

MONTVILLE BOARD OF EDUCATION
EMPLOYEE CONTRACT

The Montville Board of Education (“Board”) hereby agrees to employ **Carol Dodson** (“Employee”) and Employee hereby agrees to serve as School Nutrition Director for the public schools of said town for the **2024-25** school year, subject to the conditions stated below.

Contract Term

This contract begins **July 1, 2024**, and ends **June 30, 2025**, subject to #2 below, Termination.

1. 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.

2. Salary

\$72,141

Employee will be paid over 26 pays beginning **July 1, 2024**. Employee must receive pay via direct deposit to an authorized bank or credit union of the employee’s choosing.

The salary provided to the employee protected by the Contract is deemed by the Board of Education and Administrator to be fully earned at the close of the school in June of any given year, and proportionally during the school year. In the event of termination of services for any cause at the end of or at any time during the school year, the contract will be calculated based on the employee's work calendar. At that time, amounts of salary earned but withheld to date of termination shall be payable to the employee, or in the event of death, to his/her estate, or if it is determined that the employee had been compensated more than he/she earned, he/she will reimburse the overpayment to the Montville Board of Education.

The Employee shall be employed under a 210-day contract with time off as follows:

3. Sick Leave

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.

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

4. Personal Leave

The Employee shall be allowed five (5) days leave, non-cumulative, with no pay deductions 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 spouse or children of self, or college visitation for the child of the employee. (2-day maximum)
5. Other – Requires approval from the Superintendent.

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 via Aesop at least three (3) working days before leave is to be granted except in cases of illness or emergencies.

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

5. Bereavement Leave

In the event of a death of an 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.

6. 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.

7. Insurance

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

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	21%	21%

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.

- B. Group Life Insurance Coverage of \$75,000 per Employee.
- C. Employee Assistance Program: The Montville Board of Education may provide professional assessment, counseling, and referral services for employees experiencing personal problems through special arrangements with 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.
- 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 outlines 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 dollars (\$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 insurance must stay on Board provided insurance for at least one full year.
- b) All insurance waived employees who wish to return to Board provided 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 not later than June 15 of the same year of his/her decision to return to Board.
- 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.

8. Professional Dues

The Board will pay the annual membership fees for the Employee's participation in the following professional organization: School Nutrition Association (SNA).

9. Reimbursement for Expenses

The Employee will be reimbursed for travel expenses, meals, lodging, registration fees and other appropriate expenses as may be required when attending professional meetings and/or conducting Board business within and out of the town of Montville. Reimbursement for mileage when the Employees' personal automobile is used for Board business will be at the Board's allowable rate per mile. Additionally, the Superintendent of Schools is authorized to approve the Employee funds to attend regional and national conferences related to professional development.

10. Course Reimbursement

Reimbursement for course credits, up to a maximum of four (4) yearly, will be paid at the rate of one hundred percent (100%) of the cost per credit hour, not to exceed the cost per credit hour at the University of Connecticut.

11. Retirement

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

12. Evaluation

The Employee shall be evaluated in accordance with Board policy.

SIGNED:

Superintendent of Schools

Employee

Date

Date