

**CHICHESTER SCHOOL DISTRICT**

**CHICHESTER, NEW HAMPSHIRE**

**MASTER AGREEMENT**

**JULY 1, 2015- JUNE 30, 2017**

**Approved: March 7, 2015**

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CHICHESTER SCHOOL DISTRICT

PROFESSIONAL AGREEMENT

Agreement made this 10th day of March, 2015 by and between the School Board of the Chichester School District, hereinafter called the "Board" and the Chichester Teachers' Education Association, hereinafter called the "Association."

ARTICLE I  
RECOGNITION

For the purpose of collective negotiation, the Board recognizes the Association as the exclusive representative of all bargaining unit employees of the Chichester School District as the Association was certified by the P.E.L.R.B. in their decision of Case No. T-0415.

The Association agrees to represent equally all teachers covered by this agreement without discrimination and without regard to membership in the Association.

The Association and the Board agree to enter collective bargaining in accordance with the procedures set forth in NH RSA 273:A.

Either party may submit to the other written notice of its intent to negotiate a successor agreement concerning salaries, fringe benefits, and terms and conditions of employment.

The parties shall meet at reasonable times and places to negotiate in a good faith effort to reach agreement. During such negotiations, the Board and Association will present relevant data, exchange points of view and make proposals and counter proposals.

The Board and Association will make available to one another for inspection all pertinent non-confidential records, data, and information of the district in the public domain.

Either party may, if it so desires, utilize the services of outside consultants and may call upon professional and lay representatives to assist in the negotiations.

Any agreement reached shall be reduced to writing and signed by the Board and the Association.

Nothing in this Article shall be construed to prohibit the Board and the Association from reaching agreement at any time between the declaration of impasse and the Annual School District Meeting.

ARTICLE II  
ASSOCIATION RIGHTS

A. The Board agrees to permit the Association the use of the school-provided mailboxes for internal communication with bargaining unit members, so long as the use is done in good faith and in a professional manner.

- B. The Association will be given the opportunity at the end of faculty meetings to make announcements. Otherwise, the Association must schedule and conduct their own meetings.
- C. The Association shall have the right to use school facilities for meetings, and shall have the right to use school equipment when such equipment is not in use. The Association will assume the responsibility for the proper operation of said equipment.

D. Dues Deductions

The Board agrees to deduct from salaries of members of the bargaining unit, money for local, state and/or national association services and programs as such teachers individually and voluntarily authorize the Board to deduct and to transmit the monies to such association or associations. To authorize such deductions, members must execute an authorization form to be furnished by the Association. The Association will confirm in writing to the central office each year, those members who have authorized dues deductions and the total amount of money to be deducted from each member's salary. Such deductions shall be made in equal installments from each salary check beginning with the second salary check following the central office's receipt of the Association's notification in writing and ending with the first salary check in June. Any teacher may have such deductions discontinued at any time upon sixty (60) days written notice to the Superintendent's Office and to the Association.

The Association agrees to hold the Board and its agents harmless in case of any liability arising out of this provision.

E. Association Leave

The Board agrees to grant up to a maximum of two (2) days of leave per contract year to member(s) of the Association for attendance at meetings related to Association business. These two days can be used by the same person or can be divided amongst multiple members. Requests shall be initiated through the Principal and forwarded with recommendation to the Superintendent in written form in advance of the requested leave.

ARTICLE III  
COMPENSATION

A. Salary

The salaries and differentials of the members of the bargaining unit and stipends for co-curricular assignments are set forth in Appendix A and B attached to and made part of this agreement.

Initial placement at an appropriate step on the schedule will be at the discretion of the Superintendent. Thereafter, members of the bargaining unit who have completed at least ninety (90) school days of service during the school year and whose performance is satisfactory shall be advanced one step on the appropriate salary schedule the following school year.

A bargaining unit member's paycheck will not be reduced without notification and only with the prior approval of the Principal and Superintendent.

## B. Method and Time of Salary Payment

Members of the bargaining unit will be paid every other Friday. The first pay day will be no later than the second Friday after school commences.

Bargaining unit members may elect to receive their salaries in either twenty-six (26) or twenty-one (21) bi-weekly installments. Members being paid by the twenty-six (26) installment method shall receive a final payment consisting of the equivalent of five (5) bi-weekly salary payments in a lump sum payment in June of the school year. Members must indicate in writing no later than August 1 of the school year, which of the above-described installment options they select for their method of salary payment. Those not indicating such a choice will be automatically placed on the twenty-six (26) payment plan.

Direct Deposit of pay checks is available to members of the bargaining unit. Each participating employee must provide written authorization including a financial institution routing and transit number and a personal account number. The option of Direct Deposit may result in less flexibility in pre-set payroll schedules.

## ARTICLE IV INSURANCE

Part-time members of the bargaining unit shall be provided health and dental insurance, as described in Section A and B below, on a prorated basis as defined by their assignment, i.e. a forty (40%) percent mbu will receive forty (40%) percent of the benefit provided a full time employee.

### A. Health Insurance

The District agrees to pay eighty (80%) percent of the premium for an HMO or POS health insurance plan for each full-time member of the bargaining unit who subscribes to such coverage. This includes two-person or family coverage for a spouse or domestic partner provided that the bargaining unit member and his or her domestic partner complete and submit all forms required by the medical benefits plan provider to establish his or her eligibility for benefits. The Board retains the right to choose a different insurance carrier provided that the coverage and benefits equal or exceed those of the New Hampshire School Care Health Coalition held by the members of the bargaining unit as of July 1, 2004.

Full-time members of the bargaining unit not subscribing to the District's health insurance program will receive two thousand (\$2,000) dollars. Such payment will be contingent upon the employee documenting existing coverage of a health insurance program of which he/she is a member, and will be paid in one (1) installment at the end of the school year. The District will maintain an I.R.C. Section 125 Premium Offset Plan, a Health Care Flex Spending Account Plan, and a Dependent Care Flex Spending Account Plan for any member of the bargaining unit who properly submits a request in writing by May 30 for such coverage in the following contract year.

### B. Dental Insurance

The District shall provide dental insurance for each member of the bargaining unit who chooses to subscribe. The Board shall retain the sole right to provide dental insurance with benefits equal to

or greater than Delta Dental under Health Trust Plan 3B (A 100%, B 80%, C 50%, no deductible, Maximum 1,250) held by the members of the bargaining unit as of July 1, 2005. The Chichester School District shall pay one hundred (100%) percent of the cost of a single membership and an additional benefit for those selecting a family or two-person coverage of seventy-five (75%) percent of the difference between the cost of a single member plan and the coverage selected.

If a married couple is employed by the Chichester School District, and are both in the bargaining unit, then the Board will pay up to the full amount of the cost to provide two (2) person or family coverage, whichever is appropriate for any such couple, provided such cost does not exceed twice the benefit liability of the Board as set forth in Article IV Section B for Dental Insurance.

C. Life Insurance

The District shall provide term life insurance coverage for all members of the bargaining unit equal to  $\frac{3}{4}$  of the member of the bargaining unit's annual salary, and double indemnity insurance for death or dismemberment by accidental means. Coverage shall be provided for a twelve (12) month period on a continuing contract.

D. Long Term Disability Insurance

The District shall provide long term disability insurance, from an insurance carrier of its choice, for each full-time staff member, said insurance to have minimum benefits of 66  $\frac{2}{3}$ % of salary to age sixty-five (65) after a ninety (90) day waiting period.

ARTICLE V  
WORKING CONDITIONS

A. Unassigned Periods

1. Duty-Free Lunch

All teachers shall receive a duty-free uninterrupted lunch period equal to the length of the student lunch period.

2. Planning and Meeting Time

The Board recognizes the value in providing planning/meeting time for teachers during the school day. When, in the judgment of the principal, scheduling requirements and resources permit, the District will attempt to provide at least five (5) unassigned periods per week to each full-time member of the bargaining unit. Part-time members will be provided unassigned periods under the same conditions on an appropriate pro-rated basis.

B. Teacher Work Year

The salary schedule is based upon a teacher work year of 186 days, 5 of which will be non-instructional days.

### C. Teacher Work Day

1. In the interest of providing proper supervision of students and of providing time before and after school for students and parents to consult with teachers, members of the professional staff are expected to arrive at school thirty (30) minutes prior to the start of the official school day and are expected to remain at school for twenty (20) minutes following the close of the official school day.
2. Each member of the bargaining unit will devote the time necessary to his or her assignment to meet professional obligations. The in-school work day may be extended to accomplish duties other than teaching , such as parent conferences and professional staff meetings. Outside of emergency situations that may arise, meetings will not extend beyond 4:00 P.M.

## ARTICLE VI LEAVE BENEFITS

Part-time members of the bargaining unit shall be provided leave benefits, as described in Section A-G below, on a prorated basis as defined by their assignment, i.e. a forty (40%) percent mbu will receive forty (40%) percent of the benefit provided a full time employee.

The Board may, at its discretion, advance leave to a staff member who has exceeded his/her allowance.

### A. Sick Leave

#### 1. Benefit Description

Members of the bargaining unit shall be allowed fifteen (15) days sick leave per year on an accumulative basis not to exceed one hundred twenty (120) days. After three (3) consecutive days of absence, a doctor's certificate may be required as proof of illness. In addition to using sick leave for personal illness, a bargaining unit member may utilize up to 15 days of sick leave per school year to care for a spouse, children, and parents. Sick leave may be used in advance of leave earned up to a maximum of the amount yet to be earned in the current year.

#### 2. Sick Leave Bank

- a) The Board agrees to allow the Association to maintain a sick leave bank to cover members of the bargaining unit in the event of a long-term illness. All employees covered by this Agreement may volunteer to participate in the sick bank. Employees who wish to participate in the sick bank must notify the sick bank committee by the end of the first full week of employment of the school year in which they wish to begin participating in the sick bank. Once an employee notifies the committee in writing that he or she wishes to participate in the sick bank, the employee shall be deemed to continue to participate in the sick bank each school year unless and until the employee notifies the committee in writing no later than September 15 that he or she is withdrawing from participation in the sick bank beginning that school year.

- b) The donated sick days will be deposited at the start of the school year up to a maximum of one hundred twenty (120) days.
- c) Employees who participate in the sick bank shall contribute one (1) sick leave day per employee per year until the sick bank reaches one hundred twenty (120) days. If at any time, the sick bank reaches the level of forty (40) days, the sick bank committee will solicit donations of additional days as needed. Staff participating in the sick bank will be asked in alphabetical order to donate one day to reach the maximum number of days. No one will have days deducted unless a need exists for additional days up to the maximum in effect at the time.
- d) For an individual member who has exhausted or has not had time to accrue earned sick leave, the requirements to contribute additional day(s) may be waived by the committee with the understanding that the delayed contribution would be made from the following year's sick leave. The committee reserves the right to set a limit on the number of days that members would be asked to contribute or withdraw.
- e) A member will become eligible to request extended benefits from the sick leave bank after an incapacitating illness or disability, provided he/she has exhausted all of his/her accrued sick leave. Upon presentation of medical evidence of disability or illness, a member may be granted additional days of sick leave.
- f) The sick bank will be administered by a committee of members from the bargaining unit, commissioned and overseen by the Association.
- g) All decisions of the sick bank committee will be final and binding and will not be grievable.
- h) The School District will maintain sick bank records and provide the sick bank committee with an annual report by October 30 each year.

**B. Personal Leave**

Full-time members of the bargaining unit shall be allowed three (3) days personal leave per year for personal reasons upon approval of the Principal. The employee shall not be required to reveal the purpose of such leave, but will be asked to verify that the requested leave conforms to the wording and intent of this provision of the master agreement. Except in emergency situations, the person making the request for personal leave must give the Principal a minimum of twenty-four (24) hours notice. Personal leave shall be granted to take care of situations that cannot be taken care of outside of the normal school day. These days of leave will be granted without loss of pay, will not be deducted from sick leave, and are not cumulative. In no case shall personal days be used solely to extend a vacation.

**C. Emergency Leave**

During the course of the school year, unexpected situations requiring prompt attention may arise requiring the active presence of a member of the bargaining unit during the school day. Members of the bargaining unit should notify the Principal or Superintendent in as timely a fashion as

possible. Up to three (3) days of emergency leave with pay shall be granted. Emergency leave days will not be deducted from sick leave and are not cumulative. Additional emergency leave may be granted at the discretion of the Board.

D. Extended Leave

A leave of absence on an extended basis may be granted upon request to the Superintendent and approval by the Board. Such leave is granted at the discretion of the Board, may be granted for periods not to exceed ninety (90) days and will be granted without pay. Such periods of leave may, upon request, be extended at the discretion of the Board.

E. Professional Leave

Professional Leave may be granted upon the approval of the Superintendent. Except in unusual circumstances, a minimum of one (1) week's notice must be given by the person making the request for professional leave.

F. Child Rearing Leave

Child rearing leave of up to one (1) year and three (3) months may be granted without pay or other benefits to male and female members of the bargaining unit with at least one (1) year's service with the Chichester School District. A member of the bargaining unit may apply for sick leave in accordance with the district's sick leave policy, in the case of an uncomplicated pregnancy, for up to eight (8) weeks, but not to exceed the number of sick leave/bank days available. Following use of sick days the district's Family Medical Leave Policy shall apply.

It shall be the duty and responsibility of the member of the bargaining unit to notify the Superintendent of the pregnancy as soon as it is determined and of the desire to take such leave with an estimated date of the leave's commencement. Except in cases of emergency, the member of the bargaining unit shall also give at least thirty (30) days notice prior to the date on which the leave is to begin. A member of the bargaining unit who is pregnant may continue in active employment until as late as she desires provided in the judgment of the Principal she is able to perform all required functions and with the written approval of her attending physician.

Return from such leave shall coincide with the expiration date on the member of the bargaining unit's leave request as approved by the Board, provided the member of the bargaining unit shall present a physician's certificate of physical fitness to return to normal duties. The member of the bargaining unit shall notify the Superintendent in writing on or before March 1<sup>st</sup> of the intent to return to teaching duties at the start of the next school year. Should a member of the bargaining unit have worked ninety (90) or more days, the member of the bargaining unit shall be placed on the next succeeding step of the salary schedule for the school year in which the member of the bargaining is due to return.

Should a female member of the bargaining unit either prior to the commencement of child rearing leave or after the termination thereof, become disabled as a result of pregnancy, miscarriage, or childbirth her lost time shall be charged to her available sick leave, and she shall be compensated

therefore. Members of the bargaining unit in the first year of service shall be entitled to use their accumulated sick leave during the period of such disability.

G. Bereavement Leave

Bargaining unit member shall be allowed five (5) days of bereavement leave per year to be used in the event of the death of a family member or friend. Exceptions to the dictates of this benefit may be granted at the discretion of the Board.

ARTICLE VII  
PROFESSIONAL GROWTH AND DEVELOPMENT

A. Benefit Description

A variety of opportunities for professional growth and development are provided by the District for professional staff. These opportunities are separately provided for within the District's budget, outside the fringe benefit budget category. All professional growth and development activities must have the prior approval of the Principal and Superintendent; such activities, however, must fall within those areas deemed by the Board to have the most significance toward achieving School District learning objectives.

B. Clock-Hour Bonus

Each member of the bargaining unit who accumulates two hundred (200) in-service development hours according to policy during a three (3) year period (125 hours beyond the mandatory 75 hours) will receive a District bonus of fifty (\$50) dollars.

C. Recertification Payment

For all certified staff who have completed two (2) years of service to the District, the Board agrees to pay the cost of the State of New Hampshire three year recertification.

D. Workshop and Course Reimbursement

The Board agrees to reimburse or to pre-pay for up to three hundred (\$300) dollars in fees for seminars, clinics, practica and workshops taken by a member of the bargaining unit during each school budget year covered by this agreement. Members not taking advantage of any course reimbursement funds are eligible to be reimbursed for up to six hundred (\$600) dollars in workshop fees. Up to one hundred (\$100) dollars of this amount may be used towards staff development portfolios.

The Board agrees to reimburse or to pre-pay for a full-time member of the bargaining unit an amount equal to the cost of one (1) four (4) credit graduate course at the UNH (resident rate) per year, taken at an accredited institution. Before the end of the school year, part-time members of the bargaining unit shall be compensated the pro rated portion as defined by their assignment, i.e. a forty (40%) percent member of the bargaining unit will receive forty (40%) percent benefit. To be eligible a member of the bargaining unit must attain a passing grade. Members of the bargaining

unit must submit to the Principal, evidence of their course performance upon completion of the course. In cases of pre-payment, members of the bargaining unit not achieving a passing grade must reimburse the District for the course payment by the end of the school year. If at the end of the school year, unexpended funds remain in the course reimbursement line item account, any member of the bargaining unit may request in writing on a timely basis (prior to June 30th) that additional courses be reimbursed in accordance with the formula described above for full-time members.

The Board agrees to budget eleven thousand (\$11,000) dollars for workshop and course reimbursement purposes.

Prior to the end of January during each year of this agreement the Board will provide the Association president an accounting of the funds used and the balance of the workshop and course reimbursement account.

#### ARTICLE VIII PERSONNEL FILES

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

Each employee shall be entitled to access his/her personnel file at any time given two (2) business days notice to the Superintendent or his/her designee. The employee may, if he/she wishes, have a representative of the Association/Union accompany him/her during such a review. (NEA is the Union)

Employees will be notified whenever document(s) are placed in their personnel file and will be provided a copy prior to insertion into the file. The employee shall have the right to make a response to any material contained in his/her personnel file and such response shall be made a part of said employee's file, and the employee's response shall be made within seven (7) calendar days of the placement of the specific item in the personnel file.

#### ARTICLE IX GRIEVANCE PROCEDURE

##### A. Definition

A grievance shall mean there has been an alleged violation, misinterpretation, or misapplication of any provision of this Agreement. A grievance may be brought forth by the Association or any individual member or group of members of the collective bargaining unit.

For this article, "days" shall be defined as business days.

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

grievance procedure. It is the intent of both parties that all grievances be resolved as expeditiously as possible.

B. Procedure

- 1) The grievance shall be reduced to writing. The written grievance shall state the specified alleged violation with reference to the Agreement. It shall also set forth names, dates, and any other related facts which will provide a sound basis for a complete understanding of any such grievance. No grievance shall be considered under this procedure unless it is filed in writing within fifteen (15) days from the time the grievant(s) became aware of, or should have become aware of, the action precipitating the grievance.
- 2) LEVEL A: Within ten (10) days of receipt of a formal grievance, the building Principal shall meet with the grievant(s). Within ten (10) days following any such meeting, the Principal shall give his/her answer in writing. If the grievance is not settled at this level, then it may be referred to LEVEL B within ten (10) days of the receipt of an answer given at this level.
- 3) LEVEL B: Within ten (10) days of a grievance being referred to this level, the Superintendent will meet with the participants of LEVEL A and examine the facts of the grievance. The Superintendent shall give his/her answer within ten (10) days of any such meeting. If the grievance is not settled at this level, then it may be referred to LEVEL C within ten (10) days of the receipt of an answer given at this level.
- 4) LEVEL C: The Board will meet within twenty-five (25) days with the parties of LEVEL B and examine the facts of the grievance. The Board shall give its answer within fifteen (15) days.
- 5) LEVEL D: If the decision of the Board does not resolve the grievance to the satisfaction of the grievant(s), the Association will so notify the Superintendent within ten (10) days. The Association shall have the sole right to submit the grievance to binding arbitration by the following procedure:
  - a) The parties will attempt to agree upon a mutually satisfactory neutral party to serve as arbitrator. If no agreement is reached within five (5) days following the date the request for arbitration was received by the Superintendent, either party may submit a request to the American Arbitration Association to submit to both parties a roster of persons qualified to function as an arbitrator.
  - b) If 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 names.
  - c) If the parties are unable to determine, within ten (10) days of the initial request for arbitration, a mutually satisfactory arbitrator from the second list, the American Arbitration Association may be requested by either party to designate an arbitrator.

- d) Neither the Board nor the Association will be permitted to assert any ground or evidence before the arbitrator that was not previously disclosed to the other party. The decision of the arbitrator shall be binding, but appealable under RSA Ch. 542.
  - e) The arbitrator shall limit consideration to the issue submitted and shall consider nothing else. The arbitrator shall be bound by and must comply with all the terms of the agreement. The arbitrator shall have no power to add to, delete from or modify in any way any of the provisions of this agreement. The arbitrator may award a "make whole recommendations," but may apply no penalty payments.
  - f) The Board and the Association shall receive copies of the arbitrator's report. This shall be accomplished within thirty (30) days of the completion of the arbitrator's hearing.
  - g) The arbitrator's decision for settlement of a grievance shall be a binding decision on the issue and so advise the Association and the Board in writing.
  - h) The costs for the services of the arbitrator, including per diem expenses, if any, and actual and necessary travel, subsistence expenses and the cost of the hearing room shall be borne equally by the Board and the Association. Any other expenses shall be paid by the party incurring the same.
- 6) All grievance decisions shall be distributed to both the grievant and union representative via US Mail and E-mail. Failure at any step of this procedure to communicate a decision on a grievance within the specified time limit shall permit the grievant to proceed to the next step. Failure at any step in this procedure to appeal a grievance to the next step within the specified time limit shall be deemed a waiver of further appeal of the decision and shall be deemed acceptance of the decision rendered at that step. The parties covenant and agree that all grievance hearing sessions, including those before the Board, shall be held in executive session.
- 7) Time periods specified in this procedure may be extended by mutual agreement.
- 8) The Board agrees to grant as many days of leave as necessary per grievant and for one (1) association representative to attend arbitration hearings associated with grievances. This time is not available for planning sessions but for hearings only. It is expected that all other meetings associated with a grievance, i.e. with the Principal, the Superintendent and with the Board, will be held outside of the school day. These days are not associated with the Association Leave days provided in Article II-E

ARTICLE X  
SEPARATION BENEFITS

A. Severance Payment

The District will pay certified personnel who terminate employment voluntarily, are laid off or die based upon the following schedule:

Beginning with fifteen (15) years through twenty (20) completed years of actual teaching in Chichester – Thirty-five (35%) percent of unused sick leave shall be paid at a rate of one hundred

twenty-five (\$125) dollars per day or per diem, whichever is less. Beginning with the twenty-first (21<sup>st</sup>) year of actual teaching in Chichester – forty (40%) percent of unused sick leave shall be paid at a rate of one hundred forty (\$140) dollars per day or per diem, whichever is less. In the case of death, this benefit will be paid to a named beneficiary or to the estate of the bargaining unit member. Payment of separation benefits shall be after June 30<sup>th</sup> of the year in which the member of the bargaining unit terminated employment.

#### B. Retirement Plan

Eligible members of the bargaining unit may apply for inclusion in the Retirement Plan under the following guidelines:

1. Applicants must be at least fifty-five (55) years of age prior to the planned date of retirement to access any retirement benefit.
2. Applicants must have been employed as a member of the bargaining unit, by the Chichester School District for a minimum of fifteen (15) years at the time of retirement.
3. Applicants for a retirement benefit must submit a written intent to the Superintendent of Schools prior to December 1 of the year prior to the commencement of the planned retirement.
4. The Chichester School District will be obligated to annually approve and fund no more than three (3) retirement benefits, with a maximum of two (2) for full-time members. In the event that more than three (3) retirement events occur in the same year, those with full-time status will be considered eligible for this stipend benefit before those with part-time status, regardless of the order that retirement requests were submitted. Otherwise, members will be considered in the order that their requests have been received.

Members of the bargaining unit accepted for inclusion in the Chichester School District's Retirement Plan will receive a payment of twenty-five thousand (\$25,000) dollars by July 30<sup>th</sup> of the year of retirement. For tax purposes, the payment may be delayed until after January 1<sup>st</sup> of the following year. The payout method shall be agreed to by the retiring member and the Superintendent. The stipend paid is considered income and is therefore subject to all state and federal laws. The retirement stipend is prorated to the time worked by the member. The prorating will be calculated on the average work rate for the fifteen (15) years of greatest employment, e.g. a member that works their fifteen (15) years of greatest employment at fifty (50%) percent for ten (10) years and one hundred (100%) percent for five (5) years will be prorated to:  $(50\% \times 10 \text{ years}) + (100\% \times 5 \text{ years}) \div 15 \text{ years} = 67\%$

#### C. Retiree Health Insurance

Former members of the bargaining unit who retired immediately following service in the Chichester School District shall be permitted access to the District's health and dental insurance programs at their own expense. The amount billed a retiree for insurance premium shall be the total premium cost minus any New Hampshire State subsidy for which the retiree is eligible.

#### D. Reduction in Force

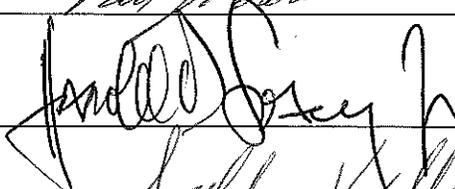
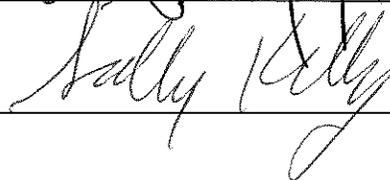
When it becomes necessary to reduce the number of employees covered by the collective bargaining agreement, the following procedures will be followed:

1. The decision to implement the reduction in force shall be made at the sole discretion of the Board.
2. The Board shall make every reasonable effort to minimize the effect of a reduction in force on the incumbent staff through attrition, i.e. retirement, voluntary transfer, resignation, and contract refusal.
3. The Superintendent shall contact the President of the Association to make arrangements for the Association and the Board to meet and discuss the considered reduction.
4. In determining the employee(s) to be laid off, the following considerations shall be made:
  - a) Certification and "highly qualified" status in the instructional positions being retained shall be considered first.
  - b) These factors being equal, seniority shall make the final decision, e.g. those with the fewest years of unbroken service shall be laid off first.
5. Employee(s) to be laid off shall be notified on or before March 31 of the school year prior to that in which the reduction will occur.
6. Employees that have been let go due to a reduction in force shall be placed on a recall list for positions that become available to start within a period of two contract years beginning with the employee's last day of service and terminating on June 30<sup>th</sup> of the second contract year. Employees shall be recalled in reverse order, assuming they meet the certification and "highly qualified" status required for the open position. It is the employee's responsibility to keep their contact, certification and highly qualified status information current with the Superintendent's office.
7. Employees being recalled shall be contacted by registered mail at the most recent address held by the Superintendent's office. Once contacted, employees shall have seven (7) days from the post mark date to respond to the offer. All employees recalled shall return to the school district without losing their unbroken service.

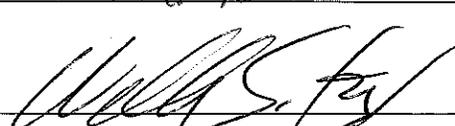
DURATION OF AGREEMENT

This Agreement shall continue in full force and effect from July 1, 2015 until June 30, 2017.

CHICHESTER SCHOOL DISTRICT

  
\_\_\_\_\_  
  
\_\_\_\_\_  
  
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CHICHESTER EDUCATION ASSOCIATION

  
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APPENDIX A  
SALARY SCHEDULE  
2015/16

STEP	ND	BA	BA+20	MA	MA+20
1	34,666	36,489	37,843	39,172	40,408
2	36,008	37,902	39,335	40,768	42,102
3	37,000	38,946	40,979	41,871	44,044
4	37,991	39,992	42,623	43,760	45,985
5	40,045	42,152	44,265	45,642	47,929
6	41,576	43,765	45,910	47,524	49,870
7	43,478	45,765	47,554	49,408	51,812
8	45,379	47,767	49,197	51,753	53,752
9	47,279	49,767	50,841	54,096	55,695
10	49,180	51,768	52,484	56,438	57,637
11	51,081	53,770	55,001	58,783	59,579
12	52,981	55,770	57,518	61,125	61,586
13	54,880	57,768	60,035	63,468	64,053
14	56,815	59,806	62,588	65,848	68,939

LONGEVITY:

Continuing staff members who have completed at least twelve (12) years of service in the Chichester School District shall receive longevity pay of one thousand (\$1,000) dollars per year. Staff members who have completed at least fourteen (14) years of service in the Chichester School District shall receive longevity pay of fifteen hundred (\$1,500) dollars per year. Staff members who have completed at least twenty (20) years of service in the Chichester School District shall receive longevity pay of two thousand (\$2,000) dollars per year.

SALARY SCHEDULE  
2016/17

STEP	ND	BA	BA+20	MA	MA+20
1	35,325	37,183	38,562	39,917	41,176
2	36,693	38,622	40,083	41,543	42,902
3	37,703	39,686	41,758	42,666	44,881
4	38,713	40,752	43,433	44,591	46,859
5	40,806	42,953	45,106	46,509	48,839
6	42,366	44,597	46,782	48,427	50,817
7	44,304	46,635	48,457	50,347	52,797
8	46,241	48,674	50,132	52,736	54,774
9	48,177	50,713	51,807	55,123	56,754
10	50,114	52,752	53,481	57,511	58,732
11	52,052	54,791	56,046	59,900	60,711
12	53,988	56,829	58,611	62,286	62,756
13	55,923	58,866	61,176	64,674	65,270
14	57,895	60,942	63,777	67,099	70,249

LONGEVITY:

Continuing staff members who have completed at least twelve (12) years of service in the Chichester School District shall receive longevity pay of one thousand (\$1,000) dollars per year. Staff members who have completed at least fourteen (14) years of service in the Chichester School District shall receive longevity pay of fifteen hundred (\$1,500) dollars per year. Staff members who have completed at least twenty (20) years of service in the Chichester School District shall receive longevity pay of two thousand (\$2,000) dollars per year.

## APPENDIX B

CO-CURRICULAR STIPEND SCHEDULE  
2015/16 ~ 2016/17

Activity	Quantity	Stipend
Athletic Director	1	\$3,500
Level 1		\$1,000
▪ Drama directors	3	
▪ Yearbook advisors	1	
▪		
Level 2		\$750
▪ Baseball & Softball Coaches	2	
▪ Cheerleading Coaches	1	
▪ X-Country Coaches	1	
▪ Soccer Coaches	2	
▪ Student Council Advisors	1	
▪ New Teacher Mentors	1	
▪ Newspaper Advisors	2	
▪ Junior National Honor Society Advisor	1	
Level 3		\$500(except as noted)
▪ Curriculum Coordinators	5	
▪ Team Leaders	3	
▪ Graduation Coordinators	1	
▪ Lego League Advisors	1	
▪ Child Study Advisors	1	
▪ Basketball Coaches (new positions)	4	\$600
▪ Basketball Coaches (new positions)	4	\$400
▪ Level 4		\$250
▪ Wellness Coordinators	1	
▪ K-4 Basketball	4	

The Board and Association may meet at any time during the duration of the contract to review and or move any of the above positions to the level deemed appropriate and agreed upon by the Board and the Association.

APPENDIX C

INSURANCE ALTERNATIVES

The parties agree to form a committee to explore insurance alternatives such as the School Care Open Access or other high deductible plans. The Board will appoint one Board member and two administrators and the Association will appoint three members. If the committee recommends an alternative plan that results in savings for the District, 50% of the savings shall be returned equitably, put toward lowering individuals' yearly contributions by increasing the salary schedule. If both the Association membership and the Board ratify the change, it would be implemented at the start of the next fiscal year.