AGREEMENT
BETWEEN THE
CANDIA SCHOOL DISTRICT
AND THE
CANDIA EDUCATION SUPPORT PROFESSIONALS ASSOCIATION

July 1, 2014 – June 30, 2017

TABLE OF CONTENTS

ARTICLE	ITEM	PAGE
	PREAMBLE	2
	DEFINITIONS	2
I	RECOGNITION	2
II	NEGOTIATIONS PROCEDURES	3
III	MANAGEMENT RIGHTS	3
IV	ASSOCIATION RIGHTS AND RESPONSIBILITIES	4
	Dues/Fair Share Payroll Deduction	4
	Distribution of Materials	4
	Bulletin Boards	4
	Printing Agreement	4
	Use of School Facilities	4
	Association Leave	4
V	PERSONNEL FILES	5
VI	DISCIPLINARY PROCEDURES	5
VII	LETTER OF AGREEMENT	5
VIII	VACANCIES, TRANSFERS AND REASSIGNMENTS	6
IX	WORKING CONDITIONS	6
	Work Year	6
	Lunch Periods	6
	Changes in Work Day	6
X	REDUCTION IN FORCE	7
XI	LEAVES OF ABSENCE	7
	Sick Leave	7
	Personal Leave	8
	Bereavement Leave	8
	Jury Leave	8
	Sick Leave Bank	8
	Vacation	10
	Holidays	10
	Unpaid Leave	11
XII	FRINGE BENEFITS	11
	Health Insurance	11
	Dental Insurance	11
	Life Insurance	12
XIII	COMPENSATION	12
	Method of Salary Payment	12
	Mileage Allowance	12
XIV	GRIEVANCE PROCEDURE	12
XV	RESOLUTION OF DIFFERENCES BY PEACEFUL MEANS	14
XVI	SEPARABILITY	14
XVII	DURATION	15
	MEMORANDUM OF UNDERSTANDING	17

APPENDICES

A)	UNION DUES/FAIR SHARE AUTHORIZATION FORM	18
B)	GRIEVANCE REPORT FORM	19
C)	PERSONAL LEAVE FORM	21

PREAMBLE

The Candia School District (hereinafter the "School Board") and the Candia Education Support Professionals Association/NEA-New Hampshire, (hereinafter the "Association") hereby enter into the following Agreement:

DEFINITIONS

The term "Board" as used in this Agreement refers to the Candia School Board.

The term "party" as used in this Agreement refers to the Candia School Board and the Candia Education Support Professionals Association/NEA-New Hampshire (CESPA) as participants in this Agreement.

The term "school" as used in this Agreement means any existing work location or functional division maintained by the School Board.

The term "principal" used in this Agreement means the administrative head of the school.

The term "Association Representatives" as used in this Agreement shall mean any duly authorized designee of the Association.

The term "Association" as used in this Agreement shall mean the Candia Education Support Professionals Association, NEA-New Hampshire.

The term "bargaining unit member" or "employee" as used in this Agreement shall mean any employee of the Candia School District eligible to be a member of the bargaining unit as defined in Article I.

ARTICLE I
RECOGNITION

1.1 The School Board recognizes the Association as the exclusive bargaining representative of those Candia School District (hereafter "the District") employees holding positions for which the Public Employee Labor Relations Board (PELRB), has certified the Association as the exclusive bargaining representative.

1.2 The Certification of Representative and order to Negotiate dated September 14, 2011 and issued by the PELRB, Decision 2011-241, includes the following positions in the bargaining unit: All full-time and regular part-time paraeducators, clerical and secretarial employees. Excluded: custodial/maintenance, food service, administrative employees

ARTICLE II
NEGOTIATIONS PROCEDURES

2.1 Negotiations for a successor agreement shall be conducted pursuant to N.H. RSA 273-A, the Public Employee Labor Relations Law.

2.2 The Association will notify the School Board of its intent to negotiate no later than July 1 of the year before the expiration of the Agreement.

ARTICLE III
MANAGEMENT RIGHTS

3.1 The School Board, subject only to the express language of this Agreement, reserves to itself full jurisdiction and authority over matters of policy and retains the unrestricted right (a) to direct and manage all activities of the School District; (b) to direct the work of employees; (c) to hire, promote, transfer, assign and retain employees in positions within the School District, to non-renew employees, and to suspend, demote, discharge, withhold wage increases, or take any other disciplinary action against employees; (d) to act unilaterally, including by adoption of rule or regulation, on any and all matters not excluded by RSA 273-A, provided said act, rule or regulation, does not conflict with or violate any of the express terms of this Agreement; (e) to maintain the efficiency of government operations; (f) to relieve employees from duties because of lack of work or for other reasons; (g) to determine the methods, means and personnel by which operations are to be conducted; (h) to contract with companies or agencies for services to be provided by employees of those companies or agencies, including services that otherwise might be performed by bargaining unit employees; and (i) to take actions as may be necessary to carry out the mission of the District in emergencies.

3.2 The School Board may, at its discretion, adopt either a days-based school year or an hours-based school year under N.H. Admin. R. Ed 306.18. The Board shall determine the number of student hours and days per year.

3.3 The parties understand that the School Board may not lawfully delegate the power or authority which, by law, is vested in it, nor may the superintendent lawfully delegate the power or authority which, by law, is vested in him/her; and this Agreement shall not be construed so as to constitute a delegation of the power or authority of either. The term, "law" as used above shall include, but not be limited to, regulations lawfully adopted by the New Hampshire State Board of Education.

3.4 As to every matter not covered by this Agreement, and except as expressly or directly modified by clear language of a specific provision in this Agreement, the School Board and the Superintendent retain exclusively to themselves all rights and powers that now or may hereafter be granted by law and shall exercise the same without such exercise being the subject of a grievance or arbitration.

ARTICLE IV
ASSOCIATION RIGHTS AND RESPONSIBILITIES

4.1 DUES/FAIR SHARE PAYROLL DEDUCTION
Upon individual written authorization by an employee who is a member of the Association, the District agrees to deduct from the pay of such employee the current Association dues, as certified to the District by the Treasurer of the Association. Said deductions shall be made each pay period in which the employee's paycheck is large enough to satisfy the deduction. The District shall forward the amount so collected to the Association at least once per month. However, the District shall not deduct dues from the wages of any employee who notifies the District in writing that he/she is withdrawing a previous authorization for such deductions.

4.2 Employees working six (6) hours per day or greater, who are not members of the Association shall be required to pay a fair share fee as determined by the Association, not to exceed actual membership dues. This fee shall be payroll deducted in accordance with the other provisions in this Article.

4.3 Should there be a dispute between an employee and the Association and/or the District, over the matter of deductions, the Association agrees to defend, indemnify and hold harmless the Board, the District and their agents in any such dispute.

4.4 DISTRIBUTION OF MATERIALS
The Association shall have the right to place Association-related materials in the mailboxes of bargaining unit members with the knowledge of the principal.

4.5 BULLETIN BOARDS
The Association shall be permitted to post Association-related notices on the bulletin board in the teachers' room.

4.6 PRINTING OF AGREEMENT
The Board and the Association agree that a signed digital copy of the Agreement shall be readily available to bargaining unit members utilizing the District's server. Each party shall retain one signed hard copy of the Agreement for duplication at their own expense as needed.

4.7 USE OF SCHOOL FACILITIES
The Association will have the right to use school buildings, without cost, immediately before and after school for meetings provided there is no interruption to regular school activities. Requests for the use of buildings will be made to the principal in advance. The Association may use school equipment normally used by employees for Association activities provided notice is provided to the building Principal. However, expendable material will be at the expense of the Union.

4.7 The Association shall inform the superintendent of the names of the Association officers annually or when a change in officeholder occurs.

4.8 ASSOCIATION LEAVE
One Association Leave day for one Candia ESP delegate will be granted to attend the NEA/NH delegate assembly.

ARTICLE V
PERSONNEL FILES

5.1 An employee shall have the right to examine his/her personnel file(s) upon twenty-four (24) hours written notification excluding weekends and holidays. This condition may be waived by the Superintendent provided office staff can accommodate such a request.

5.2 An employee may submit a written response to any material in the folder and have said response attached to the original material. There shall be no obligation on the part of the Administration or the Board to respond to the employee's comments and, if no response is made, it shall not be deemed or construed to be an acceptance of, or agreement with, the employees' comments. The District will, however, acknowledge receipt of the employee's comments.

5.3 No derogatory material shall be added to the personnel file of an employee without a copy of said material first being given to the employee. The employee shall sign a statement acknowledging only that the employee has received a copy of said material. Anonymous complaints about an employee will not be used for disciplinary action or negative evaluations.

ARTICLE VI
DISCIPLINARY PROCEDURES

6.1 Discipline normally shall follow this order, but discipline may be taken out of order depending upon the severity of the infraction: oral warning, written warning, suspension without pay, and discharge.

6.2 Expiration of a letter of agreement, severance with 10 work days' notice per Section 7.1, expiration of an assignment and reduction-in-force shall not constitute discipline and shall not be subject to the grievance procedure. The employee does have the right to meet with the Superintendent.

6.3 Subject to the language of this Agreement, the decision whether to suspend or discharge an employee shall rest with the Superintendent or his/her designee.

6.4 Employees shall not be reprimanded other than in a private location unless emergency circumstances warrant immediate notice.

ARTICLE VII
LETTER OF AGREEMENT

7.1 The District shall provide by June 15 of each year, for continuing employees only, a letter of agreement to reemploy, signed by the Superintendent, or his or her designee, including the expected position, expected rate of pay, expected hours per day, and expected days per year. Such letter of agreement will specify that the School District may end the employment of the individual holding that position by providing ten (10) work days written notice. A letter of agreement for a grant-funded position also will specify that the position is contingent upon the School District's receipt of the grant funds.

7.2 Upon receiving a letter of agreement, the employee must sign and return it to the Superintendent by July 1. If an employee fails to do so, he/she will be deemed to have resigned voluntarily.

7.3 The employee's signature on the letter of agreement shall constitute an acknowledgement by the employee that the information contained therein is true and accurate.

7.4 Once an employee returns a letter of agreement by July 1, should a change in the expected terms of employment be contemplated by the District, the employee shall be consulted prior to any change being made.

7.5 Each employee shall be provided with a copy of his/her job description if one has been established for his/her position. Upon revision of a job description, the Association shall be provided with an updated copy, and shall have the right to consult with the superintendent.

ARTICLE VIII
VACANCIES, TRANSFERS AND REASSIGNMENTS

8.1 A vacancy shall exist when a member of the bargaining unit leaves her/his position or the employer creates a new position covered by this agreement and the Board, or its designee, elects to fill the position.

8.2 Notices of bargaining unit vacancies shall be posted on the official bulletin board in the school by the District. Such notice shall be posted within five (5) business days of the position becoming vacant or created. Such notice shall be posted for a period of at least five (5) business days. This posting may be waived by mutual agreement. Posting notifications shall be sent to the Association president during the summer months.

8.3 The posting shall contain the title of the position, wage rate and minimum qualifications.

8.4 "Business days," for purposes of this article, shall mean Mondays through Fridays, excluding legal holidays and school vacations during the school year.

ARTICLE IX
WORKING CONDITIONS

9.1 WORK YEAR
Subject to the needs of the District, the work year for paraprofessional employees shall consist of a minimum of 181 days or the equivalent hours (as per Article 3.2), 180 days of which shall coincide with the student school year. The remaining one (1) day shall be scheduled at the discretion of school administration. Subject to the needs of the District, the work year for secretarial staff shall be between 185 to 260 days.

9.2 LUNCH PERIODS
Each full time bargaining unit member will be provided with at least a 30 minute lunch period free of all duties.

9.3 CHANGES IN WORK DAY
The Board will provide notice of any changes to the employee work day.

ARTICLE X
REDUCTION IN FORCE

Any reduction in force which shall be deemed necessary by the School Board shall be accomplished in the following manner:

1. Bargaining unit members will be classified according to their position as secretary/clerical or paraprofessional at the time of a reduction:

2. Every reasonable effort will be made to accomplish the necessary reduction(s) in each classification through attrition (i.e. retirement, resignation or refusal of contract offer).

3. If the necessary reduction(s) cannot be achieved through attrition; bargaining unit members, based on their classification and years of employment in the District, will be released in reverse order of hiring.

4. Any bargaining unit member who is on an authorized leave of absence at the time of a reduction in force shall be treated in the same manner as any other member

5. Any member who is released as the result of a reduction in force shall have the right to be offered a position for which they are qualified for 18 months following the furlough. In order to be eligible for recall, a member must have a mailing address on file in the Superintendent's office to which any offer of recall is to be sent.

6. A member's refusal of or failure to respond to an offer of recall within forty-eight (48) hours of delivery of the offer will constitute a waiver of any further recall rights.

A member recalled hereunder shall be restored to the wage level he/she had at the time of the layoff plus any increases due employees during the layoff period and the member's sick leave accumulation to the time of layoff shall be reinstated.

ARTICLE XI
LEAVES OF ABSENCE

11.1 SICK LEAVE

11.1.1 Employees who work at least 40 hours per week and 52 weeks per year shall receive a maximum of ten (10) days per calendar year, cumulative to 30, as paid sick leave for periods of personal illness.

11.1.2 School year employees who normally work at least 35 hours per week shall receive 8 paid sick leave days per year, cumulative to 30, as paid sick leave for periods of personal illness.

11.1.3 Employees who normally work at least 25 hours per week shall receive seven (7) paid sick days per school year, cumulative to 30, as paid sick leave for periods of personal illness.

11.1.4 If an employee utilizes sick leave for three (3) or more consecutive work days, the superintendent or his/her designee, may require a doctor's note for verification.

11.1.5 Cumulative sick leave is not payable upon separation from employment.

11.1.6 Employees may utilize up to five (5) days of their accumulated sick leave per year for the illness of a child, parent, or member of their immediate household.

11.2 PERSONAL LEAVE

11.2.1 Employees may use up to three (3) days per calendar year as paid personal days.

11.2.2 Personal leave days may be taken for urgent personal business that cannot be conducted outside school hours. Personal leave may not be used for recreation. Personal leave shall not be taken immediately before or after a vacation or holiday unless otherwise granted at the discretion of the superintendent. The superintendent's decision shall not be subject to the grievance procedure.

11.2.3 The employee shall provide at least 48 hours advance notice to the principal of the need to take personal leave, except in emergencies.

11.2.4 Personal leave may not be accumulated or carried over from year-to-year.

11.3 BEREAVEMENT LEAVE

11.3.1 Employees are permitted to take up to five (5) days of paid leave for deaths in the immediate family or household. The "immediate family" means the employee's spouse, children, parents, grandparents, grandchildren, and siblings. Additional days may be granted upon request to, and at the discretion of, the Superintendent. The superintendent's decision shall not be subject to the grievance procedure. Bereavement leave shall not be accumulative or carried over from year-to-year.

11.4 JURY LEAVE

11.4.1 When a bargaining unit member is called to jury duty during scheduled school days, the member shall make a good faith effort to have the jury rescheduled to a non-school day by writing to the appropriate Clerk of Courts advising that he/she is an employee in the Candia School District and requesting that the assignment be rescheduled to non-school days.

11.4.2 A bargaining unit member required to perform jury duty on a scheduled school day shall be paid the difference between the jury duty pay received from the Court and the per diem salary the employee would have received for working. The bargaining unit member shall submit to the principal a photocopy of the jury duty paycheck received from the Court.

11.4.3 If subpoenaed to appear in Court to testify in a work related matter, the bargaining unit member will receive leave without forfeiture of pay or benefit.

11.5 SICK LEAVE BANK

A sick leave is established and maintained for all bargaining unit employees within the School District (i.e., teacher and support staff) by each employee by voluntarily forfeiting one day of her/his sick leave annually and adding it to the sick bank beginning the first school day of each

school year, or upon hire. The number of days in the bank shall accumulate from year to year and shall not exceed 200 days.

Accumulated sick leave days from individuals resigning or retiring from the school district shall be added to the sick leave bank.

If at any time the number of days falls below 25 in any one year, one additional day per employee will be forfeited from each employee's sick leave, if available, and added to the bank.

The Association shall appoint a committee to be known as the Administrative Committee, which shall decide all questions regarding the use of the bank by employees. An employee may apply for use of the bank when his/her accumulated sick leave has been exhausted. In order to qualify for the sick bank, an applicant must provide the following information to the Administrative Committee:

1. A statement requesting authorization to draw from the sick leave bank, including the date that this action would commence;

2. A doctor's statement indicating the nature of the illness; and

3. A doctor's statement indicating the current status of the illness must be provided at each 30-day interval.

The Administrative Committee shall determine which applicants are qualified to use the bank and the number of days that the applicant may use, and shall so advise the Board, or its designee.

The Administrative Committee's advice to the Board shall include copies of the materials called for in 1, 2 and 3 above. Approved applicants will be compensated at their regular rate of pay not to exceed 75 school days per applicant per illness and only to the extent that there are days available in the bank.

As between an applicant and the Administrative Committee, decisions of the committee shall be final and not grievable. The only obligation of the District hereunder shall be to account for the number of days in the bank and to make the payments provided for herein.

The Administrative Committee shall be notified in writing by the District of the days that are available in the bank in September each year.

Only those employees who qualify for Family Medical Leave Act (FMLA) leave shall be subject to the School Board's policy regarding the Family Medical Leave Act. This agreement shall not be construed as conferring FMLA eligibility upon employees in this bargaining unit who otherwise do not qualify for such coverage.

Should there be a dispute between an employee and the Administrative Committee, the Association and/or the School Board or the District's Administration, over the matter of access to and use of time from the sick leave bank, the Association agrees to defend, indemnify and hold harmless the school board, all of its agents and employees and the Candia School District in any such dispute.

11.6 VACATION

11.6.1 Full year employees who work at least forty (40) hours per week and 52 weeks per year shall earn the following paid vacation leave based upon their completed years of service:

A. From date of hire to 5 years of service to the Candia School District, 0.8333 days per month (2 weeks per full calendar year).

B. Upon completion of five (5) years of service to the Candia School District, 1.25 days per month (3 weeks per full calendar year).

C. Upon completion of fifteen (15) years of service to the Candia School District, 1.666 days per month (4 weeks per calendar year).

11.6.2 Employees shall obtain approval from their immediate supervisor prior to taking vacation leave.

11.6.3 The accrued vacation allowance is based on a school year from July 1st of one year and through the following June 30th. An employee must use any accrued vacation time before school starts in the fall of the following school year. Any accrued vacation left unused at that time shall be deemed to be forfeited.

11.7 HOLIDAYS

11.7.1 Secretarial staff who work at least 40 hours per week shall receive the following 12 paid holidays:
New Year's Day
Civil Rights Day
President's Day
Memorial Day
Independence Day
Labor Day
Columbus Day
Veteran's Day
Thanksgiving Day
Day after Thanksgiving
Christmas Eve
Christmas Day

11.7.2 School year staff who work at least 35 hours per week shall receive the following nine (9) paid holidays:
Labor Day
Columbus Day
Veteran's Day
Thanksgiving Day
Christmas Day
New Year's Day
Civil Rights Day
President's Day
Memorial Day

11.7.3 School year staff who work at least 30 hours per week shall receive the following five (5) paid holidays:
Labor Day
Thanksgiving Day
Christmas Day
New Year's Day
Memorial Day

11.8 UNPAID LEAVE
Unpaid leave may be granted for reasons other than those stated above at the sole discretion of the superintendent. The superintendent's decision shall not be subject to the provisions of the grievance procedure.

ARTICLE XII
FRINGE BENEFITS

12.1 HEALTH INSURANCE

12.1.1 The District shall offer the following health insurance plans: Standard SchoolCare HMO, Standard SchoolCare OA+, or their equivalent plans.

12.1.2 For all year round employees who work at least 40 hours per week the District shall pay 77.5% toward the premium of a health plan offered by the District and selected by the employee.

Effective January 1, 2015; for all year round employees who work at least 40 hours per week the District shall pay the following toward the premium of a health plan offered by the District and selected by the employee:

	2015
One-person	88%
Two-person	80%
Family	80%

12.1.3 For all school year employees who work at least 35 hours per week, the District shall pay $5,000 toward the premium of a health plan offered by the District and selected by the employee.

Effective January 1, 2015; for all school year employees who work at least 30 hours per week, the District shall pay 88% toward a one-person premium of a health plan offered by the District and selected by the employee. The employee may apply the amount the District pays toward one-person premium to the cost of a two-person or family premium.

12.1.4 Effective January 1, 2015; each year that an eligible employee, as described above, elects not to receive any medical insurance which is offered by the District, the employee shall receive and opt-out payment of $375.00. Thereafter, each year that an eligible employee, as described above, elects not to receive any medical insurance which is offered by the District, the employee shall receive an opt-out payment of $750.00. The employee shall be required to provide written proof that he/she has medical insurance coverage through another source, other than subsidized insurance under the federal Affordable Care Act, as a condition precedent for making such payment.

12.1.5 To the extent allowed by law and upon approval of the insurance carrier, all other employees may enroll in a medical plan offered by the District under this agreement at 100% employee cost.

12.2 DENTAL INSURANCE

12.2.1 For all employees who work at least 40 hours per week the District shall pay the following percentages of the premium for dental insurance:

100% for single; 75% for two-person; 65% for family

12.2.2 To the extent allowed by law, and the insurance carrier, all other employees shall be entitled to purchase dental insurance at 100% employee cost.

12.2.3 The Board will payroll deduct any premium cost differences between its contribution and the annual cost to provide Health and/or Dental coverage set forth in this agreement from persons who subscribe to said Health and Dental benefits, in accordance with its current practice or in accordance with a Section 125 Plan.

12.3 LIFE INSURANCE

12.3.1 For all employees who work at least 40 hours per week the District shall provide term life insurance in an amount equal to at least the employee's annual salary.

12.3.2 For all employees who work at least 30 hours per week the District shall provide fifteen thousand ($15,000) in term life insurance.

12.4 SECTION 125 PLAN

The Board will make available to employees covered by this Agreement, an IRS approved section 125 plan.

ARTICLE XIII
COMPENSATION

13.1 METHOD OF SALARY PAYMENT

Employees shall be paid bi-weekly on Friday. Each employee shall have the option of receiving wages during the school calendar or payments prorated on the basis 22 or 26 pay periods. At the time the employee accepts an offer of employment, the employee must elect which option he/she desires and that option shall remain in effect for the entire year. If an employee fails to make an election, the 22 pay periods will be assumed.

13.2 Effective July 1, 2013, employees shall receive a 2.0% wage increase.

13.3 MILEAGE ALLOWANCE

Traveling employees covered by this Agreement shall be reimbursed at the Internal Revenue Service rate per mile.

13.4 PARA II CERTIFICATION

Bargaining unit members will be reimbursed by the district for the cost of initial or renewal for Para II certification by the State of New Hampshire

ARTICLE XIV
GRIEVANCE PROCEDURE

14.1.1 A grievance is defined as a claim by a member of the bargaining unit that there has been a violation of a specific provision of this Agreement, except that the following matters shall be excluded from the grievance procedure: (1) any matter for which a specific method of review is established by law; (2) any statute, law or regulation by the State or Federal Government; (3) any bylaw of the school board pertaining to its internal organization; (4) any matter which, according to law, is either beyond the scope of school board authority or is limited to unilateral action by the school board alone; (5) a complaint concerning the substance of an evaluation of an employee's performance; (6) any matter listed in Article 3; and (7) any matter which this Agreement states shall not be subject to the grievance process.

14.1.2 For purposes of Article 4, "days" shall mean school days, except that during summer school vacation, days shall mean Mondays through Fridays excluding holidays.

14.2 To be considered under this grievance procedure, a grievance must be filed in writing at Step 1 within fifteen (15) days of its occurrence.

A. Failure at any step of the grievance procedure to communicate a decision in response to a grievance within the specified time limits shall permit the aggrieved employee to proceed to the next step of the procedure. Failure at any step of this procedure to appeal a grievance to the next step within the specific time limits shall be deemed to be acceptance of the decision rendered at this step.

B. During the pendency of any grievance, the employee shall continue to perform all assignments and observe applicable rules.

14.3 Informal Procedure: Any employee who has a grievance first shall discuss it informally with his/her building principal. A union representative may be present with the grievant at all steps of the grievance process if requested by the grievant. A union representative shall be excluded from this meeting if the employee so requests, however, any resolution of the grievance shall not be inconsistent with the terms of the Agreement. The union shall be notified of any such resolution of the grievance.

14.4 Formal Procedure:

A. Step 1: If, as a result of the informal discussion, the matter is not resolved to the satisfaction of the employee, the employee may set forth the grievance in writing to the principal. The written grievance shall specify the nature of the grievance, the date of occurrence, the specific provisions in this Agreement that allegedly were violated, and the remedies sought. The principal may communicate his/her decision to the employee in writing within five (5) days of receipt of the written grievance.

B. Step 2: If the grievance is not adjusted to the employee's satisfaction at Step 1, the grievance may be appealed to the superintendent within five (5) days after receipt of the principal's decision or, if none, no later than five (5) days after the deadline for the principal's written decision. The appeal to the superintendent shall be in writing, shall specify the employee's dissatisfaction with the decision previously rendered, and shall attach copies of the grievance submitted to the principal and the principal's written decision. The superintendent may communicate his/her decision in writing to the employee within twenty (20) days after receipt of the appeal to the superintendent.

C. Step 3: If the grievance is not resolved to the employee's satisfaction at Step 2, the employee shall notify the Union within five (5) days of receipt of the superintendent's decision or, if none, within five (5) days after the deadline for the superintendent's written decision. If the Union determines that the matter should be appealed to the Board it shall so advise the superintendent in writing within ten (10) days of receipt of the grievant's request.

14.5 The School Board shall review the grievance and may hold a hearing and make a decision on the issue and shall so advise the grievant and the Union in writing. If the School Board fails to make a decision on the grievance within thirty (30) days after receipt of it, the School Board's non-action shall be deemed to be a decision denying the grievance. Unless otherwise appealable by law, the School Board's decision shall be final.

Grievances arising out of decisions made by the Superintendent may be submitted by the union at Step 2.

14.6 The time periods specified in this procedure may be extended by mutual written agreement of the parties.

ARTICLE XV
RESOLUTION OF DIFFERENCES BY PEACEFUL MEANS

The Candia ESP and the Candia School Board agree that differences between the parties shall be settled by peaceful means as provided within this Agreement. The Candia ESP, in consideration of the value of this Agreement and its term and conditions, will not engage in, instigate or condone any strike, work stoppage or any concerted refusal to perform normal work duties on the part of any employee covered by this Agreement for the duration of this Agreement.

ARTICLE XVI
SEPARABILITY

If any provision of this Agreement is held contrary to law, all other provisions shall continue in force and effect. In such instance, the School Board and the Association shall meet within a reasonable amount of time of such legal determination for the purpose of negotiating possible modifications to this Agreement.

ARTICLE XVII
DURATION

17.1 This Agreement and each of its provisions shall become effective on July 1, 2014 and shall continue in full force and effect through June 30, 2017.

17.2 The District agrees to provide the PELRB with a copy of this Agreement within fourteen (14) days of its execution in order to ensure the parties compliance with PUB 207.03(b).

CANDIA EDUCATION SUPPORT PROFESSIONAL ASSOCIATION

BY:

CANDIA SCHOOL BOARD

BY:

SALARY SCHEDULE
To be Effective July 1, 2016

Step	Secretary	Assistant	SLA	Aide
1	$12.92	$11.30	$14.57	$14.00
2	$13.38	$11.66	$15.07	$14.52
3	$13.84	$12.02	$15.57	$15.04
4	$14.30	$12.38	$16.07	$15.56
5	$14.76	$12.74	$16.57	$16.08
6	$15.22	$13.10	$17.07	$16.60
7	$15.68	$13.46	$17.57	$17.12
8	$16.14	$13.82	$18.07	$17.64
9	$16.60	$14.18	$18.57	$18.16
10	$17.06	$14.54	$19.07	$18.68

Secretary to Principal Stipend $ 1.15

2016-17 SALARY SCHEDULE DATA & PLACEMENT

Employee	Position	Step	2016-17 Placement
Marks, Christine	Class III Instructional Aide	6	$16.60
Sarra, Rebecca	Secretary – Principal	9	$17.75
Guilfoyle-Beaulieu, Patricia	Secretary – School	2	$13.38
Allen, Sandra	Secretary – Special Education	7	$15.68
MacPhee, Lisa	SPED Assistant	2	$11.66
Smith, Kerry	SPED Assistant	2	$11.66
Murphy, Nolin	SPED Assistant	3	$12.02
LeMay, Rebecca	SPED Assistant	4	$12.38
Britton, Jennifer	SPED Assistant	5	$12.74
Herrick, Karen	SPED Assistant	5	$12.74
LeFrancois, Jillian	SPED Assistant	5	$12.74
Call, Lori	SPED Assistant	6	$13.10
Ballou, Donna	SPED Assistant	8	$13.82
Murphy, Nicole	SPED Assistant	9	$14.18
Retelle, Sarah	Speech Language Assistant	2	$15.07

MEMORANDUM OF UNDERSTANDING

The following is an agreement between the Candia Education Support Professionals Association and the Candia School Board:

Any employee enrolled in the SchoolCare POS plan as of the date of the signing of this MOU, shall be "grandfathered" to choose to remain enrolled in that plan. In the event the employee decides to change the plan s/he selects to an alternative plan, the employee shall not be able to re-select the POS plan in a subsequent enrollment period. In the event that the carrier no longer offers the POS plan, the employee will have to choose another plan, and the District shall not be responsible for the carrier changing the plan.

Michelle Couture	12/17/13	Peter Phillips	12/17/13
For the Association	Date	For the District	Date

APPENDIX A

UNION DUES AND FAIR SHARE FEE AUTHORIZATION FORM

Date: _____

I, _____, hereby authorize the Candia School District to deduct my membership dues totaling $ _____ or my fair share fee totaling $_____ from my paychecks. The deduction shall be divided in equal amounts beginning on _____ and transmitted to the Candia Educational Support Professionals' Treasurer as prescribed by agreement between the District and the Association. The amount stated above is correct as of the date of this authorization, but may change from time to time as determined by the Association. When such change takes place, you are hereby authorized to deduct the then current amount.

I understand that I am not required to authorize association dues or fair share fee deductions from my paychecks, and I certify that I am authorizing such deductions voluntarily.

I understand that this authorization will remain in effect indefinitely until I provide the Candia School District with written instructions to the contrary or my employment in a bargaining unit ends.

Signed: _____

School District Office Record:

Received by _____

Title: _____

Date: _____

One copy to the Association's Secretary/Treasurer

One copy for the Association Member or Fair Share Fee Payer

APPENDIX B

GRIEVANCE REPORT FORM

Grievance No.: _____ Date of Grievance: _____

Copies to: Principal, Superintendent, Grievant, and Association

Name of Grievant: _____ Date Filed: _____

****

1. Statement of Grievance (be sure to include the specific violation or condition with proper reference to the contract agreement)

_____

_____

Date Received: _____

STEP 1

Relief Sought: _____

_____

_____

Signature: _____ Date: _____

Answer given by Immediate Supervisor: (If immediate Supervisor is principal, matter goes to Step 3)

_____

_____

_____

Signature: _____ Date: _____

Position of Grievant: _____

_____

_____

Date Received: _____

STEP 2

Date Received by Principal: _____

Answer given by Principal: _____

Signature: _____ Date: _____

Position of Grievant: _____

Date Received: _____

STEP 3

Date Received by Superintendent: _____

Answer given by Superintendent: _____

Signature: _____ Date: _____

Position of Grievant: _____

Date Received: _____

STEP 4

Date Received by School Board: _____

Answer given by School Board: _____

Signature: _____ Date: _____

Date Received: _____

APPENDIX C
School Administrative Unit No. 15
LEAVE REQUEST FORM
CANDIA SCHOOL DISTRICT

DIRECTIONS

1. A copy of this form must be completed for all short-term leave requests as listed below.
2. Requests are to be made and will be granted in accordance with your district's policies, regulations, procedures and/or collective bargaining agreement.
3. For extended leaves, military leaves, maternity leaves, etc. please consult your district's policy and/or collective bargaining agreement.
4. A separate Professional Activity Form must be submitted if reimbursement for a professional activity is sought.

LEAVE REQUEST

NAME_____ **DISTRICT**_____ **SCHOOL**_____

POSITION_____ **GRADE(s)**_____ **SUBJECT(s)**_____

Type of Leave Requested:

☐ **Professional** Describe Activity_____

_____

Are you requesting Staff Development Credits? Yes_____ No_____

☐ **Personal** Specific Reason_____

_____

☐ **Confidential Personal*** (Candia bargaining unit members only)

☐ **Funeral / Bereavement** Relationship_____

☐ **Other** Specify_____

_____

_____

Number of Days Requested_____ **Date(s) Requested**_____

Employee's Signature_____ **Date submitted to Principal**_____

*EMPLOYEE'S STATEMENT IF CONFIDENTIAL PERSONAL LEAVE IS CHECKED:
I hereby affirm that the requested Confidential Personal Leave is sound, pressing and unavoidable matters (as defined by the collective bargaining agreement) which must be completed during school time.

Employee's Signature_____ **Date**_____

ADMINISTRATIVE ACTION

I (do) (do not) recommend this request.

Reason / Conditions_____

_____

Principal's Signature _____ **Date** _____

I (do) (do not) approve this request.

Reason / Conditions_____

_____

Superintendent's Signature_____ **Date** _____

WHITE - SAU - YELLOW-Principal - PINK - Bookkeeping day after leave is taken - GOLD – Employee