



EAST HAMPTON
PUBLIC SCHOOLS

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September 23, 2019

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KELLY BILODEAU TO
EAST HAMPTON, CT 06424

Mr. David Cox
Town Manager
Town Hall
20 East High Street
East Hampton, CT 06424

Dear Mr. Cox:

In accordance with Connecticut General Statutes, Section 10-153d(b), I am enclosing the recently negotiated successor collective bargaining agreement between the East Hampton Board of Education and the East Hampton Administrators' Association, Connecticut Federation of School Administrators, Local 42J. As of September 23, 2019 this three year Agreement was approved unanimously by the Board of Education and ratified by the Association.

Please call me if you have any questions concerning this agreement. Thank you.

Sincerely,

Paul K. Smith
Superintendent of Schools

cc: Kelly Bilodeau, Town Clerk
Attorney Laura L. Anastasio, C.S.D.E.
Members of the Board of Education
Bridget McLennan
Attorney Zachary Schurin
Jason Lehmann
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PS:rs



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September 18, 2019

Via E-Mail

East Hampton Board of Education
94 Main Street
East Hampton, CT 06424

- Privileged and Confidential -

Re: Summary of Tentative Agreement with the East Hampton School Administrators' Association

Dear Board of Education Members:

The following is a summary of a proposed tentative agreement ("TA") that has been reached in successor collective bargaining agreement negotiations between the Board and the East Hampton School Administrators' Association ("the Association"), the union that represents East Hampton's administrators. As of this writing, the administrators have yet to ratify the proposed TA, however, it is expected that the administrators will soon ratify and that the Board will then be in a position to take up ratification of the TA at its next scheduled meeting.

The Board's negotiating team for these negotiations included Board Chairman Christopher Goff and Board member Amanda Amtmanis along with Superintendent Paul Smith and myself. The TA was reached on September 4, 2019 during the parties' first negotiating session.

The following is a summary of the tentative agreement and its anticipated financial impact:

Summary of Stipulated Agreement:

Duration – Art. XV -- Three years, from July 1, 2020 to June 30, 2023.

Salaries – Schedule A – The TA calls for an overall 5.75% general wage increase (“GWI”). In the first year of the contract, administrator salaries would be increased by a 1.75% GWI, which is the same GWI percentage that East Hampton teachers received for 2019-20. In the second year of the contract, administrators would receive a 2.0% GWI followed by another 2.0% GWI in the third year of the contract.

Administrators who are not at the top salary step for their position would advance a step in each year of the contract. The total GWI of 5.75% combined with step-movement results in a 6.94% total increase to the administrators’ salary account. For comparison purposes in 2018-19 the statewide three-year administrators’ settlement average was 6.72%.¹

Insurance – Art. IX & Schedule B -- The Agreement designates the Connecticut State Partnership Plan 2.0 (“SP2.0”) as the applicable insurance plan. The SP2.0 is a state-run, no-deductible point-of-service plan that includes a Health Enhancement Program component that requires covered members to undergo periodic preventative screening or pay a \$350 per-member annual deductible. The Board has worked to move all of its bargaining-units to the SP2.0. The administrators were already on the SP2.0 plan as a result of a memorandum of understanding that was worked out in 2017, but the new agreement memorializes this change in the CBA.

Notwithstanding the change in plans to the SP2.0, the TA includes language specifically designating the former High Deductible Health Plan (“HDHP”) with Health Savings Account (“HSA”) as a substantially equivalent plan should the Board seek to leave the SP2.0 for an alternative health insurance plan in future years. See Article IX, Section F. This language would allow the Board to switch back to a HDHP/HSA plan in future years – with \$2,000/4,000 deductibles, no Board deductible co-funding and eleven-percent premium cost share -- -- should the Board wish to change back from the SP2.0.

The TA also contains new language allowing for mid-term negotiations in the event that the total cost of the SP2.0 plan triggers an excise tax payment obligation under the Affordable Care Act. The TA additionally would remove existing language from the Agreement that provided for mid-term negotiations on a new insurance carrier in the event that the teachers’ insurance carrier changed.

Insurance Premium Cost Shares – Art. IX -- Under the TA administrators would be required to pay increased health insurance premium cost shares of 19% in 2021-22 and 19.5% in 2022-

¹ There are only a handful of reported administrators’ settlements reported so far for the 2019-20 negotiation season.

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23.² In addition, administrators will also be required to pay 15% of the cost of their dental insurance premium in each year of the contract. Currently, administrators only pay 12% of the cost of their dental insurance premium.

Tax Sheltered Annuity – Art. XII – The TA would increase the amounts the Board would be required to contribute to administrator tax sheltered annuities (“TSAs”). The amount would increase from \$1,000 to \$2,000 effective July 1, 2020 followed by increases to \$2,750 and \$3,500 in the second and third years of the contract.

TSA contributions are common for administrators across the state and among East Hampton’s neighbors. East Haddam administrators currently receive TSA contributions of \$5,000 per year. Region # 13 administrators receive TSA contributions of up to \$4,500 per year. Colchester and East Lyme administrators receive TSA contributions of \$3,500 per year, and many other administrator groups across the state receive comparable TSA contribution amounts from their employing boards of education.

Professional Development Account – Art. X – The TA increases the amount the Board must contribute to the administrators’ annual professional development account from \$10,000 to \$12,500.

Mileage – Art. X – The TA increases the administrators’ mileage reimbursement amount from \$500 per year to \$750 per year.

Supplemental Pay – Art. XII – The TA would result in an increased supplemental pay stipend for the designated administrator of school buildings that house ESY summer school programs. This stipend amount would increase from the current \$2,000 to \$2,500 effective July 1, 2020, \$3,000 effective July 1, 2021 and \$3,500 effective July 1, 2022.

Middle School Assistant Principal – Ten Month Salary – Art. V – The TA includes a reopener clause that states that the Board and the Association will engage in midterm bargaining over salary for the Middle School Assistant Principal as a ten month position in the event that the Board does not increase the position to a twelve month salary position by July 1, 2020. Midterm negotiations over this issue would likely result in an increased salary for the Middle School Assistant Principal if the position remains a ten month position.

Just Cause – Art. VIII – The TA would amend the contract’s current “just cause” language to provide that disciplinary suspensions are subject to “just cause” protection while still excluding terminations, evaluations, transfers, assignments or oral reprimands from just cause protection. “Just cause” language requires the Board to meet a higher standard of proof in the event that a grievance is filed alleging that a disciplinary action is not supported by just cause.

² The administrators currently pay 18.5% in premium cost share pursuant to the MOU that was entered into in 2017 to switch insurance plans to the SP2.0. There would be no increase to health insurance premium cost shares in the first year of the contract. Dental premium cost shares would go up three percent in the first year.

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Union Dues – Art. II – The TA includes substantial revisions to the Agreement’s dues deduction/union security language. These changes are in light of the United States Supreme Court’s recent decision in *Janus v. AFSCME Co. 31*. As a result of the *Janus* decision, collective bargaining agreement language that forces objecting bargaining-unit members to pay a service fee to the union representing them in collective bargaining matters has been rendered unconstitutional. The TA eliminates language that required bargaining-unit members to pay service fees to the Association regardless of if they wished to be represented by the Association or not.

Attached to this summary is the direct cost impact analysis for the tentative agreement.

It was a pleasure to serve as the Board’s spokesperson for these negotiations. Please let me know if you have any questions about this summary.

Very truly yours,
/s/
Zachary D. Schurin

DIRECT COST IMPACT

2019 Tentative Agreement for the Successor Agreement between
 EAST HAMPTON BOARD OF EDUCATION
 and
 EAST HAMPTON SCHOOL ADMINISTRATORS' ASSOCIATION

The direct cost impact estimates the increased costs and/or (savings) to the Board in actual dollars due to the changes to the collective bargaining agreement. Total cost is provided for each year of the contract in actual dollars and as a percentage of the prior year's salary account.

Compensation

The 2019-20 total compensation for the Administrators bargaining unit is \$1,310,284.³ The chart below shows projected cost increases over the life of the contract. This accounting is subject to change based on changes to the composition of the bargaining unit (retirements, new hires, etc.) and the resulting change to financial items like step movement, longevity payment phase out, etc.

	2020-2021	2021-2022	2022-2023
General Wage Increase	21,975	27,637	24,012
Step Increment	6,838	4,905	5,003
TSA Contribution Increase	9,000	15,750	22,500
TOTAL COST in \$:	\$37,813	\$48,292	\$51,515
TOTAL COST as %:	2.9	3.6	3.7

³ This figure includes salaries and TSA contributions. It does not include longevity payments (which have been phased out for all administrators hired on or after July 1, 2017), ESY/Summer School stipend payments, mileage or professional development funds.

Health Insurance

The 2019-20 Health Insurance Account is \$209,429. The 2019-20 Dental Insurance Account is \$13,078. Estimating potential insurance savings is very difficult because annual premiums are subject to significant fluctuations. However, given the current health and dental insurance premium cost share percentages of 18.5% for medical and 12% for dental, the Board can anticipate the following:

	2020-2021	2021-2022	2022-2023
Health/Rx Premium Cost Share	0	1,047	2,094
Cost Avoidance			
Dental Premium Cost Avoidance	392	392	392
SAVINGS DUE TO COST AVOIDANCE	\$392	\$1,439	\$2,486

Total Net Costs

	2020-2021	2021-2022	2022-2023
Total Net Cost – salary/TSA offset insurance savings due to estimated cost avoidance	\$37,421	\$46,853	\$49,029
Total Net Cost as a % of salary/TSA account of year	2.9%	3.5%	3.5%

COLLECTIVE BARGAINING AGREEMENT

between

The EAST HAMPTON BOARD OF EDUCATION

and

**The EAST HAMPTON SCHOOL ADMINISTRATORS' ASSOCIATION
CONNECTICUT FEDERATION OF SCHOOL ADMINISTRATORS
LOCAL 42J**

July 1, 2020 through June 30, 2023

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COLLECTIVE BARGAINING AGREEMENT
Between the
EAST HAMPTON BOARD OF EDUCATION
and the
EAST HAMPTON SCHOOL ADMINISTRATORS' ASSOCIATION
CONNECTICUT FEDERATION OF SCHOOL ADMINISTRATORS
LOCAL 42J

INTRODUCTION

This Agreement is by and between the EAST HAMPTON BOARD OF EDUCATION (hereinafter referred to as the "Board") and the EAST HAMPTON SCHOOL ADMINISTRATORS' ASSOCIATION (hereafter referred to as the "EHSAA").

ARTICLE I
GENERAL

- A. This Agreement is negotiated under §§10-153a-g of the Connecticut General Statutes.
- B. Nothing in this Agreement which changes pre-existing Board policy, rules, or regulations shall operate retroactively unless expressly so stated.
- C. The contract shall be interpreted in accordance with all present Board policy as amended from time to time.
- D. Nothing in this Agreement between the Board and the EHSAA shall in any way limit or contravene the authority of any other municipal, state or federal board, commission, agency or other governmental body or authority.

ARTICLE II
RECOGNITION

- A. The Board recognizes the EHSAA as the exclusive bargaining representative for all certified personnel employees of the East Hampton School District who are employed in positions requiring an intermediate administrator or supervisor certificate, or the equivalent thereof, and are not excluded from the purview of §10-153 a-g.
- B. The EHSAA agrees to represent equally all administrators without regard to membership or participation in, or association with, the activities of the EHSAA or any other employee organization.

- C. The Board agrees to make deductions from the pay of members of the Association upon the receipt of a written authorization from the employee. Such deduction shall continue for the duration of this Agreement or any extension thereof.
- D. Said deduction shall be made during a regular payroll week of each month and shall be remitted to the EHSAA, together with a list of the names of employees from whose salaries such deduction have been made, not later than ten (10) days following the end of the month.
- E. The EHSAA agrees to indemnify and to hold and save the Board harmless against any and all claims, damages, suits or other forms of liability including reasonable attorney's fees that shall or may arise out of or by reason of any action taken by the Board for the purpose of complying with the provisions of the Article.

ARTICLE III
ABSENCES

Administrators must document on the semi-monthly substitute report all personal absences.

A. Sick Leave

- 1. "Twelve Month" administrators shall be granted eighteen (18) sick days per year for personal illness, quarantine or injury cumulative to one hundred ninety (190) days. "10 Month" administrators shall be granted fifteen (15) sick days per year for personal illness, quarantine or injury cumulative to one hundred fifty (150) days.
- 2. Administrators shall be saved harmless in accordance with §§10-235 and 10-236a of the Connecticut General Statutes as they may be amended from time to time. This provision is not subject to the grievance procedure under the contract.
- 3. Pregnancy Disability Leave - Administrators will be granted pregnancy disability leave in accordance with the law.
- 4. Additional Sick Leave
 - a. When all sick days granted in Article III, section A-1 are exhausted, a new 12 month administrator may be allowed twelve (12) additional sick leave days, and a new 10 month administrator may be allowed ten (10) sick leave days. All borrowed days will be paid back the following school year.
 - b. When sick leave accumulates to one hundred ninety days (190), administrators will have the following options:
 - 1. In any school year, sick leave will be taken from the days accumulated by the administrator for this purpose. Up to a total not exceeding two hundred and eight days (208) may be applied to a prolonged absence at full pay in accordance with the conditions of this contract.

2. Once an administrator has accumulated one hundred ninety (190) sick days in any year and is eligible for the additional eighteen days (18), or portion thereof, all or part of these eighteen days (18) can be placed and accumulated in a special "bank" under the following conditions:
 - a. If he/she has used less than (190) days for sick leave, these days will be subtracted from the 190 accumulated days and the 18 days above this will be placed in the "bank."
 - b. If he/she has used more than 190 days, but less than the 208 day maximum defined in section 1 above, those days of the additional 18 not used for sick leave will accumulate in the special bank.
 - c. Days accumulating in the special bank cannot be used to restore sick leave to the 190 day accumulation level. Only those 18 days restored each school year may be used to build the accumulation level to 190 again.
 - d. Administrators who have accumulated days in the special bank will be paid for these days at the rate of Thirty (\$30.00) Dollars. Payment for these days will be made at the time of resignation, retirement, or death of the administrator. In the event of the death of an administrator, the monies for the payment of such days will be paid to the estate of the administrator.
 - e. All days accumulating in the special bank will be recorded by the office of the Superintendent at the end of the school year in June of any year. The total accumulation of days in the special bank will be posted for verification by the administrator on the Notification of Salary and Benefits form given to each administrator by October 31.
5. Each administrator shall receive written notification of his/her accumulated sick leave each year.

B. Personal Leave

1. Current 12 month administrators may receive up to five (5) personal leave days and current 10 month administrators up to four (4) personal leave days in any school year with full pay. Such leave days may be taken with the approval of the Superintendent to attend to private personal business that cannot otherwise be transacted outside of the regular work day or work year or other compelling matters as determined by the Superintendent.

2. 12 month administrators hired on or after July 1, 2017 may receive up to four (4) personal leave days in each of their first three, full years of employment with the Board. 10 month administrators hired on or after July 1, 2017 may receive up to three (3) personal leave days in their first three, full years of employment with the Board.
 3. In addition to the five personal leave days, previously noted, an administrator may also be allowed four (4) special leave days) for necessary, private personal business that cannot be transacted outside the regular work day, or for observance of religious holidays. 10 month administrators who have been employed by the Board as an administrator for three years and longer may be allowed three (3) special leave days. Special leave may only be granted if the following conditions are met:
 - a. The Superintendent must have received the employee's request in writing at least twenty-four hours in advance, if possible;
 - b. No other administrator in the school system has submitted a written request for special leave on any of the days requested;
 - c. Such special leave does not fall on a school day immediately before or after a weekend, personal vacation, or school holiday.
 4. Upon recommendation of the Superintendent, and with the approval of the Board, an administrator may be granted a leave of absence with or without pay for a period of time determined by the Board. Each such situation shall be viewed as unique and shall have no precedent setting impact on any other request for any personal leave. Any approved absence without pay shall result in a deduction of 1/260 of the annual salary for each day for a 12 month administrator and 1/204th for each day taken by a 10 month administrator.
- C. Professional Leave - Absence for Professional Reasons: Subject to prior approval by the Superintendent, an administrator may be absent for visiting days, attendance at conventions, participation in school evaluation, educational conferences, and/or other forms of professional improvement, without deduction from his/her salary, or loss of days granted for other categories of excused absences.
- D. In the event an administrator is called to Jury Duty, he/she will notify the Superintendent. The Board will pay the administrator the difference between the compensation he/she received for jury duty and his/her regular salary.
- E. Catastrophic Illness or Physical Disability
- In the event of absence due to catastrophic illness or physical disability of a tenured administrator beyond the granted sick leave allotment, the Board shall make the requisite payments to maintain in full force all existing insurance programs for this administrator for the remainder of the fiscal year in which his/her sick leave is exhausted and shall provide

said administrator with the opportunity to continue at his/her own expense this policy at the premium amount. This paragraph does not apply to terminated or retired employees.

F. Extended Professional Leave

In its desire to reward and to encourage independent research and achievement, the East Hampton Board of Education hereby initiates the policy of extended professional leave for administrators upon recommendation of the Superintendent for approved scholarly programs contributing to the East Hampton Public Schools. Requests for extended Professional leave must relate directly to the administrators assigned responsibilities and duties in the East Hampton Public Schools.

1. No more than one (1) member of the administrative staff shall be absent on extended professional leave at one time.
2. Requests for extended professional leave for a school year must be given to the Superintendent in written form no later than December 31 of the preceding year. The Superintendent shall forward to the Board of Education the administrator's request and the Superintendent's recommendation for Board approval. An administrator on extended leave must give written notice of his/her intention to return by February 1 of the year prior to the school year of his/her return.
3. Extended professional leave for administrators may be granted with or without pay or fringe benefits.
4. The administrator must have completed at least nine (9) consecutive full school years of service as an administrator in the East Hampton schools to apply for Professional Leave.
5. If an extended professional leave is granted with pay, the administrator will be paid one half of his/her annual salary rate, providing that such pay, when added to any program grant, shall not exceed the administrator's full annual salary rate.
6. The administrator shall agree to return to East Hampton for three (3) full years work.
7. Prior to commencement of extended professional leave, the administrator will sign an agreement to return to the district for three (3) years of future service immediately following extended professional leave, or in the alternative, will repay the Board of Education the full amount of extended professional leave payment received reduced by 1/3 for each year worked, immediately upon failure to comply with the future service agreement. In cases of exceptional hardship, the Board may release the administrator from the obligations to pay all or part of the extended professional leave payments upon his/her failure to comply with the future service requirement.

G. Association Leave

A leave of absence may be granted without pay upon application by an administrator for a period not to exceed one school year for the purpose of serving as an officer of a national administrators' association. The status of the administrator shall be continued in respect to seniority, salary, retirement and in any other areas as though such leave were not taken.

ARTICLE IV
ANNUAL LEAVE

A. All 12 month administrators represented by the EHSAA shall be entitled to five weeks (25 days) paid vacation subject to Section A.3.

1. Administrators are encouraged to utilize all vacation time during the year in which it is earned. Vacation leave may be taken during the school year with the prior approval of the Superintendent.
2. During the first year of employment of an administrator, vacation shall be prorated based on whole months of service.
3. It is agreed that administrators will not take vacation time two (2) weeks prior to the opening of school.
4. Vacation schedules shall be approved by the Superintendent based on requests submitted by administrators by June 1st of each year.
5. With written approval received from the Superintendent and granted prior to April 1st of a school year, an administrator may carry over into the following school year up to ten (10) earned but unused vacation days. Additional days may be carried over with the approval of the Superintendent of Schools.
6. At the time the employment of an Administrator terminates, he or she shall be compensated for accumulated and unused vacation at a rate of 1/260 (work year = work days + vacation + holidays), provided vacation earned during that year shall be credited on a pro-rata basis for purposes of calculating such payment.

B. The following paid holidays shall be granted:

New Year's Day and Eve	Labor Day
Martin Luther King Day	Columbus Day
President's Day	Veterans' Day*
Good Friday	Thanksgiving and the day after
Memorial Day	Christmas Eve Day
Independence Day	Christmas Day (if Christmas is a Thursday, Friday is a paid holiday)
Lincoln's Birthday *	

*Lincoln's Birthday and Veteran's Day shall only be a holiday when school is not in session. If school is in session, the Superintendent shall designate another day off when school is not in session, after consultation with the administrators.

- C. Administrators shall be released from their duties as soon as they have completed all arrangements for an emergency school closing and have notified the central office.
- D. Ten (10) month administrators shall not be eligible for paid vacation or holidays.

ARTICLE V
ADMINISTRATIVE ASSIGNMENTS

- A. In the event the Board decides to permanently transfer, change or alter the duties or responsibilities of any position represented by the Association, it shall notify the administrator(s) at least thirty (30) days prior to the proposed change. The administrator(s) shall have an opportunity to meet and consult with the Board. Any affected administrator will continue to receive his/her present salary for three (3) months or the remainder of the current fiscal year in which the appointment becomes effective, whichever is longer.
- B. Administrators involuntarily transferred should be furnished with a letter to be placed in their personnel files, and a copy for their personal files, stating the reason for their transfer.
- C. If an administrator is relieved of his/her duties because of a reduction in staff or an elimination of position and employed as a teacher, he/she shall be given the experience credit on the salary schedule in accordance with the teacher contract and shall retain all accumulated sick leave up to the maximum permitted by the teachers' contract, and shall be paid for any sick bank days previously earned as an administrator.
- D. Any administrator who has been displaced as aforesaid shall be placed on a reappointment list for three years for his/her former administrative position.
- E. Vacancy notices for new positions shall be posted within five (5) school days after the position becomes vacant or is created.
- G. As of the execution of this Agreement, the Middle School Assistant Principal position is a ten (10) month position/assignment. In the event that the Board does not extend the Middle School Assistant Principal position to a twelve (12) month position/assignment effective July 1, 2020, the parties shall commence mid-term negotiations in accordance with the Teachers Negotiation Act for the purpose of renegotiating the salary for the Middle School Assistant Principal position as a ten (10) month position/assignment.

ARTICLE VI
COPIES OF CONTRACT

The Board shall furnish or make available to all members of the Association complete copies of the contract agreement together with salary schedules.

ARTICLE VII
GRIEVANCE PROCEDURE

A. Purpose

The purpose of this procedure is to secure at the lowest possible administrative level, equitable solutions to problems which may arise under the specific provisions of this Agreement. Both parties agree that these procedures shall be kept as informal and confidential as may be appropriate at any given level.

B. Definitions

1. A grievance shall mean a complaint by a member of the EHSAA regarding a violation of the specific provision or provisions of this Agreement to the detriment of the administrator(s) involved.
2. The term "administrator" as used in this grievance procedure shall mean any administrator within the bargaining unit covered by this Agreement.
3. An "aggrieved person" is the person or persons making the claim.

C. Time Limit

1. "Days" shall mean when school is in session, except after May 1 when days shall be calendar days, so that the matter may be resolved before the end of the school term or as soon as possible thereafter.
2. If an administrator does not file a grievance, in writing, as provided herein within twenty (20) days after the act or condition on which the grievance is based, then the grievance shall be considered as waived.

D. Procedure

1. A grievance may be instituted by the following procedure:
 - a. An aggrieved person shall appeal in person and in writing to the Superintendent and shall be accompanied by a representative.
2. Level One
 - a. Any grievance must be first brought to the attention of the Superintendent, in person, accompanied by a written statement setting forth the provision or provisions of the agreement alleged to have been violated. Said grievance must be answered, in writing, within ten (10) working days.

3. Level Two

- a. In the event that an aggrieved person is not satisfied with the disposition of the grievance by the Superintendent, he/she may, within five (5) working days of receipt of the Superintendent's decision, appeal in writing to the Board of Education.
- b. The Board shall meet with the aggrieved person by the date of its next regularly scheduled Board meeting provided the grievance is submitted by the Wednesday prior to the next regularly scheduled Board meeting. In no case shall the appeal be delayed longer than thirty (30) calendar days.
- c. The Board shall render its decision within twenty (20) working days from the Board hearing date. The Board's decision will be in writing and submitted to the aggrieved person.

4. Level Three

- a. In the event the aggrieved person is not satisfied with the decision of the Board, he/she may, within three (3) days after receipt of the Board's decision, request in writing to the Association President that this grievance be submitted to binding arbitration.
- b. The Association may within five (5) days after the receipt of such request (a total of eight days after the administrator has received the Board's decision) submit the grievance to binding arbitration by filing a demand for arbitration with the American Arbitration Association. Such submission shall set forth the provision or provisions alleged to have been violated by the Board of Education and shall be filed simultaneously with the Superintendent of Schools.
- c. The Chairman of the Board and the President of the Association shall, within five (5) days after such written notice, jointly submit the grievance to the American Arbitration Association.
- d. The arbitrator designated shall hear and decide only one grievance at a time, and shall be bound by and must comply with all terms of this Agreement and shall have no power to add to, subtract from, or in any way modify the provision of this Agreement. The decision of the arbitrator shall be final and binding upon parties.
- e. Under no circumstances shall administrators approach individual Board members on questions of policy or administration.
- f. The cost of binding arbitration shall be borne equally by the Board and the Association.

E. Miscellaneous

1. Any agreement to alter the timetable of the grievance procedure shall be by mutual consent between the Board and the Association and reduced to writing.
2. Grievance records shall be kept separate from regular personnel records.
3. No reprisals of any kind shall be taken by either party against any individual by reason of such individual's participation or non-participation in the grievance procedure.
4. If an aggrieved administrator elects to carry a grievance to binding arbitration independent of the Association, then the cost for the services of the arbitrator shall be borne by the aggrieved.
5. If an aggrieved administrator elects to submit a grievance to binding arbitration, he/she must file such submission within fifteen (15) calendar days after receipt of the Board's decision under Level Two of the grievance procedure. Such submission shall state the provision or provisions alleged to have been violated by the Board of Education and shall be filed simultaneously with the Superintendent of Schools.

ARTICLE VIII
JUST CAUSE

No administrator shall be disciplined without just cause. This provision shall not apply to terminations, evaluations, transfers, assignments or oral reprimands.

ARTICLE IX
INSURANCE BENEFITS

- A.
1. The only medical, Rx and dental insurance plan offered by the Board shall be the Connecticut State Partnership Plan 2.0 ("SP2.0"). The administration of the SP2.0, including open enrollment, beneficiary eligibility and changes, and other administration provisions shall be as established by the SP2.0.
 2. The premium cost share percentages for medical and Rx benefits under the SP2.0 shall be as follows:
 - Effective July 1, 2020, the employee shall pay 18.5% of the premium cost share for medical and Rx coverage.
 - Effective July 1, 2021, the employee shall pay 19% of the premium cost share for medical and Rx coverage.
 - Effective July 1, 2022, the employee shall pay 19.5% of the premium cost share for medical and Rx coverage.
 3. The premium cost share percentages for dental benefits under the SP2.0 (SP2.0-Option 5) shall be as follows:

- Effective July 1, 2020, employee shall pay 15% of the premium cost share for dental coverage.
 - Effective July 1, 2021, employee shall pay 15% of the premium cost share for dental coverage.
 - Effective July 1, 2022, employee shall pay 15% of the premium cost share for dental coverage.
4. Premium rates will be established by the State of Connecticut for the relevant periods, and shall be inclusive of medical, Rx, and dental.
 5. The premium rates will be as established by the State for single, employee + one and family, and for actives, pre-65 retirees, Medicare retirees and post-65 non-Medicare eligible retirees, but blended to provide for uniform rates across category for actives and retirees. This may result in active administrators paying a higher premium than the applicable rate listed, using Method 2, which distributes the difference evenly to all active members.
 6. SP2.0 design and co-payments shall be as specified in the attached medical, Rx and dental benefit summary documents, attached hereto as Schedule B.
 7. The SP2.0 Cigna Vision Rider (lenses and frames) will be offered. However, medical based vision issues and checkups are provided through SP2.0.
 8. In the event the SP2.0 is amended by the State, such amendments shall be in full force and effect for the term of the collective bargaining agreement, without the necessity of any action by either the Board or the Union, but shall not limit or curtail the Board's rights to leave SP2.0 for an equal or better plan as set forth in Section F of this Article.
 9. The SP2.0 contains a Health Enhancement Plan ("HEP") component. All employees participating in the SP2.0 will be required to join the HEP and will be subject to its terms and provisions. Details of the HEP are addressed in the HEP program description as set forth in Appendix B.
 10. Participation in the SP2.0 and the HEP are conditioned upon the employee completing and submitting necessary enrollment forms (written or electronic as determined by the administrator) during the specified enrollment period, and also signing an authorization for the deductions of premium cost shares through payroll deductions.
 11. In the event SP2.0 Plan administrators impose HEP non-participation or non-compliance premium cost share increases or deductibles (including individual and family deductibles), those sums shall be paid in their entirety by the non-participating or non-compliant employee. No portion or percentage of such premium cost increase or deductible shall be paid by the Board. Non-HEP compliant premium cost increases shall be implemented through payroll deduction, and non-HEP

compliant annual deductibles shall be implemented through claims administration. Notwithstanding the above, any amendments to the terms of the HEP shall be applicable to employees participating in the SP2.0.

- B. If the total cost of the SP2.0 plan offered pursuant to this Agreement triggers an excise tax under the Patient Protection and Affordable Care Act (Internal Revenue code Section 4980I), the parties shall commence mid-term negotiations in accordance with the Teachers Negotiation Act. During such mid-term negotiations, the Association and District shall reopen for the purpose of addressing the impact of the excise tax. No other provision of the Agreement shall be reopened during such mid-term negotiations.
- C. Subject to law, including the rules and regulations of the Internal Revenue Service, the Board shall maintain a "Section 125" salary reduction agreement which shall be designed to permit exclusion from taxable income of the employee's share of health insurance premiums.
- D. The Board shall also provide group life insurance coverage in an amount equal to two times the annual salary of each administrator rounded to the nearest \$500.00.
- E. Having successfully performed his/her contract obligations to the school system, an administrator who resigns is entitled to appropriate fringe benefits through August 31.
- F. Notwithstanding the foregoing, the Board shall have the right to change insurance carriers (including a change in third party administrators) in whole or in part, in order to provide insurance coverage set forth above provided that the plan(s) which result(s) from change in carriers or third-party administrators are, substantially equivalent to the plan(s) described above, in terms of coverage, benefits, and administration. The HDHP/HSA plan that the Board offered administrators prior to implementation of the SP2.0, inclusive of all applicable premium cost share, deductible and plan design features, shall be considered a "substantially equivalent" plan for purposes of this Article.

The president of the Association shall be notified in writing within thirty days of any intention to change carriers or third-party administrators and shall have a reasonable opportunity to review the proposed changes, but shall have no more than thirty days from the date the new plan is presented to the Association. The proposed changes shall be presented to the Association through a Board Committee including a representative of the insurance carrier who will explain the proposed changes. If the Association does not approve of the proposed changes recommended by the Superintendent, it shall submit a written statement detailing the reasons for such disapproval, specifically listing the reduction in the level of coverage, benefits or administration to which it objects. The Association must submit this written statement within thirty days of the meeting noted above. Failure to submit such statement within the thirty days time period shall be deemed approval of the proposed plan and a waiver of any right to arbitrate the issue.

If the Association disapproves of any change pursuant to the written statement noted above, it may submit the issue to arbitration within fifteen calendar days of receipt of notice from the Superintendent that the Board intends to implement the new plan. The Board must receive a

written decision therein prior to implementing any change. The sole substantive issue for arbitration shall be as follows: Is the proposed insurance plan(s) substantially equivalent to the existing plan(s) in terms of benefits, coverage, and administration.

- G. All insurance coverages shall be provided in accordance with the terms of the insurance carrier or third-party administrator administering the plan in effect. Disputes concerning an employee's eligibility or entitlement to the benefits contained herein are matters which are to be resolved by the employee and the insurance carrier administering the plan.
- H. The Plan documents for the above noted plan(s) shall be on file in the Business Office. The plan(s) documents contain the details governing the medical and dental programs and shall prevail in cases of conflicts with the summaries.
- I. **DISABILITY PLAN:** Upon appropriate written authorization by employees in the bargaining unit, the Board will make premium deductions from the first check of each month for any individual or group disability plan. It shall be the responsibility of the employee to address any deduction concerns directly with the disability company. It is understood that the Board assumes no responsibility for incorrect withholding, clerical errors, or rebates. Disputes as to eligibility, payments, coverage or any other provision of the disability plan are not the Board's responsibility but must be addressed directly to the insured's company. It is understood that the East Hampton Board of Education does not sponsor or promote the Standard Insurance Company group disability plan or any other disability plan in which employees may enroll. It is understood that the Board of Education does not guarantee the continuation of any group disability plan and that the disability insurance company may terminate said plan at any time. The East Hampton Administrators' Association shall indemnify and save the Board harmless from any claim, demand, lawsuit, or damages arising out of the Board's implementation of the payroll deduction for such plan.

ARTICLE X
PROFESSIONAL DEVELOPMENT

The Board shall provide a total yearly sum of twelve thousand five hundred dollars (\$12,500.00) for all administrators to draw on to take advantage of advanced course work. Use of the above sum shall be approved by the Superintendent.

ARTICLE XI
MILEAGE

The Board will budget \$750 (in ten monthly checks of \$75) per year to reimburse administrators for all school related travel.

Should the administrator exceed the budgeted amount, he/she will be compensated additionally at the I.R.S. rates then in effect.

ARTICLE XII
SALARIES

- A. The salary schedule for administrators, designated as Schedule A is affixed hereto and made an integral part of this Agreement.
- B. Certificated administrators who have an earned doctorate shall be placed at a salary \$1,000.00 above the step to which they would otherwise have been entitled.
- C. Administrators who are promoted to positions within the bargaining unit shall be placed on that step which the administrator would have attained in his/her previous position on the effective date of the promotion.
- D. Administrators who are hired from outside the bargaining unit with previous administrative experience shall be credited with such experience as deemed appropriate for the position by the Superintendent of Schools.
- E. Tax Sheltered Annuity: The Board of education will contribute to a 403(b) account established by the administrator with a yearly contribution of the following:
 - \$2,000 effective July 1, 2020
 - \$2,750 effective July 1, 2021
 - \$3,500 effective July 1, 2022
- F. Supplemental Pay: The Board of Education recognizes that the work load and responsibility to oversee the summer school programs is an additional responsibility only assumed by the building administrator in which the summer school program is housed.

In order to establish equity in the responsibilities for all administrators in the summer, school buildings which house ESY summer school programs, the designated administrator of said building should receive a stipend of the following:

- \$2,500 effective July 1, 2020
- \$3,000 effective July 1, 2021
- \$3,500 effective July 1, 2022

ARTICLE XIII
SEVERANCE PAY

- A. Upon resignation due to disability or retirement, after ten (10) years of service in East Hampton in a certified position, an administrator shall receive a severance payment based upon accumulated unused sick leave. The payment will be made on the first business day of the month of January or July following the resignation or retirement as the administrator may elect, provided that the administrator shall notify the Superintendent at least four (4) months in advance of the effective date of such resignation or retirement. Failure to provide such notice shall delay such payment until the next payout date. The formula for amount of the payment is as follows: Administrators hired before July 1, 2014 will be paid twenty five percent (25%) of his/her accumulated unused sick leave at a per diem rate of contracted

base salary divided by 260. Administrators hired on or after July 1, 2014 shall not be eligible for this benefit.

ARTICLE XIV
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 the Agreement shall remain in full force and effect.

ARTICLE XV
DURATION

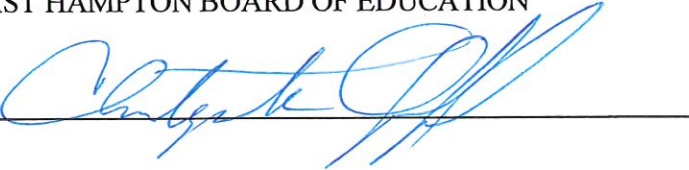
The provisions of this Agreement shall be effective as of July 1, 2020 and shall continue and remain in full force and effect through June 30, 2023.

SIGNATURE BLOCK

IN WITNESS WHEREOF, the parties hereto have caused these presents to be executed by their proper officer, hereunto duly authorized, and their seals affixed hereto as of the date and year first above written.

EAST HAMPTON BOARD OF EDUCATION

By



Date

9/23/19

EAST HAMPTON SCHOOL ADMINISTRATORS'
ASSOCIATION CONNECTICUT FEDERATION
OF SCHOOL ADMINISTRATORS Local 42J

By



Date

9/23/19

SCHEDULE A
East Hampton Administrative Salary Schedule

2020-21	Step 1	Step 2	Step 3	Step 4	Step 5
High School Principal	154,759	156,895	159,045	161,431	163,853
Middle School Principal	148,624	150,730	152,851	155,143	157,470
Center School Principal	145,863	147,954	150,061	152,312	154,596
Memorial School Principal	145,863	147,954	150,061	152,312	154,596
Director of Support Services	149,988	152,101	154,228	156,540	158,888
Director of Curriculum and Instruction	149,988	152,101	154,228	156,540	158,888
High School Assistant Principal	135,781	137,859	139,917	142,017	144,147
Middle School Assistant Principal	130,364	132,380	134,410	136,425	138,472
Memorial School Assistant Principal	124,913	126,901	128,903	130,836	132,800
2021-22	Step 1	Step 2	Step 3	Step 4	Step 5
High School Principal	157,854	160,033	162,226	164,660	167,130
Middle School Principal	151,597	153,745	155,908	158,246	160,620
Center School Principal	148,780	150,913	153,062	155,358	157,688
Memorial School Principal	148,780	150,913	153,062	155,358	157,688
Director of Support Services	152,987	155,143	157,312	159,671	162,065
Director of Curriculum and Instruction	152,987	155,143	157,312	159,671	162,065
High School Assistant Principal	138,497	140,616	142,716	144,857	147,030
Middle School Assistant Principal	132,971	135,027	137,098	139,154	141,241
Memorial School Assistant Principal	127,412	129,439	131,481	133,453	135,456
2022-23	Step 1	Step 2	Step 3	Step 4	Step 5
High School Principal	161,011	163,234	165,471	167,953	170,473
Middle School Principal	154,629	156,820	159,026	161,411	163,832
Center School Principal	151,756	153,931	156,123	158,465	160,842
Memorial School Principal	151,756	153,931	156,123	158,465	160,842
Director of Support Services	156,047	158,246	160,458	162,865	165,307
Director of Curriculum and Instruction	156,047	158,246	160,458	162,865	165,307
High School Assistant Principal	141,267	143,429	145,570	147,754	149,971
Middle School Assistant Principal	135,631	137,728	139,840	141,937	144,066
Memorial School Assistant Principal	129,960	132,027	134,111	136,122	138,165

Longevity

10 Years = \$400

15 Years = \$600

20 Years = \$800

Administrators hired on and after July 1, 2017 shall not be eligible for longevity pay.
Administrators not at top step will advance one step level in each year of the Agreement.



CONNECTICUT PARTNERSHIP PLAN



A Great Opportunity for Very Valuable Healthcare Coverage

Welcome to the Connecticut (CT) Partnership Plan—a low-/no-deductible Point of Service (POS) plan now available to you (and your eligible dependents up to age 26) and other non-state public employees who work for municipalities, boards of education, quasi-public agencies, and public libraries.

The CT Partnership Plan is the same POS plan currently offered to State of Connecticut employees. You get the same great healthcare benefits that state employees get, including \$15 in-network office visits (average actual cost in CT: \$150*), free preventive care, and \$5 or \$10 generic drug copays for your maintenance drugs. You can see any provider (e.g., doctors, hospitals, other medical facilities) you want—in- or out-of-network. But, when you see in-network providers, you pay less. That's because they contract with UnitedHealthcare/Oxford—the plan's administrator—to charge lower rates for their services. You have access to Oxford's Freedom Select Network in Connecticut, New Jersey, and parts of New York, and United's Choice Plus Network for seamless national access!

When you join the CT Partnership Plan, the state's Health Enhancement Program (HEP) is included. HEP encourages you to get preventive care screenings, routine wellness visits, and chronic disease education and counseling. When you remain compliant with the specific HEP requirements on page 5, you get to keep the financial incentives of the HEP program!

Look inside for a summary of medical benefits, and visit www.osc.ct.gov/CTpartner to find out if your doctor, hospital or other medical provider is in UnitedHealthcare/Oxford's network. Information about the dental plan offered where you work, and the amount you'll pay for healthcare and dental coverage, will be provided by your employer.

*Source: Healthcare Bluebook: healthcarebluebook.com

BENEFIT FEATURE	IN-NETWORK	OUT-OF-NETWORK
Preventive Care (including adult and well-child exams and immunizations, routine gynecologist visits, mammograms, colonoscopy)	\$0	20% of allowable UCR* charges
Annual Deductible (amount you pay before the Plan starts paying benefits)	Individual: \$350 Family: \$350 per member (\$1,400 maximum) <i>Waived for HEP-compliant members</i>	Individual: \$300 Family: \$900
Coinsurance (the percentage of a covered expense you pay <i>after</i> you meet the Plan's annual deductible)	Not applicable	20% of allowable UCR* charges
Annual Out-of-Pocket Maximum (amount you pay before the Plan pays 100% of allowable/UCR* charges)	Individual: \$2,000 Family: 4,000	Individual: \$2,300 (includes deductible) Family: \$4,900 (includes deductible)
Primary Care Office Visits	\$15 copay (\$0 copay for Preferred Providers)	20% of allowable UCR* charges
Specialist Office Visits	\$15 copay (\$0 copay for Preferred Providers)	20% of allowable UCR* charges
Urgent Care & Walk-In Center Visits	\$15 copay	20% of allowable UCR* charges
Acupuncture (20 visits per year)	\$15 copay	20% of allowable UCR* charges
Chiropractic Care	\$0 copay	20% of allowable UCR* charges
Diagnostic Labs and X-Rays ¹ ** High Cost Testing (MRI, CAT, etc.)	\$0 copay (<i>your doctor</i> will need to get prior authorization for high-cost testing)	20% of allowable UCR* charges (<i>you</i> will need to get prior authorization for high-cost testing)
Durable Medical Equipment	\$0 (<i>your doctor</i> may need to get prior authorization)	20% of allowable UCR* charges (<i>you</i> may need to get prior authorization)

¹ IN NETWORK: Within your carrier's immediate service area, no co-pay for preferred facility. 20% cost share at non-preferred facility.
Outside your carrier's immediate service area: no co-pay.

¹ OUT OF NETWORK: Within your carrier's immediate service area, deductible plus 40% coinsurance.
Outside of carrier's immediate service area: deductible plus 20% coinsurance.

BENEFIT FEATURE	IN-NETWORK	OUT-OF-NETWORK
Emergency Room Care	\$250 copay (waived if admitted)	\$250 copay (waived if admitted)
Eye Exam (one per year)	\$15 copay	50% of allowable UCR* charges
**Infertility (based on medical necessity)		
Office Visit	\$15 copay	20% of allowable UCR* charges
Outpatient or Inpatient Hospital Care	\$0	20% of allowable UCR* charges
**Inpatient Hospital Stay	\$0	20% of allowable UCR* charges
Mental Healthcare/Substance Abuse Treatment		
**Inpatient	\$0	20% of allowable UCR* charges (you may need to get prior authorization)
Outpatient	\$15 copay	20% of allowable UCR* charges
Nutritional Counseling (Maximum of 3 visits per Covered Person per Calendar Year)	\$0	20% of allowable UCR* charges
**Outpatient Surgery	\$0	20% of allowable UCR* charges
**Physical/Occupational Therapy	\$0	20% of allowable UCR* charges, up to 60 inpatient days and 30 outpatient days per condition per year
Foot Orthotics	\$0 (your doctor may need to get prior authorization)	20% of allowable UCR* charges (you may need to get prior authorization)
Speech therapy: Covered for treatment resulting from autism, stroke, tumor removal, injury or congenital anomalies of the oropharynx	\$0	Deductible plus Coinsurance (30 visits per Calendar Year)
Medically necessary treatment resulting from other causes is subject to Prior Authorization	\$0 (30 visits per Covered Person per Calendar Year)	Deductible plus Coinsurance (30 visits per Calendar Year)

*Usual, Customary and Reasonable. You pay 20% coinsurance based on UCR, plus you pay 100% of amount provider bills you over UCR.

** Prior authorization required: If you use in-network providers, your provider is responsible for obtaining prior authorization from UnitedHealthcare/Oxford. If you use out-of-network providers, you are responsible for obtaining prior authorization from UnitedHealthcare/Oxford.

We are dedicated to helping people live healthier lives. This is our mission and we take it seriously. By making healthier decisions, you can live a healthier life. It's that simple. Our programs and network can help you do just that.

Our Network

We have a robust local and national network. Nationally and in the tri-state area, we have a large number of doctors, health care professionals and hospitals. For years, our members have accessed our Connecticut, New York and New Jersey tri-state network. Whichever plan you choose, you'll have seamless access to our UnitedHealthcare Choice Plus Network of physicians and health care professionals outside of the tri-state area. This gives State of Connecticut employees, retirees and their families better access to care whether you are in Connecticut, traveling outside the tri-state area, or living somewhere else in the country.

Just giving you a list of doctors is not very helpful. The UnitedHealth Premium® designation program recognizes doctors who meet standards for quality and cost-efficiency. We use evidence-based medicine and national industry guidelines to evaluate quality and the cost-efficiency standards are based on local market benchmarks for the efficient use of resources in providing care. The 2016 UnitedHealth Premium program covers 27 specialty areas of medicine, including two new specialties (Ear, Nose and Throat, and Gastroenterology).

For more information about our network and the Premium designation program or to search for physicians participating in our local network and the national UnitedHealthcare Choice Plus Network, please visit partnershipstateofct.welcometouhc.com.

For information on these discounts and special offers, please visit partnershipstateofct.welcometouhc.com



Oxford On-Call®

Healthcare Guidance 24 hours a day

We realize that questions about your health can come up at any time. That's why we offer you flexible choices in health care guidance through our *Oxford On-Call* program. Speak with a registered nurse who can offer suggestions and guide you to the most appropriate source of care, 24 hours a day, seven days a week. That's the idea behind *Oxford On-Call*.

If you are a member and you need to reach *Oxford-On-Call*, please call 800-201-4911. Press option 4. *Oxford On-Call* can give you helpful information on general health information, deciding where to go for care, choosing self-care measures or guidance for difficult decisions.

Custom Website

We created this website for State of Connecticut employees and retirees to provide the tools and information to help you make informed health care decisions.

Visit partnershipstateofct.welcometouhc.com to search for a doctor or hospital, or learn about your health plans. You also can get Health Enhancement Program information at cthep.com, or by phone at 877-687-1448.

Value-added programs such as wellness programs and discounts offered by the plan are not negotiated benefits and are subject to change at any time at the discretion of the plan.

PRESCRIPTION DRUGS	Maintenance⁺ (31-to-90-day supply)	Non-Maintenance (up to 30-day supply)	HEP Chronic Conditions
Generic (preferred/non-preferred)**	\$5/\$10	\$5/\$10	\$0
Preferred/Listed Brand Name Drugs	\$25	\$25	\$5
Non-Preferred/Non-Listed Brand Name Drugs	\$40	\$40	\$12.50
Annual Out-of-Pocket Maximum	\$4,600 Individual/\$9,200 Family		

+ Initial 30-day supply at retail pharmacy is permitted. Thereafter, 90-day supply is required—through mail-order or at a retail pharmacy participating in the State of Connecticut Maintenance Drug Network.

++ Prescriptions are filled automatically with a generic drug if one is available, unless the prescribing physician submits a Coverage Exception Request attesting that the brand name drug is medically necessary.

Preferred and Non-Preferred Brand-Name Drugs

A drug’s tier placement is determined by Caremark’s Pharmacy and Therapeutics Committee, which reviews tier placement each quarter. If new generics have become available, new clinical studies have been released, new brand-name drugs have become available, etc., the Pharmacy and Therapeutics Committee may change the tier placement of a drug.

If your doctor believes a non-preferred brand-name drug is medically necessary for you, they will need to complete the Coverage Exception Request form (available at www.osc.ct.gov/ctpartner) and fax it to Caremark. If approved, you will pay the preferred brand co-pay amount.

If You Choose a Brand Name When a Generic Is Available

Prescriptions will be automatically filled with a generic drug if one is available, unless your doctor completes Caremark’s Coverage Exception Request form and it is approved. (It is not enough for your doctor to note “dispense as written” on your prescription; a separate

form is required.) If you request a brand-name drug over a generic alternative without obtaining a coverage exception, you will pay the generic drug co-pay PLUS the difference in cost between the brand and generic drug.

Mandatory 90-day Supply for Maintenance Medications

If you or your family member takes a maintenance medication, you are required to get your maintenance prescriptions as 90-day fills. You will be able to get your first 30-day fill of that medication at any participating pharmacy. After that your two choices are:

- Receive your medication through the Caremark mail-order pharmacy, or
- Fill your medication at a pharmacy that participates in the State’s Maintenance Drug Network (see the list of participating pharmacies on the Comptroller’s website at www.osc.ct.gov).

The Health Enhancement Program (HEP) is a component of the medical plan and has several important benefits. First, it helps you and your family work with your medical providers to get and stay healthy. Second, it saves you money on your healthcare. Third, it will save money for the Partnership Plan long term by focusing healthcare dollars on prevention.

Health Enhancement Program Requirements

You and your enrolled family members must get age-appropriate wellness exams, early diagnosis screenings (such as colorectal cancer screenings, Pap tests, mammograms, and vision exams). Here are the 2018 HEP Requirements:

PREVENTIVE SCREENINGS	AGE						
	0 - 5	6-17	18-24	25-29	30-39	40-49	50+
Preventive Visit	1 per year	1 every other year	Every 3 years	Every 3 years	Every 3 years	Every 2 years	Every year
Vision Exam	N/A	N/A	Every 7 years	Every 7 years	Every 7 years	Every 4 years	50-64: Every 3 years 65+: Every 2 years
Dental Cleanings*	N/A	At least 1 per year	At least 1 per year	At least 1 per year	At least 1 per year	At least 1 per year	At least 1 per year
Cholesterol Screening	N/A	N/A	Every 5 years (20+)	Every 5 years	Every 5 years	Every 5 years	Every 2 years
Breast Cancer Screening (Mammogram)	N/A	N/A	N/A	N/A	1 screening between age 35-39**	As recommended by physician	As recommended by physician
Cervical Cancer Screening (Pap Smear)	N/A	N/A	Every 3 years (21+)	Every 3 years	Every 3 years	Every 3 years	Every 3 years to age 65
Colorectal Cancer Screening	N/A	N/A	N/A	N/A	N/A	N/A	Colonoscopy every 10 years or Annual FIT/FOBT to age 75

*Dental cleanings are required for all members who are participating in the Partnership Plan

**Or as recommended by your physician



The Health Enhancement Program features an easy-to-use website to keep you up to date on your requirements.

Additional Requirements for Those With Certain Conditions

If you or any enrolled family member has 1) Diabetes (Type 1 or 2), 2) asthma or COPD, 3) heart disease/heart failure, 4) hyperlipidemia (high cholesterol), or 5) hypertension (high blood pressure), you and/or that family member will be required to participate in a disease education and counseling program for that particular condition. You will receive free office visits and reduced pharmacy copays for treatments related to your condition.

These particular conditions are targeted because they account for a large part of our total healthcare costs and have been shown to respond particularly well to education and counseling programs. By participating in these programs, affected employees and family members will be given additional resources to improve their health.

If You Do Not Comply with the requirements of HEP

If you or any enrolled dependent becomes non-compliant in HEP, your premiums will be \$100 per month higher and you will have an annual \$350 per individual (\$1,400 per family) in-network medical deductible.

Care Management Solutions, an affiliate of ConnectiCare, is the administrator for the Health Enhancement Program (HEP). The HEP participant portal features tips and tools to help you manage your health and your HEP requirements. You can visit www.cthep.com to:

- View HEP preventive and chronic requirements and download HEP forms
- Check your HEP preventive and chronic compliance status
- Complete your chronic condition education and counseling compliance requirement
- Access a library of health information and articles
- Set and track personal health goals
- Exchange messages with HEP Nurse Case Managers and professionals

You can also call Care Management Solutions to speak with a representative.

Care Management Solutions

(877) 687-1448 Monday – Thursday, 8:00 a.m. – 6:00 p.m. Friday, 8:00 a.m. – 5:00 p.m.

Office of the State Comptroller, Healthcare Policy & Benefit Services Division

www.osc.ct.gov/ctpartner
860-702-3560

UnitedHealthcare Oxford

<http://partnershipstateofct.welcometouhc.com>
Prior to Effective Date: **1-800-760-4566**
After Effective Date: **1-800-385-9055**

Caremark (Prescription drug benefits)

www.caremark.com
1-800-318-2572

CIGNA (Dental and Vision Rider benefits)

www.cigna.com/stateofct
1-800-244-6224

*Health Enhancement Program (HEP) Care Management Solutions
(an affiliate of ConnectiCare)*

www.cthep.com
1-877-687-1448

For details about specific plan benefits and network providers, contact the insurance carrier. If you have questions about eligibility, enrolling in the plans or payroll deductions, contact your Payroll/Human Resources office.