, other than temporary substitutes.
- B. Unless otherwise indicated, the term "teacher" when used hereinafter in this agreement shall refer to all employees in the above unit.

ARTICLE II

DURATION

- A. The provisions of this agreement shall be effective as of July 1, 2025, and shall continue and remain in full force and effect to and including June 30, 2028.

ARTICLE III

AGREEMENT

This agreement shall not be altered, amended, or changed except in writing, signed by both the Board and the Association; which amendment shall be appended hereto and become a part hereof.

ARTICLE IV

BOARD POLICIES

A copy of the collective bargaining agreement shall be made available on the District's website.

In the event there is a Board policy which conflicts with this agreement, such conflicting policy shall be superseded by the terms of this agreement except for policies reflective of state statute that may suspend terms of this Agreement.

ARTICLE V

SICK LEAVE PAY

Following the completion of ten successive years of teaching in the Lisbon Central School system, a teacher shall be eligible for sick leave pay of one-half of his/her accumulated sick leave at one hundred fifty dollars (\$150) per day. Payment shall be made to a designated beneficiary in the event of the teacher's death or to the teacher himself/herself in the event of voluntary withdrawal from the system. Teachers shall receive payment no later than September 30 following the year of voluntary withdrawal from the Lisbon Central School System, provided that said teachers have notified the Administration of their voluntary withdrawal by the preceding January 15th. If teachers do not notify the administration of such withdrawal by January 15<sup>th</sup>, they will receive the payment no later than September 30<sup>th</sup> of the following calendar year.

Leave as stated in the contract shall not exclude a person from eligibility for the aforementioned sick leave pay.

ARTICLE VI

FRINGE BENEFITS

**Section I.**

Full time teachers, and their eligible dependents, shall be eligible to receive the following medical insurance benefits:

a. High Deductible/HSA Plan

The High Deductible/Health Savings Account plan described below shall become the sole insurance plan for all eligible employees.

Deductible	\$2,000/\$4,000
Coinsurance (In/Out)	In-100% Med Out-80% Med & RX
RX	As Any Other Expense
Coinsurance Max	In/Out Combined \$2,000/\$4,000
Out-of-Pocket Max	\$4,000/\$8,000
In-Network Preventive Care	100%
Employer HSA Funding	50%

Effective July 1, 2025, following exhaustion of the applicable deductible, prescription drugs shall be subject to post-deductible co-payments of \$5/\$25/\$40.

The Board will fund fifty percent (50%) of the applicable HSA deductible amount for each full-time teacher who elects coverage under the High Deductible/HSA plan (with pro-rated funding of the deductible for part-time teachers).

The Board’s contributions toward the plan deductible shall be deposited into the employees’ HSA accounts in two installments, the first in September and the second in January. The parties acknowledge that the Board’s 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 employees. The Board shall have no obligation to fund any portion of the HSA deductible for retirees or other individuals upon their separation from employment.

HRA Account: An HRA shall be made available for any employee who is precluded from participating in the HSA because the individual receives Medicare and/or veterans’ benefits and the annual maximum reimbursement by the Board of Education shall not exceed the Board’s annual deductible contribution for those in the HSA.

The Board and the teachers shall pay the following percentages of the costs for coverage in the High Deductible/HSA plan:

	2025-2026	2026-27	2027-28
Board	82%	81%	80%
Teachers	18%	19%	20%

Wellness incentive: If a teacher and the teacher’s enrolled spouse (if applicable) each complete one preventive physical examination during a fiscal year, the teacher will pay a premium contribution of one less percentage point than the negotiated rate set forth above in the following fiscal year. Eligibility for the incentive shall begin July 1, 2027, for all employees hired on or before June 30, 2027, provided they meet the requirement set forth above in the 2026-27 contract year. Employees hired on or before July 1, 2027, shall be eligible for the wellness incentive in the 2028-29 contract year provided they meet the requirement set forth above in the 2027-28 contract year.

- b. \$50,000 life insurance policy.
- c. Employees shall be eligible for dental insurance benefits provided by the Board for himself/herself, subject to any and all eligibility requirements established by the insurance carrier.

Employees shall be entitled to the Board’s Full Service Dental Plan with Rider A or equivalent if mutually agreed upon. Costs for dental coverage will be shared as follows:

	2025-2026	2026-27	2027-28
Board	81%	81%	80%
Teachers	19%	19%	20%

- d. Vision Care Endorsement
- e. The opportunity to purchase tax sheltered annuities.
- f. The Board shall maintain a Section 125 Salary Reduction Agreement designed to permit exclusion from taxable income to the extent permitted by law. So long as the Board makes a good faith effort to comply with this paragraph, neither the Association or any teacher covered by this Agreement shall make any claim or demand, nor maintain any action against the Board or any of its members or agents for taxes, penalties, interest or other cost of loss arising from a flaw or defect in the salary reduction agreement, or from a change in law which may reduce or eliminate the employee tax benefits to be derived therefrom.
- g. The parties agree to have further discussions concerning the Aflac voluntary plans.

## **Section II.**

A teacher who has retired from the Lisbon Board of Education may buy into any of the above coverage as allowed by law.

## **Section III.**

A teacher on an authorized leave of absence without pay shall be entitled to continue as an enrolled member of any insurance policy where authorized by the group contract set forth by insurance company, provided such teacher has made arrangements satisfactory to the Board for payment in full of the cost of such insurance program during his/her absence. If the insurance carrier allows payments to be made on a basis other than noted above, this will be accepted by the Board.

## **Section IV.**

The Board reserves the right to change insurance carriers provided that the insured benefits are reasonably equivalent to the benefits and services provided by the former carrier. "Reasonably equivalent" means that if the change in carrier results in a modification to the benefit plan the overall plan will provide benefits and services that are reasonably equivalent in value to the benefits provided by the overall plan by the former carrier. The terms of the new plan need not conform exactly to the former plan as long as the test of reasonably equivalent is met. Sixty (60) days prior to the implementation of a change in carrier, the Board shall submit to the Union the new coverage so that the Board and the Union can ascertain that the test of reasonably equivalent is met. If there is disagreement over whether the test of reasonably equivalent is met either of the parties may submit the matter to the single arbitrator process of the American Arbitration Association. The cost of the arbitration shall be borne equally by both parties.

## **Section V.**

Each teacher may elect not to participate in the health insurance benefits listed above. Any such election not to participate in the Board's health insurance program shall be made in writing during the first two weeks of the school year, or if hired after the beginning of the school year, within the first two weeks of employment, and, except as provided herein, shall be irrevocable for the remainder of that school year. Any election not to participate in the Board's health insurance program shall continue in effect unless revoked within the first two weeks of any school year. Any teacher who has elected not to participate in the Board's health insurance program, as provided herein, may change his/her election during the school year, subject to the enrollment requirements of the insurance carriers, only upon showing that such teacher is no longer covered by his/her spouse's health insurance program. For purposes of this Article VI "Fringe Benefits" full-time teachers are defined as those teachers who are a .75 full time equivalency (FTE) or greater. Part-time teachers are defined as those teachers working less than a .75 FTE. Part-time teachers shall be entitled to receive benefits under this Article on a pro-rata basis, provided they are at least a .5 FTE.

## **Section VI.**

The Lisbon Board of Education in each contract year will contribute three hundred dollars (\$300) to each employee covered by this Agreement to a 403B plan or will allow the employee to deposit the three hundred dollars (\$300) in a ROTH IRA Plan of their choice, provided the employee submits documentation verifying that the Board's contribution is being deposited into a qualifying plan. Employees may pay in additional amounts themselves subject to IRS rules and regulations. The Board's contribution shall be made on or about January 1<sup>st</sup> in each year.

## **Section VII.**

Should any Federal statute or regulation be mandated to take effect during the term of this Agreement, triggering the imposition of an excise tax with respect to any of the contractually agreed upon insurance plans offered herein, the parties agree to commence mid-term negotiations in accordance with the Teacher Negotiation Act. During such mid-term negotiations, the parties will reopen Article VI ("Fringe Benefits") (including the related insurance Appendices of the contract) for the purpose of addressing the impact of the excise tax. No other provision of the contract shall be reopened during such mid-term negotiations.

## **Section VIII.**

The contract years of all policies are determined by the carrier. As an example if the contract year maximums run from January 1 through December 31, the plan must adhere to this contract year. The Board will provide reasonable notice of such change to the Association.



## ARTICLE VII

### TEACHING PERIODS

#### **Section I.**

On full school days, each teacher shall be guaranteed one planning period per day equal in length to a teaching period, which will not be intruded upon by the principal except in cases of emergency. Such planning minutes shall be consecutive, with the exception of pre-kindergarten teachers and employees who work less than full-time. Part-time employees shall be granted preparation time on a pro-rated basis commensurate with their FTE status. The Board agrees to construct a schedule which provides for such a daily planning period for each teacher and distribute the same on time for implementation at the commencement of the academic year. Every effort will be made by the administration to mutually agree upon teacher coverage at PPT's 504's and other extenuating circumstances that may result in a teacher losing preparation time. In the case where the teacher and administration cannot mutually agree to coverage, and, as result the teacher loses his/her preparation time, he/she will be compensated at the hourly rate.

Teachers shall have a daily uninterrupted duty-free lunch period of no less than thirty (30) minutes and exclusive of transition time.

The Board will implement the state mandate of at least 900 instructional hours per year. Teacher work hours at school will be 8:15 a.m. until 3:10 p.m. Professional staff coverage will be provided until the last regular student bus leaves. Coverage will be arranged by a duty schedule established at the beginning of the school year. The Board will continue its efforts to use instructional assistants for recess, lunch, and bus duties.

The work year for teachers will be 185 days (181 student days). In the event the school work year for teachers is extended beyond the provisions in this paragraph, the Board agrees to meet with the bargaining unit and work out a means of compensation beyond any previously agreed upon salary schedule. Members of the bargaining unit shall be compensated at a per diem rate based on their annual salaries for every day added to the school year above 185 days.

Teachers involved in the pre-school, kindergarten orientation program, the intern orientation program during the summer months will be compensated at a per diem rate based on their annual salaries.

#### **Section II.**

The Board agrees to make every effort to provide that special education teachers who service students in the mainstream shall have no more than sixteen (16) children on their caseload.

The Superintendent or designee shall make every effort to establish caseloads based on the guidelines below:

1. Input from receiving classroom teachers;
2. Equitable distribution, which does not necessarily mean quantity of students; and
3. Total planning and programming responsibilities of the teacher.

## ARTICLE VIII

### CLASS SIZE

If at all possible, no class shall contain more than twenty-two (22) pupils for grades kindergarten through three and no more than twenty-five (25) pupils for grades four through eight. Whenever the number of students exceeds by three (3) the recommended size, the Board will meet with the Association to seek cooperative solutions to alleviate the problem, if requested by the affected teacher(s).

For pre-kindergarten, certificated personnel to pupil ratio shall comply with NAEYC accreditation standards, as may be amended from time to time.

## ARTICLE IX

### ABSENCES WITH PAY

Teachers may request up to six (6) personal days annually for matters of pressing personal concern which cannot be conducted outside working hours. All such requests shall be subject to the prior approval of the Building Principal or designee. Examples of uses of personal leave are:

1. required attendance at judicial or administrative hearing,
2. religious holidays;
3. death of a relative other than an immediate family member, specifically parents-in-law, grandparents, uncles, aunts, nieces, nephews, siblings-in-law, or other relatives who are actual members of the teacher's household; and death of a close family friend.
4. death of a member of the immediate family; (spouse, child, sibling, or parent);
5. birth or adoption of a child by the teacher or his spouse;
6. marriage of an immediate family member;
7. a family member's school event, graduation, or award ceremony.

Two (2) of these days may be used at the complete discretion of the teacher ("discretionary personal day"). In no event, however, shall a teacher use a discretionary personal day to extend or start a vacation period nor on the day before or after a holiday or during the months of May or June, unless the Superintendent grants such days when the circumstances associated with the request are unexpected and/or unavoidable. Except in cases of emergency, application for personal leave, with appropriate supporting documentation, shall be made at least three (3) days before the leave is to be taken.

If an emergency arises and a teacher must leave before noon, he or she shall be charged with one-half (1/2) of a personal day. A one-half (1/2) day shall be defined as 8:15 a.m. to 11:45 a.m. or 11:45 a.m. to 3:10 p.m. Personal leave shall be prorated for part-time teachers.

## ARTICLE X

### PROFESSIONAL DEVELOPMENT

- A. The Superintendent may approve attendance at professional conferences or institutes of an educational nature up to three days per year per teacher, without loss of pay. The cost of said workshops shall not exceed \$400.00 per teacher per year. A Workshop Bank shall be established in order that unused monies be set aside by teachers to fund the cost of approved workshops for other teachers which costs exceed \$400.00. Teachers attending workshops shall be reimbursed for mileage at the current IRS rate from available Workshop Bank funds.
- B. Teachers wishing to attend classes at the Master's level or above approved in advance by the Superintendent at an accredited institution, to enhance their professionalism beyond the MA or BA 30 shall be reimbursed for half their tuition expenses, but no more than half of the current tuition rate for courses at the University of Connecticut when a minimum grade of B, or P for passing courses which can only be taken on a pass-fail basis, is obtained. A teacher shall inform the Superintendent in writing prior to January 1<sup>st</sup> that he or she will be seeking tuition reimbursement for completed course work.
- C. The Superintendent may excuse teachers from after school activities (i.e. those occurring after 3:10 p.m.) if such activities conflict with an approved college or university class in which the teacher is enrolled.

## ARTICLE XI

### GENERAL LEAVE

Leaves, with or without salary, for medical, professional or personal reasons may be granted at the discretion of the Superintendent and/or his/her designee. Requests for such leaves shall be presented in writing to the Superintendent and shall be treated as confidential. Teachers who are granted such leaves by the Superintendent and/or his/her designee for less than one-half of a school year shall not lose any step advancement to which they otherwise would have been entitled.

## ARTICLE XII

### MILITARY LEAVE

Any teacher entering military service shall be reinstated upon return therefrom in a closely related position previously occupied by him at a salary thereafter which shall include any salary advance to which he would have been entitled had his employment by the Board not been interrupted by the period of military service.

## ARTICLE XIII

### SICK LEAVE

- A. Teachers shall be entitled to sick leave with full pay up to fifteen (15) working days in each year. Six (6) days of sick leave may be used by teachers for illnesses of the immediate family. Unused sick leave shall be accumulated from year to year so long as the employee remains continuously in the service of the Board, but such authorized accumulation of sick leave shall be no more than 190 school days. Continuous service for purposes of this article shall mean continuous teaching experience for the Lisbon Board of Education interrupted only by leaves of absence authorized by the Board.
- B. A teacher who leaves school due to illness before half (1/2) of his/her work day shall be charged one half (1/2) sick day.
- C. Physical injuries or accidents which are directly job related and result in a teacher missing school shall not be charged against accumulated sick time. The extent of said injury and the approximate number of working days a teacher will miss shall be verified by a doctor's excuse. Should Fifth Disease or conditions that are deemed unsafe for a pregnant teacher be found in the school building, the Board of Education will make every effort to transfer the teacher to a safe environment. Should a safe environment not be found, the teacher will be granted leave without loss of sick time until the condition is eliminated.
- D. Sick Leave Bank
  - (1) A "Sick Leave Bank" shall be established. The purpose of said bank shall be to aid only teacher members who suffer prolonged absence from (a) a disabling disease, (b) an accident which causes disability; and (c) disability arising from complications from pregnancy; whose sick leave accumulation has been exhausted.
  - (2) No qualified unit member shall be permitted to use more than 185 days from the Sick Leave Bank.
  - (3) A tenured teacher may donate up to three days per teacher each year.
  - (4) All days not used in a year will be retained in the "Sick Leave Bank."
  - (5) Days accumulated in bank may not exceed three hundred (300) days.
  - (6) If all the donated days are used during a given school year, the "Bank" shall be declared open and additional donations of a maximum of three (3) days by each tenured unit member may be made.
  - (7) Unit members using sick leave days from the "Bank" will not have to replace those days.
  - (8) No days may be donated to a specific individual.
  - (9) A person withdrawing from membership in the "Bank" shall not be allowed to withdraw contributed days.

- (10) The sick leave pool shall be administered by a five (5) member panel, two (2) members chosen by the Board of Education, two (2) members chosen by the Association, and these four members shall choose a school nurse as the fifth member. Each request for aid, as certified by a doctor's certificate, from the sick leave bank shall be decided by the board on the merits of the individual request. Action of the panel shall be by the majority vote. Decision rendered by the panel is final and is not subject to appeal or grievance.
- (11) The Board will annually supply the LEA with statistics regarding the status of the "Bank", i.e., number of participants, number of days, number of unit members taking from the "Bank", number of days remaining in the "Bank", etc.
- (12) The Lisbon Education Association shall hold the Lisbon Board of Education harmless against any and all claims, demands, liabilities, lawsuits, counsel fees or other costs which may arise out of or by reason of actions regarding the Sick Leave Bank.

E. Family and Medical Leave Act

The Board will provide unpaid family and medical leave, pursuant to the Family and Medical Leave Act, as amended. The Board will continue to pay the district's share of the employee's health benefits during such leave in accordance with the FMLA Act. Notwithstanding the provisions of Article XIV (Parenthood Leaves), any teacher who takes an unpaid leave of absence for a qualifying FMLA event shall substitute any accumulated sick leave and personal leave provided for in Articles IX and XIII. Any paid sick leave used for a qualifying FMLA leave will count against the twelve (12) weeks for FMLA leave to which the teacher is entitled.

ARTICLE XIV

PARENTHOOD LEAVES

Definition: For purposes of this article the term "teacher" shall refer to any employee who is a teacher employed by the Board of Education.

Teachers who become pregnant shall be placed on short-term leave status for child-bearing purposes, unless they elect a long term leave for child-rearing purposes. Any teacher who becomes pregnant shall notify the Superintendent four (4) months prior to her expected delivery date. She shall, thereafter, provide a monthly doctor's certificate indicating her continued fitness to work.

Child-bearing leave shall begin when, in the opinion of her doctor, the teacher is no longer physically able to work. The teacher may use her accumulated sick days during the child-bearing leave. Child-bearing leave shall normally end six (6) weeks after the delivery. The teacher's former position will be guaranteed to her upon returning to school. In the event of medical complications this 6 week leave may be extended with a doctor's certificate. Child-rearing leave shall begin when the child-bearing leave ends. Teachers who give birth, adopt, or foster a child prior to March 1st must return to work the following September. Teachers who give birth, adopt, or foster a child after March 1st, may at their option, take a one (1) school year extension.

Tenured teachers and non-tenured teachers will return to their former positions where possible, at the discretion of the administration.

During child-rearing leave, teachers may pay for their own insurance through the Group at no expense to the Lisbon Board of Education, except as otherwise provided by FMLA as applicable. While out on FMLA leave, teachers remain responsible for paying their insurance premium contributions.

When they return to work, they will be placed on the appropriate step of the printed salary agreement.

Credit on the salary schedule shall be granted for child-bearing or child-rearing leave that does not extend more than 90 school days during a given school year.

If a teacher elects a long-term leave for child-rearing purposes, said teacher shall notify the Superintendent within fifteen (15) working days after the birth, adoption, or fostering of the child. Failure on the part of the teacher to apply for reinstatement, by March 1, in the year of the extended leave, shall be considered a resignation and will be treated as such.

Notwithstanding any provision in this Agreement, the Board will comply with the provisions of the Family and Medical Leave Act.

## ARTICLE XV

### EVALUATION SAFEGUARD PROVISIONS

- A. No 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 a teacher believes that material to be placed in her/his file is inappropriate or in error, he/she may receive adjustment through the grievance procedure, whereupon the material shall be corrected or expunged from the file, if that is the recommendation of the grievance committee or arbitration. If the teacher is asked to sign material placed in his file, such signature shall be understood to indicate her/his awareness of the material, but in no instance shall said signature be interpreted to mean agreement with the content of the material.
- B. Any complaint made against a teacher by any parent, student, or other person shall promptly be called to the attention of the teacher. In no case shall any anonymous and/or unsubstantiated complaint be placed in any teacher's file. The procedures of Section E of this article shall apply to these records as well as all others that are placed in the file.
- C. No teacher shall be disciplined, reprimanded, reduced in rank or compensation, denied an increment, suspended or dismissed without reasonable and just cause, or without due process. If a teacher is to be formally disciplined, reprimanded, or otherwise deprived of any professional advantage by the Board or its agents, he/she shall receive at least 24 hours advance notice, except in cases of emergency or exigent circumstances, and shall be entitled to receive a statement of reasons in writing and to have a representative of the Association present. Nothing in this Article shall prevent the Board from investigating any matter in accordance with state and federal law.

## ARTICLE XVI

### GENERAL PROVISIONS

- A. There shall be no reprisals of any kind taken against any teacher by reason of his membership in a professional organization or participation in its activities.
- B. All provisions of this agreement shall apply equally to all teachers without discrimination in regard to age, race, creed, disability, color, religion, nationality, sex, marital status, gender identity or expression, ancestry, present or past history of mental disability, intellectual disability, and learning disability or physical disability, including, but not limited to blindness, that are unrelated to job performance.
- C. The Board shall, at its expense, provide each teacher with a complete text of this agreement or any successor agreement.
- D. A complete and updated copy of Board Policies shall be made available on the Lisbon Public Schools' website.

## ARTICLE XVII

### TEACHER FACILITIES

The Board of Education and the Association agree that the school shall have the following facilities:

- A. Lockable space in each classroom in which teachers may safely store instructional materials and supplies, as well as personal belongings.
- B. A teacher work area containing adequate equipment and supplies to aid in the preparation of instructional materials.
- C. An appropriately furnished room or rooms which will include one private telephone line with an extension each of the two teachers' lounges.
- D. Well-lighted and clean teacher rest rooms, with separate facilities for men and women.
- E. Copiers and computers shall be made available for the use of teachers in preparing instructional materials.
- F. A serviceable desk and chair for the teacher in each classroom.
- G. Teachers shall not be required to work in unsafe or hazardous conditions or to perform tasks which endanger their health, safety, or well-being.
- H. Individual mailboxes for each teacher.
- I. All teachers shall have a key to his/her classroom and a fob for building access, as well as other designated rooms, and shall not be required to turn in same except when they terminate or go on extended leave. Teachers may request permission from the building administrator to keep classroom keys/fobs during the summer months for the purpose of school business. Keys/fobs may not be reproduced or lent to any third party.

- J. Teachers will receive room assignments prior to summer vacation. In the event a room assignment must be changed during the summer months, the building administrator shall make every attempt to notify the teachers involved in the changes as soon as possible.

## ARTICLE XVIII

### CERTIFICATION INFORMATION

Upon reasonable advance notice, the Board shall permit teachers access to information in its possession regarding the teacher's certification status and date of certification expiration.

The Board shall make reasonable efforts to provide teachers with such information as the Board may receive from the State regarding the teacher's certification. The Board and the Association agree, however, that the responsibility for ensuring that certification requirements are met is the teacher's.

## ARTICLE XIX

### CURRICULUM REVISION

Curriculum revision shall be thoroughly researched by a joint committee of the Association and the Board. The teacher shall play an active role in the preparation, implementation, and evaluation of curriculum.

- A. The procedures for developing new curricula shall include the following:
  - 1. The appointment from qualified teachers who volunteer to a new curricula planning committee.
  - 2. At least one administrator will be appointed from the administrative staff to advise and/or supervise.
- B. If approved by the Board, the Superintendent will nominate from among the planning committee members, a curriculum writing team, to write and publish the curriculum.
- C. Materials needed to implement the new curriculum should be made available.



## ARTICLE XX

### GRIEVANCE PROCEDURES

#### GRIEVANCE PROCEDURES

##### Grievance

A grievance shall mean a complaint by a teacher that his/her rights under the specific language of this Agreement have been violated or that as to him/her there has been a misapplication or misinterpretation of one or more specific provisions of this Agreement. Grievances will identify the Agreement provision/s alleged to have been misapplied or misinterpreted and the specific redress sought for such alleged misapplication or misinterpretation.

##### Time Limits

- a. Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each step shall be considered as maximum. The time limits specified may, however, be extended by written agreement of the Superintendent and the President of the Association.
- b. If a teacher does not file a grievance in writing within twenty (20) days after he/she knew, or should have known of the act or conditions on which the grievance is based, then the grievance shall be considered to have been waived.
- c. Failure by the aggrieved teacher at any level to appeal a grievance to the next level within the specified time limits shall be deemed to be acceptable of the decision at that level.
- d. "Days" shall be defined as days when school is in session, except after May 1<sup>st</sup> when days shall mean calendar days, so that the matter may be resolved before the end of the school year or as soon as possible thereafter.

##### Informal Procedure

- a. If a teacher feels that he/she may have a grievance he may first discuss the matter with his/her principal/superintendent or any other appropriate administrator in an effort to resolve the problem informally.
- b. In the event he/she is not satisfied with the disposition of the matter he/she shall have the right to have the Association assist him/her in further efforts to resolve the problem informally with the principal/superintendent or other appropriate administrator.

## Formal Procedure

### Level One - Principal

- a. If the aggrieved teacher is not satisfied with the disposition of his grievance at the Informal Level, then he/she must then file his/her written grievance with the Association (Executive Committee) for referral to the principal/superintendent of schools.
- b. The Association (Executive Committee) shall within five days after receipt, refer the grievance to the principal, but prior to so doing the Association shall provide an opportunity for the aggrieved teacher to meet with the appropriate Association committee to review the grievance.
- c. The principal shall, within ten days after receipt of the referral, meet with the aggrieved teacher and with representatives of the Association for the purpose of resolving the grievance. A full and accurate report of such hearing shall be kept by the principal and made available to any party in interest upon written request.
- d. The principal shall, within three days after the hearing, render his/her decision and the reasons therefor in writing to the aggrieved teacher with a copy to the Association. The parties agree that not all complaints can be appropriately addressed by the building principal and may mutually agree to waive the Level One process and immediately advance the grievance to Level Two-superintendent.

### Level Two - Superintendent

- a. If the aggrieved teacher is not satisfied with the disposition of his/her grievance at the Informal Level, then he/she must then file his/her written grievance with the Association (Executive Committee) for referral to the superintendent of schools.
- b. The Association (Executive Committee) shall, within five days after receipt, refer the grievance to the superintendent, but prior to so doing the Association shall provide an opportunity for the aggrieved teacher to meet with the appropriate Association committee to review the grievance.
- c. The superintendent shall, within ten days after receipt of the referral, meet with the aggrieved teacher and with representatives of the Association for the purpose of resolving the grievance. A full and accurate record of such hearing shall be kept by the superintendent and made available to any party in interest upon written request.
- d. The superintendent shall, within three days after the hearing, render his/her decision and the reasons therefor in writing to the aggrieved teacher with a copy to the Association.

### Level Three - Board of Education

- a. If the aggrieved teacher is not satisfied with the disposition of his/her grievance at Level Two, he/she may, within three days after the decision or within six days after the hearing, file the grievance again with the Association for appeal to the Board of Education.
- b. The Association (Executive Committee) shall, within three days after receipt of appeal, refer the appeal to the Board of Education.
- c. The Board of Education shall, within ten days after receipt of the appeal, meet with the aggrieved teacher and with representatives of the Association for the purpose of resolving the grievance. A full and accurate record of such hearing shall be kept by the superintendent and made available to any party in interest upon written request.
- d. The Board shall, within three days after such meeting, render its decision and the reasons therefor in writing to the aggrieved teacher with a copy to the Association. requisite.
- e. The Association and the Board can mutually waive the Level Two Grievance process and proceed to Level Four.

### Level Four - Arbitration

- a. If the aggrieved teacher is not satisfied with the disposition of his grievance at Level Three, he/she may, within three days after the decision or within six days after the three days after the decision or within six days after the Board meeting, request in writing to the president of the Association that his grievance be submitted to arbitration.
- b. The Association (Executive Committee) may, within five days after receipt of such request, submit, the grievance to arbitration by so notifying the Board in writing.
- c. The chairman of the Board and the president of the Association shall, within five days after such written notice, jointly select a single arbitrator who is an experienced and impartial person of recognized competence. If the parties are unable to agree upon an arbitrator within five days, the American Arbitration Association shall immediately be called upon to select the single arbitrator.
- d. The arbitrator selected shall confer promptly with the representatives of the Board and the Association and shall review the record or prior hearings and shall hold such further hearings with the aggrieved teacher and other parties in interest as he shall deem requisite.
- e. The decision of the arbitrator shall be final and binding upon all parties in interest. The arbitrator shall be without power or authority to make any decision which requires the commission of an act prohibited by law or which is violative of the terms of this Agreement.
- f. The costs for the services of the arbitrator shall be borne equally by the Board and the Association.

### Rights of Teachers to Representation

- a. No reprisals of any kind shall be taken by either party or by any member of the administration against any participant in the grievance procedure by reason of such participation.
- b. Any party in interest may be represented at any Level of the formal grievance procedure by an Association representative and may not be represented by a representative or by any officer of any teacher organization other than the Association. When a teacher is not represented by the Association, the Association shall have the right to be present and to state its views at all stages of the procedures.
- c. The Association may if it so desires call upon the professional services of the Connecticut Education Association for consultation and assistance at any stages of the procedure.

### Miscellaneous

- a. All documents, communications and records dealing with the processing of a grievance shall be filed separately from the personnel files of the participants.
- b. Forms for filing and processing grievances and other necessary documents shall be prepared by the superintendent with the approval of the Association so as to facilitate operation of the grievance.

## ARTICLE XXI

### ACADEMIC FREEDOM

The private and personal life of a teacher is not within the appropriate concern or attention of the Board except as it may interfere with the teacher's responsibilities to and relationships with students and/or the school system.

Teachers will be entitled to full rights of citizenship and no religious or political activities of any teacher (provided such activities do not take place during his working hours) or lack thereof will be grounds for any discipline or discrimination with respect to the professional employment of such teacher.

## ARTICLE XXII

### STATE AND FEDERAL FUNDS

An opportunity shall be provided for one or more representatives of the Association to participate in the initial planning of any school committees engaged in formulating programs or projects for the utilization of state and/or federal funds.

The Board and the Association agree that prior to any Board action relative to the new use of state and/or federal funds, an opportunity shall be provided for Association representatives to meet with the superintendent to review proposals and priorities.

## ARTICLE XXIII

### CONSULTATION

The Board agrees to authorize its supervising agent to meet with representatives of the Association on a regular basis to discuss matters of mutual concern. Except in emergency circumstances, the Association President or his/her designee will serve on all prospective search and interview committees for new teacher hires at the initial stage only.

## ARTICLE XXIV

### 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 XXV

### PLACEMENT ON THE SALARY SCHEDULE

All teachers shall be placed on the appropriate step in the salary schedule taking into consideration the following:

- a. Degree status.
- b. In the Superintendent's sole discretion, as approved by the Lisbon Board of Education, credit for previous teaching experience in public, private and military dependency schools; not more than actual teaching years of experience.

- c. Benefits for 15 semester hours above Bachelors and MA: Faculty members shall inform the superintendent in writing prior to January 1st that he or she intends to qualify for a change of degree status for the next school year commencing in September. When scholastic work is completed, the teacher must provide the superintendent with necessary proof of same. Benefits will then be realized for the entire amount or that amount prorated depending on when the program was completed. If this information is not made available before budget is finalized, the increment will of necessity, have to wait for the next budget.
- d. In the event that a substitute teacher remains in the same position consecutively for forty (40) working days, he or she shall then, commencing on the forty-first (41) day, be compensated at the rate of a Step 1, BA Level, teacher or higher depending on their degree status and years of experience, in accordance with the collective bargaining agreement.

Effective July 1, 2025, all teachers shall be paid via direct deposit.

## ARTICLE XXVI

### DUES DEDUCTION

1. Membership in the Association shall be a matter of personal choice for each member of the bargaining unit. Upon the submission of a voluntary written authorization signed by a teacher, the Lisbon Board of Education agrees to deduct from the teacher an amount equal to the Association membership dues by means of payroll deductions. The parties agree this is prospective only.
2. The Association shall inform the Board of the dollar amount of membership dues by January 1 of each calendar year. The Board agrees to deduct the amount of said dues from teachers' paychecks.
3. The Association agrees to indemnify and hold harmless the Board, its officers and agents against any and all claims, demands, suits or other forms of liability, including attorneys' fees and the costs of administrative hearings, that may arise out of, or be related to, action taken by the Board for the purposes of complying with the provisions of this article.

## ARTICLE XXVII

### JURY DUTY

Any teacher who is called to jury duty shall receive the necessary leave to fulfill the legal obligation. This leave shall not be deducted from sick leave or personal days. The staff member shall receive a rate of pay equal to the difference between the professional salary and jury fee.

## ARTICLE XXVIII

### ASSOCIATION BUSINESS LEAVE

The president or his or her designee of the Association shall be allowed three days per year for the purpose of conducting Association business. The substitute's salary will be borne by the Association.

Written application for such leave shall be submitted to the Superintendent of schools not less than one (1) full school day in advance of the day for which the leave is requested.

## ARTICLE XXIX

### COMPENSATIONS

Teachers asked to perform the following activities shall be compensated as follows:

- A. Teachers performing homebound instruction will be paid at the rate of \$45.00 per instructional hour. There will be no reimbursement for travel.
- B. Teachers involved in committee work, curriculum development, writing, planning, research, and implementation will be paid at the rate of \$45.00.
- C. Teachers involved in writing grants will be paid at the rate of \$40.00.
- D. The Administration will post any extra compensatory positions and interview presently employed certified staff members before interviewing outside applicants.
- E. Administrative directive meetings resulting in the loss of preparation time (ex. PPT's) will be compensated at an hourly rate of \$45.00.

## ARTICLE XXX

### FACULTY MEETINGS

- A. Notice of school faculty meetings (two per month for administrative purposes) shall be given three (3) school days in advance of such meetings, provided that the Superintendent or his/her designee shall have the right to call emergency meetings at any time.

## ARTICLE XXXI

### BOARD RIGHTS AND RESPONSIBILITIES

All rights granted to the Board of law, including but not limited to Sections 10-220, 10-221 and 10-222 of the Connecticut General Statutes, shall continue to remain vested in the Board, whether or not exercised, unless specifically limited by the express provisions of this Agreement.

## ARTICLE XXXII

### TRANSFERS OF TEACHING STAFF

It is understood that at times changes in philosophy or student population will require transfers among staff in academic areas as well as across grade levels. Consequently, when philosophic or population considerations require such transfers among staff such transfers shall be made at the sole discretion of the superintendent. The Superintendent may solicit input from the Lisbon Education Association when making such decisions.

An involuntary transfer shall only be made after a meeting between the teacher and the superintendent. The superintendent shall notify the teacher of the reason(s) in writing for transfer.

Any teacher transferred involuntarily shall be given priority consideration for a vacant position for which he or she has applied provided he or she is certified and qualified.

## ARTICLE XXXIII

### REDUCTION IN FORCE

The Board of Education may find it necessary from time to time to reduce the number of certified personnel which it employees, due to reduced enrollment within the district, lack of funds, elimination or reduction of a special program, or other reasons.

The superintendent, in communication with the designated teachers' union representatives, is directed to develop a just and reasonable plan for selecting staff members to be released, with consideration of seniority, needs of the schools and quality and effectiveness of the individuals.

Prior to commencing action to terminate teacher contracts upon the need to reduce staff, the Board of Education will abide by procedures currently existing in employee organization agreements, or otherwise will give due consideration to its ability to reduce staff by:

1. Voluntary retirements.
2. Voluntary resignation.
3. Transfer of existing staff members.
4. Voluntary leaves of absence.



If a teacher has attained tenure status, the contract of employment may be terminated if the position is eliminated, but only if there is no other position for which that teacher is certified and qualified available in the school system. "Position available" shall include any position for which said teacher is qualified and currently held by a teacher who is not tenured in the school district. This shall include first preference for positions which are held by non-tenured teachers in addition to positions that are open and available. Determination of those to be released shall be in the following order:

1. Teachers holding Durational Shortage Area Permits provided that there is an eligible teacher with proper certification available.
2. Non-tenured teachers holding initial educator certification.
3. Non-tenured teachers holding professional certificates.
4. Tenured teachers holding professional educator certificates.

Seniority shall be determined by continuous length of service in the system, including authorized paid or unpaid leaves, to be established by the date and time the initial contract of employment was signed by the certified staff member. All initial contracts of employment will be time stamped by the Administration.

The following criteria, after seniority in the school district, will be used to select those employees who are to be considered for termination within the broad tenure and certification categories established above:

1. Areas of certification.
2. Teaching experience in other positions which may be available.
3. Degree status.
4. Total years of teaching experience.
5. Qualification and ability as determined by an objective evaluation of the teacher's performance.

When the Board of Education considers termination of the contract of a teacher it shall authorize the superintendent to notify the teacher in writing that termination of his/her contract is under consideration. The notification and any subsequent proceedings related to termination will be in accordance with the provisions of C.G.S. 10-151.

Nothing herein shall compel the promotion of a teacher to a higher rank even though the teacher is qualified for such promotion and the position is open.

#### Recall Procedure/Reemployment

If the contract of employment of a teacher is terminated without prejudice because of elimination of a position, the name of that teacher shall be placed on a reappointment list and remain on such list for a period of two years. If a position becomes open during such period and the teacher has been selected by the Board of Education as a person who is certified and qualified for that position, then the teacher will be notified by certified mail sent to the last known address at least thirty days prior to the anticipated date of reemployment whenever

possible. The teacher must accept or reject the appointment in writing within seven days after receipt of such notification. If the appointment is accepted the teacher shall receive a written contract within twenty 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 seven days after receipt of the notification the name of the teacher will be removed from the recall list. If the appointment, as mentioned above, is less than equal in time to the teacher's original employment at the time of layoff, the teacher may reject such appointment and such teacher's name would remain on the recall list.

Nothing herein shall compel the promotion of a teacher to a higher rank or the transfer into a position of greater hours even though the teacher is qualified for such promotion and the position is open or available.

#### ARTICLE XXXIV

#### TEACHING ASSIGNMENTS

The Administration shall make every effort to notify teachers of their teaching assignments and room assignments for the following school year on or before June 1<sup>st</sup> of each year or as close to that date as practicable.

Should the necessity arise for subsequent changes due to emergency nature, the teacher involved will receive immediate notification.

A list of teachers who would like to be considered when specific positions for which they are certified become available will be maintained by the Central Office for one year. Teachers shall submit their names to such list by January 1<sup>st</sup> of each year.

Teachers will be notified of new positions created during the summer months by email from the central office provided they had notified the central office in writing by the close of school that they would be interested in any open position created during the summer months.

At any time, certified positions, including ones that pay a salary differential and/or involve an additional or higher level of responsibility, which become vacant or are anticipated to become vacant due to death, retirement, discharge, resignation, internal movement or by the creation of a new position shall be filled pursuant to the following procedures:

1. All vacancies shall be posted on the school website and an email will be sent to certified staff to alert them of the vacancy.
2. Said notice of a position shall clearly set forth the qualifications and the necessary certification for the position.
3. The President of the Association shall receive a copy of the notice of the vacant position at the time notices are sent for posting.

4. Teachers who desire to apply for such a position vacancy shall file their application with the Administration within the time limit specified in the notice.
5. Internal qualified employees, as determined by the Administration, will be given preference over equally qualified outside candidates in the filling of vacancies.

#### ARTICLE XXXV

##### WITHHOLDING OF INCREMENT OR SALARY INCREASE

If a teacher receives an unsatisfactory performance evaluation, for the subsequent school year the Board of Education may (1) withhold a step increment on the salary schedule or (2) withhold the scheduled annual salary increase for teachers not receiving a step increment under the following conditions:

1. If such action is being considered, the Superintendent must provide written reasons for such possible Board action to the teacher prior to April 1<sup>st</sup>.
2. Upon such written teacher notification, a program to address and improve teacher performance concerns identified through the evaluation process shall be implemented by the superintendent of schools, or designee, for a period not less than sixty (60) days.
3. Upon completion of this sixty (60) day period, a final recommendation shall be made by the superintendent to the Board of Education on whether or not to withhold an increment or salary increase.
4. Upon completion of a year of satisfactory teaching performance, as determined by the superintendent, the teacher will be returned to his/her appropriate salary placement/amount on the salary schedule.

No teacher shall be denied an increment or salary increase without reasonable and just cause.

#### ARTICLE XXXVI

##### LONGEVITY

To qualify for longevity, a teacher must complete fifteen years of teaching service in Lisbon. Upon the completion of fifteen, sixteen, seventeen, eighteen and nineteen years of teaching service in Lisbon, a teacher shall be entitled to a longevity increment of \$1,500.00.

Upon the completion of twenty, twenty-one, twenty-two and twenty-three years of teaching service in Lisbon, a teacher shall be entitled to a longevity increment of \$1,600.00.

Upon the completion of twenty-four years of teaching service, and each service year thereafter, a teacher shall be entitled to a longevity increment of \$1,700.00.

ARTICLE XXXVII

INCLEMENT WEATHER/SPRING RECESS

In the event that the number of school days canceled due to weather conditions exceeds 5 by March 15th in a school year, further canceled days will be deducted from the Spring Recess. Days canceled after March 15th in excess of 5 shall be added on to the school year in June. Teachers who have scheduled vacation plans for Spring Recess shall be allowed to take such time provided:

1. Verification of travel plans are submitted to the Superintendent prior to February 1st.
2. Days missed will be deducted from personal days or accumulated sick leave if personal days have been exhausted (maximum 2 days).
3. Teacher can take remaining days at a per diem deduction.

SIGNATURE PAGE



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Lisbon Board of Education

9 DEC 24

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Date



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Lisbon Education Association

12-10-24

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Date

**LISBON SALARY SCHEDULE  
2025-2026**

STEP	BA	MA	MA +15	6 <sup>th</sup> YEAR
1				
2	58,845	61,257	62,599	63,896
3	60,977	63,479	64,866	66,216
4	63,190	65,782	67,221	68,617
5	65,482	68,167	69,657	71,103
6	67,857	70,639	72,184	73,683
7	70,318	73,202	74,801	76,356
8	72,868	75,856	77,516	79,126
9	75,512	78,606	80,327	81,997
10	78,249	81,458	83,240	84,970
11		84,412	86,260	88,053
12		87,477	89,389	91,246
13		90,647	92,632	94,556
14		95,696	97,792	99,823

Teachers not on the top steps shall advance one step at the beginning of the school year.

**LISBON SALARY SCHEDULE  
2026-2027**

STEP	BA	MA	MA +15	6 <sup>th</sup> YEAR
1				
2	60,316	62,788	64,164	65,493
3	62,501	65,066	66,488	67,871
4	64,770	67,427	68,902	70,332
5	67,119	69,871	71,398	72,881
6	69,553	72,405	73,989	75,525
7	72,076	75,032	76,671	78,265
8	74,690	77,752	79,454	81,104
9	77,400	80,571	82,335	84,047
10	80,205	83,494	85,321	87,094
11		86,522	88,417	90,254
12		89,664	91,624	93,527
13		92,913	94,948	96,920
14		98,806	100,970	103,067

Teachers not on the top steps shall advance one step at the beginning of the school year.

**LISBON SALARY SCHEDULE  
2027-2028**

STEP	BA	MA	MA +15	6 <sup>th</sup> YEAR
1				
2	61,824	64,358	65,768	67,130
3	64,064	66,693	68,150	69,568
4	66,389	69,113	70,625	72,090
5	68,797	71,618	73,183	74,703
6	71,292	74,215	75,839	77,413
7	73,878	76,908	78,588	80,222
8	76,557	79,696	81,440	83,132
9	79,335	82,585	84,393	86,148
10	82,210	85,581	87,454	89,271
11		88,685	90,627	92,510
12		91,906	93,915	95,865
13		95,236	97,322	99,343
14		102,017	104,252	106,417

Teachers not on the top steps shall advance one step at the beginning of the school year.