

**Master Agreement**

**Between**

**The Cranston School Committee**

**and**

**The Cranston Teachers' Alliance  
Local 1704, AFT**

**Paraprofessional Unit**

**September 1, 2022**

**to**

**August 31, 2025**



### **Equal Opportunity Employer**

**Cranston Public Schools is committed to maintaining a work and learning environment free from discrimination on the basis of race, color, religion, national origin, pregnancy, gender identity, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation, genetic information or disability, as defined and required by state and federal laws. Additionally, we prohibit retaliation against individuals who oppose such discrimination and harassment or who participate in an equal opportunity investigation.**

**Title II & Title IX Coordinator of Employment**

**504 Coordinator**

**Michael Crudale  
Executive Director of Human Resources**

**Norma Cole  
Assistant Superintendent**

**CRANSTON SCHOOL COMMITTEE**

Dan Wall, Chairperson

Michael Trafficante, Vice-Chairperson

David Alden-Sears

Keith Cantone

Domenic Fusco

Kristen Hanoian

Kenneth Mancuso

**CRANSTON TEACHERS' ALLIANCE**

Lizbeth A. Larkin, President

John D. Thompson, Vice President

Jessica J. Palumbo, Treasurer

Kathleen A. Torregrossa, Secretary

**CRANSTON PUBLIC SCHOOLS  
ADMINISTRATIVE STAFF**

Jeannine Nota-Masse, Superintendent

Norman Cole, Assistant Superintendent

Joseph Balducci, Chief Financial Officer

Michael F. Crudale., Chief Human Resource Officer

Michele Simpson, Executive Director of Pupil Personnel

Zachary Farrell, Executive Director of Secondary Programs



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## **AGREEMENT**

This agreement is entered into by the Cranston School Committee, hereinafter referred to as the "Committee" and the Cranston Teachers' Alliance, hereinafter referred to as the "Alliance."

It has as its purpose the promotion of harmonious relationships between the Committee and the Alliance and the establishment of an equitable and rapid procedure for the resolution of differences.

### **ARTICLE I RECOGNITION**

- A. The Cranston School Committee (hereinafter referred to as the Committee) recognizes the Cranston Teachers' Alliance/RIFTHP/AFT (hereinafter referred to as the Alliance) as the sole and exclusive representative of all employees in the bargaining unit.
- B. The bargaining unit shall consist of all employees of the Cranston Public Schools as certified by the State of Rhode Island Labor Relations Board, Case No. EE-3745 dated February 22, 2018, including the positions of: Building Teacher Assistant, Bus Aide, and Special Education Paraprofessional.

### **ARTICLE II SELECTION AND APPOINTMENT**

- A. The Superintendent or his/her designee shall be responsible for the selection, employment and assignment of all persons covered by this Agreement. When possible, the school principal and/or unit supervisor will aid in selection of applicants for positions within their schools or units.
- B. There shall be a probationary period of 30 working days for new appointees.
- C. Notice of vacancies and/or new positions shall be posted on an available bulletin board in each school for a period of ten (10) working days or until filled. Special Education Paraprofessionals will be required to meet state guidelines for qualifications as described under state law (RIGL 16-11.2) for his/her assignment. Bus aides will be required to attend the training program described under state law (RIGL 16-11.2) but shall not be required to pass the examination to obtain a bus aide position. Recommendation for appointment to any such position(s) shall be made by the Superintendent or his/her designee based upon the criteria and procedures provided for in Article VII.
- D. 1. The Committee shall make available to all eligible members of the bargaining unit training in all aspects of work. Such training shall be on at least a yearly basis or as the need requires. Mandatory training in CPR/AED/First Aid, and lifting/behavioral management systems training is required.



2. Each bargaining unit member shall be provided information on a need-to-know basis related to a student's medical condition or disability so that the employee can fulfill the job requirements of his/her position.
  3. The District shall provide training for all bus aides who bid on a run that has a wheelchair lift on the bus on the operation of wheelchair lifts.
- E. It is the goal of the Committee to continue to attempt to combine three (3) hour positions into six (6) hour positions. The Committee shall retain the right to create new three (3) hour positions, said positions to be created consistent with past practice.
- F. If the need arises during the school year, the Administration may, without consultation with the CTA, develop new job descriptions as long as it does not create a new classification. The current classifications are Building Teacher Assistant, Bus Aide and Special Education Paraprofessional.

### **ARTICLE III SECURITY**

- A. Employees shall consent to Alliance dues deduction on a Dues Deduction Authorization Form mutually agreed to by the parties appended to this Agreement as Appendix D. A Dues Deduction Authorization Form shall remain in effect until a Cessation of CTA Membership Dues Form is signed and processed as provided in Section B below.
- B. An employee may cease membership dues deduction by submitting a document to stop membership dues deduction on a form mutually agreed to by the parties appended to this Agreement as Appendix E. A Cessation of CTA Membership Dues Deduction Form shall be submitted to both the Alliance and the Payroll Department.

### **ARTICLE IV PAYROLL DEDUCTIONS**

- A. The employer agrees to deduct from the wages of each employee who consents as set forth in Article III dues as the Alliance shall designate. Such dues shall be made in each biweekly pay period and shall be remitted to the Alliance. The School Committee is under no obligation to meet any deficit resulting from insufficient funds in payroll account of the employee.
- B. Employees may consent to Alliance dues deductions on a Dues Deduction Authorization Form mutually agreed to by the parties appended to this agreement as Appendix D. A Dues Deduction Authorization Form shall remain in effect until a Cessation of CTA Membership Dues Form is signed and processed as provided below.

An employee may cease membership dues deduction by submitting a document to stop membership dues deduction on a form mutually agreed to by the parties appended to this

Agreement as Appendix E. A Cessation of CTA Membership Dues Form shall be submitted to both the Alliance and the Payroll Department.

- C. Employees will be eligible to participate in a "Tax-Sheltered" Annuity Plan established pursuant to United States Public Law 87-370 and in accordance with reasonable rules established by the Committee. The President of the Alliance shall be notified of any changes to these rules.
- D. All eligible employees will participate in the Municipal Employees Retirement System and be subject to all provisions as established by the Rhode Island State Retirement Board.

## **ARTICLE V SAVINGS CLAUSE**

- A. If any provision of this Agreement is or shall be at any time contrary to law, then such provision shall not be applicable, or performed, or enforced, except to the extent permitted by law. In the event that any provision of this Agreement is or shall at any time be contrary to law, all other provisions of this Agreement shall continue in effect.
- B. All rights, policies, privileges, responsibilities and working conditions that have been in effect system-wide previously, and which are not contrary to any provisions in this Agreement, shall continue in effect.

## **ARTICLE VI SENIORITY**

- A. Seniority shall be defined as the total length of continuous employment within the paraprofessional bargaining unit of the Cranston Teachers' Alliance. Seniority shall be broken when an employee terminates voluntarily or is discharged for cause.

An employee who leaves the bargaining unit and subsequently returns to the bargaining unit shall be credited with the seniority that she/he had prior to leaving the bargaining unit provided that the employee maintains continuous employment with Cranston Public Schools.

- B. 1. In all cases of involuntary transfer, the least senior employee in the building and job classification shall be transferred unless a more senior employee in the same building and job classification volunteers to be transferred to the vacancy or position in question. This transfer shall be made as soon as the reason for said transfer has been discussed with the employee in question.
- 2. During the school year, an employee may be temporarily transferred whenever his or her assignment is temporarily removed under the following conditions:
  - a. The administration shall notify the Alliance, in writing, indicating the reason and the expected duration of the transfer.

- b. The affected employee shall have exclusive rights to the position from which he/she was transferred.
  - c. In the event that the position becomes permanently eliminated, the affected employee shall be considered an involuntary transfer.
- C. In case of reduction of personnel (lay-off), the following procedures will be in effect:
- 1. The Human Resources Office will notify the employees two (2) calendar weeks in advance of lay off. This notice from the Human Resources Office shall be considered the official notice of lay off.
  - 2. Once a position is identified as being eliminated, displacements may occur from among those employees in the same job classification and number of hours. This does not apply to transfers during the school year.
  - 3. Displacements shall be processed at the end of the school year and over the summer. An employee in a position that is being eliminated may elect to displace the least senior employee in the same job classification and number of hours in the building or work location only if there is not a vacancy in the building or work location.
  - 4. If an employee is unable to displace in accordance with #3 above, the employee shall be involuntarily transferred.
  - 5. An employee may elect to be involuntarily transferred in lieu of displacing the least senior employee in the same job classification.
  - 6. Any employee laid off by the process described above shall maintain recall rights for a period of not less than three (3) years.
  - 7. If the junior employee in any step of the bumping process possesses qualifications, and is in a position requiring specific bona fide qualifications, that employee will not be displaced unless a senior employee possesses those same specific bona fide qualifications.
  - 8. Refusal to accept the position made available as described in the bumping process will constitute a voluntary termination on the part of the employee laid off, thus relinquishing all seniority rights and privileges.
- D. An employee who has been laid off and subsequently recalled in accordance with his/her seniority shall be expected to assume his/her assignment within ten (10) working days following the day of recall. The notice of recall shall state the building and assignment being offered to the employee. An employee not reporting for work within the ten (10) day period shall be considered to have voluntarily terminated and to have relinquished all seniority rights and privileges. However, the ten (10) day recall may be extended an additional ten (10) days for reasonable extenuating circumstances. If reasons of illness apply, the Chief Operating Officer may require a physician's statement. When recall is made under this Article, the employee shall be notified of the ten (10) day requirement herein stated.

- E. “Team” time will be assigned to a part-time Building Teacher Assistant, by seniority, in each of the elementary schools. Should the more senior Building Teacher Assistant(s) elect not to cover team; the least senior Building Teacher Assistant in the building will be required to cover. “Team” time will be paid for hours worked at the employee’s current hourly rate.
- F. A seniority list of all employees covered under the provisions of this Agreement showing name, hours of work, and date of regular and effective appointment will be made available to the President of the Alliance during the month of January and will be open to challenge and correction for a period of thirty (30) days and, upon proof of error, will be corrected.
- G. The Seniority list shall be constructed as follows:
  - 1. Seniority accrual shall commence on the effective date of employment of an employee as acted upon by the Superintendent in accordance with RIGL §16-2-11.
  - 2. In the case where two or more employees commenced service on the same date, seniority shall be determined by the date the employee accepted the offer with Human Resources.
  - 3. Should two or more employees have the same acceptance date, seniority shall be determined by the date of the completed application.
  - 4. Should there be any other ties; seniority shall be determined by lottery.
- H. Discharge or discipline that leads to a deprivation may only be done for just cause.

## **ARTICLE VII VACANCIES**

All vacancies shall be filled pursuant to the following procedures:

- 1. A job fair will be held for the purpose of job selection and transfer in August prior to the new school year on a date mutually agreed upon by the Alliance and the Superintendent. All employees will be eligible to participate. If, following that job fair, any new positions become available or any vacancies occur, then those positions will be filled on a temporary basis and offered to the bargaining unit at the next job fair.
- 2. All positions shall be filled on the basis of the most senior qualified employee in his/her current classification and number of hours.
- 3. The administration may establish specific bona fide qualifications for any posted position in addition to the general qualifications required for the job.
- 4. When two or more employees are equally qualified, seniority shall be the determining factor.
- 5. If a position is vacated after all the involuntary transfers, voluntary transfers, and returns from leave have been placed and if the position cannot be filled by an employee on layoff, the vacancy shall be posted to the public.

6. An employee cannot bid or transfer into a school or on a bus run, where she/he has children attending or riding unless there are no other positions available and the employee is qualified for the position.
7. An employee whose primary responsibility is with an individual student (based upon an IEP or 504 Plan) will have the right to move with the student if the student's placement is reassigned within the school district unless the election of such an option prevents another qualified employee from remaining in the building to which the student is being transferred. In the case where an employee has a child in the school that the student is being transferred to, Article VII.6 will be overridden and the employee will be allowed to follow the student.
8. Qualified bidders from within the Bargaining Unit shall be given preference over all applicants from outside the Bargaining Unit.
9. A Special Education Paraprofessional whose primary responsibility is with a specific class which is transferred to another school will have the right to move with the class unless the election of such an option prevents another Special Education Paraprofessional from remaining in the building to which the class is being transferred.
10. If the Cranston School Department is able to obtain written authorization from the parent or guardian of the student, then the student's medical condition and/or disabilities shall be set forth in the job posting. After bidding on the job with the authorization of the parent or guardian, appropriate medical and/or behavioral information of students shall be given to Bus Aides to enable them to understand the medical needs of each student being transported. The Bus Aide shall be required to acknowledge in writing that they have received the information.
11. The process to notify employees of any involuntary transfer will be started two weeks prior to the August Job Fair. The District shall attempt to contact the affected employee(s) by phone, and, if unsuccessful will send an email to the affected employee.

## **ARTICLE VIII WORK SCHEDULES**

- A. Personnel shall be employed only on regular and normal school days when students are in attendance. (Any other employment arrangements must be approved in advance by the Chief Operating Officer). The responsibility of seeking approval shall rest with the School Administration.
  1. Bus Aides whose school is closed while other schools are in session shall be asked to cover the run of absent Bus Aides prior to a substitute being called.
  2. All bargaining unit members shall work a 181-day work year, including the scheduled orientation, held before the first day for students. Paraprofessionals shall participate in the orientation at their assigned building. Following completion of the orientation they will complete duties as assigned. Orientation for Bus Aides will be held on a mutually agreed upon date. Days that students participate in Distance Learning shall be considered work days for all bargaining unit members.

- B. A lunch break of twenty (20) minutes and a coffee break of ten (10) minutes must be observed by all employees working six (6) or more hours per day. The lunch break shall be uninterrupted and shall not be considered a part of the regularly assigned work day. Employees who work less than six (6) hours per day will not be entitled to a coffee or lunch break.
- C. Employees shall not be assigned to cover for absent administrative assistants. Part-time employees may be asked to cover the elementary Administrative Assistant's lunch period.
- D. The length of the work day of full-time school-based employees will be six hours and fifteen minutes per day for all positions. Arrival and dismissal will be based on the building needs to account for the 20-minute lunch break. All individuals employed as a Behavioral Technical Assistant at the time of the ratification of the 2018-2021 Agreement shall maintain a seven-hour workday with a paid lunch period (as determined by the length of the student lunch period) for as long as they remain employed in the bargaining unit. Part-time employees will work three and one-half (3 1/2) hours per day with the exception of those Bus Aides assigned on Special Education buses. These assigned "Bus Aides" shall perform on an hourly basis as necessary but in no case to exceed eight (8) scheduled hours on any given day. Scheduled pre- Kindergarten runs and summer runs, shall be compensated at a minimum of two (2) hours. Scheduled school day runs shall be compensated at a minimum of four (4) hours.
- E. Employees for whom the use of a car is required shall be paid based upon IRS regulation I.R.B. 924 (Standard Mileage Rates Set).
- F. The Director of Transportation will send to all Bus Aides a posting of all available summer work assignments no later than the Tuesday of the last full week of school. On or before Friday of the last full week of school, all Bus Aides interested in summer employment shall meet with the Director of Transportation and a representative of the Alliance to bid on available positions in descending order of seniority. Should this process be insufficient to meet summer scheduling needs, the Director of Transportation will make involuntary assignments of two-week intervals based on ascending order of seniority. No Bus Aide will be required to work more than two (2) weeks during the summer. Summer work assignments shall be defined as those runs that are scheduled between the last official day of the Cranston Public School calendar and the opening of schools.
  1. Bus Aides that are assigned to schools that are open while Cranston Public Schools are on vacations shall have the option to work that week.
  2. Any Bus Aide that requests a week off while their school is in session and Cranston is not, seniority will prevail for that Bus Aide who is assigned voluntarily to that run for the week.
  3. Bus Aides who have been assigned to 230 day or greater run will be assigned to the same run each school year.
  4. If on a Cranston School Department run one (1) bus will be taking a youngster in that week when normally two (2) buses are used, seniority will prevail.
- G. When posting positions, the Cranston School Department may designate up to two positions per school as a float. A float position is one that has a daily assignment in a particular

school, but the employee's assignment to a classroom (or classrooms) may vary from day to day. All other positions shall be posted at a particular school with a specific classroom (or classrooms) assignment

## **ARTICLE IX VACATIONS**

- A. All persons covered by this Agreement shall observe school closings as indicated in the school calendar, without compensation.
- B. An employee hired within a school year and having worked ninety-one (91) days or more, but less than one (1) full year, shall be entitled to one (1) week of paid vacation.
- C. All employees covered by this Agreement will be considered to have earned two (2) weeks of paid vacation after having completed one (1) full school year of service. Such vacation will be taken in the second and succeeding years of service up to five (5) full school years.
- D. All employees covered by this Agreement will be considered to have earned three (3) weeks of paid vacation after having completed five (5) full school years of service with the Cranston Public Schools and in this bargaining unit. All employees in positions that require the employee to work at least 230 days per school year shall earn a fourth week of paid vacation after having completed ten (10) full school years of service. Such vacation will be taken in the sixth and eleventh (if applicable) full school year and all succeeding years thereafter.
- E. No partial or prorated vacation may be earned, only the full two (2), three (3) or four (4) weeks as specified above.
- F. Vacation periods may be taken only during school recess periods normally falling during the Holiday, February, and April school vacation periods. The fourth week if applicable will be taken during the summer recess period.
- G. Vacations shall be available only as specified in A through F above. All unwritten and/or non-negotiated arrangements are heretofore declared null and void.
- H. Except for Bus Aides, all compensation for vacation days shall be made in a separate direct deposit on the last payday of June. Bus Aides will be compensated for vacation days in the pay periods when the leave is used.

## ARTICLE X LEAVES OF ABSENCE

- A. All employees covered by this Agreement will be credited with fifteen (15) days of sick leave per year on the first day of work. However, new employees will receive fifteen sick days only after the completion of thirty days worked

Sick leave shall be granted for the following reasons only:

1. Personal illness or physical incapacity to such an extent as to render a person thereby unable to perform the duties of his/her position or absence due to illness in the immediate family (father, mother, son, daughter, spouse, domestic partner or other persons in the immediate household who are blood relatives of either spouse or who are under legal guardianship of the employee), that requires the employee to care for the person who is ill. Requests for absence due to family illness under the provision of this section shall be supported by a statement that the employee can make no other arrangements.
  2. Enforced quarantine when established and declared by the Department of Health or other competent authority for the period of such quarantine only.
- B. 1. As of December 20, 2010, unused sick leave may no longer be accumulated by employees except as provided in paragraph B 4 below. However, in no event shall sick days accumulated after December 20, 2010 be paid out upon the employee leaving the Cranston Public School system. The following provision shall apply to those accumulated unused sick days prior to December 20, 2010.

Upon leaving the Cranston Public School system employees shall be entitled to severance pay based upon the following:

- a. Union members who have worked for Cranston Public Schools for ten (10) years or more, upon leaving the Cranston Public School system, and deemed eligible for retirement by the Employee's Retirement System of Rhode Island (ERSRI), shall receive compensation for sick days they have accumulated at a rate of \$20.00 per day for the total number of sick days accumulated.
  - b. Union members who have worked for Cranston Public Schools for twenty (20) years or more and have accumulated a minimum of 100 days, upon leaving the Cranston Public School system, and deemed eligible for retirement by the Employee's Retirement System of Rhode Island (ERSRI), shall receive compensation for sick days they have accumulated at a rate of \$50.00 per day for the total number of days accumulated.
  - c. Payment for unused sick leave shall be included in the final check.
2. Employees with perfect annual attendance seven hundred fifty dollars (\$750) included in the final check. Perfect attendance is defined as the use of no sick time, family illness time or unpaid time, exclusive of summer work.



3. Employees covered by this agreement may utilize up to two (2) unused and accrued sick leave days per year if she/he is absent from work during the summer for reasons permitted under Article X, Section A.
  4. Employees shall carry-over up to fifteen (15) days of unused accumulated sick leave from the prior school year, up to a maximum of twenty five (25) days.
  5. Out of the fifteen (15) sick days, up to two (2)) ½ ill or ½ family ill days may be taken each school year, but in no event before or after a holiday or recess period. Bus Aides shall continue to be able to discharge sick leave in one quarter (1/4) day increments when absent from a kindergarten bus run.
- C. Employees covered under this Agreement may request unpaid sick leave under the following conditions:
1. Written request for unpaid leave may be made to the Superintendent of Schools when all previously accrued sick leave has been exhausted.
  2. Written request must indicate the nature of the illness and the approximate date of return.
  3. Request must be accompanied by a physician's statement substantiating the nature of the illness, the approximate date of return and the necessity for the unpaid leave.
  4. Employees not able to return to full-time duties within one (1) year from the effective date of the leave shall be considered terminated.
  5. Prior to return to full-time duty, the employee must submit to the Human Resources Office a physician's statement that he/she is able to fulfill all of the duties of the position.
  6. Upon return, the employees will be assigned to at least a position comparable to the position prior to the commencement of the leave.
  7. If the anticipated absence does not exceed two (2) calendar months, the position will be filled by a substitute. Upon return the employee shall reassume his/her position. If the anticipated absence exceeds two (2) calendar months, upon return the employee will be assigned to at least a position comparable to the position held prior to the commencement of the leave.
  8. Leaves of absence under this Article may be granted by the School Committee upon the recommendation of the Superintendent. Such leave shall become effective upon official action of the Cranston School Committee.
  9. Employees on leave under this Article will accrue no vacation privileges while on leave.
- D. All employees shall be eligible for a leave of absence for a minimum of thirty (30) days or a maximum of the remainder of the school year in which the leave is taken in the event that a member of his/her immediate family (mother, father, spouse, son or daughter natural or adopted, mother-in-law or father-in-law) is ill and requires his/her attendance. Medical certification is required upon request. This leave shall be without compensation. An

employee shall not be eligible to return to a vacant position before the expiration date of the leave.

- E. A medical certificate may be required when the absence of an employee, due to personal illness, exceeds three (3) work days. The medical certificate will require the nature of the illness, next scheduled evaluation and/or return date.
- F. Unpaid parental leave up to eighteen (18) month will be granted upon request; such request must include the approximate date of return. The employees may work until, and return as soon as his/her doctor permits, providing such employee is capable of performing his/her regular responsibilities on a permanent basis. The employee must notify the Chief Operating Officer in writing of his/her intention to leave and to return at least sixty (60) days prior to the respective dates. Return from parental leave will be allowed only at the beginning of the school year or at the beginning of the third (3rd) quarter, whichever follows the expiration of the leave.
- G. Paid leave shall be granted to employees whose religious obligations require attendance at services held during the school day – not to exceed two (2) days per year. Notification must be given at least one (1) school day prior to taking this leave or pay will be deducted.
- H. At the discretion of the Alliance, representatives of the bargaining unit shall be granted a total of fifteen (15) school days per year for the purpose of engaging in local, state and national organization activities without loss of pay, provided the Alliance pay the cost of substitutes used to cover for such representatives. Additional days under this Article may be taken with loss of compensation to Alliance representatives, with the Committee assuming the cost of substitutes.
- I. Short term leave of up to fifteen (15) days may be granted with compensation in order to bond with a newborn child or a child newly placed for adoption with the employee. Leave for placement for adoption will be limited to one per year, and does not include foster care placement. Except in extenuating circumstances, notice shall be provided at least thirty (30) days prior to the expected commencement of the leave.

## ARTICLE XI INSURANCE

- A. The Committee will provide individual medical (including a vision rider) and dental coverage for an employee or, upon request of the employee shall provide family plan coverage for each employee who is married or has a domestic partner (as defined in attached Appendix B) or has dependent children. To be eligible for such benefit, the employee and the domestic partner must fill out, execute an affidavit appended to this Agreement as Appendix B and return the same to the District's Human Resource Office. In the event of a change in status in which the non-employee is no longer a domestic partner, the employee shall immediately notify the Superintendent of schools or his/her designee and such healthcare coverage shall no longer be provided. Printed application forms must be requested, completed, and returned to the Benefits Office in order to initiate this coverage. The Base Plan for all employees will be those benefits in effect as of the signing of this agreement. The summary of these benefits is appended to this agreement as Appendix C.

The amount of the premium cost-share paid by employees shall be twenty (20%) percent. Payment under this section shall be subject to Section 125 of the IRS code.

- B. Those employees working less than six (6) hours per day shall be afforded the above benefits on a prorated basis. Those employees accepting pro-rated benefits will be assessed their pro-rated expense or they may choose to waive the benefits herein specified. Employees who elect to receive benefits and are required to pay a pro-rated contribution for those benefits are exempt from paying an additional premium cost share.
- C. The Committee shall provide individual or family plan dental insurance. The dental plan for those employees will be those benefits in effect at the signing of this Agreement. The annual maximum dental coverage will be \$1,500 per person and the orthodontic rider lifetime maximum will be \$1,500 per person. The amount of the premium cost share paid by employees shall be twenty (20%) percent. Payment under this section shall be subject to Section 125 of the IRS code.
- D. An employee retiring from the Cranston Public Schools and deemed eligible to retire by the Employees Retirement System of Rhode Island (ERSRI) from Cranston Public Schools shall have the option to continue participating, through monthly contributions, in health and dental coverage for seven (7) years from the date of retirement. Notification of intent to participate must be given at least three (3) months prior to the effective date of retirement.
- E. The Cranston School Committee shall provide a \$20,000 Term Life Insurance Policy to all members. Employees may purchase an additional \$125,000 of life insurance coverage subject to insurance company approval.
- F. The benefits shall be as set forth in Appendix C, which shall include an annual deductible of \$250 (individual) or \$500 (family). Effective January 1, 2023, the annual deductible shall be \$500 (individual) and \$1,000 (family).
- G. Effective September 1, 2022, the Committee shall provide a vision benefit as described in Appendix F

## **ARTICLE XII GENERAL**

- A. Reasonable space on existing bulletin boards in an appropriate location shall be made available to the Alliance for posting official Alliance information.
- B. If meetings between the Alliance and the Committee, or its representatives specifically designated by it for the purpose of arbitration, are scheduled during normal working hours of a school day, not more than three (3) representatives of the Alliance shall be relieved from all regular duties without loss of pay.
- C. The Alliance or any Committee or Representative thereof will have the right to reasonable use of school telephones for local telephone calls for Alliance business only, provided that a non-coin school telephone is available to the School Administration at all times and provided that any such use by Alliance representatives does not interfere with the school program in any way.
- D. The Committee and the Alliance shall share equally the cost of publication of this Agreement.
- E. Employees will be required to wear school issued identification badges during the work day as well as during any paid assignments (i.e. extracurricular activities, summer school, after-school activities, etc.). Temporary identification badges will be available on-site in the event an employee does not have their school-issued identification badge upon their arrival at work. The District shall replace all ID badges that do not work at no cost to the employees, notwithstanding employees will be charged twenty dollars (\$20) for lost badges.
- F. Employees are prohibited from transporting students in their personal vehicles.
- G. No material derogatory to an employee's conduct, service, character or personality shall be placed in the employee's file unless the employee is notified that such material may be included in her/his file. An employee shall be given an opportunity to read such material and shall acknowledge that she/he has read such material by affixing her/his signature on a copy to be filed. Such signature merely signifies that she/he has read the material to be filed: it does not indicate agreement with its content. An employee shall have the right to comment in writing on any such material placed in her/his file

## **ARTICLE XIII GRIEVANCE PROCEDURE**

### A. Purpose

The purpose of this Article is to provide opportunity for discussion of any request or complaint and to establish procedures for the processing and settlement of grievances.

### B. Definition of Grievance

A grievance shall mean a complaint by a Member of the Bargaining Unit or the Alliance (1) that there has been to him/her a violation or inequitable application of any of the provisions of this contract or (2) that he/she or it has been treated inequitable by reason of any act or condition which is contrary to established School Committee policy or practice governing or affecting employees, except that the term "Grievance" shall not apply to any matter as to which the School Committee is without power to act.

C. Grievance Procedure

Step 1 - Any employee who believes that he/she has a justifiable request or complaint may discuss the request or complaint with his/her immediate supervisor, excluding the teacher, within a period often (10) working days of the knowledge of the event leading to the grievance, with the Alliance Representative being present. It is understood that if the immediate supervisor has no power to correct or rule on the grievance, the employee may initiate the Grievance at Step 2.

Step 2 - If no satisfactory resolution of the grievance has been reached within five (5) days, the grievance shall then be reduced to writing within ten (10) working days following the Step 1 meeting and forwarded to the Chief Operating Officer. A meeting for discussion of the grievance with the Chief Operating Officer shall be held no later than twenty (20) working days after the submission of the grievance. The Chief Operating Officer shall render a decision in writing regarding the grievance within ten (10) working days following the hearing at Step 2.

Step 3 - If no satisfactory result follows the hearing and decision at Step 2, or if no decision is rendered, the grievance may be appealed to the Superintendent of Schools within ten (10) calendar days following the decision at Step 2. The Superintendent or designee will conduct a hearing of the grievance within twenty (20) calendar days following the appeal to Step 3. The Superintendent or designee will render his written decision within fifteen (15) working days following the hearing at Step 3.

D. Arbitration

1. If no satisfactory resolution is reached, the Alliance may, within fifteen (15) calendar days after the decision at Step 3, give to the Committee written notice that the matter is to be submitted to Arbitration under the rules of the American Arbitration Association.
2. Only those matters involving the application or interpretation of this Agreement may be submitted to Arbitration.
3. The decision of the arbitrator upon an issue made arbitrable under this Article shall be final and binding upon the parties.
4. The Arbitrator shall have no power to alter, amend, add to or detract from the terms of this Agreement.

E. General Provisions

1. Nothing contained in this Agreement shall be construed to prevent any individual employee from presenting and processing a grievance and having it adjusted without intervention or

representation by the Alliance if the adjustment is consistent with the terms of the Agreement.

2. No grievance may be submitted to arbitration without the consent of the Alliance.
3. Any party in interest may be represented at all stages of the grievance procedure except arbitration by a person of her/his own choosing, except that she/he may not be represented by a representative or officer of another labor organization.
4. When an employee is not represented by the Alliance, the Alliance shall have the right to be present and to state its views at all stages of the grievance procedure.
5. The sole remedy available to any employee for any alleged breach of this agreement or any alleged violation of her/his rights hereunder will be pursuant to the grievance procedure, provided, however, that if an employee elects to pursue any legal remedy for any alleged breach of this agreement or any alleged violation of her/his rights thereunder, such election will bar any further or subsequent proceedings for relief under the provisions of this Article. Recourse by an employee to the grievance procedure shall constitute a waiver of any legal rights to relief for the act or condition which is subject to the grievance.

## **ARTICLE XIV SALARIES**

- A. Hourly salaries for personnel shall be as agreed to by the parties and set forth in Appendix A which is attached hereto and made a part hereof. New hires shall be placed on the appropriate step of the salary scale commensurate with their years of experience in a related position prior to being hired by Cranston Public Schools
- B. Overtime shall be paid at one and one-half times the regular rate for all full-time persons who are requested to work beyond their normal work day.
- C. All employees will receive their pay through direct deposit. The District will provide the following information via the employee self-service system: all personnel and payroll information, advice, W-2, W-4, 1095, and time off documents. A time and attendance system will be used to log hours worked for payroll purposes.
- D. The District shall continue the current practice of paying employees including Bus Aides, regular payments throughout the school year. Bus Aides shall receive regular payments through the school year for either four (4) or six (6) hours if they have a scheduled Pre-Kindergarten run. In addition, Bus Aides shall receive payment for all additional hours they work over and above the four (4) or six (6) hour shift based on the submission of time cards or through the use of the time and attendance system. Vacation pay will be paid out at the end of the year.
- E. Employees who provide the appropriate documentation (letter or transcript from an institution of higher education) will be eligible to receive an annual stipend of \$1,000 per year if she/he has a Bachelor's Degree or a stipend of \$500 per year if she/he has an Associate's Degree.

Employees will receive payment in a lump sum, at the end of the school year. Full or half increments will be paid providing the documentation is received in the Office of Human Resources prior to October 15 and March 1, respectively.

- F. All employees who have obtained and keep active (unless they cannot through no fault of their own) a Registered Behavior Technician (RBT) certificate shall be paid an annual stipend of \$1,000.
- G. Any Paraprofessional who is paid the stipend for having a Bachelor's or Associate's Degree pursuant to Article XIV, Section E of the Collective Bargaining Agreement may volunteer to serve as a day-to-day substitute teacher by signing up at the assigned building. Any Paraprofessional who serves as a one-on-one support to a student may only serve as a substitute teacher if the student is absent. Any Paraprofessionals who have a job assignment that must be fulfilled may only serve as a substitute teacher with the agreement of the building Principal. Paraprofessionals eligible to serve as day-to-day substitute teachers shall be assigned on a rotating basis starting with the most-senior eligible employee. Compensation for serving as a substitute teacher shall be a \$50.00 per day stipend in addition to regular compensation paid to the employee. Any eligible 3 ½ hour Paraprofessional will be paid for 6 hours and 15 minutes plus a \$50 per day stipend.
- H. The wages of all persons covered by this Agreement shall be paid by the Committee commencing no later than three (3) weeks after the school year begins
- I. The Committee shall provide to all bargaining unit members a longevity increment as follows:
1. An increment of \$600 after having completed ten (10) years of continuous service with Cranston Public Schools
  2. An increment of \$800 after having completed fifteen (15) years of continuous service with Cranston Public Schools
  3. An increment of \$1,000 after having completed twenty (20) years of continuous service with Cranston Public Schools
- The increment shall be included in the first paycheck of the school year following the completion of ten (10), fifteen (15) or twenty (20) years of continuous service as defined above and annually thereafter.
- J. A mentoring program developed by the Administration in cooperation with the Alliance will be offered to all newly-hired Special Education Paraprofessionals..

## ARTICLE XV SHORT TERM LEAVE

### A. Bereavement

1. In the case of death in the immediate family (father, mother, sister, brother, son, daughter, spouse, father-in-law, son-in-law, daughter-in-law, mother-in-law, domestic partner, or other persons in the immediate household) an employee may be absent for the period of mourning, including the day of the funeral, not to exceed seven (7) calendar days total. The first calendar day shall be the day following the death in the immediate family, unless said death interrupts the school day.
2. In the case of death of a grandfather, grandmother, grandson, granddaughter, an employee may be absent for the period of mourning, including the day of the funeral, not to exceed three (3) calendar days total.
3. In the case of death of a niece or nephew, an employee may be absent for the period of mourning, including the day of the funeral, not to exceed two (2) calendar days total.
4. In the case of death of relatives by marriage or blood not listed above, an employee will be allowed the day of the funeral without loss of pay.

### B. Personal Leave

1. Short term leave for personal reasons, not to exceed two (2) days will be granted for such matters as conducting business arrangements which employees cannot conduct at any other time such as after school hours, weekends, vacation periods, holidays, etc. upon request to the Human Resource Department. These days cannot be taken before or after a vacation or holiday, unless approved by the Superintendent or his/her designee. Approval will be based on the employee providing documentation upon the request. No personal half-days may be taken.
2. The total number of bargaining unit members excluding Bus Aides on leave will not exceed six (6) on any given day. The total number of Bus Aides on leave will not exceed two (2) on any given day.
3. Requests for any personal leave should be given as far in advance as possible and recorded on a form provided by the administration except in cases of emergency. Requests for personal leave may be submitted on or after August 1 for leave to be taken during a school year.
4. In the event that the cap has been met and the employee has a request for a personal day the Superintendent will have the discretion to grant additional days off.
5. Employees may accrue and carry-over from one school year to the following school year up to two (2) unused personal leave days. Total personal days in a bank at the beginning of the school year may not exceed four (4). Employees may not use more than two (2) consecutive personal leave days except with the approval of the Superintendent.



C. Leave Without Compensation

The Superintendent will have the discretion to grant or not grant days off without compensation upon request.

**ARTICLE XVI PROFESSIONAL LEAVE  
(WITHOUT COMPENSATION)**

A. Leave of Absence for the pursuit of a higher degree of education may be granted by the School Committee upon recommendation of the Superintendent.

B. The following criteria are established to govern the professional leave policy.

1. The employee must be established as a full-time matriculating student as set by the standards of the institution in which he/she is enrolled.
2. The matriculating program must be in the field of education.
3. The employee must provide documentation of items 1 and 2 above prior to having the request for leave considered.
4. The employee must provide evidence of successful completion of the program for which the leave was granted prior to return to a position within the School Department.
5. The employee must have been employed for an uninterrupted period of three (3) years in order to be considered for leave under this article.
6. There will be no accrual of sick leave or vacation while on leave for study.

**ARTICLE XVII PROFESSIONAL DEVELOPMENT**

A professional development program will be provided through the Professional Academy for Cranston Educators developed between the Cranston Teachers' Alliance (CTA) and the Cranston Public Schools (CPS).

Employees will be compensated for their participation in professional development up to a maximum of eight (8) hours. These hours shall be outside the regular school day. Teacher Assistants/Bus Aides attending professional development sessions will be compensated under Appendix A of the Master Agreement. Payment for all professional development shall be in the pay period following completion of each training.

## **ARTICLE XVIII BUS AIDE ASSIGNMENT PROCESS**

The Bus Run Assignment Process (BRAP) is the means by which individuals who are in a Bus Aide job classification are assigned specific bus runs for the school year or for the summer.

1. The CPS and the CTA shall jointly agree to a date for the Extended School Year (ESY) Bus Run Assignment Process, normally held in June and a Summer Bus Run Assignment Process normally held the week before the first day of school.
2. The BRAP shall be jointly-administered by CPS and the CTA.
3. Bus Aides who cannot attend either BRAP may designate a proxy by contacting the CTA.
4. A seniority list of Bus Aides shall be made available at the BRAP.
5. Selections shall be made in order of seniority at each BRAP.
6. For each BRAP, information on each bus run shall be available two (2) days prior to the start of the selection process.
7. The bus run information sheet shall include the name of the driver assigned to the run, the bus number, the bus lot, the school(s) serviced by the run, and the estimate start and end time.
8. If CPS has any mid-day bus runs, they shall be available for bid separate from the AM and PM bus runs at the BRAP.
9. If CPS has new mid-day bus runs available after the BRAP, the runs shall be offered to Bus Aides on the basis of seniority.
10. Mid-day runs available on a short-term basis shall be offered to Bus Aides on the basis of seniority.

**ARTICLE XIX DURATION**

The provisions of this agreement will become effective on September 1, 2022, and will continue in full force and effect until August 31, 2025.

The parties agree to a contract reopener prior to the beginning of the 2024-2025 school year for the limited purpose of negotiating a pay increase that would be in addition to the seventy-five cents per hour increase agreed to in Appendix A for the 2024-2025 school year.

Cranston School Committee

Cranston Teachers' Alliance

\_\_\_\_\_  
Daniel Wall  
Chairperson

\_\_\_\_\_  
Lizbeth A. Larkin  
President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Jeanine Nota-Masse  
Superintendent

\_\_\_\_\_  
John Thompson  
Vice President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## APPENDIX A Salary Schedule

### Bus Aide, Building Aide Pay Scale

Step	2021-2022	2022-2023	2023-2024	2024-2025
		\$1.25	\$.75	\$.75
1	\$16.19	17.44	18.19	18.94
2	\$16.60	17.85	18.60	19.35
3	\$17.06	18.31	19.07	19.81
4	\$17.79	19.04	19.79	20.54
5	\$18.04	19.29	20.04	20.79
6	\$18.44	19.69	20.44	21.19
7	\$18.94	20.19	20.94	21.69
8	\$19.40	20.65	21.40	22.15
9	\$19.73	20.98	21.73	22.48
10	\$20.05	21.30	22.05	22.80

### Special Education Paraprofessional Pay Scale

Step	2021-2022	2022-2023	2023-2024	2024-2025
		\$1.25	\$.75	\$.75
1	\$17.40	18.65	19.40	20.15
2	\$18.30	19.55	20.30	21.05
3	\$19.20	20.45	21.20	21.95
4	\$21.00	22.25	23.00	23.75
5	\$21.90	23.15	23.90	24.65

## **APPENDIX B Affidavit of Domestic Partnership**

The purpose of this Affidavit is to qualify a domestic partner for receipt of any medical coverage and benefits to which a teacher's spouse and/or family members are entitled.

1. We hereby certify that as domestic partners, we have an exclusive mutual commitment similar to marriage and that we meet the following criteria.
  - a. We have been each other's domestic partner and have shared a common residence and we have every intention of remaining indefinitely in the relationship.
  - b. Neither of us is married to anyone else.
  - c. We are jointly responsible for each other's common welfare and basic living expenses.
  - d. We are both at least 18 years old and are mentally competent to consent to contract.
  - e. We are by law adults and not related by blood closer than would bar marriage in our state of legal residence.
  - f. Our domestic relationship is not illegal.
  
2. We agree to notify the Cranston School Department if the status of this relationship changes, including termination of the relationship or failure to meet any of the above criteria, by filing a Change of Status form no later than thirty days from the date of such change. It is understood that if this domestic partnership is terminated, a subsequent Declaration of Domestic Partnership cannot be filed until the later of 12 months after filing a Change of Status form or 12 months after coverage has been canceled.
  
3. I understand that under current tax regulations, the Cranston Public Schools is required by the Internal Revenue Service to report as taxable (imputed) income, the premium value of the company's contribution to the benefit plan related to covering any partner or any partner's dependent children.

If your domestic partner and his/her dependent children are considered my "dependents" as defined under Section 152(a) (9) of the Internal Revenue Code. I will need to complete the Tax Certification of Dependency form.

4. We understand that the coverage elected will remain in effect until any of the following occurs:
  - The next plan year in which coverage is changed;
  - Termination from benefit plan due to ineligibility takes place;
  - The domestic partnership is terminated;
  - The death of the enrolled domestic partner;
  - A change in the eligibility status of my partner's children (if applicable) takes place.
  
5. We understand that the information contained in this Affidavit is confidential and is being provided for the sole purpose of determining eligibility of benefits.

6. We affirm that the statements attested to in this Affidavit are true and correct to the best of our knowledge. We understand that we are responsible for reimbursing the Cranston School Committee for any expenses incurred as a result of any knowingly false or misleading statement contained in this Affidavit. It is further understood that a deliberate false statement could result in disciplinary or legal action, including termination of employment at Cranston Public Schools.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Domestic Partner Signature

Date:

Date:

\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_  
Employee S.S. Number

\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_  
Domestic Partner S.S. Number

## APPENDIX C Benefit/Coverage Summary Standard PPO Plan

(More specific benefits/coverage is set forth under the Subscriber Agreement in effect during the life of the Contract)

<b>SUMMARY of Benefits and Coverage:</b>		
SUMMARY of Benefits and Coverage:  What this <u>Plan</u> Covers & What You Pay for Covered Services		Coverage Period: 07/01/2018 - 06/30/2019
		Coverage for: See below <u>Plan</u> Type: PPO
<p>The Summary of Benefits and Coverage (SBC) document will help you choose a health <u>plan</u>. The SBC shows you how you and the <u>plan</u> would share the cost for covered health care services. NOTE: Information about the cost of this <u>plan</u> (called the <u>premium</u>) will be provided separately. This is only a summary. For more information about your coverage, or to get a copy of the complete terms, such as <u>allowed amount</u>, <u>balance billing</u>, <u>coinsurance</u>, <u>copayment</u>, <u>deductible</u>, <u>provider</u>, or other <u>underlined</u> terms see the Glossary. You can view the Glossary at <a href="https://www.healthcare.gov/sbc-glossary">https://www.healthcare.gov/sbc-glossary</a> or call 1-800-639-2227 or TDD 711 to request a copy.</p>		
<b>Important Questions</b>	<b>Answers</b>	<b>Why this Matters:</b>
What is the overall <u>deductible</u> ?	For In <u>Network providers</u> \$250 for an individual <u>plan</u> /\$500 for a family <u>plan</u> . For Out-of- <u>Network providers</u> \$1000 for an individual <u>plan</u> /\$2000 for a family <u>plan</u> .	Generally, you must pay all of the costs from providers up to the <u>deductible</u> amount before this <u>plan</u> begins to pay. If you have other family members on the <u>plan</u> , each family member must meet their own individual <u>deductible</u> until the total amount of <u>deductible</u> expenses paid by all family members meets the overall family <u>deductible</u> .
Are there services covered before you meet your <u>deductible</u> ?	Yes. Does not apply to preventive services, services with a fixed dollar copay, prescription drugs and diagnostic testing.	This <u>plan</u> covers some items and services even if you have not yet met the <u>deductible</u> amount. But a <u>copayment</u> or <u>coinsurance</u> may apply. For example, this <u>plan</u> covers certain preventive services without cost-sharing and before you meet your <u>deductible</u> . See a list of covered preventive services at <a href="https://www.healthcare.gov/coverage/preventive-care-benefits/">https://www.healthcare.gov/coverage/preventive-care-benefits/</a> .
Are there other <u>deductibles</u> for specific services?	No	You do not have to meet <u>deductible</u> for specific services.
What is the <u>out-of-pocket limit</u> for this <u>plan</u> ?	For In <u>Network providers</u> \$750 for an individual <u>plan</u> /\$1500 for a family <u>plan</u> . For Out-of- <u>Network providers</u> \$3000 for an individual <u>plan</u> /\$6000 for a family <u>plan</u> .	The <u>out-of-pocket limit</u> is the most you could pay in a year for covered services. If you have other family members in this <u>plan</u> , they have a meet their own <u>out-of-pocket limits</u> until the overall family <u>out-of-pocket limit</u> has been met.
What is not included in the <u>out-of-pocket limit</u> ?	<u>Premiums</u> , balance-billed charges and health care this <u>plan</u> doesn't cover.	Even though you pay these expenses, they don't count toward the <u>out-of-pocket limit</u> .
Will you pay less if you use a <u>network provider</u> ?	Yes. See <a href="http://www.BCBSRI.com">www.BCBSRI.com</a> or call 1-800-639-2227 or (401) 459-5000 for a list of <u>network providers</u> .	This <u>plan</u> uses a provider network. You will pay less if you use a provider in the <u>plan's</u> network. You will pay the most if you use an out-of- <u>network provider</u> , and you might receive a bill from a provider for the difference between the provider's charge and what your <u>plan</u> pays (balance billing). Be aware, your <u>network provider</u> might use an out-of- <u>network provider</u> for some services (such as lab work). Check with your provider before you get services.

Do you need a referral to see a <u>specialist</u>	No.	You can see the <u>specialist</u> you choose without a referral.		
<b>All <u>copayment</u> and <u>coinsurance</u> costs shown in this chart are after your <u>deductible</u> has been met, if a <u>deductible</u> applies.</b>				
<b>Common Medical Event</b>	<b>Services You May Need</b>	<b>What you will Pay</b>		<b>Limitations, Exceptions, &amp; Other Important Information</b>
If you visit a health care provider's office or clinic		<u>In Network provider</u>  (You will pay the least)	<u>Out-of-Network provider</u>  (You will pay the most)	
	Primary care visit to treat an injury or illness	\$15 copay; <u>deductible</u> does not apply per visit	20% <u>coinsurance</u>	None
	<u>Specialist</u> visit	\$25 copay; <u>deductible</u> does not apply per visit	20% <u>coinsurance</u>	Chiropractic Services are limited to 12 visit(s) per year
	Preventive care/screening/immunization	No Charge; <u>deductible</u> does not apply	20% <u>coinsurance</u>	You may have to pay for services that aren't preventive. Ask your provider if the services you need are preventive. Then check what your <u>plan</u> will pay for: For additional details, please see your <u>plan</u> documents or visit <a href="http://www.BCBSRI.com/providers/policies">www.BCBSRI.com/providers/policies</a>
If you have a test	Diagnostic test (x-ray, blood work)	No Charge; <u>deductible</u> does not apply	20% <u>coinsurance</u>	Preauthorization is recommended for certain services
	Imaging (CT/PET scans, MRIs)	No Charge	20% <u>coinsurance</u>	
If you need drugs to treat your illness or condition	Tier 1 generally low-cost generic drugs	\$5 copay; <u>deductible</u> does not apply per prescription (retail)  \$10 copay; <u>deductible</u> does not apply per prescription (mail-order)	Not Covered	No charge for certain preventive drugs; Preauthorization is required for certain drugs; Infertility drugs: 20% <u>coinsurance</u> ; <u>deductible</u> does not apply
	Tier 2 generally high cost generic and preferred brand name drugs	\$15 copay; <u>deductible</u> does not apply per prescription (retail)	Not Covered	



		\$30 copay; <u>deductible</u> does not apply per prescription (mail-order)		
	Tier 3 non-preferred brand name drugs	\$30 copay; <u>deductible</u> does not apply per prescription (retail) \$60 copay; <u>deductible</u> does not apply per prescription (mail-order)	Not Covered	
	Tier 4 specialty prescription drugs	\$30 copay; <u>deductible</u> does not apply per prescription (Specialty pharmacy)	50% <u>coinsurance</u> ; <u>deductible</u> does not apply	
If you have outpatient surgery	Facility fee (e.g., ambulatory surgery center)	No Charge	20% <u>coinsurance</u>	Preauthorization is recommended
	Physician/surgeon fees	No Charge	20% <u>coinsurance</u>	None
If you need immediate medical attention	Emergency room care	\$100 copay; <u>deductible</u> does not apply per visit	\$100 copay; <u>deductible</u> does not apply per visit	Emergency room: Copay waived if admitted; Air/Water Ambulance: No Charge Urgent care: Applies to the visit only. If additional services are provided additional out of pocket costs would apply based on services received;
	Emergency medical transportation	\$50 copay; <u>deductible</u> does not apply per trip	\$50 copay; <u>deductible</u> does not apply per trip	
	Urgent care	\$50 copay; <u>deductible</u> does not apply per urgent care center visit	\$50 copay; <u>deductible</u> does not apply per urgent care center visit	
If you have a hospital stay	Facility fee (e.g., hospital room)	No Charge	20% <u>coinsurance</u>	45-day limit at an inpatient rehabilitation facility; Preauthorization is recommended  None
	Physician/surgeon fee	No Charge	20% <u>coinsurance</u>	
If you need mental health, behavioral health, or substance abuse services	Outpatient services	\$25 copay; <u>deductible</u> does not apply/office visit	20% <u>coinsurance</u> /office visit	Preauthorization is recommended for certain services
	Inpatient services	No Charge for outpatient services	20% <u>coinsurance</u> for outpatient services	
If you are pregnant	Office visits	\$25 copay; <u>deductible</u> does not apply per visit	20% <u>coinsurance</u>	Depending on the type of services, <u>coinsurance</u> may apply. Maternity care

	Childbirth/delivery professional services	No Charge	20% <u>coinsurance</u>	may include tests and services described elsewhere in the SBC (i.e. ultrasound). Preauthorization is recommended.
	Childbirth/delivery facility services	No Charge	20% <u>coinsurance</u>	
If you need help recovering or have other special health needs	Home health care	No Charge	20% <u>coinsurance</u>	None
	Rehabilitation services	20% <u>coinsurance</u>	20% <u>coinsurance</u>	Includes Physical, Occupational and Speech Therapy; limited to 30 visits each (combined for in and out of network).
	Habilitation services	20% <u>coinsurance</u>	20% <u>coinsurance</u>	
	Skilled nursing care	No Charge	20% <u>coinsurance</u>	Custodial care is not covered; Preauthorization is recommended
	Durable medical equipment	20% <u>coinsurance</u>	20% <u>coinsurance</u>	Preauthorization is recommended for certain services.
	Hospice service	No Charge	20% <u>coinsurance</u>	Preauthorization is recommended
If your child needs dental or eye care	Children's eye exam	\$25 copay; <u>deductible</u> does not apply per visit	20% <u>coinsurance</u>	Limited to one routine eye exam per year.
	Children's glasses	Not Covered	Not Covered	None
	Children's dental check-up	Not Covered	Not Covered	None
<b>Excluded Services and Other Covered Services:</b>				
Services your <u>Plan</u> Generally Does NOT Cover (Check your policy or <u>plan</u> document for more information and a list of any other excluded services.)				
Acupuncture	Dental check-up, child	Routine foot care unless to treat a systemic condition		
Cosmetic surgery	Glasses, child	Weight loss programs		
Dental care (Adult)	Long-term care			
<b>Other Covered Services (Limitations may apply to these services. This isn't a complete list. Please see your <u>plan</u> document.)</b>				
Bariatric Surgery	Infertility treatment	Routine eye care (Adult)		
Chiropractic care	Most coverage provided outside the United States. Contact Customer Service for more information.			
Hearing aids	Private-duty nursing			
<b>Your Rights to Continue Coverage:</b> There are agencies that can help if you want to continue your coverage after it ends. The contact information for us and those agencies is: the <u>plan</u> at 1-800-639-2227 or (401) 459-5000 or TDD 711, state insurance department at (401) 462-9520 or by email at <a href="mailto:HealthInsInquiry@ohic.ri.gov">HealthInsInquiry@ohic.ri.gov</a> , Department of Labor's Employee Benefits Security Administration at 1-866-444-EBSA (3272) or <a href="http://www.dol.gov/ebsa/healthreform">www.dol.gov/ebsa/healthreform</a> . Or the Department of Health and Human Services, Center for Consumer Information and Insurance Oversight, at 1-877-267-2323 x61565 or <a href="http://www.cciio.cms.gov">www.cciio.cms.gov</a> . Other coverage options may be available to				

you too, including buying individual insurance coverage through the Health Insurance Marketplace. For more information about the Marketplace, visit [www.HealthCare.gov](http://www.HealthCare.gov) or call 1-800-318-2596.

**Your Grievance and Appeals Rights:** There are agencies that can help if you have a complaint against your plan for a denial of a claim. This complaint is called a grievance or appeal. For more information about your rights, look at the explanation of benefits you will receive for that medical claim. Your plan documents also provide complete information to submit a claim, appeal, or a grievance for any reason to your plan. For more information about your rights, this notice, or assistance, contact: the plan at 1-800-639-2227 or (401) 459-5000 or TDD 711. You may also contact the Department of Labor’s Employee Benefits Security Administration at 1-866-444 EBSA (3272) or [www.dol.gov/ebsa/healthreform](http://www.dol.gov/ebsa/healthreform). Additionally, a consumer assistance program can help you file your appeal. Contact your state insurance department at (401) 462-9520 or by email at [HealthInsInquiry@ohic.ri.gov](mailto:HealthInsInquiry@ohic.ri.gov).

**Does this plan provide Minimum Essential Coverage? Yes.**

If you don’t have Minimum Essential Coverage for a month, you’ll have to make a payment when you file your tax return unless you qualify for an exemption from the requirement that you have health coverage for that month.

**Does this plan meet Minimum Value Standards? Yes.**

If your plan doesn’t meet the Minimum Value Standards, you may be eligible for a premium tax credit to help you pay for a plan through the Marketplace.

**Language Access Services:**

Para obtener asistencia en Espanol, llame al 1-800-639-2227.  
Kung kailangan ninyo ang tulong sa Tagalog tumawag sa 1-800-639-2227.  
Dinek’ehgo shika at’ohwol ninisingo, kwijigo holne’ 1-800-639-2227.

**To see examples of how this plan might cover costs for a sample medical situation, see the next section.**

**This is not a cost estimator.** Treatments shown are just examples of how this plan might cover medical care. Your actual costs will be different depending on the actual care you receive, the prices your providers charge, and many other factors. Focus on the cost sharing amounts (deductibles, copayments, and coinsurance) and excluded services under the plan. Use this information to compare the portion of costs you might pay under different health plans. Please note these coverage examples are based on self-only coverage.

Peg is Having a Baby (9 months of in-network pre-natal care and a hospital delivery)		Managing Joe’s type 2 Diabetes (a year of routine in-network care of a well-controlled condition)		Mia’s Simple Fracture (in-network emergency room visit and follow up care)	
<b>The <u>plan</u>’s overall <u>deductible</u></b> \$250		<b>The <u>plan</u>’s overall <u>deductible</u></b> \$250		<b>The <u>plan</u>’s overall <u>deductible</u></b> \$250	
<b><u>Specialists copayment</u></b> \$25		<b><u>Specialists copayment</u></b> \$25		<b><u>Specialists copayment</u></b> \$25	
<b><u>Hospital (facility) coinsurance</u></b> No Charge		<b><u>Hospital (facility) coinsurance</u></b> No Charge		<b><u>Hospital (facility) coinsurance</u></b> No Charge	
<b><u>Other coinsurance</u></b> 20%		<b><u>Other coinsurance</u></b> 20%		<b><u>Other coinsurance</u></b> 20%	
<b>This EXAMPLE event includes services like:</b>		<b>This EXAMPLE event includes services like:</b>		<b>This EXAMPLE event includes services like:</b>	
<u>Specialist</u> office visits (prenatal care) Childbirth/Delivery Professional Services Childbirth/Delivery Facility Services Diagnostic tests (ultrasounds and blood work) <u>Specialist</u> visit (anesthesia)		Primary care physician office visits (including disease education) Diagnostic tests (blood work) Prescription drugs Durable medical equipment (glucose meter)		Emergency room care (including medical supplies) Diagnostic test (x-ray) Durable medical equipment (crutches) Rehabilitation services (physical therapy)	
<b>Total Example Cost: \$12,800</b>		<b>Total Example Cost: \$7,400</b>		<b>Total Example Cost: \$1,900</b>	
<b>In this example, Peg would pay:</b>		<b>In this example, Joe would pay:</b>		<b>In this example, Mia would pay:</b>	
<i>Cost Sharing</i>		<i>Cost Sharing</i>		<i>Cost Sharing</i>	
<u>Deductibles</u>	<b>\$250</b>	<u>Deductibles</u>	<b>\$250</b>	<u>Deductibles</u>	<b>\$250</b>
Copay	<b>\$50</b>	Copay	<b>\$300</b>	Copay	<b>\$200</b>

<u>Coinsurance</u>	<b>\$0</b>	<u>Coinsurance</u>	<b>\$200</b>	<u>Coinsurance</u>	<b>\$80</b>
<i>What isn't covered</i>		<i>What isn't covered</i>		<i>What isn't covered</i>	
Limits or exclusions	<b>\$60</b>	Limits or exclusions	<b>\$30</b>	Limits or exclusions	<b>\$0</b>
The total Peg would pay is	<b>\$360</b>	The total Joe would pay is	<b>\$780</b>	The total Mia would pay is	<b>\$530</b>

The **plan** would be responsible for the other costs of these EXAMPLE covered services.

## APPENDIX D Dues Deduction Authorization



### Membership Authorization



I hereby affirm my membership in the Cranston Teachers' Alliance, Local 1704, AFT, RIFTHP, and authorize my employer to withhold from my salary a sum equal to the constitutional dues of the local, state and national unions. This authorization shall remain in effect until further notice, unless changed or terminated.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_

I understand that my dues will include the services of local, state and national bodies as well as subscriptions to AFT publications. I also understand that the union dues may not be deductible for federal income tax purposes. Employees covered by a collective bargaining agreement have a right to renounce full membership.

## APPENDIX E Cessation of Dues Deduction Authorization



### Membership Drop Form



I hereby withdraw my membership from local #1704, Cranston Teachers' Alliance, the Rhode Island Federation of Teachers and Health Professionals, the American Federation of Teachers, and our AFL-CIO affiliates and direct my employer to refrain from withholding the constitutionally assessed dues of the local, state and national unions from my salary.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Membership in the union is subject to the governance documents, policies and procedures of the local, the RIFTHP, and the AFT.

**APPENDIX F**  
**Vision Coverage**  
September 1, 2022

Vision Care Services	In-Network Member Cost	Out-of-Network Member Cost
Frames, Lense, and Lens Options Package (Any frame, lens, and lens options available at provider location)	\$100 allowance for frame, lens, and lens options; 20% off balance over \$100	Balance over \$50
Contact Lens (Contact lense allowance includes materials only.)		
Conventional	\$0 copay, \$100 allowance; 15% off balance over \$100	Balance over \$80
Disposable	\$0 copay, \$100 allowance; 15% off balance over \$100	Balance over \$80
Laser Vision Correction LASIK or PRK from U.S. Laser Network	15% off retail price or 5% off promotional price	N/A
Additional Discounts	40% discount off complete pair of prescription eyeglass purchases  15% discount off conventional contact lenses once funded benefit has been used  20% off non-prescription sunglasses	N/A
Frequency Frame and Lenses or Contact Lenses	Once every 12 months	Once every 12 months

Please note: Your benefits cannot be combined with any other discounts, coupons, or promotional offers unless otherwise noted in an offer.