

MASTER AGREEMENT

JOHN STARK SUPPORT PERSONNEL ASSOCIATION

AND

JOHN STARK SCHOOL BOARD

2022-2024



TABLE OF CONTENTS

ARTICLE 1	RECOGNITION	2
ARTICLE 2	NEGOTIATIONS PROCEDURE	3
ARTICLE 3	ASSOCIATION RIGHTS	4
ARTICLE 4	EMPLOYEE RIGHTS	5-6
ARTICLE 5	WORK ASSIGNMENTS	7
ARTICLE 6	WORKING CONDITIONS	8
ARTICLE 7	VACANCIES, TRANSFERS AND PROMOTIONS	9
ARTICLE 8	COMPENSATION	10-11
ARTICLE 9	INSURANCE	12-14
ARTICLE 10	TEMPORARY LEAVES OF ABSENCE	15
ARTICLE 11	EXTENDED LEAVES OF ABSENCE	16
ARTICLE 12	MISCELLANEOUS	17
ARTICLE 13	GRIEVANCE PROCEDURE	18-19
ARTICLE 14	CLASSIFICATIONS	20
ARTICLE 15	REDUCTION IN FORCE	21
ARTICLE 16	DURATION	22
APPENDIX A	COMPENSATION SCHEDULE	23

ARTICLE ONE

RECOGNITION

- 1.1 The Board recognizes the John Stark Support Personnel Association/NEA-NH for purposes of collective negotiations according to RSA 273-A as the exclusive representative of all support staff employees of the John Stark Regional School District as certified by the New Hampshire Public Employee Labor Relations Board decision number 2001-056.
- 1.2 Except as this Agreement shall otherwise provide, all terms and conditions of employment applicable on the signing date of the Agreement to employees covered by this Agreement as established by the rules, regulations, and/or policies of the School Board in force on said date, shall continue to be so applicable during the term of this Agreement.
- 1.3 **Definitions**
The following list of terms will be used frequently in this Agreement and when they are used they will refer to the definitions described below unless otherwise stipulated:
1. The term "school" means any work location.
 2. The term "employee" means a person included in the bargaining unit.
 3. The term "Board" means the School Board or any of its agents.
 4. The term "Association" means the John Stark Support Personnel Association/NEA-NH.
- 1.4 **New Positions**
If any new employee position is created during the life of this Agreement and the parties cannot mutually agree on its inclusion in the bargaining unit, either party may request a clarification and determination from the New Hampshire Public Employee Labor Relations Board per the guidelines of RSA 273-A.

ARTICLE TWO

NEGOTIATIONS PROCEDURE

- 2.1 Collective bargaining shall be conducted between members of the School Board, representatives of the Association and those parties that are designated by either side as part of their negotiation team.
- 2.2 The Superintendent will furnish the Association upon request such information as is needed to make reasonable proposals and such other information as will assist the Association in developing constructive proposals and programs on behalf of the Association.
- 2.3 All meetings for the purpose of negotiations shall be held at mutually agreeable times that do not require the excuse from duty of any Association members whenever possible. If it is required, Association members will be excused from duty with pay.
- 2.4 In the event the negotiations result in fact-finding, the fact-finder shall divide ¹the issues into economic and non-economic issues and render opinions and recommendations on matters in dispute in each area. The procedure shall be followed as described in RSA 273-A:12 (resolution of disputes).
- 2.5 It is agreed that matters affecting working conditions which are rightfully the subject of negotiations shall not be changed or implemented without prior negotiations.
- 2.6 Any Agreement reached shall be reduced in writing and be signed by the Board and Association. A copy of the Agreement shall be filed with the New Hampshire Public Employee Labor Relations Board within fourteen (14) days of signing. The Superintendent shall be responsible, within 30 days of signing, for publication of two hard copies of the Agreement for distribution to the Association and for publication of the Agreement on the SAU website through the staff portal, without cost. In addition, the Agreement will be available at the SAU and a copy made to any Association member upon request.
- 2.7 While terms of this Agreement have been a product of good faith negotiations, both parties recognize the fact that funds negotiated in this Agreement must be appropriated by the District. Any Agreement reached which requires the expenditure of such funds for its implementation shall not be binding on the school board, unless and until the appropriations have been made by the voters of the District.

The School Board shall make a good faith effort to secure the funds necessary to implement said agreements. If the School Board proposed budget for the implementation of this Agreement is not approved, negotiations may be reopened.

ARTICLE THREE

ASSOCIATION RIGHTS

- 3.1 All employees shall have the right to full freedom of association and self-organization under RSA 273-A.
- 3.2 The Association has the right to use the school building at reasonable hours for meetings, with advance request to the principal/administration.
- 3.3 Representatives of the Association and their affiliates shall be permitted to transact Association business on school property at times that do not conflict with the school day schedule.
- 3.4 The Association and its representatives shall have the right to use school facilities and equipment, including computers, copy machines and other equipment at reasonable times, with advance request, when such equipment is not otherwise in use as specified by the principal.
- 3.5 The Association shall be given sufficient time on the agenda of the beginning of the year staff meeting to explain Association activities.
- 3.6 The Association shall be credited with three (3) days to be used by employees who are officers or agents of the Association. The principal will be notified within reasonable time prior to the commencement of such leave.
- 3.7 Designated representatives of the Association shall be allowed to receive and make telephone calls for Association purposes.
- 3.8 The employer agrees to deduct from the pay of its employee's dues of the Association and its affiliates, as said employees individually and voluntarily authorize the employer to deduct and transmit the monies monthly to the Association. Employees must request dues deductions in writing. The automatic payroll deduction program will be reviewed, if needed.

ARTICLE FOUR

EMPLOYEE RIGHTS

- 4.1 The Board and the Association agree that there shall be no discrimination and that all practices, procedures and policies of the school district shall clearly exemplify that there is no discrimination in the hiring, training, assignment, promotion, transfer or discipline of employees or in the application or administration of the Agreement on the basis of race, creed, color, religion, national origin, gender, domicile, marital status or age. The private and personal life of any employee is not within the appropriate concern or attention of the employer unless it disrupts the positive educational atmosphere at the school.
- 4.2 Each employee has the right, freely and without fear of penalty or reprisal, to form and join the Association or to refrain from such activity. The Board shall take no action to interfere, as per RSA 273-A:5 I (a-1) and federal statutes.
- 4.3 An employee shall have the option to have an Association representative present at any requested meeting where conduct may be an issue or discipline may result. The meeting may be requested by either the employee or the supervisor. The parties agree that discipline shall be progressive, appropriate to the infraction, and will include a course of corrective action. No employee will be discharged or reduced in compensation without due process. Due process defined: No employee shall be discharged, suspended, disciplined, reprimanded, warned, reduced in rank or compensation or deprived of any employment advantage without a supportive statement of facts. All information forming the basis for disciplinary action will be made available to the staff member.
- The employee shall have the opportunity to review any complaint placed in the file. The employee shall also have the right to submit a written answer to such material and said answer shall be reviewed by the Superintendent, or designee, and attached to all copies.
- 4.4 Each employee shall be entitled access to his/her personnel file with at least 24 hours' notice to the Office of the Superintendent. The employee may, if he/she wishes, have a representative of the Association accompany him/her during such review. Other examination of an employee's files shall be limited to qualified supervisory personnel. No material will be placed in an employee's personnel file without notification to the employee.
- 4.5 The employee shall have the right to make a response to any material contained in his/her personnel file, and such response shall be made part of said employee's file. Reproductions of such material may be made by hand or copying machine, if available. The Superintendent or his/her designee may be present during the examination.
- 4.6 Any case of verbal or physical harassment upon an employee shall be promptly reported as per the District policy.
- 4.7 All employees working five hours or more shall be provided with an unpaid thirty-minute uninterrupted and unencumbered lunch break. Lunch breaks will be

scheduled per administration, so as not to interrupt the functions of the school day and services. These breaks shall take place during a regularly scheduled lunch time for students or at a regular break time for students during the middle of the day.

- 4.8 When an employee is assigned by the principal, or designee, to perform substitute duties, the employee will receive compensation of \$7.50 for each single block up to 45 minutes or \$15.00 for a block over 45 to 90 minutes in duration of coverage in addition to the regular daily rate of pay. (Employer will abide by FLSA, no gift cards.)

ARTICLE FIVE

WORK ASSIGNMENTS

- 5.1 The work year will be indicated in the employee's individual agreement. Once established, any change in the length of an employee's school year will be mutually agreed upon by the Superintendent and the employee.
- 5.2 The normal work week for each employee will be as stated in his/her individual contract. An occasional change will be discussed between an employee and their supervisor; any long term changes in the work week will be negotiated with the employee, the Board's designee and the Association. The normal work day for each para-professional shall be 7 hours.
- 5.3 An equal opportunity for overtime will be offered to those affected employees.
- 5.4 Benefit
Vacation eligibility shall be determined as of July 1 of each year. However, initial vacation eligibility shall be determined as follows: an employee contracted for 210 working days or more who is hired between July 1 and January 1 shall be entitled to two weeks paid vacation and any employee hired January 2 or after, shall not be entitled to any vacation during that initial school year. An employee contracted for 210 working days or more shall be entitled to three weeks paid vacation after their fourth year with the district. Vacation times shall be coordinated with the work schedule and shall be subject to approval of the school principal. Such approval will not be arbitrarily withheld.
- 5.5 Benefit
All employees contracted for 210 working days or more shall be granted the following holidays with pay:

Independence Day
Labor Day
Columbus Day
Veteran's Day
Thanksgiving Day
Day after Thanksgiving
Christmas Day
Day after Christmas
New Year's Day
Civil Rights Day
Presidents Day
Memorial Day

School year employees shall be granted the following holidays with pay: Thanksgiving Day, Christmas Day, New Year's Day and Labor Day. Holiday pay for school term employees will be made according to submission on time sheets.

ARTICLE SIX

WORKING CONDITIONS

- 6.1 The employer shall follow NH Department of Labor standards and the OSHA standards.
- 6.2 Employees shall not be required to use personal equipment on school premises.
- 6.3 The employee will bring instances of disruptive student behavior to the attention of their immediate supervisor and the assistant principal(s). Upon such notification the supervisor and/or assistant principal will take reasonable action to assist the employee with those students.
- 6.4 No employee shall be required to dispense or administer medication unless it is part of their job description.
- 6.5 All employees will have their supervisor(s) designated by their job descriptions within their individual Letters of Agreement at the beginning of each school year.
- 6.6 Evaluation
 - 6.6.1 Evaluations should be a constructive instrument in order to improve education and the educational environment within the school district.
 - 6.6.2 To promote this belief each current and new employee will be provided a copy of the evaluation instrument and the procedures to be followed.
 - 6.6.3 Employees shall be evaluated annually, prior to June 1st, by the principal and/or supervisor.
 - 6.6.4 Employees shall be granted the opportunity to review their observations and/or assessments prior to them being included in their file. All evaluations or observations must be completed, in writing, before an employee is requested to sign. The employee's signature shall indicate only that the report has been read and shall not be interpreted as agreement with the content. The employee may also file a rebuttal to any observation or assessment.
 - 6.6.5 Employees will be made aware of deficiencies in their performance in a timely manner and given reasonable time to improve.
- 6.7 All employees will receive their subsequent year individual agreements prior to June 1st. Employees will have two weeks to sign and return the individual contracts to the SAU office. Individual agreements shall be consistent with this Agreement and consistent within each classification regarding the number of days and hours employed. The District shall provide by June 1st of each year, a Letter of Agreement to reemploy, including the expected position, assignment, rate of pay, hours per day, and days per year.

ARTICLE SEVEN

VACANCIES, TRANSFERS AND PROMOTIONS

- 7.1 A vacancy shall be defined as a newly created position or a present position that is not filled and must fall in the agreed compensation schedule. There will be a job description for each position.
- 7.2 **Posting of Positions**
As soon as a vacancy exists within the John Stark School District, the Superintendent or designee will post notice on the SAU website, as well as post notice of the vacancy in the building during the school year and at the Equity Program. The vacancy notice will include the job title and the requirements for the position. The posting will remain on display for at least five work days.
- 7.3 Employees from within the unit who are qualified and apply in accordance with the terms of a posting shall be considered.
- 7.4 In the event of promotion in the classification or transfer from one classification to another, the employee shall be given sixty (60) work days probationary period in which to show his or her ability to meet the requirements of the new position. The employer shall give the promoted or transferred employee training that would normally be available for a new hire in the position.
- 7.5 Employees who are transferred to a different position, either voluntarily or at the request of the administration, will not lose their years of experience used for calculating placement within the compensation schedule for their new classification.
- 7.6 Involuntary transfers of employees will be minimized and avoided, if possible though it shall be the ultimate decision of the Superintendent, which shall establish both staffing levels and placement of personnel.
- 7.7 When an employee is reassigned by a supervisor to temporarily assume the duties of another employee within the bargaining unit, the reassigned employee shall be paid at the rate of the temporary position assignment or their own rate, whichever is the higher, so long as the employee is assigned to the temporary position.
- 7.8 Extra work opportunities will be presented to all bargaining unit employees and filled based on a rotating seniority basis. A master list will be developed jointly by the Association and the building administrators, which will list employees in descending order for years of service. The first person on the list may fill two work opportunities or decline and then that employee's name is placed at the bottom of the list. The next person on the list may then select the next extra work opportunity or decline. This process will be followed as each opportunity arises. This list will remain in effect and be edited during the course of the year as employees leave or join the District.

ARTICLE EIGHT

COMPENSATION

- 8.1 A job description and a letter of agreement shall be provided when an individual is initially hired into a position. The basic compensation of each employee shall be as set forth in Appendix A. Employees who have more than 20 years' experience are considered off-step and will receive a 5% increase to their salary effective July 1, 2022 and a 2% increase to their salary effective July 1, 2023. There shall be no deviation from said compensation rates during the life of this Agreement. Wage increases shall be only for the term of this contract. Employees shall receive compensation for time worked, including paid holidays, as noted through the time clock system.
- 8.2 Wages will be paid in accordance with RSA 275:43.
- 8.3 Benefit
The Board will pay the tuition cost of job related workshops, conferences or courses, which have been pre-approved by the administration up to a maximum of \$200 per person per year. Payment may be made in advance upon thirty (30) days' notice to the business administrator prior to the payment date.
- 8.4 The Superintendent shall be the sole judge of applicable experience when placing a new hire on the compensation schedule described in Appendix A. Said step placement shall not exceed the step placement of a current employee with equal or greater experience.
- 8.5 Time and one half will be paid for all hours authorized by the administration and worked over forty (40) hours in one week.
- 8.6 Straight time will be paid for all hours authorized by the administration and worked on Sundays and/or holidays. This will be in addition to holiday pay if the employee is so entitled.
- 8.7 Paid leave shall count toward hours worked.
- 8.8 Compensatory time off may be given if mutually agreeable to the employer and the employee.
- 8.9 Benefit
Employees shall have access to a Flexible Spending – IRS Section 125 account up to the IRS limit.
- 8.10 Employees shall receive an annual bonus of one day's pay in which they do not use sick time and one half day bonus if they use only one sick day between July 1 and June 30 of each year.
- 8.11 When there is a delayed opening of school or an unplanned early release from school (e.g. due to weather conditions or some other unforeseen disaster), employees shall be paid for the hours lost as a result of the delayed opening or unplanned early release. In the case that not all student school days are made

up, employees shall suffer no loss of pay for that period. The final student day will be determined and communicated to support staff 30 days prior to the end of the school year.

- 8.12 The District may, at its discretion, permit employees to work remotely. The length of the workday for an employee working remotely will be the full day, with lunch as provided in the CBA. It is agreed that the nature of some positions, like custodians, do not easily allow for remote work.

ARTICLE NINE

INSURANCE

- 9.1 Employees who are contracted for thirty (30) or more hours per week will receive health insurance benefits with the following premium contributions:

Employees contracted for 260 days per year
Individual Plans – 100% of premium
2 Person and Family Plans – 68% of Premium

Employees contracted for at least 180 days per year
50% of Individual Premium

In an endeavor to provide affordable plans offering financial incentives and adequate coverage for catastrophic care, the John Stark School District will offer only High Deductible Health Insurance Plans backed by Health Savings Accounts (HSAs).

- a. Health Savings Accounts: All Full Time Bargaining Unit Members will receive contributions from the John Stark School District towards their Health Savings Accounts. The amount contributed each year will be the larger of 50% of the individual plan deductible; or the plan deductible, less any pre-existing HSA funds. If a Bargaining Unit Member begins employment mid-year, these HSA contributions shall be prorated accordingly.
- b. Wellness Objectives: All Bargaining Unit Members will be eligible to earn up to \$1,000 in contributions to their HSA by completing a set of personal wellness objectives. The district will make available a schedule of available wellness activities in which bargaining unit members can participate throughout the school year, in order to meet their objectives and earn their contributions.
- c. HSA Funding: All standard HSA contributions shall be made on either January 1st or July 1st, depending on the date which HealthTrust uses as the start of the HSA cycle. The District will contribute either 50% of the individual plan deductible (\$1250.00) or replenish the HSA to fully funded status, whichever is the greater amount. In order to be eligible to receive funding in excess of 50% of the individual plan deductible (\$1250.00), Bargaining Unit Members will need to submit documentation proving eligible health care expenses. For Bargaining Unit Members beginning employment midyear, all standard (prorated) HSA contributions shall be made on the first day of the month following their first day of employment. Bargaining Unit Members who receive their contribution on January 1st, and leave the district before the end of the calendar year shall refund the district the prorated amount of their total annual standard contributions. Earned Wellness Contributions shall be paid at the beginning of the month following completion of an objective. Additionally, Bargaining Unit Members may fund their own HSAs with pre-tax contributions. No contributions can be made beyond the federally defined limit for any given

plan year, even if bargaining unit members continue to obtain wellness achievements.

- d. HSA Spending: It is intended that HSAs will be used to pay for deductible expenses on offered plans. District contributions shall not be used for dental or vision expenses.
- e. Education, Training and Support: The District shall provide tools, training and assistance for Bargaining Unit Members to better understand their High Deductible Plan, and how to best maximize the use of their deductibles.
- f. HSA Enrollment: Bargaining Unit Members without an existing HSA may enroll for an HSA through an arrangement provided by the District.
- g. Transferability: Health Savings accounts are owned by Bargaining Unit Members, and as such travel into and out of the district with these individuals. Bargaining Unit Members that enter the district with existing HSAs showing a positive balance shall be subject to 'pre-existing funds' component of section 1 above.
- h. In the event that the District decides to change which health insurance plans are offered and/or decides to change the health insurance provider ["Insurance Change"] during the term of this agreement, the District shall notify the Association within seven (7) calendar days of the decision ["Insurance Change Notice"] and the District and Association shall reopen negotiations over Article Nine and Article Eight of this Agreement for the purpose of agreeing on (1) the share of the resultant premiums and other contributions the District shall make toward employee health insurance coverage and (2) the distribution of any savings realized. The parties may, upon mutual agreement, reopen other articles of this Agreement in order to reach an agreement over the above-referenced Insurance Change.

If the parties are not able to reach agreement on the District's contribution and distribution of savings within thirty (30) days of the Insurance Change Notice to the Association, the parties will each submit one proposal to binding arbitration no later than sixty (60) days following the Insurance Change Notice with a mutually agreed acceptable arbitrator whose fees will be shared equally by the parties.

After hearing from both parties, the arbitrator will choose one of the two proposals and notify the parties no later than ninety (90) days following the Insurance Change Notice to the Association and that plan will be implemented upon the effective date of the new plan and/or plan provider. In the event that the parties cannot agree on an arbitrator, the NH PELRB will select.

- 9.2 Bargaining unit members who show proof of otherwise being covered by a comparable health insurance plan will be eligible for compensation of \$2,800 in lieu of the District's health plan.

Employees working 30+ hours and at least 180 days during the 2013-2014 school year will receive the same cash back as awarded in 2013-2014. Employees hired after June 30, 2014 will receive \$2,800 cash back as indicated above.

- 9.3 Employees who suffer an injury or illness that is covered under Workmen's Compensation shall be covered under Worker's Compensation.
- 9.4 The District will provide a Long Term Disability insurance plan that will provide 2/3 of annual pay after ninety (90) days of disability to age 65 as provided by contract.
- 9.5 The Board will offer the option of purchasing a single, 2-person, or family coverage dental insurance program.

ARTICLE TEN

TEMPORARY LEAVES OF ABSENCE

- 10.1 Each employee shall be granted one day (1) per month for each month that they are under contract, cumulative to seventy (70) days. Sick leave shall not be charged for the illness or injury of an employee arising from the course of employment.
- 10.2 Any employee on sick leave is entitled to the benefits that they would have if not on sick leave. The Board, at its sole discretion, may extend paid sick leave benefits beyond the employee's accumulated days if an unusual circumstance exists.
- 10.3 Two (2) days personal leave shall be granted for school year employees and three (3) days for year-round employees for matters which require absence during assigned school hours. Application to the employee's principal or other immediate supervisor shall be made at least twenty-four (24) hours in advance except in case of emergencies.
- 10.4 Bereavement leave of up to three (3) days shall be given in the event of a death in the immediate family. Immediate family shall mean spouse, child, parent, grandparent, sibling, and the same relations of your spouse, or any other person living in the home for whom the employee is support.
- 10.5 Each employee shall be entitled to two (2) days paid leave to attend a workshop, conference or training session related to position with prior approval by the principal.
- 10.6 Other temporary leaves of absence without pay may be granted by the employer based on the individual merits of the request.
- 10.7 Upon retirement from the John Stark School District, an employee with at least ten years of continuous service to the District shall receive a payment of \$3,000 payable in a lump sum on July 1, following the last day of school in the year in which they retire.

ARTICLE ELEVEN

EXTENDED LEAVES OF ABSENCE

- 11.1 Childbearing leave without pay shall be granted to an employee for the purpose of child bearing or child adoption. The portion of a leave taken by an employee due to diagnosed disability resulting from pregnancy, miscarriage, or childbirth shall be charted to available sick leave and the employee shall be compensated in accordance with federal law.
- 11.2 Childcare leave of up to one year shall be granted without pay to employees, upon written request for such leave. Notification of the intent to take such leave shall be made to the Superintendent at least sixty (60) days prior to the date on which the leave is to begin, except in cases of emergency. Childcare leave notification shall also include the expected termination date of such leave. At the conclusion of the leave, the employee shall be reinstated to their position or to a similar position within the same classification.
- 11.3 Employees who are called for jury duty or who are in the military reserve and who are called to active duty in the United States military services which cannot be postponed or deferred, will be compensated for such absence from their contract duty to the District to the extent that the District will pay, during their contract, the difference between their per diem contract salary and their per diem jury or military pay.
- 11.4 All benefits to which an employee was entitled at the time of leave of absence commenced including unused, accrued sick leave will be restored to that employee upon return. Whenever an employee has worked more than one-half their contracted work year, that employee shall be moved to the next step on the salary schedule. Any employee on an unpaid leave may opt to continue, at his/her expense, benefits under Article Nine of the Agreement.

11.5 Sick Leave Bank

The John Stark School Board agrees to allow the establishment of a sick leave bank to cover members of the bargaining unit in the event of long-term illness or injury. The sick leave bank is in existence to ensure the financial security of its members. Rules for membership and the establishment of by-laws for participation shall be established by the John Stark Support Personnel Association at their discretion and will be provided to SAU 24, Office of Human Resources, for informational purposes.

John Stark Support Personnel Association employees may donate one day per year until the bank reaches 100 days. When the sick bank drops below the 50 day level, association members may donate additional days to bring the total back to 100 or more days; but not to exceed 125 days.

The sick leave bank shall not be accessed until the member has exhausted all accrued sick leave available to them. Sick leave that is granted from the sick bank cannot exceed the number of days needed to qualify for long term disability.

The Association shall inform the Superintendent by December 1st of each year of the individuals who have donated days to the sick leave bank so that said days can be deducted from the individual's yearly entitlement. The SAU will maintain a record of the total days accumulated in the sick leave bank.

ARTICLE TWELVE

MISCELLANEOUS

- 11.1 If any provisions of this Agreement or any application of this Agreement to any employee or group of employees is held to be contrary to law, then such provision or application shall not be deemed valid and subsisting, except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.

ARTICLE THIRTEEN

GRIEVANCE PROCEDURE

- 13.1 The parties agree that in the event of a dispute arising under the terms of this contract, bargaining unit members shall be entitled to the benefits of the following grievance procedure:

Definitions

- a. A "grievance" shall mean a complaint by an employee, group of employees, or the Association that there has been a violation, misinterpretation, or the inequitable application of any of the provisions of this contract. Grievances shall be limited to the provisions of the contract.
- b. An "aggrieved person" is the person or persons making the complaint.
- c. The term "days" when used in this section shall, except when otherwise indicated, mean calendar days.
- d. Failure at any step of this procedure to communicate the decision on a grievance within the specified time limits shall permit the aggrieved person to proceed to the next step.

- 13.2 Initiation and Processing

Level One – Supervisor

- a. Any grievance to be processed pursuant to this procedure must be initiated within thirty (30) days of the known occurrence of the event which gives rise to the complaint.
- b. Any grievant shall submit the grievance in writing to the immediate supervisor in an attempt to resolve the matter informally at that level. The solution at this level will be given in writing by the supervisor.

Level Two – Principal

If, as a result of the discussion, the matter is not resolved to the satisfaction of the grievant, the grievant will, within fourteen (14) days set forth the grievance in writing specifying: 1.) the nature of the grievance; 2.) the provisions of contract policy or practice violated; and 3.) the action desired. The principal shall communicate a decision in writing to the grievant and the Association within fourteen (14) days of the receipt of the written grievance.

Level Three - Superintendent

The grievant, no later than fourteen (14) days after receipt of the principal's decision, may appeal that decision to the Superintendent of Schools. The appeal must be made in writing, including the matter submitted to the supervisor and the principal, as specified above, and the dissatisfaction with the decisions previously rendered. The Superintendent shall meet with the grievant to attempt to resolve the matter, as quickly as possible but within a period not to exceed fourteen (14) days. The Superintendent shall communicate his/her decision in writing to the grievant(s) and the Association within fourteen (14) days after the meeting.

Level Four - School Board

If the Superintendent's decision does not resolve the grievance to the satisfaction of the grievant, the decision may be appealed to the School Board within fourteen

(14) days of receipt of the answer in Level Three. The grievant shall have the right to appear before the Board to present evidence and argument for the Board's consideration. The decision of the Board shall be made and transmitted in writing to the grievant no later than thirty (30) days from the time of submission of the grievance to the Board.

Level Five - Advisory Arbitration

If the decision of the School Board does not resolve the grievance to the satisfaction of the grievant and a third party review is desired, the grievant shall notify the Association within five (5) days of the School Board's decision. If the Association determines that the matter should be arbitrated, it shall, in writing, so advise the School Board within ten (10) days of receipt of the grievant's request. The parties will then initiate a request for arbitration according to the rules of the American Arbitration Association which are hereby incorporated in this Agreement.

The decision of the arbitrator shall be advisory only and shall be submitted to the School Board and the Association. In the event the School Board or the Association does not accept the arbitrator's decision, then the Board or the Association shall by written decision specifically set forth the reasons for their action. Any timeline can be extended by mutual agreement.

- 13.3 Costs: The fees and expenses of the arbitrator will be shared by the two parties equally.
- 13.4 Rights of Employee to Representation
- a. An aggrieved person may be represented at all stages of the grievance.
 - b. When an employee is not represented by the Association in the processing of a grievance, the Association shall at the time of the submission of the grievance to the principal, or any higher level, be notified by the principal in writing that the grievance is in process. The Association shall also be notified by the Superintendent in advance of any hearing and shall have the right to be present and state its position at all hearing sessions held concerning such grievance and shall receive a copy of all decisions rendered. Any resolutions of this grievance shall not be inconsistent with the terms of this Agreement.
 - c. The Board shall assure that the parties in interest and witnesses are guaranteed freedom from restraint, interference, coercion, discrimination, or reprisal with respect to the processing of the grievance.
- 13.5 All documents, communications, and records dealing with the processing of a grievance shall be filed separately from the personnel files of the participants and shall not be forwarded to any prospective employer of the grievant, nor shall such documents be revealed or the grievance be alluded to in any communication between the administration and said prospective employer.
- 13.6 When appropriate to the context of a grievance, the grievance may be initiated at Level Three.

ARTICLE FOURTEEN

CLASSIFICATIONS

Food Service:

- 187 days
- Includes four (4) paid holidays
- Includes two days before the official first day for all students and Common Day Workshop
- Seven (7) hours per day
 - A - Food Service staff
 - B - lead position

Building and Grounds:

- 260 days
- Includes paid vacation, paid holidays, and paid personal days as described in Article 5 and Article 10
- Eight (8) hours per day
 - A - maintenance/custodial staff
 - B - lead positions

Para-educators:

- 188 days
- Includes four (4) paid holidays
- Includes Common Day Workshop Day, two (2) days before school year and one (1) day after school year
- Seven (7) hours per day
- **Para-educator - Para II certified:** Para II certification required.
- **Para-educator - Specialized:** For Para-educators performing in specialized positions requiring additional skills or training like RBT, nursing assistant

Office Professionals:

A. Secretary, Receptionist

- 188 days
- Includes four (4) paid holidays
- Includes Common Day Workshop Day, two (2) days before school year and one (1) day after school year
- Seven and a half (7.5) hours per day

B. Registrar, Office Manager and other year-round Administrative Assistants

- 260 days (number of days is determined based on the needs of the school)
- Includes paid vacation, paid holidays, and paid personal days as described in Article 5 and Article 10
- Eight (8) hours per day

ARTICLE FIFTEEN

REDUCTION IN FORCE

Whenever it becomes necessary to decrease the number of the bargaining unit, the School Board shall terminate the necessary employees in a way which best serves the interests of the school. When considering reductions the Board will, all other qualifications being equal, retain the most senior person.

ARTICLE SIXTEEN


DURATION

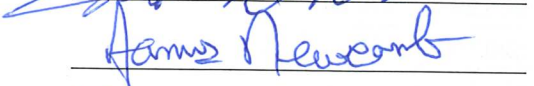
The provisions of this Agreement will be in effect from July 1, 2022 until June 30, 2024. Either party to this Agreement may initiate negotiations for a successor Agreement by notifying the other no later than September 1, 2023 (as per RSA 273-A: 3).

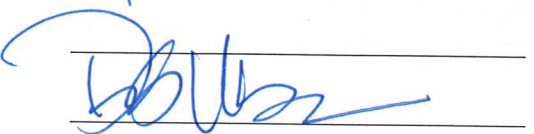
IN WITNESS WHEREOF, the parties have executed this AGREEMENT on this date.

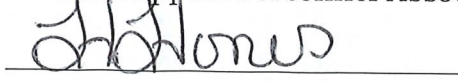
John Stark School Board

John Stark Support Personnel Association




James Newcomb





Dated: 9-14-2022

Dated: 8/31/22

**APPENDIX A
COMPENSATION SCHEDULE**

2022-2024

Year	FS -A	FS-B	BG CUST-A	BG CUST- B	PARA II	PARA- Specialized	OP- A	OP-B
1	\$15.00	\$16.00	\$15.00	\$18.00	\$15.00	\$17.50	\$15.00	\$19.00
2	\$15.15	\$16.40	\$15.30	\$18.45	\$15.38	\$17.94	\$15.30	\$19.48
3	\$15.30	\$16.81	\$15.61	\$18.91	\$15.76	\$18.39	\$15.61	\$19.96
4	\$15.45	\$17.23	\$15.92	\$19.38	\$16.15	\$18.85	\$15.92	\$20.46
5	\$15.61	\$17.66	\$16.24	\$19.87	\$16.56	\$19.32	\$16.24	\$20.97
6	\$15.77	\$18.10	\$16.56	\$20.37	\$16.97	\$19.80	\$16.56	\$21.50
7	\$15.92	\$18.56	\$16.89	\$20.87	\$17.40	\$20.29	\$16.89	\$22.03
8	\$16.08	\$19.02	\$17.23	\$21.40	\$17.83	\$20.80	\$17.23	\$22.59
9	\$16.24	\$19.49	\$17.57	\$21.93	\$18.28	\$21.32	\$17.57	\$23.15
10	\$16.41	\$19.98	\$17.93	\$22.48	\$18.73	\$21.86	\$17.93	\$23.73