

**MONTVILLE BOARD OF EDUCATION
Transportation Coordinator Contract**

The Montville Board of Education (“Board”) hereby agrees to employ **Theresa Carter** (“Employee”) and Employee hereby agrees to serve as Transportation Coordinator for the public schools of said town for the **2024-2025** school year, subject to the conditions stated below.

Section I: Contract Term

This contract begins **July 1, 2024**, and ends **June 30, 2025**, subject to Section II below, Termination.

Section II: Termination

Because Employee is an at-will employee, Employee understands that Employee or the Board may terminate the employment relationship at any time for any reason.

The Employee may resign or retire by submitting at least thirty (30) days written notice to the Board.

Section III: Duties and Responsibilities

The duties and responsibilities of the Employee shall be in accordance with Board of Education policy.

Section IV: Work Year

Employee will work with the Superintendent to determine the daily/weekly/yearly schedule. Time off will be as follows:

A. Vacation

The Employee shall be entitled to fifteen (15) vacation days annually, only five (5) of which can be taken during the school year (Except school vacations); to be scheduled by mutual agreement with the Superintendent of Schools. Vacation days cannot be used during the first thirty days of employment.

A maximum of twenty (20) vacation days may be carried at any time; leave in excess of limits will be forfeited.

B. Legal Holidays

Labor Day	Martin Luther King Day
Columbus Day	Lincoln's Birthday*
Veterans Day	Washington's Birthday*
Thanksgiving Day	Good Friday
Christmas Day	Memorial Day
New Year's Day	Independence Day

***Observed Presidents' Day weekend**

Section V: Sick Leave

- A. Employees shall earn sick leave at the rate of one and one-half (1 ½) days per month to a maximum accumulation of one hundred and forty (140) days. Up to five (5) days per year may be used to care for the illness of an immediate family member. Immediate family member consists of spouse, parents, step-parents, children, and step-children.
- B. Any unused sick leave days will not be paid out upon departure from the Montville Board of Education.

Section VI: Personal Days

The Employee shall be allowed five (5) days leave, non-cumulative, with no pay deduction for one of the following reasons:

- 1. Religious requirements.
- 2. Legal requirements, including one day for marriage of self.
- 3. Birth of a child by spouse (3-day maximum).
- 4. College graduation of self, or the spouse or children of self, or college visitation for the child of the employee.
- 5. Other-Requires Superintendent approval.

Upon request, the superintendent is authorized to grant additional days leave for any reason he believes meritorious.

Application for leave as provided above shall be made through Aesop at least three working days before leave is to be granted except in cases of illness or emergencies.

Any unused personal days will not be paid out upon departure from the Montville Board of Education.

Section VII: Bereavement Leave

In the event of a death in the immediate family member, specifically spouse, child, parent, grandparent, sibling, in-laws, aunt or uncle, niece or nephew, a maximum of three (3) days absence may be granted without loss of pay.

Section VIII: Professional Leave

The Employee shall be allowed to attend local, state, and national meetings, workshops and conferences that are designed for professional purposes, subject to approval of the Superintendent of Schools.

Section IX: Annual Salary

\$76,719

Employee must receive pay via direct deposit to an authorized bank or credit union of the Employee's

choosing, on dates specified on the district's calendar.

Section X: Pay Dates

- A. The Employee will be paid on the dates specified for other Montville employees. The first check will be received on the second payday following the first day of employment.
- B. Employee shall receive pay via direct deposit to an authorized bank or credit union of the employee's choosing.

Section XI: Insurance Benefits

The Board shall make available, at its expense, for each employee, except as provided below:

- A. High Deductible Plan (Primary Plan).

The Board shall offer a High Deductible Health Plan (HDHP) with a Health Savings Account (HSA) as an alternative to the PPO Plan.

The key features of the HDHP/HSA Plan shall be as follows:

- Deductible: \$2,000 individual/\$4,000 family combined for in-network and out-of-network (OON) services. In-network out-of-pocket maximum of \$3,000/\$6,000.
- Co-insurance: 100% after deductible in-network/80% of maximum allowable amount after deductible OON up to out-of-pocket maximum of \$4,000 individual/\$8,000 family
- Lifetime
Maximum: Unlimited in-network/\$1,000,000 OON
- Preventive
Services: 100% (deductible does not apply)
- Other: 100% after deductible in-network; 80% after deductible OON

Prescription

Drugs: In network, after deductible, co-pays of:

- \$10 for generic
- \$30 for brand name preferred or formulary drugs
- \$40 for brand name non-preferred or non-formulary drugs
Twice the above co-payments for a 90-day supply by mail order
OON, 80% after deductible

The prescription drug program shall be the same MP4 plan subject to Exclusive Specialty Program as for the PPO.

The Board shall contribute to an employee's Health Savings Account up to \$1,000.00 annually for an individual and up to \$2,000.00 annually for an employee with family coverage. The Board's contribution shall be paid 50% in the first payroll of the school year and 50% in the first payroll in January. An

employee may contribute to the Health Savings Account an additional amount provided that total Board and employee contributions may not exceed the amount permitted by law. Each employee shall set up his/her own Health Savings Account and shall execute an authorization for direct deposit of Board contributions to said account.

B. PPO Plan (Optional with Employee Buy-up).

Employees will be provided individual, individual plus one, or family health insurance coverage under a PPO Plan.

- There shall be a \$150 co-payment for outpatient surgery.
- There shall be a \$300 co-payment for any inpatient admission (general/medical surgical and maternity, mental health and substance abuse, rehabilitation facility, skilled nursing facility).
- The Durable Medical Equipment benefit shall be fifty percent (50%) with no annual maximum.
- Infertility benefits shall be limited to those required by State mandate.
- There shall be mandatory generic substitution on all prescriptions. See Appendix VI.
- The primary care physician office visit co-payment shall be \$30 per visit. (*Note that this co-pay does not apply to wellness visits.*)

The co-payments for emergency services shall be as follows:

- Walk-in Center - \$30
- Urgent Care - \$75
- Emergency Room - \$150 (waived if admitted)
- HCD - \$75
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Prescription drugs shall be subject to the following co-payments:

- \$10 for generic (Tier 1)
- \$30 for brand name preferred or formulary drugs (Tier 2)
- \$40 for brand name non-preferred or non-formulary drugs (Tier 3)
- Twice the above co-payments for a 90-day supply by mail order
- The existing \$2,000 calendar year maximum for prescription drugs shall remain in effect.

The prescription drug program shall be the MP4 plan subject to the Exclusive Specialty Program, which includes the following provisions that modify or add to the existing program:

- Quantity Limits.
- Step Therapy.
- Prior Authorization.

- Refill Too Soon - 85% of prescription needs to be completed before refill.

2. Dental Insurance. Blue Cross Full-Service Dental Plan will be provided for the individual and family with the additional Basic Benefits Rider C Periodontics the additional Basic Benefits Rider A.

3. Premium Cost Sharing. Employees shall pay the following percentages of the premium cost for the medical and dental plans.

Effective Date	Medical HDHP	Dental
September 1, 2024	16%	16%

Employees may elect to participate in the PPO plan; however, such employees shall be responsible for the difference in cost between the Board’s costs for the HDHP/HSA plan exclusive of the Board’s contribution toward the deductible and the PPO plan.

Excise Tax.

Should any Federal Statute or Regulation pertaining to §4908I be mandated 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 on the excise tax in accordance with the Employee Negotiation Act, in which the parties agree to open negotiations over an insurance plan(s) that will reduce the cost of the plan(s) to under the excise tax thresholds or reduce the amount of any applicable excise tax and to negotiate over the employee monetary contributions towards the costs of their insurance coverage.

The Board shall pay actively employed employees enrolled in the High Deductible Health Plan who are precluded from participating in an HSA, a cash equivalent in the same amount each year that it contributes into the accounts of employees who do qualify for an HSA.

The parties acknowledge that the Board’s contribution toward the funding of the HSA 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 HDHP deductible for retirees or other individuals upon their separation from employment.

- A. Group Life Insurance coverage of \$75,000, per employee.
- B. Employee Assistance Program: The Montville Board of Education may provide professional assessment, counseling, and referral services for employees experiencing personal problems through a contracted service. This service is extended to all members of the employee's immediate family. Further treatment beyond the basic coverage will be at the employee's expense or may be covered by other insurance benefits.

C. Change of Insurance Carriers: The Board shall have the right to change insurance carriers and or to self-insure in whole or in part in order to provide the insurance coverages set forth above, provided that there shall be no reduction or diminution in those coverages and no increase in expense to any employees, and provided further that coverages which result from change in carriers and or self-insurance are at least equal to the coverages described above in terms of coverage, benefits, and administration.

D. Waiver of Coverage

1. Notwithstanding the above, effective with the execution of this agreement, employees may voluntarily elect to waive in writing all health insurance coverages outlined above and, in lieu thereof, shall receive an annual payment of three thousand dollars (\$3,000) for family or member plus one or fifteen hundred (\$1,500) for individual in cash. Payment to those employees waiving such coverage shall be made at the conclusion of the school year during which insurance was waived.
2. Up to 25% of the total Board of Education insurance group of all eligible employees may take advantage of the waiver of health insurance. If more than 25% apply, seniority will be utilized annually for all Board of Education employees not yet receiving but desiring the waiver for any openings below 25% of eligible employees.
3. Notice of intention to waive insurance coverage must be sent to the Superintendent not later than April 1 to be effective in the following contract year.
4. The following rules will apply:
 - a. An employee electing Board provided insurances must stay on Board provided insurances for at least one full year.
 - b. All insurance waived employees who wish to return to Board provided insurances will have an open enrollment date annually of September 1 to return to Board provided insurance coverage for any reason at no cost to the employee (with no penalty) under same criteria established for new hires. To qualify for the September 1 enrollment, an employee must have notified the Superintendent of Schools not later than June 15 of the same year of his/her decision to return to Board insurances.
 - c. Employees who have a change in coverage status such as death of the spouse, divorce, or the loss of coverage through the spouse (not by selection), may return to all Board provided health insurance coverage at any time throughout the year as long as written evidence is provided to the Superintendent which substantiates one of these special conditions.
 - d. Restoration of insurance coverage shall be reinstated as soon as possible; subject, however, to any regulations or restrictions, including waiting periods, which may then be prescribed by the appropriate insurance carriers. Appropriate financial adjustments shall be made on a prorated basis between the employee and the Board for any waiver elected in this section.

- e. Waiver of coverage procedures must be acceptable to all applicable insurance carriers.
- f. Waiver of premium does not apply to Board provided life insurance.

Section XII: Professional Licences

Employee is required to maintain professional licenses including CDL with passenger endorsement.

Section XIII: Retirement

The Employee is eligible for participation in the Town Retirement Plan, subject to the provisions of that plan.

Personal and sick time balances will not be considered for payout upon separation or retirement.

Section XIV: Evaluation

The Employee shall be evaluated in accordance with Board policy.

SIGNED:

Superintendent
Montville Public Schools

Employee

Date

Date