

**Profile School District  
Negotiated Agreement  
Between the  
Profile School Board**

**And the**

**Profile Support Staff Association,  
NEA/NH**

Three Year Contract  
Expires on June 30, 2026

For the  
Profile School Board

*Kimberly Hopwood, Chair*  
Date March 30, 2023

For the  
Profile Support Staff Association

*Jamie Wyman co-President*  
*Elaine Sojka-co-President*  
Date 4/12/2023

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## ARTICLE I - RECOGNITION

The School Board recognizes the Profile Support Staff Association –NEA/NH as representative of all employees (paraprofessionals, aides, **education support professionals**, secretaries, custodians and facilities director) as certified by the Public Employee Labor Relations Board in Decision No. 2016-237. Negotiations shall be in accordance with NH RSA 273-A.

Except as validity limited by express provisions of this agreement, the school board reserves the right to exercise management prerogatives to include, but not limited to: unilaterally determine the standards of services offered by it; set the standards of selection of employees; select employees; direct and assign its employees; take disciplinary action; relieve its employees from duties because of lack of work or other legitimate reasons; maintain the efficiency of governmental operations, determine the methods, means and personnel by which its operations are to be conducted; determine the content of job classifications; allocate and reorganize positions and staffing; take all necessary actions to carry out its mission in emergencies; and exercise complete control and direction over its organizations and the facilities, methods, means and technology of performing its work.

Year round employees are defined as those bargaining unit members who work 260 days per year.

School year employees are defined as those bargaining unit members who work up to 190 days per year.

Part-time bargaining unit members will have their salary and benefits prorated accordingly.

## ARTICLE 2 - NEGOTIATIONS PROCEDURE

Negotiations for a successor agreement shall be conducted pursuant to N.H. RSA 273-A, Public Employees Labor Relation Law.

The Association will notify the School Board of its intent to negotiate no later than October 1<sup>st</sup>, of the year before the expiration of this Agreement.

Bargaining of issues not related to a successor agreement may be initiated by either the Association or the School Board by serving written notice of its intentions in accordance with RSA 273-A:3 II(a). In accordance with RSA 273-A:3 I(a) for opening/reopening negotiations to occur both parties would have to agree in writing.

### **ARTICLE 3 - VOLUNTARY DUES DEDUCTION**

Employees who elect to have dues deducted may authorize these deductions through the President of the Profile Support Staff Association, who will forward a list of the employees and the correct amount to be deducted from each employee's wages to the School Administrative Unit Office prior to October 1 of each school year. The deductions shall be made in fifteen (15) consecutive pay periods beginning in October. The amounts deducted shall be remitted to the President of the Profile Support Staff Association monthly starting no later than October 15<sup>th</sup> of each school year.

The Association is solely responsible for collecting dues.

### **ARTICLE 4 - LITERATURE DISTRIBUTION**

The Association shall have the right to place literature in the Association member's mailboxes, electronic mail (email), and to use a bulletin board designated for Association use as it sees fit. A copy of any literature placed in Association member's mailboxes by the Association will also be given to the building Principal as a courtesy. The School Board shall have the right to place literature in the Association member's mailboxes and that right shall be reciprocal. The school district and bargaining unit members acknowledge that the school district email is not confidential and subject to review by the school district.

The Association shall be granted, at its request, a one-half hour meeting during the first week of every school year or within 5 days of an employee being hired to meet with new employees for an orientation to the Association.

### **ARTICLE 5 - GRIEVANCE PROCEDURE**

Any bargaining unit member who believes that his or her guarantees as outlined in this contract have been violated may use the following Grievance procedure. The Association may file a grievance on behalf of more than one bargaining unit member.

A. Within thirty work days of when the alleged violation becomes known, a letter explaining the nature of the problem and the solution must be sent to the Principal.

B. The Principal must respond in writing within five workdays.

C. If the response is unsatisfactory, the bargaining unit member has five workdays to write the superintendent of the alleged violation.

D. The Superintendent or **their** designee must respond in writing within ten workdays.

E. If the response of the Superintendent is unsatisfactory, the bargaining unit member may bring the issue to the School Board within thirty days. The Board or a committee of the Board shall hold a hearing on the grievance within 15 days of receiving the grievance. The Board shall provide a decision within 10 day after the hearing.

F. If the decision of the Board is unsatisfactory, the bargaining unit member, along with the Association may, within thirty days from the receipt of the decision of the School Board, notify the Board that it wants to submit the grievance to arbitration. The Board shall respond to the appeal within thirty days.

G. Within seven days after written notice to the Board of the submission to arbitration, the Association and Board shall attempt to mutually agree upon an acceptable arbitrator. Should the parties be unable to agree, or to obtain said commitment within the specified period, the Association shall submit a written request for a list of arbitrators to the American Arbitration Association/Federation Mediation and Consultation Service. An arbitrator shall be selected from said list pursuant to the rules and procedure of the American Arbitration Association of the time and place of such hearing.

H. The arbitrator so selected shall call a hearing in a timely manner and notify the Board & Association of the time and place of such hearing. The hearing shall be informal and the rules of evidence prevailing in judicial proceedings shall not be binding. Any and all documentary evidence and other dates deemed relevant by the arbitrator may be received in evidence. The arbitrator shall have the power to administer dates and to require witnesses, the production of books, records and other evidence relative or pertinent to the issue presented for determination.

I. Both the Board and Association shall have the right to be represented at any hearing before said arbitration.

J. Hearings shall be concluded within thirty (30) days of the time of commencement and within ten (10) days after the conclusion of the hearing. The arbitrator shall make written findings and written opinion upon the issues presented. Copies shall be provided to both the Association and the Board.

K. The decision of the arbitrator shall be final and binding upon the parties. The decision of the arbitrator may be appealed only on the ground that the decision was procured by fraud or that it violates the law, in which case appeals shall be to the New Hampshire Court System.

L. Fees and expenses of the arbitrator shall be borne equally by the Board and Association.

## ARTICLE 6 - FAIR TREATMENT

Disciplinary action normally shall follow this order, but disciplinary action may be taken out of order depending on the severity of the infraction:

1. Oral warning (with Principal maintaining an account of the situation and/or events).
2. Written warning (signed and dated to acknowledge receipt of the warning).
3. Suspension without pay (infraction documented and signed by person put on suspension).
4. Discharge (final infraction documented and signed by Principal).

Discipline is defined not to include evaluation, non-renewal, expiration of an assignment, lay off and reduction in force.

If video or audio surveillance are used in the process of discipline, the employee shall also be investigated and questioned prior to the issuance of discipline.

The bargaining unit member in question will read and sign all written warnings. His/her signature does not indicate that he/she agrees with the statements made within. An employee may submit a response in writing and have it attached to the written warning to be placed in his/her personnel file.

Bargaining unit members shall have the right to have association representation at all stages of the actions described above.

## ARTICLE 7 - SALARY AND PLACEMENT

All bargaining unit members will be placed on the salary schedule in Appendix A. No new hire will be placed on a step higher than a currently employed bargaining unit member who possesses the same amount of training and experience.

Additional stipends for certifications and **relevant** degrees **associated with the job description** will be added to the employee's hourly rate.

Paraeducator I Certification :	\$.50/hour
Paraeducator II Certification/Associate Degree :	\$.75/hour
Bachelor Degree/Teacher Certification:	\$1.00/hour

The highest applicable certification stipend shall be applied and shall not be cumulative with additional certification/degrees.

If a higher certification has been attained, the employee shall notify the Superintendent by December 1st of the school year preceding the expected degree attainment, and all necessary supporting documentation must be supplied to the Superintendent by September 1st of the school year in which the additional degree has been earned.

Those bargaining unit members who are not placed on the schedule because their current wage exceeds the hourly rates of the schedule, will be considered “off step” and will receive the “off step” amount as listed in **Appendix A** for each year, added to their hourly wage.

**2023-2024 – New scale created. All employees (except Facilities Director) are placed on the scale according to experience and length of service.**

**2024-2025 – Added \$.25 to the scale. All employees (except Facilities Director) on the scale will move up a step and will receive a \$.75 cent/hour raise. All employees off the scale shall receive \$.75 cent/hour raise**

**2025-2026 – Added \$.25 to the scale. All employees (except Facilities Director) on the scale will move up a step and will receive a \$.75 cent/hour raise. All employees off the scale shall receive \$.75 cent/hour raise**

The minimum starting rate for the Facilities Director shall begin at **\$50,000**. The Superintendent reserves the right to negotiate this salary with a prospective employee if needed to attract a qualified candidate. **The Facilities Director shall receive an additional 2.5% in the 2023-2024 school year, 2.5% in the 2024-2025 school year and 2.5% in the 2025-2026 school year.**

The minimum starting rate for a Para/Nurse – Medically Skilled, shall begin at \$30.00-\$40.00. The Superintendent reserves the right to negotiate this salary with a prospective employee if needed to attract a qualified candidate.

## **ARTICLE 8 - RETIREMENT BENEFITS**

Upon retirement, the Profile School District will pay \$20.00 for each day of unused sick time up to 50 days for school year employees and 90 days for year round employees. Members must meet the following eligibility requirements in order to receive this benefit.

- Fifteen or more full time years in Profile School District.
- Employment termination is not due to dismissal.
- Must be 55 years or older at the time of retirement.

- Written notification is provided to the school district no later than December 1<sup>st</sup> of the school year of retirement, payment will be made in July of the year of retirement.

## **ARTICLE 9 -SICK LEAVE INCENTIVE PAY**

Any employee who uses three or fewer sick days in a contract year shall be paid two hundred fifty dollars (\$250) at the end of the school year.

\*Donations to the sick leave bank will not affect this incentive pay.

Unused personal days will be rolled over into sick leave. However, total sick days, including rollovers, may not exceed the maximum accrual under Article 11(A).

Upon separation from employment (not including termination for cause or retirement benefits per article 8) employees who have completed **3 years** of service, shall receive **\$25.00** for each day of unused sick time up to 25 days for school year employees and 45 days for year round employees

## **ARTICLE 10 - INSURANCE**

The Board agrees to provide health insurance in the form of the Anthem Plan AB15IPDED-RX10/20/45 as defined by the NH Health Trust.

For school year employees hired before September 1, 2019, the School District will cover 90% of the premium cost of a single, 85% of the premium cost of a 2 person plan for the 2020-2021, 2021-2022 and 2022-2023 school year. The employee shall assume, either 10% for a single or 15% for a 2 Person of the premium cost share. An employee may choose a family plan and pay the difference.

For year round employees hired before September 1, 2019, the School District will cover 85% of the premium cost of a single, 2 person or family plan for the 2020-2021, 2021-2022, and 2022-2023 school year. The employee shall assume 15% of the premium cost share.

For school year employees hired after September 1, 2019, the School District will cover 90% of the premium cost of a single and the employee will assume 10% for the 2020-2021, 2021-2022 and 2022-2023 school year.. If an employee chooses a 2 person or family plan the employee will assume the difference.



For year round employees hired after September 1, 2019, the School District will cover 80% of the premium cost of a single, 2 person or family plan for the 2020-2021, 2021-2022 and 2022-2023 school year. The employee shall assume 20% of the premium cost share.

The employee cost of the plan shall be deducted over a period of 20 pay deductions for school year employees and 24 pay period deductions over a 12-month period for year round staff.

Employees hired before September 1, 2019 will be allowed to continue on their current insurance plan. They may make a change to a two person plan during the open enrollment period in June 2020. After July 1, 2020, if an employee wishes to change to a two person plan they will pay the difference in the cost of the single person plan and the new two person plan.

Also, Section 125/flexible benefits in regards to pretax premium payroll deductions are voluntary. Employees complete a form each year and can choose to participate or not.

Delta Dental coverage shall be provided through the NH Health Trust. Single coverage shall be paid by the district. The School District will cover 100% of the cost of the single person plan. Two person or family coverage shall be available with the premium amount above the single coverage cost to be paid by the bargaining unit member.

Health insurance benefits shall be effective for newly hired employees on September 1st of the school year, for which they were hired. Members of the bargaining unit hired while school is in session shall have their health insurance benefits become effective on the first day of the month following the date of hire. For employees leaving prior to the end of a complete year, benefits shall terminate at the end of the month in which they leave.

The School District will provide to school year and year round employees \$25,000 convertible life insurance, and \$25,000 accidental death and dismemberment insurance.

#### HEALTH INSURANCE BUYOUT

Any employee who is eligible for health insurance and who declines to take it, and provides proof of coverage of an alternative insurance, for the employee and others for whom the employee expect to claim a personal exemption deduction, from a source that provides minimal essential coverage (other than in the individual market), the employee shall receive a reimbursement payment of \$2,000.

The employee cost of the plan shall be deducted over a period of 20 pay deductions for school year employees and 24 pay period deductions over a 12-month period for year round staff.

## **ARTICLE 11 - LEAVE**

### **A. Sick Leave**

For year round employees:

Fifteen (15) paid sick days per year accumulated to 90 days at the rate of 1.25 days per month. Leave accumulated up to ten (10) days per school year under this item may be used for illness or extreme emergency in the immediate family who are living in the employee's household (grandparents, parents, spouse, children, brothers and sisters). A physician's certificate of health or illness will be required after an absence of five (5) consecutive work days.

For school year employees:

Ten (10) paid sick days per year, accumulated to 50 days at the rate of one (1) day per month of employment. Leave accumulated up to five (5) days per school year under this item may be used for illness or extreme emergency in the immediate family who are living in the employee's household (grandparents, parents, spouse, children, brothers and sisters). A physician's certificate of health or illness will be required after an absence of five (5) consecutive work days.

The Federal guidelines for FMLA will apply.

### **B. Child Bearing Leave**

Employees have access to childbearing leave under the provisions provided by the Family Medical Leave Act.

### **C. Child Rearing Leave**

Employees have access to childrearing leave under the provisions provided by the Family Medical Leave Act.

After the 12 week FMLA period has ended for those members who qualify, members will receive an additional 12 weeks of health insurance with the school district paying 50% and the member paying 50% of the cost.

The employee shall sign an agreement to repay the district for the district's share of the premium payment if the employee fails to return to the district for a duration equal to the period of the leave.

### **D. Bereavement Leave**

Employees shall be granted up to three (3) days bereavement leave in the case of a death of the employee's mother, father, husband, wife, brother, sister, son or daughter.

Upon approval of the Superintendent and if more days are needed, an employee will be approved to use two (2) additional sick days, for a total of 5 days.

One (1) day's leave may be granted in the case of a death of another relative or friend. This day for the death of another relative or a friend will be taken from available sick leave accumulation.

#### E. Personal Leave

Not to exceed three (3) days per year (non-accumulative) for all employees.

This leave is granted with prior notice to be given to the building Principal within three (3) days whenever possible, so substitute coverage can be arranged. Personal leave shall be granted for three (3) categories: personal business, legal matters, or family matters. Reasons for personal leave will need to be urgent and compelling matters that must be handled during regular working hours. Further disclosure shall not be necessary. Personal days shall not be used to extend a school vacation.

#### F. Association Leave

The bargaining unit shall have a total of two days of leave per year for conducting association business. These days shall be deducted from the personal days of the unit members involved.

### **ARTICLE 12 - SICK LEAVE BANK**

#### Voluntary Donation of Days to the Sick Leave Bank

Anyone under this agreement wishing to participate in the sick leave bank may do so by donating, in writing, at least one day and no more than 6 days each school year. All days donated to the bank will accrue from year to year until depleted through the use of participating members. The Association will send out a Sick Leave Bank form (see Appendix) to employees covered under this agreement at the beginning of each school year asking if they wish to donate days. The Association will notify the SAU office by submitting the Sick Leave Bank Forms to the SAU Human Resources person so the number of days donated to the Sick Leave Bank can be placed on file.

The days will be taken one from each donor first, before multiple days are taken from the same person.

The sick leave bank will be capped at 100 days.

In order to be eligible to request days, the employee must have:

1. Exhausted all available leave to include personal, sick and vacation time.
2. Have been ill due to incapacitating illness or disability.
3. Sent a written request to the Sick Leave Bank Committee asking for donated sick days.
4. Provided a doctor's statement stating the employee is unable to work.

If the four conditions have been met, then the employee can request in writing to the Sick Leave Bank Committee a request to use the Sick Leave Bank. The committee will be made up of two Association members, the SAU Human Resources person, and the Building Principal. Upon presentation of satisfactory medical evidence of disability or illness to the Sick Leave Bank Committee and approved by said committee, the committee shall forward its recommendation to the Superintendent.

Upon recommendation of the Superintendent and approval of the Board, a member may be granted up to twenty-five (25) days in addition to the regular sick leave. An employee in need of more than up to 25 days, may apply after the first 25 days have been exhausted. No more than 50 days will be approved for one employee in a year.

### **ARTICLE 13 - PAID HOLIDAYS**

For the year round employee there are **twelve (12)** paid holidays per year: Labor Day, Veteran's Day, Civil Rights Day, Thanksgiving, the day after Thanksgiving, Christmas Eve, Christmas, New Year's Eve, New Year's Day, Memorial Day, **Juneteenth (June 19th)** and July 4<sup>th</sup>. Due to the school schedule, some holidays may be taken during school vacations rather than on the actual holiday. The SAU office will notify all eligible staff of when holidays will be celebrated prior to the beginning of the fiscal year.

All other employees will be eligible for **ten (10)** paid holidays: Labor Day, **Columbus/Indigenous People Day**, Veteran's Day, Thanksgiving, the day after Thanksgiving, Christmas Eve, Christmas, and New Year's Day, Civil Rights Day, Memorial Day.

Bargaining unit members who work fewer than thirty (30) hours per week and are scheduled to work a holiday, shall receive holiday pay for the hours scheduled to work.

### **ARTICLE 14 - VACATION**

Year round employee will have the following vacation time (non-accumulative):

After twelve (12) months, two (2) weeks annually.

After five (5) years of continuous employment in the district, three (3) weeks annually.

After fifteen (15) years of continuous employment in the district, four (4) weeks annually.  
After twenty (20) years of continuous employment in the district, five (5) weeks annually.

All vacations will be subject to the approval of the Principal.

Unused vacation time will be paid from the final year of employment at the time of retirement.

Non-accumulative, unused vacation time must be used by August 1<sup>st</sup> of the new year. After that it will be eliminated.

### **ARTICLE 15 - JURY DUTY LEAVE**

An employee called as a juror will be paid the difference between the fee he/she receives for jury duty and the amount of earnings lost by him/her by reason of jury duty. In order to receive payment, the employee must give the District prior notice that he/she has been summoned for jury duty, and must provide satisfactory proof that he/she performed jury duty on the days for which he/she claims payment and proof of the amount he/she was paid for jury duty.

### **ARTICLE 16 - MILITARY LEAVE**

Military leave of absence will be granted in accordance with state and federal law.

### **ARTICLE 17 - SCHOOL DELAY / EARLY CLOSURE**

In the event there is a delayed opening or early closure, all bargaining unit members shall receive their regular rate of pay for their regularly scheduled hours on said day.

### **ARTICLE 18 - LUNCH BREAK**

Employees who work a full day may have up to thirty (30) minutes for a lunch break.

### **ARTICLE 19 - PROFESSIONAL DEVELOPMENT**

With the Principal's approval, unit members shall be approved to attend workshops, trainings, and to enroll in a college course. Decisions to attend this additional professional development will be made by the Principal based on what is needed to meet the needs

of the students.

The school district will reimburse all costs and fees associated with attending these professional development activities.

## **ARTICLE 20 - TRAVEL**

Those using personal vehicles for school business approved by the Principal shall be reimbursed at the IRS mileage rate per mile. Expenditure for parking and road tolls will be paid. Whenever possible, car-pooling is encouraged.

Employees using their own vehicles for school travel shall procure and maintain liability insurance of \$100,000- \$300,000 at their own expense. Evidence of such coverage must be given to the Principal for inclusion in the employee's personnel records.

## **ARTICLE 21 - PERSONNEL RECORDS**

Official personnel records for all staff will be maintained at the School Administrative Unit office. All bargaining unit members may review or request copies from their official personnel file with prior notice by contacting Human Resources. Employees have the right to attach responses to any document in their file. Employees shall be notified of any letters placed in their personnel file.

## **ARTICLE 22 - PROCEDURAL ASPECTS OF EVALUATION**

Forms and procedures for evaluations used at the beginning of the school year will remain in effect throughout the year. Before forms or procedures for evaluation are changed and brought to the Board for approval, the Profile Support Staff Association will be given an opportunity to review them.

No evaluation report shall be written without a meeting first having taken place. If an employee receives an unsatisfactory evaluation, the Principal may recommend to the Superintendent that the bargaining unit member not receive a wage increase for the following school year.

## **ARTICLE 23 - POSTING OF JOB OPENINGS**

Notice of bargaining unit job opening, including a job opening or job openings which have been created by the filling of a previous job opening within the district, will be sent via electronic mail and posted on the official bulletin board within five (5) days.

Employees who desire to be considered for a posted job opening shall file a written statement of such desire with the Superintendent within the deadline specified on the notice.

The district will follow the SAU 35 process for hiring new employees.

## **ARTICLE 24 - GENERAL PROVISIONS**

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

## **ARTICLE 25 - SEPARABILITY**

If any article or part of this agreement is held to be invalid by operation of law or by any tribunal of competent jurisdiction, or if compliance with or enforcement of any article or part should be restrained by such tribunal, the remainder of the agreement shall not be affected thereby and the parties shall enter into immediate negotiations for the purpose of arriving at a mutually satisfactory replacement for such article or part.

## **ARTICLE 26 - DURATION**

This Agreement shall be for the period beginning **July 1, 2023 and ending June 30, 2026.**

## **ARTICLE 27 - REDUCTION IN FORCE**

The number of employees will be reduced at the sole discretion of the Board in situations where changes in program, enrollment or budget require it. In so far as it is possible, the reduction shall be accomplished through voluntary attrition. When this is not possible, the reduction will be based on education, experience, and the past 3 evaluations. If all of those are equal, seniority will be the determining factor within the job categories for which the employee is qualified.

For the purposes of this Article, seniority will begin to accrue as of the date beginning an employee's most recent period of continuous employment in the school district, and will continue to accrue during all paid leaves of absence.

An employee who is laid off shall be recalled for openings after the Principal has determine if she/he the best fit for the student need/open position. If two employees are determined to be equal, then seniority shall determine the recall. These rights shall remain in place for two (2) years after the date of being notified of the layoff. The employee shall be responsible for providing the Profile School District with an up to date address to which recall notices will be sent by registered mail. Support Personnel who turn down an employment offer of a similar nature to the position that he or she was laid off from with equal or greater hours will lose all rights to recall.

## **ARTICLE 28 - EMPLOYEE SAFETY**

No employee is ever required to tolerate any act of gross or flagrant misconduct, including derogatory, abusive or vile language, acts of violence, threats of assault or insubordination.

The advisory committee, as established in the Profile Education Association, 2018-2021 Collective Bargaining Agreement, Article 23, D., shall include 1 paraprofessional appointed by the PSSA and shall include discussion and guidance to the administration on student assaults.

## **ARTICLE 29 - OVERTIME**

**An hourly employee who is required by his/her supervisor to work beyond that employee's contractual agreement will receive payment for such hours. Any hours over 40 hours per week will be paid at time and a half.**

**If an employee works on a holiday (only if required by supervisor and pre-approved by principal and/or superintendent), they will be paid twice their normal hourly rate of pay.**



## APPENDIX A - SALARY SCHEDULES

<b>YEAR 1</b>							
<b>2023-2024</b>							
DOWN							
\$ 0.50							
		<b>STEP</b>	<b>Custodian</b>	<b>Secretary</b>	<b>Para</b>	<b>Library Aid</b>	<b>Education Support Professional</b>
ADD TO CUSTODIAN							
\$2.50		<b>0</b>	\$15.00	\$17.00	\$18.50	\$18.00	\$21.00
ADD TO SECRETARY		<b>1</b>	\$15.50	\$17.50	\$19.00	\$18.50	\$21.50
\$3.50		<b>2</b>	\$16.00	\$18.00	\$19.50	\$19.00	\$22.00
ADD TO PARA		<b>3</b>	\$16.50	\$18.50	\$20.00	\$19.50	\$22.50
\$6.50		<b>4</b>	\$17.00	\$19.00	\$20.50	\$20.00	\$23.00
ADD TO LIBRARY AID		<b>5</b>	\$17.50	\$19.50	\$21.00	\$20.50	\$23.50
\$6.00		<b>6</b>	\$18.00	\$20.00	\$21.50	\$21.00	\$24.00
ADD TO ESP		<b>7</b>	\$18.50	\$20.50	\$22.00	\$21.50	\$24.50
\$1.00							
<b>YEAR 2</b>							
<b>2024-2025</b>							
DOWN							
\$ 0.50							
		<b>STEP</b>	<b>Custodian</b>	<b>Secretary</b>	<b>Para</b>	<b>Library Aid</b>	<b>Education Support Professional</b>
ADD TO ALL		<b>0</b>	\$15.25	\$17.25	\$18.75	\$18.25	\$21.25
\$ 0.25		<b>1</b>	\$15.75	\$17.75	\$19.25	\$18.75	\$21.75
		<b>2</b>	\$16.25	\$18.25	\$19.75	\$19.25	\$22.25
		<b>3</b>	\$16.75	\$18.75	\$20.25	\$19.75	\$22.75
OFF STEP		<b>4</b>	\$17.25	\$19.25	\$20.75	\$20.25	\$23.25
0.75		<b>5</b>	\$17.75	\$19.75	\$21.25	\$20.75	\$23.75
		<b>6</b>	\$18.25	\$20.25	\$21.75	\$21.25	\$24.25
		<b>7</b>	\$18.75	\$20.75	\$22.25	\$21.75	\$24.75
<b>YEAR 3</b>							
<b>2025-2026</b>							
DOWN							
\$ 0.50							
		<b>STEP</b>	<b>Custodian</b>	<b>Secretary</b>	<b>Para</b>	<b>Library Aid</b>	<b>Education Support Professional</b>
ADD TO ALL							
\$ 0.25		<b>0</b>	\$15.50	\$17.50	\$19.00	\$18.50	\$21.50
		<b>1</b>	\$16.00	\$18.00	\$19.50	\$19.00	\$22.00
		<b>2</b>	\$16.50	\$18.50	\$20.00	\$19.50	\$22.50
OFF STEP		<b>3</b>	\$17.00	\$19.00	\$20.50	\$20.00	\$23.00
0.75		<b>4</b>	\$17.50	\$19.50	\$21.00	\$20.50	\$23.50
		<b>5</b>	\$18.00	\$20.00	\$21.50	\$21.00	\$24.00
		<b>6</b>	\$18.50	\$20.50	\$22.00	\$21.50	\$24.50
		<b>7</b>	\$19.00	\$21.00	\$22.50	\$22.00	\$25.00

## APPENDIX B - SICK LEAVE DONATION FORM

In accordance with Article 12, please submit your donations from 1 to no more than 6 days to the Association President no later than October 1 of the current year.

[illegible]