

Collective Bargaining Agreement

by and between the

Alton Education Support Professional Association, NEA-NH

and the

Alton School Board

for the period of

July 1, 2022 to June 30, 2024

Approved March 8, 2022

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ARTICLE 1
Definitions

1. Definitions: The following list of terms will be used frequently in this agreement and when they are used, they will refer to the definitions described below unless otherwise stipulated:
 - 1.1 The term “school” means any work location or functional division maintained by the Board where instruction is offered to the students enrolled in the Alton Central School.
 - 1.2 The term “Employee” means any employee included in the bargaining unit as set forth in the NH PELRB as:
 - a. Full and part-time Custodians, including employees who perform cleaning, grounds keeping, and maintenance of the school buildings and grounds;
 - b. Food Service employees including Cooks;
 - c. Full and part time Para-educators including special education paraprofessionals, tutors, teaching assistants, Title I reading assistants, Title I math assistants, classroom assistants, educational assistants, library assistants, or other educational support workers not certified and employed as teachers;
 - d. Information Technology Technicians;
 - e. Administrative Assistants, including receptionists and/or secretaries.
 - 1.3 The term "Board" means the Alton School Board or any of its agents.
 - 1.4 The term “Association” means the Alton Education Support Professional Association, NEA-NH.
 - 1.5 The term “Principal” means the individual contracted to be the responsible administrative head of the Alton Central School.
 - 1.6 The term “Superintendent” means the individual contracted to be the responsible administrative head of the Alton School District.
 - 1.7 The term “Supervisor” means the individual contracted to be the immediate administrative supervisor of the Employee(s), other than the Principal and the Superintendent.
 - 1.8 The term “Parties” means the Alton School Board and the Alton Education Support Professional Association, NEA-NH.
 - 1.9 A full-time Calendar Year Employee works a minimum of 8 hours per day (40 hours/week) for the fiscal year consisting of 260 days, plus paid holidays as specified herein.
 - 1.10 A full-time School Year Employee works a minimum of 7 hours per day (35 hours/week) for the school year consisting of 178 days, except for the Special Education Administrative Assistant, who works 190 days, and the Receptionist, who works 210 days. All of these Employees shall also receive 1 paid professional day, and paid holidays as specified herein.

- 1.11 A part-time Employee works less than 7 hours per day for the school year consisting of 178 days, plus 1 paid professional day, and paid holidays as specified herein.
- 1.12 Para: Any Employee who is hired as a Para-educator including special education paraprofessionals, tutors, teaching assistants, Title I reading assistants, Title I math assistants, classroom assistants, educational assistants, library assistants, or other educational support workers not certified and employed as teachers.
- 1.13 Para I: An Employee who is certified by the NHDOE as a Para I, as defined in Ed 504.07.
- 1.14 Para II: An Employee who is certified by the NHDOE as a Para II, as defined in Ed 504.06.

**ARTICLE 2
Recognition**

- 2.1 The Board recognizes the Association for purposes of collective bargaining and all other purposes authorized by RSA 273-A as the exclusive representative of all full and part-time Employees as certified by the New Hampshire Public Employee Labor Relations Board and defined in Article 1 herein.
- 2.2 New Positions
If any new Employee position is created during the life of this Agreement and the parties cannot mutually agree on its inclusion in the bargaining unit, either party may request a determination from the New Hampshire Public Employee Labor Relations Board.

**ARTICLE 3
Jurisdiction and Authority of Board**

- 3.1 It is understood and agreed that the Board retains all rights, responsibilities, and prerogatives not specifically modified by this Agreement.

**ARTICLE 4
Association Rights**

- 4.1 All Employees shall have the right to full freedom of association and self-organization and shall be free from restraint, coercion, interference, discrimination, or reprisals by the Board by reason of membership in the Association or participation in any of its activities or exercise of individual rights under RSA 273-A.
- 4.2 The Association has the right to use the school building at reasonable hours for meetings, with advance request to the Principal/Administration.
- 4.3 Representatives of the Association and their affiliates shall be permitted to transact Association business on school property at times that do not conflict with the school day schedule.

- 4.4 The Association and its representatives shall have the right to use school facilities and equipment, including computers, email system, copy machines and other equipment at reasonable times, with advance request, when such equipment is not otherwise in use as directed by the Principal. The Association will assume the cost of consumable materials. The Board agrees to provide bulletin boards in convenient places in each work area, to be used exclusively by the Association. The Association agrees to maintain such bulletin boards in a neat and orderly condition.
- 4.5 The Association shall be given sufficient time on the agenda of the beginning of the year staff meeting to explain Association activities. The Association shall also be provided at least a half-hour for the Association President or designee to meet with each new Employee individually during the school day within five (5) days of the first day of work of each such Employee.
- 4.6 The Association shall be credited with a sum total of three (3) days of paid leave per year to be used by Employees who are officers or agents of the Association as determined by the Association President for the purpose of attending seminars, conventions, and other Association related business. Days may be utilized in half-day increments. The Principal will be notified within reasonable time prior to the commencement of such leave.
- 4.7 The Association President or designee shall be allowed to receive Association telephone calls and emails as reasonable during the work day, with notice to the appropriate administrator.
- 4.8 Full-time and part-time Employees who are members of the Association on the effective date of the Agreement or join the Association at any time thereafter acknowledge that the membership in the Association is continuous from year to year, except that each member shall have the opportunity annually to withdraw from membership in the thirty (30) day period between June 1st and June 30th. The notice of withdrawal shall be in writing, postmarked no later than the end of the thirty (30) day period, and addressed and delivered to:
- NEA-NH
9 South Spring Street
Concord, NH 03301
- 4.9 The Board agrees to deduct Association dues in equal payments when properly notified by the Association by means of a signed authorization form (Appendix A) for each Employee so desiring such deduction. Such deduction authorization shall remain in full force and effect from year to year thereafter unless notification is received from the Employee in writing to the Board and the Association between June 1st and June 30th in any year. The Board also agrees to forward any and all such funds to the Treasurer of the Association on a monthly basis along with a record of such deductions.
- 4.10 On or about September 30th of each year, the District shall prepare a list of all bargaining unit members, their position, the days, and hours each employee is scheduled to work for the fiscal/school year, the home addresses, the rate of pay, and whether each such Employee is paying dues to the Association by dues deduction. The District shall email

such list to the Association President and to the NEA-NH UniServ Director.

ARTICLE 5

Negotiations Procedure

- 5.1 All collective bargaining shall be conducted between members of the Board and its designees and designated representatives of the Association.
- 5.2 The Board will furnish the Association upon request such information as is needed to make reasonable proposals and such other information as will assist the Association in developing constructive proposals and programs on behalf of the Association.
- 5.3 All meetings with Board representatives for the purpose of negotiations shall be held at mutually agreeable times, with the meeting times to be relatively equally divided between the Employees' workday and their non-working hours. Up to twenty (20%) percent of the bargaining unit, not to exceed five (5) Association representatives, shall be granted release time without loss of time or pay for preparation and negotiating on behalf of the Association during agreed upon bargaining sessions.
- 5.4 Personnel policies, practices and matters which affect mandatory subjects of bargaining shall or which are affected by the terms and conditions of this Agreement shall not be changed or implemented without prior negotiations.
- 5.5 Any Agreement reached shall be reduced in writing and be signed by the Board and the Association after funding by the voters. A copy of the Agreement shall be filed by the Board with the New Hampshire Public Employee Labor Relations board within fourteen (14) days of the signing. The Board shall be responsible, within thirty (30) days of the signing, for publication of the Agreement in booklet form and distribution of the Agreement to the Association and providing requisite copies to the Board. The Board shall be responsible for providing copies of the Agreement to newly hired Employees.
- 5.6 While terms of this Agreement have been a product of good faith negotiations, both parties recognize the fact that funds negotiated in this Agreement must be appropriated at the District Annual Meeting. Any Agreement reached which requires the expenditure of such funds for its implementation shall not be binding on the parties, unless and until the appropriations have been made by the voters of the District. The Board shall make a good faith effort to secure the funds necessary to implement the Agreement. If the Board proposed budget for the implementation of this Agreement is not approved, negotiations shall be reopened.

ARTICLE 6

Employee Rights

- 6.1 An administrator may meet with an Employee at any time to investigate an incident. The administrator shall notify the Employee of the right to have an Association representative present at any investigatory interview or meeting where discipline may result. When a request for representation is made by an Employee, no further action shall be taken with

respect to the Employee until such Association representative is present. No Employee will be disciplined, discharged, non-renewed, or reduced in rank or compensation without just cause.

- 6.2 Discipline shall be administered in a fair, consistent, and reasonable manner. Discipline shall be defined as discharge, suspension, or warning (oral or written). This standard does not apply to a probationary Employee.
- 6.3 In the event of any discipline, the District will state in writing to the Employee the reasons for action taken. A copy of said disciplinary action shall be handed to or delivered to the Employee at the time the discipline is issued.
- 6.4 Each Employee shall be entitled to access his/her personnel file during business hours with reasonable notice to the Superintendent and to have a copy made at no cost to the Employee. Reproductions of such material may be made by hand, copying machine or electronically. The Employee may, if he/she wishes, have a representative of the Association accompany him/her during such review. Other examination of an Employee's files shall be limited to qualified supervisory personnel.
- 6.5 The Employee shall have the right to submit a written response to any material contained in his/her personnel file, and such response shall be made part of the Employee's personnel file. No material will be placed in an Employee's personnel file without written notification to the Employee. Complaints that are unsubstantiated shall not be placed in an Employee's personnel file.
- 6.6 An Employee shall be notified of any complaint regarding that Employee made to any member of the administration by a parent, student, or any other person. A complaint which may result in an addition to the Employee's personnel file shall be promptly investigated within thirty (30) school days. The Employee shall have the right to meet with the complainant. If the complainant fails or refuses to meet with the Employee, the complaint shall be deemed to be unsubstantiated, no further action shall be taken, and the documentation shall not be placed in the Employee's file. The Employee shall have an opportunity to respond in writing and all such responses shall be attached to all copies of any written complaints in all filed copies.
- 6.7 Evaluations shall be done in accordance with the district evaluation procedure. An evaluation committee with equal representation from the Administration and the Association shall meet at least once annually to review the procedure and recommend any changes to the procedure to the Board and the Association.
- 6.8 The annual letter of appointment shall be delivered to each Employee by June 1.
- 6.9 Every bargaining unit position shall have a full and complete job description on file at the SAU office.

ARTICLE 7
Probationary Period

- 7.1 The first forty-five (45) calendar days of regular employment on an uninterrupted basis shall be the probationary period.
- 7.2 The District may terminate a newly hired person from employment within the probationary period without cause. Termination of a probationary employee shall not be grievable.
- 7.3 Annual re-nomination of Employees by the Superintendent to the Board shall be made after consideration of students' needs and Employees' annual reviews. Seniority shall be considered in the re-nomination process; however, both parties recognize that seniority does not confer any rights of tenure or re-nomination.

ARTICLE 8
Work Day and Year

Calendar Year Employees:

- 8.1 The work year for calendar year Employees shall be 260 days. In the event that a cancelled school day is not made up by the District, or in the event of unanticipated early release or delayed opening, the Employees shall suffer no loss in pay.
 - (a) A summer schedule of four (4) ten (10) hour days may be permitted at the discretion of the Superintendent or his Designee and with written notice to the Association.
- 8.2 For the Custodial and Maintenance calendar year Employees, the typical work day shall be eight (8) hours per day. The actual hours of work for each Employee shall be set forth in the annual letter of appointment. Shift assignments shall not be changed from year to year or without posting.
- 8.3 Custodian and Maintenance Shift Assignments:
There shall typically be two regularly scheduled work shifts as follows:
 - (a) 1st Shift shall be from 6:00 am to 2:30 pm.
 - (b) 2nd Shift shall be from 2:00 pm to 10:30 pm.
 - 8.3.1 On snow days or at other times when school is closed due to emergency or inclement weather, all custodial and maintenance employees may be called to work during first shift hours.
- 8.4 For all other full-time, year-round employees, the typical work day shall be from 7:00 am to 3:30 pm, 7:30 am to 4:00 pm, or 8:00 am to 4:30 pm. The actual hours of work for each Employee shall be set forth in the annual letter of appointment. A part-time shift assignment shall fall within one of the above shifts.
- 8.5 Shift Differentials:
Any employee whose typical work day begins at or after 2:00 pm shall be paid a shift differential of \$0.50/hr. in 2022-2023 and \$0.75/hr. in 2023-2024 for their entire shift. This differential shall not apply during the summer or on snow days, when all employees shall

work the hours set forth in sections 8.1, 8.3 and 8.4.

School Year Employees:

- 8.6 The work year for school year Employees includes one (1) day of training and/or professional development immediately prior to the start of the instructional year, and which days shall coincide with the teacher's professional development days. No such days shall be scheduled after the last day of school for students. In the event that a cancelled school day is not made up by the District, or in the event of unanticipated early release or delayed opening, the Employees shall suffer no loss in pay.
- 8.7 (a) For school year para-educator employees, the typical work day shall be 7 hours and 15 minutes, commencing at either 7:15 am and ending at 3:00 pm or 7:30 am and ending at 3:15 pm. During the workday, all para-educator employees shall be granted a continuous and uninterrupted fifteen (15) minute period to complete required paperwork, including, but not limited to, Medicaid billing paperwork and the review of IEP's.
- (b) For school year Administrative Assistants the typical work day shall be eight (8) hours per day. To ensure proper coverage, there shall be two shift assignments:
1. 1st Shift shall be from 6:30 am to 3:00 pm.
 2. 2nd Shift shall be from 7:30 am to 4:00 pm.
- The actual hours of work, including shift assignments, for each Employee shall be set forth in the annual letter of appointment.
- (c) For Food Service Workers, the typical work day shall be between the hours from 7:30 am to 1:30 pm. The actual hours of work, including shift assignments, for each Employee shall be set forth in the annual letter of appointment.
- 8.8 No Employee shall have any hours of work reduced for the purpose of making that Employee ineligible for benefits.
- 8.9 Every full-time Employee and any Employee who works more than five (5) hours per day shall have a thirty (30) minute unpaid lunch break. Duties shall be assigned on a fair and equitable basis in terms of the number and nature of all such assignments.
- 8.10 Employees shall be granted the following paid holidays, to be taken on the day observed by the District. Each Employee shall receive her/his regular daily rate of pay, provided the employee works his or her scheduled shift or is on paid leave on the work days immediately preceding and following each holiday:

For calendar year Employees:

Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, Day after Thanksgiving, Christmas Day, New Year's Day, Martin Luther King/Civil Rights Day, and Memorial Day.

For school year Employees:

Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, Day after Thanksgiving,

Christmas Day, New Year's Day, Martin Luther King/Civil Rights Day, and Memorial Day.

8.11 Vacations:

(a) Vacation eligibility shall be determined as of July 1 of each year. However, initial vacation eligibility shall be determined as follows: A new bargaining unit member who is employed between July 1 and January 1 shall be entitled to **three (3)** weeks paid vacation. A new bargaining unit member hired between January 2 and June 30 shall be entitled to one (1) week paid vacation.

(b) Vacation times shall be scheduled to coordinate with the work schedule and shall be subject to the approval of the immediate supervisor in consultation with the school principal. Such approval shall not be arbitrarily withheld.

(c) All full time year round employees contracted for 260 days shall receive the following vacations with pay:

1-4 years of District service	3 weeks paid vacation
5-9 years of District service	4 weeks paid vacation
10+ years of District service	5 weeks paid vacation

8.12 Assignment and Reassignment:

(a) The Supervisor shall meet with the Employee not later than each June 1st to discuss the Employee's current assignment and anticipated employment for the upcoming school year.

(b) Para-educator Employees shall be notified no later than June 1st of their specific assignment for the upcoming school year on the Individual Annual Employment Contract Form, (Appendix B-1). Each specific assignment shall include the class(es) and/or grade level, the student(s), and the case manager, if applicable. All Employees will have their supervisor designated by the District within their individual contracts upon the issuance of the contracts. For 1:1 assignments, the Employee shall be given the Confidential Notice of 1:1 Assignment, (Appendix B-2). The District shall provide a copy of each Employee's individual contract (Appendix B-1) to the Association within ten (10) days of the contract being fully executed.

The District shall have the right to change the specific assignment after June 1st, if necessary, to meet the District's unanticipated or unforeseeable needs and the unanticipated or unforeseeable needs of its students. If a change is necessary, the Employee will be notified as soon as possible and there shall be a meeting between an Association representative, the affected Employee, and the Administration at which meeting the Administration shall explain the unanticipated and unforeseen needs triggering the need for a change in assignment.

Upon the receipt of the assignment(s) for the upcoming school year and at any time thereafter, the Employee shall be provided with and have access to the IEP for each student who is assigned to the Employee.

- 8.13 The Employees shall not be responsible for arranging for coverage or for duties assigned to Employees when they are on an excused absence or attending to other required responsibilities such as attendance of field trips.
- 8.14 In the event an Employee is offered the opportunity to work at summer school, such employment shall be documented by a separate contract from the regular school year contract. The Employee shall be paid at the regular rate of pay for all summer work or fifteen (\$15.00) dollars per hour, whichever is greater. Summer work shall be offered on a fair and equitable basis.
- 8.15 All of the above Article 8 provisions shall be granted to a part-time Employee on a prorated basis and calculated based upon the part-time hours assigned as compared to a full-time work week of thirty-five (35) hours.

ARTICLE 9

Working Conditions

- 9.1 The District shall follow NH Department of Labor standards and the OSHA standards.
- 9.2 Employees shall not be required to work under unsafe or hazardous conditions or to perform tasks which endanger their health, safety, or well-being.
- 9.3 Employees shall not be required to use personal equipment on school premises or for school work. The administration shall furnish all necessary tools and equipment; "necessary" tools and equipment shall be determined by the supervisor.
- 9.4 All Employees shall be provided with a safe and secure work environment. No Employee shall be required to administer medication, provide services to a student or toileting of a student unless the Employee has received the necessary training as may be determined necessary by his or her supervisor and has received certification, if applicable, or other documentation of the training.
- 9.5 Understanding that para-educator employees may be assigned to work with students who are disruptive or repeatedly violate rules and regulations due to manifestations of their disabilities, Administration shall annually offer non-violent crisis prevention and intervention (CPI) training to all para-educator employees, who shall participate in such training at least once every two years and shall be paid for their time in training. Employees who have not been trained as set forth above, shall not be assigned to such students.
- 9.6 Unless required by an IEP, Employees shall not be required to place a student into or remove a student from a vehicle during drop-off and pick-up times and unless such Employee has received proper training before being required to provide such assistance.
- 9.7 The Employee shall not be responsible for writing, modifying and/or providing the curriculum for any students assigned to the Employee, unless properly trained and/or certified.

- 9.8 Any Para-educator as set forth in Article 1 (including special education Para-educators, tutors, teaching assistants, Title I reading assistants, Title I math assistants, classroom assistants, educational assistants, library assistants, or other educational support workers not certified and employed as teachers shall apply to the NH DOE to obtain a Paraprofessional I certification within ninety (90) days of the effective date of this Agreement and/or ninety (90) days from the date of hire for newly hired employees. A copy of the application shall be submitted to the SAU office. Subsequently, all Para-educators must maintain certification at a minimum of the Paraprofessional 1 level as a condition of employment.

ARTICLE 10

Vacancies, Transfers and Promotions

- 10.1 A vacancy shall be defined as any newly created position or a present position within the school building that is open and in need to be filled within the District. There will be a job description for each position.

10.2 **Posting of Positions**

As soon as a vacancy exists within the District, the Superintendent will post a notice of the vacancy in each teacher's room and electronically on the district web site or a public web site such as EdJobsNH. This vacancy notice will include the job title, job requirements, pay range, hours of work, and work year for the position. Posting of positions will remain on display for at least ten (10) work days.

Current Employees may request a transfer to said position. Employees who are qualified and apply in accordance with the terms of a posting shall be considered and given an opportunity to interview for the vacancy.

- 10.3 The parties agree that involuntary transfers of employees are to be minimized and avoided whenever possible. Any employee asked by a supervisor to temporarily assume the duties of another employee within the bargaining unit, will be compensated at the higher rate for those duties.

ARTICLE 11

Compensation

- 11.1 Subject to approval of the NH Department of Labor and as allowed by RSA 275:43, IV-a, Employees may elect to be paid in 21 or 26 equal payments with a reconciliation in the last pay period of January and June of each school year, referred to a "wage averaging." In order to elect wage averaging, the Employee must agree to reimburse the District if the Employee leaves employment for any reason prior to the end of a school year and has been overpaid. In the event that the Employee does not elect to be paid by wage averaging and fails to agree to reimburse the District as set forth above, the Employee shall be paid over 21 pay periods. Each Employee shall complete the Schedule for the Payment of Wages form and deliver this form to the Superintendent. (Appendix B-3).

- 11.2 Effective July 1, 2022, all existing Employees shall be placed on the wage schedule based

upon direct applicable work related experience and certification as attached hereto as Appendix C. Newly hired Employees shall be placed on the wage schedule in Appendix C based on directly applicable experience and Employee certification, if any, provided that no new Employee will be paid more than an existing Employee with an equivalent certification, education, and years of experience. Employees on steps 1 through 10 will advance one step on the wage schedule effective July 1 of each subsequent year of this Agreement. In order to advance a step an Employee must have worked at least one half (½) of the previous work year. Use of paid leave will count as time worked for purposes of this Article only.

- 11.3 The District will pay time-and-one-half for overtime hours as required by New Hampshire Law and the New Hampshire Department of Labor regulations, as amended.
- 11.4 An Employee who works after school at unified sports, social events, overnight trips, or other similar extra-curricular work, shall be paid at their regular rate of pay plus any overtime resulting from an overnight trip, on the next regularly scheduled pay period. Stipends shall be paid in the next pay period following the conclusion of the activity.
- 11.5 Inclement Weather:
- (a) Employees who have elected to be paid by wage averaging shall be paid according to such election in the event of a curtailment of school operations due to inclement weather. Employees who have not elected to be paid by wage averaging and are not required to work by the Superintendent shall not report, nor will they be paid for such day. In the event of a delayed opening or an early release, Employees will be paid for the entire day if they are able to report for work.
- (b) In the event of a delayed opening due to inclement weather, Employees shall be expected to report to work thirty (30) minutes prior to the announced time of the school's delayed opening. In the event of an early dismissal due to inclement weather, Employees shall be expected to work until fifteen (15) minutes after the student dismissal time.
- (c) Administrative Assistants may be directed to report for work or released from work on a different schedule than food service workers, IT personnel, or Para-educators.
- (c) Custodians shall work as directed during periods of inclement weather. Any employee may be assigned to work remotely during periods of inclement weather at the discretion of the Principal.
- (d) Any Employee called into work shall be paid for at least two (2) hours of work.
- 11.6 (a) Employees will be eligible to apply for prepayment or reimbursement for courses, workshops or seminars that will enhance their knowledge and skills for their current positions. Requests for approval shall be made prior to scheduling any class, workshop, or seminar to the appropriate administrator, subject to the approval of the Superintendent. Approval may not be unreasonably denied. Reimbursement shall be made upon providing evidence of successful completion of the course, workshop, or seminar.

(b) The Board shall establish an account in the amount of \$10,000 per contract year to finance this program. Funds will be made available on a first-come, first-serve basis based upon the date of approval. No employee shall be eligible to receive more than \$300 per year. The Superintendent shall have the authority to pre-pay the cost any such class, workshop, or seminar upon the written request of the Employee. In the event that an Employee does not complete or attend a pre-paid class, workshop or seminar, the Employee shall repay the District for all of such pre-paid costs and such amount shall be deducted from the Employee's last check of the school year. Written authorization will be given to the District to deduct the outstanding amount from such last check. These funds may be used to reimburse or pay for the cost of an initial certification as well as used for the reimbursement or payment of the cost of a recertification fee.

(c) In the event there are unused funds as of May 1 in each school year, Employees who have additional outstanding expenses for courses, workshops, or seminars may apply to the Superintendent for reimbursement of such additional expenses. Funds will be available on a first-come, first serve basis based upon the date of application by the Employee. Such reimbursements shall not be unreasonably denied.

- 11.7 Employees who are required to provide substitute coverage for a teacher shall be paid an additional \$5 per hour in the next regular pay period, subject to submission of a time card noting the employee's service as a substitute.
- 11.8 Employees who are required by their Supervisor to use private automobiles for school-related business shall be reimbursed at the current IRS mileage rate.
- 11.9 Committees shall be approved by the Board. The Association will be provided a list of Board approved committees at the start of each school year. When a new committee is being formed, the Association, the Principal, and the Superintendent shall work collaboratively to define the responsibilities of the committee, estimate the level of time and effort, and determine a recommended compensation for each member.

Employees participating in committee work shall be compensated as agreed upon by the parties, to be paid in two equal installments: the first pay period in December and the last pay period in June. Employees shall have opportunities to serve on committees as determined by the Association. Committee assignments are voluntary.

- 11.10 Longevity:
Employees who have completed a minimum of eight (8) years of uninterrupted service to the District shall receive an annual longevity stipend as follows. Longevity payments shall be made during the final pay period in June and shall not be prorated if an employee leaves the district's service prior to the end of the contract year.

Upon the completion of year 8 through year 11:	\$500/yr.
Upon the completion of year 11 through year 15:	\$750/yr.
Upon the completion of year 15 through year 20:	\$1,000/yr.
Upon Completion of year 20+:	\$1,500/yr.

ARTICLE 12
Health Insurance

12.1 Health Insurance:

The Board shall offer the SchoolCare Green Open Access Plan to calendar and school year full-time Employees for single, two-person, or family coverage with the following premium contributions for Employees who qualify and become members of the plan. The calendar year Employee will pay the premium contribution through payroll deduction as follows:

<u>Single Plan</u>	<u>Two-Person Plan</u>	<u>Family Plan</u>
12%	12%	12%

The school year Employee will pay the premium contribution through payroll deduction as follows:

<u>Single Plan</u>	<u>Two-Person Plan</u>	<u>Family Plan</u>
20%	20%	20%

12.2 Health Insurance Buy Back:

Beginning in the second year of this agreement, the 2023-2024 school year, the Board agrees to pay \$2,000 to a qualifying employee who does not elect to participate in the health insurance plan upon evidence of a certificate of insurance on a plan other than one proposed through Healthcare.gov (under the provisions of the Affordable Care Act). The buyback shall be paid in two equal payments, one in the first pay period of December and the second in the first pay period in June. The buyback may be paid to the Employee or to a Tax Sheltered Annuity for the benefit of the Employee, at the Employee's option.

12.3 Health Insurance: Dental

The Board will pay one hundred (100%) percent of the complete cost of Cigna Dental, Option 1A, single person coverage for full-time calendar and school year Employees. The Board will pay ninety-five (95%) percent of the premium of the two-person coverage and ninety (90%) percent for family coverage for full-time calendar and school year Employees. The Employee will pay the premium contribution through payroll deduction.

A committee of the Board and the Association may elect a different dental plan during the term of this Agreement provided that the benefits are equivalent to the "Cigna Dental, Option 1A," subject to the approval of the Board and the Association.

12.4 Vision Benefit

An employee paid (no cost sharing) Vision Benefit is available to all employees. The plan pays for eyewear, lens, and contacts.

12.5 For insurance eligibility, the Employee shall become eligible for health, dental, and vision insurance coverage on the 1st of the month following the month during which the employee was hired by the District. The District shall note the date that an Employee becomes eligible for insurance on his/her appointment letter.

- 12.6 IRS §125 Accounts (a/k/a flexible spending accounts or cafeteria plans) shall be made available at the Employee's option. The maximum contribution limit shall be amended from time to time and shall be equal to the then current maximum contribution as established annually by the IRS. The plan shall be established and/or amended to allow up to \$500 of unused amounts remaining at the end of a plan year in a health FSA to be paid or reimbursed to plan participants for qualified medical expenses incurred during the following plan year.
- 12.7 If an Employee has a qualifying event and reenrolls in the health insurance plan, the buyback amount in Article 12.2 shall be pro-rated as of the effective date of the reenrollment.
- 12.8 Employees working 30 hours per week or more shall participate in the NH Retirement System, consistent with NHRS regulations.
- 12.9 All of the above Article 12 provisions shall be granted to a part-time Employee on a prorated basis and calculated based upon the part-time hours assigned as compared to a full-time work week of thirty-five (35) hours.

ARTICLE 13

Leaves

- 13.1 Sick Leave: Calendar year Employees shall accrue fifteen (15) paid sick leave days per year and school year Employees shall accrue twelve (12) paid sick leave days per year, cumulative to sixty (60) sick leave days. Sick leave days may be used for the illness or injury of the Employee or members of the Employee's immediate family. Any Employee who is not ill and is required to remain out of work as a result of any directive issued by the District, shall not be required to use her/his accrued sick leave, and shall be placed on paid administrative leave. The superintendent may at any time require a doctor's certification of fitness for duty, at the district's expense.
- 13.2 Any Employee on sick leave is entitled to the benefits that they would have if not on sick leave. The Board at its sole discretion may extend paid sick leave benefits beyond the Employee's accumulated days if an unusual circumstance exists.
- 13.3 Sick Leave Bank:
- 13.3.1 The Board agrees to establish a sick leave bank to cover employees in the event of a serious illness or disability.
- 13.3.2 The sick leave bank shall be administered by a committee composed of two (2) members of the Association appointed by the President, the school nurse, and an Administrator appointed by the Superintendent, hereinafter called the Administrative Committee. For the purposes of administering the sick leave bank, the parties agree that non-medical child rearing leave is governed exclusively by the provisions of Section 13.11.

- 13.3.3 The Sick Bank rotation list is a list of members of the sick bank to be initially established in July 2022. The initial list of members was placed in alphabetical order by date of hire. Subsequently, new enrollees, after contributing one day, will be added to the bottom of the list. New enrollees who join the bank on the same day shall be placed on the list in alphabetical order.
- 13.3.4 To join the sick leave bank, an employee must sign a Sick Bank Membership Form by September 30th of each year and shall donate one (1) day from those he/she receives in a one-year period to be deposited in said bank, such day to be deducted from the employee's annual sick leave in the second pay period in October. The Administrative Committee will provide the SAU office with a copy of all membership forms as well as the current rotation list by October 1st of each year.
- 13.3.5 The SAU business office shall deduct days from employees' sick leave as described above and shall keep a record of days accumulated in the sick bank, which may be audited by the President of the Association at any time.
- 13.3.6 The days in the bank may accumulate up to one hundred (100) days. When the bank reaches the maximum accumulation only new enrollees need to contribute to the bank. All new enrollees must contribute for their first three years of participation regardless of the total accumulation in the bank. These days in excess of the maximum shall be placed in reserve. Any days left in reserve at the end of the school year shall be lost. They shall neither continue to be held in reserve nor restored to the enrollee.
- 13.3.7 A member becomes eligible to request benefits from the sick leave bank if suffering from a serious illness or disability provided he/she has exhausted all of his/her accrued sick leave. Said member may request up to twenty-five (25) days per application.
- 13.3.8 The request to use the sick leave bank shall be submitted in writing with supportive medical documentation to the Administrative Committee. The committee will determine whether or not, in its judgment, the employee qualifies to use the sick leave bank. If the Administrative Committee has determined that the employee qualifies to use the sick bank, it will submit its decision to the Superintendent who will release the days for use by the employee. The decision of the Administrative Committee shall be final and shall not be subject to grievance or arbitration.
- 13.3.9 When the days are drawn on the Sick Bank, the sick days held in reserve shall be used to restore the Sick Bank to its maximum of 100 days. If the bank falls below the maximum accumulation, participants must contribute only one of their sick days in the second pay period in October. Those days will be held to replenish the Sick Bank at the close of the school year in June, beginning with the top of the rotation list, until the Sick Bank is restored to the maximum allowed. Those contributing individuals will then be placed at the bottom of the rotation list. An accounting of the sick bank accrued and used days will be sent to the SAU office no later than June 1st of each year.
- 13.4 Personal Leave: Each calendar and school year Employee accrues and shall have four (4) days of personal leave to use during the school year by application to the Supervisor and

approval of the Superintendent. Such requests shall be submitted in writing at least one (1) day in advance. Personal leave will be limited to legal matters, business transactions, or personal household or family matters that require the Employee to be absent during the school hours. The Employee will not be required to give specific reasons when requesting personal leave; however, in using personal leave, the Employee assures the Board that the reason for which personal leave is being taken cannot be accommodated on a non-school day. The granting of personal leave during the first two and last two weeks of the school year or on any day immediately before or after a holiday or school vacation will be considered only under emergency circumstances with reasons submitted to the Superintendent or designee in writing for approval prior to the employee's absence. Approval shall not be unreasonably withheld.

- 13.5 Bereavement Leave: Each Employee shall have five (5) days of paid bereavement leave in the event of the death of an immediate family member, or immediate family member of the Employee's spouse, which includes, but is not limited to: spouse, children, son-in-law, daughter-in-law, parents, parents in kind, father-in-law, mother-in-law, grandparents, grandchildren, brother and sister or other significant individual. The Superintendent may at her/his discretion grant additional days.
- 13.6 Military Leave: An employee who is active Military and is called for service must provide a copy of their military orders detailing the anticipated absence from work to the SAU office no less than two weeks prior to leave in order to be paid in accordance with federal law under the Uniformed Services Employment and Reemployment Rights Act of 1994 ("USERRA").
- 13.7 FMLA: Eligible Employees will be entitled to benefits as provided in the Family and Medical Leave Act of 1993, PL 103-3, and any subsequent amendments. A full copy of FMLA will be available in each building.
- 13.8 Leave Buy Back: The Board agrees to buy back the excess sick leave days over the maximum of sixty (60) days at twenty-five (25%) of the Employee's then effective current rate of pay. Donations to the sick bank are excluded from the buy-back plan.
- 13.9 Jury Duty: Employees who are called for jury duty which cannot be postponed or deferred, will be compensated for such absence from work at the normal daily pay and the Employee must turn in any jury pay received from the court to the SAU office. If mileage is received from the court, any such amount shall be retained by the Employee.
- 13.10 Leave Usage: Personal, sick, and/or vacation leave may be used in one-quarter day (¼-day) increments.
- 13.11 Unpaid Leave:
A. Parent Leave: Upon arrival of a child (either natural or adopted), either parent employed may request an unpaid leave of absence, subject to the approval of the Board. Upon return from such previously approved leave by the Board, the Employee shall be returned to a position for which the Employee is qualified.

B. Unpaid leaves of absence for purposes other than educational enrichment may be granted for up to one (1) year upon recommendation of the Superintendent and approval of the Board. An Employee who is on leave of absence for more than one-half of the school year will not advance on the salary schedule the following year.

C. All unpaid leaves of absence must be requested in writing to the Superintendent prior to the leave being taken. The Superintendent may recommend approval of such leave to the Board, which may, at its sole discretion, grant such unpaid leave based on the individual merits of the request and the needs of the District.

D. In addition to any FMLA leave to which an Employee may be entitled, an Employee shall be granted child-rearing/maternity leave without pay upon the birth or adoption of a child, which leave, including any FMLA leave, does not exceed 20 months. An Employee may return to work earlier from the approved leave at the discretion of the School Board.

E. During the time that an Employee is on such unpaid leave, the Employee shall be entitled to remain eligible for participation in all District fringe benefit programs, provided they shall be at the sole expense of the Employee. All benefits to which an Employee was entitled at the time of leave of absence commenced including unused, accrued sick leave will be restored to that Employee upon return. Subject to Article 11.2, whenever an Employee has worked more than one-half their contracted work year that Employee shall be moved to the next step on the salary schedule.

13.12 All of the above leave provisions shall be granted to a part-time Employee on a prorated basis and calculated based upon the part-time hours assigned as compared to a full-time work week of thirty-five (35) hours.

ARTICLE 14
Retirement Salary

- 14.1 Employees who have completed at least consecutive fifteen (15) years of service to the District, with no more than a one (1) year lapse in service, may choose one of the following options for in their last year of employment:
- A. Their total accumulated sick leave days up to a maximum of sixty (60) days at the employee's hourly rate multiplied by seven (7) hours per day or,
 - B. The employee's hourly rate multiplied by seven (7) hours per day times the number of years that the Employee has served the District.

Employees must notify the Superintendent of their intent to retire, and the option selected by November 1st of the school year prior to the last year of employment. Payment shall be made by dividing the amount in section A or B above over the number of pay periods selected by the employee and paid as a salary increase for the duration of the last year of employment.

ARTICLE 15
Grievance Procedure

- 15.1. It is the intent of the parties that grievances be settled at the lowest step possible. Both parties agree that these proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure.
- 15.2. A grievance is a complaint by an Employee, group of Employees, or the Association that there has been a violation, misapplication, or misinterpretation of any provision of this Agreement. Nothing contained in this Article shall diminish the right of any Employee covered hereunder to present his/her own grievance, provided that the resolution is not inconsistent with the terms and conditions of this Agreement. If an Employee declines representation by the Association, he/she shall do so in writing. An Employee shall not have the right to a representative other than from the Association without the permission from the Association.
- 15.3. The grievant is the Employee, group of Employees or the Association bringing the grievance.
- 15.4. The time limits of this Article shall be school days, except in a case where the grievance extends beyond the end of the school year; in such a case, a day shall be defined as Monday through Friday, excluding holidays.
- 15.5. A grievance is waived and will not be considered if not initiated, at the informal level, within twenty (20) school days from when the Employee and/or the Association should have reasonably known of the occurrence.
- 15.6. The Association shall have the right to be present at each meeting at each formal step of

the grievance procedure and shall be given reasonable notice of the scheduling of every such meeting.

- 15.7. It is understood that the parties and witnesses will be guaranteed freedom from restraint, interference, coercion, discrimination, or reprisal with respect to processing a grievance.
- 15.8. Informal Step: The usual procedure for an Employee to commence a grievance is to meet and discuss the matter in a conference with the Principal. It is expected that most grievances will be satisfactorily resolved through this procedure.

Formal Steps:

- 15.9. Step 1: If the grievant is not satisfied with the decision rendered at the Informal Step, the grievant may reduce the grievance to writing and submit the grievance to the Principal within ten (10) days of the date of receipt of the Informal Step decision. The written grievance shall state the factual and contractual basis for grievance. The Principal will consider the evidence provided by the grievant and issue a written decision within ten (10) days of receipt of the written grievance. The written decision shall be provided to the grievant and the Association.
- 15.10. Step 2: If the grievant is not satisfied with the decision rendered at Step 1, the grievant and/or the Association may appeal the grievance in writing to the Superintendent within ten (10) days of the date of receipt of the Step 1 decision. The written grievance shall state the factual and contractual basis for grievance and the appeal. The Superintendent shall meet with the grievant and the Association within ten (10) days of the receipt of the grievance. The Superintendent will consider the evidence provided by the grievant and issue a written decision within ten (10) days of the meeting.
- 15.11. Step 3: If the grievant is not satisfied with the decision rendered at Step 2, the grievant and/or Association may appeal the grievance in writing to the Board within ten (10) days of the date of receipt of the Step 2 decision. The written grievance shall state the factual and contractual basis for grievance and the appeal. The Board shall meet with the grievant and the Association within twenty (20) days of the receipt of the grievance. The meeting shall be in non-public session. At the meeting with the Board, the parties shall have the right to present sworn testimony, to present witnesses and documentary evidence, to cross-examine witnesses offered by other parties, to give reasonable oral arguments, and to file typewritten briefs. Copies of all briefs, notices, and request shall be reasonably furnished to all opposing parties and either party shall have the right, at its own expense, to have a verbatim transcript. The Board will consider the evidence provided by the grievant and issue a written decision within ten (10) days of the meeting.
- 15.12. Step 4: If the Association is not satisfied with the decision rendered by the Board at Step 3, the Association may appeal the grievance to arbitration within ten (10) days of the receipt of the Step 3 decision. If the Board and the Association are unable to mutually agree upon an arbitrator within ten (10) days of the filing of the appeal to arbitration, either party may apply to the American Arbitration Association to appoint an arbitrator under its labor rules and procedures. The decision of the arbitrator shall be final and binding upon the parties. The arbitrator shall not have the power to add to, subtract from, or modify any provisions

of this Agreement. The expense and salary incident to the service of the arbitrator shall be shared equally by the Board and the Association.

- 15.13. The failure to communicate the decision on a grievance within the specified time limit at any of the above steps of this procedure shall permit the grievant to file an appeal to the next step of this procedure.
- 15.14. The failure to appeal a grievance to the next level within the specified time limits shall be deemed to be acceptance of the decision rendered at that level.

ARTICLE 16

Seniority and Reduction in Force

- 16.1 An Employee's seniority date shall be the first day worked. The seniority date shall be adjusted for uncompensated absences of six (6) months or more. Each year on or about December 1st the District shall post a seniority list and provide a copy to the Association. Any objections to the seniority list shall be made within thirty (30) days of the posting or shall be deemed waived. Ties in seniority shall be decided first by which Employee has the earliest date of hire and second, by lottery. A break in service of less than two (2) years and a day, provided the break in service was an approved leave of absence with a stated intention to return on an approximate date, shall not cause an Employee to lose seniority prior to the break in service.
- 16.2 Whenever it becomes necessary to decrease the number of Employees or to eliminate a position or program, the Board will lay off in the reverse order of seniority and retain the most senior Employee who possesses the training, certification, experience and/or qualification to fill the remaining provided each such Employee has received a satisfactory evaluation on their most recent performance evaluation.
- 16.3 Recall of Employees in the bargaining unit who are laid off shall be made on the basis of greatest seniority and qualifications for the vacant bargaining unit position. A laid off Employee may be offered any vacant bargaining unit position. The right to recall shall terminate twenty-four (24) months following the last date of work.
- 16.4 Retention of Seniority: An Employee who is laid off and recalled within twenty-four (24) months of the date of layoff shall regain the seniority the Employee had before the layoff.

ARTICLE 17

Conformity to Law and Savings Clause

- 17.1 If any Article or part of this Agreement is held to be invalid, the remainder of this Agreement shall not be affected and the parties shall enter into negotiations for the purpose of arriving at a mutually satisfactory replacement for the invalid Article or part, if possible.

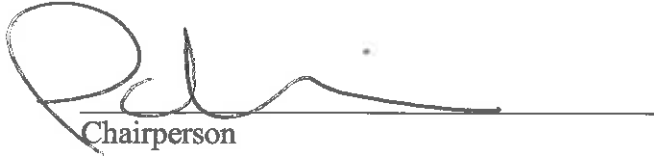
ARTICLE 18
Duration

18.1 The provisions of this Agreement shall be in effect from July 1, 2022, through June 30, 2024. Either party to this Agreement may initiate negotiations for a successor Agreement by notifying the other no later than September 1, 2023.

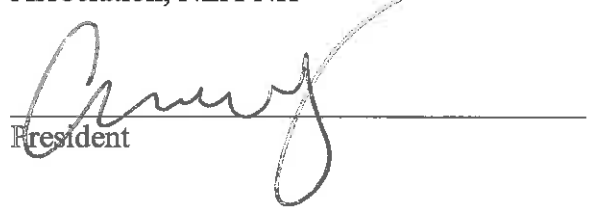
IN WITNESS WHEREOF, the parties have executed this AGREEMENT on the 22nd of April 2022.

Alton School Board

Alton Education Support Professional
Association, NEA-NH



Chairperson



President

APPENDIX A
Dues Deduction Authorization

Effective upon the date set forth below, I authorize the Alton School District to deduct union dues in the amount of _____ from each of my regular pay checks. Each such deducted amount shall be paid to the Treasurer of the Alton Education Support Professional Association, NEA-NH. I acknowledge that my membership in the Association is continuous from year to year and that I may terminate my membership and my dues deduction only between June 1st and June 30th of each year, or as a result of the termination of my employment with the District.

Name: _____ Date: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____ Email: _____

Position: Para-educator

Employer Authorized to Deduct Dues: Alton School District

Signature: _____ Date: _____

APPENDIX B-2
Confidential Notice of 1:1 Assignment

To: (Name of Para-educator)

Date: _____

Subject to change due to the needs of the student, you are assigned for the 202X-202Y school year as a 1:1 para-educator to work with _____ Student Name.

By signing below, you acknowledge receipt of this notice and agree that you will maintain the confidentiality of all student information as required by the Family Educational Rights and Privacy Act (FERPA) and the Individuals with Disabilities Education Act (IDEA). This notice must be signed by you and returned to the Office of the Superintendent on or before June 15.

Signature of Para-educator	Date	Superintendent of School	Date
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This Notice shall constitute a student record and shall not be subject to disclosure pursuant to RSA 91-A:5, III.

APPENDIX B-4
Schedule for the Payment of Wages

Effective upon the date set forth below, I authorize the Alton School District to apply wage averaging for the payment of my bi-weekly wages for the 202X-202Y school year.

_____ (initials) I elect to have my wages paid bi-weekly for a period of 26 payments, using the wage averaging method of payment. I agree that I will receive 24 payments of equal installments, except for the last pay period in January and the last pay period in August. I agree that in these two undetermined installments, the District will make reconciliations to each of those pay checks to balance out and adjust any additional amounts due to me by the District or due by me to the District in order to maintain the wage averaging method of payment. I acknowledge that this reconciliation could result in a paycheck of less than the equal pay amount to a possible zero balance due to me. I further acknowledge that in the event that I leave my employment with the District for any reason prior to the last pay check being paid, that the District may reconcile my wages and that such reconciliation could result in a paycheck of less than the equal pay amount to a possible zero balance due to me.

_____ (initials) I elect to have my wages paid bi-weekly for a period of 21 payments, using the wage averaging method of payment. I agree that I will receive 19 payments of equal installments, except for the last pay period in January and the last pay period in June. I agree that in these two undetermined installments, the District will make reconciliations to each of those pay checks to balance out and adjust any additional amounts due to me by the District or due by me to the District in order to maintain the wage averaging method of payment. I acknowledge that this reconciliation could result in a paycheck of less than the equal pay amount to a possible zero balance due to me. I further acknowledge that in the event that I leave my employment with the District for any reason prior to the last pay check being paid, that the District may reconcile my wages and that such reconciliation could result in a paycheck of less than the equal pay amount to a possible zero balance due to me.

_____ (initials) I elect to exclude myself and NOT to have my wages paid bi-weekly using the wage averaging method of payment. I agree that I will be paid my actual wages bi-weekly for a period of 21 pay installments.

Note: Only initial the method of payment that you elect to use. Once the election is made, your decision cannot be changed for the duration of the payroll year.

Signature: _____

Date: _____

**APPENDIX C
Wage Schedules**

2022-2024 Wage Schedule										
Step:	1	2	3	4	5	6	7	8	9	10
Para-educator (including Classroom Assistants / Teacher Assistants / Library Assistants / Title One Assistants / Tutors - all required to obtain and maintain Para I certification) / Custodian / Food Service; Cook / Nurse's Assistant	\$14.20	\$14.59	\$14.99	\$15.40	\$15.83	\$16.26	\$16.71	\$17.17	\$17.64	\$18.13
Administrative Assistant / Receptionist	\$14.91	\$15.32	\$15.74	\$16.17	\$16.62	\$17.08	\$17.55	\$18.03	\$18.52	\$19.03
IT Technician	\$16.16	\$16.57	\$16.99	\$17.42	\$17.87	\$18.33	\$18.80	\$19.28	\$19.77	\$20.28

In Year One of the Agreement (2022-2023), all employees will be placed on this scale. Any employee with more than ten years' experience will receive 3.5% in addition to the Step Ten wage.

In any case where the new scale wage is lower than the employee's 2021-2022 wage, the employee will receive a 3.5% increase over their 2021-2022 wage.

The parties will separately agree on all current employees' step placement prior to June 30, 2022.

In Year Two of the Agreement (2023-2024), all employees will advance one step. Employees who are "off step" will receive a 3.5% wage increase.

Certification Differentials

Para 2 = \$1.00/hour

Teacher Cert = \$1.00/hour

Tutors = \$2.00/hour differential; tutors are subject to a separate job description and responsibilities that include planning and assessment, and tutors must maintain valid teacher certification.

APPENDIX D-1
Evaluation Process

The parties agree to retain the existing evaluation forms and procedures until the next round of negotiations. The current forms procedures shall be attached hereto.

APPENDIX D-2
Evaluation Forms

The parties agree to retain the existing evaluation forms and procedures until the next round of negotiations. The current forms procedures shall be attached hereto.

Alton School District

"The mission of the Alton School District is to ensure our students learn and apply the knowledge and skills essential to become critical thinkers and contributing citizens."

Name of Employee: _____ Certification (if applicable): _____

Position/Job Title: _____

Support Staff Evaluation Guide Sheet

Area	Exceeds Expectations (3)	Meets Expectations (2)	Needs Improvement (1)	Unacceptable (0)	Numerical Value
Safety and Equipment Care <ul style="list-style-type: none"> • "Safety and equipment" include but are not limited to: chemicals, machinery, adaptive devices, and the dangers associated with potentially harmful student behaviors. 	Recognizes that in public schools, safety issues and care of equipment (when applicable) are essential to our community. Notices hazards and proactively takes corrective measures.	N/A	N/A	Is often careless and does not provide for a safe environment, facilities, and/or equipment for our school community.	
Initiative	Self-reliant and figures out most tasks on his/her own. Seeks better ways to do things to make improvements for students, staff, and parents; effectively communicates information/concerns to supervisor.	Can handle most tasks on his/her own and sometimes seeks ways to make improvements.	Does bare minimum of what he/she is directed to do and seldom takes initiative to make things better for parents, students, and staff.	Does not complete tasks and shows little to no desire for self-improvement; does not care if situations get better.	

Willingness to Learn	Actively seeks opportunities to learn more about position; has a clear purpose to learn more to benefit the education of and environment for the students and staff.	Will partake in professional growth opportunities when offered and understands the effect of new knowledge on school community.	Takes advantage of occasional growth opportunities but thinks that learning is a process that external organizations impose on people in the profession.	Does not have successful participation in growth opportunities and is unwilling to believe that learning new concepts can benefit the school community.	
Growth *In light of last evaluation (if applicable)	Thoughtful reflection on professional practice has resulted in considerable and impressive growth towards skills and knowledge of position.	Reflected on practice and identified several specific areas appropriate for growth opportunities; has significantly grown in these areas.	Reflection on practice was not thoughtful and did not result in specific needs for growth. Shows little improvement except that which naturally comes with experience.	Did not reflect on practice and shows no improvement or perhaps negative growth in areas.	
Attitude	Carries out tasks with positive attitude and exhibits pride in work; volunteers to help others and positively accepts difficult assignments. Supports and encourages colleagues, students, and the mission of the school while also staying on task.	Gets along well with colleagues and students and gives assistance when asked. If asked, will perform additional or difficult tasks; shows concern for quality and appearance of work.	Carries out assigned tasks in a routine but adequate manner; cooperates as necessary. Reluctant to perform additional or difficult tasks.	Not cooperative or positive with colleagues and/or students; because of reputation is not sought out by others for help; shows outward lack of interest and energy for job and does not accept additional or difficult tasks.	
Capability	Quick learner and has outstanding knowledge of job requirements, including content knowledge, planning for a successful work environment, and resources within and beyond the school.	Learns new job-related content easily and knows work well; plans appropriately for the work environment and uses resources when needed for good performance.	Can learn new job-related content when needed and possesses enough knowledge to perform tasks to a minimal degree of satisfaction. Needs assistance with planning and direction towards resources.	Requires repeated instruction and does not possess enough knowledge to perform tasks. Cannot plan for an appropriate environment and does not use available resources for assistance.	

Efficiency/Productivity	Establishes procedures to maximize efficiency and productivity to provide the optimal conditions for student learning; is almost always planning ahead to avoid problems; knows when to collaborate to complete tasks.	Completes tasks in a timely manner and successfully plans for time management. Collaborates with others when necessary.	Time is sometimes lost or mismanaged and usually takes all time available to complete tasks. Sometimes tries to take on too much work instead of seeking assistance.	Work schedule is considered random and requires excessive time to complete tasks to the detriment of a program, colleagues or students.
Flexibility and Stability	Has control in all settings; handles changes in situations with ease and responds to input from parents, students, and colleagues by appropriately modifying/changing tasks.	Has emotional control in various situations; accepts criticism and acts upon recommendations.	Occasionally displays a loss of temper or overt display of emotions; takes recommendations from others but does not often act upon them to change. Makes an effort to keep doing what he/she has always done.	Displays frequent loss of temper and is unwilling to accept constructive criticism, will not change or deviate in any way from his/her traditional way of doing things.
Conduct/Dress Code	Dresses appropriately and professionally for the position he/she is in; always focused and on task. Recognizes responsibility as a role model for students..	Dresses appropriately for his/her position and is neat in appearance; alert and attends to tasks.	Usually meets acceptable standards but occasionally comes disheveled or dressed inappropriately; takes time to get focused and on task.	Does not dress appropriately for his/her position and is often disheveled even perhaps offensive in appearance; is unfocused and/or off-task.
Reliability	Always arrives on time and stays until regular dismissal unless other arrangements have been made. Displays outstanding dedication to the school.	Can be counted on to complete a full day's work without concern. Consistently follows through on concerns.	Is occasionally late or leaves early; follow-through on issues or concerns is somewhat sporadic. Absences are a concern.	Is frequently late, absent, and/or leaving early.

Professionalism	Can be counted on to hold the highest standards of professionalism and tact when dealing with students, parents, teachers, and community members; is considered a leader and role model among his/her peers. Actions are unquestionable and always maintains confidentiality.	Acts in a completely professional manner and has a good rapport with students, colleagues, and community members. Maintains confidentiality.	Has had several occasions of acting in an unprofessional manner and has been known to occasionally breach confidentiality through carelessness or possibly procedures or possibly gossip.	Is largely unprofessional and is not respected by students, colleagues and/or community members. Has actually violated confidentiality without remorse.	
Integrity	Above board in intent and honesty; trustworthy; always takes responsibility for errors and gives credit where due; thinks of school mission when making decisions and communicates only pertinent, factual information to others.	Honest and trustworthy; takes responsibility for errors and gives credit to others where it's due. Makes responsible decisions and checks facts before communicating information.	Honest and trustworthy some of the time but has had some minor infractions. Passes the blame onto others instead of taking responsibility for own actions. Does not check facts and occasionally communicates misinformation to others.	Exhibits regular untrustworthy and/or dishonest behavior; has lost respect of students, colleagues and/or community and passes the blame onto others instead of accepting responsibility. Regularly communicates misinformation to others and perpetuates rumors.	
				Total Points Possible	36
				Total Points	
			Formula: Take total number of points and divide by 12 (or the total number of categories assessed.)	Your Score	

Supervisor/Administrator Comments: Please use this space to make comments regarding this evaluation.

The required conference with this employee was held on _____.

Employee Comments: Please use this space to make comments regarding this evaluation.

I have reviewed this report with the appropriate supervisor, or administrator, and have been given the opportunity to express my views regarding this evaluation of my performance. My signature does not necessarily mean that I agree to or accept the contents of this report.

(Signature of employee)

(Date)

(Signature of supervisor)

(Date)

Alton School District

"The mission of the Alton School District as our community school is to ensure our students learn and apply the knowledge and skills essential to become critical thinkers and contributing citizens."

Name of Employee: _____ Certification (if applicable): _____ Position/Job Title: _____

Special Education Paraprofessional Staff Evaluation Guide Sheet
Goal: To support and implement student's IEPs as written

Area	Distinguished (4)	Meets Expectations (3)	Acceptable (2)	Basic/Learning (1)	Unacceptable (0)
Safety and Equipment Care <ul style="list-style-type: none"> "Safety and equipment" include but are not limited to: chemicals, machinery, adaptive devices, and the dangers associated with potentially harmful student behaviors. 	Recognizes that in public schools, safety issues and care of equipment (when applicable) are essential to our community. Notices hazards and proactively takes corrective measures. <input type="checkbox"/>	N/A	N/A	N/A	Is careless and does not provide for a safe environment, facilities, and/or equipment for our school community. <input type="checkbox"/>
Initiative	Promotes independence of students. Has open communication with case managers/specialists and asks for clarification when needed. Is aware of teacher's "bigger" picture and takes initiative when needed to extend the work of the classroom teacher. <input type="checkbox"/>	Is knowledgeable of students' IEP goals and has open communication with case managers/specialists. Follows through on what he/she is directed to do and often takes initiative to promote independence of the student and extend work of classroom teacher. <input type="checkbox"/>	Does what he/she is directed to do and will occasionally take the initiative to make things better for parents, students, and staff. <input type="checkbox"/>	Does minimum of what he/she is directed to do and does not take the initiative to make things better for parents, students, and staff. <input type="checkbox"/>	Does not complete tasks and shows little to no desire for self-improvement; typically not engaged with students. <input type="checkbox"/>
Willingness to Learn	Actively seeks professional development opportunities to learn more about position; has a clear purpose to learn more to benefit the education of and environment for the students and staff. <input type="checkbox"/>	Will partake in professional development opportunities when offered and understands the effect of new knowledge on school community. <input type="checkbox"/>	Takes advantage of professional development opportunities but does not implement new knowledge. <input type="checkbox"/>	Occasionally takes advantage of professional development opportunities. <input type="checkbox"/>	Does not have successful participation in professional development opportunities and is unwilling to believe that learning new concepts can benefit the school community. <input type="checkbox"/>

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Area	Distinguished (4)	Meets Expectations (3)	Acceptable (2)	Basic/Learning (1)	Unacceptable (0)
Growth *In light of last evaluation (if applicable)	Thoughtful reflection on professional practice has resulted in considerable and impressive growth towards skills and knowledge of position.	Reflected on practice and identified several specific areas appropriate for growth opportunities; has significantly grown in these areas.	Reflection on practice was thoughtful and did result in some growth. Reflects when prompted.	Reflection on practice was not thoughtful and did not result in specific needs for growth. Shows little improvement except that which naturally comes with experience.	Did not reflect on practice and shows no improvement or perhaps negative growth in areas.
Attitude	Carries out tasks with positive attitude and exhibits pride in work; volunteers to help others and positively accepts difficult assignments. Supports colleagues, students, and the mission of the school while also staying on task. Has high expectations for students.	Collaborates well with colleagues and students and gives assistance when asked. If asked, will perform additional or difficult tasks; shows concern for quality and appearance of work. Actively engages with all students, with priority to special education students.	Carries out assigned tasks routinely and is cooperative. Will perform additional or difficult tasks but will not generally volunteer for them.	Carries out assigned tasks in a routine but adequate manner. Cooperates as necessary. Reluctant to perform additional or difficult tasks.	Not cooperative or positive with colleagues and/or students; because of reputation is not sought out by others for help; shows outward lack of interest and energy for job and does not accept additional or difficult tasks.
Capability	Quick learner and has outstanding knowledge of job requirements, including content knowledge, planning for a successful school environment that extends the classroom teacher and resources within and beyond the school.	Learns new job-related content easily and knows work well; plans appropriately for the work environment and uses resources when needed for good performance.	Learns new job-related content and performs tasks to a degree of satisfaction. Will sometimes access resources needed for job performance.	Learns new job-related content when needed and perform tasks to a minimal degree of satisfaction. Needs assistance with planning and direction towards resources.	Requires repeated instruction and does not possess enough knowledge to perform tasks. Cannot plan for an appropriate environment and does not use available resources for assistance.

Area	Distinguished (4)	Meets Expectations (3)	Acceptable (2)	Basic/Learning (1)	Unacceptable (0)
Integrity	Above board in intent and honesty, trustworthy; always takes responsibility for errors and gives credit where due; thinks of school mission when making decisions and communicates only pertinent, factual information to others.	Honest and trustworthy; takes responsibility for errors and gives credit to others where it's due. Makes responsible decisions and checks facts before communicating information.	Honest and trustworthy; usually takes responsibility for errors and gives credit to others where it's due. Takes direction well regarding decisions that are made; relies on communication from supervisor but communicates it accurately.	Honest and trustworthy some of the time but has had some minor infractions. Passes the blame onto others instead of taking responsibility for own actions. Does not check facts and occasionally communicates misinformation to others.	Exhibits regular untrustworthy and/or dishonest behavior; has lost respect of students, colleagues and/or community and passes the blame onto others instead of accepting responsibility. Regularly communicates misinformation to others and perpetuates rumors.
Efficiency/Productivity	Is almost always planning ahead to avoid problems. Is almost always standing and circulating, unless actively engaged in helping a student. Has a high expectation of student to promote independence.	Circulates the classroom or actively engaged with student. Completes tasks in a timely manner and successfully plans for time management. Collaborates with others when necessary.	Usually circulating classroom or actively engaged with student. Completes tasks in a timely manner and manages time well with the help of the supervisor. Collaborates with others when necessary.	Time is sometimes lost or mismanaged and usually takes all time available to complete tasks. Often found sitting in classroom and not engaged with students.	Work schedule is considered random and requires excessive time to complete tasks to the detriment of a program, colleagues or students.
Flexibility and Stability	Has control in all settings; handles changes in situations with ease and responds to input from parents, students, and colleagues by appropriately modifying/changing tasks.	Has emotional control in various situations; always accepts criticism well and acts upon recommendations.	Has emotional control in various situations; generally accepts criticism and will usually act upon recommendations.	Occasionally displays a loss of temper or overt display of emotions; takes recommendations from others but does not often act upon them to change. Makes an effort to keep doing what he/she has always done.	Displays frequent loss of temper and is unwilling to accept constructive criticism; will not change or deviate in any way from his/her traditional way of doing things.

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Area	Distinguished (4)	Meets Expectations (3)	Acceptable (2)	Basic/Learning (1)	Unacceptable (0)
Conduct/Dress Code	Dresses appropriately and professionally for the position he/she is in; always focused and on task. Recognizes responsibility as a role model for students.	Dresses appropriately for his/her position and is neat in appearance; alert and attends to tasks.	Meets acceptable standards for dress; takes time to get focused and on task.	Usually meets acceptable standards but occasionally comes disheveled or dressed inappropriately; can be delayed in getting focused and on task.	Does not dress appropriately for his/her position and is often disheveled even perhaps offensive in appearance; is unfocused and/or off-task.
Reliability	Always arrives on time and stays until regular dismissal unless other arrangements have been made. Displays outstanding dedication to the school.	Can be counted on to complete a full day's work without concern. Consistently follows through on concerns.	Is rarely late or leaves early; follows through on issues.	Is occasionally late or leaves early; follow-through on issues or concerns is somewhat sporadic. Absences are a concern.	Is frequently late, absent, and/or leaving early.
Attendance	Rarely used sick time or any other personal leave. Purposefully scheduled appointments for after work hours. Attendance record very high.	Used sick time when necessary and rarely missed work due to appointments.	Used sick time when necessary and sometimes missed work due to scheduled appointments.	Used all sick and personal days allocated.	Exceeded the number of sick and personal days allocated, and took days without pay.
Professionalism	Holds the highest standards of professionalism and tact when dealing with students, parents, teachers, and community members; is considered a leader and role model among his/her peers. Actions are unquestionable and always maintains confidentiality.	Acts in a completely professional manner and has a good rapport with students, colleagues, and community members. Maintains confidentiality with cautious conversations. Follows chain of command. Is flexible and open to change. Remains focused on students & learning.	Acts in a professional manner and has good rapport with students, colleagues, and community members. Maintains confidentiality with cautious conversations. Follows chain of command. Is somewhat flexible and open to change. Focused on students and learning.	Has had several occasions of acting in an unprofessional manner and has been known to occasionally breach confidentiality through careless adherence to procedures or possibly gossip. Has been known to bring personal issues into school day.	Is largely unprofessional and is not respected by students, colleagues and/or community members. Has actually violated confidentiality without remorse.

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					52
48-52 = Distinguished 35-47 = Meets Expectations 24-34 = Acceptable 12-23 = Basic/Learning 0-11 = Unacceptable					Total Points Possible
					Total Points
			Formula: Take total number of points and divide by 13 (or the total number of categories assessed.)	Your Score	

Supervisor/Administrator Comments: Please use this space to make comments regarding this evaluation.

The required conference with this employee was held on _____.

Employee Comments: Please use this space to make comments regarding this evaluation.

I have reviewed this report with the appropriate supervisor, or administrator, and have been given the opportunity to express my views regarding this evaluation of my performance. My signature does not necessarily mean that I agree to or accept the contents of this report.

(Signature of employee) (Date)

(Signature of supervisor) (Date)

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