

**SOMERSWORTH SCHOOL DISTRICT
SOMERSWORTH, NEW HAMPSHIRE**

**AGREEMENT BETWEEN THE
SOMERSWORTH ASSOCIATION OF EDUCATORS
AND THE
SOMERSWORTH SCHOOL BOARD**

JULY 1, 2016 THROUGH JUNE 30, 2020

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40 This Agreement is made between the Somersworth Association of Educators (herein also called
41 the Association or SAE) and the School Board of Somersworth; New Hampshire (herein also
42 called the Board):

43

44 ARTICLE 1 - RECOGNITION

45

46 A. For the purposes of collective negotiations the Board recognizes the Association
47 as the exclusive representative of all professional personnel except those to be
48 classified below as administrators, whose employment shall require them to hold
49 a professional certificate issued by the State Board of Education, nurses and
50 speech/language pathologists.

51

52 Administrators shall include anyone whose job is primarily supervision of
53 personnel, including principals, assistant principals, and career technical center
54 directors.

55

56 Also classified herein are the part-time positions of directors, department heads,
57 and head teachers, while in the performance of their administrative tasks.

58

59 B. The Association agrees to represent all such professional personnel in the
60 Somersworth School District without discrimination and without regard to
61 membership in the Association.

62

63 C. Definitions

64

65 1. The term "school" as used in this Agreement means any work location
66 maintained by the Board where instruction is offered to the children
67 enrolled in the Somersworth School District.

68

69 2. The terms "the teacher" and "the professional employee" as used in this
70 Agreement shall mean any member of the group of professional personnel.

71

72 3. The term "days" as used in this Agreement shall mean school days, except
73 as noted elsewhere, and except in the case of summer vacation, when the
74 term "days" shall mean regular weekdays.

75

76 D. Part Time Teachers

77

78 The part-time teacher is defined as one who is contracted for less than a full-time
79 position. The position could call for a fraction of each day during the week or
80 from one to four whole days during the week.

81

82 Personnel whose full-time position has been reduced to part-time shall retain the
83 rights of "full-time" as defined in this Agreement with the exception of salary and
84 benefits as described herein.

85 Economic benefits apply only to personnel whose service represents at least one-
86 half time and shall be prorated consistent with the percentage of time employed.
87 Benefits will apply as follow:
88

- 89 1. Health and Life Insurance: The Board's contributions will be prorated.
90 Teachers who qualify for this coverage may choose to contribute the
91 difference between the prorated contribution of the Board and the full cost
92 of the insurance.
- 93 2. Liability Insurance: Full coverage will be extended by the Board.
- 94 3. Tuition/Course Reimbursement: Part-time teachers will not qualify for
95 reimbursement.
- 96 4. Short Term Leave: Leave will be prorated consistent with the percentage
97 of time employed.
- 98 5. Maternity Leave: Leave will apply to part-time teachers.

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101
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103
104 ARTICLE 2 - NEGOTIATIONS PROCEDURES
105

106 The Association and the Board agree to enter into collective negotiations in accordance
107 with RSA 273-A New Hampshire law.

108
109 A. Statement of Intent
110

111 On or before October 1, prior to the expiration of the Agreement, either party may
112 submit to the other written notice of its intention to negotiate a successor
113 agreement concerning salaries, fringe benefits, and terms and conditions of
114 employment as defined in New Hampshire RSA 273-A.
115

116 ARTICLE 3 - AGREEMENT
117

- 118 A. If any provisions of this Agreement or any application of the Agreement to any
119 employee or group of employees shall be found contrary to law, then such
120 provision or application shall not be deemed valid and subsisting, except to the
121 extent permitted by law, but all other provisions or applications will continue in
122 full force and effect. The parties will meet not later than fourteen (14) days after
123 any such holding for the purpose of renegotiating the provision or provisions
124 affected.
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131 ARTICLE 4 - GRIEVANCE PROCEDURE

132
133 A. Definitions

- 134
135 1. A "grievance" shall mean a complaint by a teacher or by the Association
136 concerning an alleged violation or an alleged inequitable application of
137 any of the provisions of this Agreement concerning the terms or
138 conditions of employment.
139
140 2. An "aggrieved person" is the person or persons making the complaint, also
141 known as the "grievant."
142
143 3. A "party in interest" is any person or persons making the complaint and
144 any person who might be required to take action or against whom action
145 might be taken in order to resolve the complaint.
146

147 B. Initiation and Processing

- 148
149 1. Failure at any step of this procedure to communicate the decision within
150 the specified time limits shall automatically move the grievance to the
151 next step. The Board must act within the established timeline or the
152 grievance is accepted.
153

154 2. Regular Procedure

155
156 Within thirty (30) calendar days of the occurrence (or awareness of the
157 occurrence) of the incident giving rise to the grievance, the teacher shall
158 submit to the principal and the Association President his/her complaint.
159 Such complaint shall be made in writing on the Grievance Report Form
160 (Appendix E) and shall be discussed by the grievant and the principal at
161 that time. The principal shall respond with his/her decision in writing
162 within five (5) school days.
163

164 If such decision is not satisfactory to the teacher, the teacher shall forward
165 the grievance to the Superintendent and the Association President within
166 five (5) school days. Within five (5) school days of receipt of said
167 grievance, the Superintendent shall convey to the teacher his/her decision
168 in writing.
169

170 If the teacher is still unsatisfied with the decision, said teacher shall be
171 granted a board hearing at the next regularly scheduled meeting of the
172 Board, provided a five (5) day interval occurs between the receipt of the
173 grievance and the date of the next meeting, such hearing to be held in
174 either public or non-public session at the decision of the grievant. In the
175 event there is no regularly scheduled meeting within three (3) weeks, the
176 Board will hold a meeting within fourteen (14) days of the filing at this
177 level.

178 The Board shall communicate its decision to the teacher within five (5)
179 school days of its hearing, except during the summer when its decision
180 shall be communicated within five (5) business days.

181
182 The Board and the SAE agree that in the case of impending summer recess
183 every effort shall be made to resolve outstanding issues before the
184 beginning of that recess.

185
186 If the decision of the Board does not resolve the grievance to the
187 satisfaction of the grievant and he/she wishes review by a third party,
188 he/she shall so notify the Association. If the Association determines that
189 the matter should be arbitrated, it shall so notify the Board in writing
190 within fifteen (15) days of receipt of the Board's decision. The request for
191 arbitration is a waiver of the right of said Association or grievant to submit
192 the underlying dispute to any other administrative or judicial tribunal for
193 resolution. Nothing herein affects the rights of an individual to pursue
194 antidiscrimination complaints under federal or state law.

195
196 3. Procedure for Securing the Services of an Arbitrator: The following
197 procedure will be used to secure the services of an arbitrator.

198
199 a. A request for a list of qualified arbitrators shall be made to the
200 American Arbitration Association whose rules shall apply.

201
202 b. The arbitrator shall limit himself/herself to the issues submitted to
203 him/her and shall consider nothing else. He/she may add nothing
204 to nor subtract anything from the Agreement between the parties.
205 The findings and decision of the arbitrator shall be final and
206 binding on the Association, the grievance, and the Board.

207
208 4. The Association and the Board agree that any differences between the
209 parties on matters relative to this Agreement shall be settled by the means
210 herein provided. The Association, in consideration of this Agreement and
211 its terms and conditions, shall not during the term of the Agreement
212 engage in nor condone any strike, work stoppage, or other concerted
213 refusal to perform any assignment on the part of any employee(s)
214 represented hereunder nor shall the Board sponsor any lockouts.

215
216 C. Rights of Teachers to Representation

217
218 1. A teacher has the right to Association representation at all meetings where
219 said meetings may result in said teacher's rights under this contract being
220 threatened or denied or at meetings held to resolve grievances.

- 221 2. When a grievance has been reduced to writing and submitted by other than
222 the Association, the Superintendent shall notify the Association within
223 five (5) school days and shall include any materials submitted.
224
- 225 3. The Board and the Association shall assure that the parties in interest and
226 witnesses are guaranteed freedom from restraint, interference, coercion,
227 discrimination or reprisal with respect to the processing of a grievance. In
228 communication with any prospective employer, the administration shall
229 avoid reference to the filing of a grievance by any teacher.
230
- 231 4. Grievance meetings at the principals' and Superintendents' levels will not
232 be conducted during instructional class time. Grievance hearings before
233 the Board will be held after school.
234

235 D. Costs

236
237 The fees and expenses of the arbitrator will be shared by the two parties equally.
238

239 E. Personnel Files

240
241 All documents, communications, and records dealing with the processing of a
242 grievance shall be filed separately from the personnel files of the participants. A
243 copy of all documents considered "discoverable" under New Hampshire law shall
244 be given to the grievant and the grievant shall give all such documents to the
245 Board.
246

247 F. Group Grievances

248
249 A grievance which involves a number of teachers not restricted to one (1)
250 building principal shall commence at level two (2).
251

252 ARTICLE 5 - CONTINUITY OF OPERATIONS
253

254 A. Both parties, the Association and the Board, agree to adhere to New Hampshire
255 RSA 273-A.
256

257 B. Board Rights

258
259 The Board and the Association understand that neither the Board nor the
260 Superintendent may lawfully delegate powers, discretion, and authorities which
261 by law are vested in them, and this Agreement shall not be construed as to limit or
262 impair their respective statutory powers, discretion, and authorities.

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C. Association Rights

The Association will have the right to reasonable use of school facilities and equipment in accordance with written policy for holding of meetings and preparing the business of the Association. The cost of supplies used for Association business will be borne by the Association.

The executive committee of the Association or its designee shall have the right to place notices, circulars, and other materials in teachers' mailboxes, provided that such materials shall not relate to any local, state, or national political matter of a non-educational nature, or any partisan political electioneering matter. The executive committee shall take all reasonable steps to insure that any information which is placed in teachers mailboxes shall not be slanderous, libelous, or in any way flagrantly harmful to the school, its professional staff, or any other individual or group either personally or as a group.

Materials, circulars, and notices being placed in teachers' mailboxes by members of the executive committee of the Association shall be in good taste. Copies of all such materials shall be filed with the principal of each school or his/her designee prior to dissemination. Questionable materials removed by administrators shall be returned directly to the disseminator.

Teachers' Rights

1. Board policy books are available in each school building. One copy of up-to-date policy book will be made available to the Association president. The Association president will receive all policy revisions and changes for maintaining the one policy book.
2. No teacher shall be prevented from wearing pins or other identification of membership in the Association or its affiliates.
3. Teachers' rights, as recognized in the Board policy manual, may be amended as mandated by state and federal law.
4. There shall be no reprisal taken against any teacher by reason of their membership in the Association or participation in its activities nor shall reprisals be taken against a teacher or teachers as a result of the processing of a grievance.
5. No teacher shall be disciplined except for just cause.

304 ARTICLE 6 - ELECTION OR TERMINATION OF CONTRACT

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Teachers who are not to be reemployed in the District shall be notified in writing no later than April 15 or the date established by New Hampshire statute. No teacher with continuing contract status shall be nonrenewed, suspended, reduced in rank or compensation without a due process hearing before the Board under the guidelines established by appropriate state laws. All information forming the basis for such action shall be made known to the teacher prior to such hearing.

If an administrator has a concern about a teacher’s performance, he/she will voice those concerns in writing to that teacher on a continuing contract prior to January 30 so that the teacher will have ample time to remedy the problem before the Board takes any action concerning the non-renewal of that teacher. Such notice shall also contain suggestions for improvement of the areas of concern voiced by the administrator.

Teachers may challenge the areas of concern and/or suggestions for improvement to the Superintendent in the event that they are unjust or untrue.

The Board decision concerning election or termination of employment shall be governed by the appropriate state laws.

ARTICLE 7 - GRANTING BONUS OR WITHHOLDING OF EXPERIENCE INCREMENT

The Board reserves the right to grant a bonus and the right to withhold an experience increment from a teacher for just cause. If the Board is considering any such action, the reason(s) shall be stated in writing and accompany the teacher's contract. The letter shall stipulate that the Board is considering such action. The teacher shall have the right to request, within five (5) days, a hearing with the Board. A final decision will be made no later than April 30 and the teacher shall be notified of the Board's decision within five (5) days of such decision.

ARTICLE 8 - CONSULTATION ON EDUCATIONAL PROGRAMS

In connection with making major changes in programs and policies, the Board or a committee thereof, acting through the Superintendent of schools, will notify the president of the Association. The said committee may submit to the Superintendent for the transmission to the Board written recommendations relative thereto.

The negotiations committee of the Association may also submit to the Board through the Superintendent its recommendations for major changes in programs and policies. The Board agrees to give due consideration to such recommendations of the Association. It is understood that the final decision with respect to programs and policies is the responsibility of the Board, and it is free to consult with such members of the District's staff and other persons as it may elect at any time.

348 ARTICLE 9 - OBSERVATIONS, EVALUATIONS, AND RECORDS

349
350 A. The parties recognize the importance and value of a procedure for . using our
351 Professional Partnership Model as part of our new Educator Support System. We believe
352 the process is to encourage and engage professional partnerships that nourish a
353 supportive, risk-taking, transparent approach to effective teaching and learning which
354 ensures a comprehensive and holistic learning experience for all children.

355
356 The SAU 56 Professional Partnership Educator Growth and Support model adopted April
357 7, 2015, shall be the district document regarding Teacher Observation/Evaluation.

358
359 All summatives will be completed **by May 1st** each year.

360
361 If there is a concern regarding a teacher's performance then the observation of that
362 teacher must be completed prior to the January 30th deadline and the teacher notified
363 prior to **January 30th**.

364
365 B. Complaint Procedure

366
367 In the event that a teacher feels that his/her evaluation was unjust, he/she may put
368 his/her objections in writing and have them attached to the evaluation report to be
369 placed in his/her personnel file.

370
371 A copy of the summative evaluation signed by the Principal and the teacher shall
372 be submitted to the Superintendent. A teacher's signature shall indicate only that
373 he/she has seen the evaluation, and nothing else. No teacher shall sign a blank or
374 incomplete form.

375
376 Complaints, statements, questions, or concerns about teachers expressed by
377 residents to a board member or members shall be referred to the Superintendent.
378 The Superintendent will notify the teacher within seventy-two (72) hours if an
379 investigation is to ensure. The teacher shall have the right to present his/her case
380 before the Superintendent and/or board, as appropriate, before any decision
381 concerning him/her is made.

382
383 C. Personnel Files

384
385 The personnel file shall be maintained by the Superintendent for each teacher in
386 the school district. Said file may contain the application for employment, college
387 credentials, transcripts, evaluations, reports, recommendations, and
388 correspondence pertaining to the individual's job performance.

Beyond the above listed items and such items as benefit contracts common to all, nothing shall be placed in the personnel file without the teacher's personal knowledge. New items shall be reviewed with the teacher prior to placement in his/her file. Such review shall be acknowledged by the teacher's signature. The Superintendent shall, upon request (at least 24-hour notice), permit teachers to review the complete contents of their own personnel files and to make copies of the same, assessing them the cost of said copies.

Personnel files may be maintained by an immediate supervisor and/or principals and shall be subject to the same rights as described herein consistent with the provisions of federal law. Personnel folders maintained by persons other than the Superintendent shall be subject to the same rights as described herein.

ARTICLE 10 - ASSIGNMENT AND TRANSFER

A. The teaching staff shall be assigned to particular school buildings by the Superintendent within the limits of contractual agreement. Reassignment may be made when, in the judgment of the Superintendent, such reassignment or transfer is good for the school system.

B. Notice of Subject, Grade Level, and Building Assignments

All teachers will be given written preliminary notice of their subject, grade level, and building assignments not later than June 7. The preliminary assignment will not be changed without conferring with the affected teacher relative to the need for such change. This conference shall include the Superintendent, the principal(s), and the teacher(s) involved and will consider the teacher(s)' area of competence, major or minor field of study, length of service in the particular school, impact on the children, and other relevant factors.

All changes in grade, subject matter, or building assignment will be voluntary whenever possible. All changes will be made for sound educational reasons. A teacher being involuntarily transferred shall not be placed in a position for which he/she is not certified, except in an emergency, nor in one which involves reduction in rank or compensation. Involuntary changes will be subject to the same conference outlined above.

All transfers and changes in assignment shall be finalized before the summer recess subject to unanticipated developments, e.g., contract termination or release and significant changes in pupil population. With the exception of voluntary transfers, vacated positions will be advertised and a concerted effort made to fill the position with a certified and suitable person from outside the school system. In no instance will a continuing staff member be transferred due to a preference of the new employee. The Superintendent's decision is final.

433 C. A teacher being transferred or reassigned shall be placed on an equivalent position
434 in the teacher salary schedule. Those teachers who are off the salary schedule
435 shall receive their last year's salary with appropriate increases.
436

437 D. Scope of Instructional Duties
438

439 Teachers shall not be assigned instructional duties outside the scope of their
440 teaching certificates except in an emergency unless a waiver is granted by the
441 New Hampshire State Department of Education.
442

443 The Board will make every reasonable effort to insure that high school teachers
444 will not be required to teach more than two subject areas and not make more than
445 three preparations in such areas at the same time. Further, this provision shall not
446 preclude the initiation of programs which may deviate from the typical high
447 school instructional approach. Such program changes will not be implemented
448 other than at the beginning of a school year without consultation with the teachers
449 involved, except in cases of emergency.
450

451 At the middle school teachers will not be required to teach more than two
452 subjects, with the exception of teachers so qualified and so certified while
453 teaching in a "self-contained" classroom model.
454

455 ARTICLE 11 – TIME REQUIREMENTS
456

457 A. As a professional each teacher is expected to devote to his/her work the time
458 necessary to accomplish the task at hand.
459

460 B. The Association agrees that a teacher's day is not necessarily coterminous with
461 that of a pupil. Further, the Board has a right to establish the time of the pupils'
462 and teachers' day. No change in the present schedule will be implemented without
463 consultation. The present time of the respective days is as follows:
464

465 Time of Day
466

467	1.	Elementary	8:30 am to 2:50 pm
468	2.	Middle School	7:35 am to 2:20 pm
469	3.	High School	7:35 am to 2:20 pm

470

471 The only exceptions to the above are snow days, emergencies (e.g., boiler
472 breakdown), or incidents beyond the control of the school where the starting time
473 may be delayed or early dismissal may be granted. Teachers will arrive at school
474 no less than ten minutes prior to the opening of the school day and will remain in
475 school no less than ten minutes after the close of the school day (except that on
476 Fridays or on days preceding a holiday or vacation the teachers may leave at the
477 close of school), provided pressing student needs are accommodated.

478 As part of their professional responsibilities, teachers shall with reasonable notice:
479

- 480 1. Attend department and other professional staff meetings designed
481 to provide meaningful professional growth or to clarify school
482 business in general;
483
- 484 2. Assist students with their subject problems on an after-school
485 basis;
486
- 487 3. Be available for conferences with parents and students relative to
488 the educational welfare of the students. Parent conferences shall
489 be scheduled by the teacher during the school day except at times
490 mutually agreed upon by the teacher and parent which recognize
491 the time constraints of both teachers and parents.
492

493 Required department and other professional staff meetings will be limited to
494 twenty (20) per school year, not to exceed three (3) per month, exclusive of
495 workshop days and meetings held within the fifteen minutes before and after the
496 school day.
497

498 Reasonable notice, as defined herein, means no less than forty-eight (48) hours
499 with the exception of an emergency or a meeting held within the fifteen (15)
500 minute period following the close of the school day. Whenever practical,
501 meetings should begin no later than fifteen (15) minutes after the close of school
502 and run for no more than sixty (60) minutes. Notice of meetings and topics to be
503 discussed are expected to be received by teachers at least twenty-four (24) hours
504 before meetings.
505

506 Required open houses shall be limited to one per year for approximately two
507 hours in duration at the elementary and middle school levels. At the high school,
508 there will be two open houses, one in each semester, for approximately 75
509 minutes in duration.
510

511 Duty-free Lunch

512 Each teacher shall have a minimum of twenty-five minutes duty-free lunch daily
513 or an average of thirty minutes daily on a weekly basis which shall be assigned
514 during a student lunch period except in an emergency (one time occurrence).
515

516 Preparation Time

517 Elementary teachers shall have preparation time for their classes with a specialist
518 (physical education, music, etc.). Elementary principals shall consult with their
519 respective staffs toward providing an average of thirty minutes preparation time
520 daily. Teachers at the high school shall have one class period per day preparation
521 time. Teachers at the middle school shall have an average of one class period per
522 day preparation time.

523 Preparation time shall be used to meet the educational needs of students. Duty
524 assignments during preparation periods may be made only in cases of emergency
525 (one time occurrence). On a volunteer basis teachers may elect to serve as a
526 substitute during their preparation period at a rate of 1/3 the current professional
527 substitute rate or a minimum of \$20 per occurrence, whichever is greater.
528

529 Every effort will be made to hire a substitute when a specialist is absent.
530

531 ARTICLE 12 – CALENDAR 532

533 Prior to the final adoption of the calendar by the School Board, the Association will be
534 consulted after which the calendar will be attached as Appendix A.
535

536 A workshop day may be waived by the Superintendent or his/her designee for teachers
537 who have previously fulfilled the expectations of the workshop. Approval may be given
538 for individual alternative plans to the scheduled workshop.
539

540 Teachers shall be employed for one hundred and seventy-seven (177) school days and
541 eight (8) workshop days.
542

543 ARTICLE 13 - REDUCTION IN FORCE 544

545 In the event the Board finds it necessary to reduce the number of teachers in the District,
546 teachers not on a continuing contract will be laid off first.
547

548 Should conditions require that teachers on a continuing contract be laid off, all things
549 being equal, following evaluation, seniority will prevail. If seniority is not the basis for
550 the decision, the teacher on a continuing contract shall be provided with all the
551 information that forms the basis for the lay off.
552

553 All layoffs shall be in accordance with state laws and within the following classifications:
554 (1) elementary, (2) middle school (by subject area, when appropriate), (3) high school (by
555 subject area), and (4) specialists (by area of specialty).
556

557 A specialist is one who holds a certified position covered by this agreement, and is other
558 than a classroom teacher.
559

560 Any teacher laid off because of a reduction in staff shall have a letter placed in his/her
561 personnel file stating that said teacher was not offered a new contract because of
562 reduction in staff. Such information shall also be contained in any request for
563 recommendation. Any teacher affected shall be notified in writing within a week of the
564 vote by the Board. Any teacher so affected shall have the right to appeal to the Board
565 within ten (10) days of said notification and may follow the procedures established by
566 state law (New Hampshire RSA 189:14-a and -b).

567 When teaching positions become available, within the classification(s) teacher was laid
568 off, laid off teachers shall be reinstated in inverse order to their being laid off if, at the
569 time of their reinstatement, they are certified. Recall rights shall be listed as follows:
570

- 571 a. They shall exist for one (1) school year following the school year in which
572 the layoff notice is received, or until a position is refused, whichever
573 comes first.
- 574
- 575 b. The laid off teachers(s) shall maintain an up-to-date record with the school
576 department as to where he/she can be notified of a recall.
- 577 c. Teachers must accept a recall within ten (10) days after notification or be
578 deemed to have waived such rights.
- 579
- 580 d. Upon return, a recalled teacher shall be placed on their appropriate step on
581 the salary schedule; and all benefits to which the teacher was entitled prior
582 to the Reduction in Force, including unused accrued short term leave, will
583 be returned.
- 584

585 ARTICLE 14 - SALARIES

586 A. General

587
588 Each and every teacher employed by the District shall be placed on his/her proper
589 salary step and degree track. **Effective 7-1-2016, steps will equate to years of**
590 **experience. All teachers new to the District will be placed according to their**
591 **experience.** Proper step placements for current employees shall be according to
592 the table in Appendix B.
593

594 B. Salary Schedule

595
596 The salary schedule for teachers covered by this agreement is set forth in
597 Appendix B.
598

599 C. Experience Increment and Cost of Living Increases

600
601 Subject to Article 7, an employee who works more than half of the 185 teacher
602 work days during his/her prior year of employment with the District shall receive
603 credit for one year of work experience for the purpose of step assignment on the
604 salary schedule for the next year.
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606
607 Experience increments and cost of living increases shall not be payable after
608 expiration of this Agreement as part of any obligation to maintain status quo.

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- D. Education Increment
The course credit hours that a teacher uses to qualify for an education increment must be earned in graduate-level courses in which the teacher received a passing grade. Other courses, such as staff development activities and undergraduate-level courses, will not qualify a teacher for education increments. Written intent to change level of advanced education must be made prior to January 1 of the year prior to the education level change. Exceptions will be made for new hires if they attain the required credits or degree during their first year of employment.
- E. All professional employees will be paid on a biweekly basis with the option of selecting a twenty-two (22) payment plan or a twenty-six (26) payment plan. Employees choosing the twenty-two (22) payment plan must notify the Superintendent's office no later than April 30 of the preceding school year. In the event that an employee selects a twenty-six (26) payment plan, the last check in June will include payments for July and August. All deductions for uncompensated absences shall be made at the rate of 1/185th of the annual salary for each absence.
- F. Deductions from paychecks will include the following where applicable: teacher retirement (membership compulsory), social security, withholding tax, health insurance premiums, life insurance premiums, credit union payments, professional dues, and annuity deductions which must be authorized in writing by the employee.
- G. The nature and amount of any payment other than the normal contracted teacher's salary shall be reported to the teacher upon such payment.
- H. To avoid lapse of benefits, all monies deducted from teachers' paychecks shall immediately be forwarded to designated recipients. Such monies are definable as insurance, retirement, credit union, etc.
- I. Teachers who transport students and conduct school business while using their own vehicles with prior approval of the Superintendent or his/her designee shall be compensated for such use at the current IRS mileage rate. The Board will provide "excess limits" liability coverage guaranteeing employee access to the District's liability limits over the liability limits of their own policies when authorized use of their own vehicle is being made for school business. Nothing in this article suggests that teachers are required to use their vehicles for transportation of students.
- J. Any member of this Unit employed by the school department required to work beyond his/her contracted number of days shall be paid at the per-diem rate of not less than 1/185th of his/her current step and track placement for the school year following the extra work.

654 ARTICLE 15 - EXTRACURRICULAR ACTIVITIES

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- A. The Board recognizes the importance of sound extracurricular activities. Supervisors of board-approved activities will be compensated according to the schedule set forth in Appendix C. Stipends for extracurricular activities shall be excluded from the calculation of teachers' salaries under Article 14.
- B. Placement of a position in Appendix C of this agreement does not require the Board to sponsor the activity/sport consistent with School Board policy.
- C. All openings will be adequately publicized in every school, and all teachers shall be given adequate opportunity to make an application for such positions. If an opening occurs during the summer, posting shall include notification to the president of the Association. The best-qualified person will be sought, with preference given to regular staff employees. Staff members interested in vacancies which occur may submit an application at any time to be placed on file.
- D. Contracts shall be continued for satisfactory performance. Evaluations will be conducted by the Superintendent or his/her designee. Typically, this shall include the principal and athletic director.
- E. Contracts shall be issued at least one month prior to the beginning of the activity start date.
- F. Whenever new activities shall be recognized by the Board, such new activities shall be placed in the correct position for compensation outlined in Appendix C. The Association shall be consulted whenever a new position does not fit into the previously outlined activities. The Board reserves the right to recognize a new activity supported on a volunteer basis.
- G. The District liability insurance policy regarding activities will be provided at each school office.
- H. No positions on Appendix C will be responsible for fund raising as a condition of employment.
- I. No positions on Appendix C will be required to use their own vehicles to provide transportation for participants in extracurricular activities, nor will they be required to drive vehicles to an extracurricular activity.

693 ARTICLE 16 – INSURANCE

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A. Health Insurance

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1. The District shall offer to employees School Care administered Consumer Driven Health Plan – Yellow Choice Fund health insurance plan or the equivalent. If an employee chooses to participate in the plan, the District shall pay 90% of a single plan or 83% of a two person or family plan.

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2. An employee who chooses not to participate in any of the health insurance plans that are offered by the District, and who provides proof of participation in another plan that is not subsidized (e.g., under the Patient Protection and Affordable Care Act), will receive a payment at the end of the school year, minus any penalty imposed upon the District because the employee receives an insurance subsidy (e.g., under the Patient Protection and Affordable Care Act).

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The amount of the payment during the 2016-2017 school year will be \$1,750.

711

712

The amount of the payment beginning with 2017-2018 school year and all years after will be \$1,000.

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B. Dental Insurance

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The District shall pay 95% of the premium for individual or two-person dental insurance coverage under Delta Dental Plan C, or the equivalent.

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An employee has the option of purchasing family dental insurance under Delta Dental Plan C or equivalent at his or her own expense by paying the difference between the current Districts paid two-person premium and current family insurance premium.

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C. Life Insurance

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The Board will provide a life insurance policy for all teachers equal to the teacher's annual salary.

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D. Liability Insurance

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The Board will provide \$1,000,000 liability insurance coverage for each teacher.

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E. Disability Insurance

The Board will provide long-term disability for teachers beginning on the ninety-first (91st) day of continuous disability at two-thirds of contracted salary.

F. Worker's Compensation

All teachers in the Somersworth School District shall be covered by worker's compensation.

ARTICLE 17 - TUITION/COURSE REIMBURSEMENT/STAFF DEVELOPMENT

The Board and the Association recognize the need for continued staff training and retraining as part of a viable professional growth program.

A. Course Reimbursement – Prior Approval Required

1. The Board shall reimburse teachers at the resident rate currently in effect at the University of New Hampshire Graduate School, up to a maximum of the cost of eight credits in any one year. The course(s) must be completed with a grade of B or better and have been approved in advance by the Superintendent of schools or his/her designee. Teachers earning credit during the summer shall be reimbursed in September only if they continue in the employ of the District. Courses taken during the school year will be prepaid by the Board. (Prepayment will not apply to summer courses.) Teachers who have prepaid courses will provide the District with satisfactory course results. The Board will require a teacher to sign authority to withhold the prepaid amount if satisfactory course results are not turned in prior to the last check in June.

2. In no event shall the School District expend more than \$70,000 under Article 17(A) in any contract year. If teachers apply for more than \$70,000 under Article 17(A) in any contract year, the funds will be expended on a first-come, first-served basis. No advance attachments may be made on funds for future semesters. **Under no circumstances will a course be reimbursed unless it has been pre-approved.**

3. Courses that satisfy a teacher's professional development goals and/or are a part of a degree program to further develop teaching skills and/or meet the needs of the District will be given priority for reimbursement.

4. Course reimbursement money will be expended on a percentage basis: 50% of the total fund for summer courses; 25% of the total fund for Fall courses; 25% of the total fund for Spring courses. Any unused money from the Summer or Fall will be rolled over into the next period.

777 B. Staff Development/College Credits

778

779 1. Staff Development hours must be in agreement with the procedures set
780 forth in the SAU 56 Staff Development Master Plan.

781

782 C. Conferences with Workshops

783

784 The maximum amount of funds for courses or workshops available to an
785 individual teacher shall be \$500. In no event shall the School District expend
786 more than \$20,000 under Article 17(C) in any contract year. The funds will be
787 expended on a first-come, first-serve basis. With distribution formula as agreed
788 below:

789

790 Funds Distribution Formula

791

792 5-8 credits and up to \$250 for conferences & workshops

793 1-4 credits and up to \$350 for conferences & workshops

794 0 credits and up to \$500 for conferences & workshops

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796 ARTICLE 18 - TEMPORARY LEAVES OF ABSENCE

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798 A. Short-Term Leave

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800 1. Teachers shall be granted eighteen (18) days, cumulative to 150 days, for
801 personal illness, illness in the immediate family, to attend to the teacher's
802 personal family and/or personal business affairs that could not be
803 reasonably accomplished on a non-school day. When possible, the
804 employee shall give sufficient advance notice. Short Term Leave is not
805 intended for days of vacation.

806

807 2. Special and unusual circumstances will be considered by the Board to
808 extend short-term leave benefits beyond 150 days. A physician's
809 certification of continued disability may be required after the fifth
810 consecutive day of illness. Any teacher on short term leave is entitled to
811 all benefits of any other contracted teacher.

812

813 3. By September 15 of each school year each teacher shall receive from the
814 Superintendent's office a report of short-term leave stating the number of
815 short-term days accumulated as of September 1 of each year.

816

817 4. A teacher who has vacated a position due to long-term illness will receive
818 priority in filling that vacancy provided the teacher submits a medical
819 release attesting to the teacher's ability to perform his/her duties.

820

821 5. Upon retirement a teacher's unused "Short-Term Leave Days" become
822 "Sick Days" as recognized by the NH Retirement System.

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B. Stay Healthy Incentive

A Stay Healthy Incentive of \$500 will be paid to any teacher who has perfect attendance during the school year at the completion of the school year contract. Excused absences for staff development, bereavement, jury duty, and association business will not be counted as absence for this incentive.

-OR-

A teacher who has reached the maximum 150 short term leave days will be compensated \$25 per day for each unused day at the end of the school year unless he/she has perfect attendance. For example, a teacher with 150 accumulated days uses only 3 of the 18 days per year. He/she will be paid \$25 X 15 unused days or \$375.

C. Sick Bank

1. All employees covered by this Agreement may volunteer to participate in the sick bank. Employees who wish to participate in the sick bank must notify the Superintendent and the president of the Association no later than September 15 of the school year in which they wish to begin participating in the sick bank. Once an employee notifies the Superintendent and the president of the Association in writing that he or she wishes to participate in the sick bank, the employee shall be deemed to continue to participate in the sick bank each school year unless and until the employee notifies the Superintendent and the president of the Association in writing no later than September 15 that he or she is withdrawing from participation in the sick bank beginning that school year.
2. Employees who participate in the sick bank shall contribute at least two short term leave days per employee per year until the sick bank reaches at least 150 days. If at any time, the sick bank reaches the level of 44 days, the sick bank board will solicit voluntary donations of additional days.
3. Employees who participate in the sick bank for a school year may apply to the sick bank in writing for sick bank days during that school year. The sick bank is available only for the personal illness or disability of a participating employee. Participating employees are eligible to apply for days from the sick bank after an illness or disability of at least 15 calendar days, provided that the participating employee first has exhausted all of his or her accrued short term leave. The application must include a statement requesting authorization to draw days from the sick bank and satisfactory medical evidence of the employee's illness and estimated duration of inability to work.

- 865 4. The maximum number of days that an employee may draw from a sick
866 bank in any one school year shall equal 90 days.
867
- 868 5. The sick bank will be supervised by a sick bank board, which shall consist
869 of the Superintendent, a member of the School Board, the president of the
870 Association, and two representatives elected by the Association's
871 membership. All decisions of the sick bank board will be final and
872 binding.
873
- 874 6. The School District will maintain sick bank records and provide the sick
875 bank board with an annual report by October 30 each year.
876
- 877 7. Article 18(B) shall not be subject to the grievance process.

878 C. Bereavement Leave
879

880 Each professional employee may be granted up to five (5) days leave of absence
881 due to death in the immediate family of the professional employee. Bereavement
882 leave may be extended beyond five (5) days upon application to the
883 Superintendent of schools.
884

885 D. Other Leave
886

887 1. Jury Duty/Serving as a Witness
888

889 Teachers on jury duty or summoned as a witness in a local, state or federal
890 court will be compensated equal to the difference between court
891 reimbursement and their per diem (1/185) rate without loss of benefits or
892 salary status.
893

894 2. Military Reserve Duty
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896 Teachers called into active military duty shall be governed by provisions
897 of federal law.
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899 3. Good Cause
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901 Other temporary leaves of absence without pay may be granted by the
902 Board.

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4. Notification

Teachers will notify the Superintendent of schools in writing for requests for temporary leaves of absence, at least two weeks before said leave commences. When appropriate, said leave will not be granted until approved by the Board at its next scheduled meeting.

Teachers granted leaves without pay will return to the same position and building unless transferred under the provisions of Article 10.

G. Association Members' Professional Leave

1. The Association president or designee shall, upon prior notification of the school principal, be granted three (3) days leave per year, non-cumulative, for the purpose of conducting Association business within the Somersworth School District or before a meeting of a state or federal body.
2. Up to two Association delegates to the New Hampshire Association Assembly of Delegates shall, upon prior notification to their school principal, be granted three (3) days of leave per year, non-cumulative, for the purpose of attending meetings of said assembly of delegates.
3. The Association agrees to provide full payment for such substitute teachers as may be required to assume the duties of those teachers granted leave according to the above procedure.

ARTICLE 19 - EXTENDED LEAVES OF ABSENCE

A. Childbearing/rearing Leave

Child care leave of up to one (1) year, for either natural or adoptive parents, shall be granted without pay to teachers upon written request for such leave. Notification of the intent to take such leave shall be made to the Superintendent at least thirty (30) days prior to the date on which the leave is to begin, except in cases of emergency. Child care leave notification shall also include the expected termination date of such leave. At the conclusion of the leave, the teacher shall return to the same position held prior to leave unless transferred under the provision of Article 10.

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B. Sabbatical

1. Teachers who have been employed for three (3) consecutive years by the Board may be granted a leave for professional improvement for up to one (1) year. It is agreed that professional improvement includes but is not limited to: attending a college, university or other educational institution, travel which will improve the teacher's ability to teach, or serving as an officer in the Association, the New Hampshire Education Association, or the National Education Association.
2. Requests for said leave must be received by the Superintendent in writing in such form as may be mutually agreed on by the Association and the Superintendent, no later than March 30 and such action must be taken on all such requests no later than April 15 of the school year preceding the school year for which the leave is requested.
3. During said leave the teacher shall not be paid and the Board shall not be held liable for death or injuries sustained by any teacher on leave.. At the conclusion of the leave, the teacher shall return to the same position held prior to leave unless transferred under the provision of Article 10.

C. General Provisions Concerning Leaves of Absence

1. All persons on leave of absence shall notify the Superintendent in writing by March 1 of their intent to return to work at the start of the following year in order to qualify for assignment to a position the following school year.
2. Leaves of absence may be extended by the Board. All requests for extension or renewals of leaves will be applied for and granted in writing. Such requests shall be made prior to March 1.
3. All benefits to which a teacher was entitled at the time the leave of absence commenced, including accrued short term leave, will be restored to that teacher upon return. Whenever the teacher has been employed ninety-one (91) or more days in a school year that teacher shall be moved to the appropriate step on or off the salary schedule.
4. While on leave any teacher may opt to continue his/her benefits under Article 16 (Insurance) of this Agreement. Continuation is contingent upon the individual teacher's payment of premiums to the District and the insurance carrier's policies regarding such matters.

984 D. Short Term Leave Day Buy-back

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Upon leaving the District after ten (10) years of service a teacher shall be reimbursed at the current rate of the professional substitute's pay for each day of unused accumulated short term leave. Payment will be made in July of the succeeding fiscal (budget) year.

991 ARTICLE 20 - RETIREMENT PLAN

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993 A. Minimum Experience and Eligibility

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995 Personnel covered by this agreement are those teachers who have a combined age
996 and years of service to the district equal to at least seventy (70).

997

998 B. Notice of Intent

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1000 Notice of one's intention to retire under this plan must be submitted in writing to
1001 the Superintendent of Schools no later than December 1 of the last full year of
1002 full-time employment. This is limited to a maximum of three (3) teachers per
1003 fiscal year. Up to three (3) requests for early retirement* per year shall be
1004 approved by the School Board, although more than three (3) requests may be
1005 granted at the discretion of the Board. Those teachers with the greatest seniority
1006 will be given first consideration. If a teacher is not granted early retirement* for
1007 the year of initial request that he/she applies, that teacher will retain an advantage
1008 over any teacher requesting early retirement* at a later date.

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1010 C. Formula for Incentive Pay for Early Retirement

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1012 The payment shall equal 1% of the employee's salary times the number of years
1013 that the employee served as a teacher in the Somersworth School District
1014 immediately prior to retirement. However, in no event shall the School District
1015 pay more than 30% of an employee's last salary under this provision. "Last
1016 salary" for the purposes of this article shall mean the salary that a teacher is
1017 contracted to be paid as set forth in the employee's individual contract with the
1018 Somersworth School Board during the last year of employment.

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1020 The individual will receive a single payment to be made by July 30 following the
1021 date of retirement.

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1023 * Early retirement is defined as 55 to age 59.

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D. Insurance Benefit

1. For those teachers employed by the District prior to July 1, 2005 and retire prior to July 1, 2016, who are at least 55 years of age at the date of retirement, the district will continue to provide the same single coverage medical insurance and the same District contribution to the premium at the terms of the Master Agreement in force at the time of retirement until the retiree qualifies for Medicare benefits.

Those retirees who have the Blue (formerly POS) plan will be able to continue for the 2016-2017 school year. As of June 30, 2017, the plan will no longer be available so at that time retirees on the Blue (POS) plan may choose either the Green (HMO) or Yellow Choice Fund plan.

A retiree may voluntarily elect to move to the Yellow Choice Fund plan at any time, but will not be eligible to change back to Blue or Green plans at a future date.

2. For those teachers employed by the District prior to July 1, 2005 who retire after July 1, 2016 and who are at least 55 years of age at the date of retirement, the District will provide the same single coverage medical plan and the same District contributions to the premium as the District provides at the time of retirement under Article 16(A)(1) of the Agreement, until the retiree qualifies for Medicare benefits.

Retirees will be allowed to purchase two person and family coverage at their own expense.

Teachers who retire early and choose not to be part of the school district insurance plan shall be eligible for the following insurance *buy-back* benefit on an annual basis until the retiree qualifies for Medicare benefits:

Retirees prior to July 1, 2017 - \$1,500
Retirees beginning July 1, 2017 - \$1,000

3. Teachers whose employment begins after July 1, 2005 are not eligible for the insurance benefit in this article.

Benefits provided under this plan shall not be paid to the estate of a retired teacher or to the spouse of a retired teacher.

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E. Retirement

Upon retirement,** each teacher will receive 10% of their last year's salary, providing they have twenty (20) years of service in the District.

Teachers who are between the ages of 55 and 60 may choose either this provision or the benefits of Article A-D.

** Retirement age is defined as age 60 and older.

F. General Provisions

When a person retires the benefits granted at the time of retirement will remain intact. If any benefits increase, retirees may obtain said benefit(s) at their own expense.

G. Retired teachers may elect to purchase dental insurance at their own expense.

ARTICLE 21 - DUES DEDUCTIONS

A. The Board agrees to deduct from the salaries of its employees dues for the Association, the New Hampshire Education Association and its affiliates, the National Education Association, as said teachers individually and voluntarily authorize the Board to deduct and transmit the monies monthly to the Association.

Teachers requesting dues deductions shall do so on forms approved by the Superintendent of schools. Such deductions may be made in a lump sum or prorated up to twenty (20) paychecks. Arrangements for processing shall be made through the Superintendent.

B. EQUALIZATION OF SERVICES/FEES

Any employee covered under this agreement shall share the cost of Association expenses incurred for the services of the SAE, NEA-NH or NEA including but not limited to representation for grievances, mediation, hearings with administration or its representatives. For SAE members these services are part of membership benefits and as such are paid from association dues. Bargaining Unit members who choose not to join the Association will, through payroll deductions, contribute an amount determined by the Association and consistent with State and Federal laws to cover such expenses. These deductions shall be made in a lump sum or prorated up to twenty (20) paychecks coinciding with the SAE deductions. These fees do not constitute membership in the SAE, NEA-NH or NEA.

1106 ARTICLE 22 - SPECIAL UNIFORMS

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The Board agrees to furnish a minimum of three uniforms annually to personnel who teach vocational industrial arts, science, and art. Personnel will receive their uniforms prior to the opening of school and will return the uniforms at the close of the school year. Personnel may have a choice of either a laboratory coat or uniform.

1113 ARTICLE 23 - MISCELLANEOUS

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A. Notice of Board Meetings

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The notice of, agenda, and school board minutes for any regular Board meetings shall be given to the president of the Somersworth Association of Educators and any other teachers personally involved in the meeting, when the school board is notified, except in an emergency. Teachers shall have the opportunity to suggest items for the agenda.

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A complete book of policies of the Somersworth School District shall be given to the president of the Association, as shall written copies of all additions, deletions, or revisions.

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ARTICLE 24 - RELEASED TIME

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The Board and Association recognize the importance of released time for teachers for curriculum work, attendance at workshops, accountability testing development, staff development, staff development programs, parent/teacher conferences, teacher preparation, and other worthwhile programs. In recognition of the above the Board will make every effort to provide a release time program for teachers.

1135 ARTICLE 25 - DURATION AND RENEWAL

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The provisions of this Agreement will be effective as of July 1, 2016, except as otherwise herein provided, and will continue and remain in full force and effect until June 30, 2020, and will thereafter automatically be renewed for successive terms of one (1) year each, unless either the Board or the Association gives written notice to the other by September 15 that it desires to modify or terminate this Agreement. However, if the City Council approves the cost items associated with this Agreement after July 1, 2016, the changes in salary and insurance for 2016-2017 will take effect on and will be prorated from the date of the City Council's approval. The terms and conditions of this Agreement shall not be superseded by the terms of individual contracts.

1146 ARTICLE 26 - EXPENDITURE OF PUBLIC FUNDS

1147

1148 Any section of the Agreement which requires the expenditure of public funds for its
1149 implementation may not be binding unless and until the necessary appropriations have
1150 been made by the city council. In the event of a budget cut, the Board shall make every
1151 effort to promote and secure the funds necessary to implement the Agreement. If such
1152 funds are not forthcoming, the Association and the Board shall resume negotiations in
1153 accordance with RSA 273 A.

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1155 ARTICLE 27 – SAFETY

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1157 A. The Board agrees to maintain a safe work environment.

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1159 B. Teachers with concerns about a safe work environment will notify administration
1160 first, then the School Board, if necessary.

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1162 C. Administration and/or the School Board will make reasonable efforts to address the
1163 employee’s concerns and rectify as necessary in a timely fashion.

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1165 D. The District affirms it will carry Worker’s Compensation and Liability Insurance. In
1166 the event a teacher is injured while intervening in a student altercation, the teacher
1167 may appeal to the Superintendent for restoration of short term days attendant to that
1168 altercation. The decision of the Superintendent may be appealed to the School Board.
1169 The decision of the School Board is final.

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1172 SOMERSWORTH ASSOCIATION OF EDUCATORS SOMERSWORTH SCHOOL DISTRICT

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1175 By Fred Ready
1176 SAE Spokesperson

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1178 Date: 5-18-16

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1180 By: Edward Robinson
1181 SAE President

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1183 Date: May 18, 2016
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By Karen Hiller
School Board Spokesperson

Date: 5/18/16

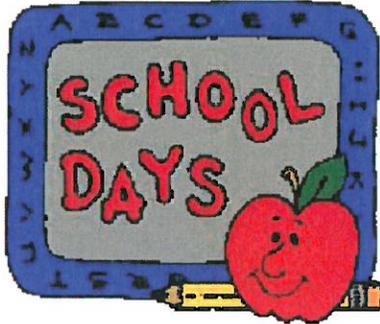
By: Doreen Christman
School Board Chairperson

Date: 5/18/16

APPENDIX A - CALENDAR

[TO BE ATTACHED]

Somersworth School District 2016-2017 School Calendar



August 2016 (1)

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
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29-30-Staff
31st-1st Day of School

September 2016 (21)

Su	Mo	Tu	We	Th	Fr	Sa
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11	12	13	14	15	16	17
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5-Labor Day – No School

October 2016 (19)

Su	Mo	Tu	We	Th	Fr	Sa
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23	24	25	26	27	28	29
30	31					

7th-Teacher Workshop
10- Columbus Day-No School

November 2016 (18)

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

11- Veteran's Day-No School
23-Teacher Workshop
24 & 25 Thanksgiving Break

December 2016 (15)

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

16-Teacher Workshop
23 – 30 Holiday Break

January 2017 (20)

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

2-New Year's -No School
16-Martin Luther King Day No School

February 2017 (18)

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

27-28 February Winter Vacation

March 2017 (19)

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

1-3 Winter Vacation
24-Teacher Workshop

April 2017 (14)

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

14-Teacher Workshop
24-28 – Spring Vacation

May 2017 (21)

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

26-Teacher Workshop
29- Memorial Day

June 2017 (11)

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

15-Last Day of School

APPENDIX B – SALARY SCHEDULE

2016 – 2017

Steps	B	B+15	B+30/M	M+15	M+30
1	36,138	37,182	38,427	39,644	40,768
2	37,536	38,650	40,066	41,439	42,673
3	38,934	40,118	41,705	43,234	44,549
4	40,207	41,432	43,245	44,889	46,425
5	41,480	42,746	44,785	46,544	48,301
6	42,753	44,060	46,325	48,139	49,924
7	43,839	45,167	47,740	49,734	51,547
8	43,839	46,275	49,155	51,329	53,170
9	43,839	46,275	50,570	52,807	54,693
10	43,839	46,275	51,985	55,763	57,739
11	43,839	46,275	51,985	57,375	59,641
12	43,839	46,275	51,985	57,375	61,543
13	43,839	46,275	51,985	57,375	63,445
Off - Schedule Increase	\$950	\$1,050	\$1,150	\$1,400	\$1,600

Every year all teachers new to the District will be placed according to their experience.

All eligible teachers will receive one-step increase.

Teachers who are off 4, 5, & 6 steps receive 2 additional steps.

APPENDIX B – SALARY SCHEDULE

2017 – 2018

Steps	B	B+15	B+30/M	M+15	M+30
1	36,138	37,182	38,427	39,644	40,768
2	37,536	38,650	40,066	41,439	42,673
3	38,934	40,118	41,705	43,234	44,549
4	40,207	41,432	43,245	44,889	46,425
5	41,480	42,746	44,785	46,544	48,301
6	42,753	44,060	46,325	48,139	49,924
7	43,839	45,167	47,740	49,734	51,547
8	43,839	46,275	49,155	51,329	53,170
9	43,839	46,275	50,570	52,807	54,693
10	43,839	46,275	51,985	55,763	57,739
11	43,839	46,275	51,985	57,375	59,641
12	43,839	46,275	51,985	57,375	61,543
13	43,839	46,275	51,985	57,375	63,445
Off - Schedule Increase	\$850	\$950	\$1,050	\$1,150	\$1,250

Every year all teachers new to the District will be placed according to their experience.

All eligible teachers will receive one-step increase.

Teachers who are off 4 steps receive 2 additional steps.

APPENDIX B – SALARY SCHEDULE

2018 – 2019

Steps	B	B+15	B+30/M	M+15	M+30
1	36,138	37,182	38,427	39,644	40,768
2	37,536	38,650	40,066	41,439	42,673
3	38,934	40,118	41,705	43,234	44,549
4	40,207	41,432	43,245	44,889	46,425
5	41,480	42,746	44,785	46,544	48,301
6	42,753	44,060	46,325	48,139	49,924
7	43,839	45,167	47,740	49,734	51,547
8	43,839	46,275	49,155	51,329	53,170
9	43,839	46,275	50,570	52,807	54,693
10	43,839	46,275	51,985	55,763	57,739
11	43,839	46,275	51,985	57,375	59,641
12	43,839	46,275	51,985	57,375	61,543
13	43,839	46,275	51,985	57,375	63,445
Off - Schedule Increase	\$850	\$950	\$1,050	\$1,150	\$1,250

Every year all teachers new to the District will be placed according to their experience.

All eligible teachers will receive one-step increase.

Teachers who are off 3 and 2 steps receive one additional step.

APPENDIX B – SALARY SCHEDULE

2019 – 2020

Steps	B	B+15	B+30/M	M+15	M+30
1	36,138	37,182	38,427	39,644	40,768
2	37,536	38,650	40,066	41,439	42,673
3	38,934	40,118	41,705	43,234	44,549
4	40,207	41,432	43,245	44,889	46,425
5	41,480	42,746	44,785	46,544	48,301
6	42,753	44,060	46,325	48,139	49,924
7	43,839	45,167	47,740	49,734	51,547
8	43,839	46,275	49,155	51,329	53,170
9	43,839	46,275	50,570	52,807	54,693
10	43,839	46,275	51,985	55,763	57,739
11	43,839	46,275	51,985	57,375	59,641
12	43,839	46,275	51,985	57,375	61,543
13	43,839	46,275	51,985	57,375	63,445
Off - Schedule Increase	\$750	\$850	\$950	\$1,050	\$1,150

All teachers' step equals their years of experience.

APPENDIX C - STIPENDS FOR EXTRACURRICULAR
COACHES/ADVISORS

2017 - 2020

Activity/Position

HIGH SCHOOL

Football – Varsity	4,365
Football - Assistant	3,273
Football - Assistant	3,273
Football - Freshman	2,619
Basketball - Varsity	3,998
Basketball - Junior Varsity	2,998
Basketball - Freshman	2,398
Soccer - Varsity	2,783
Soccer - Junior Varsity	2,088
Field Hockey - Varsity	2,783
Field Hockey - Junior Varsity	2,088
Volleyball - Varsity	2,783
Volleyball - Junior Varsity	2,088
Ice Hockey - Varsity	3,998
Baseball - Varsity	2,783
Baseball - Junior Varsity	2,088
Softball - Varsity	2,783
Softball - Junior Varsity	2,088
Track - Varsity	2,783
Track - Assistant	2,088
Indoor Track - Varsity	2,783
Spirit - Fall	996
Spirit - Winter	1,378
Golf - Varsity	2,088
Lacrosse - Varsity	2,783

Lacrosse - Junior Varsity	2,088
Class Advisor	1,172
Student Council	1,279
Drama	2,129
Yearbook	2,329
Marching Band	1,279
Math Team	1,172
Newspaper	1,172
MIDDLE SCHOOL	
Basketball - A Team	1,999
Basketball - B Team	1,999
Soccer	1,392
Field Hockey	1,392
Volleyball	1,392
Track - Head Coach	1,392
Track - Assistant Coach	1,043
Student Council	1,279
Drama	1,065
Yearbook	1,165

APPENDIX D - NURSES

Nurses shall be placed on the appropriate teacher's salary schedule provided they have earned at least a Bachelor's Degree. Nurses who have less than a Bachelor's Degree will receive 95% of their appropriate step on the Bachelor's scale.

APPENDIX E – GRIEVANCE FORM

[TO BE ATTACHED]

Appendix E, page 1

GRIEVANCE REPORT FORM

Grievance #: _____ *Filing Date: _____

Grievant: _____ School: _____

Address: _____ City: _____ State: _____ Zip: _____

Telephone: _____ E-Mail: _____

Assignment: _____ *Date Grievance Occurred: _____

***NOTE: ATTACH ALL DOCUMENTS AND CORRESPONDENCE** (See Master Agreement, Article 4, B. Initiation and Processing, 2.Regular Procedure)

Level One Hearing:(to be held with immediate supervisor/Building Principal)

Date Hearing Occurred: _____

Name of Immediate Supervisor: _____

a. Statement of Grievance: _____

b. Remedy Sought: _____

Grievant's Signature: _____ Date: _____

Association Representative Signature: _____ Date: _____

c. Disposition by Supervisor: _____

Supervisor's Signature: _____ Date: _____

Date Appealed to Superintendent: _____

Level Two Hearing:(to be held with the Superintendent)

Date of Meeting with Superintendent: _____

d. Disposition by Superintendent: _____

Superintendent's Signature: _____ Date: _____

Date Appealed to the School Board: _____

Level Three Hearing:(to be held with the School Board/site to be determined)

Date of School Board Hearing: _____

e. Disposition by School Board: _____

School Board Chair's Signature: _____ Date: _____

Date Referred to Executive Board: _____

Level Four Hearing (held by the SAE Executive Board)

Date of Executive Board Meeting: _____

f. Disposition of Executive Board: _____

Submitted to Arbitration: Yes: No: Date: _____

Rationale: _____

President's Signature: _____ Date: _____

Name of Arbitrator: _____ Date: _____

Date of Arbitration: _____ Date of Decision and Award: _____

Disposition of Arbitrator: _____

Date of Grievance Occurrence: _____

Date of Knowledge of Occurrence: _____

Level I: Principal

_____ Date by which grievance must be initiated at the informal level.

_____ Date by which grievance must be formally filed at Level I.

_____ Date by which Level I meeting must take place.

_____ Date by which written response of principal is due.

Level II: Superintendent

_____ Date by which grievance must be appealed from Level I.

_____ Date by which Level II grievance meeting must take place.

_____ Date by which written response of superintendent is due.

Level III: School Board

_____ Date by which grievance must be appealed from Level II.

_____ Date by which Level III meeting must take place.

_____ Date by which written response of school board is due.

Level IV: Arbitration

(SAE Executive Board determines if arbitration is appropriate)

_____ Date by which grievance must be appealed from Level III to arbitration.

_____ Date by which parties should mutually select an arbitrator.

_____ Date by which either party may request a list of arbitrators.

APPENDIX E – GRIEVANCE FORM

[TO BE ATTACHED]

GRIEVANCE REPORT FORM

Grievance #: _____ *Filing Date: _____

Grievant: _____ School: _____

Address: _____ City: _____ State: _____ Zip: _____

Telephone: _____ E-Mail: _____

Assignment: _____ *Date Grievance Occurred: _____

***NOTE: ATTACH ALL DOCUMENTS AND CORRESPONDENCE** (See Master Agreement, Article 4, B. Initiation and Processing, 2.Regular Procedure)

Level One Hearing:(to be held with immediate supervisor/Building Principal)

Date Hearing Occurred: _____

Name of Immediate Supervisor: _____

a. Statement of Grievance: _____

b. Remedy Sought: _____

Grievant's Signature: _____ Date: _____

Association Representative Signature: _____ Date: _____

c. Disposition by Supervisor: _____

Supervisor's Signature: _____ Date: _____

Date Appealed to Superintendent: _____

Level Two Hearing: (to be held with the Superintendent)

Date of Meeting with Superintendent: _____

d. Disposition by Superintendent: _____

Superintendent's Signature: _____ Date: _____

Date Appealed to the School Board: _____

Level Three Hearing: (to be held with the School Board/site to be determined)

Date of School Board Hearing: _____

e. Disposition by School Board: _____

School Board Chair's Signature: _____ Date: _____

Date Referred to Executive Board: _____

Level Four Hearing (held by the SAE Executive Board)

Date of Executive Board Meeting: _____

f. Disposition of Executive Board: _____

Submitted to Arbitration: Yes: No: Date: _____

Rationale: _____

President's Signature: _____ Date: _____

Name of Arbitrator: _____ Date: _____

Date of Arbitration: _____ Date of Decision and Award: _____

Disposition of Arbitrator: _____

Date of Grievance Occurrence: _____

Date of Knowledge of Occurrence: _____

Level I: Principal

_____ Date by which grievance must be initiated at the informal level.

_____ Date by which grievance must be formally filed at Level I.

_____ Date by which Level I meeting must take place.

_____ Date by which written response of principal is due.

Level II: Superintendent

_____ Date by which grievance must be appealed from Level I.

_____ Date by which Level II grievance meeting must take place.

_____ Date by which written response of superintendent is due.

Level III: School Board

_____ Date by which grievance must be appealed from Level II.

_____ Date by which Level III meeting must take place.

_____ Date by which written response of school board is due.

Level IV: Arbitration

(SAE Executive Board determines if arbitration is appropriate)

_____ Date by which grievance must be appealed from Level III to arbitration.

_____ Date by which parties should mutually select an arbitrator.

_____ Date by which either party may request a list of arbitrators.

MEMORANDUM OF AGREEMENT—HEALTH & DENTAL INSURANCE

When a teacher is employed for a full teacher work year (approximately 10 months), the 12 months of health and dental insurance benefits for whose premiums the School District shall contribute to the cost in accordance with the collective bargaining agreement will run from September to August each year. For example, if a teacher works the full 2014 – 2015 teacher work year (approximately September 2014 to June 2015), the School District shall contribute to the health and dental insurance premiums in accordance with the collective bargaining agreement from September 2014 to August 2015.