



State of New Hampshire
Public Employee Labor Relations Board

Dover Educational Office Personnel, NEA-NH

and

Dover School District

Case No. E-0086-2
Decision No. 2023-231

Modification of Certified Bargaining Unit

Pursuant to RSA 273-A and PELRB Decision No. 2023-230 (September 11, 2023) granting the petition for modification, the existing certification, dated September 23, 1994 (Case A-0708), is amended; and the composition of the modified bargaining unit represented by the Dover Educational Office Personnel, NEA-NH for purposes of collective negotiations and settlement of grievances, is as follows:

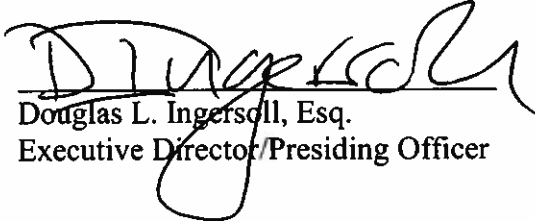
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| UNIT: All central office administrative assistants, school administrative assistants, food service administrative assistant, including the following positions which are listed in Article IV-A-2-d of the July 1, 2020 to June 30, 2023 Collective Bargaining Agreement: | |
| Administrative Assistant I: | Receptionist |
| Administrative Assistant II: | Attendance Administrative Assistant |
| | Guidance Administrative Assistant |
| | Nurse's Administrative Assistant |
| | School Administrative Assistant (II) |
| | Substitute Coordinator |
| Administrative Assistant III: | Counseling Department Administrative Assistant |
| | Dean's Administrative Assistant |
| | School Administrative Assistant (III) |
| | Student Services Administrative Assistant -DHS and DMS |

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| Administrative Assistant IV: | Student Services Administrative Assistant - SAU |
| | Teaching & Learning Administrative Assistant |
| | Athletic Administrative Assistant |
| | Bellamy Academy Administrative Assistant |
| | Career Technical Center Administrative Assistant |
| | Guidance Department Registrar |
| | Principal's Administrative Assistant |
| Administrative Assistant V: | Accounts Payable Bookkeeper |
| | Student Information Systems Data Coordinator |
| Administrative Assistant VI: | Dover Adult Learning Center (DALC) Office Manager |
| EXCLUDED: All administrative positions of assistant principal and above and the Superintendent's Administrative Assistant, Human Resources Coordinator, and the Payroll supervisor. | |

The Dover School District shall negotiate with the Dover Educational Office Personnel, NEA-NH as exclusive representative on the terms and conditions of employment for the members of the bargaining unit and shall recognize its right to represent employees in the settlement of grievances.

So ordered.

Date: 9-11-2023


 Douglas L. Ingersoll, Esq.
 Executive Director/Presiding Officer

Distribution: Peter Miller, UniServ Director
 Dr. William Harbron, Superintendent