

Sirois, Cathy

From: Maniscalco, Mike
Sent: Thursday, September 22, 2016 12:41 PM
To: Town Council
Subject: Fwd: Board of Ed Administrators Contract

See below

Michael Maniscalco, MPA
Town Manager
Town of East Hampton
860-267-4468

Sent from my iPhone

Begin forwarded message:

From: "Smith, Paul" <psmith@easthamptonct.org>
Date: September 22, 2016 at 12:15:58 PM EDT
To: Mike Maniscalco <mmaniscalco@easthamptonct.gov>
Subject: RE: Board of Ed Administrators Contract

Mike,

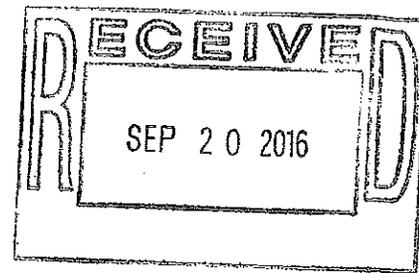
There were so few changes, that we do not have a highlight page. I am glad to share them with you:

1. Administrators went from HDP 1500/3000 to 2000/4000 similar to the Teachers union. As in the Teachers contract, there is NO contribution from the Board. (We are one of two districts in the state to have no Board contribution to a HDP).
2. Insurance share: 10%, 10.5%, 11% over the three years.
3. TSA of \$1000 for each administrator each year. New, but common in Administrator contracts.
4. A stipend of \$1500 in year 1, \$1700 in year 2, and \$2000 in year 3 for 1 administrator (or can be shared) for supervision of Special Ed Summer School – Extended School Year as it is all done in one building now.
5. Salary increase of 2.75%, 2.75%, 2.50% over three years. (Impact in year 1 is just over 3% if all stays the same; however, Mindy Wilkie and Nancy Briere are stepping down from administrator positions at the end of the school year, so impact will be determined by how much experience successful candidates bring with them.)
6. Union gave Superintendent leeway in placing new candidates on the salary schedule.
7. Longevity payments end for all members hired after July 1, 2016.
8. Personal time earned by years of service.

If the council wants something more formal, I will have our lawyer prepare.

Paul

From: Maniscalco, Mike [<mailto:mmaniscalco@easthamptonct.gov>]
Sent: Thursday, September 22, 2016 10:50 AM
To: Smith, Paul <psmith@easthamptonct.org>
Subject: Fwd: Board of Ed Administrators Contract



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, 2017 through June 30, 2020

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COLLECTIVE BARGAINING AGREEMENT
Between the
EAST HAMPTON BOARD OF EDUCATION
and the
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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. As a condition to the Board's payroll deduction of service fees, as noted above, the Association shall provide each non-member with a statement of the major categories of expenditures incurred by the Association for collective bargaining, contract administration,

and grievance representation made in the prior fiscal year at least 30 days before the commencement of the succeeding contract year, said statement verified by an independent auditor. At the same time, the Association shall notify each non-member of the amount of the agency fee for the succeeding contract year. Any non-member who shall object to the amount required as agency fee, as herein provided, shall, within 30 days after notification of the amount thereof, file with the Association objection to said amount, setting forth generally the nature of such objection and the amount such non-member believes is the proper amount. The Association, upon receipt of such objection: shall notify all other non-members of such objection and a hearing shall be held before the Association governing board. Said hearing shall take place promptly but no later than 20 days after receipt of the objection. The hearing shall be conducted so as to assure all parties a fair hearing. Appeals from the decision of said Association governing body may be made by the objecting party to the American Arbitration Association which shall select from its membership an arbitrator to hear the matter. When an arbitration award is final, the amount established for the agency fee shall remain in effect for the contract year to which it applied. Each party shall bear the cost of its attorneys and the cost of the arbitrator's fees and expenses shall be paid by the Association. During the pendency of any hearing or appeal from any hearing with respect to agency fee, the objecting non-member shall not be required to pay the agency fee.

- D. The Board agrees to make deductions from the pay of members of the Association and the service fee deduction from non-association employees upon the receipt of a written authorization from the employee. Such deduction shall continue for the duration of this Agreement or any extension thereof.
- E. 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. With respect to any non-association employee who disputes the amount of the service fee, the EHSAA shall deposit his/her salary deduction in an escrow account bearing a reasonable rate of interest pending a resolution of the dispute between the employee and the EHSAA.
- F. 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,
Lincoln's Birthday *	Friday is a paid holiday)

*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.

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 suspended or demoted without just cause.

ARTICLE IX
INSURANCE BENEFITS

- A. The Board shall offer the following coverage, subject to the conditions herein stated, to all bargaining unit employees
1. High Deductible Health Plan with Health Savings Account (HDHP-HSA) with deductibles of \$2,000 for single coverage and \$4,000 for two-person/family coverage. All summary plan information is set forth in the attached Schedule of Benefits attached hereto as Schedule B.
 2. CIGNA Dental Plan. (Schedule C)
- B. All of the health insurance coverage noted above shall follow case management and prior authorization guidelines of the insurance carrier.

C. To be eligible to receive health, medical and dental insurance benefits set forth in Section A above, the employee shall annually contribute the following amount of such benefits:

1. HDHP-HSA and Dental Plan.

The employee shall pay a share of the insurance premium cost (or allocation rate if self insured) by automatic payroll deduction as follows:

10 % effective July 1, 2017.

10.5 % effective July 1, 2018.

11% effective July 1, 2019.

- D. 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.
- E. 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.
- F. Having successfully performed his/her contract obligations to the school system, an administrator who resigns is entitled to appropriate fringe benefits through August 31.
- G. 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 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.

Reopener: the Board may reopen negotiations on this provision (Section G only) anytime during the contract term in the event different change of insurance carrier language is negotiated or awarded for the teachers (EHEA contract).

- H. The Board will insure that any active certified professional employee, having reached the age of 65 or over, will receive the same health insurance benefits as are being enjoyed by other active employees as permitted by law, e.g. through the provision of health reimbursement account instead of a health savings account.
- I. 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.
- J. 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.
- K. **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 ten thousand dollars (\$10,000.00) 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 \$500 (in ten monthly checks of \$50) 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:
 - \$1,000 effective July 1, 2017
 - \$1,000 effective July 1, 2018
 - \$1,000 effective July 1, 2019
- 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:

- \$1,500 effective July 1, 2017
- \$1,700 effective July 1, 2018
- \$2,000 effective July 1, 2019

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, 2017 and shall continue and remain in full force and effect through June 30, 2020.

SIGNATURE BLOCK

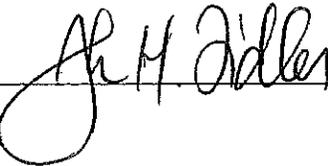
IN WITNESS WHEREOF, the parties hereto have caused these presents to be executed by their proper officer, hereunto duly authorized, and their seals affixed hereto as of the date and year first above written.

EAST HAMPTON BOARD OF EDUCATION

By 

Date 9-19-16

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

By 

Date 9/19/16

SCHEDULE A
East Hampton Administrative Salary Schedule

2017-18	Step 1	Step 2	Step 3	Step 4	Step 5
High School Principal	144,416	146,410	148,416	150,643	152,902
Middle School Principal	138,691	140,657	142,635	144,775	146,946
Center School Principal	136,114	138,065	140,032	142,132	144,264
Memorial School Principal	136,114	138,065	140,032	142,132	144,264
Director of Support Services	139,964	141,936	143,920	146,079	148,269
Director of Curriculum and Instruction	139,964	141,936	143,920	146,079	148,269
High School Assistant Principal	126,707	128,646	130,566	132,525	134,513
Middle School Assistant Principal	121,652	123,532	125,427	127,308	129,217
Memorial School Assistant Principal	116,565	118,419	120,288	122,093	123,925
2018-19	Step 1	Step 2	Step 3	Step 4	Step 5
High School Principal	148,388	150,436	152,498	154,785	157,107
Middle School Principal	142,505	144,525	146,558	148,756	150,987
Center School Principal	139,857	141,862	143,883	146,041	148,231
Memorial School Principal	139,857	141,862	143,883	146,041	148,231
Director of Support Services	143,813	145,839	147,878	150,096	152,347
Director of Curriculum and Instruction	143,813	145,839	147,878	150,096	152,347
High School Assistant Principal	130,192	132,184	134,157	136,169	138,212
Middle School Assistant Principal	124,997	126,929	128,876	130,809	132,771
Memorial School Assistant Principal	119,770	121,676	123,596	125,450	127,333
2019-20	Step 1	Step 2	Step 3	Step 4	Step 5
High School Principal	152,097	154,197	156,310	158,655	161,035
Middle School Principal	146,068	148,138	150,222	152,475	154,762
Center School Principal	143,354	145,409	147,480	149,692	151,937
Memorial School Principal	143,354	145,409	147,480	149,692	151,937
Director of Support Services	147,408	149,485	151,575	153,848	156,155
Director of Curriculum and Instruction	147,408	149,485	151,575	153,848	156,155
High School Assistant Principal	133,446	135,488	137,511	139,574	141,668
Middle School Assistant Principal	128,122	130,103	132,098	134,079	136,090
Memorial School Assistant Principal	122,765	124,718	126,686	128,586	130,516

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.

SCHEDULE B

SUMMARY OF BENEFITS

Cigna Health and Life Insurance Co.
 For - East Hampton Town and Board of Education
 Open Access Plus Plan



Selection of a Primary Care Provider - your plan may require or allow the designation of a primary care provider. You have the right to designate any primary care provider who participates in the network and who is available to accept you or your family members. If your plan requires designation of a primary care provider, Cigna may designate one for you until you make this designation. For information on how to select a primary care provider, and for a list of the participating primary care providers, visit www.mycigna.com or contact customer service at the phone number listed on the back of your ID card. For children, you may designate a pediatrician as the primary care provider.

Direct Access to Obstetricians and Gynecologists - You do not need prior authorization from the plan or from any other person (including a primary care provider) in order to obtain access to obstetrical or gynecological care from a health care professional in our network who specializes in obstetrics or gynecology. The health care professional, however, may be required to comply with certain procedures, including obtaining prior authorization for certain services, following a pre-approved treatment plan, or procedures for making referrals. For a list of participating health care professionals who specialize in obstetrics or gynecology, visit www.mycigna.com or contact customer service at the phone number listed on the back of your ID card.

Plan Highlights	In-Network	Out-of-Network
Lifetime Maximum	Unlimited	Unlimited
Coinsurance	Your plan pays 100%	Your plan pays 70%
Maximum Reimbursable Charge	Not Applicable	200%
Contract Year Deductible	Individual: \$2,000 Family: \$4,000	Individual: \$2,000 Family: \$4,000
<ul style="list-style-type: none"> • The amount you pay for all covered expenses counts toward both your in-network and out-of-network deductibles. • After each eligible family member meets his or her individual deductible, covered expenses for that family member will be paid based on the coinsurance level specified by the plan. Or, after the family deductible has been met, covered expenses for each eligible family member will be paid based on the coinsurance level specified by the plan. • This plan includes a combined Medical/Pharmacy plan deductible. • Retail and home delivery Pharmacy costs contribute to the combined Medical/Pharmacy deductible. <p>Note: Services where plan deductible applies are noted with a caret (^)</p>		
Contract Year Out-of-Pocket Maximum	Individual: \$2,000 Family: \$4,000	Individual: \$4,000 Family: \$8,000
<ul style="list-style-type: none"> • The amount you pay for all covered expenses counts toward both your in-network and out-of-network out-of-pocket maximums. • Plan deductible contributes towards your out-of-pocket maximum. • All copays and benefit deductibles contribute towards your out-of-pocket maximum. • Mental Health and Substance Use Disorder covered expenses contribute towards your out-of-pocket maximum. • After each eligible family member meets his or her individual out-of-pocket maximum, the plan will pay 100% of their covered expenses. Or, after the family out-of-pocket maximum has been met, the plan will pay 100% of each eligible family member's covered expenses. • This plan includes a combined Medical/Pharmacy out-of-pocket maximum. • Retail and home delivery Pharmacy costs contribute to the combined Medical/Pharmacy out-of-pocket. 		

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Benefit	In-Network	Out-of-Network
Note: Services where plan deductible applies are noted with a caret (^)		
Physician Services		
Physician Office Visit ▪ All services including Lab & X-ray	Your plan pays 100% ^	Your plan pays 70% ^
Surgery Performed in Physician's Office	Your plan pays 100% ^	Your plan pays 70% ^
Allergy Treatment/Injections	Your plan pays 100% ^	Your plan pays 70% ^
Allergy Serum Dispensed by the physician in the office	Your plan pays 100% ^	Your plan pays 70% ^
Preventive Care		
Preventive Care ▪ Includes coverage of additional services, such as urinalysis, EKG, and other laboratory tests, supplementing the standard Preventive Care benefit.	Your plan pays 100%	Your plan pays 70% ^
Immunizations ▪ Includes immunizations specific for travel	Your plan pays 100%	Your plan pays 70% ^
Well Child Care	Your plan pays 100% ^	Your plan pays 70% ^
Mammogram, PAP, and PSA Tests ▪ Coverage includes the associated Preventive Outpatient Professional Services. ▪ Diagnostic-related services are covered at the same level of benefits as other x-ray and lab services, based on place of service.	Your plan pays 100%	Your plan pays 70% ^
Inpatient		
Inpatient Hospital Facility	Your plan pays 100% ^	Your plan pays 70% ^
Semi-Private Room: In-Network: Limited to the semi-private negotiated rate / Out-of-Network: Limited to semi-private rate		
Private Room: In-Network: Limited to the semi-private negotiated rate / Out-of-Network: Limited to semi-private rate		
Special Care Units (Intensive Care Unit (ICU), Critical Care Unit (CCU)): In-Network: Limited to the negotiated rate / Out-of-Network: Limited to ICU/CCU daily room rate		
Inpatient Hospital Physician's Visit/Consultation	Your plan pays 100% ^	Your plan pays 70% ^
Inpatient Professional Services ▪ For services performed by Surgeons, Radiologists, Pathologists and Anesthesiologists	Your plan pays 100% ^	Your plan pays 70% ^
Outpatient		
Outpatient Facility Services	Your plan pays 100% ^	Your plan pays 70% ^
Outpatient Professional Services ▪ For services performed by Surgeons, Radiologists, Pathologists and Anesthesiologists	Your plan pays 100% ^	Your plan pays 70% ^

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Benefit	In-Network	Out-of-Network
Note: Services whose plan deductible applies are noted with a caret (^)		
Short-Term Rehabilitation	Your plan pays 100% ^	Your plan pays 70% ^
Contract Year Maximums: <ul style="list-style-type: none"> • Pulmonary Rehabilitation, Cognitive Therapy, Physical Therapy, Speech Therapy, Occupational Therapy and Chiropractic Care – 60 days • Speech, Physical and/or occupational therapy for autism spectrum disorder (diagnosis code of 299.xx) Speech, physical and occupational therapy are covered unlimited per contract year. • Cardiac Rehabilitation - Unlimited days 		
Note: Therapy days, provided as part of an approved Home Health Care plan, accumulate to the applicable outpatient short term rehab therapy maximum.		
Other Health Care Facilities/Services		
Home Health Care <ul style="list-style-type: none"> • Includes oxygen and it's administration • 200 days maximum per Contract Year • 16 hour maximum per day 	Your plan pays 100% ^	Your plan pays 70%
Outpatient Private Duty Nursing <ul style="list-style-type: none"> • 200 days maximum per Contract Year 	Your plan pays 100% ^	Your plan pays 70% ^
Skilled Nursing Facility, Rehabilitation Hospital, Sub-Acute Facility <ul style="list-style-type: none"> • 226 days maximum per Contract Year • Includes oxygen and it's administration 	Your plan pays 100% ^	Your plan pays 70% ^
Durable Medical Equipment <ul style="list-style-type: none"> • Unlimited maximum per Contract Year 	Your plan pays 100% ^	Your plan pays 70% ^
Breast Feeding Equipment and Supplies <ul style="list-style-type: none"> • Limited to the rental of one breast pump per birth as ordered or prescribed by a physician. • Includes related supplies 	Your plan pays 100%	Your plan pays 70% ^
External Prosthetic Appliances (EPA) <ul style="list-style-type: none"> • Unlimited maximum per Contract Year 	Your plan pays 100% ^	Your plan pays 70% ^
Infusion Therapy <ul style="list-style-type: none"> • Primary Care Physician or Specialist • Inpatient Hospital • Outpatient Hospital • Inpatient Professional Services • Outpatient Professional Services 	Your plan pays 100% ^	Your plan pays 70% ^
Routine Foot Disorders	Not Covered	Not Covered
Note: Services associated with foot care for diabetes and peripheral vascular disease are covered when medically necessary.		
Acupuncture <ul style="list-style-type: none"> • Acupuncture covered regardless of diagnosis both In and Out of network 	Your plan pays 100% ^	Your plan pays 70% ^

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Benefit	In-Network	Out-of-Network						
Note: Services where plan deductible applies are noted with a caret (^)								
Hearing Aid • Includes testing and fitting of hearing aid devices covered at PCP or Specialist Office visit level • Coverage through age 13	Your plan pays 100% ^	Your plan pays 70% ^						
Orthotics • Includes medically necessary foot orthotics	Your plan pays 100% ^	Your plan pays 70% ^						
Vision Exam • One exam and refraction covered every 12 months at no charge	Coverage provided through Cigna Vision (1-866-478-7557)	Coverage provided through Cigna Vision (1-866-478-7557)						
Wigs • Unlimited maximum per Contract Year for Wigs prescribed for hair loss due to chemotherapy.	Your plan pays 100% ^	Your plan pays 70% ^						
Place of Service - your plan pays based on where you receive services								
Note: Services where plan deductible applies are noted with a caret (^)								
Benefit	Physician's Office		Independent Lab		Emergency Room/ Urgent Care Facility		Outpatient Facility	
	In-Network	Out-of-Network	In-Network	Out-of-Network	In-Network	Out-of-Network	In-Network	Out-of-Network
Lab and X-ray ^	Plan pays 100% ^	Plan pays 70% ^	Plan pays 100% ^	Plan pays 70% ^	Plan pays 100% ^		Plan pays 100% ^	Plan pays 70% ^
Advanced Radiology Imaging ^	Plan pays 100% ^	Plan pays 70% ^	Not Applicable	Not Applicable	Plan pays 100% ^		Plan pays 100% ^	Plan pays 70% ^
Advanced Radiology Imaging (ARI) includes MRI, MRA, CAT Scan, PET Scan, etc...								
Note: All lab and x-ray services, including ARI, provided at Inpatient Hospital are covered under Inpatient Hospital benefit								
Benefit	Emergency Room / Urgent Care Facility		Outpatient Professional Services		Ambulance			
	In-Network	Out-of-Network	In-Network	Out-of-Network	In-Network	Out-of-Network	In-Network	Out-of-Network
Emergency Care	Plan pays 100% ^		Plan pays 100% ^		Plan pays 100% ^		Plan pays 100% ^	
Urgent Care	Plan pays 100% ^		Plan pays 100% ^				Not Applicable	
*Ambulance services used as non-emergency transportation (e.g. transportation from hospital back home) generally are not covered.								
Benefit	Inpatient Hospital and Other Health Care Facilities		Outpatient Services					
	In-Network	Out-of-Network	In-Network	Out-of-Network	In-Network	Out-of-Network	In-Network	Out-of-Network
Hospice	Plan pays 100% ^	Plan pays 70% ^	Plan pays 100% ^		Plan pays 100% ^		Plan pays 70% ^	
Bereavement Counseling	Plan pays 100% ^	Plan pays 70% ^	Plan pays 100% ^		Plan pays 100% ^		Plan pays 70% ^	
Note: Services provided as part of Hospice Care Program								
Note: Services where plan deductible applies are noted with a caret (^)								

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Benefit	Initial Visit to Confirm Pregnancy		Global Maternity Fee (All Subsequent Prenatal Visits, Postnatal Visits and Physician's Delivery Charges)		Office Visits in Addition to Global Maternity Fee (Performed by OB/GYN or Specialist)		Delivery - Facility (Inpatient Hospital, Birthing Center)			
	In-Network	Out-of-Network	In-Network	Out-of-Network	In-Network	Out-of-Network	In-Network	Out-of-Network		
Maternity	Plan pays 100% ^A	Plan pays 70% ^A	Plan pays 100% ^A	Plan pays 70% ^A	Plan pays 100% ^A	Plan pays 70% ^A	Covered same as plan's Inpatient Hospital benefit	Covered same as plan's Inpatient Hospital benefit		
Note: Services where plan deductible applies are noted with a caret (^)										
Benefit	Physician's Office		Inpatient Facility		Outpatient Facility		Inpatient Professional Services		Outpatient Professional Services	
	In-Network	Out-of-Network	In-Network	Out-of-Network	In-Network	Out-of-Network	In-Network	Out-of-Network	In-Network	Out-of-Network
Note: Services where plan deductible applies are noted with a caret (^)										
Abortion (Elective and non-elective procedures)	Plan pays 100% ^A	Plan pays 70% ^A	Plan pays 100% ^A	Plan pays 70% ^A	Plan pays 100% ^A	Plan pays 70% ^A	Plan pays 100% ^A	Plan pays 70% ^A	Plan pays 100% ^A	Plan pays 70% ^A
Family Planning - Men's Services	Plan pays 100% ^A	Plan pays 70% ^A	Plan pays 100% ^A	Plan pays 70% ^A	Plan pays 100% ^A	Plan pays 70% ^A	Plan pays 100% ^A	Plan pays 70% ^A	Plan pays 100% ^A	Plan pays 70% ^A
Includes surgical services, such as vasectomy (excludes reversals)										
Family Planning - Women's Services	Plan pays 100%	Plan pays 70% ^A	Plan pays 100%	Plan pays 70% ^A	Plan pays 100%	Plan pays 70% ^A	Plan pays 100%	Plan pays 70% ^A	Plan pays 100%	Plan pays 70% ^A
Includes surgical services, such as tubal ligation (excludes reversals)										
Contraceptive devices as ordered or prescribed by a physician										
Infertility	Plan pays 100% ^A	Plan pays 70% ^A	Plan pays 100% ^A	Plan pays 70% ^A	Plan pays 100% ^A	Plan pays 70% ^A	Plan pays 100% ^A	Plan pays 70% ^A	Plan pays 100% ^A	Plan pays 70% ^A
Infertility covered services: lab and radiology test, counseling, surgical treatment, includes artificial insemination, in-vitro fertilization, GIFT, ZIFT, etc.										
Unlimited lifetime maximum										
Bariatric Surgery	Plan pays 100% ^A	Plan pays 70% ^A	Plan pays 100% ^A	Plan pays 70% ^A	Plan pays 100% ^A	Plan pays 70% ^A	Plan pays 100% ^A	Plan pays 70% ^A	Plan pays 100% ^A	Plan pays 70% ^A
Surgeon Charges Lifetime Maximum: Unlimited										

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Benefit	Physician's Office		Inpatient Facility		Outpatient Facility		Inpatient Professional Services		Outpatient Professional Services	
	In-Network	Out-of-Network	In-Network	Out-of-Network	In-Network	Out-of-Network	In-Network	Out-of-Network	In-Network	Out-of-Network

Note: Services where plan deductible applies are noted with a caret (^)
 Treatment of clinically severe obesity, as defined by the body mass index (BMI) is covered.
 The following are excluded:
 • medical and surgical services to alter appearances or physical changes that are the result of any surgery performed for the management of obesity or clinically severe (morbid) obesity.
 • weight loss programs or treatments, whether prescribed or recommended by a physician or under medical supervision

Benefit	Inpatient Hospital Facility			Inpatient Professional Services		
	Lifesource Facility In-Network	Non-Lifesource Facility In-Network	Out-of-Network	Lifesource Facility In-Network	Non-Lifesource Facility In-Network	Out-of-Network
Organ Transplants	Plan pays 100%	Plan pays 100% ^	Plan pays 70% ^	Plan pays 100%	Plan pays 100% ^	Plan pays 70% ^

Note: Services where plan deductible applies are noted with a caret (^)

Benefit	Inpatient		Outpatient - Physician's Office		Outpatient - All Other Services	
	In-Network	Out-of-Network	In-Network	Out-of-Network	In-Network	Out-of-Network
Mental Health	Plan pays 100% ^	Plan pays 70% ^	Plan pays 100% ^	Plan pays 70% ^	Plan pays 100% ^	Plan pays 70% ^
Substance Use Disorder	Plan pays 100% ^	Plan pays 70% ^	Plan pays 100% ^	Plan pays 70% ^	Plan pays 100% ^	Plan pays 70% ^

Note: Datex is covered under medical
 • Unlimited maximum per Contract Year
 • Services are paid at 100% after you reach your out-of-pocket maximum.
 • Inpatient includes Residential Treatment.
 • Outpatient includes partial hospitalization and individual, intensive outpatient and group therapy.

Mental Health and Substance Use Disorder Services

- Mental Health/Substance Use Disorder Utilization Review, Case Management and Programs
 Cigna Total Behavioral Health - Inpatient and Outpatient Management
- Inpatient utilization review and case management
 - Outpatient utilization review and case management
 - Partial Hospitalization
 - Intensive outpatient programs
 - Changing Lives by Integrating Mind and Body Program
 - Lifestyle Management Programs: Stress Management, Tobacco Cessation and Weight Management.
 - Narcotic Therapy Management
 - Complex Psychiatric Case Management

Pharmacy	In-Network	Out-of-Network
<p>Cigna Pharmacy three-tier coinsurance plan</p> <ul style="list-style-type: none"> • Retail drugs may be obtained In-Network at a wide range of pharmacies across the nation. • When patient requests brand drug, patient pays the generic coinsurance plus the cost difference between the brand and generic drugs up to the cost of the brand drug. • Your pharmacy benefits have a combined annual deductible and out-of-pocket maximum with the medical/behavioral benefits. The applicable cost share for covered drugs applies after the combined deductible has been met. • Self Administered injectable drugs are covered • Oral contraceptives included • Includes oral contraceptives - with specific products covered 100% • Lifestyle drugs included - limited to sexual dysfunction • Prescription smoking cessation drugs included • Prescription vitamins included • Oral Fertility drugs included • Insulin, glucose test strips, lances, insulin needles & syringes, insulin pens and cartridges included • Specialty medications are limited to a 30-day supply 	<p>Retail - 30 day supply Generic: You pay 0% Preferred Brand: You pay 0% Non-Preferred Brand: You pay 0%</p> <p>Home delivery - 90 day supply Generic: You pay 0% Preferred Brand: You pay 0% Non-Preferred Brand: You pay 0%</p>	<p>You pay 30% Your plan pays 70%</p>

Pharmacy Program Information

- Pharmacy Clinical Management and Prior Authorization**
- Your plan is subject to refill-top-soon and other clinical edits as well as prior authorization requirements.
 - Plan exclusion edits are always included.
 - Additional clinical management - Basic package - provides a limited set of clinical edits such as prior authorization, age edits and quantity limits for a specific list of prescription medications.
- Prescription Drug List:**
- Your Cigna Standard Prescription Drug List includes a full range of drugs including all those required under applicable health care laws. To check which drugs are included in your plan, please log on to myCigna.com.
- Specialty Pharmacy Management:**
- Clinical Programs
 - o Prior authorization is required on specialty medications but quantity limits may apply.
 - o Theracare® Program
 - Medication Access Option
 - o Retail and/or Home Delivery
- Clinical Outcome Programs:**
- Includes complex psychiatric case management
 - Includes narcotic therapy management

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Additional Information

Case Management

Coordinated by Cigna HealthCare. This is a service designated to provide assistance to a patient who is at risk of developing medical complexities or for whom a health incident has precipitated a need for rehabilitation or additional health care support. The program strives to attain a balance between quality and cost effective care while maximizing the patient's quality of life.

Health Advisor - A

Support for healthy and at-risk individuals to help them stay healthy

Included

- Health and Wellness Coaching
- Gaps in Care coaching for select conditions
- Preference Sensitive Care/Treatment Decision Support Coaching

Maximum Reimbursable Charge

Out-of-Network services are subject to a Contract Year deductible and maximum reimbursable charge limitations. Payments made to health care professionals not participating in Cigna's network are determined based on the lesser of: the health care professional's normal charge for a similar service or supply, or a percentage (200%) of a fee schedule developed by Cigna that is based on a methodology similar to one used by Medicare to determine the allowable fee for the same or similar service in a geographic area. In some cases, the Medicare based fee schedule is not used, and the maximum reimbursable charge for covered services is determined based on the lesser of: the health care professional's normal charge for a similar service or supply, or the amount charged for that service by 60% of the health care professionals in the geographic area where it is received. The health care professional may bill the customer the difference between the health care professional's normal charge and the Maximum Reimbursable Charge as determined by the benefit plan, in addition to applicable deductibles, co-payments and coinsurance.

Multiple Surgical Reduction

Multiple surgeries performed during one operating session result in payment reduction of 50% to the surgery of lesser charge. The most expensive procedure is paid as any other surgery.

Pre-Certification - Continued Stay Review - PHS+ Inpatient - required for all inpatient admissions

In Network: Coordinated by your physician

Out-of-Network: Customer is responsible for contacting Cigna Healthcare. Subject to penalty/reduction or denial for non-compliance.

- The lesser of 50% or \$500 penalty applied to hospital inpatient charges for failure to contact Cigna Healthcare to pre-certify admission.
- Benefits are denied for any admission reviewed by Cigna Healthcare and not certified.
- Benefits are denied for any additional days not certified by Cigna Healthcare.

Pre-Certification - Continued Stay Review - PHS+ Outpatient Prior Authorization - required for selected outpatient procedures and diagnostic testing

In Network: Coordinated by your physician

Out-of-Network: Customer is responsible for contacting Cigna Healthcare. Subject to penalty/reduction or denial for non-compliance.

- The lesser of 50% or \$500 penalty applied to outpatient procedures/diagnostic testing charges for failure to contact Cigna Healthcare and to pre-certify admission.
- Benefits are denied for any outpatient procedures/diagnostic testing reviewed by Cigna Healthcare and not certified.

Pre-Existing Condition Limitation (PCL) does not apply.

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Additional Information

Your Health First - 200

Individuals with one or more of the chronic conditions, identified on the right, may be eligible to receive the following type of support:

- Condition Management
- Medication adherence
- Risk factor management
- Lifestyle issues
- Health & Wellness issues
- Pre/post-admission
- Treatment decision support
- Gaps in care

Holistic health support for the following chronic health conditions:

- Heart Disease
- Coronary Artery Disease
- Angina
- Congestive Heart Failure
- Acute Myocardial Infarction
- Peripheral Arterial Disease
- Asthma
- Chronic Obstructive Pulmonary Disease (Emphysema and Chronic Bronchitis)
- Diabetes Type 1
- Diabetes Type 2
- Metabolic Syndrome/Weight Complications
- Osteoarthritis
- Low Back Pain
- Anxiety
- Bipolar Disorder
- Depression

Definitions

Coinsurance - After you've reached your deductible, you and your plan share some of your medical costs. The portion of covered expenses you are responsible for is called Coinsurance.

Copay - A flat fee you pay for certain covered services such as doctor's visits or prescriptions.

Deductible - A flat dollar amount you must pay out of your own pocket before your plan begins to pay for covered services.

Out-of-Pocket Maximum - Specific limits for the total amount you will pay out of your own pocket before your plan coinsurance percentage no longer applies. Once you meet these maximums, your plan then pays 100 percent of the "Maximum Reimbursable Charges" or negotiated fees for covered services.

Prescription Drug List - The list of prescription brand and generic drugs covered by your pharmacy plan.

Transition of Care - Provides in-network health coverage to new customers when the customer's doctor is not part of the Cigna network and there are approved clinical reasons why the customer should continue to see the same doctor.

Exclusions

What's Not Covered (not all-inclusive):

Your plan provides for most medically necessary services. The complete list of exclusions is provided in your Certificate or Summary Plan Description. To the extent there may be differences, the terms of the Certificate or Summary Plan Description control. Examples of things your plan does not cover, unless required by law or covered under the pharmacy benefit, include (but aren't limited to):

- Care for health conditions that are required by state or local law to be treated in a public facility.
- Care required by state or federal law to be supplied by a public school system or school district.
- Care for military service disabilities treatable through governmental services if you are legally entitled to such treatment and facilities are reasonably available.
- Treatment of an Injury or Sickness which is due to war, declared, or undeclared.
- Charges which you are not obligated to pay or for which you are not billed or for which you would not have been billed except that they were covered under

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Exclusions

- this plan.
- Assistance in the activities of daily living, including but not limited to eating, bathing, dressing or other Custodial Services or self-care activities, homemaker services and services primarily for rest, convalescent or convalescent care.
 - For or in connection with experimental, investigational or unproven services.
 - Experimental, investigational and unproven services are medical, surgical, diagnostic, psychiatric, substance use disorder or other health care technologies, supplies, treatments, procedures, drug therapies or devices that are determined by the utilization review Physician to be:
 - Not demonstrated, through existing peer-reviewed, evidence-based, scientific literature to be safe and effective for treating or diagnosing the condition or sickness for which its use is proposed;
 - Not approved by the U.S. Food and Drug Administration (FDA) or other appropriate regulatory agency to be lawfully marketed for the proposed use;
 - The subject of review or approval by an Institutional Review Board for the proposed use except as provided in the "Clinical Trials" section of this plan; or
 - The subject of an ongoing phase I, II or III clinical trial, except for routine patient care costs related to qualified clinical trials as provided in the "Clinical Trials" section of this plan.
 - Cosmetic surgery and therapies. Cosmetic surgery or therapy is defined as surgery or therapy performed to improve or alter appearance or self-esteem or to treat psychological symptomatology or psychosocial complaints related to one's appearance.
 - The following services are excluded from coverage regardless of clinical indications: Movement therapy; Applied kinesiology; Rolling, Propriotherapy; and Extracorporeal shock wave lithotripsy (ESWL) for musculoskeletal and orthopedic conditions.
 - Surgical or nonsurgical treatment of TMJ disorders.
 - Dental treatment of the teeth, gums or structures directly supporting the teeth, including dental X-rays, examinations, repairs, orthodontics, periodontics, casts, splints and services for dental malocclusion, for any condition. Charges made for services or supplies provided for or in connection with an accidental injury to sound natural teeth are covered provided a continuous course of dental treatment is started within six months of an accident. Sound natural teeth are defined as natural teeth that are free of active clinical decay.
 - Unless otherwise covered in this plan, for reports, evaluations, physical examinations, or hospitalization not required for health reasons including, but not limited to, employment, insurance or government licenses, and court-ordered, forensic or custodial evaluations.
 - Court-ordered treatment or hospitalization, unless such treatment is prescribed by a Physician and listed as covered in this plan.
 - Infertility services when the infertility is caused by or related to voluntary sterilization; donor charges and services; cryopreservation of donor sperm and eggs, gestational carriers and surrogate parenting arrangements; and any experimental, investigational or unproven infertility procedures or therapies.
 - Medical and Hospital care and costs for the infant child of a Dependent, unless this infant child is otherwise eligible under this plan.
 - Nonmedical counseling or ancillary services, including but not limited to Custodial Services, education, training, vocational rehabilitation, behavioral training, biofeedback, neurofeedback, hypnosis, sleep therapy, employment counseling, back school, return to work services, work hardening programs, driving safety, and services, training, educational therapy or other nonmedical ancillary services for learning disabilities, developmental delays (other than neuropsychological testing ordered by a licensed physician to assess the extent of any cognitive or developmental delays in a Dependent child due to chemotherapy or radiation treatment).
 - Therapy or treatment intended primarily to improve or maintain general physical condition or for the purpose of enhancing job, school, athletic or recreational performance, including but not limited to routine, long term, or maintenance care which is provided after the resolution of the acute medical problem and when significant therapeutic improvement is not expected.
 - Consumable medical supplies other than ostomy supplies and urinary catheters. Excluded supplies include, but are not limited to bandages and other disposable medical supplies, and skin preparations, except as specified in the "Home Health Services" or "Breast Reconstruction and Breast Prostheses" sections of this plan.
 - Private Hospital rooms and/or inpatient private duty nursing.
 - Personal or comfort items such as personal care kits provided on admission to a Hospital, television, telephone, newborn infant photographs, complimentary

7/1/2016

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Exclusions

- meals, birth announcements, and other articles which are not for the specific treatment of an Injury or Sickness.
- Artificial aids including, but not limited to, corrective orthopedic shoes, arch supports, elastic stockings, garter belts, corsets and dentures (other than as described in Covered Expenses).
- Aids or devices that assist with nonverbal communications, including but not limited to communication boards, prerecorded speech devices, laptop computers, desktop computers, Personal Digital Assistants (PDAs), Braille typewriters, visual alert systems for the deaf and memory books.
- Eyeglass lenses and frames and contact lenses (except for the first pair of contact lenses for treatment of keratoconus or post cataract surgery).
- Routine refractions, eye exercises and surgical treatment for the correction of a refractive error, including radial keratotomy.
- All non-injectable prescription drugs, injectable prescription drugs that do not require Physician supervision and are typically considered self-administered drugs, nonprescription drugs, and investigational and experimental drugs, except as provided in this plan.
- Routine foot care, including the paring and removing of corns and calluses or trimming of nails. However, services associated with foot care for diabetes and peripheral vascular disease are covered when Medically Necessary.
- Membership costs or fees associated with health clubs, weight loss programs and smoking cessation programs
- Genetic screening or pre-implantation genetic screening. General population-based genetic screening is a testing method performed in the absence of any symptoms or any significant, proven risk factors for genetically linked inheritable disease.
- Dental implants for any condition.
- Blood administration for the purpose of general improvement in physical condition.
- Cost of biologicals that are medications for the purpose of travel, or to protect against occupational hazards and risks.
- Cosmetics, dietary supplements and health and beauty aids.
- All nutritional supplements and formulae except for infant formula needed for the treatment of inborn errors of metabolism and except as provided for in the Covered Expenses section.
- Medical treatment for a person age 65 or older, who is covered under this plan as a retiree, or their Dependent, when payment is denied by the Medicare plan because treatment was received from a nonparticipating provider.
- Medical treatment when payment is denied by a Primary Plan because treatment was received from a nonparticipating provider.
- To the extent permitted by law, for or in connection with an Injury or Sickness arising out of, or in the course of, any employment for wage or profit. For Medical Benefits, this will not apply to any of the Policyholder's partners, proprietor's or corporate officers, however, if payment is made for expenses in the event that third-party liability is determined and satisfied (whether by settlement, judgment, arbitration or otherwise), Cigna shall be refunded the lesser of the amount of Cigna's payment for such expenses; or the amount actually received from the third party for such expenses. In the event that a workers' compensation claim is filed, Cigna shall have a lien on the proceeds of any award or settlement to the extent of its payment of benefits.
- Telephone, e-mail, and Internet consultations, and telemedicine.
- Massage therapy.

These are only the highlights

This summary outlines the highlights of your plan. For a complete list of both covered and not covered services, including benefits required by your state, see your employer's insurance certificate or summary plan description – the official plan documents. If there are any differences between this summary and the plan documents, the information in the plan documents takes precedence. This summary provides additional information not provided in the Summary of Benefits and Coverage document required by the Federal Government.

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SCHEDULE C

Cigna Healthcare Financial Exhibit for:
East Hampton Town and Board of Education - Flex Dental
 Effective Date: July 01, 2016



This is a summary of benefits for your current plan.

All deductibles, plan maximums, and service specific maximums (order and occurrence) cross accumulate between in and out of network.

Plan Design	Total Cigna DPPO	Out-of-Network
Calendar Year Maximum (Class I, II, III Expenses)	\$1500, Class I Applies	\$1500, Class I Applies
Calendar Year Deductible Per Individual Per Family	\$0 \$0	\$0 \$0
Class I Expenses - Preventive & Diagnostic Care Oral Exams Cleanings Routine X-Rays Fluoride Application Sealants Space Maintenance limited to non-restorative orthodontics Night Routine X-Rays Emergency Care to Be out of Plan	100% No Deductible	100% No Deductible
Class II Expenses - Basic Restorative Care Fillings Oral Surgery - Simple Extractions Oral Surgery - All except Simple Extraction Surgical Extraction of Impacted Teeth Anesthetics Major Periodontics Minor Periodontics Root Canal Therapy / Endodontics Bridges, Retainers, and Adjustments Highways - Bridges, Crowns and Inlays Dentures Burn Biopsy	100% No Deductible	100% No Deductible
Class III Expenses - Major Restorative Care Crowns / Inlays / Onlays Dentures Biopsy Cosmetic / Stent/For Crowns	50% No Deductible	50% No Deductible
Class IV Expenses - Orthodontia	Not Covered	Not Covered
Missing Tooth Provision	No, similar	
Late Entrant Limit	No coverage and cost upon enrollment	
Pre-treatment Review	Not applicable, cases where additional work in excess of \$200 is required	
Dental Plan Reimbursement Levels	Best of 10 competing plans	95th Percentile
Additional Member Responsibility in excess of Coinsurance	None	Yes, the difference between Best Changes and the 95th Percentile
Student/Dependent Age	17/19	

FORM Netwxx. Prepared by Underwriting.

6/29/2016 11:45 AM

RESOLUTION OF TOWN COUNCIL

Item 9a

RESOLVED, that the Town Council appropriate TWENTY THOUSAND DOLLARS (\$20,000) for costs in connection with East Hampton's 250th Celebration; and the appropriation shall be funded from unassigned General Fund balance (\$20,000) and the total amount shall be transferred to the Parks & Recreation Special Revenue Fund. The appropriation may be spent for expenses to celebrate and commemorate this historic event as determined by the 250th Celebration Committee. Upon completion of the celebration, unexpended funds and excess revenues not designated for a particular purpose shall be returned to the General Fund.

LEGAL NOTICE

INVITATION FOR REQUEST FOR PROPOSALS THE TOWN OF EAST HAMPTON WATER DEVELOPMENT TASK FORCE IS ACCEPTING REQUESTS FOR PROPOSALS FOR A STUDY ON INTERCONNECTION OF THE TOWN WATER SYSTEMS.

Request for Proposals (RFP's) shall be submitted in the manner specified to the Town of East Hampton Water Development Task Force, "EHWDTF", at the office of the Water Pollution Control Facilities, 20 Gildersleeve Drive, East Hampton, CT. until 10:00 AM on Friday, October 14, 2016.

The "EHWDTF" has been authorized by the Town of East Hampton Town Council to solicit and accept RFP's for a Town Water System Interconnection Study, which are to be submitted in six (6) complete sets, together with general information on the Respondent, the Respondent's qualifications and experience on similar projects in Connecticut, and the Respondent's proposed technical and business approach/budgetary fee for performing the Interconnection Study. Resumes of key personnel who will be responsible for the daily activities in the various fields of expertise required to accomplish the project and examples of similar projects implemented by the Key staff shall also be provided.

The Town is desirous of obtaining the services of qualified firm or firms to perform a study to determine the potential benefits of and priority of interconnections of the numerous water systems throughout the Town of East Hampton and possible development/interconnection of new sources of supply. This work is envisioned to facilitate a phased build out of a Town water system to serve the citizens of East Hampton.

In evaluating the RFP's the Town will take into account, among other things, Responder's proposed Study approach, the Responder's experience and capacity to implement the Study, and the Responder's ability to understand the Town's needs.

A Fact Sheet on the Town's water assets is available upon request. Respondents may also schedule appointments with the Public Utilities Administrator to review available water system reports and information.

The information received in response to this RFP's will be reviewed by the "EHWDTF" and be used by the Town to determine which firm or firms to enter into negotiations to perform the study. Upon completion of this review the "EHWDTF" will make recommendations to the Town Council on how to proceed.

Request for Proposal's Terms and Conditions:

The Respondent certifies at the time of submittal that the information and materials provided are truthful and accurate to the best of its knowledge.

The Respondent also agrees as the result of submittal to participate with reasonable follow-up questions or discussions to enable Town to fully understand the response submitted.

All such activities and efforts are understood to be VOLUNTARY on the part of the Respondent, and such participation is provided by the Respondent or Respondent's company at no cost or further obligation whatsoever by Town.

Town may utilize the data submitted in any reasonable manner unless otherwise expressly limited in Respondent's submittal.

Please note that this is a Request for Proposal ("RFP"), not an offer, invitation or advertisement for bids. Responses to this RFP will not lead directly to a contractual relationship between a Respondent and the Town.

A budgetary fee for completing the proposed Study approach should be provided. The actual Study scope and fee will be negotiated as part of the contract for services, once the "EHWDTF" has chosen a qualified Team to complete the study and report.

The Town reserves the right to use, adopt or incorporate any recommendations presented in the responses to this RFP in the development of a strategy in support of potential future project opportunities and the potential future issuance of a RFQ or RFP. Neither the Town nor the Respondent has any obligation under this RFP. A Respondent to this RFP is not guaranteed in any way that it will secure any future contract or agreement with the Town with regard to any project.

The information contained within this RFP is preliminary, is subject to modification and is in no way binding on the Town.

By order of the Town of East Hampton Water Development Task Force.

Tim Smith.
Public Utilities Administrator
East Hampton Water Pollution Control Authority

**Town of East Hampton
Equal Employment Opportunity and Harassment Policy**

I. Equal Employment Opportunity

The Town of East Hampton (hereinafter, the "Town") is committed to a policy of ensuring equal employment opportunity and nondiscrimination for all applicants and employees without unlawful discrimination in hiring or employment. The Town does not discriminate on the basis of race, color, national origin, religion, religious creed, age, sex, gender identity or expression, genetic information, sexual orientation, marital status, disability, past or present history of mental disability, intellectual disability, learning disability or physical disability, including but not limited to: blindness, citizenship status, ancestry, political affiliation or belief, military or veteran status, or any other characteristic protected by law. In accordance with all applicable federal and state laws, this commitment to equal employment opportunity and nondiscrimination extends to all employment decisions including, but not limited to, recruitment, hiring, compensation, benefits, training and career development, promotion, demotion or downgrading, transfer, layoff, recall, and separation, as well as all other terms and conditions of employment. The Town prohibits and will not tolerate the foregoing kinds of discrimination.

II. Harassment

The Town is committed to providing and maintaining a work environment in which everyone is treated fairly and with respect and dignity. The Town strictly prohibits harassment of any kind in any form. For purposes of this policy, harassment consists of verbal, written, graphic, or physical conduct relating to an individual's race, color, national origin, religion, religious creed, age, sex, gender identity or expression, genetic information, sexual orientation, marital status, citizenship status, military or veteran status, or disability when such conduct: (1) is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening, abusive, or hostile work environment; (2) has the purpose or effect of substantially or unreasonably interfering with an individual's work performance; (3) otherwise adversely affects an individual's employment opportunities; (4) is made either explicitly or implicitly a term or condition of an individual's employment; or (5) exposure to or rejection of such conduct by an individual is used as the basis for decisions affecting the individual's employment. Harassment as set forth above may include, but is not limited to: (i) verbal, physical, or written intimidation or abuse; (ii) repeated remarks of a demeaning or condescending nature; and (iii) repeated demeaning jokes, stories, or activities directed at the individual.

The Town's prohibition of harassment includes sexual harassment, which for purposes of this policy, shall mean unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal, written, graphic, or physical conduct of a sexual nature when: (1) acceptance of such conduct is made, either explicitly or implicitly, a term or condition of an individual's continued employment; (2) submission to or rejection of such conduct by an individual is used as the basis for decisions affecting the individual; or (3) such

conduct is sufficiently severe, persistent, or pervasive that it has the purpose or effect of substantially interfering with the employee's job performance or creates an intimidating, hostile, or offensive work environment. Examples of conduct that may constitute sexual harassment include, but are not limited to, sexual flirtations, advances, touching or propositions, verbal abuse of a sexual nature, graphic or suggestive comments about an individual's dress or body, sexually degrading words to describe an individual, jokes, pinups, calendars, objects, graffiti, vulgar statements, abusive language, innuendos, references to sexual activities, overt sexual conduct, or any conduct that has the effect of unreasonably interfering with an employee's ability to work or creates an intimidating, hostile, or offensive working environment.

The Town will not tolerate harassment or the creation or existence of a hostile work environment. All Town officials and employees are expected to comply with this policy. Management and elected officials will not use their authority to harass employees, take or fail to take personnel action as a reprisal against an employee for resisting or reporting any act of harassment, or tolerate any harassment, verbal or physical, of an employee toward another employee. Anyone engaging in such conduct will be subject to discipline up to and including immediate discharge. All supervisory staff members are responsible for regularly reminding employees of this policy, and all are responsible for seeing that the Town's workplace is free of harassment.

III. Retaliation

The Town strictly forbids retaliation against employees or elected officials who report harassment or who participate in internal or external investigations of harassment. The Town will not engage in any such retaliation nor will it permit employees or elected officials to do so. The Town will not tolerate retaliatory citizen behavior/actions towards employees or elected officials whom have reported harassment or participated in a harassment investigation. All employees and elected officials shall report all instances of retaliation to the appropriate individual(s) in accordance with this policy.

IV. Reporting Harassment

The Town strongly urges the reporting of all incidents, or suspected incidents, of harassment, discrimination, or retaliation, regardless of the offender's identity or position. Individuals who believe they have experienced conduct that they believe to be contrary to the Town's policy or who have concerns about such matters should file complaints or report their concerns to their immediate supervisors or managers or the Town Manager. Individuals should not feel obligated to bring their complaints or reports to their immediate supervisors or managers before bringing the matter to the attention of the Town Manager. Employees can submit complaints and reports in writing, by e-mail, or by meeting in person with their supervisors or managers or the Town Manager. All oral complaints or reports must be documented in writing by the Town.

Early reporting and intervention have proven to be the most effective methods of resolving actual or perceived incidents of prohibited harassment. Therefore, while no

fixed reporting period has been established by this policy, the Town strongly urges the prompt reporting of complaints or concerns so that rapid and constructive action can be taken. The Town will make every effort to stop alleged harassment before it becomes severe or pervasive, but can only do so with the cooperation of its employees. The availability of this complaint procedure does not preclude an individual who believes he/she is being subjected to harassing conduct from promptly advising the offender that his or her behavior is unwelcome and requesting that it be discontinued.

Any supervisor or manager who receives a complaint about harassment, retaliation, or who believes that someone is engaging in conduct that may be prohibited, must immediately report it to the Town Manager. Ignoring such conduct is not acceptable and may subject the supervisor or manager to disciplinary action.

V. Investigating Complaints

The Town's policy is to take all complaints and reports of harassment seriously. All complaints and reports will be investigated thoroughly, promptly, impartially, and to the extent possible, discreetly. Once a complaint is received, an investigation will be undertaken immediately and all necessary steps taken to resolve the problem. The investigation may include individual interviews with the parties involved and, when necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge. No individual who is the subject of a harassment, discrimination, or retaliation complaint shall play a role in the decision-making process with respect to the resolution of the complaint. Employees or elected officials have a duty and are obligated to participate in investigations when asked. The Town Manager will make best efforts to ensure the investigation of all complaints or reports of harassment, discrimination, or retaliation, preparation of written findings of the results of each investigation and the remedial actions proposed, and communication with any complaining party about the results of the investigation and remedial actions taken, if any. Best efforts will be made to ensure such action is taken within a reasonable period of time consistent with the circumstances of the complaint or report. Confidentiality will be maintained throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action. If, after investigating any complaint or report of harassment or discrimination, an employee or person has intentionally provided false information regarding a harassment or discrimination complaint or report, disciplinary or legal action may be taken against that individual.

Where investigation confirms that harassment has occurred, the Town will promptly take corrective action. Discipline up to and including discharge from Town service, prohibiting access to Town facilities or property, or legal action may be implemented by the Town after the respondent to a complaint has had a chance to present his or her side of the case, and to rebut the claims made against him or her. In all cases, including those in which a harassment complaint is made against someone who is not a town official or employee, every effort will be made to ensure that the principles of due process of law are afforded to every respondent. In this context, depending on the circumstances, due

process includes, but is not limited to, the right to sufficient notice of the claims against the respondent, the right to counsel paid for by the respondent and the opportunity to rebut the allegations of the complaint in the presence of a fair and impartial decision maker.

Adopted by Town Council: _____

Town of East Hampton Anti-Harassment Policy

I. Purpose

The Town of East Hampton (Town) is committed to providing and maintaining a work environment in which everyone is treated fairly and with respect and dignity. The Town strictly prohibits sexual harassment and harassment toward anyone, including, but not limited to, legally recognized and protected classes based on race, religion, age, sex, marital status, sexual orientation, gender identity or expression, genetic information, national origin, ancestry, military service, veteran status, or disability except in the case of, bona fide occupational qualification or business necessity. All Town officials and employees are expected to comply with this policy. The principles and complaint procedures set forth in this policy apply to sexual harassment and all other forms of harassment involving agency employees.

The Town of East Hampton will not create or tolerate a hostile work environment or harassment in any form. Management and elected officials will not use its authority to harass employees, take or fail to take personnel action as a reprisal against an employee for resisting or reporting any act of harassment, or tolerate any harassment, verbal or physical, of an employee toward another employee. Anyone who engages in such conduct will be subject to discipline up to and including immediate discharge. All supervisory staff members are responsible for regularly reminding employees of this policy, and all are responsible for seeing that our workplace is free of harassment.

A. Sexual Harassment

As the prevention of sexual harassment deserves special attention, some sections of this policy focus directly on sexual harassment. The policy establishes a zero tolerance standard for all forms of sexual harassment toward any employee or elected official.

B. Other Forms of Harassment

This policy is also applicable to the harassment of members of a legally protected class and other harassment visited upon a Town employee or elected official, as such behavior is not only unfair, but also may impede the Town's service to the public.

II. Prohibited Conduct

The Town of East Hampton will not tolerate harassment as defined in this policy by anyone, including any supervisor, co-worker, vendor, citizen, resident, client or customer, whether in the workplace, at assignments outside the workplace, at Town sponsored (social) functions or elsewhere.

III. Effective Date

This policy shall be effective immediately and shall remain in effect until revised or rescinded.

IV. Definition

A. **“Sexual Harassment”** is a form of sex discrimination, prohibited by both state and federal law (see C.G.S 46a-60(a)(8) and Title VII of the Civil Rights Act of 1964). “Sexual harassment” means any unwelcome sexual advance, request for sexual favors, or other verbal or physical conduct of a sexual nature where:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a person’s employment;
2. Submission to or rejection of such conduct by an individual is used as the basis for an employment decision affecting the person; or
3. Such conduct interferes with a person’s work performance or creates an intimidating, hostile or offensive working environment.

The offender or the victim of harassment may be either a man or a woman. Also, harassment can involve people of the same or the opposite sex.

B. **“Harassment”** is unwarranted and unwanted verbal or nonverbal conduct which threatens, intimidates or unduly annoys or insults another person, where such conduct has the purpose or effect of creating an offensive, intimidating, degrading or hostile environment, or interferes with or adversely affects a person’s work performance.

Harassment does not include the conduct or actions of supervisors intended to provide employee discipline, such as deficiency notices, performance evaluations, oral warnings, reprimands or other supervisory actions intended to promote positive performance and/or discourage negative behavior or performance.

V. Examples of Harassment

While it is not possible to list all circumstances that may constitute harassment, the following are some examples of conduct which, if unwelcome, may constitute harassment depending on the totality of the circumstances including the severity of the conduct and its pervasiveness.

A. Sexual Harassment Examples

- Unwanted sexual advances and explicit sexual proposals;
- Demands for sexual favors in exchange for favorable treatment or continued employment;
- Suggestive comments, sexually oriented teasing or practical jokes;
- Foul or obscene body language or gestures;
- Display of printed or visual material that is foul, obscene or offensive;
- Sending or viewing jokes, pictures or other information by email or the internet where the information is sexually explicit, or where it ridicules a person’s ethnicity, religion, sexual orientation or other unchangeable characteristics;
- Physical contact, such as touching, patting, pinching or brushing against another’s body.

B. Other Forms of Harassment Examples

- Jokes about ethnicity, religious beliefs or practices, accents or gender specific traits;
- Repeated, unscheduled demands for attention and time regarding matters of a non-urgent nature that interfere with an employee's ability to perform his or her routine job duties in a timely and effective manner;
- Any communication or action that is demeaning, rude or inflammatory or otherwise incites anger, hurt, fear or embarrassment in the receiver of the communication or action;
- Unwanted questions or comments pertaining to any aspect of an employee's person or personal life;
- Unwanted contact at an employee home or in public especially when an employee is off duty. Examples of unwanted contact may include but are not limited to: calling an employee at their personal cell phone or land line; emailing an employee at their personal email address; and physically approaching and/or berating employees about work matters when the employee is off duty.

VI. Reporting Harassment

A. Victims of Harassment

If you believe that you are being harassed, you should clearly and promptly tell the offender that you want him or her to stop the behavior. If for any reason you do not wish to confront the offender directly or if confrontation does not successfully end the harassment, you shall immediately report the harassment to any one of the following people:

- Your supervisor or manager; or
- The Town Manager

Any employee or elected official who believes that he or she has been harassed in the workplace in violation of this policy may also file a complaint with the Connecticut Commission on Human Rights and Opportunities, Eastern Region Office, 100 Broadway, Norwich, CT 06360 (Telephone number 860-886-5703; TDD Number 860-886-5707) and/or the Equal Employment Opportunity Commission, Boston Area Office, One Congress Street, Boston, MA 02114 (Telephone number 617-565-2300; TDD Number 617-565-3204). Connecticut law requires that a formal written complaint be filed with the Commission on Human Rights and Opportunities within 180 days of the date when the alleged harassment occurred. Remedies for sexual harassment include cease and desist orders, back pay, compensatory damages, hiring, promotion or reinstatement.

B. Employees or Elected Officials Who Witness Harassment

Any employee or elected official who witnesses harassment or becomes aware that another employee or elected official has been subjected to prohibited harassment shall immediately report the conduct to one of the individuals listed above.

C. Supervisors and Manager

Any supervisor or manager who receives a complaint about harassment, retaliation or who believes that someone is engaging in conduct that may be prohibited must immediately report it to the Town Manager. Ignoring such conduct is not acceptable and may subject the supervisor or manager to disciplinary action.

VII. No Retaliation

The Town strictly forbids retaliation against employees or elected official who report harassment or who participate in internal or external investigations of harassment. The Town will not engage in any such retaliation nor will it permit employees or elected officials to do so. The Town will not tolerate retaliatory citizen behavior/actions towards employees or elected officials whom have reported harassment or participated in a harassment investigation. All employees or elected officials shall report all instances of retaliation to one of the individuals listed in section VI.A of this policy.

VIII. Investigating Complaints

The Town's policy is to take all complaints and reports of harassment seriously. All complaints and reports will be investigated promptly, impartially and discreetly. Once a complaint is received, an investigation will be undertaken immediately and all necessary steps taken to resolve the problem. Employees or elected officials have a duty and are obligated to participate in investigations when asked. Investigation of such matters will usually entail conferring with involved parties and any named or apparent witnesses. Where investigation confirms that harassment has occurred, the Town will promptly take corrective action. Discipline up to and including discharge from Town service, banning from Town facilities or property, or legal action may be implemented by the Town after the respondent to a complaint has had a chance to present his side of the case, and to rebut the claims made against him or her. In all cases, including those in which a harassment complaint is made against someone who is not a town official or employee, every effort will be made to ensure that the principles of due process of law are afforded to every respondent. In this context, depending on the circumstances, due process includes, but is not limited to, the right to sufficient notice of the claims against the respondent, the right to counsel paid for by the respondent and the opportunity to rebut the allegations of the complaint in the presence of a fair and impartial decision maker.

IX. False Reports

Disciplinary action may be imposed if the Town determines that a false complaint was made under this policy.

Adopted by Town Council: December 8, 2015

Below is a list of potential events and sites to celebrate the 250th anniversary of East Hampton in 2017. These possibilities will need coordination with multiple town agencies and outside organizations.

Events:

Anniversary tree planting

Time capsule (contest)

Anniversary theme for 2017 parades

Governor/ U.S. Senate presentation

Food & Micro Brew festival

5k run

Historian presentations

Gala dinner

Concerts

High School dramas

Anniversary Village Clock

Food festival (\$17.67 meals)

History lectures

Cemetery tours

Fireworks

Witch Hazel tours

Bell Town talks

Graffiti Birthday Card

Town video

Fundraising:

T-shirts/accessories/ commemorative items

Auction

Restaurant coupons

Engraved clock tower names

Corporate sponsors

Kid coin drive (contest)

Ad book

Food Festival admission & fees

Advertising:

Rivereast News Bulletin

AP Day book

Town Website

Broadcast affiliates

Facebook

EH250.org

Hartford Courant Weekend

Direct mail

Press releases

Lawn signs

Street banners

Radio

Logo design (contest)

Catch phrase (contest)

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CINCINNATI, OH 1-800-543-0488

DESIGN

EAST HAMPTON, CT

802



TOWN OF EAST HAMPTON CT
RFP FOR TOWN HALL AND POLICE DEPARTMENT

SUMMARY

INTRODUCTION:

The Town of East Hampton has gone through multiple programming and facility studies from 2005 to the present. The resulting conclusion is that the Town Hall and Police Department no longer meet the needs of the Community and Staff. In order to continue to meet the needs of the community in the most efficient and effective manner possible the Town Council of East Hampton is seeking proposals from Developers, Firms and/or collaborative efforts to design and build a Town Hall and Police Department. The Town will consider proposals that put both facilities in the same location or in different locations. The Town will reserve its right to not accept and/or award any and all bids.

SCOPE REQUIREMENTS:

General Requirements

- Facilities must meet all state building codes for commercial, municipal and public safety facilities
- Facility must be LEED Certified or higher
- Must have access to water, sewer and natural gas

Town Hall

- Proposed Square Feet: 18,085 (Friar Programming update 2015)
- Site requirements:
 - Lot size: 3 acres (Friar Report 2008)
 - Parking requirements: 60-100 Spots (EH Zoning Regulations)
 - Easily accessible for the public. Should act as the front door of our community.
- Departments to be included in this facility are: Town Manager, Town Clerk, Tax Collector, Assessor, Finance Department, Parks and Recreation, Youth and Family Services, Building/Planning/ Zoning.

Police Department

- Proposed Square Feet: 8,900 (Friar Programming update 2015)
- Site requirements:
 - Lot size: 2 acres (Friar Report 2008)
 - Parking requirements: 27-45 Spots (EH Zoning Regulations)
 - Easy access for vehicles to get onto a main road

ELIGIBLE APPLICANTS:

- Past experience developing projects of similar size and scope
- Must maintain the appropriate licensing for work in Connecticut
- Must not be involved in any litigation against the Town of East Hampton
- Must be willing to sign and submit with proposal a non-collusion statement

APPLICATION PROCESS:*Proposals will include:*

- Narrative of qualifications
- Past project examples of similar size and scope
- Narrative explaining team and their qualifications/ past experience on similar projects
- Proposed facility & Location including schematics
- Total Price and price break down for each facility to include building price and land acquisition price. (must include prevailing wage)
- Payment proposal(s) and terms (i.e. outright purchase or lease to buy)
- Timeline for start to completion
- Signed acknowledgement agreeing to contractual terms

Schedule

- Council approves RFP
- RFP out for 30 days on Town Website and DAS
- Receive RFP's by a date and time
- Review results with Town Council
- Summarize results
- Town Council deliberates & awards RFP
- Further schematics and design is completed for Town Meeting and Referendum
- Start construction



September 23, 2016

To: The East Hampton Town Council

Documentation of the below listed tax refunds are available in the Tax Office for your review if you so desire. The refunds total \$2595.85.

Thank you for your assistance.

Nancy Hasselman, CCMC

Nancy Hasselman, CCMC
Collector of Revenue

63.01	+
315.88	+
43.48	+
11.51	+
107.75	+
79.12	+
16.78	+
14.64	+
124.59	+
6.80	+
1,802.76	+
9.53	+
2,595.85	*