AGREEMENT BETWEEN

THE ALLENSTOWN SCHOOL BOARD

AND

THE ALLENSTOWN PARA-PROFESSIONAL ASSOCIATION

July 1, 2020 – June 30, 2023

Approved: March 10, 2020

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AGREEMENT

This Agreement entered into this 10th day of March 2020 by and between the Allenstown School Board, hereinafter called the "Board," and the Allenstown Para-professional Association, affiliated with NEA-New Hampshire and the National Education Association, hereinafter called the "Union" or "Association." Except as otherwise provided herein, the parties agree to negotiate subject to the provisions of R.S.A. 273-A.

DEFINITIONS

EMPLOYEE: The term "Employee" as used in the Agreement, means a person employed by the Board as defined in Article 1, Section 1, of this Agreement.

PERSON: The term "Person" as used in the Agreement, means a person employed by the Board as defined in Article 1.1. Whenever the singular is used in this Agreement, it is to include the plural and any reference to male also includes female.

ARTICLE I
RECOGNITION

1.1 For the purpose of collective negotiation, the Board recognizes the Union as the exclusive representative of all bargaining unit employees employed by the Allenstown School District as the Union was certified by the P.E.L.R.B. in their Decision No. 96-05 of Case No. M-0724, except the Union authorizes the Board to contract with a custodial service for part-time custodians.

1.2 Definitions of Employment

a. 12 Month - Employment in an established position for 52 weeks per fiscal year. (July 1 - June 30)
b. 10 Month - Employment in an established position for not less than 180 days per fiscal year (July 1 - June 30)
c. Part-Time - Employment in an established position requiring less than 30 hours per normal work week regardless of the length of work year.

1.3 Benefits

Benefits (vacation, health insurance, dental insurance, annuities, paid holidays, sick leave, personal leave, bereavement leave, and life insurance) will be paid to full and part-time employees on a pro-rated basis depending upon category of employment. For the purpose of granting benefits, employees will be classified in the following category Tiers:

Tier 1 = 12 month employees working 30 hours or more per normal work week.
Tier 2 = 10 month employees working 30 hours or more per normal work week.
Tier 3 = 12 month employees working 20 but less than 30 hours per normal work week.
Tier 4 = 10-month employees working 20 but less than 30 hours or more per normal work week.
Tier 5 = Employees working less than 20 hours per normal work week.

ARTICLE II
SCOPE OF AGREEMENT

2.1 The parties understand that the Board and the Superintendent may not lawfully delegate powers, discretion and authorities which by law are vested in them, and except as specifically set forth herein, this Agreement shall not constitute a waiver of such powers, discretion and authorities.

ARTICLE III
UNION RIGHTS

3.1 The Union will have the privilege to use school buildings at reasonable times, without cost, for meetings. Notice for the use of buildings will be made to the Principal at least forty-eight (48) hours in advance and the use is subject to approval by the Principal. Representatives of the Union shall have the right to transact business on school property at all reasonable times, provided that this shall not interfere with or interrupt normal school operations.

3.2 The Union shall have the use of the employee mailbox system, and the use of intra-school mail.

3.3 The Union may use school equipment normally used by employees for Union activities. However, expendable material such as paper products will be at the expense of the Union. Such usage shall in no way interfere with or prevent normal school operation or need.

3.4 Upon notification by an employee the Board will deduct Union dues and forward such deduction to the Union's Treasurer or the Union's designee. The Board shall be held harmless from any and all claims in connection therewith.

3.5 The District will provide to the Union, within a reasonable time following the start of the school year or initial employment, the names, assignments, dates of hire, wage rate and annualized wages for new employees. By the end of each school year, the Union will provide the SAU office, with the name and contact information for Union officials for the next school year.

ARTICLE IV
EMPLOYEE RIGHTS

4.1 If an individual contract contains any language inconsistent with this Agreement it shall be considered invalid and this Agreement shall be controlling. Employees will be notified by June 1 of their intended assignment for the next school year subject to changes necessitated by unforeseen circumstances.

4.2 Except in cases of emergency, employees will not be required to administer medication to students without prior training having been provided to the employee by the school nurse or a similarly qualified medical professional. The employee will be acting according to the specific direction of the school nurse at the time the medication is administered.

4.3 All Tier 1 employees are eligible for an annual retirement annuity in an amount equal to the sum the District would contribute to the N.H. State Retirement System. The employee is responsible for the set-up of their account and the account must be with a vendor from the SAU pre-approved list.

ARTICLE V
PERSONNEL MATTERS

5.1 Each new employee shall be made aware of the School District's evaluation procedure when he or she is hired. All employees will be evaluated annually in writing.

5.2 An employee shall be given a copy of any formal evaluation report prepared by his/her evaluator before any conference held to discuss it. If the employee is dissatisfied with this evaluation conference, he/she may request an additional conference. Thereafter, the employee shall sign the report. Such signature shall indicate only that the report has been read by the employee and in no way indicates agreement with the contents thereof.

5.3 Written complaints regarding an employee to any member of the administration by any parent, student, or other person which are to be placed in any personnel file or which may be used to evaluate or discipline an employee shall be promptly investigated. Unsubstantiated complaints shall not be placed in an employee's file.

5.4 Each employee shall be entitled to access to his/her personnel file at any time given forty-eight (48) hour notice to the Superintendent or his designee. The employee may, if he/she wishes, have a representative of the Union accompany him/her during such review.

5.5 The employee shall have the right to make a response to any material contained in his/her personnel file and such response shall be made a part of said employee's file, and the employee's response shall be made within seven (7) calendar days of the placement of the specific item in the personnel file.

5.6 Employees will be provided copies of any material placed in his/her personnel file within two (2) working days.

5.7 An employee who is being interviewed by a supervisor concerning matters for which disciplinary action is being considered or any matter which may result in disciplinary action, he/she shall be entitled to have a Union representative present during such interview.

ARTICLE VI
CONDITIONS OF EMPLOYMENT

6.1.1 All requests for work in excess of 35 hours (and in excess of 40 hours for 40 hour per week employees) must be approved by the Superintendent or his/her designee in advance and reported on the regular time sheet. Overtime rates only apply after 40 hours of work in one week.

6.1.2 Each bargaining unit member will work one hundred eighty-two (182) days.

6.1.3 In the event an employee is required to work a holiday, payment for all hours worked shall be at one and one-half (1 1/2) times the employee's regular rate of pay.

6.1.4 In the event that the employer offers compensatory time off in lieu of overtime payment, the choice of using compensatory time or overtime pay will be offered to the employee at the rate of time and one-half. The compensatory time taken should be recorded on a time slip signed by the employee when it is taken.

6.2 The Board agrees that each employee will have a paid, uninterrupted, duty-free lunch, of at least 30 minutes in duration.

6.3 Except in emergency or critical need cases, vacancies within the bargaining unit shall be posted for a minimum of five (5) calendar days prior to the position being filled. All employees shall be made aware of the vacancies.

6.4.1 In the event, at the sole discretion of the Board, it shall become necessary to reduce the number of persons employed by the Allenstown School District, the Board shall notify the affected personnel and Union of any such reduction in staff as soon as reasonably possible.

6.4.2 The Board will make every reasonable effort to reduce the impact of reduction in force on the current staff by absorbing as many positions as possible through attrition (retirements, resignations, leaves, and refusal to contract).

6.4.3 When a reduction in force becomes necessary the Board shall consider the following unordered factors:

A. Job performance based on existing evaluations;
B. Experience in position;
C. Seniority - ties in seniority shall be broken by: 1) date of election by the Board; 2) date of employee signature on the contract; 3) lottery.

1. For a period of two (2) years following the year of a reduction in force, should a vacancy occur, employees shall be recalled for the opening(s) if qualified as judged by the District.
2. Recalled employees shall be so notified by certified mail, restricted delivery, return receipt. It shall be the responsibility of the laid off employee to maintain a current address on file with the School District.
3. In the event that an employee fails to apply for reemployment in a position for which he/she is qualified, or fails to respond to such an offer within fourteen (14) days of certified notification, the employee shall forfeit his/her rights to reemployment under this section.

6.5 The Board will pay the cost of District required attendance at courses or workshops. The Board will make available a total of $2,500 per year to encourage employees to complete voluntary course work or workshops to enhance their skills in working with students. These funds are available on a first come-first served basis through the district's standard application process.

6.6 The first six months of employment shall be considered a probationary period to permit the Board to determine a new employee's fitness and adaptability for the work required, subject to extension by mutual Agreement. All new employees are required to undergo, at employee expense, a physical examination to determine that employee's fitness to perform the work required. This physical needs to be completed no later than 30 days after employment and the results submitted to the building Principal to be included in his/her personnel file.

6.7 For each Educational Assistant who registers a staff development plan and their staff development clock hours with the SAU office, the District will pay any State of New Hampshire fee for the cost of either certification or renewal of certification for the position to which they are employed by the District.

6.8 Employees shall be provided enough time during working hours to complete job-related paperwork. Should employees be required to complete paperwork during their scheduled lunch period, they will be provided with another paid, uninterrupted, duty-free 30-minute lunch period in the same day.

ARTICLE VII
RATES OF PAY

7.1 The Wage Schedule and its application are set forth in Appendix A attached hereto.

7.2 Employees hired during the term of this Agreement shall be placed on the appropriate experience step of the Wage Schedule. The Superintendent will decide the appropriate placement of all employees.

7.3.1 Employees may elect to receive equal biweekly pay amounts prorated on their annualized wages commensurate with their selection of twenty-one (21) or twenty-six (26) biweekly installments.

7.3.2 When an employee's annualized wage is prorated for the purpose of equal biweekly pay installments, it will be done based on the number of contracted days x hours per day x hourly wage and will include longevity, paid holidays, and differential premium pay where applicable. Such equalized biweekly installments may be altered in those cases where employees have worked overtime, have served in a temporary position at a different rate of pay, or are on leave without pay.

7.3.3 Employees shall not suffer reduction in equalized biweekly pay installments due to school vacations, early release days, late school start or absences due to conditions where administration has closed schools. In cases of school closure employees shall suffer no loss of pay for that pay period but shall not receive additional pay for makeup days added to the employees' calendar year.

7.3.4 In cases of absences due to early release or late start, employees who have lost time are expected to make up lost time through coordination with their immediate supervisor. Employees who work beyond their normal schedule for the purpose of making up lost hours under this Article 7.3.4 shall not be entitled to compensatory time or overtime pay for those hours.

7.4.1 When an employee is required to substitute for another member of the bargaining unit, they shall be paid at the substitute rate unless their rate is already higher than the substitute rate.

7.4.2 Employees will be called upon to substitute for absent certified staff by a rotational schedule among the Educational Assistants within their building. Student specific Educational Assistants will be bypassed in the rotation until such time that their assigned student(s) is/are absent. Employees will be given the chance to refuse a substitute assignment. However, in a situation where no other educational assistant is available or will agree to take the assignment, the employee next in the rotation cannot refuse. When employees substitute for teachers they shall be paid at their wage rate or the District substitute rate, whichever is greater.

7.5 Employees shall have available a Flexible Spending Account up to the amount allowed by the IRS.

ARTICLE VIII
GRIEVANCE PROCEDURE

8.1 Grievance is specifically defined as a violation of any of the expressed provisions of this Agreement.

8.2 The parties acknowledge that it is more desirable for an employee and his/her immediate supervisor to resolve problems through free and informal communications. Grievances which are not satisfactorily settled in an informal way, shall be reduced to writing and referred to the following formal grievance procedure.

8.2.1 The grievance shall be reduced to writing. The written grievance shall state the specified alleged violation with reference to the Agreement. It shall also set forth names, dates, and any other related facts which will provide a sound basis for a complete understanding of any such grievance. No grievance shall be considered under this procedure unless it is filed in writing within twenty (20) calendar days following the action precipitating the grievance.

8.2.2 LEVEL A. Within ten (10) calendar days of receipt of a formal grievance, the Building Principal shall meet with the aggrieved employee. Within ten (10) calendar days following any such meeting, the Principal shall give his/her answer in writing. If the grievance is not settled at this level, then it may be referred to Level B within ten (10) calendar days of receipt of an answer given at this level.

8.2.3 LEVEL B. Within ten (10) calendar days of a grievance being referred to this Level, the Superintendent will meet with the participants of Level A and examine the facts of the grievance. The Superintendent shall give his/her answer within ten (10) calendar days of any such meeting. If the grievance is not settled at this Level, then within ten (10) calendar days from receipt of the answer rendered at this Level, the grievance may be referred to the School Board.

8.2.4 LEVEL C. The Board will meet within twenty-five (25) calendar days with the parties of Level B and examine the facts of the grievance. The School Board shall give its answer within fifteen (15) calendar days. If the grievance is not settled at this Level, then within ten (10) calendar days from receipt of the answer rendered, the grievance may be referred to arbitration.

8.2.5 LEVEL D. If the matter is referred to arbitration, then the parties shall apply to the American Arbitration Association to name an arbitrator under the rules and procedures of the service. The scope of the arbitrator's authority shall be the terms of this agreement. He/she shall have no power to add to or subtract from, alter, or modify any of the said provisions. The arbitrator's decision shall be advisory on both parties. The parties agree to share equally in all expenses associated with arbitration.

8.2.6 Time periods specified in this procedure may be extended by mutual agreement.

8.2.7 Failure at any step of this procedure to communicate the decision on a grievance within the specified time limits (unless extended by mutual agreement) shall permit the aggrieved person or the Union to proceed to the next level.

ARTICLE IX
LEAVES OF ABSENCE

9.1 It is agreed that the use of leave days will be confined to legitimate purposes provided in this Article and the employer may at its sole discretion extend the leaves set forth herein.

9.2 Sick leave shall be confined to the personal illness or disability of an employee, employee's spouse and/or child. Sick leave is to be taken in full or half day increments. Employees will notify the Principal in writing within three (3) work days of sick days used for family members.

9.2.1 Sick leave shall accumulate at the following rates:

A. Tier 1 employees shall be credited with twelve (12) sick leave days per year up to a maximum accumulation of ninety-five (95) days.
B. Tier 2 employees shall be credited with ten (10) sick leave days per year up to a maximum accumulation of forty (40) days.
C. Tier 3 employees shall be credited with twelve (12) sick leave days per year up to a maximum accumulation of forty (40) days.
D. Tier 4 employees shall be credited with ten (10) sick leave days per year up to a maximum accumulation of twenty-five (25) days.
E. Tier 5 employees are not eligible for paid sick leave.

9.2.2 Flu Shots:

By October 15th of each school year the Board shall provide, at no cost to each requesting non-certified staff, an injection for flu immunization.

9.2.3 Sick Bank

A. The Board agrees to allow the Allenstown Para-Professional Association to maintain a sick leave bank to cover members of the bargaining unit in the event of a long-term illness. All employees covered by this Agreement who have been employed under the terms of the A.P.A. Master Agreement for at least one (1) school year may volunteer to participate in the sick bank. Employees who wish to participate in the sick bank must notify the sick bank committee in writing by September 15th of the school year in which they wish to begin participating. Once an employee notifies the committee in writing that he or she wishes to participate in the sick bank, the employee shall be deemed to continue membership in the sick bank each school year unless and until the employee notifies the committee in writing no later than September 15 that he or she is withdrawing from participation in the sick bank beginning that school year.

B. Employees who participate in the sick bank shall contribute one (1) day per employee per year until the sick bank reaches ninety-five (95) days. Subsequently, if at any time the sick bank is thereafter depleted to forty (40) days, the sick bank committee may solicit donations of additional days as needed to reach the maximum of ninety-five (95) days.

C. A member will become eligible to request extended benefits from the sick leave bank after an incapacitating illness or disability, provided he/she has exhausted all of his/her accrued

sick leave. Upon presentation of medical evidence of disability or illness, a member may be granted additional days of sick leave.

D. The sick bank will be administered by a committee of members from the bargaining unit, commissioned and overseen by the Association president. All decisions of the sick bank committee will be final and binding and will not be grievable. All decisions of the sick bank committee must be communicated in writing to the Superintendent's office within five (5) business days.

E. By October 15 of each year, the Association will notify the Superintendent's Office in writing of individuals donating days to the sick bank. The Superintendent's Office and the Association will maintain sick bank records and compare records by October 30 each year.

9.3 Personal leave days may be allowed for personal affairs provided that the leave will only be taken for purposes which could not be accomplished on other than a work day. Prior approval of the Building Principal is required. Said leave shall not be used to extend holidays or vacations. Personal leave will be non-accumulative and may be granted at the following rates:

a. Tier 1 employees may be eligible for up to three (3) personal leave days per year.

b. Tier 2 employees may be eligible for up to three (3) personal leave days per year.

c. Tier 3 employees may be eligible for up to three (3) personal leave days per year.

d. Tier 4 and 5 employees will receive no personal leave days.

9.4 Tier 1 - 4 employees called as a juror will be paid the employee's regular daily rate and will refund reimbursement from the court to the School District less expenses.

9.4.1 Employees will reimburse the District within five (5) working days following receipt of the court's reimbursement. In the event that the employee does not reimburse the District, the SAU office may collect the reimbursement due by withholding the due amount from the employee's paycheck.

9.5 Employees in Tiers 1 through 5 inclusive, will be eligible for Bereavement leave of three (3) days in the case of a death of the employee's or spouse's immediate family member. For the purpose of this provision, immediate family member shall be defined as: spouse, child, mother, father, sister, brother, grandmother, and grandfather. In extenuating circumstances the Board may grant additional leave under this Section on a case by case basis. Bereavement leave is non-accumulative.

ARTICLE X
INSURANCE

10.1 Employees shall be eligible for health insurance coverage under SchoolCare Green Open Access #2 - single, 2-person or family plan with the following conditions regarding eligibility and payment of premiums:

a. Tier 1 employees will be eligible for health insurance benefits with the District paying 90% per month towards the cost of single person coverage, or 75% per month towards the cost of two-person coverage, or 75% per month towards the cost of family coverage.
b. Tier 2 employees will be eligible for health insurance benefits with the District paying: 50% per month for employees with less than one year service in the District, 90% per month for single person coverage and 75% per month for either two-person or family coverage for employees with more than one year of service.
c. Tier 3, 4 and 5 employees are not eligible for health insurance coverage benefits.
d. Tier 3 and 4 employees may elect to participate in the District's Health Insurance Plan at no cost to the district.

10.2 The District agrees to pay an annual stipend equal to $500 to Tier 1, Tier 2 and employees who waive, in writing, their right to subscribe to health insurance under the terms of Section 10.1a of this Article. Tier 2 (in their first year), 3, 4, and 5 employees are not eligible for this stipend. To be eligible for such stipend the Tier 1 and Tier 2 employees must supply evidence of existing coverage of a health insurance program of which he/she is a member. The $500 stipend would be paid at the conclusion of the school year.

10.2.1 In the event that the plan identified in Article 10.1 will result in the imposition during a subsequent year of this Agreement of any related fees, fines, taxes or penalties, including, but not limited to "Cadillac" taxes (the excise tax on high cost Employer-sponsored health coverage), the District and the Association will promptly reopen negotiations for the purpose of agreeing on (1) an alternative health plan that complies with the Affordable Care Act and does not result in the imposition of the so-called "Cadillac Tax" and (2)the distribution of any savings realized, to include the percentage of premium paid by each party. The parties agree to exchange proposals no later than November 15. If the parties are not able to agree on an alternative plan and distribution of savings by January 15, the parties will each submit one proposal to binding arbitration no later than February 15 with a mutually agreed acceptable arbitrator whose fees will be shared by the parties. In the event that the parties cannot agree on an arbitrator, the NH PELRB will select. After hearing from both parties, the arbitrator will choose one of the two proposals and notify the parties no later than March 15 and that plan will be implemented for the following plan year.

10.2.2 In the event the current insurance plan is discontinued by the insurer at any time during the term of the Agreement, then both parties agree to reopen the Agreement immediately to choose a mutually acceptable medical plan with the objective of selecting a plan which provides equivalent benefits at an equivalent cost to both parties.

10.3 The District will provide term life insurance in the amount of estimated yearly wage for Tier 1, 2 and 3 employees only.

10.4 The District shall provide Delta Dental Insurance, Plan IV C. (A/100%, B/80%, no deductible); single membership with an annual maximum of $1,000 for each Tier 1 and Tier 2 employee. Tier 3, 4 and 5 employees are not eligible for this benefit.

Additionally, the District will make family coverage and Plan II (C/50%) coverage available to employees at the sole expense of the employee. All costs in excess of Plan II (A/100%, B/80%, no deductible), single membership, shall be the responsibility of the employee and paid through payroll deduction. This benefit will be offered only if it is deemed to be available under the regulations of the insurer.

10.5 The District shall pay 100% of the premium for long term disability insurance for each Tier 1 and Tier 2 employee, said insurance to have minimum benefits of 66 2/3% of salary to age 70 after a ninety (90) day waiting period.

ARTICLE XI
MISCELLANEOUS PROVISIONS

11.1 If any provision of this Agreement or any application of the Agreement to any employee or group of employees is held to be contrary to law, then such provision or application shall not be deemed invalid and subsisting, except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect unless and until such provisions are changed in negotiations.

11.2 A signed copy of this Agreement shall be made available via email and posted on-line in pdf. format for each employee.

ARTICLE XII
NOTICE UNDER AGREEMENT

12.1 Whenever written notice to the Board is provided for in the Agreement, such notice shall be addressed to the Allenstown School Board Chairman directly or, Allenstown School Board, c/o Superintendent of Schools, SAU #53.

12.2 Whenever written notice to the Allenstown Para-professional Association is provided for in this Agreement, such notice shall be addressed to the President of the Allenstown Para-professional Association at their then current address.

ARTICLE XIII
VACATIONS AND HOLIDAYS

13.1 Employees in Tier 1 only, shall receive vacation according to the following schedule:

1 - 4 years	2 weeks
5 - 10 years	3 weeks
more than 10 years	4 weeks

Tier 3 employees after 1 year of service in the district shall receive one week annual vacation. Employees in Tiers 2, 4 and 5 are not eligible for vacation days.

13.2 Tier 1 and Tier 3 employees shall receive ten (10) paid holidays per contract year. The holidays will be specified and communicated to the bargaining unit immediately following the adoption of the District school year calendar.

For Holidays falling on a day when school is in session, employees may be required, at the discretion of the Building Principal, to take their holiday on some other day when the school is not in session.

Tier 2, 4, and 5 employees are not eligible for paid holidays.

ARTICLE XIV
DURATION OF AGREEMENT

14.1 This Agreement shall continue in full force and effect from July 1, 2017 until June 30, 2020.

Dated at Allenstown, New Hampshire, the 3rd day of August, 2020.

ALLENSTOWN SCHOOL DISTRICT

By its Board:

Scott B Raymond

Lucy Weaver

Jody

Jamie L Moore

ALLENSTOWN PARA-PROFESSIONAL ASSOCIATION

By: Dawn Hoar

APPENDIX A

SALARY SCHEDULES

2.00%

20-21	Ed. Asst.	Prgm Asst.	Ed. Asst. 1:1	Ed Asst 1:1 & 2.00 Extra Care	Ed. Asst 1:2	Para- Cert I	Para Cert. II	Secretary	Custodian	Kitchen Worker	Budget Secretary	Program Instructor
Step 1	$10.87	$13.50	$11.21	$13.31	$11.05	$11.94	$13.00	$13.53	$12.69	$10.87	$14.96	$14.96
Step 2	$11.20	$13.90	$11.55	$13.65	$11.37	$12.26	$13.34	$13.95	$13.06	$11.20	$15.43	$15.43
Step 3	$11.53	$14.32	$11.91	$14.01	$11.72	$12.60	$13.66	$14.36	$12.94	$11.53	$15.89	$15.89
Step 4	$11.89	$14.75	$12.26	$13.31	$12.07	$12.95	$14.02	$14.79	$13.87	$11.89	$16.36	$16.36
Step 5	$12.23	$15.20	$12.63	$14.73	$12.43	$13.30	$14.37	$15.23	$13.73	$12.23	$16.86	$16.86
Step 6	$12.61	$15.65	$13.02	$15.11	$12.81	$13.67	$14.74	$15.67	$14.71	$12.61	$17.35	$17.35
Step 7	$12.99	$16.12	$13.40	$15.50	$13.20	$14.06	$15.12	$16.15	$15.14	$12.99	$17.87	$17.87
Step 8	$13.38	$16.60	$13.80	$15.90	$13.58	$14.44	$15.51	$16.63	$15.61	$13.38	$18.41	$18.41
Step 9	$13.78	$17.10	$14.20	$16.31	$14.01	$14.85	$15.91	$17.14	$16.08	$13.78	$18.97	$18.97
Step 10	$14.20	$17.62	$14.64	$16.74	$14.42	$15.26	$16.33	$17.66	$16.56	$14.20	$19.54	$19.54
Step 11	$14.62	$18.15	$15.09	$17.18	$14.85	$15.68	$16.75	$18.18	$17.06	$14.62	$20.11	$20.11
Step 12	$14.90	$18.51	$15.39	$17.49	$15.14	$15.99	$17.08	$18.54	$17.40	$14.90	$20.52	$20.52

1.75%

21-22	Ed. Asst.	Prgm Asst.	Ed. Asst. 1:1	Ed Asst 1:1 & 2.00 Extra Care	Ed. Asst 1:2	Para- Cert I	Para Cert. II	Secretary	Custodian	Kitchen Worker	Budget Secretary	Program Instructor
Step 1	$11.06	$13.74	$11.41	$13.55	$11.24	$12.15	$13.23	$13.76	$12.92	$11.06	$15.23	$15.23
Step 2	$11.40	$14.15	$11.75	$13.89	$11.57	$12.48	$13.57	$14.19	$13.29	$11.40	$15.70	$15.70
Step 3	$11.73	$14.57	$12.12	$14.25	$11.92	$12.82	$13.90	$14.61	$13.17	$11.73	$16.17	$16.17
Step 4	$12.09	$15.01	$12.47	$13.55	$12.29	$13.17	$14.26	$15.05	$14.11	$12.09	$16.65	$16.65
Step 5	$12.45	$15.46	$12.85	$14.99	$12.65	$13.54	$14.62	$15.49	$13.97	$12.45	$17.15	$17.15
Step 6	$12.83	$15.92	$13.24	$15.38	$13.03	$13.91	$15.00	$15.94	$14.97	$12.83	$17.65	$17.65
Step 7	$13.22	$16.40	$13.63	$15.77	$13.43	$14.31	$15.39	$16.44	$15.41	$13.22	$18.18	$18.18
Step 8	$13.61	$16.89	$14.04	$16.18	$13.82	$14.69	$15.78	$16.92	$15.88	$13.61	$18.73	$18.73
Step 9	$14.02	$17.40	$14.45	$16.60	$14.25	$15.11	$16.19	$17.44	$16.36	$14.02	$19.30	$19.30
Step 10	$14.45	$17.92	$14.90	$17.03	$14.67	$15.53	$16.62	$17.96	$16.85	$14.45	$19.88	$19.88
Step 11	$14.87	$18.47	$15.35	$17.48	$15.11	$15.95	$17.04	$18.50	$17.36	$14.87	$20.47	$20.47
Step 12	$15.16	$18.83	$15.65	$17.79	$15.41	$16.27	$17.38	$18.86	$17.71	$15.16	$20.88	$20.88

1.50%

22-23	Ed. Asst.	Prgm Asst.	Ed. Asst. 1:1	Ed Asst 1:1 & 2.00 Extra care	Ed. Asst 1:2	Para- Cert I	Para Cert. II	Secretary	Custodian	Kitchen Worker	Budget Secretary	Program Instructor
Step 1	$11.22	$13.95	$11.58	$13.75	$11.41	$12.33	$13.43	$13.97	$13.11	$11.22	$15.46	$15.46
Step 2	$11.57	$14.36	$11.93	$14.10	$11.74	$12.67	$13.77	$14.40	$13.49	$11.57	$15.93	$15.93
Step 3	$11.91	$14.79	$12.30	$14.47	$12.10	$13.01	$14.11	$14.83	$13.36	$11.91	$16.41	$16.41
Step 4	$12.28	$15.24	$12.66	$13.75	$12.47	$13.37	$14.48	$15.27	$14.33	$12.28	$16.90	$16.90
Step 5	$12.63	$15.69	$13.05	$15.22	$12.84	$13.74	$14.84	$15.73	$14.18	$12.63	$17.41	$17.41
Step 6	$13.02	$16.16	$13.44	$15.61	$13.23	$14.12	$15.23	$16.18	$15.19	$13.02	$17.92	$17.92
Step 7	$13.41	$16.65	$13.84	$16.01	$13.63	$14.52	$15.62	$16.68	$15.64	$13.41	$18.45	$18.45
Step 8	$13.82	$17.15	$14.25	$16.42	$14.02	$14.91	$16.02	$17.17	$16.12	$13.82	$19.02	$19.02
Step 9	$14.23	$17.66	$14.67	$16.84	$14.47	$15.34	$16.43	$17.70	$16.61	$14.23	$19.59	$19.59
Step 10	$14.66	$18.19	$15.12	$17.29	$14.89	$15.76	$16.87	$18.23	$17.10	$14.66	$20.18	$20.18
Step 11	$15.10	$18.74	$15.58	$17.75	$15.34	$16.19	$17.30	$18.78	$17.62	$15.10	$20.77	$20.77
Step 12	$15.39	$19.11	$15.89	$18.06	$15.64	$16.52	$17.64	$19.15	$17.97	$15.39	$21.20	$21.20

A $2.00 per hour increase will be added to the salary (at their appropriate step) for any paraprofessional working with students that require "extra care for toileting". Should the needs change and the student no longer requires this service or the student changes placement, the contract will be rewritten to remove the "extra care for toileting" compensation.

Employees who have undergone CPI training and are part of the "Student Response Team" or have similar response expectations due to their CPI certification, shall receive a $2/hr. differential in addition their hourly wage rate.

Employees assigned to an intensive needs 1:1 assignment shall receive a $2/hr. differential in addition to their hourly wage rate. Longevity

Employees employed for 10 or more years shall receive $750.00 by separate check delivered the first pay after Thanksgiving break.
Employees employed for 15 or more years shall receive $1,500.00 by separate check delivered the first pay after Thanksgiving break.
Employees employed for 20 or more years shall receive $2,500.00 by separate check delivered the first pay after Thanksgiving break.