
COLLECTIVE BARGAINING AGREEMENT

between the

COLEBROOK SCHOOL BOARD

and the

COLEBROOK EDUCATION ASSOCIATION – NEA/NEW HAMPSHIRE

JULY 1, 2014 – JUNE 30, 2017

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THIS AGREEMENT, made and entered into by and between THE COLEBROOK SCHOOL BOARD, hereinafter referred to as "the Board," and THE COLEBROOK EDUCATION ASSOCIATION, NEA/NH, hereinafter referred to as "the Association";

NOW, THEREFORE, THE PARTIES MUTUALLY AGREE AS FOLLOWS:

ARTICLE I – RECOGNITION

The Board recognizes the Colebrook Education Association – NEA/NH for purposes of collective negotiations pursuant to RSA 273-A as the exclusive representative of all full and regular part-time certified professional employees of the Colebrook School District, certified by the New Hampshire Public Employees Labor Relations Board excluding custodians, secretaries, aides, cooks, bus drivers, school volunteers, teacher evaluators, and assistant principals who teach (50) fifty percent or less time per school week.

NEW POSITIONS: If any new professional 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 clarification and determination from the New Hampshire Public Employees Labor Relations Board. The position, if so found by the P.E.L.R.B. to be a position that should be in the agreement, shall become a part of the following agreement.

ARTICLE 2 – TERM OF AGREEMENT

This agreement shall take effect July 1, 2014, and will remain in effect until June 30, 2017.

ARTICLE 3 – NEGOTIATIONS PROCEDURE

The Association and the Board agree to enter into collective negotiations in accordance with New Hampshire RSA 273-A.

On or before October 1 of the year preceding the termination date of the current Agreement, either party may submit to the other written notice of its intention to negotiate a successor agreement concerning salaries, fringe benefits and terms and conditions of employment.

During such negotiations, the Board and the Association will establish ground rules, present relevant facts, exchange points of view, and make proposals and counter-proposals.

The Board shall furnish to the Association upon request all available information concerning the financial resources of the district and any information that is allowable under Ch. 91-A "Right to Know Law".

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

Any agreement reached shall be reduced to writing and be signed by the Board and the Association. A copy of the agreement shall be filed with the New Hampshire Public Employees Labor Relations Board within fourteen (14) days of the signing. If agreement is not reached by December 1, either party may declare an impasse and utilize the procedures set forth herein to resolve the impasse.

When the impasse is declared, either party may request the P.E.L.R.B. to appoint a mediator if the parties cannot mutually agree on one.

~~The mediator will meet with the parties either jointly or separately and will take such steps, as he may deem appropriate in order to persuade the parties to resolve their differences and effect a mutually acceptable agreement. Any hearing will be held in closed session.~~

If the mediation effort does not result in an agreement by January 10, either party may request the P.E.L.R.B. to appoint a fact-finder if the parties cannot mutually agree on one. The fact-finder shall make a report on findings of fact together with recommendations for resolving each of the issues remaining in dispute, which findings and recommendations shall not be made public until the negotiating teams shall have considered them for ten (10) days. Each negotiating team shall have fifteen (15) days in which to reach a decision accepting or rejecting the fact-finder's recommendations.

If the fact-finding does not result in an agreement, negotiations shall be available upon demand from either party in accordance with the same procedures described above.

ARTICLE 4 – ASSOCIATION RIGHTS

The Association and its representatives shall have the right to use school buildings at reasonable hours subject to the approval of the building principal.

As a professional courtesy, the Board agrees that the Association may utilize established procedures to distribute information concerning the Association and its members via the school mailboxes, provided that this does not impede the distributing of administrative information.

The Association may post notices of Association activities and business on a designated bulletin board located in the teachers' room, provided, as a professional courtesy, a copy of such material is given in advance to the building principal.

ARTICLE 5 – DEDUCTIONS

It is agreed by and between the Colebrook School District and the Colebrook Education Association that upon receipt of written authorization therefore, signed by the teacher, the Board shall deduct an amount to provide payment of dues for membership and assessments of the CEA/NEA/NH from the regular salary check of such teacher. Deductions shall be in equal amounts for twenty (20) pay periods beginning September 1 or sixteen (16) pay periods starting November 1 of each year. In order for the deductions to commence on September 1 for twenty (20) pay periods or November 1 for sixteen (16) pay periods, the CEA must provide written authorization to the SAU #7 office by August 10th for the twenty (20) payments and by October 15th for the sixteen (16) payments. The amounts so deducted pursuant to such authorization of the teacher shall be promptly remitted directly to the Colebrook Education Association.

The Board, on written request of a bargaining unit member, will deduct an amount from the member's salary for payment to an annuity plan, credit union, long-term care insurance, automobile (in year 2), house insurance premiums (in year 3, based on performance in year 2) or payroll investment plan designated by the member. Payments will not be paid more frequently than once each month and payments will be paid on a day during the month selected by the Board.

ARTICLE 6 – NON-DISCRIMINATION

The Association agrees to represent equally all bargaining unit members without regard to race, color, creed, age, sex, marital status, residence, handicap, or membership in the Association.

The Board agrees not to discriminate against a bargaining unit member because of race, color, creed, age, sex, marital status, residence, handicap, or membership in the Association.

ARTICLE 7 – FAIR TREATMENT

DUE PROCESS: No continuing contract teacher shall be discharged, non-renewed, suspended, disciplined, or reprimanded without just cause. (NOTE: Teachers who were employed during the 1995-96 school year are grandfathered under former language "No teacher-----").

ARTICLE 8 – TERMS OF EMPLOYMENT

- A. The work year for teachers shall not exceed 180 days and four (4) administrative days. These 184 days shall not occur prior to August 24th. The first student contact day shall not take place prior to August 26th.
- B. Traditional non-teaching or advisory activities shall be required and considered as a normal part of a teacher's duties during the school day.
- C. Teachers may leave the building during their unscheduled time provided they notify the principal and receive approval prior to their leaving.
- D. Planning and Prep: All teachers shall have a planning period each school day. This planning period shall not be part of a lunch period.
- E. All bargaining unit members shall have a duty free lunch period of duration equal to the students' lunch period except in rare cases of extreme emergency.
- F. Individual Educational Program team meetings shall not begin before 8:00 am or end later than 5 pm except by mutual agreement of the IEP team members if a parent requests an alternate time due to special circumstances.
- G. If the Teachers' Convention and the North Country Staff Development Day fall on the same day, teachers may choose to attend whichever one is more suitable to their professional needs.
- H. Length of School Day: The teacher work day is fifteen (15) minutes prior and thirty (30) minutes beyond a six (6) hour and forty-five (45) minute maximum student day.
- I. No materials related to a teacher's job performance or behavior, including complaints originating after initial employment, will be placed in the teacher's personnel file unless the teacher has had an opportunity to review the material. When a teacher is requested to sign material placed in the file, the signature indicates that she/he has read the material, and the signature shall not be interpreted to mean agreement with the content of the material. Any person reviewing a teacher's file (including that teacher) shall sign and date a sheet attached to the file for this purpose. The signing requirement will be waived for the gathering of negotiations data or other normal maintenance of the file.

J. No employee who is not licensed by the State of New Hampshire shall be required to dispense or administer medication.

~~K. Teachers may be assigned in other schools in SAU 7 or Ganaan in order to provide instruction for the school districts and provide closer to full time equivalent positions for the teachers. The receiving district shall reimburse the teacher for mileage at the IRS rate. The receiving District will reimburse the teacher for any certification that is required.~~

ARTICLE 9 – SAVINGS CLAUSE

If any article or part of this agreement is held to be invalid by operation of law or by any tribunal of competent jurisdiction, or if compliance with or enforcement of any article or part should be restrained by such tribunal, the remainder of the agreement shall not be affected thereby and the parties shall enter into immediate negotiations for the purpose of arriving at a mutually satisfactory replacement for such article or part.

ARTICLE 10 – GRIEVANCE

A. Definition: "Grievance" is defined to be an alleged violation, misinterpretation, or misapplication of any provision of this agreement with respect to one or more public employees.

B. An employee may present an oral grievance to his employer or its agents without the intervention of the Association or at his option may reduce the grievance to writing and be represented by the Association.

C. Any party in interest may be represented by counsel or by a representative of the Association.

Step 1. Any teacher covered by this agreement who has a grievance shall first discuss it with the principal in an attempt to resolve the matter informally at that level.

Step 2. If the grievance is not mutually resolved in Step 1, the teacher shall submit the grievance in writing on the form indicated in Appendix "C" to the principal within fourteen (14) school days of the occurrence of the grievance. The principal shall respond in writing within fourteen (14) school days to the teacher as to the decision he has rendered.

Step 3. If the teacher is not satisfied with the decision of the principal rendered in Step 2, he or she may appeal the grievance to the Superintendent of Schools or his representative within fourteen (14) school days after receipt of the decision. The appeal shall be in writing using the form indicated in Appendix "C". The Superintendent or his representative will investigate the grievance and communicate the decision in writing to the Grievant within fourteen (14) school days from receipt of the written grievance.

Step 4. If the teacher is not satisfied with the decision rendered by the Superintendent, he or she may appeal the grievance to the School Board. Such an appeal must be made within fourteen (14) school days after receipt of the Superintendent's decision and shall be in writing on the form indicated in Appendix "C". The School Board or a committee thereof will review the grievance and, at its option, may request that a hearing be held with those interested parties involved in the grievance prior to rendering a decision. The decision shall be rendered in writing within fifteen (15) school days after the receipt of the appeal.

Step 5. If the grievance is not resolved in Step 4, either party may file, within thirty (30) calendar days, a demand for arbitration with the American Arbitration Association. An arbitrator's award shall be final and binding on the parties.

ARTICLE 11 – LEAVES

A. Sick Leave shall be granted as follows:

7 days at the beginning of the first year of employment, and then an additional 3 days on January 1st for a total of 10 days in the first year and then 15 days at the beginning of each year thereafter

Maximum accumulation – 100 days

At the end of three (3) days of consecutive absence, the Superintendent may request a doctor's certificate that the teacher is unable to work.

B. Maternity Leave

Pregnancy and childbirth shall be treated as any other form of illness or disability. Sick leave may be applied toward any physical disability related to the pregnancy and verified in writing by the attending physician. An individual who is pregnant may remain at work as long as she desires, up to the indicated date when maternity leave is to commence, providing that the Superintendent may request written approval from her attending physician that the individual is in generally good health and physically able to carry out the required teaching responsibilities. Should individual circumstances dictate, leave may commence prior to the date indicated by the individual.

C. Family Illness - A person may use his accumulated sick leave for any illness pertaining to a family member to a maximum of five (5) days per year, and this leave shall be limited to illness in the immediate family (spouse, children, mother, father, mother-in-law, father-in-law, or grandparents).

D. Paid Personal Leave – Four (4) days per year, non-accumulative. Only three (3) days may be used for non-bereavement purposes.

This leave may be used as follows: family emergencies such as death, religious observance, legal or business affairs or other personal business.

Requests for paid personal leave will be made to the Superintendent through the building principal, in writing, with the teacher providing only as much detail as he/she regards necessary in order to guarantee privacy, and insofar as possible sufficiently in advance so that proper provision for the teacher's absence can be made.

This leave can be extended for emergencies at the discretion of the Superintendent of Schools with all such extensions charged to the teacher's accumulated sick leave.

One (1) day of paid personal leave, if available, may be used once during the school year immediately before or after a regular school vacation or holiday period on a first-come, first-served basis. No more than two (2) per school (K – 8) and (9 – 12) will be allowed under this provision immediately prior to, or immediately after, each vacation or holiday period. The leave will be

limited to one day. Consecutive personal days before or after a regular school vacation or holiday will not be granted.

No more than one (1) personal day shall be used on an administrative day; except in an emergency or at the discretion of the Superintendent.

- E. A teacher whose total sick day accumulation moves beyond 100 when the 15 additional days are added at the beginning of the year shall receive \$20 for each sick day still remaining beyond 100 at the end of the school year.

Any teacher who uses no sick leave or personal leave during the school year shall receive a perfect attendance payment of \$100 at the end of the school year.

- F. Association Business – Up to three (3) day's leave, non-accumulative, per year without loss of pay or benefits shall be granted to Association representatives. The building principal shall be notified at least ten (10) workdays prior to the leave date, in writing, as to the date. (Example: 1 person – 3 days; 3 persons – 1 day each).
- E. Military Leave – Any person ordered by an authority of government to serve in the Armed Forces during the school year shall not lose any salary or benefits to a maximum of ten (10) days.
- F. Jury Duty – A person selected for jury duty and serving in such capacity on scheduled school days shall be paid the per diem difference in monies earned, without charge to any leave days.
- G. Professional Leave – Professional staff shall have the use of professional days with the approval of the building principal and/or the Superintendent of Schools.

Requests for professional days shall be submitted on the "Paid Leave Request" Form to the appropriate building principal. The principal will forward the request, after approval or denial, to the Superintendent. If denying the request, the principal is to state reason(s) on the request form.

The Superintendent reserves the right to reverse the principal's decision. If this is done, the Superintendent shall state reason(s) for doing so on the request form and return copies to the principal and teacher.

- H. Parenting Leave – It is agreed that the District shall grant parenting leave to all professional staff who qualify under the following provisions:
1. Except in cases of emergency, parenting leave must be requested in writing by the applicant at least thirty (30) calendar days prior to the date the leave is to commence. Request for parenting leave must be accompanied by a doctor's certificate verifying pregnancy in the household.
 2. All parenting leave granted by the District shall be without pay. Parenting leave shall only address leave in regard to the birth of a child.
 3. Sick leave benefits accrued will be retained during the duration of parenting leave and shall be maintained upon renewal of employment as specified in paragraph 7. Individuals commencing

their parenting leave during the school year shall continue to have their sick leave accumulated up to the time the leave is to take effect.

4. All medical insurance benefits shall be retained during the duration of parenting leave.
 5. Seniority benefits shall be retained during parenting leave and will be maintained upon renewal of employment by the District as specified in paragraph 7. Placement on the salary step upon renewal of employment in the same school year shall be at the same step the individual was on at the commencement of the leave. However, individuals that have worked a minimum of 90 school days during a school year in which parenting leave takes place shall be placed on the next highest step for which they are eligible upon renewing their employment with the District the following school year.
 6. Parenting leave will not be granted for a period beyond 120 calendar days following the commencement of the leave. However, this period may be extended for another 30 calendar days at the sole discretion of the School Board and upon receiving such a written request by the leave recipient.
 7. In order to preserve continuity of instruction, the Board may delay renewed employment to coincide with the beginning of a marking period provided such delay will not deprive the leave recipient in meeting the 90-day requirement specified in paragraph 5. Request for re-employment must be submitted not less than 20 days prior to termination of parenting leave.
 8. The District will have discharged its entire responsibility under this section by honoring a written request for re-employment from the leave recipient within the time limits established in Paragraph 6. If a written request for re-employment is not made within the time limits specified and should actual re-employment not take place, all accrued personal benefits specified shall be terminated.
- I. Unpaid Leaves – A full year's leave without pay or benefits may be granted a professional employee under the following conditions:
1. The leave must be for a full school year (July 1 – June 30).
 2. The applicant must have seven years of continuous service in the Colebrook School District and must apply by December 31 preceding the school year in which the leave is desired.
 3. A professional employee utilizing such leave must inform the District in writing of intent to return on or before March 1 of the year in which the leave takes place.
 4. The duration of the leave shall not count in computing years of service for placement on the salary schedule.
 5. The professional employee, upon return from leave, will be entitled to a position in the District commensurate with certification, but not necessarily at the location or assignment from which the leave was taken.

6. If the professional employee is unable or unwilling to return at the conclusion of the leave or does not notify the District of intent to return by the time limit specified, he or she will be considered to have voluntarily resigned the position.
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7. A professional employee may also apply to the District for an unpaid leave of absence if he or she is unable to work because of sickness or disability and his/or her sick leave is exhausted.
 8. No action taken by the School Board upon any such application shall constitute a binding precedent or past practice, or be grievable.
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ARTICLE 12 – INSURANCE

- A. The Board will provide single, two person, or family health insurance coverage through the HealthTrust Health Maintenance Organization Plan (HMO) MTB20 – Option 1 (RX \$ 3/15 M \$ 3/7) program at the following levels:
1. The district will pay the premium of the HealthTrust Health Maintenance Organization Plan as follows:

2014 – 2015	88.0%	of the premium cost:	professional employee pays 12%
2015– 2016	87.5%	of the premium cost:	professional employee pays 12.5%
2016– 2017	87.0%	of premium cost:	professional employee pays 13.0%

However, if this contract were to expire, no teacher would be required to contribute more to the health care premium than the dollar amount of the last year of the agreement.
- B. In the event the Board elects to change insurance carriers during the term of this agreement and the teachers cannot approve the substitute carrier, both parties agree that a third party will be appointed by the Insurance Commissioner or his designee to make the decision as to whether or not the substitute carrier is in fact providing equivalent coverage under the proposed substitute plan.
- C. The district agrees to provide a health insurance incentive plan which allows a medical insurance buy-back. The plan provides an annual buy-back stipend in an amount equal to 50% of the health insurance premium for a single person HMO plan to a bargaining unit member eligible for health insurance benefits who elects not to take the health insurance coverage. In the event of a “qualifying event”, a bargaining unit member will be allowed to re-enroll in the district health insurance plan by reimbursing the health insurance incentive through payroll deduction. This payment will be made in two installments, half at the first pay period in December and half at the last pay period in June. In order for Section D to go into effect, the District must receive a cost savings when the plan is implemented.
- D. A couple who works in the District would have the option of taking the insurance plan or the insurance buy back, but not both.
- E. The School District will implement a flexible spending account (IRS section 125 plan) that will begin with the 2013 – 2014 school year.

ARTICLE 13 – SEVERANCE BENEFIT

After serving fifteen (15) years in the Colebrook School District and twenty (20) years total service in their certification area and upon terminating employment with the Colebrook School District, a professional employee shall be paid his/her accumulated sick leave, but not to exceed eighty (80) days at his/her then per diem rate. (A one time benefit only)

Professional employees eligible to receive this benefit must notify the School Board in writing by December 1 of the school year preceding the school year in which they intend to terminate, in order to receive severance pay that year. This notification requirement shall be waived for any bargaining unit member who terminates employment due to a disability as verified by a physician.

In the event that a professional employee, after giving written notification of intent to terminate employment, desires to continue employment beyond the original termination date, must notify the School Board in writing by December 1, prior to the original termination date, and include in the written notice a revised termination date.

If after providing the written notice in the above paragraph, a bargaining unit member experiences a catastrophic illness or accident that depletes their accumulated leave, the severance benefit shall be maintained at the same level as at the time of notification. For the purpose of this article, catastrophic illness shall be defined as a single accident or illness that requires the use of fifteen (15) or more days of absence in a single school year. The Superintendent may require physician documentation of such a catastrophic illness.

Further, this benefit shall be deemed forfeited by a professional employee who terminates his/or her employment with the district during a school year for which that employee had signed a contract indicating an intent to teach for the district for the entire school year. This forfeiture of this benefit shall not occur under circumstances of the documented disability or catastrophic illness or accident, as described above.

Notwithstanding any other provision in the agreement, payment to an employee under this section shall be delayed until 130 days after the employee's retirement in such amount as is necessary to prevent the school district from being assessed by the NH Retirement System under RSA 100-A:16 III-a.

ARTICLE 14 – PHYSICAL EXAMINATIONS

The School Board may, consistent with New Hampshire RSA 200:36, require a medical examination of any employee covered by this agreement upon the request of the Superintendent of Schools. The District will pay for such examination up to the fee charged by Indian Stream Professional Association at the time of the examination.

ARTICLE 15 – COURSE REIMBURSEMENT

The District shall reimburse teachers an amount not to exceed the full cost of the current UNH credit hour cost of graduate level course taken, under the following conditions:

1. Total reimbursement costs of the District in a fiscal year shall not exceed eleven thousand dollars (\$11,000) in the first year of the contract and Twelve thousand (\$ 12,000) in the second year and third year of the agreement.

2. To be eligible for reimbursement, courses to be taken must have **prior** recommendation of the building principal and **prior** approval of the Superintendent. The S A U #7 Office will provide forms for this purpose. The superintendent shall be the sole judge of whether a course will apply under this section. Judgment will be based upon the course(s) direct and meaningful application to the position held by the teacher.
3. Applications of intent to take a course will be processed four (4) times during a fiscal year: no later than September 15 for the Fall term; no later than November 30 for the Winter term; no later than March 15 for the Spring term; no later than May 30 for the Summer term.
4. Course requests will be judged on a first come – first served basis, but no teacher shall receive reimbursement for more than one eligible course in a fiscal year until all teachers eligible for first course reimbursement have been paid in that year. Any unused portion of the unused funds as stated in #1, shall be used to reimburse those teachers who have taken more than one course (based upon the date of the course request.)
5. To be eligible for reimbursement, the teacher must present to the superintendent a grade report or transcript indicating successful completion of the course(s) with a grade of C (2.0) or better. Also, a receipt of payment for credit hours must be presented. These documents must be submitted no later than the final day of school for teachers.
6. Teachers receiving reimbursement under this section must teach in the District at least the full semester, that follows completion of the course(s), or forfeit the amount of the reimbursement. If the teacher does not complete a full semester of teaching upon receiving reimbursement, the teacher will authorize a payroll deduction from his or her last check with the district or reimburse the district the full amount. For courses completed in the spring or summer terms reimbursement will be made by September 30th of the new school year.
7. No unexpended monies under this section shall be carried over to the next fiscal year.

ARTICLE 16 – SALARIES

- A. The basic salaries of bargaining unit members covered by this agreement are set forth in Appendix A, which is attached to and incorporated in this agreement. Such salary schedules shall remain in effect during the term of this agreement.
- B. Placement on the salary schedule shall be in accordance with years of experience, highest degree consistent with assignment, and the number of semester hours earned beyond said degree. No newly hired unit member shall be placed on a step higher than a currently employed unit member with equal years of training and experience. The Board reserves the right to offer a placement on the salary schedules less than described above if the applicant is interested. Prospective employees will be shown a current salary schedule.
- C. Payment of salaries in this agreement, upon approval of funds by the legislative body, shall be based on twenty-two (22) or twenty six (26) biweekly pay periods. The teacher will designate each year which option (s) he wants upon returning the individual contract. There will be NO change of option during the contract year.
- D. The District shall make available direct deposit of payroll checks into the banking institution of a bargaining unit member's choice, in either a checking or savings account. The unit member may choose only one account to receive the deposit.

E. Base salary FY 2014 – 2015 \$ 31,500

Base Salary FY 2015 – 2016	\$ 32,000
Base Salary FY 2016 – 2017	\$ 32,500

The differential between steps shall be \$700

Teachers off step shall receive \$ 1,100 in the first year and \$ 1,200 in the second and third years of the contract.

Masters Track:

\$ 2,000 differential from the BA+15 track in year one, a \$ 2,500 differential in year two and a \$ 3,000 differential in year three.

Teachers shall advance one step. In year one all teachers will be placed on the salary schedule.

- F. The District shall pay directly to the lender \$ 1,000 per year to reduce the principal of any new teacher who has an outstanding student loan for their education; payment to be made at the end of September of the next teaching year. A new teacher is one whose initial employment in the district commences on or after July 1, 2013. In order to receive this payment, the teacher must be employed by the District for the following school year. This payment can last for a period of seven years (\$7,000) or until the loan has been paid off whichever comes first.

ARTICLE 17—EXTRA CURRICULAR SALARIES

See Appendix B for actual percentages of base salaries

When the District creates a new extra-curricular position, the Board or Administration shall contact the Association President to arrange for the necessary negotiations to place the new position on the salary scale. Agreement shall be in the form of a memorandum of agreement if master agreement negotiations are not open at the time of the position's creation.

ARTICLE 18 – POSTING OF VACANCIES

Notices of teacher job openings, including a job opening or job openings which have been newly created by the filling of a previous job opening within the district shall be posted on the official bulletin board in each school as soon as the District begins its search for candidates for the position & at least five (5) calendar days prior to its being advertised outside of the District. Extra-curricular openings shall also be posted.

Job openings that occur in the months of June, July and August shall be advertised in the local newspaper and a copy shall be sent to the Association President or his/her designee.

ARTICLE 19 – REDUCTION IN FORCE

- A. The District shall have the authority to determine the number of employees in each classification.
- B. In the event the District determines it is necessary to conduct a layoff, it shall initially attempt to determine the number of possible resignations and retirements in a good faith effort to avoid potentially unnecessary layoffs.
- C. If further reduction in force is necessary within a job classification, the administration shall choose employees for layoff within that job classification based upon the employee's experience, performance, and qualifications. If all of these factors are relatively equal in the judgment of the Superintendent or his/her designee, the employee(s) with the least seniority shall be laid off first from that job classification. Employees shall retain recall rights for a period of one (1) year from the date first laid off. Refusal to return from layoff shall result in loss of recall rights.
- D. Seniority shall be calculated from the date that an employee commenced his/her current term of continuous employment by the School District in a position in this bargaining unit. Leave of absence granted by the District is not considered a break in continuous service.

ARTICLE 20 – SEPARATION CLAUSE

Following August 1st of prior contract year, if a bargaining unit member requests and is granted a release from his/her contract for the subsequent contract year, the bargaining unit member shall pay a separation fee of \$500 to the district, unless the fee is waived in writing by the Colebrook School Board. Said fee will be waived if a 30-day notice is given or if a suitable candidate is found for the position.

The separation fee (unless waived) is to be paid in full within 30 calendar days after written notification is received by the bargaining unit member that the release has been granted.

ARTICLE 21 – LIFE INSURANCE

The School Board will pay full premium for Life Insurance through the (NHMAT) New Hampshire Municipal Association Trust equal to \$30,000 per teacher. This will be a convertible policy, i.e. a policy that a teacher leaving the district could take with them provided they pay the premiums for it.

ARTICLE 22 – SICK DAY BANK

A voluntary sick leave bank may be established for the benefit of those professional employees whose accumulated sick leave for illness becomes exhausted. All days will be contributed by the participating employees, with the Colebrook School District not contributing any days, and this benefit being at no additional cost to the district. The sick day bank will be administered by the Colebrook Education Association.

The parties have hereunto set their hands and seals the day and year first herein written.

COLEBROOK SCHOOL BOARD

[Handwritten signatures for Colebrook School Board]

COLEBROOK EDUCATION ASSOCIATION, NEA/NH

[Handwritten signatures for Colebrook Education Association]

May 6, 2014

Date

May 5, 2014

Date

COLEBROOK EXTRACURRICULAR SALARY SCHEDULE

FY 2014 - 2015	2014-2015 Base: \$31500		
	Year 1	Year 2	Year 3
Athletic Director	10.0%	12.1%	14.6%
Baseball	8.4	9.5	10.8
Baseball - Assistant	4.1		
Basketball - Elementary	4.5	5.0	5.9
Basketball - Jr. High (2) B/G	5.9	6.8	7.7
Basketball - JV (2) B/G	7.2	8.2	9.2
Basketball - Varsity (2) B/G	9.2	10.8	12.4
Basketball - Varsity Assistant (B)	4.5		
Basketball - Varsity Assistant (G)	4.5		
Soccer - Elementary	3.4	3.8	4.2
Soccer - Jr. High	4.8	5.5	6.5
Soccer - Varsity (2) B/G	8.4	9.5	10.8
Soccer - Varsity Assistant (B)	4.1		
Soccer - Varsity Assistant (G)	4.1		
Softball	8.4	9.5	10.8
Softball - Assistant	4.1		
Academic League - Jr. High	2.9		
Astronomy Club	2.9		
Builders Club	2.9		
Class Advisor Grade 9	1.4		
Class Advisor Grade 10	1.4		
Class Advisor Grade 11	1.9		
Class Advisor Grade 12 (2)	5.4		
Drama	7.4		
FBLA	2.9		
FHA	2.9		
Foreign Language Club	2.9		
Granite State Challenge	2.9		
Key Club	10.0		
Key Club Assistant	2.5		
National Honor Society	2.9		
National Junior Honor Society	1.0		
PEP Band	1.9		
SADD	2.9		
Student Council - Jr. High	2.9		
Student Council - High School	3.9		
Tillotson Scholarship Committee	2.9		
Yearbook	12.4		
Yearbook/Newspaper - Jr. High	2.9		
Youth in Government	2.9		

**COLEBROOK EXTRACURRICULAR SALARY SCHEDULE
FY 2015 - 2017**

Base:				
2015-2016	2016-2017			
\$32,000	\$32,500			
		Year 1	Year 2	Year 3
Athletic Director		11.0%	13.1%	15.6%
Baseball		9.4	10.5	11.8
Baseball - Assistant		5.1		
Basketball - Elementary		5.5	6.0	6.9
Basketball - Jr. High (2) B/G		6.9	7.8	8.7
Basketball - JV (2) B/G		8.2	9.2	10.2
Basketball - Varsity (2) B/G		10.2	11.8	13.4
Basketball - Varsity Assistant (B)		5.5		
Basketball - Varsity Assistant (G)		5.5		
Soccer - Elementary		4.4	4.8	5.2
Soccer - Jr. High		5.8	6.5	7.5
Soccer - Varsity (2) B/G		9.4	10.5	11.8
Soccer - Varsity Assistant (B)		5.1		
Soccer - Varsity Assistant (G)		5.1		
Softball		9.4	10.5	11.8
Softball - Assistant		5.1		
Academic League - Jr. High		2.9		
Astronomy Club		2.9		
Builders Club		2.9		
Class Advisor Grade 9		1.4		
Class Advisor Grade 10		1.4		
Class Advisor Grade 11		1.9		
Class Advisor Grade 12 (2)		5.4		
Drama		8.4		
FBLA		2.9		
FHA		2.9		
Foreign Language Club		2.9		
Granite State Challenge		2.9		
Key Club		11.0		
Key Club Assistant		3.5		
National Honor Society		2.9		
National Junior Honor Society		1.0		
PEP Band		1.9		
SADD		2.9		
Student Council - Jr. High		2.9		
Student Council - High School		3.9		
Tillotson Scholarship Committee		2.9		
Yearbook		12.4		
Yearbook/Newspaper - Jr. High		2.9		
Youth in Government		2.9		

COLEBROOK SCHOOL DISTRICT

Grievance # _____

Grievance Record

(For Use at Steps 2, 3, & 4)

Name of Grievant _____ Date Filed _____

Home Address _____ Telephone # _____

Building _____ Assignment _____

Name of Principal _____ School Telephone # _____

Date of alleged violation or misapplication _____

Article of the agreement allegedly violated _____

Statement of the grievance _____

Nature and extent of the injury or loss involved _____

Results of previous discussions of the grievance and dissatisfaction with decisions previously rendered _____

Remedy sought _____

Signature - Association Representative

Signature - Grievant

Disposition by: Principal Superintendent

Date Answered: _____

Principal/Superintendent of Schools

Grievance settled on the basis of Principal's/Superintendent's answer _____

Grievant: _____

COLEBROOK SCHOOL DISTRICT

COURSE REQUEST FORM

(Submit to the Principal to be eligible for the UNH credit hour cost of courses reimbursement)

Name of Teacher _____ Date _____

Current Teaching Assignment: _____
Subjects _____ Grade Level _____

Title of Course(s) to be taken: _____

Total Number of Credit Hours _____ Total Credit Hours Cost _____

Term: (Please check) FALL _____ WINTER _____ SPRING _____ SUMMER _____

College or University: _____

I recommend approval of the above _____ I do not recommend approval of the above _____

If not recommending, reason(s) _____

Principal's Signature _____

Date _____

I approve of the above _____ Approval Denied _____

Reason(s) _____

Superintendent's Signature _____

Date _____