MASTER AGREEMENT

BETWEEN

CAMPTON EDUCATIONAL SUPPORT PERSONNEL ASSOCIATON AFT-NH, AFT Local #6004, AFL-CIO

AND

CAMPTON SCHOOL BOARD

JULY 1, 2015 – JUNE 30, 2018

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ARTICLE ONE
RECOGNITION

1.1 Unit
The Campton School Board hereby recognizes the Campton Educational Support Personnel Association, AFT-NH, AFT Local #6004, AFL-CIO as the exclusive and sole representative for all positions certified by the PELRB and identified in Article Seventeen.

1.2 Definition of Non-Probationary Employee
An employee who has completed their probationary period.

1.3 Probationary Employee Period
In the case of a year round employee one (1) full calendar year, in the case of a school year employee one (1) full academic year.

ARTICLE TWO
NEGOTIATIONS PROCEDURES

2.1 Procedure
Upon the request of either party the parties agree to enter into negotiations, in accordance with the procedures set forth herein, in a good faith effort to reach agreement as defined by RSA: 273-A.

2.2 Availability of Public Information –Consultants
The Board shall make available to the Association information which the Board is required by law to release to the general public. Either party may, if it so desires, utilize the services of outside consultants and may call upon professional representatives to assist in negotiations.

2.3 Impasse
Mediation: If, by December 1st, the parties fail to reach agreement on any matters which are the subject of negotiation, either party may declare an impasse. In the event of an impasse, either party may request the appointment of a mutually acceptable mediator for the purpose of assisting them in reconciling their differences and resolving the controversy on terms which are mutually acceptable.

2.4 In the event the conduct of negotiations results in fact-finding, the parties will comply with N.H.R.S.A. 273-A: 12.

2.5 Third Party Costs
The costs for the services of any third party including per diem expenses, if any, and actual and necessary travel and subsistence expenses, will be shared equally by the Board and the Association.

2.6 Subjects

Areas covered by the Agreement shall be subjects for the impasse procedures set forth herein.

ARTICLE THREE
GRIEVANCE PROCEDURE

3.1 Definitions

A. A "grievant" shall be defined as the employee or employees alleging the grievance.

B. A "grievance" shall be defined as an alleged violation of the express terms and conditions of this Agreement.

C. "Days" shall mean work days, unless otherwise specifically referenced.

3.2 A. An "aggrieved person" is the person or persons making the complaint.

B. Class Action Grievances

A grievance filed by the Association or one which involves a number of employees shall commence at Level II.

3.3 Initiation and Processing

Failure at any step of this procedure to communicate the decision on a grievance within the specified time limits shall permit the aggrieved person to proceed to the next step. Failure at any step of this procedure to appeal a grievance to the next step within the specified time limits shall be deemed to be acceptance of the decision rendered at that step.

3.4 Level I-Supervisor

Any employee who has a grievance shall submit it in writing and discuss it first with his/her immediate supervisor in an attempt to resolve the matter informally at that level. The solution at this level will be given in writing. The employee must present the grievance within twenty-five (25) work days of its occurrence.

3.5 Level II-Principal

If, as a result of the discussion, the matter is not resolved to the satisfaction of the employee within five (5) work days, the grievance shall be set forth in writing to the principal and immediate supervisor specifying: 1) the nature of the grievance and the date occurred; 2) the nature and extent of the injury, loss or inconvenience; 3) results of discussions; 4) the dissatisfaction with the decisions previously rendered. The principal or immediate supervisor shall communicate a decision to the employee in writing within five (5) work days of receipt of the written grievance.

3.6 Level III-Superintendent

The employee, not later than ten (10) work days after receipt of the principal or immediate supervisor's decision, may appeal the decision to the superintendent of schools. This appeal must be made in writing, reciting the matter submitted to the principal and immediate supervisor, and a copy sent thereto, as specified above, and the employee's dissatisfaction with the decision(s) previously rendered. The superintendent shall meet

with the employee to attempt to resolve the matter, as quickly as possible, but within a period not to exceed ten (10) work days. The superintendent shall communicate a decision in writing to the employee, the principal or immediate supervisor if applicable within ten (10) work days.

3.7 Level IV-School Board

If the grievance is not resolved to the employee's satisfaction, a review by the Board may be requested no later than five (5) work days after receipt of the superintendent's decision. The request shall be submitted in writing through the superintendent of schools, who shall attach all related papers and forward the request to the Board. The Board, or a committee thereof, shall review the grievance and shall, at the option of the Board, or upon request of the grievant hold a hearing with the employee and render a decision in writing within thirty (30) calendar days of receipt of the grievance by the Board, or of the hearing with the employee. The meeting will be held in non-public session consistent with the New Hampshire State Right-to-Know Law, RSA 91-A.

3.8 Level V-Arbitration

If the decision of the Board does not resolve the grievance to the satisfaction of the grievant, and the grievant wishes review by a third party, the Association shall be notified within five (5) work days of receipt of the Board's decision. If the Association determines that the matter should be arbitrated, it shall in writing, so advise the Board through the superintendent within ten (10) work days of the Board's decision.

3.9 Procedure for Securing the Services of an Arbitrator

The following procedure will be used to secure the services of an arbitrator:

A. A request shall be made to the American Arbitration Association to submit a roster of five (5) persons qualified to function as arbitrators in the dispute in question. The list shall include a full resumé, including personal and professional background and experience, arbitration experience and per diem expenses. The list shall be submitted to the parties within time frames of the A.A.A.

B. If, within five (5) work days, after receipt of the list, the parties are unable to determine a mutually satisfactory arbitrator from the submitted list, they shall request the American Arbitration Association to submit a second roster of five (5) names within the time frame of the A.A.A.

C. If the parties are unable to determine within ten (10) work days a mutually satisfactory arbitrator from the second submitted list, the American Arbitration Association may be requested by either party to designate an arbitrator within the time frames of the A.A.A.

D. The selected arbitrator shall immediately contact the parties and arrange the details of the arbitration hearing.

3.10 A. Neither the Board nor the Association shall be permitted to assert any grounds or evidence before the arbitrator which was not previously disclosed to the other party.

B. The Board, the aggrieved, and the Association shall receive copies of the arbitrator's report, said report of findings and decisions to be accomplished within thirty (30) work days of the arbitrator's hearing.

3.11 The arbitrator shall be limited to the issues submitted and shall consider nothing else. The arbitrator may add nothing to nor subtract anything from the agreement between the parties. The parties agree that failing satisfactory resolution at the school board level, either party may seek advisory arbitration of the issue(s).

3.12 An aggrieved person may be represented at all stages of the grievance procedure by him/herself or at his/her option, by the Association or by a representative selected or approved by the Association.

3.13 When an employee is not represented by the Association in the processing of a grievance, the administration will insure that the Association has been notified at the time the grievance is submitted to the superintendent, or a higher level. Once the grievance is reduced to writing, the Association shall have the right to be present and present its position in writing at all hearing sessions held concerning such grievance, and shall receive a copy of all decisions rendered.

3.14 The Board and the Association shall assure all parties freedom from restraint, interference, coercion, discrimination or reprisal in presenting their appeal with respect to their personal grievances.

3.15 Costs
Each party shall bear the total cost incurred by itself. The fees and expenses of the arbitrator are the only costs which will be shared by the two parties and such costs shall be shared equally.

3.16 All documents, communications, and records dealing with the processing of a grievance may be filed; however, such documents, communications, or records shall not be forwarded to any prospective employer unless it is requested by the employee. All documents, communications, and records dealing with the processing of a grievance shall be filed separately from the personnel files of the participants.

ARTICLE FOUR
EMPLOYEE PRIVILEGES

4.1 Rights of Employment
Nothing contained herein shall be construed to deny or restrict to any employee rights which exist under New Hampshire school laws or other applicable laws and regulations.

4.2 All employees hired after June 30, 2007 will serve a one (1) year probationary period.

4.3 No non-probationary employee shall be disciplined, discharged or reduced in compensation without just cause.

4.4 An administrator may meet with an employee at any time to investigate an incident. The employee may have a union representative present if the employee desires. However,

any time an employee is required to appear before a representative of the District concerning disciplinary action, suspension or dismissal, the employee shall be notified in writing and given the reasons for the meeting. The employee shall be entitled to representation and advanced notice of five (5) work days prior to the meeting. Any employee suspended pending disciplinary action will be awarded retroactive remuneration if warranted.

4.5 Non-Discrimination
The employees shall be entitled to full rights of citizenship, and no religious or political activities of any employee or the lack thereof shall be grounds for any discipline or discrimination with respect to the employment of such employee. The private and personal life of any employee is not within the appropriate concern or attention of the employer unless it disrupts the positive educational atmosphere at the school.

4.6 The Board and the Association agree that there shall be no discrimination, and that all policies, practices and procedures of the school system shall clearly exemplify that there is no discrimination in the hiring, training, assignment, promotion, transfer or discipline of employees, or in the application or administration of this agreement on the basis of race, creed, color, religion, national origin, sex, sexual orientation, domicile, marital status, age, membership and/or activity in the Association or any other reason.

4.7 No employee shall be prevented from wearing pins or other identification of membership in the Association or its affiliates.

4.8 Access to Files
An employee will have the right to review, with 24 hour notice, the contents of all records excluding initial references, of the district pertaining to said employee originating after initial employment and may have a representative of the union accompany him/her in such review. All such reviews shall be monitored by an administrator or a Board representative. Other examination of an employee's files shall be limited to qualified supervisory personnel. An employee shall have the right to request a copy of his/her employee file, excluding initial references, with cost equally shared by employee and employer.

4.9 When material is placed in an employee's file, the affected employee shall receive and sign said material; such signature shall be understood to indicate awareness of the material, but shall not be interpreted to mean agreement with the content of the material. The employee may submit a written notation regarding any and all material placed in his/her personnel file, and the same shall be attached to the file copy of said material. Supervisory recommendations shall be based on the employee's personnel file and job performance. If a complaint is lodged against an employee, and the administration finds that there is substance to the complaint, the administration shall arrange a meeting between the complainant(s) and the employee. Complaints that are unsubstantiated shall not be put in an employee's personnel file.

4.10 Assault
Any case of assault upon an employee shall be promptly reported to the employer.

ARTICLE FIVE
ASSOCIATION RIGHTS AND PRIVILEGES

5.1 Access to Public Information
The Board agrees to furnish to the Association in response to reasonable requests from time to time, all public information concerning the financial resources of the district, including but not limited to: annual financial reports and audits, directory of all personnel in the unit and all changes that may arise, agendas, and minutes of all Board meetings, and census. Requests that entail extensive information will be charged at a regular hourly secretarial rate.

5.2 Association Representatives
Whenever any representative of the Association or any employee is mutually scheduled by the parties to participate during working hours in negotiations, grievance proceedings, conferences, or meetings, he/she shall suffer no loss in pay, leave or benefits.

5.3 Representatives of the Association shall be permitted to transact official Association business on school property at all reasonable times other than working hours, provided that this shall not interfere with or interrupt normal school operations.

5.4 Association Use of Facilities
The Association and its representatives shall have the right to use school buildings during working hours with the approval of the building principal.

5.5 Use of Facilities and Equipment
Designated representatives of the Association shall have the right to use school facilities, typewriters, computers and duplicating equipment at reasonable times when such equipment and facilities are not otherwise in use. Other equipment may be used with the administration's permission.

5.6 The Association shall have the right to use the school mail facilities and school mailboxes including school email.

5.7 Dues Deduction
The employer agrees to deduct from the salaries of its employees dues for the Association and its affiliates, as said employees individually and voluntarily authorize the employer to deduct and transmit the monies monthly to the Association. Employees requesting dues deductions shall do so on forms approved by the Superintendent. Such deductions may be made in a lump sum or prorated up to twenty-six (26) paychecks as determined by the employee.

Any member of the bargaining unit who elects not to join the Association shall pay an agency fee of eighty-five percent (85%) of the dues of members. Such agency fee shall be deducted from the employee's salary beginning with the first pay check in October and transmitted to the Association monthly.

5.8 Exclusive Rights
The rights and privileges of the Association and its representatives as set forth in this Agreement shall be granted only to the Association as the exclusive bargaining agent representing any portion of the unit or potential member of the unit.

ARTICLE SIX
WORK YEAR, WORK WEEK

6.1 The work year will be determined by the terms of the master agreement. Changes will be negotiated by the Association.

6.2 The normal work week for all bargaining unit members will be as stated in his/her contract. Other than on an occasional basis, any changes in the work week will be negotiated with the bargaining unit.

6.3 Overtime will be distributed equally amongst qualified personnel over the course of each year.

6.4 Essential employees asked to work in addition to their regularly scheduled shift shall be paid at one and one-half times the employee's hourly rate.

6.5 Essential employees requested to report for work, other than during regularly scheduled hours, due to emergencies, such as snow removal, heating system repair, etc., shall be compensated at one and one-half times their regular rates of pay.

6.6 Vacation eligibility shall be determined as of July 1 of each year. However, initial vacation eligibility shall be determined as follows: A bargaining unit member who is employed between July and January 1 shall be entitled to two weeks paid vacation and bargaining unit members hired between January 2 and June 30 shall not be entitled to any vacation during that initial school year.

6.7 Vacations
Vacation times shall be scheduled to coordinate with the work schedule and shall be subject to the approval of school principal. Such approval shall not be arbitrarily withheld.

6.8 All employees contracted for 210 days or more shall receive the following vacations with pay:

1-5 years of service in District- 2 weeks paid vacation
6-10 years of service in District- 3 weeks paid vacation
11+ years of service in District- 4 weeks paid vacation

6.9

A. Holidays
All members of the bargaining unit contracted for 210 days or more shall be granted the following holidays with pay:

Independence Day	Thanksgiving Day and the day following	
Labor Day	Christmas Day	Memorial Day
Columbus Day	New Year's Day	Veteran's Day
Winter recess (one day)		Spring Recess (one day)

A bargaining unit member who is not scheduled to work on the work day before or the work day after Independence Day will not be paid for the holiday unless they are on scheduled vacation time.

B.. All members of the bargaining unit contracted for more than 130 days but less than 210 days shall receive the following five paid holidays:
Thanksgiving Day and the day after Thanksgiving
Christmas
New Year's Day
Memorial Day

6.10 Para-educators contracted for seven hours or more per day will be employed for 182 work days per school year.

ARTICLE SEVEN
WORKING CONDITIONS

7.1 Employees shall not be required to work under unsafe or hazardous conditions or to perform tasks which endanger their health, safety or well-being.

7.2 The employees shall not use personal equipment on school premises. The administration shall furnish all necessary tools and equipment; "necessary" tools and equipment shall be determined by the principal.

7.3 The employer shall take reasonable steps to relieve the employee of responsibilities in respect to students who are disruptive or repeatedly violate rules and regulations except for employees who are responsible for working with students who require individualized education plans. All employees shall carry out their responsibilities at all times in accordance with District-adopted policies that align with State law. It is the responsibility of the employee to bring instances of unacceptable behavior to the attention of the building principal.

7.4 No employee shall be required to dispense or administer medication.

7.5 All employees will have their supervisor(s) designated by the employer at the beginning of each school year.

ARTICLE EIGHT
VACANCIES, TRANSFERS, AND PROMOTIONS

8.1 A vacancy shall be defined as a newly-created position or a present position that is not filled and must fall in the agreed salary schedule.

8.2 All vacancies shall be posted in conspicuous locations in the elementary school for a period of fourteen (14) calendar days. Said posting shall contain the following information:

(1) Type of work
(2) Location of work
(3) Starting date
(4) Rate of pay
(5) Hours to be worked
(6) Classification
(7) Minimum requirements

Interested employees may apply in writing to the superintendent or designee, within the fourteen day posting period. The employer shall notify the president of the Association of vacancies occurring during the summer months- June, July, and August.

8.3 Employees within the unit will have first choice on vacancies within the unit for which they qualify.

8.4 Within ten (10) work days after the selection of an applicant, the employer shall make known its decision as to which applicant has been selected to fill a posted position. Each applicant shall be so notified in writing with a copy provided to the union.

8.5 In the event of promotion in the classification or transfer from one classification to another, the employee shall be given a ninety-work-day (90) trial in which to show his/her ability to perform on the new job. If the employee is unable to adequately perform the work, as determined by the employer or at the request of the affected employee, the employee shall be returned to his/her previous assignment or reassigned to a position comparable to his/her previous assignment.

8.6 The parties agree that involuntary transfers of employees are to be minimized.

8.7 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 provided they work for a full work day in this position.

ARTICLE NINE
YEARS OF SERVICE

9.1 Accumulation of years of service shall begin on the employee's first working day. A paid holiday shall be counted as the first working day in applicable situations. In the event that more than one individual employee has the same starting date of work, position on the years of service list shall be determined by casting lots or the flip of a coin. Years of service benefits shall be lost by an employee upon termination, resignation, retirement or transfer to a non-bargaining unit position.

ARTICLE TEN
WORK DUTIES AND COMPENSATION

10.1 Definitions
The general duties and employment schedule of each employee shall be provided orally and in writing when the individual contracts are issued. Individual contracts shall be issued on or before June first (1st) of each year except for newly hired employees.

10.2 Compensation
The basic compensation of each employee shall be set forth in "Appendix A." There shall be no deviation from said compensation rates during the life of this Agreement. Compensation for employees selecting either twenty-two (22) or twenty-six (26) pay periods will begin on the first scheduled pay period for each schedule, as posted by the SAU Office, provided they have worked during that pay period.

10.3 The Administration reserves the unilateral right to hire at a rate not to exceed ten (10) percent above the starting wage level, depending upon related experience as outlined in the job description except that no new hire should be hired at a rate above a current employee with the same years of experience within same classification.

10.4 Overtime
Time and one-half will be paid for all hours authorized in writing by the administration and worked over eight (8) hours in one day or forty (40) hours in one week.

10.5 Time and one-half will be paid for all hours authorized by the administration and worked, on Sundays and/or holidays. This will be in addition to holiday pay if the employee is so entitled.

10.6 Paid leave shall count toward hours worked.

10.7 Compensatory Time
Compensatory time off may be given if mutually agreeable to the employer and the employee. This agreement will be in writing. Such compensatory time shall be used at the applicable rate (1 x or 1.5 x) and must be used within the next two week pay period. Compensatory time not used converts to money.

10.8 Substituting

Any member of the bargaining unit who is asked to substitute for another employee will be compensated at whichever salary is greater, the employee's pay or substitute pay. Members of the bargaining unit may not be required to substitute more than once a week.

10.9 When school is canceled due to storms or flooding, full-time day employees shall report to work at the normal time or when road conditions permit.

ARTICLE ELEVEN
INSURANCE

11.1 Health Insurance

A. All members of the bargaining unit who are contracted for 210 days or more shall be entitled to a single, two-person or family membership in a Board approved medical insurance program, Matthew Thornton HMO, totally funded by the Board.

B. All members of the bargaining unit who are contracted for less than 210 days, working a minimum of 35 hours per week, shall be entitled to a single membership in one of two Board-approved medical insurance programs, to include the current MTB5 plan (or a plan that Anthem Blue Cross Blue Shield may offer in place of the current MTB5 plan), to a cap per year.

C. The cap listed in paragraph B is based upon longevity.
Effective 7/1/15:

Years of Service	Percentage of Premium	Up to a Dollar Cap
11+	90%	$7,750.00
6 thru 10	80%	$6,500.00
1 thru 5	75%	$5,500.00

Eligible employees who choose not to enroll in a Board-approved plan shall receive an annual stipend of $500.00 to be paid in two installments of $250.00, once during the last pay period of the calendar year and once during the final pay period of the school year. New employees shall provide proof of enrollment in another health plan during the new hire open enrollment period and current employees shall provide proof of enrollment in another health plan during the regular open enrollment period. If the employee elects the stipend for less than a full year, the payment will be prorated for each month of participation.

11.2 Dental Insurance
The District will pay for a single membership in Delta Dental Plan A, B, and C (100% of Coverage A, 100% of Coverage B, and 50% of Coverage C) for 210 day employees. All employees who are contracted for less than 210 days, working a minimum of 30 hours per week shall be eligible for single, two-person or family membership in the Delta Dental Plan A, B, and C with the employer paying the premium to a cap of $250.00 per plan.

11.3 Life Insurance

Each employee shall receive life insurance coverage equal to an amount of 1.5 x their annual salary, with double indemnity accidental death coverage.

11.4 Worker's Compensation

Employees who suffer an injury or illness that is compensable under Worker's Compensation shall receive the following benefits for the contract year in which they begin the Worker's Compensation.

A. Health care benefits regularly paid by the District under the collective bargaining agreement in which they are paid shall continue for the following year.

B. Retirement payments shall continue on the same percentage as before said injury or illness and shall be based upon the dollar contribution actually paid by the District.

C. The District shall retain the employee's position or comparable position for one year and one additional year without compensation benefits.

11.5 The District will provide liability insurance for the District and its employees.

11.6 Retirement

Employees shall have access to the NH Retirement System, and to 403(b) plans. The number of vendors served will be agreed upon by the parties.

ARTICLE TWELVE
TEMPORARY LEAVES OF ABSENCE

12.1 Sick Leave

School year employees shall be granted 7 days per year for personal illness and illness in the immediate family cumulative to 40 days. Employees working 210 or more days per year shall be granted 15 days per year cumulative to 50 days. Part-time employees do not receive this benefit.

12.2 Special or unusual circumstances will be considered by the Board to extend sick leave benefits beyond 40 or 50 days. Any employee on sick leave is entitled to all benefits of any other contracted employee. In the event of such circumstances, employees shall first apply for sick leave from an emergency bank of days, based upon the following conditions:

A. Voluntary contributions will be accepted and recorded in September with a maximum of one day per employee.

B. To become eligible for benefits from the bank, the employee must have exhausted all of his/her accumulated sick leave, provide medical evidence of disability and have donated at least one day into the bank.

C. The committee consisting of one employee (elected by employees), a Board member, and the principal shall review all applications and forward a recommendation the Superintendent of Schools.

D. The committee will establish a limit to the amount any one employee is eligible to receive.

E. The bank will be cumulative to 20 days.

F. During the current year, should the days in the Sick Leave Bank be used up, support staff employees may contribute one additional day to ensure an amount is always available in any one year. Each additional day thereby donated will be matched 1:1 by the District.

12.3 By November first of each school year, each employee shall receive from the Superintendent's Office a report of sick leave stating the number of sick days accumulated as of September 1 of each year.

12.4 Personal Leave

Three days leave of absence shall be granted for personal matters which require absence during assigned school hours. Application to the employee's principal or other immediate supervisor shall be made at least 24 hours in advance except in the case of emergencies. The applicant shall not be required to state the reasons for taking such leaves.

12.5 Bereavement Leave

Three (3) days shall be given in the event of death in the immediate family. Immediate family shall mean husband, wife, son, daughter, mother, father, brother, sister, mother-in-law, father-in-law, grandmother, grandfather, or any other relative residing for six months in the home of the employee or for whom the employee provides primary support.

12.6 Professional Leave

A. Each year 30 paid days shall be available for professional leave. Any employee may apply for up to three of these days each. Use of these days must receive the approval of the principal and/or superintendent. Additional time above the 30 days allowed for staff development may be allowed if excess funds are available for courses, and if courses meet approval from the Principal and/or Superintendent.

B. The Campton School Board will budget an amount equal to $4,000.00 annually for registration and mileage for workshops, conferences, and training sessions. If the yearly budget is exhausted, the Board will consider increasing the budgeted amount the next year.

C. The District will pay in advance for professional conferences/seminars per year per person up to $400. No employee shall exceed $1000 in advance payments over any three year period. Employees must apply in advance for prepayment, and show registration of activity. Employee must provide proof of completion of activity or reimburse the District for costs incurred within 30 days of activity.

12.7 Other Leave

Other temporary leaves of absence without pay may be granted by the employer based on the individual merits of the request.

12.8 Association Leave

The Association will be allowed to send one (1) member (with pay) to the AFT Delegate Assembly each year.

ARTICLE THIRTEEN
EXTENDED LEAVES OF ABSENCE

13.1

A. Child bearing leave shall be granted by the Board as provided by law.

B. Child Care Leave

Child care leave of up to one year, for either natural or adoptive parents, shall be granted without pay to employees who have at least a fourth contract in the Campton School upon request for such leave. Notification of the intent to take such leave shall be made to the superintendent at least ninety (90) days prior to the date on which the leave is to begin, except in cases of emergency. Child care leave notification shall also include the expected termination date of such leave. At the conclusion of the leave, the employee shall return to the same position or similar position.

13.2 Military Leave

Personnel who are in reserve status and who are called to active duty in any of the United States military services which cannot be postponed or deferred, such as Reserve Duty, Special Emergency Duty, etc., will be compensated for such absence from their contract duty to the District to the extent that the District will pay, during the contract, the difference between their per diem contract salary and their per diem military pay.

13.3 Jury Duty or Witness Service

If it is necessary for an employee of the District to serve as a juror, he/she will be assured of the difference between the contract salary and jury duty pay.

13.4 Extended Professional Leaves

A. Employees who have been employed for seven (7) consecutive years by the Board may be granted a leave for professional improvement for up to one (1) year. It is agreed that professional improvement includes, but is not limited to: attending a college, university or other education institute; travel which will improve the employee's abilities; or serving as an officer in the Association, or the AFT or AFT-NH. Only one employee may be given extended professional leave each fiscal year.

B. Requests for said leave must be approved by the Superintendent in writing in such form as may be mutually agreed on by the individual and the Superintendent, no later than January 1, and such action must be taken on all such requests no later than February 1 of the school year preceding the school year for which the leave is requested.

C. During said leave the employee shall not be paid and the Board shall not be held liable for death or injuries sustained by any employee on leave. The employee on leave shall be re-employed in a similar position which he/she held prior to the leave, within the same classification.

13.5 General Provisions Concerning Leaves of Absence

A. All persons on leave of absence shall notify the Superintendent in writing by March 1 of their intent to return to work at the start of the following year in order to qualify for assignment to a position the following school year.

B. Leaves of absence may be extended by the Board. All requests for extension or renewals of leaves will be applied for in writing and if granted shall be in writing. Such requests shall be made prior to March 1.

C. All benefits to which an employee was entitled at the time the leave of absence commenced including unused, accrued sick leave will be restored to that employee upon return. Employees returning from a leave shall be re-employed in a similar position to that held prior to the leave in the same classification.

D. While on leave, any employee may opt to continue benefits under Article Eleven of this Agreement. Continuation is contingent upon the individual's advanced payment of premiums to the District, and the insurance carrier's policies regarding such matters.

ARTICLE FOURTEEN
SAFETY CONDITIONS AND OCCUPATIONAL INJURY

14.1 Employees shall immediately, not later than the end of their shift, report any and all defects of equipment. Such reports shall be made on forms supplied by the Board. The employee shall retain a copy of any such report.

14.2 Employees shall be required to report within twenty-four (24) hours any accident and any physical injury or illness sustained in the course of employment. In addition to reports required by law, employees shall file an accident report (on forms supplied by the Board) at the end of their shift and shall turn in all available information including names and addresses of witnesses to the accident. Failure by any employee to comply with the provisions of this section shall be the subject of appropriate disciplinary action, including discharge. The Board and its agents shall provide the necessary forms when made aware of such accident, physical injury or illness.

14.3 If any employee is required by the Board to wear a uniform, protective clothing, or any type of protective device as a condition of employment, such uniform, protective clothing, or protective device shall be furnished to the employee by the Board.

ARTICLE FIFTEEN
EMPLOYEE EVALUATION

15.1 Evaluations shall be conducted at least once each year.

15.2 Observations shall be conducted openly.

15.3 The employee shall receive a copy of the written evaluation prior to the meeting to discuss it.

15.4 No employee shall be required to sign an incomplete evaluation form.

15.5 Employees shall have the right to submit a response to any evaluation to be filed. The response shall be reviewed by the principal and attached to all copies of the evaluation.

ARTICLE SIXTEEN
MISCELLANEOUS PROVISIONS

16.1 Board Policy
This Agreement constitutes Board policy for the term of said Agreement, and the Board shall carry out the commitments contained herein and give them full force and effect as Board policy.

16.2 Savings Clause
Except as the Agreement shall otherwise provide, all terms and conditions of employment applicable on the signing date of the Agreement to employees covered by the Agreement as established by the rules, regulations, and/or policies of the Board in force on said date, shall continue to be so applicable during the term of this Agreement.

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

ARTICLE SEVENTEEN
CLASSIFICATIONS

17.1 Classifications
- A. Custodians, Non-instructional Aides
- B. Para-educators (includes library aide), Title I tutor, F-T Night Custodian
- C. Secretary

ARTICLE EIGHTEEN
DURATION AND RENEWAL

18.1 The provisions of this Agreement will be in effect from July 1, 2015 until June 30, 2018 and will be automatically renewed for a one-year term unless the Association gives written notice otherwise to the Board by October 1, 2017.

18.2 The Association agrees to provide the PELRB with a copy of this Agreement within fourteen (14) days of its execution in order to ensure the parties' compliance with PUB 207.02(b).

APPENDIX A
COMPENSATION SCHEDULE
July 1, 2015 through June 30, 2018

Individuals hired beginning or during the years 2015-2018 will start at the following wage levels:

Classification:

A. $11.33 per hour
B. $11.98 per hour
C. $14.16 per hour

All bargaining unit employees shall receive the following wage increases over his/her previous year's hourly wage:

2015-2016: 3%
2016-2017: 3%
2017-2018: 3%

APPENDIX B
LONGEVITY

Employees shall have added to their annual compensation the following stipends for each block of uninterrupted years of employment in the District. Child-bearing and child-rearing leave will not be considered to have interrupted years of service for longevity payment. Employees hired after July 1, 2005 shall not be eligible for the longevity benefit.

After 5 years > $300
After 8 years > $500
After 12 years > $700
After 16 years > $1,000

The sum will be listed as a separate item and will be added to the contract each year following every fifth, eight, twelfth, and sixteenth years as appropriate, as long as the employee is employed in the Campton School District. One full year shall be at least 140 days.

APPENDIX C
EXTRACURRICULAR ACTIVITIES COMPENSATION

Any Campton Support Personnel employee who is contracted to an extracurricular activities position will be compensated the same amount as the percentage of the base salary (Bachelors Step 1) on the current year of the Association of Campton Educators' salary schedule. Any Campton Support Personnel employee who is contracted to an extracurricular activities position lasting five months or longer shall have the option to be paid in one installment at the end of the position or in two equal installments - one in the pay period that is closest to the time the duties of the position have been fifty percent fulfilled and one at the end of the position.

SIGNATURE PAGE

Agreed to by and between the parties as evidenced by the signatures of their duly authorized representatives set forth below.

Chairperson, Campton School Board

5/12/15
Date

President, Campton Educational Support Personnel Association

5.6.15
Date

SIDEBAR

1. Duty-free lunches will be provided in the same manner as previous.

2. Certification

The District shall pay Certification fees plus a one-time $200 certification bonus to be paid upon proof of certification (also for certification).

Chairperson, Campton School Board

5/12/15
Date

President, Campton Educational Support Personnel Association

5·6·15
Date