

**AGREEMENT
BETWEEN
THE WINDSOR LOCKS BOARD OF EDUCATION
AND
WINDSOR LOCKS ADMINISTRATORS'
ASSOCIATION**

July 1, 2026 – June 30, 2029

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AGREEMENT

This Agreement is made by and between the BOARD OF EDUCATION OF THE TOWN OF WINDSOR LOCKS (hereinafter "the Board") and the WINDSOR LOCKS ADMINISTRATORS' ASSOCIATION (hereinafter "the Association") to cover the school year commencing July 1, 2026 and terminating June 30, 2029.

ARTICLE 1 RECOGNITION

The Windsor Locks Board of Education hereby recognizes the Windsor Locks Administrators' Association as the exclusive representative for administrators below the rank of assistant superintendent, as defined in Sections 10-153b through 10-153f of the Connecticut General Statutes ("C.G.S.") as amended, for the entire administrative bargaining unit as defined in the aforementioned statute.

ARTICLE 2 WORK YEAR

The work year for all administrators shall be two hundred sixty (260) days.

ARTICLE 3 VACATIONS

- A. All twelve-month administrators shall be entitled to twenty-eight (28) vacation days each year, to be accrued at the rate of 2-1/3 days per month. Vacation accrual will have application only for partial-year employees.
- B. Up to twenty (20) vacation days may be taken during the summer recess. Additional vacation days may be taken during the summer recess only with the prior approval of the Superintendent
 - 1. Scheduling Vacations
 - a. Administrators may not take vacation time during scheduled school days without the permission of the Superintendent.
 - b. Administrators may take vacation time which coincides with school vacations during the school year only with the Superintendent's approval at least two (2) weeks prior to the anticipated vacation, except in cases of emergency, not to be unreasonably withheld.
 - c. Vacation time to be taken during the summer recess must be scheduled in advance with the Superintendent. Summer recess schedules must be submitted to the Superintendent by June 1st. If adjustments need to be made after the June 1st deadline an email request must be made to the Superintendent for approval.

- d. An Administrator may carry over one-half of his/her annual vacation days to the next contract year. At no time may an administrator's accumulated vacation exceed that number of days which is equal to one and one-half times his/her annual vacation entitlement; provided, however, the Superintendent may grant additional carryover in his/her sole discretion in extenuating circumstances.

ARTICLE 4

HOLIDAYS

- A. No administrator shall be required to work on the legal holidays listed below:

Independence Day*	Labor Day
Columbus Day	Veterans' Day
Thanksgiving	Day after Thanksgiving
Christmas*	New Year's Day*
Martin Luther King Day	Presidents' Day
Good Friday	Memorial Day
Juneteenth**	

* Two days off shall be granted on these holidays.

** Recognized only if June 19th falls on a regular weekday. If it falls on a Saturday or a Sunday it will not be recognized as a holiday.

- B. When a listed holiday falls on a day when school is in session or on a Saturday or Sunday, the day to be taken as the holiday will be determined by the Superintendent.

ARTICLE 5

SICK DAYS

- A. Association members shall be entitled to twenty (20) sick leave days with full pay each year. Unused sick days shall be accumulated from year to year to a maximum accumulation of two hundred fifteen (215) days. Eleven month administrators shall be entitled to eighteen (18) sick leave days with full pay each year, cumulative to a maximum of one hundred ninety-seven (197) days.

- B. The Board of Education, upon the recommendation of the Superintendent of Schools, may grant an extension of sick leave at full or partial pay. Administrators shall be required to produce a note from a medical provider (Physician, PA, Nurse Practitioner) if they are out for three (3) or more consecutive work days.

- C. Each administrator shall be entitled to five (5) days each year for illness in the immediate family chargeable to sick leave.

- D. Administrators upon separation, retirement or death, who have served a minimum of fifteen (15) years as an administrator, will receive sick day benefits equal to twenty-five percent (25%) of total accumulated sick leave at the average per-diem rate of pay.

ARTICLE 6
INSURANCE BENEFITS

A. The Board shall provide the following insurance benefits or the equivalent of each for all members, subject to the rules of the carrier:

1. The Connecticut State Partnership Plan 2.0 ("SPP") shall be the only health insurance plan provided by the Board.

The health plan benefits shall be as set forth in the SPP effective on July 1, 2025, including any subsequent amendments or modifications made to the SPP by the State and its employee representatives. The administration of the SPP, including open enrollment, beneficiary eligibility and changes, and other administration provisions shall be as established by the SPP.

The SPP contains a Health Enhancement Plan (hereinafter referred to as "HEP") component and employees and their dependents participating in the SPP are subject to the terms and provisions of the HEP. All requirements are at the sole discretion of the State to determine and may change from time to time. In the event that individual employees are non-participant or non-compliant with the HEP requirements, the following shall apply:

- a. A one hundred-dollar (\$100) per month premium cost increase and the three hundred fifty dollar (\$350) per participant to a maximum of one thousand four hundred-dollar (\$1,400) family annual deductible sums shall be paid one hundred percent (100%) in their entirety by the non-participating or non-complaint teacher.
 - b. No portion or percentage shall be paid by the Board and the one hundred dollar per month premium cost increase shall be implemented through payroll deduction and the three hundred fifty dollars (\$350)/one thousand four hundred (\$1,400) annual deductible shall be implemented through claims administration.
2. The Board also shall provide Individual Blue Cross Full Service Dental Coverage with Dental Rider A (caps and crowns). In addition, the Board will provide Rider B (prosthodontics) and Rider C (periodontics). Employees choosing dental coverage must participate in all riders. Legal dependents are eligible to remain on the dental plan to age 26.
 3. The monthly health insurance premiums for the SPP and Dental plans shall be shared between the Board and the covered employee as follows:

	<u>Board</u>	<u>Employee</u>
2026-2027	78.5%	21.5%
2027-2028	78.0%	22.0%
2028-2029	77.7%	22.5%

4. In the event any of the following occur, the Board or the Association may reopen negotiations in accordance with Conn. Gen. Stat. § 10-153f(e) as to the sole issue of health insurance, including plan design and plan funding, premium cost share and/or introduction of replacement medical insurance in whole or in part.
- a. If the SPP in its current form is no longer available, or if the benefit plan design of the SPP is modified as a result of a change in the State's collective bargaining agreement with SEBAC, if such modifications would substantially increase the cost of the medical insurance plan offered herein. Reopener negotiations shall be limited to health insurance plan design and funding, premium cost share and/or introduction of an additional optional health insurance plan; and/or
 - b. If Conn. Gen. Stat. Section 3-123rrr et seq. is amended, or if there are any changes to the administration of the SPP, or if additional fees and/or charges for the SPP are imposed so as to affect the Board, any of which amendments, changes, fees or charges (individually or collectively) would substantially increase the cost of the medical insurance plan offered herein. Reopener negotiations shall be limited to health insurance plan design and funding, premium cost share and/or introduction of an additional optional health insurance plan; and/or
5. If negotiations are triggered under Section 4 above as well as negotiations for a successor to this collective bargaining agreement, the parties shall consider the High Deductible Health Plan with Health Savings Account set forth in Article 6 of the 2023-26 Collective Bargaining Agreement including plan design, coverage and benefits, managed care elements, and deductible funding to be the baseline for such negotiations and the parties shall consider the following additional factors:
- Trends in health insurance plan design outside of the SPP; and
 - The costs of different plan designs.
- Should such negotiations be submitted to arbitration for resolution, the arbitration panel shall consider the foregoing in applying the statutory criteria in making its ruling.
6. During the term of this Agreement (2026-2029), the parties may mutually agree to modify the insurance coverage. If an agreement is reached, the contract may be re-opened solely for the purposes of incorporating the health insurance modifications. This provision shall not be construed to provide either party with the right to invoke the impasse resolution procedures set forth in the Teacher Negotiations Act, as to any discussion regarding modifying the insurance provisions.

B. The Board shall provide group term life insurance in the amount of \$275,000 for each administrator.

C. Eligibility and implementation of all insurances are subject to the conditions or terms of the insurance carriers.

D. Written notice of the administrator's election to participate in any insurance plan shall occur in accordance with the Board's annual open enrollment period or a qualifying event which is covered under 29 US Code 1163 Qualifying event. The filing of an election to participate in the Board's health and/or dental insurance plan shall constitute authorization by the administrator to withhold the appropriate premium share from the administrator's salary as a condition of continued participation in the insurance plan offered by the Board.

E. Premiums of retirees participating in group health insurance plans pursuant to C.G.S. §10-183t(b) shall be paid in advance on a quarterly, semi-annual, or annual basis in a timely manner.

F. The Board reserves the right to change insurance carriers at any time, with at least thirty days' prior notice to the Association. No such change shall result in any lapse or reduction in benefits, or in any added burden to the administrators in the filing or processing of claims. If the Board and the Association are unable to agree upon a change in insurance carriers, the matter, at the request of either party, shall be submitted to the one man final and binding arbitration under the expedited rules of the American Arbitration Association.

G. The Board shall make available, on an optional basis, a Section 125 Flexible Spending Account for Accident, Health Insurance, (IRC Sections 105 and 106) and Dependent Care Assistance (IRC Section 129). (Those employees who utilize this option will assume the actual administrative costs for the Section 125 Flexible Spending Account).

H. The Board shall make available, on an optional basis, a personal disability policy by way of payroll withholding.

ARTICLE 7

GRIEVANCE PROCEDURE

A. Purpose

1. The purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to problems which may arise affecting the welfare and working conditions of administrators. Both parties agree that the proceedings shall be kept as confidential as is appropriate.

B. Definitions

1. "Grievance" shall mean a claim by an administrator or a group of administrators that there has been a violation, misinterpretation or misapplication of:
 - (a) a specific term or terms of this Agreement or
 - (b) specific policies of the Board of Education.
2. "Administrator" shall mean any certified professional employee within the administrative bargaining unit and may include a group of administrators similarly affected by the grievance.
3. "Party in interest" shall mean the person or persons making the claim, including their designated representatives as provided herein and any person or persons who might be required to take action or against whom action might be taken in order to resolve the problem.
4. "Days" shall mean work days.
5. "Grievant" shall mean a member of the administrators' bargaining unit, a group of administrators similarly affected, or the Association, which has filed a claim pursuant to this Article.

C. Time Limits

1. The number of days indicated at each step shall be considered a maximum. The time limits specified may, however, be extended by written agreement of the two parties.

D. Informal Procedures

1. If an administrator feels that he/she may have a grievance, he/she will normally first discuss the matter with his/her immediate supervisor in an effort to resolve the problem informally.
2. If the administrator is not satisfied with such disposition of the matter, he/she shall have the right to have the Association assist him/her in additional efforts to resolve the problem informally with the Superintendent.

E. Formal Procedures

Level One

1. If the administrator is not satisfied with the outcome of the informal procedures, he/she may present his/her claim as a written grievance to the Superintendent within thirty (30) days after he/she first knew or should

have known of the act or condition upon which the grievance is based, together with a statement of the specific contract section and/or written policy or practice that is alleged to have been violated.

2. The Superintendent shall, within ten (10) days after the receipt of the grievance, meet with the grievant and with representatives of the Association at a hearing for the purpose of resolving the grievance. The Superintendent shall, within five (5) days after such hearing, render his/her decision and the reasons therefor in writing to the aggrieved administrator, with a copy to the Association.

Level Two

1. If the grievant is not satisfied with the disposition of his/her grievance at Level One, he/she may, within five (5) days after the decision, or within six (6) days after the hearing, file the grievance with the Association for the appeal to the Board of Education.
2. The Association shall, within three (3) days after receipt, refer the appeal to the Board of Education.
3. The Board of Education or a subcommittee of the Board shall, (i) within fifteen (15) days after receipt of the appeal or (ii) the date of the next regular meeting with the Board, whichever is later, meet with the grievant and with representatives of the Association for the purpose of resolving the grievance.
4. The Board shall, within five (5) days after such meeting, render its decision and the reasons therefor in writing to the grievant, with a copy to the Association. The Board's decision as to grievances defined in paragraph B(1)(b) shall be final.

Level Three

1. If the grievant is not satisfied with the disposition of his/her grievance as defined in paragraph B(1)(a) at Level Two, he/she may, within five (5) days, request in writing to the President of the Association that his/her grievance be submitted to arbitration.
2. The Association may, within five (5) days after receipt of such request, submit a grievance as defined in paragraph B(1)(a) to arbitration by so notifying the Board in writing.
3. The Chairman of the Board and the President of the Association shall, within five (5) 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 the arbitrator within five (5) days, the American Arbitration Association shall immediately be called upon to select the single arbitrator.

4. The arbitrator selected shall review the record and shall hold such further hearings with the grievant and other parties in interest as he/she shall deem requisite. The arbitrator shall be limited to the specific terms of this Agreement and shall have no power to add to or to delete from or modify in any way any of the specific terms of this Agreement.
5. The arbitrator shall, within thirty (30) days after conclusion of the arbitration hearing, render his/her decision in writing to all parties in interest, setting forth his/her findings of fact, reasoning and conclusions on the issue submitted. The arbitrator's decision shall be final and binding on both parties.
6. The costs for the services of the arbitrator shall be borne equally by the Board and the Association.

F. No reprisals of any kind shall be taken by either party or by any member of the Board or the Superintendent against any participant in the grievance procedure by reason of such participation.

G. Any party in interest may be represented at Levels One and Two of the formal grievance procedure by a person of his/her choosing, except that he/she may not be represented by a representative or an officer of any administrative organization other than the Association. When an administrator is not represented by the Association, the Association shall have the right to be present and to state its views at all stages of the procedure.

H. The Association may, if it so desires, call upon professional services for consultation and assistance at any stage of the procedure. The Board may call upon any professional services they desire.

I. All documents, communications and records dealing with the processing of a grievance shall be filed separately from the personnel files of the participants.

J. Forms for filing and processing grievances and other necessary documents shall be prepared by the Superintendent, with the approval of the Association and made available through the Association, so as to facilitate operation of the grievance procedure.

K. On a grievance filed on or after June 1, it is the intent of both parties to shorten stated timetables for processing various levels to resolve the grievance by the last day of school. If no agreement is reached prior to the formal steps, however, the regular timetable shall prevail.

L. Every attempt shall be made by both parties to resolve grievances by the close of school in June.

ARTICLE 8
PROTECTION OF ADMINISTRATORS

A. Whenever an administrator is absent from school as a result of personal injury by an assault or accident arising out of and in the course of his/her employment, he/she shall be paid full salary without having absence charged to his/her annual sick leave. Any amount of salary payable pursuant to this Article shall be reduced by the amount of any workers' compensation award for temporary disability due to said assault injury or accident for the period of which such salary is paid. The Board shall have the right at its expense to have the administrator examined by a physician designated by the Board for the purpose of establishing the length of time the administrator is temporarily disabled from performing his/her duties as a result of the assault or accident.

ARTICLE 9
DISCIPLINE/JUST CAUSE

A. Just Cause: No unit member shall be disciplined without just cause. In connection with a nonrenewal, a member of the bargaining unit must utilize the procedures contained in Section 10-151 of the Connecticut General Statutes and not the provision of the grievance and arbitration provision of this Agreement.

B. If any disciplinary material is made a part of the administrator's personnel file, the administrator shall be given the opportunity to read such material and to append a written response or rebuttal to the file copy.

ARTICLE 10
ASSOCIATION MEMBERSHIPS

A. The Board will purchase memberships for members of the Association in the following organizations:

1. Elementary Principals:
Elementary and Middle School Principals Association of Connecticut
CAS Status and Welfare
CASCD (Connecticut Association for Supervision and Curriculum Development)
2. Secondary Principals: CAS Status and Welfare CASCD
3. Directors of Pupil Services and Curriculum/Instruction and Assessment:
CONN-CASE (Connecticut Council of Administrators of Special Education) CASCD
CAS Status and Welfare

B. The Board agrees to reimburse fifty (50%) percent of each Association member's professional dues to each of the following organizations:

National Association of Secondary School Principals
National Elementary Association of School Principals
Association for Supervision and Curriculum Development (Director of Pupil Services and Curriculum/Instruction and Assessment)

ARTICLE 11
LEAVES OF ABSENCE

A. Conference Leave

1. The Windsor Locks Board of Education through the Superintendent of Schools may authorize, within limitations of the budget, administrative staff members to attend national, regional, state, or local educational conferences.
2. Individuals will submit a request by written application to the Superintendent for permission to attend within a reasonable amount of time prior to the date(s) requested. A description of the conference should accompany the application.
3. Permission or denial will be given to the requestee in writing by the Superintendent. Administrators are encouraged, however, to attend a national conference.
4. Such leave will be considered professional leave and not charged to the individual administrator's personal days.
5. In order to share ideas and information, the administrator shall present a written report of the conference to the administrative staff and Board of Education at the next scheduled meeting.
6. The administrator shall obtain receipts for approved expenditures and submit them to the Superintendent for reimbursement within 30 days of the event.
7. Reimbursement for the event shall be in accordance with district guidelines.

B. Parenthood Leave

1. Upon application at least thirty (30) days prior to the anticipated commencement of such leave (except in cases of adoption, where such notice shall be given as soon as is reasonably possible), an administrator shall be granted a leave of absence without pay or benefits for the purpose of child rearing following childbirth or adoption, subject to the following rules:
2. When childbirth or adoption occurs on or after February first of a school year, the administrator shall be granted parenthood leave for the remainder of the school year and the next year ensuing, if so requested. Failure to reapply by February 1, for reinstatement in the system during the ensuing year shall be considered a resignation and will be so treated. The administrator shall be notified of this requirement by the Superintendent.

3. "When childbirth or adoption occurs before February first of a school year, the administrator shall be granted parenthood leave for the remainder of the school year, if so requested, but not for the next year ensuing.
4. Experience on the salary schedule shall be granted to such administrators who work more than half the school year (i.e., work one hundred fifteen (115) or more days) including sick time.
5. Parenthood leave shall be granted by the Board to eligible employees consistent with applicable state and federal statutory and judicial requirements, coincident with, and not in addition to, the above child rearing leave.

C. Personal Days.

1. Administrators shall be entitled to the following leaves of absences with pay for up to five (5) days per year, pro-rated for any partial year of service, for one or more of the following reasons:
 - a. legal demands which cannot be scheduled outside the work day;
 - b. marriage (self, children, parents, siblings of self or spouse),
 - c. for other personal business which cannot be conducted at other than scheduled work time;
 - d. attending funeral services for someone not an immediate family member;
 - e. for attendance at graduation exercises and/or other school functions (self, spouse, or children);
 - f. birth of the administrator's child;
 - g. legal adoption of a child by an administrator;
 - h. illness in the immediate family.
2. Whereas personal days may be taken only for the above reasons, two such days may be taken without specifying which of the above reasons apply provided they are taken on school days other than those before and after a holiday or school vacation.
3. Application for leave in the provisions above shall be made to the Superintendent at least forty-eight (48) hours before taking such leave (except in the case of emergencies) and such leave shall be granted except in cases of extreme hardship to the school system.
4. Personal leave may only be taken in full or half day increments.
5. Leaves taken pursuant to the above provisions shall be in addition to any sick leave to which the administrator is entitled.

D. Association Leave

1. Generally, negotiation meetings are scheduled outside the normal working hours of the school day, but if negotiation meetings between the Board and the Association are scheduled during the school day, not more than three (3) representatives of the Association shall be relieved from all regular duties without loss of pay, as necessary, in order to permit their attendance at such meetings.
2. When it is necessary, pursuant to the grievance procedure in Article VII of this Agreement, for an Association representative to attend a grievance meeting or hearing during a school day, he/she shall, upon notice to the Superintendent of Schools by the President of the Association, be released without loss of pay as necessary in order to participate in such meeting or hearing. This privilege shall be limited to one Association representative per grievance per day. When it is necessary for an administrator to attend a grievance meeting or hearing during the school day, as a witness, the administrator shall be released without loss of pay as necessary in order to participate in such meeting or hearing.
3. Reasonable time to investigate a grievance shall be granted without loss of pay to an Association representative if the investigation cannot be conducted outside the school day. The President of the Association shall request such time from the Superintendent of Schools.

E. Bereavement Leave

All administrators shall receive up to five (5) days off with pay, as needed, per occurrence, in the event of a death in his/her immediate family. Immediate family shall include: spouse, parent, child, sibling, any in-law, or any other person domiciled in the administrator's home.

F. Professional Leave

An administrator may be allowed paid leave of no more than five (5) days, in whole or ½ day increments, to participate in visiting days, attendance at professional conventions, participation in a school evaluation, attendance at an education conference, and/or other forms of professional improvement. Any additional days beyond five (5) would be at the sole discretion of the Superintendent. All requests are to be submitted to the Superintendent for prior approval at least two (2) weeks in advance using a conference/professional leave form.

G. Religious Holiday Leave

Absence for up to two (2) religious holidays shall be granted with full pay.

ARTICLE 12
TRAVEL EXPENSES

Administrators who are required to travel for inter-school purposes or other school related activities in their personal vehicles shall be reimbursed for such travel by the Board at the published IRS rate. Requests must be submitted within 30 calendar days.

ARTICLE 13
REDUCTION IN FORCE OF SCHOOL ADMINISTRATORS

A. The Board reserves the right to eliminate administrative positions as the Board in its sole discretion may determine. In making the resulting layoffs or reassignments, the Board shall adhere to the following procedure:

B. The Board shall first identify the area of reduction from among the following categories:

1. High School Principal
2. Director of Pupil Services
3. Middle School Principal
4. Elementary Principals
5. Assistant Principals
6. Curriculum Directors
7. Coordinators

C. The administrator within the identified category (1, 2, 3, 4, 5, 6 and 7) with the fewest number of years of administrative service in Windsor Locks (hereinafter referred to as "least senior") shall be laid off, unless he/she may be reassigned in accordance with paragraphs D, E, or F below. It is the intent of this paragraph not to restrict lateral movement within the categories defined in paragraph A. If the administrator's salary is reduced as a result of the reassignment, the administrator shall receive 70 percent of the difference between the salary he/she was receiving in their most recent position and the position they are reassigned to for a period of one (1) year only.

D. The least senior administrator within the identified category may displace the least senior administrator on a lower category, provided he/she has more seniority (as defined above) than the administrator to be displaced. If not, the administrator shall be laid off or reassigned in accordance with paragraph E. For the purposes of this procedure, the categories are ranked a, b, c, d and e from highest to lowest.

E. Administrators displaced under paragraph C may displace the least senior administrator in a lower category, if any, provided that he/she has more seniority than the administrator to be displaced.

F. Administrators who are displaced and are unable to exercise bumping rights under paragraphs C and D shall be reassigned to a teaching position, provided that such reassignment is consistent with the collective bargaining agreement between the Board and the Windsor Locks Teachers' Association. If such reassignment is inconsistent with that agreement or otherwise not mandated by law, such administrator shall be laid off.

G. The most senior administrator whose contract has been terminated or who has been reassigned to the teachers' unit shall be offered recall as follows. For a period of twenty-four (24) months following the effective date of layoff, such administrator shall be recalled to any open administrative position in 1) a category which the administrator has previous service in Windsor Locks or 2) a lower category. If that administrator refuses recall or fails to respond in a timely manner, he/she shall have no rights under this policy, and the next most senior administrator qualified, as set forth above, shall be recalled.

H. No administrator who has been reassigned to a teaching position or laid-off shall be entitled, to payment or accrual of any compensation or fringe benefits, whether or not he/she remains on the recall list. However, an administrator who is appointed to an administrative position from the recall list shall be entitled to reinstatement of any benefits earned or accrued at the time of layoff, and further accrual of fringe benefits shall resume. No years of layoff shall be credited as years of service for compensation or retirement purposes.

I. It is understood that a layoff is a termination of employment subject to administrative and/or judicial review in the manner set forth in C.G.S. §10-151 as amended, and in no other manner. Reassignment to a teaching position is not a termination of employment, and is not subject to review.

J. Notwithstanding the above, the Board reserves the right to dismiss administrators for cause, provided that in cases of such dismissal the provisions of C.G.S. §10-151 shall apply, and the affected administrator shall not have recourse to any grievance procedure.

ARTICLE 14 **CONSULTATION PROCEDURE**

It is recognized by the Board and the Association that all situations and developments could not be anticipated at the time of negotiation of this Agreement. To achieve rapport between the Board and the Association, meetings shall be held as requested by either the Board or the Association, preferably at scheduled meetings of the Board. In no case, however, shall either the Board or the Association be required to enter into mid-term negotiations over wages, hours or working conditions, as contemplated by C.G.S. §10-153f(e), except by mutual agreement, or as may be required by a substantial unilateral change in working conditions.

ARTICLE 15
SALARY

- A. Step placement on the salary schedule for administrators initially employed shall be determined by the Superintendent.
- B. Should any administrative position be established or reduced to a part-time basis, the annual salary of such part-time position shall be prorated by reference to the Salary Schedule in this Article.
- C. Any member who is promoted to a position in a higher salary group will not take a decrease in pay, if the new position begins at a lower pay, but will be placed on such step as will represent an increase of at least one thousand dollars (\$1,000) above his/her previous position, or at maximum step, whichever is lower.
- D. The per diem salary rate shall be determined by dividing the established yearly salary by two hundred forty-five (245).
- E. An annual stipend of \$1,000 shall be added to an administrator's base salary for an earned Ph.D. or Ed.D. degree from an accredited college or university.
- F. Salary schedules for the duration of this Agreement shall be as described at Schedule A.
- G. Step movement will be granted to eligible administrators in each of the three (3) years of this agreement.

ARTICLE 16
ANNUITY

Administrators will receive a \$1,000 annual annuity beginning July 1, 2026, in addition to their annual salary. The annuity will increase to \$1,250 effective July 1, 2027 and again to \$1,500 effective July 1, 2028. The contribution made by the Board shall be considered part of the administrator's base salary for the purpose of reporting to the Teachers' Retirement Board.

ARTICLE 17
UNION DUES

- A. All administrators who elect to join the Association shall sign and deliver to the Association, if they have not done so already, an authorization for payroll deduction of membership dues to the Association. Said authorizations shall continue in effect from year to year, unless such administrator notifies the Board of Education and the Association in writing in the month of June of any year, that he/she no longer authorizes the deduction of membership dues of the Association. If said notice is timely delivered, it shall mean that in the upcoming school year said administrator shall pay the service fee as described in Section A via payroll deduction.

B. On September 15, the Association shall deliver to the Board a list of those administrators from whom authorization cards have been received and from whom membership dues shall be deducted. On September 15, the Association shall also deliver to the Board a list of those administrators from whom authorization has not been received and from whom service fees shall be deducted.

C. The Board of Education agrees to deduct twice monthly from each administrator an amount equal to the Association membership dues or the service fee by means of payroll deduction. The amount of deduction for membership dues from each paycheck shall be equal to the total membership dues divided by the number of paychecks from and including the first paycheck of October through and including the last paycheck in June. The amount of deduction for service fee from each paycheck shall be equal to the total service fee divided by the number of paychecks from and including the second paycheck of January through and including the last paycheck in June. The amount of Association membership dues shall be certified by the Association to the Board of Education prior to the opening of the school year. The amount of the service fee shall be certified by the Association to the Board of Education prior to January 1 of each year.

D. Those administrators commencing employment after the start of the school year shall, within thirty (30) days of such commencement, sign and deliver to the Board of Education an authorization card as described in Section B or be subject to Section C after such thirty (30) days. The amount of membership dues or service fee under this section shall be a prorated amount, equal to the percentage of the remaining school year.

E. The Board of Education agrees to forward to the Association Treasurer, each month, a check for the amount of money deducted during that month.

F. No later than the first paycheck of October of each school year, the Board of Education shall provide the Association with a list of all employees in the bargaining unit.

G. The singular reference to the Association herein shall mean or be interpreted as referring to the Windsor Locks Administrators Association.

H. The Association agrees to indemnify and hold the Board of Education harmless against any or all claim, demand, suits or other forms of liability that shall or may arise out of, or by reason of, action taken by the Board of Education for the purpose of complying with the provisions of this Article, including attorney's fees.

ARTICLE 18
MANAGEMENT RIGHTS

A. The Board has and will continue to retain, whether exercised or not, the sole right, responsibility and prerogative to direct the operations of the Windsor Locks Public Schools in all its aspects, including but not limited to the following:

1. to determine the type of work to be performed by bargaining unit members;
2. to assign all work to unit members;
3. to decide the methods, procedures and means of conducting the work;
4. to select, hire and demote unit members;
5. to promote, transfer and layoff unit members;
6. to decide the need for facilities;
7. to establish or continue policies, practices and procedures for the conduct of business and the management of operations, and from time to time to change or abolish such policies, practices or procedures.

B. These rights, responsibilities and prerogatives are not subject to delegation in whole or in part, except the same shall not be exercised in a manner inconsistent with or in violation of the specific terms and provisions of this Agreement.

C. The Superintendent, in his sole discretion, may exercise the following options for administrators on inclement weather or other emergency days:

1. To work remotely if schools are closed due to inclement weather or an emergency.
2. In the event that the state shuts down due to inclement weather or other emergency day, administrators would not be expected to work.
3. In the event that students are dismissed early due to inclement weather or other emergency, administrators would be able to leave once their respective school/building is cleared and bus students have arrived home safely.

D. On any scheduled early release days on the district calendar association members have the ability to depart after buildings are cleared and bus students have arrived home safely.

ARTICLE 19
SAVING CLAUSE

The Board and the Association shall comply with all applicable State and Federal laws. If for any reason a provision or provisions of this Agreement are determined by a court of competent jurisdiction to be in violation of any of said laws, then that provision or those provisions shall be automatically stricken from this Agreement, and the balance of this Agreement shall continue in full force and effect.

ARTICLE 20
CONTINUING EDUCATION

- A. Administrators shall be eligible for reimbursement by the Board for tuition costs for graduate level course work, not to exceed the actual cost of tuition. Reimbursement shall be limited to a maximum of nine (9) semester hours in any one fiscal year, and three (3) semester hours in any one semester. Up to nine (9) semester hours may be approved for reimbursement for course work successfully completed during a summer semester.
- B. Tuition reimbursement shall be subject to prior written course approval by the Superintendent or designee. Approval shall be based on the relationship of the course work to the administrator's assignment and/or needs of the School District.
- C. Payment shall be made following evidence of completion of the course work with a grade of B or better. No more than \$18,000 per year shall be expended by the Board for this tuition reimbursement plan. Reimbursement shall not exceed \$2,000 per class or \$6,000 per individual. If requests exceed the \$18,000 total for reimbursement, reimbursements shall be pro-rated accordingly.
- D. Upon resignation or retirement by any administrator who has received tuition reimbursement within the preceding three (3) years, all such payments within the three (3) year period immediately preceding resignation or retirement shall be returned to the Board.

ARTICLE 21
DURATION

The provisions of this Agreement shall be in effect as of July 1, 2026 and shall continue in effect to and including June 30, 2029.

IN WITNESS WHEREOF, the parties hereunto have caused these presents to be executed by their proper officers, duly authorized at Windsor Locks, Connecticut this 11 th day of SEPTEMBER 2025.

BOARD OF EDUCATION OF THE TOWN OF WINDSOR LOCKS

By: Kylee Christensen

WINDSOR LOCKS ADMINISTRATORS' ASSOCIATION

By: C. Danley

Schedule A-1

Step 1	2025-2026	2026-2027	2027-2028	2028-2029
Position	Current Year	2.5%	2.4%	2.2%
High School Principal	\$166,837	\$171,008	\$175,112	\$178,964
Director of Pupil Services	\$158,890	\$162,862	\$166,771	\$170,440
Middle School Principal	\$160,246	\$164,252	\$168,194	\$171,894
Elementary Principal	\$153,728	\$157,571	\$161,353	\$164,903
High School Assistant Principal	\$149,463	\$153,200	\$156,877	\$160,328
Middle School Assistant Principal	\$144,222	\$147,828	\$151,376	\$154,706
Directors of Curriculum	\$144,222	\$147,828	\$151,376	\$154,706
Coordinator	\$144,222	\$147,828	\$151,376	\$154,706

Schedule A-2

Step 2	2025-2026	2026-2027	2027-2028	2028-2029
Position	Current Year	2.5%	2.4%	2.2%
High School Principal	\$172,159	\$176,463	\$180,698	\$184,673
Director of Pupil Services	\$163,711	\$167,804	\$171,831	\$175,611
Middle School Principal	\$163,365	\$167,449	\$171,468	\$175,240
Elementary Principal	\$158,633	\$162,599	\$166,501	\$170,164
High School Assistant Principal	\$154,228	\$158,084	\$161,878	\$165,439
Middle School Assistant Principal	\$148,829	\$152,550	\$156,211	\$159,648
Curriculum Directors	\$148,829	\$152,550	\$156,211	\$159,648
Coordinator	\$148,829	\$152,550	\$156,211	\$159,648

Schedule A-3

Step 3	2025-2026	2026-2027	2027-2028	2028-2029
Position	Current Year	2.5%	2.4%	2.2%
High School Principal	\$177,484	\$181,921	\$186,287	\$190,385
Director of Pupil Services	\$168,682	\$172,899	\$177,049	\$180,944
Middle School Principal	\$170,476	\$174,738	\$178,932	\$182,869
Elementary Principal	\$163,540	\$167,629	\$171,652	\$175,428
High School Assistant Principal	\$159,002	\$162,977	\$166,888	\$170,560
Middle School Assistant Principal	\$153,429	\$157,265	\$161,039	\$164,582
Curriculum Directors	\$153,429	\$157,265	\$161,039	\$164,582
Coordinator	\$153,429	\$157,265	\$161,039	\$164,582

