

CONTRACT BETWEEN
THE NEWFIELDS SCHOOL DISTRICT
AND
THE NEWFIELDS STAFF ASSOCIATION
SEPTEMBER 1, 2022 TO AUGUST 31, 2024

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ARTICLE I — RECOGNITION

- A. The Newfields School Board recognizes the Newfields Staff Association as the exclusive bargaining agent for all employees of the Newfields School District as listed on the PRLB certification.
- B. The Association agrees to represent, equally all such employees in this unit designated in Article I, Section A, without discrimination and without regard to membership in the Association.
- C. It is agreed the principal of the school and support staff from Newfields Paraprofessional Association shall not be members of the bargaining unit represented by the Newfields Staff Association.

ARTICLE II — MANAGEMENT RIGHTS

The Board, subject to the language of this Agreement, reserves to itself full jurisdiction and authority over matters of policy and retains the right, in accordance with applicable laws and regulations, to direct and manage all activities of the School District.

ARTICLE III – NEGOTIATIONS PROCEDURE

Negotiations will be conducted in accordance with the procedures outlined in RSA 273-A. In the event of an impasse, the cost for the services of the mediator and fact finder, including per diem expenses, if any, and actual and necessary travel and subsistence expenses, will be equally shared by the Board and the Association.

- A. Nothing in this article shall be construed to prohibit the Association and the Board from reaching agreement at anytime between the declaring of impasse and the annual School District meeting.
- B. Any agreement reached which requires the expenditure of public funds for its implementation shall not be binding upon the Board as it applies to monetary items, unless, and until the necessary appropriations have been made by the voters of the District. If such funds are not approved by the voters of the District, the Board and the Association shall re-open negotiations regarding identified monetary items.
- C. The parties reserve the right at the conclusion of negotiations, to reach an agreement regarding the non-cost items which will go into full force and effect at the beginning of the proposed contract term if the agreement is ratified by the Association and the School Board, even if the public vote to fund the cost of items of the Collective Bargaining Agreement fails.
- D. In the event that a mutually agreed upon negotiation session occurs during the school day, staff members engaged in negotiations shall be released from regular duties without loss of salary or benefits. Substitute relief shall be provided. When members of the Board and the Association mutually agree to hold meetings for the purpose of negotiating beyond 12 A.M., such members shall be excused from duty the following day without loss of pay or benefits (i.e. professional, sick, personal days), and provisions shall be made for substitute relief.

ARTICLE IV — SAVINGS CLAUSE

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 be deemed not valid and subsisting, except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect and the parties shall enter into immediate negotiations for the purpose of arriving at a mutually satisfactory replacement for article or part.

ARTICLE V – GRIEVANCE PROCEDURE

A. Definition

1. A grievance shall mean an alleged violation, misinterpretation, misapplication or inequitable application of the provisions of this contract.
2. The term "days" when used in this article shall mean working school days, except after the end of the school year when they shall be Monday through Friday, thus weekend or non-work days are excluded.

B. Initiation and Processing

1. A grievance to be considered under this provision must be initiated by the grievant within twenty (20) days of the alleged violation or within twenty (20) days of when the employee knew or should have known of an alleged violation.
2. Nothing in this procedure shall prevent the Association from processing any grievance under this procedure at Level One (b) and beyond. Failure at any level of this procedure to communicate the decision on a grievance within the specified time limits shall permit the grievant to proceed to the next level.

3. Level One – Principal

- a. An employee with an alleged grievance will first discuss it with his/her principal within twenty (20) days of when the employee knew or should have known of the alleged violation. A verbal response will be given to the employee within ten (10) school days.
- b. If, as a result of the discussion, the matter is not resolved to the satisfaction of the grievant, he/she may present the grievance in writing within ten (10) days to the principal on the appropriate form. This form shall contain the issue, as explained to the supervisor, which is to be grieved. A decision in writing shall be given to the grievant within five (5) days of receipt of the written grievance.

4. Level Two – Superintendent

If the alleged grievance is not resolved to the grievant's satisfaction, or if no decision has been rendered within five (5) days by the principal, the grievant may appeal to the Superintendent in writing within ten (10) days.

The written appeal submitted to the Superintendent must cite the matter submitted to the principal as specified above.

The Superintendent shall arrange for a meeting to take place within five (5) days to attempt to resolve the alleged grievance. The Superintendent shall render his written decision to the grievant, the principal and the Association within ten (10) days.

5. Level Three — Board

If the alleged grievance is not resolved to the grievant's satisfaction, or if no decision has been rendered by the Superintendent within ten (10) days, the grievant may request and shall be granted a review by the Board. Such request must be made within five (5) days after receipt of the Superintendent's decision, and shall be submitted in writing through the Superintendent. The Board shall review the alleged grievance and shall hold a hearing within thirty (30) school days. A decision in writing shall be rendered within ten (10) days citing reasons therefore, and forward copies of the decision to the grievant, to the administrators involved at the previous steps of the grievance procedure and to the Association.

6. Level Four — Arbitration

- a. If the decision of the Board does not resolve the grievance to the satisfaction of the grievant, or if no decision is rendered within ten (10) days of the hearing, and he/she wishes review by a third party, and if the Association determines that the matter should be reviewed further, it shall, in writing, so advise the Board, through the Superintendent within ten (10) days of receipt of the Board's decision. The American Arbitration Association will, after the receipt of the request, submit a list of qualified arbitrators for selection by the parties, in accordance with rules and procedures prescribed by it for making such designation.
- b. Neither the Board nor the grievant will be permitted to assert any ground or evidence before the arbitrator, which has not been previously disclosed to the other party. The decision of the arbitrator will be final and binding upon both parties.
- c. The Board and the Association shall receive copies of the arbitrator's report.
- d. The Board and the Association recognize this Agreement as a legal document and to that extent may utilize the courts to enforce such document.
- e. The fees and expenses of the arbitrator will be shared by the Board and the Association equally.

C. Rights of Employees or Representation

1. Aggrieved employee may at their option be represented by the Association at Level 1 and beyond.
2. The Board and the Association shall assure that the parties in interest and witness are guaranteed freedom from restraint, interference, coercion, discrimination, or reprisal with respect to the processing of a grievance.
3. The administration will grant the parties in interest and witnesses release time if necessary from their duties to participate in the grievance hearings.
4. A representative of the Association shall have the right to be present at all hearing

sessions held concerning such grievance and shall receive a copy of all decisions rendered.

D. No employee shall be reprimanded without just cause.

E. During an investigatory interview, the employee has the right to request representation as afforded by the Weingarten decision.

ARTICLE VI — ASSOCIATION RIGHTS

- A. The Association and its representatives shall be granted the use of the District building for meetings at such times that will not interfere with the normal operations of the District and which will not entail additional costs for maintenance or custodial care. The Association shall notify the principal as to the time and place of such meeting(s).
- B. The Association and its representatives may post notices of Association activities and matters of Association concern on the staff room bulletin board.
- C. The Association will be granted the right of using staff mailboxes for communications.
- D. The Association President or designee shall be given an opportunity to speak to the Newfields employees for up to 1/2 hour following the scheduled orientation activities as coordinated with the Superintendent or designee.
- E. Representatives of the local, state and national Association shall be permitted to meet with Association members concerning Association business on school property at reasonable times, provided that this shall not disrupt normal school operations.
- F. The Board will grant the Association two (2) days without loss of pay to attend Association business. The Association shall notify the principal of the date of such meeting(s) and the person(s) attending as soon as possible, but no later than seven (7) days before the meeting(s).
- G. The Association shall have the right to use school facilities and equipment when they are not needed for school purposes. The Association agrees to reimburse the District for consumable materials and for damage caused by careless or improper use should there be any.
- H. The parties agree that the District shall provide the President of the Association the following information electronically in EXCEL format for each bargaining unit member on or before October 15th.
 - Employee name, date of hire, position, work location, classification, salary schedule step, full or part time status, number of annually paid hours, wage rate, and longevity.
 - During negotiation years information provided shall include information pertaining to individual bargaining unit employees elected insurance plans (e.g. Single, 2p, Family), the total cost of each plan and the total amount each employee is responsible for monthly and annually for the plan elected.
 - The Association agrees that the School District will be held harmless for providing the information outlined above.
- I. The parties agree that the payment of dues for union membership is a matter of contract between an individual employee and the Association, except that the District agrees to deduct membership dues from an employee's paycheck via dues deduction.
- J. The Association dues will be deducted from the regular salary paycheck of the Association member upon the request of the member. Deductions shall be in equal installments during the school year. Final date for a member to be

eligible for payroll deductions is to be annually determined by the President of the Association and the District Office. If an Association member leaves the District before the full dues have been deducted, the balance shall be deducted from the member's final check provided that the final check covers the balance

- K. At the end of each month, the School District will transmit all current month's dues to the Treasurer of the Association. This shall include local dues.
- L. Any member wishing to cancel their membership shall notify the Association and District in writing.

ARTICLE VII — STAFF APPRAISAL

- A. The parties recognize the importance and value of a procedure for evaluating performance of both newly employed and experienced staff members for the purpose identifying individual strengths and weaknesses and for improving the level of instruction in the School District.
- B. The Staff Evaluation Packet as adopted by the SAU 16 Joint Board will serve as a vehicle for staff evaluation. Each new professional employee will receive a copy of the packet when hired. The Superintendent shall, upon request in September, in any given year make fifteen (15) copies available to the Association and the Association shall inform all members of the bargaining unit of the availability of such packets. Changes to the packet or to the evaluation process shall, upon adoption of the Board, be sent to the Association President.
- C. Staff input into future staff evaluation changes is recognized as highly desirable and the administration will continue to consult the staff in preparing and reviewing changes or additions.
- D. Each new professional employee will receive a copy of the staff evaluation packet when hired. The Superintendent or his/her designee will conduct an orientation of the new professional employees as to the contents of the staff evaluation packet no later than twenty (20) working days from the onset of employment.
- E. All monitoring, observation, or evaluation of the work or performance of a teacher shall be conducted openly and with the knowledge of the employee.
- F. Teachers shall be observed and/or evaluated by the Principal, Assistant Superintendent or Superintendent of Schools.
- G. The District shall bring any performance issues identified with an employee to the employee's attention as soon as practical, so that the employee can discuss the issue with administration and work to correct the deficiency.
- H. A teacher shall be given a copy of any observation report prepared by his/her observer within five (5) working days and at least two (2) working days before any conference to discuss the evaluation. Each teacher shall have knowledge of, and access to, supervisory records and reports of competence, personal character and efficiency maintained in his/her personnel file with reference to evaluations of his/her performance in the School District. No material describing a professional employee's conduct, service, character, or personality shall be placed in their personnel file unless the professional employee has received and signed the material. Such signature shall not necessarily indicate agreement with the evaluation. The professional employee shall also have the right to submit an answer to such material within seven (7) days of receipt and have his/her response reviewed by the Superintendent or his/her designee and attached to the file copy. Each teacher shall also have the right to reproduce material in his/her personnel file.

ARTICLE VIII – REDUCTION IN FORCE

- A. In the event it becomes necessary to reduce the number of employees due to reasons of economy, program elimination, reduction in subject area, decrease in enrollment, or the consolidation or elimination of positions, the reduction shall be done based on indicators of job performance, including overall ratings resulting from written evaluations; degrees held; and involvement in school and District committees.

The reduction in force shall be conducted under the following process. Position(s) eliminated first will begin with the lowest score.

| | | | | | | | | | | | | | | | |
|--|-----------------|-------------|---------------|---------------|-------------|-------------|-------------|---|---|---|---|---|---|---|--------------|
| Multiple certifications: One (1) point for each certification recognized by the Department of Education and held in active status by the employee up to a maximum of three (3) points. | Maximum = +3 | | | | | | | | | | | | | | |
| Committee work: Active membership on a school/District committee shall earn one (1) point per committee and two (2) points for actively chairing or co-chairing a committee during the five school years immediately preceding the year that the reduction in force becomes effective, up to a maximum of five (5) points. | Maximum = +5 | | | | | | | | | | | | | | |
| Written evaluations: Based on the previous five (5) years of observation reports and summative evaluations for experienced teachers and previous five (5) years summative evaluations for teachers in years 1-3, minus one (-1) point for each Needs Improvement or Ineffective rating. | Maximum = None | | | | | | | | | | | | | | |
| Degree status: <table><tr><td><u>Bachelor</u></td><td><u>B+15</u></td><td><u>B+30</u></td><td><u>Master</u></td><td><u>M+15</u></td><td><u>M+30</u></td><td><u>M+45</u></td></tr><tr><td>0</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr></table> | <u>Bachelor</u> | <u>B+15</u> | <u>B+30</u> | <u>Master</u> | <u>M+15</u> | <u>M+30</u> | <u>M+45</u> | 0 | 1 | 2 | 3 | 4 | 5 | 6 | Maximum = +6 |
| <u>Bachelor</u> | <u>B+15</u> | <u>B+30</u> | <u>Master</u> | <u>M+15</u> | <u>M+30</u> | <u>M+45</u> | | | | | | | | | |
| 0 | 1 | 2 | 3 | 4 | 5 | 6 | | | | | | | | | |
| Longevity: One point for every 10 years of service. | Maximum = +2 | | | | | | | | | | | | | | |

- B. Teachers so reduced will be re-employed in the inverse order in which they were reduced, if certified to fill the vacancies. Such reinstatement shall *not* result in a loss of credit for previous years of service at NES. Upon reinstatement, teachers will *not* be given credit for additional years of service completed at other schools during their absence. Teachers with three (3) or more consecutive years experience at Newfields Elementary will be placed on a re-employment list for three (3) years. If a re-called teacher accepts or refuses a part-time position, that teacher maintains his/her seniority in reduction-in-force recall for any appropriate full-time position. However, if a teacher refuses an offer of full-time contracted re-employment, that teacher's name will be removed from the re-employment list, unless the opening occurs during the school year and/or if the teacher is under contract to another School District for that year. Nonetheless, a teacher may opt to be passed over one (1) time while on the RIF list without permanently being removed

- C. When no appropriate vacancy occurs during the time allotted or when the teacher is unable to accept because of another contract, that teacher will be given due consideration if he/she subsequently applies to fill a vacancy.
- D. No new or more than one-half (1/2) year substitute appointments may be made while there are laid off professional employees available on the RIF list who are certified to fill the vacancies.
- E. Any professional employee laid off because of reduction in force shall have a letter placed in their professional file stating that said professional employee was not offered a new contract because of reduction in force. Such information shall also be contained in any requests for recommendation. It is the responsibility of a terminated professional employee on the RIF list to notify the School District of availability for recall in writing prior to March 1st of each year.
- F. A change in grade demographics shall not be a cause for reduction in force but rather, new grade level positions shall be made available to existing staff and any training necessary to upgrade required skills shall be made available to them.
- G. Notice of planned reduction shall be communicated to all employees when a final determination as to the extent of reduction is known. The Board shall make every effort to determine the number of resignations and retirements in any given year in order to avoid unnecessary terminations.

ARTICLE IX - CLUSTERING

When it is necessary to Reduce in Force (RIF) or to bring back a teacher from a cluster with the same date of hire, the following criteria, listed below in no particular order, will be used to determine who will return:

1. Previous evaluations
2. Additional educational certifications/degrees
3. Grade level experience/number of years taught in area(s) of certification
4. Previous teaching experience such as type of student, teaming, a knowledge of and previously demonstrated capacity in a particular method(s) of instruction.

ARTICLE X — VACANCIES AND TRANSFER

Notices of professional employee vacancies in Newfields and in SAU #16 will be posted in the school during the regular school year. The notice shall be dated, indicate the position open, the location of the vacancy by school, any special requirements for the position, and the date applications cease to be accepted.

- A. During the term of this Agreement teachers who desire a grade level or subject area transfer for the ensuing school year must file with the Superintendent before April 1, a written request, which may include any documentation deemed pertinent to the position. If an unanticipated vacancy occurs within the Newfields School District after the April 1 deadline a teacher may request a change in assignment.
- B. No later than May 10, of each school year, the Superintendent will have posted in the school, a list of known vacancies anticipated for the September opening of school.
- C. When the decision to make an involuntary transfer has been made by the Superintendent, the professional employee affected will be notified immediately. Upon request, a professional employee designated for involuntary transfer may request a meeting with the Superintendent to discuss the reasons for the involuntary transfer and to state reasons for disagreeing with the transfer. No incumbent teacher shall be transferred for the convenience of a new teacher. If still dissatisfied the professional employee may request a meeting before the Board.

ARTICLE XI – EMPLOYEE WORK YEAR AND DAY

- A. The teacher work year shall be 185 days, with a total of five (5) workshop/in-service days.
- B. The teacher workday shall be 7 hours and 15 minutes or upon completion of professional responsibilities.
- C. The Board agrees that the staff shall have a thirty (30) minute duty-free lunch period.
- D. Teachers will be required to attend two (2) faculty meetings per month, not to exceed sixty (60) minutes in length. Parent conferences will be arranged at mutually convenient times for both the teacher and the parent(s).
- E. Class size, when possible, will be maintained at the recommended state guidelines.
- F. Teachers will have one (1) unencumbered preparation period per day, no less than the equivalent of one (1) instructional period, unless agreed by the NSA and the Board. Preparation time will not be used for meetings unless requested by the classroom teacher.

ARTICLE XII – SHORT TERM LEAVE

A. Sick Leave

1. Each employee shall be eligible for fifteen (15) days per year for personal illness or illness in the immediate family, pro-rated for less than full time employees, based on their contracted work year, cumulative to one hundred (100) days.

B. Jury Duty/Witness Service

1. Upon application to the Superintendent leave will be granted to an employee who is called to jury duty/witness service. Application will be made in advance with supporting documentation.
2. The employee serving on jury/witness service will be paid the difference between his/her duty pay and his/her per diem rate. This will be done upon presentation of appropriate documentation.

C. Bereavement Leave

1. Bereavement leave will be granted for up to five (5) days for a spouse, a child or a parent. Bereavement leave will be granted for up to three (3) days for siblings, in-laws, aunt/uncle or grandparent.
2. Extensions may be granted by application to the Superintendent.
3. Bereavement days will not be charged against accumulated leave.

D. Professional Leave

1. Up to three (3) days may be granted for the purpose of visiting other schools, attending educational meetings, conferences or other educational events upon approval of the Superintendent or Assistant Superintendent.

E. Personal Days

1. Full time employees shall be entitled up to three (3) days with pay for personal business or emergencies. Such days shall not be cumulative and reasonable notice shall be given when possible and must be approved in advance by the Principal.

ARTICLE XIII – SICK LEAVE BANK

- A. The Board shall permit its employees to donate personal illness days (sick leave days) to co-workers who are suffering from a severe illness or injury and who have exhausted all paid time. Participation in the program is strictly voluntary.
- B. There shall be established a reserve of sick leave days for restricted use by employees who choose to join the Sick Leave Bank in cases of emergency or exceptional need. Said "Sick Leave Bank" shall be established in the following manner:
 - i. Annually on or before October 15th teachers who wish to join the Sick Leave Bank must sign an agreement to join. (See Appendix B).
 - ii. Each teacher who joins the Sick Leave Bank shall make an initial contribution of up to five (5) sick days from his/her accumulated sick leave. Once contributed the sick days shall not be returned.
 - iii. The Sick Leave Bank will include any days remaining in the bank at the end of the preceding school year. It will have a cap of one hundred (100) days.
 - iv. Annually on or before October 15, the number of days in the Sick Leave Bank shall be replenished to a total not to exceed one hundred (100) days in the following manner: each employee who wishes to remain in the Sick Leave Bank must contribute up to five (5) additional sick days from his/her accumulated sick leave to maintain coverage.
 - v. Member shall receive written notification prior to additional required contributions. Members of the Sick Leave Bank may withdraw from coverage by requesting this in writing to the Committee.
 - vi. In the event of a reduction in force or termination, accumulated sick leave from the Bank shall not be compensated, but shall remain credited to the Bank.
 - vii. The sick days to be awarded from this bank will apply only in cases where all of the individual's accumulated sick leave has been used. Employees who receive days from the Sick Leave Bank shall be compensated at their regular daily rate of pay.
- C. The Sick Leave Bank Committee and the District Office shall keep a record of the current total number of days in the Sick Leave Bank. The members of the sick bank shall include the Executive Board of the Association.
- D. The use of days from the Sick Leave Bank shall be closely regulated and use granted only after approval by a committee composed of two Association Members and one Board Member (See Appendix A).

- E. In cases which involve work-related injuries and the individual is being compensated through Worker's Compensation, no application will be considered until the individual is released by the Worker's Compensation physician and no further income is being received through Worker's Compensation Insurance.
- F. Applications will be considered for a continuous absence due to *qualifying* personal illness or injury. Qualifying personal illness or injury shall be defined as follows: any extended critical illness, either medical or psychiatric in nature, surgery, injury, or other temporary disability due to injury, that renders the individual unable to perform the duties of his/her position. Applications resulting from elective or cosmetic procedures will not be considered.
- G. Disabilities arising from pregnancy shall be treated as any other disability and in accordance with Federal Law. When requesting sick bank days for disability before the baby is born, your doctor must indicate your anticipated delivery date on the Sick Bank Physician's Statement. Days will only be counted up to this date.
- H. A doctor's statement using the Certificate of Health Care Provider form must be received with the application, stating the following:
 - i. Applicant's name
 - ii. Description of the illness, injury, or medical condition
 - iii. Reason for absence
 - iv. Beginning date of the condition
 - v. Estimated length of absence/return to work
- I. Additional medical documentation may be required upon request of any committee member.
- J. All medical information is confidential and may be discussed only by members of the Sick Bank Committee.
- K. The Committee may award a maximum of thirty (30) days per application.
- L. The Committee may award a maximum of one hundred (100) days in a school year.
- M. The Committee will meet on an as-needed basis.
- N. The following factors will be taken into consideration by the Committee in their deliberations:
 - i. Seriousness of condition and estimated length of illness
 - ii. Previous requests and awards from the Sick Leave Bank
 - iii. Any other meaningful factor for the Committee to make a determination
- O. If the Committee does not grant sick bank days, the employee may appeal the decision in writing within ten (10) working days of receipt of the decision.

- P. The employee shall submit to the Committee additional documentation supporting the appeal. The Committee shall reconsider its decision and notify the employee in writing within ten (10) working days.
- Q. The determination of the Committee will be final and not subject to the grievance or arbitration process.
- R. The Sick Leave Bank Committee shall notify the District Office and the employee of approved allocation. The District shall then withdraw the approved days from the bank.

ARTICLE XIV – LONG TERM LEAVE

A. Leave of Absence

1. The Board will consider requests for leaves of absences without pay or benefits, submitted by certified personnel.

The Board may grant leaves of absence for special purposes such as caring for a sick family member, continuing education or other reasons. Normally the duration of a leave shall be no more than one (1) year. A certified employee may request a leave extension due to unusual or extenuating circumstances.

2. Such leaves are to be without loss of seniority or accumulated sick leave.
3. At the conclusion of a leave of absence, the teacher will be reinstated to the same or equivalent teaching position. "Equivalent" for these purposes shall mean full-time or part-time as the case may be. In the event that the employee's return from leave shall be affected by a reduction in work force, the employee's return shall be subject to the provisions of Article VIII. The teacher will notify the administration prior to the first day in April to confirm intent to return from leave.

- B. Childcare leave shall be granted without pay. Such leave may be taken for the remainder of the school year in which the child is born or received, or for a portion of the remainder of the school year. Upon request of an employee, an additional leave of one (1) full year, but not a portion thereof, shall be granted.

C. Military Leave

Military leave, without pay or any other benefits, of up to two (2) years will be granted to any professional employee who is inducted or enlists in any branch of the Armed Forces of the United States. Upon return from such leave, a professional employee will be placed on the salary schedule at the level which had been achieved in the system during the period of the employee's absence.

- D. An employee who has been granted a leave of absence under this article may make arrangements with the Central Office to make full payments of insurances, thirty (30) days in advance of the month payments are due.

ARTICLE XV – EMPLOYEE COMPENSATION

A. Health Insurance

It is agreed that the Newfields School District will pay 80% of the yearly premium for health insurance, provider to be determined by the Association and the Board, individual, two person or family coverage as applicable. Upon retirement from the School District an employee may maintain coverage as part of the "insurance group" at no cost to the School District. This provision is dependent upon the agreement of the insurer.

B. Dental Coverage

The School District will furnish to its full-time employees 100% payment of a single membership under Delta Dental Insurance covering 100% A, 80% B and 70% C. Staff members may opt to increase this coverage at their own expense to include additional services or family members.

C. Life Insurance

The School District will furnish to its full-time employees 100% payment of term life insurance in the amount of one hundred thousand dollars (\$100,000.00).

D. Long Term Disability

The School District will furnish its full-time employees 100% payment of long term disability insurance to begin on the ninety-first (91st) day of disability an amount equal to sixty-six and two-thirds ($66 \frac{2}{3}$) of the annual salary of the employee at the date of disability. Said insurance will run until the age of seventy (70) and shall be coordinated with Social Security benefits. Should, due to special or unforeseen events, disability coverage be terminated by the provider before the employee reach seventy (70), the Board and Association will meet to negotiate an equitable settlement for the employee.

E. The certified employees covered by this Agreement will be paid according to their choice of the following three (3) options. The option selected shall remain in effect until the professional employee submits written notice of change to the Central Office by the appropriate date. Employees new to the District shall be informed of this provision upon his/her hire and will be given two (2) weeks in which to select option two (2) or three (3).

1. Payment in twenty-six (26) equal biweekly paychecks from September to August.
2. Payments during the school year from September to June in twenty-one (21) or twenty-two (22) equal biweekly paychecks providing written notification is given to the District office by June 15 of the preceding school year.
3. Payment divided into twenty-six (26) equal payments with twenty-one (21) or twenty-two (22) biweekly paychecks from September to June.

Final five (5) or four (4) paychecks will be included in the last June paycheck providing written notification is given to the District Office by May 15 of the current school year.

F. Part-time Staff

1. All benefits and salary unless otherwise noted in this Agreement shall be prorated for all employees according to the number of hours employed.
2. Part-time professional employees will be advanced to the next step on the salary schedule, until the maximum is reached, for the duration of this contract.

G. Course Reimbursement

1. The School Board will reimburse the teacher up to the U.N.H. rate per credit up to twelve (12) credits per year for expenses incurred for course tuition attended during a twelve (12) month period provided these activities are outside normal working hours for the staff member. This will be paid upon satisfactory completion of the work, submission of proof of tuition expended, having completed and had approved the activity in advance by the Superintendent or Assistant Superintendent.

Online graduate courses will only be reimbursed and recognized for track changes when they meet the following criteria:

- a) The online course has a specific start and end date with a minimum of 15-hours of work for 1 graduate credit;
- b) The online course is not designed as a self-paced "module" course with no specified beginning and ending date;
- c) The online course requires regular weekly interaction with the professor i.e., discussion boards that require the class members to log in and participate in discussions;
- d) The online course has regular interactions with other students i.e., discussion boards that require the class members to log in and participate in discussions;
- e) The online assignments are regular, posted, and graded by the professor;
- f) The online course has graded mid-term and/or final examination or project;
- g) The online course is offered directly by a regionally accredited colleges and universities; and
- h) The online course offers graduate credit. Quarters and points are examples of measurements that are not acceptable as graduate credit.
- i) Courses that do not meet the above required criteria may still qualify for workshop, audit and/or conference reimbursement.

H. Mileage Reimbursement

All employees using privately owned vehicles who are required to travel during the course of a given day as part of their professional assignments will be reimbursed at

the current rate set by the U.S. General Services Administration. No teacher will be required to transport students.

I. Environmental Camp

Attendance at Environmental Camp shall be optional. Any employee attending the camp will receive either one compensation day or \$200.00 per diem for each day spent at camp. In addition, the District will reimburse an employee for additional out of pocket childcare expenses incurred by camp attendance should s/he choose compensation days. Mileage Reimbursement will be given to any employee using his/her personal vehicle to attend camp at the current rate set by the U.S. General Services Administration.

J. All teachers shall be given full credit on the salary schedule for years of outside teaching experience in any School District. Placement on the salary schedule shall be in accordance with the teacher's total years of experience and highest degree.

The salary schedule is based upon the regular work year of 185 days and the normal teaching assignment.

Sick day buy back upon retirement of 100% of accumulated sick days at the rate of \$150 per day after completion of four years of service to the District.

In order to qualify for this benefit, notice of intent to retire must be submitted in writing to the Superintendent by October 1 to retire the same school year (i.e. notice must be received by October 1, 2022 for retirement in June 30, 2023). The sick day buy back shall apply to those members who retire at the end of the school year, July or August.

If an employee is subject to a reduction in force, the notification requirement for the purpose of retirement is waived.

K. Each certified employee shall be advanced on the salary schedule until the maximum is reached, provided that the requirements for recertification have been met, and professional attitude and teaching performance is satisfactory. Increments shall be awarded only by action of the Board based upon the recommendation of the Superintendent. Increments may be withheld only for just cause.

L. Track Advancement

Only Masters level courses may be applied toward track advancement. In the case of a new degree, the increase will become effective at the time that the degree is awarded. In the case of track advancement awarded for new course credits, the increase will become effective at the time the coursework is successfully completed. In both instances the increase shall not be retroactive.

M. Longevity Benefit:

Upon completion of ten (10) years of service in Newfields, teachers shall receive a longevity stipend equal to one hundred dollars (\$100.00) times their years of service in Newfields for their long-term employment and dedication. This bonus pay amount shall be calculated at the beginning of said school year and paid out in bi-weekly installments as scheduled during the school year.

N. Staff salaries will be determined using the following salary schedules:

Newfields Teacher Salary Schedule for 2022-2023 and 2023-2024

The teacher salary schedule will increase each year as follows: 3% increase for the 2022-2023 and 2% increase for the 2023-2024 school years.

NEWFIELDS TEACHER SALARY SCHEDULE FOR 2022-2023

| 2022-2023 | | | | | | | |
|------------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|
| Step | BA | BA15 | BA30 | MA | MA15 | MA30 | MA45 |
| 1 | \$ 46,619.00 | \$ 48,250.00 | \$ 49,940.00 | \$ 51,686.00 | \$ 53,496.00 | \$ 55,369.00 | \$ 57,307.00 |
| 2 | \$ 48,717.00 | \$ 50,420.00 | \$ 52,189.00 | \$ 54,011.00 | \$ 55,904.00 | \$ 57,859.00 | \$ 59,884.00 |
| 3 | \$ 50,909.00 | \$ 52,690.00 | \$ 54,535.00 | \$ 56,443.00 | \$ 58,419.00 | \$ 60,464.00 | \$ 62,580.00 |
| 4 | \$ 53,199.00 | \$ 55,064.00 | \$ 56,989.00 | \$ 58,984.00 | \$ 61,048.00 | \$ 63,185.00 | \$ 65,396.00 |
| 5 | \$ 55,593.00 | \$ 57,540.00 | \$ 59,555.00 | \$ 61,639.00 | \$ 63,796.00 | \$ 66,026.00 | \$ 68,337.00 |
| 6 | \$ 58,096.00 | \$ 60,131.00 | \$ 62,232.00 | \$ 64,411.00 | \$ 66,666.00 | \$ 69,000.00 | \$ 71,414.00 |
| 7 | \$ 60,707.00 | \$ 62,834.00 | \$ 65,034.00 | \$ 67,311.00 | \$ 69,667.00 | \$ 72,105.00 | \$ 74,629.00 |
| 8 | \$ 63,440.00 | \$ 65,664.00 | \$ 67,960.00 | \$ 70,339.00 | \$ 72,802.00 | \$ 75,350.00 | \$ 77,987.00 |
| 9 | \$ 66,299.00 | \$ 68,618.00 | \$ 71,018.00 | \$ 73,503.00 | \$ 76,077.00 | \$ 78,740.00 | \$ 81,496.00 |
| 10 | \$ 69,280.00 | \$ 71,704.00 | \$ 74,214.00 | \$ 76,812.00 | \$ 79,502.00 | \$ 82,282.00 | \$ 85,162.00 |

NEWFIELDS TEACHER SALARY SCHEDULE FOR 2023-2024

| 2023-2024 | | | | | | | |
|-----------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|
| Step | BA | BA15 | BA30 | MA | MA15 | MA30 | MA45 |
| 1 | \$ 47,551.00 | \$ 49,215.00 | \$ 50,939.00 | \$ 52,720.00 | \$ 54,566.00 | \$ 56,477.00 | \$ 58,453.00 |
| 2 | \$ 49,692.00 | \$ 51,429.00 | \$ 53,232.00 | \$ 55,092.00 | \$ 57,022.00 | \$ 59,016.00 | \$ 61,082.00 |
| 3 | \$ 51,928.00 | \$ 53,744.00 | \$ 55,626.00 | \$ 57,571.00 | \$ 59,588.00 | \$ 61,673.00 | \$ 63,832.00 |
| 4 | \$ 54,263.00 | \$ 56,165.00 | \$ 58,128.00 | \$ 60,164.00 | \$ 62,269.00 | \$ 64,448.00 | \$ 66,704.00 |
| 5 | \$ 56,705.00 | \$ 58,691.00 | \$ 60,746.00 | \$ 62,872.00 | \$ 65,071.00 | \$ 67,346.00 | \$ 69,704.00 |
| 6 | \$ 59,257.00 | \$ 61,333.00 | \$ 63,476.00 | \$ 65,699.00 | \$ 67,999.00 | \$ 70,380.00 | \$ 72,842.00 |
| 7 | \$ 61,922.00 | \$ 64,091.00 | \$ 66,334.00 | \$ 68,657.00 | \$ 71,061.00 | \$ 73,547.00 | \$ 76,121.00 |
| 8 | \$ 64,709.00 | \$ 66,977.00 | \$ 69,319.00 | \$ 71,746.00 | \$ 74,258.00 | \$ 76,857.00 | \$ 79,547.00 |
| 9 | \$ 67,625.00 | \$ 69,990.00 | \$ 72,438.00 | \$ 74,973.00 | \$ 77,598.00 | \$ 80,314.00 | \$ 83,126.00 |
| 10 | \$ 70,666.00 | \$ 73,138.00 | \$ 75,698.00 | \$ 78,348.00 | \$ 81,093.00 | \$ 83,928.00 | \$ 86,865.00 |

ARTICLE XIV – DURATION AND TERMINATION

- A. This Agreement may not be modified, in whole or in part, by the parties, except by an instrument in writing, duly executed by both parties.

Whenever any notice is required to be given by either party to this Agreement to the other, pursuant to the provisions of this Agreement, either party may do so by telegram, registered or certified mail at the following addresses:

If by the Association to: School Administrative Unit 16 School Board, Newfields School District, 30 Linden Street, Exeter, N.H. 03833.

If by the Board to: President of the Association or his/her designee at the appropriate address filed with the Board.

- B. This Agreement shall be in effect from September 1, 2022 to August 31, 2024.

In witness there of the parties have caused this Agreement to be signed by their respective Chairperson/President and witnesses.

Yodanis C. Bennett

Newfields Staff Association

11/3/2021
Date

Thomas Hays

Newfields School Board

11/3/2021
Date

APPENDIX A

| | |
|---|----------|
| SICK LEAVE BANK APPLICATION NEWFIELDS STAFF ASSOCIATION NEWFIELDS ELEMENTARY SCHOOL | |
| Name | |
| Home Address | |
| Home Telephone No. | |
| Position | |
| Last Day of Work | |
| Expected Date of Return to Work | |
| Number of Requested Sick Bank Days* | |
| Start Date | End Date |
| Attending Physician | |
| I have attached my physician statement <input type="checkbox"/> YES <input type="checkbox"/> NO | |
| Comments (please attach additional sheets as necessary) | |
| Signature | Date |

*The Sick Bank Committee will only consider approval for sick bank days from the time that the request was received.

APPENDIX B

DECISION

| | |
|--|---------------------------------------|
| Request Approved | Date |
| (Committee Member — Association Representative) | |
| Request Approved | Date |
| (Committee Member — Board Representative) | |
| Number of Days Approved: <input style="width: 50px; height: 20px;" type="text"/> | Physician Statement has been received |
| Dates Beginning _____ | Through _____ |
| Request Denied | Date |
| (Committee Member — Association Representative) | |
| Request Denied | Date |
| (Committee Member — Board Representative) | |
| If denied, reason denied | |

| | |
|--|------|
| <p align="center">SICK LEAVE BANK ENROLLMENT FORM NEWFIELDS STAFF ASSOCIATION NEWFIELDS ELEMENTARY SCHOOL</p> | |
| Name | |
| Home Address | |
| Home Telephone No. | |
| Position | |
| Date of Hire | |
| <p>I have read and am aware of all conditions of the Newfields Staff Association Sick Leave Bank and Sick Leave Bank Guidelines. I understand that contribution of additional days may be required as stated in the Sick Leave Bank Guidelines. Once contributed, sick days shall not be returned. By my signature below am applying for membership and authorizing contribution of days.</p> | |
| Signature | Date |
| | |