

# **Master Agreement**

**Between**

**THE ALTON TEACHERS'  
ASSOCIATION**

**and**

**THE ALTON SCHOOL BOARD**

***Effective: July 1, 2016  
through  
June 30, 2017***

***Voter Approved March 8, 2016***

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## ALTON SCHOOL DISTRICT

### *OVERVIEW*

This agreement is entered into in order to foster harmonious, open, and cooperative relations between the Alton School Board and those persons represented by the Alton Teachers' Association.

It is the further purpose of this agreement to assure the orderly operation of the Alton School System and to provide conditions of employment, which shall include:

- a) Proper facilities and equipment for students and teachers alike,
- b) Avoidance of discriminatory treatment, coercion, reprisal against or interference with teachers in the performance of their duties.

## **ARTICLE I RECOGNITION AND DEFINITIONS**

### **1.1 RECOGNITION:**

The Alton School Board (hereinafter called the "Board") recognizes the Alton Teachers' Association, affiliated with the NEA/NH, (hereinafter called the "Association") as the exclusive representative, in accordance with RSA 273-A, for all certified classroom teachers from pre-Kindergarten through grade 8, media generalist and reading teachers, excluding all others, including but not limited to principal, assistant principal, guidance counselors, allied health professionals, secretaries, aides, custodians and school lunch personnel employed by the Alton School District (hereinafter called the "District"). The Association will represent equally all those for whom it has been so certified as the representative without discrimination and without regard to membership in the Association.

Nothing contained herein shall be construed to deny any individual's rights guaranteed them under applicable State and/or Federal laws.

### **1.2 DEFINITIONS:**

As used in this agreement, the term "Teachers" shall refer to all those certified to be represented by the Association in accordance with RSA 273-A. The term "Board" shall refer to the Alton School Board. Part-time teachers are defined as those working less than 37.5 hours per week for the full school calendar year. All salary and benefits for part-time teachers shall be pro-rated.

The term "Association" shall refer to the Alton Teachers' Association, affiliated with NEA/NH.

The term "Parties" shall refer to the Board and the Association.

The term "Principal" shall refer to the Principal of the Alton Central School.

The term "Association Representative" shall refer to the duly designated representative of the Association.

## **ARTICLE II WORKING CONDITIONS**

### **2.1 WORKING CONDITIONS:**

**2.1.1** Teachers will ordinarily be expected to report to work at 7:30am and they will remain thirty (30) minutes beyond the school day, except whenever additional time is required to carry out their professional obligations. Unless notified by 10:00 A.M. by the Principal, teachers may leave after the buses have left on Fridays and the day preceding a holiday. As professionals, teachers will devote the time necessary to accomplish their duties. Said duties may include evening events which pertain to subject/grade assignment. The Association agrees that such employees' day is not necessarily coterminous with that of the pupil.

**2.1.2** As part of their professional responsibilities, teachers may be required to remain after the dismissal of students for a period of time, generally not to exceed one hour after students are dismissed, to attend departmental, school, staff meetings, or conferences with the administration. Every consideration will be given to limit the number of scheduled meetings to two (2) per week. Teachers will be notified except in emergency situations of such meetings and the general subject matter at least forty-eight (48) hours in advance of the meeting.

**2.1.3** Teachers are expected to obligate the time needed to carry out their professional obligations to the students and parents. This obligation may include scheduled evening events (such as but not limited to Kindergarten and grade 8 celebration, academic fairs, open house, spring and winter concerts). However, a twenty-four (24) hour notice will be required of a parent, whenever practicable, in order to schedule an appointment after school with a teacher. The school calendar shall consist of a maximum of one hundred and eighty-eighty (180) instructional days beginning 2016-17 plus five (5) days to be determined by the building principal plus two additional days for new hires.

**2.1.4** In preparation for presenting a proposed school calendar to the Board for approval, the Superintendent, or designee, will meet with a designated representative of the Association in order to have input from the professional staff. The Association acknowledges that the final responsibility for determining the school calendar rests with the Board.

**2.1.5** Teachers/grade level teams will recommend to the Superintendent and upon Board approval team representatives from lower elementary (grades K-2, 3-4), middle elementary (grades 5-6), middle school (grades 7-8), and specialists to meet with administration on a monthly basis. These meetings will be used as a conduit for continuous and open communication between the teaching staff and the administration.

Agendas will be mutually developed by administration and team representatives. Team representatives shall receive a \$500 (five hundred dollar) stipend annually.

2.1.6 Teachers are expected to arrive at school by 7:30am and leave no earlier than 3:17pm. Instructional time will begin at 7:45am and conclude at 2:50pm. This schedule applies to all one-hundred-eighty (180) instructional days.

## **2.2 LUNCH AND PREPARATION**

2.2.1 Except in emergency situations, teachers shall have a duty-free, uninterrupted lunch period of at least twenty (20) minutes for lunch each day.

2.2.2 Teachers in grades Pre-K-6 shall have no less than two hundred twenty five (225) minutes of preparation time per normal week of school. To the extent possible, the district will attempt to schedule teachers in grades pre-K-6 one preparation period per day. Teachers in grades 7-8 and special teachers shall have one preparation period per school day. To the extent possible, the district will attempt to schedule teachers in grades 7-8 and special teachers five (5) instructional classes per day.

**ARTICLE III TRANSFERS, ASSIGNMENTS, REASSIGNMENTS, LAYOFFS AND RE-EMPLOYMENT**

**3.1** Information regarding vacancies will be posted in the teachers' room when the vacancies occur.

**3.2** Teachers who desire a change in employment position for the next school year shall file a written statement with the Principal no later than ten working days after their signed contract has been submitted for the following school year and/or after the posting of an available position. Said statement shall include the position, grade and/or subject to which the teacher requests reassignment, in order of preference. In making his/her recommendation, the Superintendent shall consider among other factors deemed relevant, the teacher's qualifications and system-wide balance of experience and inexperience. The final decision pertaining to a teacher's assignment shall be that of the Board, upon recommendation of the Superintendent. Upon reaching its decision, the Board shall notify the teacher involved.

**3.3** In the event of a change of assignment, every effort shall be made to so inform the teacher before the end of the school year, but in no case later than August 1. In the event of a change of assignment and upon the request of the teacher, a consultation with the Superintendent or his/her designee shall be held.

**3.4.1 LAY-OFFS:**

In the event of a cutback in the program or decrease in pupils, the Board shall layoff the necessary employees in a way that is deemed to be in the best interest of the school and equitable to the staff. The Superintendent shall, in submitting recommendations for Board action, consider among the factors he or she deems relevant, seniority and a teacher's qualifications and evaluations in the district. It is recognized by all parties that the education of the students must be the overwhelming consideration.

**3.4.2 RE-EMPLOYMENT:**

In the subsequent event of expanded or additional programs, or other vacancies caused by resignations or retirements within twenty-four (24) months of a layoff, those persons who have been laid off will be given the opportunity to be rehired for the reopened positions. Qualified teachers shall be recalled in the reverse order in which they were laid off. It is the responsibility of the individual who has been laid off to notify the SAU #72 of any changes in address during the twenty-four (24) month period. Teachers must respond to an opportunity to be rehired within fourteen (14) days of the date of the mailing of the

recall letter from the SAU #72 Office. Failure to respond within 14 days shall constitute a waiver by the teacher of all rights to re-employment.

## **ARTICLE IV CERTIFICATION, SUBSTITUTES AND PROFESSIONAL IMPROVEMENT**

### **4.1 CERTIFICATION:**

Teachers shall be certified by the New Hampshire Department of Education or granted a waiver by the State Department of Education.

### **4.2 SUBSTITUTES:**

Every effort shall be made to provide substitute teachers for all classroom teachers when they are absent from school. Only in emergency situations will teachers be asked to serve as substitutes. If a teacher does substitute for another staff member, he/she will be reimbursed 1/7 of the current substitute pay for each period covered.

### **4.3 PROFESSIONAL IMPROVEMENT:**

**4.3.1** The Board will reserve an amount not less than \$2,000.00 for each teacher for professional improvement. The Board will pay, in advance, the full tuition costs and laboratory fees to a maximum of \$2,000.00 per teacher per year for courses, workshops, or seminars approved in advance by the Superintendent or his/her designee.

The Board agrees to prepay the full amount of graduate courses/workshops with the provision that the difference between the courses' and/or workshops' costs and \$2,000.00 or balance thereof will be deducted from the teacher's last paycheck. This option will be initiated upon the written request of the teacher. Written authorization will be given to the district to deduct the differences from the teacher's last paycheck.

The Board will only pay lodging expenses for conference/workshops lasting two or more days and that require traveling sixty (60) miles or more from the employee's residence.

A waiver to the two-day requirement may be requested and approved at the discretion of the Superintendent.

**4.3.2** All courses, which it is the intent of the teacher to use for salary incrementation, shall be submitted to the Superintendent for approval. The Board shall be under no obligation to grant salary credit for any course, which has not been approved.

**4.3.3** Approvable courses shall be graduate-level courses and shall be either subject matter or professional education courses that relate to the teacher's assignment. Courses

presented for approval should have a specific description. Completed courses presented for salary incrementation must be accompanied by official transcripts or credentials from the institution at which they were taken indicating successful completion. For those applying for the Master's Degree Schedule, it will be necessary only to submit to the Superintendent certification from an approved institute to the awarding of the degree. An approved institution shall mean one that is approved by the Regional Association of Colleges and Secondary Schools and/or by the State Board of Higher Education.

**4.3.4** If a teacher does not complete the course or fails to make a grade of (B) or better, he/she will have the amount that was paid in advance, deducted from his/her last check. The teacher will also give written authorization to the district to deduct the amount that was paid in advance.

**4.3.5** Courses/workshops approved and taken during the summer will not be prepaid. Reimbursement will be made to the teacher only if the teacher returns to the Alton school system in the fall.

**4.3.6** As of 31 May of the contract year, professional staff members who have exhausted their allotment of reserved professional development monies may apply for funds up to a total cost of \$1,500 additional reimbursement from the budgeted unencumbered professional development funds for graduate level courses from regionally/nationally accredited institutions. Request for funds shall be submitted to the Superintendent for approval in advance. The administration will review these requests and allocate remaining funds equitably to all who apply.

All funds not encumbered by 30 June of the contract year will be returned to the school district.

**4.3.7** The Superintendent or his/her designee shall, in the first instance, exercise judgment under the provisions of this section and said judgment shall be subject to direct appeal to the Board. The Board's judgment shall be final and not subject to the grievance procedure of this agreement.

**4.3.8** Teachers may use professional development monies to pay for New Hampshire re-certification costs.

## **ARTICLE V EVALUATIONS AND TEACHERS' FILES**

### **5.1 EVALUATIONS:**

**5.1.1** The purpose of observations and evaluations is to help the teacher, thus all observations and evaluations shall be made in accordance with the evaluation procedure established by the Board. All observations of teachers for the purpose of evaluation shall be conducted in person and with the full knowledge of the teacher. The teacher shall have the right to append remarks to the formal report within five (5) business days of its receipt and any and all such remarks shall be included in the teacher's file. No evaluation report shall be included in the teacher's file, be sent to the central administration, or otherwise acted upon without the teacher having been given an opportunity to review such evaluation.

Teachers having reached 5 years of service with the district will be formally evaluated at least once every three (3) years. Additional evaluations will be at the discretion of the Superintendent.

### **5.2 TEACHER'S FILES:**

**5.2.1** No material referring to a teacher's conduct, service, or character shall be placed in the files unless such teacher is knowledgeable of the material and is given a dated copy.

**5.2.2** Upon request, teachers shall be given access to their individual files with 24 hours' notice during regular business hours. Upon receipt of a written request, the teacher shall be furnished a reproduction of any material in their individual file at the expense of the teacher. No material will be removed prior to the teacher's inspection of his/her individual file. Material will be removed from the files and destroyed by mutual consent of the teacher, the person responsible for the information and the Superintendent; or when a teacher's claim that it is inaccurate, untrue, or unproven is sustained, pursuant to the grievance procedure. Teachers shall have the right to attach an explanation or rebuttal to any material that they believe is unfavorable to them.

### **5.3 EMPLOYMENT:**

Preparation and years of experience for newly employed or re-instated teachers shall be computed by the Superintendent and the School Board for placement on the salary schedule. Candidates for new employment will be shown a current salary schedule prior to employment.

**5.4 TRANSPORTING CHILDREN:**

Teachers will not, except under emergency situations, be expected to transport children with the exception of teachers having the duty of transporting students as part of their normal assignment.

**5.5 NOTICES AND ANNOUNCEMENTS:**

All official school notices and announcements will be posted on a designated bulletin board or distributed to each individual teacher in the building.

**5.6 DISCIPLINARY ACTION:**

**5.6.1** No teacher will be suspended, disciplined, officially reprimanded, or reduced in rank or compensation without just cause. Non-renewal and discharge of teachers shall be in accordance with prevailing State Educational Statutes.

**5.6.2** Both parties shall have the right to representation at every formal stage of any disciplinary proceeding or action.

**5.6.3** Nothing in this contract shall be construed to deprive a teacher, the Association, or the Board of their rights under the law.

## **ARTICLE VI LEAVE PROVISIONS WITH PAY**

Teachers will be entitled to temporary leaves of absences from school with full pay as herein set forth:

### **6.1 SICK LEAVE:**

Sick leave will accumulate at the rate of 1.5 days per calendar month, September through June, cumulative to one hundred ten (110) days. Any accumulation of sick leave days which present teachers have at the effective day of this agreement shall be retained. The Board agrees to reimburse teachers who have accumulated over the maximum of one hundred ten (110) days at the rate of \$125.00 per day for teachers who have accumulated thirteen to fifteen days or \$115.00 per day for teachers who accumulated nine to twelve days or \$105.00 a day for teachers who have accumulated one to eight days for unused sick leave by June 30th of that school year. Donations to the sick bank are excluded from buy-back plan. Effective September 1995.

**6.1.1** The employee will provide satisfactory evidence of illness when absence under the sick leave provision of this contract exceeds five (5) consecutive work days. It shall be the right of the Superintendent to require verification of illness. No action shall lie against the Superintendent, at law or by virtue of grievance, for the Superintendent's exercise of such right.

### **6.2 EMERGENCY DAYS:**

Up to two (2) emergency days during a school year for uncontrollable emergency situations, subject to the written approval of the Superintendent or his/her designee.

### **6.3 PERSONAL DAYS:**

Up to three (3) days personal leave during a school year at the recommendation of the principal and approval of the Superintendent or his/her designee. Due to the need to ensure substitute coverage, no more than (4) individuals will be approved, on a first come, first served basis for personal leave on any one day. Such requests shall be submitted in writing at least one (1) week in advance. Personal leave will be limited to legal matters, business transactions, or personal household or family matters that require the teacher to be absent during the school hours. The teacher will not be required to give specific reasons when requesting personal leave; however, in using personal leave, the teacher assures the Board that the reason for which personal leave is being taken cannot be

accommodated on a non-school day. The granting of personal leave during the first two and last two weeks of the school year and immediately preceding and following vacations or holidays will be considered only under emergency circumstances. Such circumstances shall be put in writing to the Superintendent.

#### **6.4 PROFESSIONAL LEAVE:**

Absence with full pay will be allowed for three (3) days leave approved in advance by the Superintendent or his designee for educational meetings and conferences or for trips involving school business. All requests for such absences will be made in writing at least one (1) week in advance, when practicable, to the principal and if recommended, will be submitted to the Superintendent for approval. Additional professional days may be requested and approved at the discretion of the Superintendent.

#### **6.5 SICK LEAVE BANK**

**6.5.1** The Board agrees to establish a sick leave bank to cover eligible teachers in the event of long term illness. The sick leave bank shall be administered by a committee composed of three (3) members of the Association appointed by the President, henceforth called the Sick Leave Bank Committee. Each member shall serve for one (1) year or until a successor shall be appointed. The Sick Leave Bank Committee shall meet as needed. A majority of the members shall constitute a quorum and a majority vote of those present and voting shall decide all questions. A teacher becomes eligible to contribute and be covered upon beginning the second consecutive year of teaching in Alton. Those wishing to be covered agree in writing to donate one (1) or two (2) days each year from the fifteen (15) that are allowed to accrue in a one-year period. These days will be deposited in said bank and are from the teacher's accumulated sick days. Members may enroll as soon as they have a sick leave day to contribute. Each succeeding school year shall be a new enrollment period and days contributed to the bank shall not accrue in excess of one hundred fifty (150) days. A member shall become eligible to request extended benefits from the sick leave bank after an incapacitating illness or disability provided the member has exhausted all accrued sick leave. Upon presentation of satisfactory medical evidence of incapacitating illness or disability to the Sick Leave Bank Committee and approval by said Committee, the Committee shall forward its recommendation to the Superintendent. Upon recommendation of the Superintendent and approval by the Board, a member may be granted up to twenty-five (25) days in addition to regular sick leave. During such additional sick leave, any and all benefits normally provided a teacher shall continue.

The Committee will provide copies of all membership forms as well as the current list to the SAU office by 31 October each year.

**6.5.2** Guidelines for application by a member to the sick leave bank shall be determined by the Sick Leave Bank Committee and published by said Committee.

**6.6 BEREAVEMENT LEAVE:**

Employees shall be eligible for up to three (3) days of paid bereavement leave. Teachers will be eligible for up to 5 days of paid bereavement leave in the event of the death of a spouse/significant other or child/stepchild. The Superintendent may approve additional days as necessary which will be deducted from sick days.

**6.7 DELEGATION ASSEMBLY:**

The Association will be granted two professional days, which will be used to attend the NEA/NH Delegate Assembly.

**6.8 DISTRICT ASSIGNMENT:**

Teachers may be assigned district assignments as a representative of the district, for purposes such as but not limited to curriculum development, observations, special education meetings, or to attend meetings for the betterment of the school community.

**ARTICLE VII LEAVE PROVISIONS WITHOUT PAY**

**7.1 PARENT LEAVE:**

**7.1.1** Upon arrival of a child (either natural or adopted), either parent employed as a teacher may request an unpaid leave of absence, subject to the approval of the School Board.

**7.1.2** Upon return from such previously approved leave by the School Board, the teacher shall be returned to a position for which the teacher is certified.

**7.2 LEAVE OF ABSENCE:**

Unpaid leaves of absence for purposes other than educational enrichment may be granted for up to one (1) year upon recommendation of the Superintendent and approval of the Board. A teacher, who is on leave of absence for more than one-half of the school year, shall be placed on the same step on the salary schedule that he or she was on when the leave began.

## **ARTICLE VIII GRIEVANCE PROCEDURES**

### **8.1 DEFINITIONS:**

- 8.1.1** An aggrieved person is the person making the complaint. The employee may be represented by a person of his/her choosing or a duly designated representative of the Association. The Association representative shall have the right to be present at any formal grievance hearing, even if the employee has his/her own representative.
- 8.1.2** A party in interest is the person or persons making the complaint and any person who might be required to take action or against whom action might be taken in order to resolve the complaint.
- 8.1.3** Grievance or Complaint means an alleged violation, misinterpretation or misapplication of any article of this agreement.
- 8.1.4** The time limits of this article shall refer to school days except in a case where they would be beyond the end of the school year; in such a case, a school day shall be defined as Monday through Friday excluding national holidays.

### **8.2 INFORMAL STEPS:**

- 8.2.1** The usual procedure for an employee with a grievance is to discuss the matter in a conference with the individual's immediate supervisor. If the issue is not resolved through this process, the individual may seek a conference with the Principal. It is expected that most grievances will be satisfactorily resolved through this procedure.
- 8.2.2** A grievance is waived and will not be considered if not initiated, at the informal level, within twenty (20) school days from when the employee should have reasonably known of the occurrence.
- 8.2.3** It is understood that the parties involved and witnesses will be guaranteed freedom from restraint, interference, coercion, discrimination or reprisal with respect to processing a grievance.

### **8.3 FORMAL STEPS:**

**8.3.1 STEP 1:** If a grievance persists after a conference with the Principal, the aggrieved person may, within ten (10) school days, reduce the grievance to writing stating the specific violations of the contract, and submit it to the Principal who will consider the evidence provided by the aggrieved and prescribe any corrective action, if necessary, within ten (10) school days. The decision of the Principal shall be in writing.

**8.3.2 STEP 2:** If the grievance is not resolved in Step 1, the aggrieved, within ten (10) school days, may appeal to the Superintendent of Schools, in writing and such writing shall set forth specifically the act or condition on which the grievance was based in the first step above and the grounds upon which the appeal is based. Upon receipt of the grievance, either party may request a meeting, which shall be scheduled within ten (10) school days. If a meeting does take place, the Superintendent or his/her designated representative shall communicate his/her decision to the aggrieved employee within ten (10) days of the meeting. If the meeting does not take place, the Superintendent or his/her designated representative shall communicate his/her decision in writing to the aggrieved employee within ten (10) days after receipt of the grievance. When the employee is not represented by the Association at this step, the Superintendent shall furnish the Association with a copy of the appeal from Step 1 together with a notice of the date of the meeting. In such cases, the Association may be present and state its view whenever the decision on the grievance would involve the application or interpretation of the terms of this agreement.

**8.3.3 STEP 3:** If the grievance is not resolved at Step 2, the aggrieved employee and/or his/her representative on his/her behalf, may appeal to the School Board in writing within ten (10) school days, and such writing shall set forth specifically the act or conditions on which the grievance was based in the second step above and on the grounds upon which the appeal is based.

**8.3.4** The Board shall schedule a meeting not less than ten (10) school days no more than thirty (30) school days after the receipt of the appeal. The date of the hearing may be postponed or made sooner by mutual agreement of both parties. All hearings conducted by the School Board shall:

**8.3.4.1** be in non-public session of the Board with only interested parties present unless the aggrieved teacher requests an open meeting as per RSA 91-A:3.

**8.3.4.2** give all interested parties the opportunity to be represented by a person of their choosing, to present sworn testimony, to present witnesses and documentary evidence, to cross-examine witnesses offered by other parties,

to give reasonable oral arguments, and to file typewritten briefs. Copies of all briefs, notices, and request shall be reasonably furnished to all opposing parties and either party shall have the right, at its own expense, to have a verbatim transcript.

**8.3.5** Failure at any of the above steps of this procedure to communicate the decision on a grievance within the specified time limit shall permit the aggrieved to lodge an appeal to the next step of this procedure.

**8.3.6** Failure at any of the above levels of this procedure to appeal a grievance to the next level within the specified time limits shall be deemed to be acceptance of the decision rendered at that level.

**8.3.7** The Board shall render a decision in writing within twenty (20) school days after the hearing has been concluded. The action of the School Board shall be final except as State or federal law provides subsequent action.

## **ARTICLE IX ASSOCIATION PRIVILEGES**

### **9.1 PRIVILEGES:**

The Board agrees that all employees shall have full freedom of association and self-organization and shall be free from restraint, coercion, interference, discrimination or reprisals by the Board by reason of membership in the Association or participation in any of its activities or the exercise of individual rights under RSA 273-A.

### **9.2 DUES DEDUCTION:**

Deduction shall be made in nearly equal amounts for twenty (20) pay periods, beginning with the first pay period. Deductions will be made for and only after authorization of the teacher; said authorization having been delivered in hand to the Superintendent of Schools not later than the August 20th preceding the authorized deduction. New teachers will have until the end of the second week in September to submit their dues deduction authorizations. Dues deducted shall be remitted bi-weekly to the Association's Treasurer. When a teacher terminates prior to completion of the contract, the remainder of the dues will be deducted from the final paycheck. The Association agrees to hold the Board harmless as a result of this provision.

The Association agrees to hold the Board harmless from any responsibility to obtain dues deduction authorizations or to be responsible for the payment of any dues other than those withheld in accordance with state and federal law.

### **9.3 PRINTING AND DISTRIBUTION OF THE AGREEMENT:**

The Board and the Association agree to share equally the costs of reproducing this agreement. The Association agrees to distribute copies of this agreement to members of the bargaining unit; the Board agrees to distribute copies of this agreement to the administrative and supervisory personnel in the district.

### **9.4 THE ALTON SCHOOL DISTRICT POLICY MANUAL:**

The Alton School District Policy Manual shall be made available on the Alton School District/Alton Central School website. The Association president will be duly notified of updates made to the policies.

**9.5 USE OF FACILITIES:**

**9.5.1** Before the opening of school, during lunch time, and after the close of school on school days, the Association shall have the right to use designated areas in the school building for meetings of teachers, provided there is no interference with any scheduled school activities. The use of such areas shall be arranged with and approved by the Principal forty-eight (48) hours in advance.

**9.5.2** The Association agrees to pay any additional custodial and related costs to the district should any be involved as a result of such meetings.

**9.5.3** The Association and its representatives shall have the right to post notices of activities and matters of Association concern on designated bulletin boards with the advance verbal approval of the Principal. The Association may use employee mail boxes for communication to all teachers with the advance knowledge of the Principal. The Association may request of the Principal from time to time the opportunity at faculty meetings to present announcements and with the Principal's advance verbal approval may make such announcement thereat.

## **ARTICLE X COMPENSATION**

### **10.1 PURPOSES OF A SALARY SCHEDULE:**

**10.1.1** To provide management with an effective tool for administering an equitable employee compensation plan.

**10.1.2** To provide labor with information on how management will administer employee compensation.

**10.1.3** To provide management and labor with a basis for good faith bargaining on one aspect of employee compensation.

### **10.2 UNDERLYING PRINCIPLES OF A SALARY SCHEDULE:**

**10.2.1** Should provide a basis for hiring new employees based on training and experience directly related to the proposed teaching assignment, and district needs.

**10.2.2** To provide a basis for equitable changes in compensation based on (a) further training and (b) increased experience.

**10.2.3** Should provide a basis for improved instruction through financial incentive to employees to improve and extend their professional skills.

### **10.3 BASIC STRUCTURE OF A SALARY SCHEDULE:**

#### **10.3.1 TRACK MOVEMENT**

Upon attainment of the necessary credits from graduate-level courses from a regionally/nationally accredited institution, an employee shall provide the central office with the necessary proof. For budgeting purposes, any teacher anticipating track movement for the following school year must notify the SAU #72 Office no later than October 1<sup>st</sup> of the school year preceding the year track movement is sought. Provided that notification was received by October 1<sup>st</sup> in the prior year the employee's salary shall be adjusted for the pay period following receipt of official transcripts.

## 10.4 PLACEMENT

Alton teachers shall be entitled to all graduate-level credits earned for the purpose of salary track placement: i.e., teachers with a BA+20 or BS+20 credits shall be placed on Track 2. Those with a BA+40 or BS+40 credits or those with a MA or MS degree shall be placed on Track 3. Those with a MA+30 or MS+30 credits or CAGS shall be placed on Track 4.

Those teachers working in the Alton School District on or before June 30, 2009 who have taken graduate-level credits prior to earning an MA, MEd or MS will be permitted to use those credits toward Track Movement.

## 10.5 SALARY SCHEDULE –

### 2016-2017 Salary Schedule

Step	Track 1	Track 2	Track 3	Track 4
1	35,166	36,574	39,387	42,200
2	36,719	38,113	40,919	43,746
3	38,271	39,655	42,448	45,293
4	39,825	41,198	43,984	46,842
5	41,378	42,741	45,514	48,386
6	42,932	44,280	47,047	49,936
7	44,485	45,824	48,578	51,482
8	46,038	47,366	50,112	53,030
9	47,591	48,906	51,642	54,576
10	49,144	50,450	53,175	56,125
11	50,698	51,992	54,708	57,671
12	52,251	53,533	56,239	59,221
13	53,987	55,076	57,771	60,766
14	53,987	56,830	59,304	62,315
15	53,987	56,830	61,090	63,861
16	53,987	56,830	61,090	65,709

All employees on step1 through 15 in 2015-16 and who are employed in 2015-16 will advance one step in 2016-17.

All employees who were on step 16 or who were beyond step 16 in 2014-15 and who are employed in 2015-16 will receive a two percent (2%) increase over their 2015-16 salary for the 2016-17 year. For example: 1) a teacher on track 1 who was beyond step 16 and was paid \$52,929 in 2015-16 will be paid 1.02 x \$52,929 or \$53,988 in 2016-17, 2) a teacher

on track 4, step 16 in the 2015-16 year who was paid \$64,420 will be paid 1.02 x \$64,420 or \$65,709 in 2016-17.

The compensation paid in 2016-17 will be the status quo compensation until a successor agreement is reached.

**10.5.1 LONGEVITY STIPEND**

Teachers who have eleven (11) or more service to the Alton School District shall receive non-cumulative longevity compensation, to be paid in two equal installments: the first pay period in December and the last pay period in June according to the following schedule:

Years' of Service	11-15	\$ 500
Years' of Service	16-20	\$ 750
Years' of Service	21-25	\$1,000
Years' of Service	26-30	\$1,250
Years' of Service	31-35	\$1,500
Years' of Service	36+	\$1,750

**10.6. SAU COMMITTEE COMPENSATION**

**10.6.1** Hourly rate for committee stipends will be determined by multiplying 0.1% of the base teacher's pay.

**10.6.2** Committee members will keep a record of hours on a district time card and have the committee chair sign off on the number of hours. Only time worked outside of contracted school year/day/hours to complete the task will be compensated at this rate. Committee members will be paid twice per school year, the first pay period in December and the last pay period in May.

**10.7 CRITICAL SHORTAGE ADJUSTMENT - NEW PERSONNEL:**

The Board may, in its discretion, hire personnel with a one-time bonus up to \$5,000 when it determines that there is a critical need for personnel. The individual(s) who accept the \$5,000 bonus shall commit to teaching in the District for a minimum of three (3) years unless the individual does not perform satisfactorily. If the individual leaves the District prior to the 3<sup>rd</sup> year, he/she will be required to reimburse the \$5,000.

The District's needs for personnel may occur in areas in which there is a critical shortage of candidates; critical shortage will be declared by the New Hampshire State Commissioner of Education.

No person employed under the provisions of this section will be hired at a salary rate greater than a continuing member of the staff who is qualified to teach in the area of the shortage and who has been notified in writing of the vacancy.

**10.8 LONGEVITY RETIREMENT BONUS**

**10.8.1** The Board will recognize loyal and long teaching service to the District through payment of a retirement bonus based on the following:

ITEM	Minimum Benefit	Maximum Benefit
a) Minimum age attained	60	60
b) Years in teaching	20	20
c) Years in Alton	10	20
d) Percent Employed	50%	100%

The maximum benefit is \$10,000 teachers who have taught full time for twenty (20) years in Alton; the benefit for those with less service in Alton will be: Percent of 20 years in Alton, times percent of full time, times \$10,000.

**10.8.2** The retiring teacher must have notified the Board in writing, by 1 October of the last individual teacher contract year, of intent to retire at the end of that individual teacher contract year for budgeting purposes.

**10.9 METHOD AND TIME OF SALARY PAYMENT:**

Teachers shall be paid on a bi-weekly basis commencing on the first Friday after school opens. Bi-weekly pay shall be computed based on twenty-six (26) equal installments and shall be payable in twenty-two (22) bi-weekly payments or 22 payments and a final payment in June, equaling four (4) bi-weekly installments or twenty-six (26) equal installments. The annual salary of a teacher working less than full-time shall be pro-rated based on their FTE percentage.

### ***10.10 HEALTH INSURANCE:***

For teachers who started work before July 1, 2011, the School District will offer HMO or POS plans with co-pays set forth below for teachers who qualify and become members of the plan. For teachers who started work on or after July 1, 2011, the School District will offer the HMO plan with the following co-pays for teachers who qualify and become members of the plan.

Regardless of which plan the employee chooses and is eligible for, the District will pay eighty-six percent (86%) of the cost for a single, 2-person, or family HMO plan and the employee will be responsible for the balance of the cost of the plan.

### ***10.11 HEALTH INSURANCE BUY BACK***

The School District agrees to pay \$2,000 to any teacher who does not elect to participate in School Care, Plan One upon evidence of a certificate of insurance, the buyback will be paid in two equal installments, December and May.

### ***10.12 DENTAL INSURANCE***

The School District will pay one hundred (100) per cent of the complete cost of Delta Dental, Option IA, single person coverage for full time teachers who qualify and become members of the plan. The Board will pay ninety-five (95) per cent of two person coverage and ninety (90) per cent for family coverage, for full time teachers who qualify and become members of the plan. The teacher will pay the remaining percentage through payroll deduction.

A committee of the Board and the Association may elect a different dental plan during the term of this Agreement provided the benefits are equivalent to the "Delta Dental, Option 1A" and subject to Board Approval.

### ***10.13 EDUCATIONAL BONUS***

All teachers will be paid a one-time bonus of \$2,500 who obtain or have obtained a doctorate in a field related to his/her current teaching assignment. Such payment will be included with the final June payment.

***ARTICLE XI AGREEMENT CHANGES***

**11.1** This agreement may not be altered, changed, added to, deleted from or modified without the voluntary, mutual consent of the parties in a written and signed amendment to this agreement.

***ARTICLE XII SAVINGS CLAUSE***

**12.1** If any article or part of this agreement is held to be invalid by operation of law, the remainder of the agreement shall not be affected thereby and the parties shall enter into negotiations for the purpose of arriving at a mutually satisfactory replacement for such article or part.

**ARTICLE XIII DURATION**

**13.1** The provisions of this agreement will be effective July 1, 2016 and will remain in full force and effect until June 30, 2017.

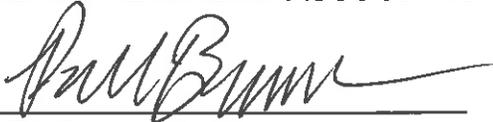
The District agrees to provide the PELRB with a copy of this Agreement within fourteen (14) days of its execution in accordance with PUB 207.02(b).

If the parties are unable to reach agreement on a subsequent contract effective July 1, 2017, then the doctrine of "Status Quo" shall govern the parties' relationship. Status Quo shall be defined as per the Supreme Court decision of 1995. (Appeal of the Alton School District, 140 NH 1995).

**IN WITNESS WHEREOF, THE PARTIES HEREUNTO SET THEIR HANDS AND SEALS**

THIS 18 DAY OF March, 2016.

ALTON TEACHERS' ASSOCIATION



ATA President



(Witness)

ALTON SCHOOL BOARD



School Board Chairman



(Witness)

**ADDENDUM TO MASTER AGREEMENT  
BETWEEN  
ALTON TEACHERS' ASSOCIATION and ALTON SCHOOL BOARD  
Effective July 1, 2016 through June 30, 2017**

**ARTICLE 10.5 – Salary Schedule**

The following language is placed in the 2016-17 Master Agreement as an Addendum.

***The following employees shall receive two (2) step increases to be commensurate with their years of service:***

Kristin Brooks	Laura Knott
Richard Brown	Richard MacDuff
Melissa Cain	Michael Major
Joan Cross	Jill Moulton
Kimberly Francoeur	Laura Roberts
Katharine Garden	

***The following employees shall receive one additional step as an experience credit to be commensurate with their years of service:***

Pamela Forbes  
Tonya Lambert  
Elizabeth Lichtenberg  
Corie Scott *[Supt. to verify and validate placement on schedule and provide info to Association for verification.]*

Based upon the foregoing adjustments on steps, this Agreement recognizes that all employees are properly placed on the salary schedule as of this date forward.

**ALTON TEACHERS' ASSOCIATION**

  
\_\_\_\_\_  
ATA President

*18 March, 2016*  
\_\_\_\_\_  
Date

**ALTON SCHOOL BOARD**

  
\_\_\_\_\_  
School Board Chairman

*3/17/16*  
\_\_\_\_\_  
Date