Agreement Between

SALEM SCHOOL BOARD

And The

SALEM EDUCATIONAL SUPPORT PERSONNEL ASSOCIATION

2007-2010

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SESPA 2007-2010

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ARTICLE 1 AGREEMENT:

This Agreement made and entered on this first day of July 2007, by and between the Salem School Board, hereinafter referred to as the "Board", "Employer", or "District", and the Salem Educational Support Personnel Association, NEA-New Hampshire, hereinafter referred to as the "Association".

ARTICLE 2 RECOGNITION:

Section 1: The Board recognizes the Association as having been certified by the New Hampshire Public Employee Labor Relations Board pursuant to RSA 273-A, as the exclusive representative of Library Assistant, Nurse Assistant, Cafeteria Assistant, Support Assistant, Educational Assistant-Classroom, and Educational Assistant-Special Education.

Section 2: Probationary Period: There shall be a probationary period of 90 ninety work days of employment for newly hired employees. Contractual benefits, where applicable take effect from the date of hire, except that the provisions of Article 18 Disciplinary Procedures, and the right to grieve under Article 12, shall not apply during probationary period.

ARTICLE 3 DEDUCTIONS:

Section 1: Upon presentation of written authorization by an employee, the District agrees to deduct from each Association member so authorized the appropriate dues as certified to the employer by the Treasurer of the Association, and forward the same to the Association Treasurer. Said deduction is to be made each pay period. However, if any employee has no check coming to him/her or the check is not large enough to satisfy the assignment, then and in that event only, no collection will be made from said employee for that pay period. However, the full dues shall be deducted during the course of the school year. The Association shall save the Board harmless from any disputes as a result of dues deduction.

Section 2: Each employee who, on July 1, is a member of the Union, and each employee who becomes a member after that date shall continue his/her membership in the Union during the duration of this agreement; provided, however, that an employee may, at his/her discretion and in writing withdraw his/her membership from the Union within ten (10) calendar days of July 1 of the contract thereafter. The Association shall be notified within the time limits specified above.

Section 3: Assistants leaving the district during the school year will have any outstanding dues balance deducted from their last paycheck, providing said check has sufficient funds.

Section 4: The District agrees to deduct from the employees authorized monies to be transferred to annuity companies, insurance companies, credit unions, banks, and charitable organizations such as the United Fund, in accordance with the Salem School District Policy. If any employee has no check coming to him/her or the check is not large enough to satisfy the authorized transfers, then and in that event, the employee shall immediately remit sufficient monies to the District, in addition to any monies deducted, to satisfy the authorized transfers.

ARTICLE 4 NEGOTIATIONS PROCEDURE:

Section 1: On or before September 1 of any year preceding the expiration date of this Agreement, either party may notify the other party of its intent to negotiate terms of a successor agreement. Within twenty (20) calendar days of the receipt of the notice the parties shall meet.

Section 2: The parties agree to negotiate in good faith according to the procedures set forth in RSA 273-A. Each party shall make proposals, counter proposals and exchange data in an effort to reach an accord on all negotiable issues raised with respect to salaries, benefits and working conditions.

Section 3: Either party may, if it desires, utilize the services of outside consultants.

Section 4: Any final agreement reached shall be subject to the approvals in RSA 273-A and shall be reduced to writing and signed by the board and the Association.

Section 5: Copies of this Agreement will be printed at Board expense and given to each employee within thirty (30) days of reaching final agreement.

ARTICLE 5 ASSOCIATION RIGHTS:

The Association shall have the following rights:

Section 1: Association officers or their designees, during working hours and without loss of time or pay, may represent employees in negotiations and may, by mutual agreement, investigate and present grievances to the employer.

Section 2: Use of School Facilities and Equipment: The Association shall have the right to use school facilities for meetings upon prior request and approval of the principal.

Section 3: The Association shall be provided with bulletin boards or sections thereof for the purpose of posting Association materials. The Association shall also have the right to use school mails to distribute Association materials.

Section 4: A copy of all agenda and official minutes of School Board meetings shall be available to the president of the Association upon request to the Superintendent of Schools.

ARTICLE 6 EMPLOYEE RIGHTS AND PROTECTION:

Section 1: No employee shall be required to appear before the School Board without forty-eight (48) hours written notification. An employee may have a representative of the Association accompany him/her to this meeting with the school Board.

Section 2: Upon twenty-four (24) hours notice, an employee will have the right to review the contents of his/her personnel files, except for recommendations from prior employment, and to have a representative of the Association accompany him/her in such review. Other examinations of an employee's file shall be limited to qualified personnel. Each file shall contain a record indicating who has reviewed it, and the date reviewed.

Section 3: No derogatory materials will be placed in an employee's personnel file unless the employee has had an opportunity to review the materials. Complaints against the employee shall be put in writing with the names of the complainants, administrative action taken, and remedy clearly stated. The employee may submit a written notation regarding any material and the same shall be attached to the file copy of the material in question. When material is to be placed in an employee's file, the affected employee shall review and sign said material, such signature shall be understood to indicate awareness of the material but in no instance shall said signature be interpreted to mean agreement with the content of the material.

Section 4: All employees may request and shall be entitled to have present a representative of the Association during any meeting considered by the employer to be disciplinary in nature. The employee shall be advised by the employer that said meeting is considered disciplinary . When a request for a representative is made, no meeting shall be held with the employee until such representative is notified and has an opportunity to be present.

Section 5: Employee rights under any state or federal law shall not be abridged by the Board or Association.

ARTICLE 7 EMPLOYEE WORK SCHEDULES:

Section 1: Regular Work Day - The Actual hours of work will be set to meet the needs of the school. The hours will be established for a school year no later than August 15th each year. In the event the hours are to be changed, the employee and the Association will receive at least two weeks notice. In no event shall an employee's regular work day begin more than one (1) hour before the regular student day or end more than one (1) hour after the regular student day.

Section 2: Work Beyond the Regular Day: When an employee is required by an administrative official to attend and/or participate in school meetings and/or other school events that are not within the regular day, the employee shall be paid for the time worked.

Section 3: Assistants will report to their respective work-sites one day prior to the start of school, for which they will receive their hourly rate of pay for hours worked.

ARTICLE 8 VACANCIES & TRANSFERS:

Section 1: A position is considered vacant when an employee has left the position or when the employer has created a new position.

Section 2: Employees seeking transfer and employees severed due to layoffs shall be given first consideration for any vacancy. Employees severed due to layoff must submit a letter of interest to the Superintendent's office within five (5) work days of the vacancy posting to be considered for that vacancy.

Section 3: When the District involuntarily transfers an employee from one assignment to another, the employee shall be notified ten (10) calendar days prior to the change.

Section 4: It is understood by the parties that only the procedural aspects included in this article will be subject to the grievance procedure.

ARTICLE 9 JOB SECURITY

Unless otherwise defined by this Agreement, any employment relationship with the Salem School District is of an "at will" nature, which means that the Employee may resign at any time and the school district may discharge the Employee at any time.

ARTICLE 10 VACATIONS, HOLIDAYS, AND LEAVES

Section 1 - Vacation:
Employees working 30 or more hours per week and who have completed 2 years of service shall be entitled to 5 days of vacation pay. Employees working 30 or more hours per week and who have completed 10 years of service will receive 7 days of vacation pay. Vacation pay will be paid in the pay period following the last scheduled work day of the school year. Employees are ineligible for time off for vacation during the school year. Employees must be employed by the district for the entire school year to be eligible for vacation pay for that year.

Employees working less than 30 hours per week shall not be entitled to vacation.

Section 2 – Leave Days:
The school board recognizes that circumstances may require the absence of the employee from work during the school year. Each employee will be credited with seven (7) days of leave for absences for these circumstances. For employees working 30 or more hours per week, this leave is cumulative up to 27 days in 2007-2008, 34 days in 2008-2009, and 41 days in 2009-2010. For employees working less than 30 hours per week, this leave is not cumulative. Except in the case of illness, the employee will be required to submit the request for leave in writing to the building administrator 48 hours in advance of the time when such leave will be taken. In the case of illness, employees will endeavor to notify the building administrator or designee in advance of their scheduled work hours.

For employees working 30 or more hours per week and for employees working less than 30 hours per week, the district will pay a stipend in the amount of $250.00 at the end of the school year to each employee who has maintained perfect attendance for that school year. The district will pay a stipend in the amount of $125.00 at the end of the school year to each employee who has taken only (1) leave day for that school year. Bereavement days are not counted toward year-end totals.

Section 3 – Holidays:
Employees working 30 or more hours per week will receive the following eight (8) paid holidays, provided the employee works the day before or the day after the holiday: Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, day after Thanksgiving, Christmas, Civil Rights Day, and Memorial Day.

For the purposes of this section only, an employee shall be considered to have "work(ed)" the day before or the day after the holiday, if said employee is on a granted bereavement leave for such day. In the event that school begins after Labor Day, the requirement to work the day prior to Labor Day will be waived.

Employees working less than 30 hours per week shall not be entitled to holidays.

Section 4 – Bereavement:
Employees working 30 or more hours per week and employees working less than 30 hours per week shall be granted a Bereavement Leave of up to five (5) consecutive days (weekends excluded) in the event of a death for the following relations: Child, Spouse, Sister, Brother, Father/Stepfather, Mother/Stepmother, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, Grandparents, Grandchildren, Relative, significant other, or ward residing in the same household. If any of these days off are employees' scheduled working days, the employee shall suffer no loss in pay.

Section 5 – Jury Duty:
Any employee summoned for jury duty shall be paid his/her full salary for each working day of absence provided he/she pays the District the jury fee(s).

Section 6 – Association Leave:
The association shall be entitled to one day with pay for up to two (2) SESPA members to attend as official delegates to the NEA-NH Assembly of Delegates meeting. The requests will be forwarded to the Superintendent for approval.

ARTICLE 11 UNPAID LEAVES

An unpaid leave may be requested by an employee to care for; the employee's child upon birth, care for the employee's child upon adoption or foster care; an employee's parent, spouse, or child with a serious health condition; or, when an employee is unable to work because of a serious health condition;

Family Medical Leave Act (FMLA) provides eligible employees with up to twelve weeks in any twelve month period of unpaid, job-protected leave for the above mentioned reasons. The District and Employee shall follow the guidelines of the Family Medical Leave Act of 1993.

For purposes of this Article, "eligible " is defined as an employee working 1070 or more hours per year, and has been employed by the District for the twelve months prior to the request for leave.

All requests for unpaid leave shall be submitted to the Superintendent for approval. Requests for leave for the above purposes by employees not eligible for FMLA leave and requests for leave for any other purpose shall be granted at the discretion of the Superintendent.

ARTICLE 12 GRIEVANCE PROCEDURE:

Section 1: A grievance shall mean a complaint by one or more employees of the school district covered by this Agreement that there has been an alleged violation, misrepresentation or misapplication with respect to one or more provisions of this Agreement.

Section 2: An " aggrieved person" is the person making the complaint.

Section 3: The parties recognize the most desirable way to resolve a problem, is to do so informally. The employee making the claim may request the assistance of any of their superiors to reach an informal resolution of the grievance without representation of the Association. Failing to satisfy their grievance, or if they choose not to follow the informal route, the grievance shall be reduced to writing on the Grievance Form, Appendix B, of this Agreement. The grievance must be reduced to writing within fifteen (15) working days of it's occurrence or of the time employee should have known of its occurrence. In the event the building principal is absent from work for ten (10) consecutive days, the grievant may request that the Superintendent appoint another administrator to process the grievance through Step 1 of the grievance procedure.

Section 4: Once a grievance is reduced to writing, the following procedures will be in effect. The number of days indicated at each step should be considered maximum. The time limits may be extended by mutual agreement.

STEP 1 The grievance should be submitted to the Principal who shall respond in writing within (5) working days. If the grievant is not satisfied with the response, or if no response is received, they may within five (5) working days proceed to:

STEP 2 A written grievance shall be submitted to the Superintendent of schools who may assign a central office administrator to meet with the grievant and their representatives. The administrator shall review the information considered to be relevant and respond in writing within seven (7) working days of receipt of the grievance. If the employee is not satisfied with the response, or if no response is received, and with approval of the Association, they may within ten (10) working days, proceed to:

STEP 3 On request, the Board shall review the grievance and shall hold a meeting with the grievant. Within twenty (20) days of the receipt of the appeal, the Board shall render a decision in writing. If the employee is not satisfied with the response, or if no response is received, and with approval of the Association, they may within ten (10) working days, proceed to:

STEP 4 Arbitration by and under the rules of the American Arbitration Association. The Association shall advise the Board in writing of the decision for arbitration.

a) The decision of the arbitrator shall be advisory only.

b) The arbitrator shall submit a report to the grievant, the Association , and the Board within (30) days of completion of the hearings.

c) The cost of the advisory arbitration shall be borne equally by the Board and the Association.

d) Neither the Board nor the Association will be permitted to assert any ground or evidence before the arbitrator which was not previously disclosed to the other party.

Section 5: Failure at any level of this procedure to communicate the decision on a grievance within the specified time limits shall permit the grievant to proceed to the next level. Failure at any level of this procedure to appeal a grievance to the next level within the specified time limits shall be deemed to be a waiver of further appeal of the decision and acceptance of the decision rendered at that level.

Section 6: A grievance may be withdrawn by the grievant at any time.

Section 7: When a grievance is reduced to writing, an aggrieved person may be represented at all stages of the grievance procedure by the Association; however, the grievant must be present and agree to a mutual extension of time to allow the grievant to be present when it is a physical impossibility to do so.

Section 8: All documents, communications and records concerning a grievance shall be filed separately, and not in a personnel file of the employee.

Section 9: The Board and the Association shall assume that the parties of interest and witnesses are guaranteed freedom from restraint, interference, coercion, discrimination or reprisal.

ARTICLE 13 INSURANCE:

Section #1: Employees working more than 25 hours per week shall be eligible to enroll in the Blue Choice Three-Tier health plan, Blue Choice Two-Tier health plan, or the Health Maintenance Organization (HMO) health plan currently offered by the District. Employees will pay the cost of the premium of the plan of choice through payroll deductions. Said deduction is to be made each pay period. However, if any employee has no check coming to him/her or the check is not large enough to satisfy the assignments the employee will immediately remit the amount due to the district. Failure to make the premium payments in this event will result in termination of the employees enrollment in the plan.

Section #2:
For employees with 5 continuous years of service with the Salem School District in 2007-2008, 4 continuous years of service with the Salem School District in 2008-2009, and 3 years of continuous years of service with the Salem School District in 2009-2010, the Board shall pay the following dollar caps toward the premium of a health plan offered in section 1.

PLAN	* YEAR 1 (2007-2008)	* YEAR 2 (2008-2009)	* YEAR 3 (2009-2010
Employees working more than 25 hours/week:	Single: $4,900 2 Per: $5,390 Fam: $5,635	*	*

- The district contribution for single coverage will be set to the district contribution for single coverage equal to SAFSP plus the weighted average increase by plan type in the previous year.
- The district contribution for two-person coverage will be set to the district contribution for single coverage equal to SAFSP plus the weighted average increase by plan type in the previous year plus 10%
- The district contribution for family coverage will be set to the district coverage for single coverage equal to SAFSP plus the weighted average increase by plan type in the previous year plus 15%.

If the premium is less than the maximum district contribution, then the premium cost will be the maximum contribution by the district.

Section #3: For employees working 20 hours or more per week, the District will provide $20, 000 of life insurance.

ARTICLE 14 COMPENSATION:

Agreed to the reorganization of positions from eleven (11) positions to three (3) positions.

Position	2006-2007 Rate	Position Classification	New Hourly Rate Prior to 2007-2008 Increase
Library Assistant	$13.00	C	$13.03
Cafeteria Assistant	$11.12	A*	$11.12
Nurse Assistant	$12.97	C	$13.03
Support Assistant - FT	$12.45	B	$12.70
Support Assistant - PT	$10.70	A*	$10.70
Support Assistant - FT ***	$12.70	B	$12.70
Support Assistant - PT ***	$10.90	Sidebar	$10.90
Educational Asst. - Classroom - FT	$13.00	C	$13.03
Educational Asst. - Classroom - PT	$11.15	B	$12.70
Educational Asst. - Spec. Ed. - FT	$13.08	C	$13.03
Educational Asst. - Spec. Ed. - PT	$11.23	N/A	N/A

For purposes of this Agreement, "Full Time" shall mean that the employee's scheduled workweek consists of 30 or more hours.

For purposes of this Agreement, "Part Time" shall mean that the employee's scheduled workweek consists of less than 30 hours.

New employees in their first year of employment will receive the following compensation:

Position	2006-2007 Rate	Position Classification	New Hourly Rate Prior to 2007-2008 Increase	New Hire in 2007-2008 (1% Increase)	New Hire in 2008-2009 (1% Increase)	New Hire in 2009-2010 (1% Increase)
Cafeteria Assistant	$11.12	A	$10.70	$10.81	$10.92	$11.02
Support Assistant - PT	$10.70	A	$10.70	$10.81	$10.92	$11.02
Support Assistant - FT	$12.45	B	$12.70	$12.83	$12.96	$13.08
Educational Asst. - Classroom - PT	$11.15	B	$12.70	$12.83	$12.96	$13.08
Library Assistant	$13.00	C	$13.03	$13.16	$13.29	$13.42
Nurse Assistant	$12.97	C	$13.03	$13.16	$13.29	$13.42
Educational Asst. - Classroom - FT	$13.00	C	$13.03	$13.16	$13.29	$13.42
Educational Asst. - Spec. Ed. - FT	$13.08	C	$13.03	$13.16	$13.29	$13.42
* Educational Asst. - Spec. Ed. - PT	$11.23	N/A	N/A	N/A	N/A	N/A

** No employees in this category*

Employees with more than one (1) year of continuous service will receive the following compensation:

Position	2006-2007 Rate	Position Classification	New Hourly Rate Prior to 2007-2008 Increase	> 1 Year of Service in 2007-2008 (3% Increase)	> 1 Year of Service in 2008-2009 (3% Increase)	> 1 Year of Service in 2009-2010 (3% Increase)
Cafeteria Assistant	$11.12	A*	$11.12	$11.12	$11.35	$11.69
Support Assistant – PT	$10.70	A	$10.70	$11.02	$11.35	$11.69
Support Assistant – FT	$12.45	B	$12.70	$13.08	$13.47	$13.88
Support Assistant - FT (Employed as of 1997-1998)	$12.70	B	$12.70	$13.08	$13.47	$13.88
Educational Asst. - Classroom - PT	$11.15	B	$12.70	$13.08	$13.47	$13.88
Library Assistant	$13.00	C	$13.03	$13.42	$13.82	$14.24
Nurse Assistant	$12.97	C	$13.03	$13.42	$13.82	$14.24
Educational Asst. - Classroom - FT	$13.00	C	$13.03	$13.42	$13.82	$14.24
Educational Asst. - Spec. Ed. - FT	$13.08	C	$13.03	$13.42	$13.82	$14.24
Educational Asst. - Spec. Ed. - PT	$11.23	N/A	N/A	N/A	N/A	N/A
Support Assistant - PT (Employed as of 1997-1998)	$10.90	Sidebar	$10.90	$11.23	$11.56	$11.91

** Cafeteria Assistants will not receive increase in year 1 and will not receive the full 3% in year 2 classifications. due to the reorganization of position classifications.*

ARTICLE 15 EVALUATIONS:

Section 1: All employees shall receive a formal evaluation report by their assigned school principal or designee at least once each year. Observation of the work performance shall be conducted openly. Formal evaluation reports shall be presented to the employee by the author of the report. A conference between the evaluator and the employee shall follow within five (5) working days following the presentation of the evaluation to the employee. Employees shall not be forced to sign a blank or incomplete evaluation form. The completed evaluation report shall be signed by the evaluator and the employee and become a part of the personnel record. The employee shall receive a copy of the evaluation report. Signature of the employee signifies that the material has been read and is to be filed. It does not necessarily indicate agreement with the content, nor does the refusal to sign prevent the materials from being placed, and remaining in the file. An employee may attach comments to the evaluation report. It is understood that final authority for the evaluation of employees rests with the Superintendent or designee.

Section 2: It is understood by the parties that only the procedural aspects included in this article will be subject to the grievance procedure.

ARTICLE 16 SAVINGS CLAUSE:

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

ARTICLE 17 DISCIPLINARY PROCEDURES:

Section 1: It is recognized that school employees serve the public and they are expected to follow the rules and regulations of work performance and personal conduct, to work well with their fellows, and to do things that contribute to good job performance and reaching the goals of the District. When behavior departs from the standards set by the District the need for disciplinary action arises.

Section 2: Disciplinary actions shall be consistent with the infraction for which disciplinary action is being applied.

Section 3: All suspensions and discharges must be stated in writing with the reason stated and a copy given to the employee and the Association at the time of suspension or discharge.

Section 4: Disciplinary actions shall normally follow this order. However, discipline may be taken out of order depending on the severity of the infraction.

a) a verbal warning
b) a written warning
c) suspension without pay
d) discharge

Section 5: An employee may be suspended or discharged for, but not limited to the following reasons:

a) misconduct during employment
b) incompetence or inefficiency
c) failure to perform assigned duties
d) disobedience of a supervisor
e) intoxication while on duty
f) failure to observe rules and regulations established by the School Board and /or the administration.
g) conviction of a felony
h) incompatibility with other employees
I) unauthorized absence from duty

Section 6: No employee shall be disciplined or discharged without just cause.

Section 7: The personnel record of any employee will be cleared of written reprimands after a period of (18) eighteen months from the date of the reprimand, provided there are no similar infractions committed during the intervening period. The personnel record of an employee will be cleared of suspension notices after a period of three (3) years from the date of suspension, provided there are no similar infractions committed during the intervening period.

ARTICLE 18 MANAGEMENT CLAUSE

Section 1: The Board subject only to the language of this agreement reserves to itself full jurisdiction and authority over matters of policy and retains the right in accordance with the applicable laws and regulations to direct and manage all activities of the School District.

Section 2: The parties understand that neither the Board nor the Superintendent may lawfully delegate powers, discretion and authority 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 and authorities.

ARTICLE 19 EDUCATIONAL IMPROVEMENT

Section 1: If the Superintendent requires employee to attend a course, the employee shall be paid at their hourly rate for their time in attendance. The District shall pay for the cost of a required course.

Section 2:

(A) Each active employee within the union is eligible for course, workshop, and/or conference (hereinafter "Course") reimbursement each school year in accordance with the following guidelines.

(B) Eligible employees may be reimbursed only for Courses of study that the Superintendent determines are directly related to the employee's present job (including level of responsibility and length of service), the nature and purpose of the Course, and/or the benefit to be derived by the employee and the District.

(C) Employees seeking Course reimbursement must have the written prior approval of the Superintendent before enrollment. Such approval will not be granted without a positive recommendation by the employee's supervisor.

(D) Employees seeking reimbursement must submit a certified transcript of their grades and a receipt of the expense incurred. The District shall then reimburse the employee, in accordance with the above guidelines, the cost of tuition, mileage at the current IRS rate for workshops and conferences, registration and/or lodging.

(E) Employees who, prior to completing the approved Course, voluntarily leave the District shall not be reimbursed for the expenses associated with the Course.

(F) Employees are expected, under normal circumstances, to schedule Course attendance and the completion of study assignments outside of their regular working hours. Employees will not be paid for the time to attend Courses that are not during their regular working hours.

(G) Records of all Courses completed by each employee shall be maintained in the employee's personnel file.

(H) Reimbursement shall be made for a grade "C" or better, passing a "fail-pass" course, or receiving a certification indicating satisfactory completion of the Course. The total pool (total amount of reimbursements available) for all employees shall not exceed one thousand six hundred dollars ($1,600) in 2007-2008, one thousand eight hundred dollars ($1,800) in 2008-2009, and two thousand ($2,000) in 2009-2010. Reimbursement is limited to a maximum of two hundred dollars ($200) per employee per school year. If any funds remain unexpended on May 1st, employees who did not receive full reimbursement for coursework may apply for additional reimbursement.

ARTICLE 20 DURATION

The Agreement shall be in effect from July 1, 2007 through June 30, 2010. The monies needed to fund this Agreement in each year of it's term must be appropriated annually at a school district meeting duly warned for that purpose. Should an annual meeting fail to appropriate all the monies necessary to fund this Agreement in any given year of its term, then and in that event either party may reopen negotiations on all or part of the entire Agreement, and this Agreement shall be deemed expired at the end of the term for which monies have been appropriated.

AGREED this 22nd day of May, 2007

BY:

The Salem Educational Support Personnel Association:	The Salem School Board:
Carolyn Compton	[signature]
Sheila Valley	[signature]
Sharon Carty	[signature]
	[signature]
	Patricia Corbett

SIDEBAR – ARTICLE 10: VACATIONS, HOLIDAYS, AND LEAVES

Part time employees (working less than 30 hours) employed as of the 1997-1998 school year will receive the following eight (8) paid holidays, provided the employee works the day before or the day after the holiday: Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, day after Thanksgiving, Christmas, Civil Rights Day and Memorial Day.

Part time employees (working less than 30 hours) employed as of the 1997-1998 school year will receive one (1) week of vacation pay in June after two consecutive years of service.

The only part-time employee that was employed as of 1997-1998 is Karen Cassedy.

Carolyn Compton
For the Association

For the Board

May 22, 2007
Date