

**Master Agreement
Between the
Raymond School District
and the
Raymond Education
Association**

**2012-2013
2013-2014**

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Article I

Recognition Clause

- A. The Raymond School Board recognizes the Raymond Education Association as the exclusive bargaining representatives for all permanent certified bargaining unit members employed by the Raymond School System for the purpose of negotiating with the Board with respect to collective negotiations pursuant to RSA 273-A:I through XI.
- B. The term "bargaining unit member" shall mean a professional employee for the Raymond School District whose position requires certification by the State Board of Education as a professional engaged in classroom teaching, including: Art teachers, Speech Therapists/Speech Pathologists, Reading Specialists, Guidance Counselors, Media Specialists, Physical Education teachers, Special Education teachers, Resource teachers, Health teachers and Music teachers. This term "bargaining unit member" shall exclude all others employed by the Board, including: Superintendent, Assistant Superintendents, Principals, Assistant Principals, Teacher Consultants, Business Administrators, other persons employed by the State Board, Curriculum Supervisors who teach three (3) periods or less, or any other administrative or supervisory employees.
- C.
 - 1. The term "bargaining unit member" shall include a certified person who replaces an individual member for a period of more than thirty (30) consecutive school days in the same teaching position within a 50 school day period. An individual, who is defined as a bargaining unit member by the foregoing definition, will be paid a pro-rated Bachelor's first step salary regardless of experience and education.
 - 2. A long term substitute teacher contracted for the end of one school year and again hired for the first part of the following school year shall be exempt from the thirty (30) day period mentioned above.
- D. The term "bargaining unit member" shall include certified/licensed Speech Therapists/Speech Pathologists, Occupational Therapists, and Physical Therapists who work more than 92½ school days per year as employees of the School District.

Article II

Jurisdiction and Authority of School Board

- A. The Board, subject only to the language of the Agreement, reserves to itself full jurisdiction and authority over matters of policy and retains the right in accordance with applicable laws and regulations to direct and manage all activities of the School District.
- B. The parties agree that neither the Board nor the Superintendent may lawfully delegate powers, discretion or 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, discretion or authorities.

Article III

Negotiation Procedure

The Association and the Board agree to enter into collective negotiations in accordance with RSA 273 New Hampshire Law.

- A. Should either party desire to modify the Agreement, the following procedure will apply.
 - 1. On or before September 1, the parties agree to enter into negotiations in a good faith effort to reach agreement on a successor Agreement.
 - 2. 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 approved by the voters of the District. The Board shall make a good faith effort to secure the funds necessary to implement said Agreement. If such funds

are not approved by the voters of the District, the Board and the Association shall resume negotiations on salaries and economic benefits affected thereby.

Article IV

Grievance Procedure

A. Definitions:

1. A grievance shall mean a claim by a bargaining unit member as defined in the recognition clause that there has been a violation or misapplication of one or more provisions of this Agreement.
2. A day shall be defined as any day that school is in session and all calendar days during the summer except Saturday, Sunday and holidays.

B. A grievance to be considered under this procedure must be initiated in writing by the employee within twenty (20) days of its occurrence, or from the time the bargaining unit member should have known of its occurrence. The following matters are excluded from the Grievance Procedure.

1. Any matter for which a specific method of review is prescribed and expressly set forth by law, or by any rule or regulation of the State Commissioner of Education.
2. A complaint of a bargaining unit member which is caused by his/her not being re-employed.
3. A complaint by any employee caused by appointment or lack of appointment, retention or lack of retention in any position for which a continuing contract is not possible or required.
4. Any matter, which, according to law, is beyond the scope of the Board's authority of limited to the unilateral action by the Board alone.

C. Procedure:

Step 1: Any bargaining unit member who has a grievance shall first discuss it with his/her immediate supervisor in an attempt to resolve the matter mutually at that level. A decision shall be rendered within seven (7) days.

Step 2: If the bargaining unit member is not satisfied with the decision, he/she may appeal the decision to the principal within seven (7) days after the receipt of the decision of the immediate supervisor. The appeal shall be in writing and must specify:

- a. The nature of the grievance;
- b. The injury and the loss which is claimed; and
- c. The remedies sought.

The principal shall investigate the matter and communicate the decision in writing to the grievant within seven (7) days from the receipt of the written grievance.

Step 3: If the bargaining unit member is not satisfied with the decision he/she may appeal the grievance to the Superintendent in writing within seven (7) days after the receipt of the principal's decision. The Superintendent shall investigate the grievance and render a decision in writing within ten (10) days after the receipt of the appeal to his/her level from the principal, the immediate supervisor and the employee.

Step 4: If the bargaining unit member is not satisfied with the decision rendered at the previous step, the bargaining unit member may appeal the grievance to the School Board. Such an appeal must be made within seven (7) days after the receipt of the decision from the previous step. The Board or a committee thereof shall review the grievance and, at its option, may request that a hearing be held with those involved in the grievance prior to making its decision. The School Board shall render its decision in writing within fourteen (14) days after the receipt of the appeal from the Superintendent, principal, immediate supervisor and the employee.

D. Arbitration:

1. At the sole option of the Association, arbitration may be utilized in an attempt to settle a grievance.
2. Arbitration may only occur on or after Step 4.
3. Notification that arbitration will take place must be made in writing by the Association to the Superintendent within seven (7) days after the receipt of the decision from the previous step.
4. The Association shall file a demand for arbitration with the American Arbitration Association within seven (7) days of the notification required in Section D3.
5. The costs for the services of the arbitrator, including per diem expenses, if any, and actual and necessary travel, subsistence expenses and the costs of the hearing room shall be borne equally by the Board and the Association. Any other expenses shall be paid by the party incurring same.
6. The Arbitrator shall limit himself/herself to the issues submitted to him/her and shall consider nothing else. He/she shall be bound by and must comply with all of the terms of this Agreement. He/she shall have no power to add to, delete from, or modify in any way the provisions of this Agreement. The Arbitrator may award a "make whole recommendation", but may apply no penalty payments.
7. The decision of the Arbitrator shall be binding upon the parties. However, either party shall have a right to appeal under the provisions of New Hampshire RSA Chapter 542 as amended. It is hereby specifically agreed by the Board and the Association that this contract and grievance procedure clause are subject to the provisions of New Hampshire RSA Chapter 542 as amended.

E. Failure to communicate the decision on a grievance within the specified time limits shall permit the grievant to proceed to the next step. Failure in any step of this procedure to appeal a grievance to the next step within the specified time limits shall be deemed a waiver of future appeal of the decision, and will be considered acceptance of the decision rendered.

F. Supplemental Information:

1. All documents, communications and records dealing with the processing of a grievance shall be filed separately from the personnel files of the participants and shall not be forwarded to any prospective employer of the grievant, nor shall such documents be revealed or the grievance(s) be alluded to in any communications between the administration and said prospective employer, unless said documents fall within RSA 91-A, "The Right to Know Law".
2. An aggrieved person shall be present at all stages of the grievance procedure. The aggrieved person may represent himself/herself or may choose to be represented by a member of the Association. The Association shall, at the time of the submission of the grievance to the principal or any higher level, be notified by the principal, in writing, that the grievance is in process. The Association shall have the right to be present and state its position in writing at all hearing sessions held concerning such grievance and shall receive a copy of all decisions rendered.

Grievance may be filed by the Association at Step 3 of this procedure.

Article V

Reduction in Force/Recall

- A. 1. If it is necessary to decrease the number of bargaining unit members within the District for any reason, the School Board will terminate or transfer bargaining unit members on the basis of certification and seniority.
 2. Subject to the foregoing limitations, the basis for the decision to terminate a bargaining unit member shall be solely the competency of the bargaining unit member, as assessed by the superintendent, or his/her designee.
 3. The decision on the competence of the individual bargaining unit member(s) to be terminated is not grievable.
- B. Bargaining unit members shall be recalled for the same positions or for positions for which they are certified and qualified in the inverse order to that which they were terminated. Such reinstatement shall not result in a loss of service for the previous years, but will not reflect service for those years or parts thereof while a bargaining unit member was not working for the District.

The following conditions apply:

1. Bargaining unit members shall be allowed out of district employment during the period he/she is laid off under this section.
2. Bargaining unit members shall be reinstated in the inverse order of their being terminated, provided that they are certified and immediately qualified and competent for the position available.
3. Bargaining unit members with recall rights shall notify the Superintendent each year prior to March 1 that they wish to retain these rights and inform the Superintendent of the address to be used for notification.
4. All recall rights shall terminate three (3) calendar years after the date of the last day worked.
5. A bargaining unit member who refused a recall terminates all rights of recall for employment.
6. Recall rights only apply to personnel not actively employed by the District.
7. Bargaining unit members who meet the above conditions shall be recalled before new bargaining unit members are hired.

Article VI

Association Rights

- A. The Board agrees that the Association shall have the right to use the Raymond School District facilities as defined by School Board policy, "Facilities Use" code KF, and shall be listed as a "Government Body".
- B. Each year, the R.E.A. shall be allowed two (2) school days for each of, up to two (2) NEA-NH/NEA delegate meetings. The R.E.A. delegates shall suffer no loss of pay for said days, as they shall be considered release days. The Superintendent shall be notified no less than one week prior to the commencement of such release days.

Article VII

General Conditions

- A. School Calendar - The Raymond Education Association will act in an advisory capacity in the formulation of a school calendar. As advisors, the Association will be given the proposed calendar two weeks in advance of their requested advice. If consideration is given to the use of school vacation periods as school make-up days, input will be requested from the Association at least two weeks prior to the School Board taking action.
- B. Printing of Agreement - Copies of this Agreement between the Raymond School Board and the Raymond Education Association shall be printed at the expense of the Board within thirty (30) days after the Agreement is signed. The Board shall furnish ten (10) copies of the Agreement to the Association for its use. The current contract shall be posted on the District website.
- C. Members of the bargaining unit who elect not to join NEA-REA/NEA-NH/NEA shall pay a service fee to the bargaining representative equivalent to 75% of the NEA-REA/NEA-NH/NEA dues. This payment shall be used for the funding of the REA scholarship, and will be made through payroll deductions commencing on the same date as the first payroll dues deduction for regular REA members for ten (10) consecutive equal bi-weekly deductions.

Article VIII

Terms and Conditions of Employment

A. Terms

- 1. The recommended school calendar shall provide for one hundred eighty-five and one-half (185½) working days to commence not prior to the third Friday of August and ending no later than June 30; provided, however, bargaining unit members in their first year of service may be required to attend one additional workshop day.

There will be no school on the Wednesday before Thanksgiving and the last day of school before the Christmas Break will be no later than December 22.

- 2. Bargaining unit members will not be required to remain in the school building for more than 7 hours 10 minutes per day in grades K-4 and 7 hours 30 minutes in grades 5-12 per day. As part of their professional responsibility, bargaining unit members shall:
 - a. Attend scheduled department and other professional staff meetings.
 - b. Attend one open house after the regular teacher on-site day.
 - c. Attend two parent conferences after the regular teacher on-site day.
 - d. Make necessary parent contacts after the regular teacher on-site day if such contacts cannot occur during the regular teacher on-site day.
 - e. Attend one 60-minute elementary school faculty meeting per month after the regular teacher on-site day.
 - f. Attend middle school faculty meetings of up to 60 minutes, including one per month up to 25 minutes of which is after the regular teacher on-site day.
 - g. Attend high school faculty meetings of up to 60 minutes, including one per month up to 20 minutes of which is after the regular teacher on-site day.

- h. Remain beyond the regular teacher on-site day for emergencies.
- i. Bargaining unit members are encouraged to attend and/or participate in one other activity outside the regular teacher on-site day.

3. Schedule

The School Board may establish either a multiple-period schedule or flex team schedule for the middle school at the Board's sole discretion. The School Board may establish either a multiple-period schedule or block schedule for the high school at the Board's sole discretion.

- a. Multiple-period schedule: For those years that the Board establishes a multiple-period schedule at the middle school and/or high school, the following will apply. The daily bargaining unit member load for all bargaining unit members at that school shall be normally no more than 5 periods of instruction plus 1 period of supervising student activities. At the discretion of the Superintendent or his/her designee, bargaining unit members at the school may be assigned 6 periods of instruction, so long as the total number of bargaining unit members so assigned does not exceed in number 25 percent of the faculty at that school. A bargaining unit member who is assigned 6 periods of instruction shall be relieved of the obligation to supervise students for 1 period and shall be paid an additional annual stipend equal to 10 percent of the first step BA on the salary schedule, but not less than \$2000. Bargaining unit members at that school will receive 1 duty-free planning period consisting of 1 normal class period per day.
 - b. Flex team schedule: For those years that the Board establishes a flex team schedule at the middle school, the following will apply. Bargaining unit members at that school will receive 1 duty-free planning period of approximately 50 consecutive minutes per day, and will receive total planning time of at least 350 minutes per week. Each team at the middle school shall decide how much of said planning time shall be utilized for individual planning and how much shall be utilized for team planning.
 - c. Trimester block schedule: For those years that the Board establishes a trimester block schedule at the high school, the following will apply. The instructional blocks to which high school teachers are assigned each year shall not exceed a maximum of 4 daily instructional blocks of no more than 70 minutes each in one trimester, and 3 daily instructional blocks of no more than 70 minutes each in two trimesters. The District will continue to provide training and materials for teachers concerning block scheduling. Bargaining unit members at that school will receive 1 duty-free planning block of at least 70 consecutive minutes per day for individual planning time, and may be assigned additional time for professional learning team planning and/or duties.
- 4. All bargaining unit members shall receive an uninterrupted duty-free lunch around noon equal to the student lunch period per day.
 - 5. All Elementary School bargaining unit members shall receive five (5) planning periods per week totaling a minimum of 185 minutes.
 - 6. All elementary bargaining unit members shall receive the average of one (1) fifteen minute

relief period per day.

7. No bargaining unit member will be required without his/her agreement to perform any duty during a vacation or after the end of a bargaining unit member's on-site school day preceding a vacation.

B. Conditions

1. Bargaining unit members will not be responsible for the transportation of students detained for after school detentions.
2. The School Board shall make available in each school adequate lavatory facilities exclusively for bargaining unit member use. Provisions for such facilities will be made in all future buildings.
3. There shall be only one official comprehensive file in which permanent copies of evaluations and other written material regarding a bargaining unit member shall be retained. Upon reasonable notice, a bargaining unit member shall have access to his/her file with the right to make a copy of any material contained therein at the bargaining unit member's expense. No written material having an effect upon a bargaining unit member's performance shall be placed in the file without having been shown first to the bargaining unit member, who shall sign the same, acknowledging only that he/she has had an opportunity to review the written commentary. In the event a bargaining unit member should refuse to sign the acknowledgement, the material may be placed in the bargaining unit member's file with a notation thereon of such refusal.
4. The Superintendent shall post in all school buildings a list of all known unfilled positions. During the summer, the list will be posted in the SAU office and a copy will be forwarded through postal mail or email (with return receipt) to the Association President at his/her summer address as filed with the SAU personnel office.
5. No member of the bargaining unit shall be disciplined without just cause. In the case of bargaining unit members, discipline within the meaning of this article is not intended to encompass discharge or non-renewal which shall be covered by the provisions of RSA 189. Those bargaining unit members who are not covered by the provisions of RSA 189 shall not be entitled to grieve their discharge during their first year of employment which shall be a probationary period. Thereafter, the just cause standard shall apply.

Article IX

Salary Deduction

- A. Bargaining unit members shall be provided information at the time of their employment on all mandatory and optional deductions from their paychecks.
 1. Mandatory deductions include: Federal Withholding Tax (income tax), F.I.C.A. (social security), and deductions required under the New Hampshire Retirement System.
 2. Optional deductions include: Income Protection Insurance, Tax Sheltered Annuities, The Service Federal Credit Union and the bargaining unit members' Association dues. The Association agrees to hold the School Board harmless relative to the collection and disbursement of dues.
- B. All salary deductions other than those regulated by the Federal or State Government will be deducted or terminated only upon written approval of the employee.
- C. The School Board reserves the right to determine the means and method for application, change and termination procedures in accordance with the law and which provides adequate records and

minimizes the work load of the business office.

- D. The School Board will provide timely notification to bargaining unit members on changes in procedure.

Article X

Insurance

- A. Bargaining unit members who work 80%-time or more will be eligible for the insurance benefits listed in Article X (B). Bargaining unit members who work 40%-time or less will not be eligible for any insurance benefits. Bargaining unit members who work between 40%-time and 80%-time will be eligible to receive the insurance benefits listed in Article X (B), prorated in proportion to the number of days and hours listed in Article VIII (A) (1-2) that the bargaining unit member works.
- B. School Care HMO with \$10 office visit copayment and 5/15/35 prescription copayment
 - 1. 2012-2013 District Contribution 93% single, 2-person, or family

2013-2014 District Contribution 83% single, 2-person, or family

In the instance where both husband and wife are employees of the School District, 100% of the medical premium will be paid.

All eligible bargaining unit members electing not to participate in the health insurance plan for the entire year who provide documentation of alternative coverage without an insurance subsidy (e.g., under the Patient Protection and Affordable Care Act), will receive a payment at the end of the school year. The amount of said payment will be \$1500 minus any penalty imposed upon the School District because the employee receives an insurance subsidy (e.g., under the Patient Protection and Affordable Care Act). For any bargaining unit member starting employment after the start of the school year, this payment will be pro-rated based upon the number of days worked.

- 2. A bargaining unit member who is on non-paid sick leave, child rearing leave or professional leave of absence may continue their enrollment in the group plan when they make written arrangement with the supervisory office prior to the start of the leave. The total cost of this program must be paid by the staff member.
- 3. The School District will pay 100% of the premium for a single person membership in the Dental Plan Benefits A, B, and C agreement and 75% of the premium for a two-person or family membership. Bargaining unit members, at their own expense, can buy up to the Dental Plan D.
- 4. The School District will pay 100% of the premium for a twenty-five thousand (\$25,000.00) dollar term life insurance policy. Bargaining unit members, at their own expense, can buy up to a fifty thousand dollar (\$50,000) life insurance policy. This is subject to underwriting limitations and guidelines.
- 5. The School District will research and make available to the membership a long term disability plan. This plan will be at 100% cost to the employee.

Article XI

Leaves

A. Sick Leaves

Sick leaves shall be granted on the basis of twelve (12) working days per year, accumulative to 120 days. Sick leave shall be interpreted to mean sickness of the employee, the employee's spouse, the employee's children, the employee's parents or spouse's parents who reside at the bargaining unit member's primary residence. Each bargaining unit member will, at the beginning of the school year, be notified of the number of sick days he/she has accumulated.

Sick Leave Contingency:

1. The Sick Leave Contingency is intended to serve a member who, because of extended and serious illness, has exhausted his/her individual sick leave.
2. All bargaining unit members may be eligible for the sick leave contingency benefit.
3. The maximum number of days available for the Sick Leave Contingency use per year will be 180, and these days are non-accumulative.
4. The Sick Leave Contingency Committee shall be comprised of the following:
 - a. One School Board member as appointed by the School Board.
 - b. Three bargaining unit members, one from each building, as appointed by the Association.
 - c. Two administrators as appointed by the School Board.
 - d. An administrator will call the meeting. Each member organization is responsible to see that its members are there. A quorum shall be four members, but a majority vote of the whole committee (4) will be required to sustain any action.
5. The Sick Leave Contingency Committee will make recommendations to the Superintendent regarding if sick leave contingency days will be granted and how many such days shall be awarded. The recommendation shall be based upon guidelines developed by the committee.
6. Any bargaining unit member needing to utilize the contingency must submit to the committee: (a) written request to the committee specifying the number of days requested and (b) a doctor's certificate verifying the applicant's illness.
7. The requesting bargaining unit member shall also send a letter to the superintendent requesting that a copy of the bargaining unit member's attendance record be sent to the committee to be used in determining the applicant's eligibility.
8. The committee's written recommendation will be forwarded to the superintendent within fourteen (14) calendar days of receipt of all necessary documents by the committee.

The superintendent will inform the applicant of his decision within seven (7) calendar days of receipt of the committee's recommendation.

9. In no event shall the total amount expended by the District for this benefit exceed \$30,000.

B. Confidential Personal Leave

Up to three (3) days non-accumulative confidential leave of absence for personal, legal or family matters will be granted per year. This confidential leave of absence for personal, legal or family matters is to be used for sound, pressing, unavoidable reasons only. Its proper use will be subject to a bargaining unit member's statement that it does conform with said requirements. Application forms may be obtained, completed and returned to the principal's office for administrative approval or rejection. Applications will not be approved if the activities involved can be completed on non-school time. Applications usually will not be approved if the personal leave

results in extending a school vacation.

C. Professional Leave

Bargaining unit member's request for up to three (3) days per year professional leave may be granted upon application and approval in advance. The following conditions will apply:

1. Professional leave will be used to attend, visit or participate in educational programs directly relating to their professional assignment.
2. Requests will be submitted to the Superintendent through the principal two (2) weeks in advance of the date in question.
3. Application forms must be obtained at, completed and returned to the principal's office for administrative approval or rejection.

D. Funeral Leave

1. When requested, bargaining unit members may receive funeral leave with full pay each school year per situation as follows:

Not to exceed two days:

- a. Grandparents

Not to exceed four days:

- b. Siblings
- c. Persons living in the bargaining unit member's household

Not to exceed five days:

- d. Parents
- e. Spouse
- f. Child

2. Upon a bargaining unit member's request the Superintendent may extend the funeral leave.
3. Upon a bargaining unit member's request the Superintendent may grant funeral leave to attend funerals of other relatives or close personal friends.
4. The Superintendent's action under paragraphs 2 and 3 hereof shall not be subject to the provisions of the grievances procedure.

E. Jury Duty

A bargaining unit member called as a juror will be paid the difference between the compensation received for such services and the bargaining unit member's per diem rate. Satisfactory proof of such service and compensation must be submitted to the Superintendent in order to warrant payment.

Leaves Without Cost to District:

F. Professional Leave of Absence

Upon recommendation to the School Board by the Superintendent, a bargaining unit member with more than three (3) years experience in the District may be granted a leave of absence from the District for one (1) year at no cost to the District. The Superintendent will base his/her recommendation on whether the requested leave will substantially improve the quality of the educational service provided by the bargaining unit member to the Raymond School District. A maximum of three bargaining unit members will be considered in any one school year. Any person on this leave for a full academic year must notify the Superintendent, in writing, prior to March 1 of that year of their intention to return. This will indicate to the Superintendent that the respective bargaining unit member wishes to be offered a contract.

Stipulations:

1. Written application for leave must be requested and acted upon before April 15 of the academic year prior to the contemplated leave.
2. A leave is granted for one year only. In unusual circumstances, an extension may be granted.
3. A returning individual will be accorded the same consideration for employment as if he were not on leave.
4. Experience credit for salary purposes will be granted for the period of the leave.

G. Child Rearing Leave

A child rearing leave of absence for up to five (5) consecutive marking terms will be granted to bargaining unit members under the following circumstances and conditions:

1. The leave shall be without pay to the bargaining unit member and without cost to the District;
2. The leave must be for the purpose of caring for a newborn child of the bargaining unit member, or a child adopted by the bargaining unit member;
3. The bargaining unit member will notify the principal three (3) months prior to the commencement of the leave, except in extenuating circumstances in the case of adoption;
4. A bargaining unit member returning from child rearing leave will be placed on the salary scale as if the bargaining unit member has not had a leave if the leave is less than 92½ school days and will resume a position within the bargaining unit member's level of competence and certification. In the event that the bargaining unit member was or will be on leave for more than 92½ school days, the bargaining unit member will experience no step increase when the next contract is issued following: 1) the 93rd school day on leave, or 2) the date it is known he/she will be on leave for 92½ school days, whichever comes first.
5. For the purposes of child rearing leave, a "school day" shall be defined as any day that the bargaining unit members are required to be working.
6. Any person on this leave for a full academic year must notify the Superintendent in writing prior to March 1 of that year of their intention to return. This will indicate to the Superintendent that the respective bargaining unit member wishes to be offered a contract.

H. Other Leave

A bargaining unit member with five (5) or more years of experience shall have the right to petition the Board to take a year's leave of absence without pay or other benefits with the guaranty of an equivalent job upon return from such leave. The bargaining unit member must give a three (3) month notice of his/her desire to take such leave and the leave will only be granted for a full school year. The Board, at its discretion, will grant or deny such leave and the decision of the Board will not be subject to the provisions of the grievance procedure.

I. Family and Medical Leave Act (FMLA)

Statutory rights under the Family Medical Leave Act shall not be construed or applied so as to diminish the rights and benefits set forth herein.

Article XII

Reimbursements

- A. The School District shall reimburse bargaining unit members the tuition cost of one course taken at the graduate level which is directly related to their assignment and approved by the Superintendent or his/her designee. The maximum amount of reimbursement shall be the full

tuition cost for the course. In order to receive reimbursement, a course must be approved prior to course registration and a grade of B or better or a grade of pass in a “pass/fail” course must be attained. The School District will expend up to \$30,000 each year of the agreement for course reimbursement. The money will be allocated in the following manner: Summer term - \$10,000; Fall term - \$10,000; Spring term - \$10,000. Any money remaining in a given term shall be carried over to the next term. Any money remaining at the end of the Spring term shall be used to reimburse bargaining unit members who were denied reimbursement due to a lack of funds in a previous term. All requests will be processed in the order in which they are received by the SAU Office. Any funds remaining at the end of the year will be equally divided among bargaining unit members who have applied for and successfully completed a second course.

- B. The School District shall reimburse bargaining unit members up to \$200 for the cost of workshops/seminars subject to the recommendation of the principal and written approval of the Superintendent, or his/her designee, ten(10) school days prior to the workshop/seminar. The School District will expend up to \$30,000 for each year of the agreement for workshop/seminar reimbursement. The money will be allocated in the following manner: July 1 - Dec 31 \$15,000 and Jan 1- June 30 \$15,000. Encumbered funds not processed forty-five (45) days after the date of the approved workshop/seminar will not be paid and will be released for use by other bargaining unit members. Bargaining unit members may not encumber more than two workshops in a given time period.

Article XIII

Staff Development

- A. The Board shall expend up to \$5,000 for staff development programs approved by the Raymond School District Staff Development Committee.
- B. In accordance with New Hampshire recertification requirements, each bargaining unit member is expected to complete the required number of professional development hours within a three year period. For every twenty (20) hours of approved Staff Development credits, excluding college courses, the bargaining unit member shall receive one (1) credit toward degree status on the Salary Schedule to a maximum of (5) credits per three (3) year period.

Special conditions:

1. Only Staff Development credits earned while in the District's employ shall be counted towards credit on the salary scale.
2. No credits earned before July 1, 1993 shall be counted towards credit on the salary scale.

- A. Method of Compensation - 1/26th or 1/22nd (bargaining unit member's choice) of the annual salary shall be paid every other Friday until the end of the year. All bargaining unit members will receive their first paycheck of the year no later than the second Friday of service according to the School District calendar. Those on 26 pay periods will receive a final check equal to the unpaid amount to be issued no later than five days from the last day of actual service. When a bargaining unit member leaves or enters the District during the school year, the salary due him/her will be prorated based upon the number of contract days versus the number of days in his/her contract.
- B. Degree-track movement on the salary schedule shall occur only at the beginning of the contract year. So that the district can budget for such degree-track changes, a bargaining unit member shall notify the Superintendent of Schools no later than the October 1 prior to the degree-track change of the specific degree-track change for which he/she expects to be eligible at the start of the next contract year. A bargaining unit member who fails to provide such notice shall not receive the degree-track change until the following school year.
- C. Step Raises and Cost-of-Living Adjustments
1. 2012-2013: Bargaining unit members whose performance has been adjudged satisfactory by the Superintendent or his/her designee shall be advanced one step on the salary schedule at the start of the school year and a second step on the salary schedule 50% of the way through the school year. No bargaining unit member shall be denied advancement on the salary schedule without just cause.
 - a. Employees already on or beyond the top step of the schedule in 2012-2013 will receive a cost of living increase of \$800. The total annual salary will be distributed over the course of the 2012-2013 school year (either 22 or 26 biweekly paychecks).
 2. 2013-2014: Bargaining unit members whose performance has been adjudged satisfactory by the Superintendent or his/her designee shall be advanced one step on the salary schedule 50% of the way through the 2013-2014 school year. No bargaining unit member shall be denied advancement on the salary schedule without just cause.
 - a. Employees already on or beyond the top step of the schedule in 2013-2014 will receive a cost of living increase of \$1,100. The total annual salary will be distributed over the course of the 2013-2014 school year (either 22 or 26 biweekly paychecks).
- D. Education Raises
1. 2012-2013: When a teacher with one degree status in 2011-2012 progresses to the next degree status, the teacher shall receive a permanent salary increase at the beginning of the 2012-13 school year in accordance with the 2011-12 salary schedule.

2. 2013-2014: When a teacher with one degree status in 2012-2013 progresses to the next degree status, the teacher shall receive a permanent salary increase at the beginning of the 2013-14 school year in accordance with the 2012-2013 salary schedule if the teacher still is on the salary schedule.
3. If a teacher is beyond the top step of the salary schedule, and progresses to the next degree status, the teacher will receive the following:

Bachelors to Bachelors +15	\$1000
Bachelors +15 to Bachelors +30	\$1000
Bachelors +30 to Masters	\$1000
Masters to Masters +15	\$1000
Masters +15 to Masters +30	\$1000

E. 2012-2013 and 2013-2014 Salary Schedule

	BA	BA+15	BA+30	MA	MA+15	MA+30
Step 1	\$31,627	\$32,171	\$32,727	\$33,293	\$33,870	\$34,461
Step 2	\$32,811	\$33,379	\$33,960	\$34,550	\$35,153	\$35,769
Step 3	\$34,047	\$34,640	\$35,245	\$35,861	\$36,491	\$37,133
Step 4	\$35,336	\$35,954	\$36,585	\$37,228	\$37,885	\$38,554
Step 5	\$36,682	\$37,327	\$37,986	\$38,657	\$39,342	\$40,042
Step 6	\$38,086	\$38,760	\$39,447	\$40,147	\$40,862	\$41,592
Step 7	\$39,552	\$40,254	\$40,971	\$41,702	\$42,449	\$43,210
Step 8	\$41,080	\$41,814	\$42,562	\$43,326	\$44,104	\$44,898
Step 9	\$42,676	\$43,441	\$44,222	\$45,018	\$45,831	\$46,659
Step 10	\$44,341	\$45,139	\$45,954	\$46,786	\$47,632	\$48,497
Step 11	\$46,079	\$46,912	\$47,763	\$48,631	\$49,516	\$50,417
Step 12	\$47,891	\$48,761	\$49,649	\$50,554	\$51,477	\$52,418
Step 13	\$49,783	\$50,691	\$51,617	\$52,560	\$53,523	\$54,505
Step 14	\$51,760	\$52,706	\$53,673	\$54,657	\$55,661	\$56,687

F. Longevity

Bargaining unit members with more than 15 years experience in Raymond shall receive an additional \$1,950.

Article XV

Savings Clause

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

Article XVI

Duration Provision

- A. This agreement shall be effective when signed and shall continue in full force and effect from July 1, 2012, until June 30, 2014.
- B. Either party may request negotiations for a successor agreement provided they notify the other party of their intent no later than September 1, 2013.

Article XVII

Severance Pay

- A. Upon separation from employment by the Raymond School District with 10 or more years of service as a bargaining unit member immediately prior to separation, a full-time bargaining unit member under written contract with the School District shall be awarded a sum of money equal to 90 percent of the current rate of substitute teacher per diem pay multiplied by the number of unused sick days accumulated at the time of separation from the School District, up to a maximum of 12 days for each consecutive year of service as a bargaining unit member immediately prior to separation. The 120-day limitation on accumulation of sick days in Article XI(A) shall not apply to this benefit. The bargaining unit member may receive this benefit only once in his or her lifetime. The bargaining unit member shall inform the Superintendent of Schools of the member's intention to separate from the School District in writing on or before the October 1 prior to separation from the School District. The bargaining unit member also shall submit a final letter of resignation or retirement to the Superintendent of Schools on or before the December 1 prior to separation from the School District. For a bargaining unit member who submits the notices by October 1 and December 1, this benefit shall be payable in accordance with Section XVII(B). For a bargaining unit member who submits the notice by October 1 but does not submit the final notice by December 1, this benefit will be payable on or before the second July 15 following the bargaining unit member's separation from the School District.
- B. Notwithstanding any other provision in this Agreement, the benefit under this Article for a teacher who has submitted the notices by October 1 and December 1, will be divided into two installments. The first installment shall be due and payable by the first July 15 after separation from employment, and shall equal the maximum portion of the benefit that will not result in the School District being assessed by the New Hampshire Retirement System under RSA 100-A:16 III-a. The second installment shall be due and payable 121-150 days after separation from employment so as to prevent the School District from being assessed by the New Hampshire Retirement System, and shall equal the remainder of the benefit that was not paid in the first installment.

Signature Page

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be signed by their duly authorized officers and representatives, or either, this 4th day of April, 2012.

Raymond School Board

Raymond Education Association

BY: _____

BY: _____