

MASTER AGREEMENT

BETWEEN

PLYMOUTH EDUCATION ASSOCIATION

AND

PLYMOUTH SCHOOL BOARD

2012-2013

2013-2014

2014-2015

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PREAMBLE

AGREEMENT entered into this day of _____, 2012 by and between the BOARD OF EDUCATION, PLYMOUTH SCHOOL DISTRICT (hereinafter called the "BOARD") and the PLYMOUTH EDUCATION ASSOCIATION (hereinafter call the "ASSOCIATION").

WITNESSETH

WHEREAS, the BOARD and the ASSOCIATION recognize that the development and operation of educational programs of the highest quality for the benefit of the students and the community of Plymouth are common objectives which require for their effective attainment cooperation among the BOARD, the Superintendent, the Administration, and the Teachers and since these groups have the same ultimate aim of providing the best possible educational opportunity for all pupils enrolled in the schools. WHEREAS, the BOARD, the Superintendent, the Administration, and the Teachers can best attain their common objectives if each utilizes the ability, experience and judgment of the others in formulating policies and making decisions that involve matters of mutual concern and which affect the qualify of Plymouth's education program, and

WHEREAS, the BOARD and the ASSOCIATION have each negotiated in good faith, and WHEREAS, the BOARD and the ASSOCIATION have reached certain understanding which they desire to confirm in this agreement.

NOW, THEREFORE, it is mutually agreed as stipulated in the aforementioned statements and as follows:

ARTICLE I – PRINCIPLES

- A. In order to achieve the professional goals for the Plymouth Public Schools, a free exchange of views between the BOARD and the ASSOCIATION is desirable, proper, and necessary.
- B. The BOARD and the ASSOCIATION agree to negotiate in good faith, in accordance with the procedures set forth herein, and consistent with appropriate statutes, to secure an agreement on school district policies and practices affecting terms and conditions of professional employment. The agreement so negotiated shall bind the BOARD and the ASSOCIATION and shall be reduced to writing and signed by the BOARD and the ASSOCIATION.
- C. The chief executive officer is the Superintendent of Schools who is the BOARD'S executive officer, professional advisor, and chief administrator of the schools. It is the duty of the Superintendent to exercise professional leadership by encouraging the professional staff to engage in the development of forward-looking proposals for study and adoption by the BOARD and the administration in all matters pertaining to the improvement of the Plymouth Public Schools. (This is a statement of philosophy and is not subject to the grievance procedure.)

ARTICLE II – RECOGNITION

- A. For purposes of collective negotiations the BOARD recognizes the ASSOCIATION as the exclusive representative of all teachers of the Plymouth School District during the term of this agreement. The ASSOCIATION agrees to represent all teachers covered by this agreement without regard to membership in the ASSOCIATION.
- B. The term "teacher", as used in this agreement, shall mean a professional employee of the Plymouth School District under contract for the school year whose position requires certification by the State Board of Education as a professional engaged in classroom teaching. The term "teacher" also includes all guidance personnel, librarians and media specialists. Superintendents, assistant superintendents, principals, assistant principals, teacher aides, business administrators, or persons employed by the State Board of Education are excluded from the negotiation unit and from this definition of teacher.

ARTICLE III – SCHOOL BOARD AUTHORITY

The BOARD, subject only to the language of this agreement, reserves itself full jurisdiction and authority over matters of policy and retains the rights, in accordance with applicable laws and regulations, to direct and manage all activities of the school district. The BOARD, on behalf of the District, is authorized to negotiate terms and conditions of employment and to enter into written agreements with recognized employee organizations. The parties understand that neither the BOARD nor the Superintendent may lawfully delegate powers, discretions, and authorities which by law are vested in them, and this agreement shall not be construed so as to limit or impair their respective statutory powers, discretions, and authorities.

ARTICLE IV – ASSOCIATION RIGHTS

- A. The ASSOCIATION will have the right to use the school building at reasonable times, without cost, for meetings. Request for the use of the buildings will be made to the Principal in advance.*
- B. The ASSOCIATION will, upon request, be given an opportunity at faculty meetings to present brief reports and announcements.*
- C. The ASSOCIATION will, upon request, be given a place on the agenda of the orientation program for all teachers.*
- D. The ASSOCIATION will have the right to post notices on its activities and matters of teacher concern in teachers' work rooms and shall continue to have the use of the teacher mailbox systems.*
- E. Upon notification by an employee, the BOARD will deduct dues for the professional association and forward such deductions to the Association treasurer. On or before October fifteenth dues deductions will begin (see Appendix "C" for form). The BOARD shall be held harmless from any and all claims in connection therewith.*
- F. Upon notification by an employee, the BOARD will make deductions for a legally chartered credit union.*
- G. The ASSOCIATION may, with permission from the Principal, use school equipment, normally used by teachers, for ASSOCIATION activities. However, expendable material will be at the expense of the ASSOCIATION.*
- H. Rights granted to the ASSOCIATION under this Article shall not, in the judgment of the BOARD, be disruptive or injurious to the Plymouth schools, the students, the faculty or administration, nor in violation of any of the provisions of this agreement.*
- I. During the term of this agreement, the rights and privileges set forth in this Article shall not be granted to any other bargaining agent.*
- J. Request under the provision of this Article shall mean permission and shall be made to the Principal or his designee.*
- K. The ASSOCIATION may request a place on the agenda of the regularly scheduled BOARD meeting. The Superintendent must be informed of the nature of the request at least seven (7) days prior to the meeting.*

ARTICLE V – NEGOTIATIONS PROCEDURE

- A. On or before October first of the prior year in which this agreement expires, the ASSOCIATION may notify the BOARD of its desire to terminate or modify the terms and conditions of this agreement and shall submit no later than October seventh to the BOARD its demands on negotiable items. The parties shall meet, confer, and negotiate in accordance with the procedures set forth in RSA 273-A, and in a good faith effort to reach a mutual understanding and agreement.*
- B. The Negotiating Committee of the BOARD and the Negotiating Committee of the ASSOCIATION shall have the authority to reach a complete agreement, subject to ratification by the BOARD and the qualified voting members of the ASSOCIATION covered by this agreement.*
- C. The BOARD agrees to help the ASSOCIATION to obtain such non-confidential information in its possession as is reasonably requested. For extensive studies two working days may be required.*
- D. Any agreement reached which requires the expenditure of public funds for its implementation shall not be binding upon the BOARD unless and until the necessary appropriations have been made*

by the voters of the District. The BOARD shall make a good faith effort to secure the funds necessary to implement said agreements.

E. Either party may utilize the services of outside consultants and may call upon professional and lay representatives to assist or represent it in negotiations.

F. Any agreement reached shall be reduced to writing and be signed by the BOARD and the ASSOCIATION. A copy of the Agreement shall be filed with the New Hampshire Public Employee Labor Relations Board within fourteen (14) days of the signing.

G. If, after discussion of all negotiable matters, or after November thirtieth, the parties fail to reach agreement, either party may declare impasse. In the event of an impasse, either party may request a mutually acceptable mediator for the purpose of assisting them in reconciling their differences and resolving the controversy on terms which are mutually acceptable. The mediator will meet with the parties forthwith, either jointly or separately, in order to persuade the parties to resolve their differences and effect a mutually acceptable agreement. The parties may agree to omit mediation and go directly to fact-finding.

H. If the mediator is unable to effect settlement of the controversy, either party may, by written notification to the other, request that their differences be submitted to fact-finding. Alternatively as in "G" above, the parties may by mutual agreement omit mediation and go directly to fact-finding. The fact finder will meet with the parties or their representatives, or both, forthwith, either jointly or separately, make inquiries and investigations, and hold hearings. Any such hearings will be held in closed session. The BOARD and the ASSOCIATION will furnish the fact finder, upon his request, all records, papers, and information in their possession relating to any matter under investigation by or in issue before the fact finder. If the dispute is not resolved prior thereto, the fact finder shall make findings of fact and suggest terms of settlement regarding the disputed matters submitted to him.

I. The cost for the services of mediator and/or fact finder, including per diem expenses, if any, will be shared equally by the BOARD and the ASSOCIATION.

J. Determination and/or recommendations under the provisions of Sections "G" and "H" of this article will not be binding on the parties.

ARTICLE VI – TEACHER EMPLOYMENT

A. The BOARD will hire only those teachers who are certifiable by the New Hampshire State Department of Education for every regular teaching assignment. The exception will be that this provision shall not apply in the instance where, in the opinion of the Superintendent, availability of personnel is critical, and appropriate waiver is granted by the Department of Education.

B. Except in extenuating circumstances, teachers will be notified of their teaching assignment on or before the last day of the academic school year for the ensuing year. Under Article XVIII, Grievance Procedure, this will be grievable through Level Three.

C. Employment opportunities are defined as follows: all employee openings, be they new positions, replacements, transfers, or promotions. Said opportunities shall be adequately publicized by the Central Office in accordance with the following procedure. Notice of all employment opportunities shall be posted in each faculty lounge for at least fifteen (15) days prior to the position being filled. In the event that an employment opportunity occurs during the summer recess, the Superintendent will inform the president and vice-president of the ASSOCIATION. Preferential consideration will be given to qualified applicants already employed by the Plymouth School District. Length of service in the Plymouth Schools will be one of the factors weighed in the deliberations.

ARTICLE VII – TEACHERS' RESPONSIBILITIES

A. The ASSOCIATION and its members recognize that each teacher has a professional responsibility to provide the best possible opportunity to each and every student. The ASSOCIATION agrees that a teacher's day is not necessarily coterminous with that of the pupil.

B. Teachers are expected to put in whatever time is necessary to carry out their professional duties, including faculty meetings, conferences with parents or students, extra help to students, open house, or conferences with the administration as required. Such meetings shall be of reasonable duration.

C. Except for duties which may be assigned by the Principal, the teachers' workday will begin fifteen minutes before the opening of school and will terminate one-half hour following the close of school.

There may be one regularly scheduled teachers' meeting called by the Principal each month. However, special meetings may be called in cases of extenuating circumstances. (24-hour notice will be given except in cases of extreme emergency.)

It is the intention of the BOARD to provide teachers with one (1) planning period per day.

D. *The BOARD agrees to provide each teacher with a duty-free lunch each day.*

E. *The BOARD agrees to provide each Unit with an aide subject to budgetary considerations.*

F. *No teacher shall sell textbooks, supplies, or other materials to be used in his class, unless it is a usual and customary practice, without the written permission of the Superintendent or his designee.*

G. *The BOARD and the ASSOCIATION recognize that certain classes must be limited in size due to subject content, room capacities or student safety, to provide the best educational opportunities for our students. The Administration agrees to consult with the ASSOCIATION to determine appropriate class size. Under Article XVIII, Grievance Procedure, this will be grievable through Level Three.*

ARTICLE VIII – SALARY

- A.** *The basic salaries of teachers covered by this Agreement are set forth in Appendix A which is attached to and incorporated in this Agreement.*
- B.** *A teacher entering the school district shall begin on the appropriate Bachelor's or Master's salary track as determined by the BOARD upon the recommendation of the Superintendent.*
- C.** *A probationary teacher employed prior to February fifteenth of the school year shall receive a full year's credit on the salary schedule and if approved for appointment to the next school year, shall be moved to the next highest step on the salary schedule as of September first of the next school year.*
- D.** *The Superintendent shall continue to have the right to withhold, for just cause, all or part of any salary to which any employee covered by this Agreement may be entitled hereunder.*
- E.** *Co-curricular activities which the BOARD offers are not considered part of a teacher's normal duties and responsibilities. Qualified employees who may now, or in the future, contract with the BOARD to perform co-curricular service(s) are free to discuss their respective salaries and working conditions with the administration, except that no agreements shall be reached which are in conflict with the terms or conditions of this Agreement.*
- F.** *When the accumulated number of semester hours beyond the Bachelor's degree reaches the next level on the salary schedule, the teacher shall be placed on the track which reflects this accumulation of credits upon presenting evidence of the same. Any condition which changes the status of an individual teacher during the school year, such as compensation for credits earned, or the awarding of a degree, will become effective on the ensuing school year, and not at the time of the change. For budgetary purposes, the Superintendent must be notified in writing by November first preceding the following school year of the probable amount of compensation for individual teachers.*
- G.** *The BOARD may, at its discretion, allow an amount above a teacher's place on the schedule for outstanding service to the school.*
- H.** *In addition to deductions described elsewhere in this Agreement, the BOARD will provide payroll deductions to financial institutions of a teacher's choice. Teachers will pay a one-time fee of five dollars (\$5) at the time this is authorized by the teacher under this Article VIII, Section H.*

ARTICLE IX – INCENTIVE FOR PROFESSIONAL GROWTH

- A.** *Professional development is an important part of the teaching profession. Professional development activities may include (but are not limited to) courses, workshops, combinations of course/workshop, visitations, projects, or other types of activities as listed in the SAU #48 Master Plan for Staff Development.*
- B.** *Reimbursement for courses, workshops or other professional development activities will require prior approval of the Principal and the Superintendent of Schools by submission of the appropriate "Professional Development Approval/Reimbursement Form." To be eligible for reimbursement, a teacher must present to the administration a photocopy of a transcript or other acceptable documentation of successful completion of the activity. A teacher will not be reimbursed to the amount a grant in aid is received. The total annual allotment for all reimbursements for a teacher will not exceed, without prior approval of the Principal and Superintendent, the total cost equivalent of nine*

(9) graduate credits at Plymouth State University. Funding will be limited to the amount budgeted. Additional guidelines for reimbursement for specific types of activities are listed below:

1. *Course Reimbursement.*

The School District shall reimburse each teacher at the rate of Plymouth State University graduate credit he may acquire beyond the Bachelor's degree at an accredited college or university up to a maximum of nine (9) credits per year. No more than four (4) credits will be reimbursed during any one semester of the calendar year unless written permission is granted by the Principal and the Superintendent. Allowable expenses for course reimbursement are registration fees and tuition. Mileage reimbursement is not included.

2. *Workshop Reimbursement.*

Expenses which will be reimbursed are registration fees, lodging, meals, mileage and workshop materials.

3. *Workshop/Course Reimbursement.*

If a teacher wishes to attend a workshop for which optional graduate college credit may be obtained for an additional fee, the teacher must indicate on the "Professional Development Approval/ Reimbursement Form" at the time of initial request which option is being selected (workshop option or course credit option). If the workshop option is elected at the time of request for approval, reimbursement will include workshop-related expenses as listed above in (2) Workshop Reimbursement. If the optional graduate credit is elected at the time of request for approval, reimbursement will include workshop-related expenses (excluding mileage) and course-related expenses (including tuition). The agency awarding such credit must be an accredited degree- or credit-granting educational institution (college or university).

4. *The District will pay up to 50% for approved course work in advance, provided the teacher completes and signs an agreement to satisfactorily complete the course and earn at least a grade of B- or higher. Said agreement will authorize the District to withhold the cost of the course from payroll if the teacher fails to meet the terms of the agreement.*

If the teacher is leaving the employment of the District and has not complied with the language above, the District reserves the unilateral right to withhold the amount of money due the District from the last paycheck owed to the teacher.

C. *The BOARD agrees to fund and maintain a program of grants for the purpose of establishing modifications and/or innovations in the curriculum and educational programs of Plymouth Elementary School.*

ARTICLE X – LONGEVITY STIPEND

A. *Teachers hired prior to June 30, 2003 shall have added to their yearly contracts the following stipends for each block of five (5) uninterrupted years commencing after ten (10) years of teaching in this system.*

<i>After 10 years</i>	<i>\$1,000</i>
<i>After 15 years</i>	<i>\$1,500</i>
<i>After 20 years</i>	<i>\$2,000</i>
<i>After 25 years</i>	<i>\$2,500</i>
<i>After 30 years</i>	<i>\$3,000</i>

The sum will be listed as a separate item and will be added to the contract each year following every tenth year as long as the teacher is employed by the Plymouth School District. (One full year will be considered at least 160 contract days except in extenuating circumstances as reviewed by the Board.) Current employees are grandfathered under the 1989-1990 Master Contract longevity. Upon reaching year ten (10) of service in the Plymouth School District, teachers covered under the grandfathered clause longevity will revert to the ten (10) year schedule exhibited in the 1990-1991 Master Contract. All new employees hired as of July 1, 1990 fall under the 1990-1991 longevity schedule. Teachers hired after June 30, 2003, are not eligible for this benefit.

ARTICLE XI – SUBSTITUTES

The BOARD will maintain an adequate list of substitute teachers. Teachers shall be informed of a telephone number they may call before 6:30 am to report unavailability for work. Once a teacher has reported unavailability, it shall be the responsibility of the administration to arrange for a substitute teacher. The use of regular teachers as substitute teachers shall be only in emergencies.

ARTICLE XII – STAFF EVALUATION

A. *The parties recognize the importance and value of a procedure for assisting and evaluating the progress and success of both newly employed and experienced teachers for the purpose of improving instruction.*

B. *All monitoring or observation of the work performance of a teacher shall be conducted openly and with full knowledge of the teacher. The primary purpose of observation is to improve instruction. Therefore, observations are to be followed up as soon as possible by a conference to constructively review the teacher's performance in an effort to improve the effectiveness of the teacher. Written supervisory reports of teacher observations will be prepared except during the first one month of employment.*

C. Observation of probationary teachers.

1. *Observations of probationary teachers shall be conducted at least three (3) times during the school year.*

2. *The written report of each observation shall be discussed in detail with the teacher within seven (7) school days after the observation. The teacher and observer shall acknowledge the review of all reports by affixing their signatures to each report prior to the filing of said reports. A signature does not necessarily mean agreement.*

3. *No probationary teacher will be formally observed twice in the same day.*

4. *Teacher observation during the last period on Fridays will be avoided unless circumstances make it necessary.*

D. *Periodic observations of all non-probationary teachers shall be conducted during the school year. The same observation procedures as detailed for probationary teachers shall be followed for non-probationary teachers.*

E. *In the event that the teacher feels his evaluation was incomplete or unjust, he may put his objections in writing and have them attached to the evaluation report to be placed in his file of teacher evaluations within ten (10) school days of the post conference.*

F. *Any complaint regarding a teacher made to any member of the administration by a parent, student, or other person which may be used in any manner in evaluating a teacher shall be promptly investigated. The teacher shall be given an opportunity to respond to and meet with the person making the complaint in order that he may rebut the complaint. If the person making the complaint refuses to participate in this procedure, any and all references to the complaint shall be removed from the teacher's file. The teacher shall acknowledge that he had the opportunity to review such complaint by affixing his signature to the copy to be filed with the express understanding that such signature in no way indicates agreement with the contents thereof. The teacher shall also have the right to submit a written answer to such material, and his answer shall be reviewed by the Superintendent or his designee and attached to all copies.*

G. *During the first three (3) weeks of school, the administration shall orient all teachers new to the district regarding evaluative procedures and instruments.*

H. *In recognition of the concept of improvement, the Administration shall promptly notify a teacher in writing of any alleged deficiencies, indicate expected correction, and indicate a reasonable period for correction. In the event that a deficiency could result in termination of employment, copies of any notice to the teacher shall be promptly forwarded to the Association at the teacher's request.*

I. *No teacher shall be discharged, non-renewed, suspended, disciplined, reprimanded, adversely evaluated, reduced in rank or compensation, or deprived of any professional advantage, without just cause. All information forming the basis for disciplinary action will be made available to the teacher and if the teacher so desires, to the ASSOCIATION. The only exception shall be the non-renewal of a*

probationary teacher. A probationary teacher shall be any teacher in their first or second year of employment with the Plymouth School District.

J. Suspension

1. In accordance with RSA 189:31, 32 the Superintendent may suspend a staff member with pay, pending action by the BOARD. Such School BOARD action shall occur within (30) days of the date of the suspension.
2. The Superintendent shall file written charges with the School BOARD and shall forward copies of the charges to the suspended staff member and, if the teacher so desires, to the ASSOCIATION.

ARTICLE XIII – PERSONNEL FOLDER

- A. Each teacher will have the right upon request and in the presence of the Superintendent of Schools or his designee to review and copy the contents of his complete personnel file, with the exception of confidential references and recommendations. A teacher will be entitled to have a representative of the ASSOCIATION accompany him during such review.
- B. The teacher will acknowledge the review of such material by affixing his signature to the copy filed with the express understanding that such signature in no way indicates agreement with the contents thereof. The teacher will also have the right to submit a written answer to such material and that answer shall be reviewed by the Superintendent and attached to the file copy.

ARTICLE XIV – LEAVES OF ABSENCE

A. Absences for Personal Illness and Illness in the Immediate Family.

1. Conditions

- a. A full-time professional employee may be absent fifteen (15) working days each year without loss of pay during the school year subject to the conditions stated herein. The total numbers of allowable days leave may be used for personal illness or illness in the immediate family.
- b. Immediate Family. The immediate family shall include the following members of the professional employee's household: wife, husband, and unmarried children. Exception to this definition shall be made for grandparents, spouse's siblings, married son, daughter, and the father, mother, brother and sister of the professional employee or his or her spouse. Also, a person who is not related to the professional employee, but who permanently reside in his or her home and is considered a member of the immediate family (excluding those unrelated household residents whose major reason for residing the household is to share expenses).
- c. A full-time professional employee may accumulate up to 120 days of allowable leave without loss of pay. Accumulated days may only be applied for teacher absences described above (in Item a) as personal illness or disability. Such absences will be deducted from accumulated leave after the days granted on an annual basis have been used.
- d. Child Care. An employee who request days to be absent for child care on a short term emergency basis because of illness or hospital confinement of the spouse shall be charged under illness of immediate family.
- e. Medical Emergency. In the event of critical illness to a member of the immediate family who is not a member of the household, an employee may be absent from his or her teaching duties under illness of the immediate family. The administration may request medical documentation, and it shall be attached to the absence form when submitted to the Central Office.

2. Medical Certificate. It is the responsibility of the professional employee's personal physician to diagnose illness or injury as it pertains to either the teacher or a member of his immediate family. Therefore, for any absence claimed under personal illness or illness in the immediate family which exceeds five (5) consecutive working days, the administration may

request substantiation by a certificate from the attending physician indicating diagnosis and treatment.

3. Workmen's Compensation Injuries. *An employee who is absent due to a work related accident or illness as defined in Workmen's Compensation laws shall receive the net difference between Workmen's Compensation payments and his full pay at his applicable salary rate. Such payment by the BOARD shall continue for a period of time up to the total number of sick days accumulated. These days will not be subtracted from accumulated sick leave. These benefits apply to a specific incident. They may not be applied on a second occasion for the same incident upon returning to work. The teacher shall notify the Superintendent's Office when benefits are being received.*

B. Absences for Personal, Business and Religious Observance. *Teachers shall be entitled to a maximum of three (3) paid non-accumulating personal leave days as follows: conducting important affairs which cannot be accomplished at any other time or important Holy days. Except that, additional days, with or without pay, shall be at the discretion of the Superintendent, and such action by the Superintendent shall not be subject to the grievance procedures of this Agreement and excludes such things as social affairs, pleasure trips, and recreation. To be eligible for personal leave under this section, written notification shall (except in emergency) be presented to the respective building Principal at least two (2) days prior to any such personal leave.*

There shall be no use of a personal day, on the day prior to or following the December holiday break, February recess or April spring vacation without the written permission of the Superintendent.

C. Absences for Professional Development. *This schedule recognizes the fact professional development is an important part of the teaching profession. Recognition of professional affiliations of teachers should be considered to the extent of four (4) non-accumulating days annual leave approved by the Principal, without loss of pay, for attendance at workshops, conventions, or for school visitations. Teachers must request permission from the Principal at least seven (7) days prior to leave unless there are extenuating circumstances. Each teacher will file with the Principal a general summary of the meeting attended within seven (7) days of said activity. Deadlines are established for the presentation of staff development proposals and authorization from the staff development committee regarding formal completion. The ASSOCIATION will assist in publicizing any such deadlines.*

D. Absences for Death in the Immediate Family. *A maximum of five (5) days leave without loss of pay or deduction of leave allowance shall be allowed for each death in the immediate family as defined (employee's household residence requirement waived). A death which required the absence of a professional employee and is not covered under the immediate family may be charged from the teacher's allowable leave.*

E. Absences for Jury Duty. *An employee called as a juror will be paid the difference between the fee he received for such service and the amount of earnings lost by him be reason of such service, based on the employee's regular daily rate.*

F. Extended leaves of Absence

1. *All members of the professional staff who have been granted non-probationary status may apply for a leave of absence from their professional duties for a period of one school year, said leave to begin at the opening of school in September, in order that continuity of class work during the term may be insured, and renewal for one additional year, without salary or continuation of other employee benefits. Approval by the Superintendent of such requests is subject to the employment of a suitable replacement teacher and initial approval of the Principal.*

2. *Extended leaves will be granted for the following reasons:*

a. *Military duty – exception – leave shall be granted to the full extent of military service.*

b. *Peace Corps, VISTA, Exchange Teacher, and Teacher Corps.*

c. *Participation in educational and/or public service.*

d. *President of NEA-NH.*

e. *An employee called to service for not more than fourteen (14) day annual training tour of duty with the National Guard or Armed Forces Reserves will be paid the difference between his pay for such government service and the amount of*

earnings lost by him for reason of such service based on the employee's regular daily rate.

3. *Maternity or Paternity Leave*
 - a. *Child-Rearing Leave.* Upon request a teacher will be granted a leave of absence for the purpose of caring for a newborn infant or for an adopted infant up to the age of 18 months. The leave shall be without pay. No step advancement on the salary schedule or credit towards tenure will be given for the duration of an annual leave. The teacher on leave will not earn or accumulate sick leave days. The leave shall be for the requested length of time, but not longer than the remainder of the current year and from September 1, through June 30 of the following year.
 - b. *Childbearing Leave.* A teacher who is pregnant shall be entitled to the extent of accumulated sick leave, upon request. Up to eight weeks of the accumulated sick leave may be used without certification of disability by the attending physician. Use of accumulated sick leave beyond eight weeks shall be granted upon a physician's documented diagnosis of disability resulting from pregnancy, miscarriage, or child birth. Such leave will begin at any time between the commencement of her pregnancy and one (1) school year after the child is born. The teacher shall notify the Superintendent at least thirty (30) days prior to the date on which the leave is to begin, except in cases of emergency.
 - c. A teacher who is pregnant may continue in active employment as long as the teacher is able to adequately perform her duties and can supply medical evidence to insure her health and safety.
4. Upon return from a leave of absence the teacher will be assigned to substantially the same teaching assignment completed prior to the leave absence. There shall be no loss of steps on the salary schedule, and the teacher shall advance to the next step on the salary schedule which corresponds to their placement prior to the leave.
5. The BOARD reserves the right to review employee requests for an extension of benefits based upon unusual circumstances not covered by the contract in effect with an employee group and the BOARD. Any extension of contract benefits by School BOARD action shall be based upon the individual circumstances of the employee request and shall not be construed by the ASSOCIATION as a precedent binding future action of the School BOARD.

ARTICLE XV – SABBATICAL LEAVE

The granting of sabbatical leave to professional staff members is subject to the following conditions:

- A. *Sabbatical leave will not be granted for purposes of studying for another trade or profession or for the purpose of engaging in gainful employment, provided however, that a staff member on leave and undertaking a full-time program of graduate work shall be permitted to undertake compensable part-time teaching and/or accept a scholarship or fellowship stipend.*
- B. *Teachers who have been employed for seven (7) consecutive years in Plymouth may submit an application.*
- C. *A sabbatical shall be for a full school year or for one-half school year (one semester).*
- D. *A leave may be granted for full-time graduate study or educational research.*
- E. *Application for leave shall be submitted in writing to the Principal and Superintendent on or before January fifth stating fully the purpose for which leave is requested. The Superintendent will then make recommendation to the BOARD. The BOARD reserves final judgment in granting any and all sabbaticals.*
- F. *Sabbatical leaves if granted shall not exceed two members of the professional staff.*
- G. *A teacher granted a one-year sabbatical will receive one-half of the regular scheduled salary. A teacher granted a one-semester sabbatical will receive full salary.*
- H. *A teacher granted a sabbatical agrees to return to the Plymouth School District for a period of not less than two (2) years.*
- I. *Upon returning from sabbatical leave an employee shall be restored to his former position, or, after consultation with the teacher and with the teacher's approval, to a position of comparable status.*

ARTICLE XVI – SCHOOL CALENDAR

- A. *The ASSOCIATION and individual teachers may make recommendations to the Principal for the ensuing year's school calendar. The Principal in turn will make the teachers recommendation known to the Superintendent. The BOARD will make the final determination. The number of teacher days shall not exceed one hundred eighty-five, except for any position whose job description inherently requires additional days worked on a continual, annual basis beyond the school year.*
- B. *Compensation for teachers beyond the number of days in their contract will be at the per diem rate based on their current salary.*
- C. *Whenever time permits, the Superintendent shall consult with the ASSOCIATION prior to making a calendar change.*
- D. *The BOARD agrees to provide a total of seven hours of uninterrupted preparation time during the three day school resumption period. The seven hours will be scheduled by the BOARD.*
- E. *In the event days must be made up due to inclement weather or other possibilities, the Superintendent will consult with the ASSOCIATION about possible dates to meet State requirements. The BOARD will make the final determination.*

ARTICLE XVII – REDUCTIONS IN FORCE

- A. *It is agreed that the BOARD has the right to lay off teachers in order to adjust staff to the budget, enrollment, or changes in the curriculum.*
- B. *A laid-off teacher is one whose contracted position has been eliminated or reduced because of lack of work, or funds, or under conditions where continuation of such work would be inefficient and nonproductive.*
- C. *In the event that it should become necessary for the School BOARD to reduce the number of teachers, the reduction, insofar as possible, will be effected through normal attrition.*
- D. *If it should become necessary for the BOARD to further reduce the number of teachers, this will be done whenever possible in inverse order of service to the Plymouth Public Schools. A teacher will not be laid off when there is a position for which he is qualified, which is then held by a teacher with less service to the Plymouth Public Schools. There can be extenuating circumstances where the level of the educational system will dictate that the foregoing sentences will not apply.*
- E. *Laid-off teacher shall have the following re-employment rights:*
 - 1. *Laid-off teachers will be considered for re-employment during the school year they are laid off plus the following school year and will be offered positions for which they are qualified.*
 - 2. *Such re-employment shall not result in loss of credit for previous years of experience.*
 - 3. *No new or substitute appointments may be made while there are laid-off teachers available and qualified to fill the positions.*
- F. *Qualifications shall be determined by the BOARD, subject to challenge by any aggrieved teacher under the grievance procedure described in Article XVIII.*

ARTICLE XVIII – GRIEVANCE PROCEDURE

A. *Definitions*

- 1. *Any misapplication, misinterpretation, or violation of this contract, applicable BOARD policy or practice pertaining to the content of this contract, or applicable law shall be deemed a grievance.*
- 2. *The term "supervisor" shall mean any principal or assistant principal responsible for the area in which an alleged grievance arises.*
- 3. *"ASSOCIATION" shall mean the Plymouth Education Association.*
- 4. *"Aggrieved party" shall mean any person or persons in the negotiating unit filing a grievance.*

5. The date of the alleged grievance is that date when the event or condition constituting the grievance occurred or that date upon which the grievant knew or reasonably should have known of the event or condition.

6. "Date of receipt" shall mean the date the item is physically received or three (3) days after it is mailed, whichever is earlier.

7. "Days" shall mean school days, except after the end of the school year when they shall mean Monday – Friday excluding holidays.

B. The parties acknowledge that it is more desirable for an employee and his immediately involved supervisor to resolve problems through free and informal communications. Grievances which are not satisfactorily settled in an informal way shall be reduced to writing.

C. In order to establish a more harmonious and cooperative relationship among teachers, administrators, and members of the School Board which will enhance the educational program of the Plymouth Public Schools, it is hereby declared to be the purpose of these procedures to provide a means for orderly settlement of differences, promptly and fairly as they arise, and to assure equitable and proper treatment of teachers pursuant to established rules, regulations, and policies of the district.

D. Procedures:

1. It is the intent of these procedures to provide for the orderly settlement of differences in a fair and equitable manner. The resolution of a grievance at the earliest possible stage is encouraged. Failure to perform within the procedural time limits shall be deemed a waiver.

2. A teacher shall have the right to present grievances in accordance with these procedures, free from coercion, interference, restraint, discrimination, or reprisal.

3. A grievant shall have the right to be represented at any stage of the procedures by a person of his own choice. Once the grievance is committed to writing the ASSOCIATION shall have the right to present and participate at all levels of the grievance procedure.

4. Each party to a grievance shall have access at reasonable times to all written statements and records pertaining to such case.

5. Each supervisor shall have the responsibility to consider promptly each grievance presented to him and make a determination within the authority delegated to him within the time specified in these procedures.

6. The function of these procedures is to assure equitable and proper treatment under the existing laws, rules, regulations, and policies which relate to or affect the teacher in the performance of his assignment. They are not designed to be used for changing such rules or establishing new ones.

7. All grievances shall include the following:

a. The name and position of the aggrieved party;

b. The identity of the provision of this Agreement involved in said grievance;

c. The time when and the place where the alleged events or conditions constituting the grievance occurred;

d. The party responsible for causing said events or conditions, if known to the aggrieved party; and

e. A general statement of the nature of the grievance and the redress sought.

8. Nothing herein shall be construed as limiting the right of a grievant to discuss the matter informally with any appropriate member of the administration and having the grievance informally resolved.

E. Level One:

If the teacher is not satisfied with the informal disposition of his grievance, he shall, within thirty (30) school days of the alleged grievance, or when the teacher could have reasonably known of the date of the alleged grievance, submit a written statement of the grievance to his supervisor. The supervisor shall submit a written response to the grievant within five (5) school days after the receipt of the written submission of the statement of the grievance.

F. Level Two:

1. If the grievant is not satisfied with the disposition of his grievance at Level One, he may, within five (5) school days of receipt of the supervisor's response, file an appeal to the Superintendent of Schools. The appeal papers shall include the statement of grievances

submitted to the supervisor; a written statement, at the option of the grievant, of specific objections to the supervisor's response; and a written statement, at the option of the supervisor, in support of his decision.

2. Within five (5) school days of receipt of the grievance by the Superintendent of Schools, the Superintendent, or his designee, shall schedule a meeting with the grievant in an effort to resolve the matter.

3. The Superintendent of Schools shall submit a written response to the grievant within fifteen (15) school days after the receipt of the grievance. A copy of the decision will be forwarded to the ASSOCIATION.

G. Level Three:

1. If the decision of the Superintendent does not resolve the grievance to the satisfaction of the teacher grievant, he may so notify the School Board in writing through the Superintendent within ten (10) school days of receipt of the Superintendent's decision.

2. The School Board shall meet with the grievant, Principal, and Superintendent at the next regularly scheduled School Board meeting and review the complaint. The BOARD shall, within ten (10) school days, submit its findings in writing to the grievant.

3. Certain clauses within this contract shall be grievable only through this Level Three: Article VI, Section B (notification of teaching assignment); and Article VII, Section G (confer on class size). These are the only items which stop at this level of the grievance procedure.

H. Level Four:

1. If the grievant is not satisfied with the disposition of his grievance at Level Three, and the ASSOCIATION determines that the grievance is justified and that appealing it is in the best interests of the school system, it may submit the grievance for arbitration by written notice to the BOARD within fifteen (15) school days of receipt of the decision at Level Three. Arbitration shall be limited solely to grievances involving provisions of this Agreement.

2. Within fifteen (15) school days after receipt of the appeal by the BOARD, the BOARD or its designee and the ASSOCIATION will agree upon a mutually acceptable arbitrator and will obtain a commitment from said arbitrator to serve. If the BOARD and the ASSOCIATION are unable to agree upon an arbitrator, or are unable to receive a commitment to serve within thirty (30) school days, a demand for arbitration shall be submitted by either party to the NH Public Employees Labor Relations Board.

3. The arbitrator shall confine his decision to the application and interpretations of this Agreement. He shall be without power to add to, modify, or vacate any of the terms of this Agreement or make any decision contrary to, or inconsistent with, the terms of this Agreement, or which violates any rule or regulation having the force and effect of law.

4. The decision of the arbitrator made in accordance with his authority and jurisdiction under this Agreement, shall be binding upon the parties. Binding arbitration shall apply to all provisions of this Agreement unless otherwise so stipulated.

ARTICLE XIX – HEALTH INSURANCE

A. The District will provide single, two person or family coverage in the NH Municipal Association Health Insurance Trust. The subscriber shall choose one of the following:

1. HMO Matthew Thornton with Provider Differential rider. The premium share will be:
- | | | |
|-------------|--------------|--------------|
| 2012 - 2013 | Employee 12% | District 88% |
| 2013 – 2014 | Employee 15% | District 85% |
| 2014 – 2015 | Employee 15% | District 85% |

2. Point of Service/Blue Choice – 3 Tier Plan with Provider Differential rider, the District will pay up to ten (10) percent of the premium increase from the premium distribution of 2001-2002. The teacher is responsible for the difference. Employees in this program prior to June 30, 2012 are grandfathered. No others may join after this date.

3. Buy Back - \$5,000.00
*prorated into each paycheck
*can be tax sheltered into a retirement account

4. Pharmaceutical Benefit:
2012 - 2013 3/15
2013 - 2014 10/20/45
2014 - 2015 10/20/45
With mail-in pharmaceutical plan

B. Tax deferred Health Premiums:

Subscriber contribution of health premium can be pre tax dollars. In addition to pretax deductions authorized by section 125 of the Federal Income Tax Guideline described elsewhere in this agreement, the Board will provide pretax deduction for:

- a. Childcare
- b. Medical expenses not covered by insurance
- c. Dental not covered by insurance
- d. Eye-care not covered by insurance

C. Dental

100% payment of a single membership dental plan, 365 days coverage shall be provided by the School District. A teacher may pay the difference between the single membership contribution of the district and the two person or family coverage.

E. Long Term Disability Insurance (LTD): Full-time employees will be entitled to coverage under a Board approved LTD plan. Permanent part-time employees are entitled to prorated benefits.

ARTICLE XX - MAINTENANCE OF STANDARDS

Conditions and benefits of employment shall be maintained at the same level as at the signing of this agreement.

ARTICLE XXI - SICK-LEAVE BANK

The BOARD agrees to establish a sick-leave bank to cover employees in the event of a long-term illness. The sick-leave bank shall be administered by the BOARD. Each employee wishing to participate and therefore be covered under this plan shall donate one (1) day from the fifteen (15) days he is allowed to accrue in a one year period, to be deposited in said bank and such day to be deducted from the teacher's annual sick leave. Members may enroll as soon as they have a sick day to contribute. This procedure will be implemented by a form to be filed with the Superintendent of Schools no later than September 15. A member shall become eligible to request extended benefits from the sick-leave bank after any incapacitating illness or disability of fifteen (15) working days, provided he has exhausted all of his accrued sick leave. Upon presentation of satisfactory medical evidence of disability or illness to the BOARD, a member may be granted up to twenty (20) days of sick leave from the sick-leave bank. Should the member still be disabled after this time, he may request that his case be reviewed for additional days. The total number of days in the bank shall not exceed in one calendar year a number equal to one day times the number of teachers enrolled. Each succeeding year will be a new enrollment period. All unused days in the bank from the previous year will be discarded.

ARTICLE XXII - GENERAL PROVISIONS

A. The BOARD and 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 this Agreement on the basis of race, creed, color, religion, national origin, age, sex, domicile, or marital status.

B. Any individual contract between the BOARD and an individual teacher, heretofore or hereafter executed, shall be subject to and consistent with the terms and conditions of this Agreement. If an individual contract contains any language inconsistent with this Agreement, it shall be considered invalid and this Agreement, during its duration, shall be controlling.

C. This Agreement may be altered, changed, added to, deleted from, or modified only through the voluntary mutual consent of the parties in a written and signed amendment to this Agreement.

D. Copies of this Agreement between the Plymouth School District and the Plymouth Education ASSOCIATION shall be printed and distributed to all teachers now employed, hereafter employed, administrators, Board members, and the ASSOCIATION officers. All costs incurred shall be shared equally by the BOARD and the ASSOCIATION.

E. Written Notice:

1. Whenever written notice to the BOARD is provided for in this Agreement, such notice shall be addressed to the Plymouth School Board, 47 Old Ward Bridge Road, Plymouth, New Hampshire, 03264, in care of Superintendent of Schools.

2. Whenever written notice to the ASSOCIATION is provided for in this Agreement, such notice shall be addressed to the Plymouth Education Association, 43 Old Ward Bridge Road, Plymouth, New Hampshire, 03264, in care of the President.

ARTICLE XXIII – EARLY RETIREMENT STIPEND

The District will budget a total of fifty thousand dollars (\$50,000.00) in each of the three years, for two (2) twenty five thousand dollar gross payments each year. Fixed costs associated with the teacher will be deducted from the \$25,000.00.

To be eligible for the stipend a teacher must have been employed by the District for a minimum of twenty (20) years.

Interested and eligible employees must notify the Board of their intent to retire by November 1 of the preceding year. If there are more than two (2) applicants, the stipends will be awarded to the two who have the most years of service in the District. If the stipends are not used, the money will be used to reduce taxes.

For the period of time between March 5, 2012 and August 31, 2012, any number of qualified retirees, this June, will be accommodated and the District will provide a single medical plan for 2012 – 2013. The District waives the notice requirement for the above stated period of time.

ARTICLE XXIV – SAVINGS CLAUSE

If any provision of this Agreement or any application of this Agreement to any employee or groups of employees is changed legislative action, by executive order, or by directive of the State Board of Education, or is held to be contrary to law by a court of competent jurisdiction, and a final determination has been made, then such provision or application shall no longer 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.

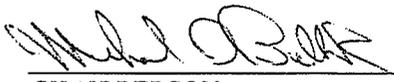
ARTICLE XXV – DURATION OF AGREEMENT

This Agreement shall become effective on the first day of July, 2012 and shall continue in full force and effect until and including the thirtieth day of June, 2015 or until a new contract is negotiated except as amended in writing by mutual consent of both parties.

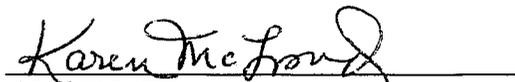
SIGNATURE PAGE

IN WITNESS WHEREOF, this Agreement has been duly executed by the parties on the 12th day of October, 2012.

PLYMOUTH SCHOOL BOARD


CHAIRPERSON

PLYMOUTH EDUCATION ASSOCIATION


PRESIDENT

**APPENDIX A
SALARY SCHEDULE**

Plymouth School District

Matrix # TA

Schedule

2012/2013	Year	Base	B+15	B+36/M	M+15	M+30	M+45
1% plus Step	1	35,616	36,686	37,784	38,916	40,087	41,289
	2	37,396	38,519	39,675	40,865	42,091	43,354
	3	39,268	40,444	41,657	42,907	44,196	45,520
	4	41,230	42,466	43,741	45,054	46,403	47,795
	5	43,292	44,592	45,929	47,306	48,723	50,187
	6	45,456	46,821	48,226	49,672	51,162	52,695
	7	47,729	49,161	50,635	52,154	53,221	55,330
	8	50,114	51,618	53,167	54,763	56,404	58,097
	9	53,121	54,717	55,826	57,500	59,334	61,004
	10	54,713	56,358	59,176	60,949	62,781	64,662
	11	56,358	58,049	60,950	62,779	64,663	66,602
	12	59,458	61,242	62,781	64,662	66,602	68,600
	13	60,943	62,774	66,233	68,217	70,266	72,374
	14	0	0	67,888	69,922	72,022	74,182

2013/2014	Year	Base	B+15	B+36/M	M+15	M+30	M+45
1.5% plus Step	1	36,150	37,237	38,351	39,500	40,688	41,908
	2	37,957	39,097	40,270	41,478	42,722	44,005
	3	39,857	41,051	42,282	43,550	44,859	46,202
	4	41,849	43,103	44,397	45,730	47,099	48,512
	5	43,941	45,260	46,618	48,016	49,454	50,940
	6	46,138	47,523	48,950	50,417	51,929	53,485
	7	48,444	49,898	51,395	52,937	54,019	56,160
	8	50,866	52,392	53,965	55,585	57,251	58,969
	9	53,918	55,538	56,663	58,363	60,224	61,919
	10	55,533	57,203	60,064	61,864	63,722	65,632
	11	57,203	58,919	61,865	63,720	65,633	67,601
	12	60,350	62,161	63,722	65,632	67,601	69,629
	13	61,858	63,715	67,226	69,241	71,320	73,459
	14	0	0	68,906	70,971	73,102	75,295

2014/2015	Year	Base	B+15	B+36/M	M+15	M+30	M+45
2% plus Step	1	36,873	37,981	39,118	40,290	41,502	42,746
	2	38,716	39,879	41,075	42,307	43,577	44,885
	3	40,654	41,872	43,128	44,421	45,756	47,127
	4	42,686	43,966	45,285	46,644	48,041	49,482
	5	44,820	46,166	47,550	48,976	50,443	51,958
	6	47,061	48,473	49,929	51,425	52,968	54,555
	7	49,413	50,896	52,423	53,995	55,100	57,283
	8	51,883	53,440	55,044	56,696	58,396	60,148
	9	54,996	56,648	57,796	59,530	61,429	63,157
	10	56,644	58,347	61,265	63,101	64,997	66,945
	11	58,347	60,098	63,102	64,995	66,946	68,953
	12	61,557	63,404	64,997	66,945	68,953	71,022
	13	63,095	64,989	68,571	70,625	72,746	74,928
	14	0	0	70,285	72,391	74,564	76,801

**APPENDIX B
CO-CURRICULAR AND FACULTY SUPPORT COMPENSATION (AMENDED)**

Category:

- A. 6.5% of base salary
- B. 5% of base salary
- C. 2% - 6.5% of base salary (the percentage of salary will be determined by the time requirements of the activity, as determined by the administration.)
0.5% increments with each year's experience to a maximum of 12 years (6%).
- D. Unit Team Leaders & Head Coach
- E. Assistant Coaches
- F. Co-Curricular & Club Advisors

Posting. In order to provide an interested teacher with the opportunity to apply, open co-curricular activities and faculty support positions will be posted for ten (10) school days to filling the position. Job descriptions and pay schedule will be included in the posting. After the posting period the administration shall have the authority to offer the position to the individual of their choice.
Summer work. Teachers shall be compensated at their pro-rata per diem under the following conditions:

1. If requested in writing by the administration
2. If a teacher or group of teachers submits a written proposal to the principal and receives written approval.

The PEA and PES School Board agree to form a study committee, which would first examine and identify the various activities to be determined as co-curricular and their respective salaries. This committee would be composed of equal members of the PEA and School Board/Administration. This study committee will meet between February 1, 2012 and May 31, 2012. Recommendations will be made to the PEA and the School Board by May 31, 2012 for ratification. Ratified changes will be appended to this collective bargaining agreement. All coaches and advisors who have five (5) or more years of service are grandfathered under the current plan.

APPENDIX C
PLYMOUTH SCHOOL DISTRICT
DUES DEDUCTION AUTHORIZATION FORM

NAME _____ I hereby authorize the Plymouth School District to withhold from my salary the sum of \$ _____ (total) for membership dues as follows:

For my membership in the Plymouth Education Association, the sum of \$ _____ /year.

For my membership in the New Hampshire Education Association, the sum of \$ _____ /year.

For my membership in the National Education Association, the sum of \$ _____ /year.

The sums thus to be deducted are hereby assigned by me to the Plymouth Education Association and are to be remitted by the Plymouth School District to the Treasurer of the Association and having done so, the Board shall be held harmless for any claim(s) in connection with the provisions of the Appendix. It is further agreed that the Board assumes no financial liability except to forward to the Association those funds which have been properly authorized.

This authorization and assignment shall continue in full force and effect until revoked by me. Such revocation shall be effected by written notice to the School District and the Association giving thirty (30) days notice prior to the end of the current school year of my desire to revoke same.

Signature

Date

Signature *Date*

LEVEL III

Position of Grievant: _____

Signature *Date*

LEVEL IV

Date submitted to the Board: _____

Decision of Board: _____

Signature *Date*

*APPENDIX E
SCHOOL ADMINISTRATIVE UNIT #48
PLYMOUTH TEACHER CONTRACT*

The Plymouth School Board of the State of New Hampshire hereby agrees to employ _____ who hereby agrees to serve, under the direction of the Superintendent of Schools as _____ in the public schools of said Town beginning _____ subject to provisions of the Agreement between the Board and faculty. The total annual salary of _____ is payable in 22 or 26 biweekly installments commencing on _____, less any deductions required by Federal or State Law, proper deductions for loss time, and other deductions agreed to by both parties and authorized by the teacher.

This contract is subject to the Statutes of the State of New Hampshire (RSA 186:5, 189:13, 189:15, 189:31, 189:323, RSA 191 and FSA 588), the rules and regulations of the School Board, and the Agreement between the Plymouth School Board and the faculty.

*BY: _____
Teacher*

*BY: _____
Plymouth School Board*

DATE: _____

DATE: _____

Salary Base:

Longevity:

Other:

Total:

Equal Opportunity Employer

*APPENDIX F
ACTIVITY AGREEMENT (ADVISOR)*

*This letter is intended to serve as your activity contract with the _____ School District.
You have been appointed to serve as _____ for the _____ school year.*

Upon completion of your activity, you are requested to submit a bill to the Superintendent of Schools which should include the activity, date completed, and your signature. You will receive your full entitlement on the following regular payroll.

**It should be noted that in the event an unforeseen crisis occurs which necessitates canceling all or part of your activity, you will be compensated only for that part you have completed.
I agree to the terms of this letter by my signature:*

Date

Teacher

Date

Superintendent of Schools

APPENDIX F (a)
ACTIVITY AGREEMENT (COACH)

This document is intended to serve as your activity contract between _____ Plymouth School District. You have been appointed to serve as _____ Coach for the _____ school year.

Upon Completion of your activity, you are requested to submit a bill to the Superintendent of Schools which should include activity, date completed, and your signature.

You will receive your full entitlement on the following regular payroll provided the following have been completed:

- 1. Collection of all uniforms and equipment.*
- 2. A complete written inventory submitted to the Athletic Director.*
- 3. A list of all participants for athletic awards submitted to the Athletic Director.*

**It should be noted that in the event an unforeseen crisis occurs which necessitates canceling all or part of your activity, you will be compensated only for that part you have completed.*

I agree to the terms of this letter by my signature:

Date

Coach/Advisor

Date

Superintendent of Schools

Salary: _____

An Equal Opportunity Employer

2012-2015 Contract
Sidebar to Agreement

For years two (2) and three (3) of this contract, the Board will provide each full time teacher with a one hundred dollar health expense card.

Those teachers who work less than full time will have a pro-rated benefit based upon the employment contract under which they are working.

The Superintendent's office will deliver the cards to the Association President. It will be the duty of the Association President to hand out the cards.

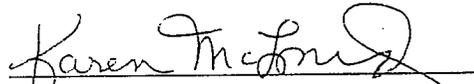
The cards will be delivered prior to June 30, 2013 and June 30, 2014, and will be addressed to individuals who have been offered contracts prior to those dates.

There will be no substitutions or exceptions to this health expense card distribution. Lost or misplaced cards will not be replaced.



Michael Bullek, Chair
Plymouth School Board

10-1-12
Date



Karen McLeod
President
Plymouth Education Association,

10/4/12
Date

