


**STIPULATED AGREEMENT**  
**In the matter of**  
**CONNECTICUT TECHNICAL EDUCATION AND CAREER SYSTEM (CTECS)**  
**And**  
**STATE VOCATIONAL FEDERATION OF TEACHERS, LOCAL 4200A (SVFT)**

In full and final resolution of all matters between the SVFT and CTECS regarding academic Department Heads ("DHs") and substitute lesson plans:

1. CTECS shall not direct academic DHs to prepare lesson plans for use by substitute teachers when there is an instructor vacancy or absence in excess of five school days.
2. Academic DHs shall not be assigned to cover a long-term vacancy except on a short-term basis as provided by Article 7, Section Two ("Class Coverage").
3. Academic DHs shall not be expected to grade student work in classes taught by substitute teachers or submit such grades to PowerSchool. Notwithstanding the foregoing, an academic DH may assist with student grading in the same manner as other academic teachers if the DH is properly certified.
4. CTECS shall develop and expand the system's resources (lesson plans, materials) for academic substitutes who are covering long-term vacancies/absences.
5. This Agreement is in no way an admission of wrongdoing and/or a violation of any of the provisions of the collective bargaining agreement between SVFT and CTECS.
6. This Agreement is with prejudice and shall not serve as precedent in any pending dispute involving any other employee and shall not be admissible as evidence in any arbitration or other proceedings.
7. This Agreement shall terminate on August 31, 2025.

 / 3.14.23  
For the Union Date

 / 3/16/2023  
For CTECS Date