

AGREEMENT

Conway Educational Support Personnel

and

Conway School Board

Effective July 1, 2022

Expires June 30, 2025

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Article I
Recognition

- 1.1 **Unit** - The Conway School Board hereby recognizes the Conway Educational Support Personnel as having been certified by the N.H. Public Employee Labor Relations Board for the purposes of collective bargaining under the provisions of RSA 273-A, as the exclusive representative of the bargaining unit consisting of all clerical/secretarial/receptionist employees, all aide employees, and administrative assistants.
- 1.2 **Definition of Employee** - Unless otherwise indicated, the term “employee” when used hereafter in this Agreement shall refer to all members of the above defined bargaining unit who will fall into one of four categories:
- (A) **Full-time Calendar Year**: Employees contracted for 30 or more hours per week for 260 or more days per year.
 - (B) **Full-time School Year**: Employees contracted for 30 or more hours per week for 190 days per year (September to June).
 - (C) **Full-time Extended Year**: Employees contracted for 30 or more hours per week for 191-259 days per year.
 - (D) **Part-time**: Employees that are contracted for less than 30 hours per week for any number of days.
- * Days include working days and paid holidays
- 1.3 Whenever the District hires new employees, health benefits will begin on the first day of the month following the first scheduled day of work. The probationary period for continued employment will be 180 work days. One evaluation will be completed no later than December 15th. Should the employee receive an unsatisfactory evaluation, he or she will be provided thirty (30) working days to correct the deficiencies.

Article II
Negotiations Procedures

- 2.1 All negotiations will be conducted under the provisions of RSA 273-A.
- 2.2 **Binding Arbitration** – In the event of a neutral party functioning as a fact finder, the neutral party shall divide the issues into cost and non-cost items. On non-cost items, the neutral party shall make findings which shall be binding on both parties. Such findings shall attempt to reflect concerns and interests of both negotiating parties. Cost items shall be addressed by the neutral party as outlined in RSA 273- A:12. The services and expense of the arbitrator shall be shared equally by the Association and the Board.

Article III
Grievance Procedure

- 3.1 A "Grievance" shall mean an alleged violation, misinterpretation, or misapplication with respect to one or more employees, of any provision of this Agreement governing employees.
- 3.2 A grievance must be filed by the employee and/or group of employees within twenty-eight (28) calendar days of its occurrence.
- 3.3 Grievances must be processed in the following manner.
- (A) The aggrieved employee shall discuss with the principal his/her complaint. A verbal decision will be rendered by the principal within five (5) calendar days and must specifically state this is a grievance.
 - (B) If the aggrieved is not satisfied with the principal's verbal decision, the employee will submit the grievance in writing to the principal within six (6) calendar days. This and all subsequent steps shall be in writing, specifying (1) the nature of the grievance and the article of agreement allegedly violated; (2) the nature and extent of the injury, loss, or inconvenience; (3) the results of previous discussions; (4) his/her dissatisfaction with decisions previously rendered; and (5) the remedy sought. The principal has six (6) calendar days to render a decision in writing to the employee.
 - (C) If the aggrieved is not satisfied with the written decision of the principal, he/she may appeal the decision to the Superintendent within six (6) calendar days, and the Superintendent has six (6) calendar days to render a decision.
 - (D) If the aggrieved is not satisfied with the decision by the Superintendent, he/she may appeal the decision, in writing, to the School Board within six (6) calendar days. The School Board shall have twelve (12) calendar days to render a decision.
 - (E) An unfavorable decision by the School Board may be appealed to the American Arbitration Association within twelve (12) calendar days. The decision of the American Arbitration Association shall be final and binding, and the cost of the Arbitrator shall be borne equally by both parties.
 - (F) Each party shall bear the expense of its own representatives at each step of the procedure and will share equally in the costs of arbitration procedures.
 - (G) Any grievance not processed within the time limits indicated above by the grievant shall be deemed a waiver of his/her claim. Any failure to process the grievance according to the time limits of the grievance procedure by the School Board shall permit the grievant to move his/her grievance to the next level of the procedure.
 - (H) No third party involved in the grievance procedure shall have the power or

authority to add to or subtract from or in any way modify the terms of this Agreement, but shall make their decisions based solely upon the specific provisions contained within the written agreement of the parties.

- (I) By mutual agreement of the parties, the above time limits may be extended at any step.
- (J) An aggrieved person may be represented at all stages of the grievance procedure at his/her option, by himself/herself, by his/her representative, or by a representative selected by the Association.
- (K) With the permission of the aggrieved, the Association may be present and offer its position in writing at all grievance sessions. A copy of all written decisions at the Superintendent's level and beyond will be given to the President of the Association. Decisions will be held in confidence if requested by the aggrieved.
- (L) The School Board and the Association shall assure all parties freedom from restraint, interference, coercion, discrimination or reprisal in presenting his/her appeal with respect to his/her personal grievances.
- (M) Personnel Files - All documents, communications, and records dealing with the processing of a grievance may be filed; provided, however, that such documents, communications, or records shall not be forwarded to any prospective employer of the grievant, nor shall such documents be revealed or the grievance(s) be alluded to in any communication between the administration and said prospective employer.

- 3.4 Any employee who is in the bargaining unit and is not a member of the Union but wishes to have the Union represent him/her in grievance, shall assume full financial responsibilities as to the actual costs of processing the grievance. Collection of such fees shall be the sole responsibility of the Union.

Article IV **Employee Rights and Privileges**

- 4.1 Discipline is defined to be (a) written reprimand, (b) suspension, (c) discharge. No member of the bargaining unit shall be disciplined without just cause as defined in 4.3. All suspensions and discharges must be stated in writing with the reason stated and a copy given to the employee and the Association at the time of suspension or discharge. An employee who is suspended or discharged shall have the right to have his/her Association representative present at such meeting or interview dealing with a suspension or discharge.
- 4.2 Disciplinary actions shall normally follow this order; however, discipline may be taken out of order depending on the severity of the infraction.

- (A) A written warning
 - (B) Suspension without pay
 - (C) Discharge
- 4.3 An employee may be suspended or discharged for just cause such as, but not limited to, the following.
- (A) impropriety such as making lewd remarks to fellow employees or students, theft, theft of services, gross dishonesty, or any other unethical act
 - (B) incompetency or inefficiency
 - (C) failure to perform assigned duties
 - (D) insubordination
 - (E) intoxication or under the influence of a drug while on duty; possession of alcohol or drugs while on duty
 - (F) failure to observe rules and regulations established by the School Board and administration
 - (G) conviction of a felony
 - (H) a pattern of behavior that interferes with job performance or the ability of others to perform their job
 - (I) unauthorized absence from duty
 - (J) failure to comply with NH Code of Conduct and Code of Ethics for Educators
- 4.4 **Access to Files** - Upon written request, each employee shall have the right to review, at a time mutually convenient, the contents of his/her file in the central office; excepting, however, any confidential references. At the employee's request, a witness of his/her choice may accompany the employee in such review. The review shall be made in the presence of the administrator responsible for safekeeping of such files. The employee may use the copy machine in the office and pay base machine cost per copy for such contents and records as concerns his/her work or himself/herself.
- 4.5 An employee shall have the right to answer in writing any complaints filed in his/her personnel file, and the answers shall be attached to the complaint and reviewed by the Superintendent of Schools or his/her designated representative.
- 4.6 **Evaluation** - All employees are to be evaluated at least twice each work year. One evaluation should occur prior to December 15, and the second evaluation should occur prior to April 15. A written evaluation report must be completed by the employee's evaluator. If the employee disagrees with the evaluation report, he/she may so indicate in writing within one week of receipt of the evaluation report; and upon request, the written statement of disagreement shall be placed in his/her personnel file and attached to the relative documents.
- 4.6.1 When the district has an intent to revise either the procedure or the evaluation form, the CESP will be provided with a notice of such intent. A joint committee including CESP members will be formed to discuss any changes. Changes recommended by the evaluation committee will be put into place only if mutually agreed upon.

It is agreed that the evaluation tool effective July 1, 2019 will include the following point breakdown:

Commendable:	4
Proficient:	3
Basic	2
Unsatisfactory	1

Article V
Rights of the Parties

- 5.1 The School Board agrees to make a good faith effort to provide the Association such nonconfidential information in its possession as is reasonably requested and necessary for the intelligent development of proposals. The School Board shall make available to the Association information which the School Board is required by law to release to the general public.
- 5.2 Association Representatives - Whenever any representatives of the Association or any employee is mutually scheduled by the parties to participate during working hours in negotiations or grievance proceedings, he/she shall suffer no loss in pay.
- 5.3 The Association shall be permitted to use the district's electronic mail (email) system and to place notices, circulars, and other materials in school mail boxes after first submitting a copy of such material to the principal for his/her information and approval.
- 5.4 Dues Deductions - The employer agrees to deduct from the salaries of its employees dues for the Association, as said employees individually and voluntarily authorize the employer to deduct and transmit the monies within thirty (30) days to the Association. Employees requesting dues deductions shall do so by submitting a NEA-NH membership application to the payroll department at the SAU office. Such deductions may be made in a lump sum or prorated over twenty (20) paychecks.
- 5.5 Management Rights Clause - The School Board reserves to itself sole jurisdiction and authority over matters of policy and retains the right, in accordance with applicable laws and regulations (a) to direct employees of the school district, (b) to hire, promote, assign, and retain employees in positions with the school district, and, with just cause, to demote, suspend, discharge, or take other disciplinary action against employees as defined by contract, (c) to relieve employees from duties because of lack of work or for other legitimate reasons, (d) to maintain the efficiency of the school district operations entrusted to them, (e) to determine the methods, means, and personnel by which such operations are to be conducted, and (f) to take whatever actions which may be necessary to carry out the mission of the school district in situations of emergency.
- 5.6 Rights of Parties - All members of the bargaining unit shall function within the parameters of the job description for which they have been hired. Deviation from the job

description is permissible if reasonable and mutually agreeable.

Article VI
Work Year, Work Week, Work Day

- 6.1 **Work Year** - The normal work year for employees shall be specified for each position by the School Board in writing prior to August 1. Changes in agreement will be made only by mutual consent.
- 6.2 **Work Week** - The normal work week for all employees is Monday through Friday.
- 6.3 **Work Day** - The normal work day for employees shall be specified for each position by the School Board in writing prior to August 1. An employee working five (5) hours or more shall receive a paid lunch of thirty (30) minutes. Changes in agreement will be made only by mutual agreement.
- 6.4 **Breaks** - All employees will be entitled to one paid fifteen (15) minute relief time within each complete four (4) hour work period.
- 6.5 **Substitutes** - Recognized members of the agreement asked or required to substitute for an absent teacher shall receive substitute pay or their pay plus one-half (1/2) substitute pay, whichever is higher. Every reasonable effort shall be made to find a substitute for the paraprofessional who agrees or is required to substitute teach.
- 6.6 **Unscheduled Early Release/Delayed Opening/Closure** – Nothing in this agreement shall require the employer to keep offices - school and administration - open in the event of inclement weather, or when otherwise prevented by weather conditions or other emergencies that require closing the schools. When the schools are closed to students due to the above conditions, employees shall not be required to report to their job assignments. However, if an employee is a full-time calendar year employee and is deemed to be essential personnel and does not report for work, he/she shall suffer loss of salary for actual hours missed or may use personal leave or vacation leave. Full-time school year, full-time extended year, and part-time employees will be allowed to make up the time when the students' calendar is adjusted, but he/she will be required to work the specified number of days and hours for each position. On the occasion when school is delayed or dismissed early due to inclement weather or other emergencies that require a delayed opening or early dismissal, the unit member will be permitted to make up lost time at the discretion of the building principal.
- 6.7 The administration will make an honest attempt to provide substitutes.

Article VII
Vacations

- 7.1 **Vacation Pay** – After one year, all calendar year employees (260 scheduled days+/-) are eligible for vacation pay. Eligible employees who have not served five years for the

District will accrue one (1) vacation day per month of service. After five years of continuous service, eligible employees will earn the equivalent of 15 days vacation per year accrued at 1.25 days per month. After ten years of continuous service, eligible employees will earn the equivalent of 20 days vacation per year accrued at 1.67 days per month. Employees must work or be on compensable leave for at least 11 days in a month in order to earn the vacation leave. Vacation days for the year may be reflected on the pay stub, but may not be used until earned unless special circumstances exist and approval is granted by the supervisor and Superintendent.

- 7.2 The School District reserves the right to limit the number of employees who may be on vacation at any one time and establish procedures for selecting vacations.
- 7.3 Earned vacation pay will be paid in full to the named beneficiary of the employee's life insurance policy at death or to employee at retirement or termination.
- 7.4 Use of Earned Vacation Time - Earned vacation time may not be accumulated to the following year, except that vacation earned during a year will be carried over until September 1 of the following year, and if not used by then will be lost.

Article VIII
Holidays

- 8.1 All full-time calendar year employees (i.e., normally scheduled to work 260 days or more) in the bargaining unit who have completed the probationary period (180 days) shall be paid for the following named holidays.

Independence Day	Day After Thanksgiving
Labor Day	Christmas Day
Columbus Day	New Year's Day
Veterans' Day	Martin Luther King, Jr. Day
Thanksgiving Day	Presidents' Day
	Memorial Day

All full-time school year employees (30 hours, 190 days) who have completed the probationary period (180 days) shall be paid for the following holidays provided that school is not in session:

Labor Day	Thanksgiving Day
Columbus Day	Day After Thanksgiving
Veterans' Day	Martin Luther King, Jr. Day
	Memorial Day

If school is in session, or scheduled for a listed holiday, employees are expected to work, and another day will be designated as a paid day for all employees. Overtime pay does not apply to a holiday that becomes a school day.

- 8.2 In order to qualify for the holiday pay referred to in Section 8.1, the employee must have worked the last scheduled work day before the holiday and the first scheduled work day

after the holiday. A bona fide sick day, vacation day, or bereavement day before or on the first scheduled work day after the holiday shall be considered a work day for this purpose. If the above named holidays referred to in Section 8.1 fall on a Saturday or a Sunday or a day when school is in session, the following Monday shall be considered a holiday; but if the employees are required to work that day, they shall be allowed equivalent time off at a time to be approved by the Superintendent of Schools.

- 8.3 All hours paid on a holiday shall be counted as hours worked for the purpose of computing overtime.

Article IX
Working Conditions

- 9.1 No employee shall be required to dispense or administer medication.
- 9.2 No employee shall be required to open up or lock up a building.
- 9.3 Members of the bargaining unit will not be required to punch a time clock.
- 9.4 No bargaining unit member shall be required to provide student transportation. No one will be dismissed if they decline to transport students, but they may be transferred to a different position where student transportation is not needed.

Article X
Vacancies, Transfers and Promotions

- 10.1 The District reserves and shall have the right to make promotions and transfers primarily on the basis of ability and performance of duty, but shall be governed by seniority where equal ability and performance of duty have been demonstrated to the District.
- 10.2 The District agrees that whenever a new job is created in any school, or a vacancy is created in any school, the name of the school, the name of the job, the requirements and pay grade of the job shall be posted in all schools and all employees shall be given four (4) days to apply for said job. If this were to occur during a vacation, the President or their designee shall be notified by the District.
- 10.3 In case of transfer to another classification within the bargaining unit, transfers will be lateral for the purpose of computing wage. For example, an Aide at Step 3 transferred to Administrative Assistant by the School Board would be employed at Step 3.
- 10.4 The CESP positions are organized according to job responsibilities that include: Aide (Program/Title I/Behavioral/Cognitive Impairment/Significant Need), Administrative Assistant, Secretary/Receptionist/Clerical Aide, Technology Aide. Appointment to a position will be based on the specific job description and the discretion of the administrator.

Article XI
Seniority

- 11.1 Seniority shall be defined as the length of service within the District as a member of the bargaining unit. Accumulation of seniority shall begin on the employee's first working day. In the event that more than one individual employee has the same starting date of work, position on the seniority list shall be determined by the position on the School Board's agenda for hiring. Seniority is based upon continuous service in the District from the most recent date of initial employment.
- 11.2 Part-time employees shall accrue seniority on a pro-rata basis.
- 11.3 All employees shall hold dual seniority dates. The first shall reflect his/her most recent date of hire by the District. The second shall reflect his/her most recent date of District employment in one of its classifications. For purposes of this provision, all employees shall be placed in one of the following classifications based on their current assignments and seniority in one classification will not carry over to another classification.
- A. Aide (Program/Title I/Behavioral/Cognitive Impairment/Significant Need)
 - B. Administrative Assistant
 - C. Secretary/Receptionist/Clerical Aide
 - D. Technology Aide

Clerical Aides hired prior to July 1, 2019, shall have their time in the Aide category counted towards their seniority dates in the new classification of (C) Secretary/Receptionist/Clerical Aide

- 11.4 The employer shall prepare, upon request from the Association, a seniority list. The Association asks that the information be submitted within ten (10) working days of the initial request.
- 11.5 Seniority shall be lost by an employee upon termination, resignation, retirement, or transfer to non-bargaining unit position.

Article XII

Reduction in Personnel, Layoff, and Recall

- 12.1 The District reserves and shall have the right to decide who shall be laid off or reduced, primarily on the basis of ability and performance of duty. Performance will be considered by categories (commendable, proficient, etc.). Performance evaluations from the six (6) most current evaluations will be averaged together to determine performance. Within that category, lay off shall be governed by seniority.
- 12.2 If seniority is the determiner, the person with the least seniority in the District will be laid off first.
- 12.3 Laid-off employees will be rehired in the reverse order of layoff. All employees who have been laid off will be kept on a recall list for a maximum of one (1) year. Refusal to accept a position in the same category, two times, resulting from layoff or recall from

layoff shall result in termination of the relationship between the employee and the District. An employee who is offered a position outside of the category and/or different from their regular yearly schedule, shall have the right to refuse the offer and remain on the recall list and not lose their seniority. If employees are RIF'd and would be offered continued employment, they may remain on the district health and dental insurance as agreed upon in the collective bargaining unit. If there is no job opening by August 31, the employee will only be responsible for the co-pay for July and August. Any employee rehired for the next school year shall not be required to undergo a waiting period for insurance whether or not they have continued insurance coverage on their own.

- 12.4 Laid-off employees will be rehired on the basis of performance level and seniority within the specific CESP positions of - Aide (Program/Title I/Behavioral/Cognitive Impairment/Significant Need), Administrative Assistant, Secretary/Receptionist/Clerical Aide, Technology Aide.

Article XIII **Compensation**

- 13.1 Definitions - The employment schedule of each employee shall be as set forth in Appendix "A."

Appendix A reflects the following:

School year 2022-23

Step 0-9 \$1.50/hr raise

Step 10+ \$1.50/hr raise

New Step 15+ an additional 2.0% raise

(At the beginning of year 15, employees shall advance to Step 15+)

School year 2023-2024

Step 0-9 3% raise

Step 10+ 3% raise

Step 15+ 3% plus a 2% raise

School year 2024-2025

Step 0-9 3% raise

Step 10+ 3% raise

Step 15+ 3% plus a 2% raise

- 13.2 In placing personnel on one of the Conway Support Personnel Scales, the Superintendent will determine which definition best applies to the job opening. The position will be advertised, filled, and maintained on that basis.

13.3 Performance Based Level Requirement

If an employee is rated in the Basic category they will receive an improvement plan. If an employee receives two consecutive Basic category ratings, the School Board reserves the right, on recommendation of the Superintendent, to hold this employee on the same

rate of pay. The School Board also reserves the right, on recommendation of the Superintendent, to hold a bargaining unit member on the same rate of pay if his/her performance is rated in the Unsatisfactory category of the evaluation procedure. The bargaining unit member shall be notified by the Superintendent concerning a recommendation to withhold advancement and the reason for the recommendation, all prior to the recommendation to the School Board. Upon request of the bargaining unit member, the School Board will review its decision and may, at its discretion, change its decision and place the bargaining unit member on the level as of the date of its decision. No request for review will be received prior to November 1, and any change in salary that results will not be retroactive.

13.4 Overtime - The following conditions shall apply to all overtime work (see Appendix E for CESP Compensatory Timesheet).

(A) Employees shall obtain written pre-approval from their direct supervisor for working beyond their normally scheduled hours on a biweekly basis that follow the timesheet submission dates.

(B) Time and one-half will be paid for all hours worked over 8 hours in one day or over 40 hours in one week.

Time and one-half will be paid for all hours worked on Sundays and holidays. In the case of holidays, this will be in addition to holiday pay if the employee is entitled to holiday pay for that day; except that if school is in session, or scheduled for a listed holiday, employees are expected to work, and another day will be designated as a paid day for all employees. Overtime pay does not apply to a holiday that becomes a school day.

(C) Paid leave shall count toward hours worked, excluding FMLA calculation of worked hours, which uses actual worked hours and therefore does not include paid leave.

(D) Compensatory time off may be approved in lieu of overtime pay if mutually agreeable to the employer and the employee. Such compensatory time shall be earned at time and one-half for overtime or straight time in the instance of employees who work less than 8 hours a day or less than 40 hours a week. If compensatory time has not been taken by the last day of the school year, it will be paid before the end of the fiscal year (at straight time).

(E) Compensatory time off shall be approved by mutual agreement and used in 1 hour increments, half days or whole days.

(F) There shall be no duplication of overtime.

13.5 (A) Educational Incentive Reimbursement - The School Board agrees to reimburse full-time employees the actual tuition cost, up to the University of New

Hampshire comparable cost, incurred for education conferences or courses (prorated for part-time employees) A pool of \$19,000 will be shared district-wide by all CESP members. Any member may apply for up to no more than eight (8) credits per contract year. Reimbursement will be distributed equally on a cent per dollar basis should the request exceed the amount available. The said reimbursement will be made at the end of the school year. The cost of additional hours beyond eight (8) credits will be reimbursed if the Superintendent requires those courses. Applications for such activities and estimated expenses must be submitted in advance to the Superintendent of Schools to be used in part for his/her action concerning approval or disapproval.

- (B) All training should be tied to district, school, and professional improvement target goals.
 - (C) If the School District requires that a current employee obtain specific training, reimbursement of costs including tuition fees and training materials will be made pending successful completion of said training.
- 13.6 Wages - Other than negotiated increases to the scale, salary increases are those resulting from promotion to another level. Promotions between levels are dependent upon satisfactory performance that meets or exceeds the District standards.
- 13.6.1 In order to obtain a year's credit, the employee must work at least one-half (1/2) year plus one (1) day.
 - 13.6.2 New employees will be placed on the salary scale at the discretion of the Superintendent based on prior experience, provided that no new employee will be placed on the scale at a level higher than current employees with the same level of experience.
 - 13.6.3 Salary levels for the beginning of each promotional level will be attached to this agreement.
- 13.7 Educational Stipends – An employee shall receive a stipend of \$.10 per hour for having an Associates Degree. Those with a Bachelor's degree shall receive a stipend of \$.50 per hour upon hire. Those employees with a current or past teaching certificate shall receive an additional \$.50 per hour beyond the Bachelor's degree upon hire. Current employees would receive the commensurate increase for the 2022-2023 wage. For those employees who anticipate an increase by attaining a degree for the following school year, notification must be provided to the SAU 9 Human Resources Manager by November 1st of the year preceding the effective change. If the anticipated change does not begin at the start of the school year, the additional stipend shall begin February 1st following confirmation of the new degree.

*For those employees who have both an Associates degree and Bachelor's degree, the stipend shall not be combined, they shall receive \$.50 per hour (not \$.60 per hour).

13.8 Payroll Options - At the beginning of each school year, school year and extended year employees may select one of three payroll options:

- (A) Hourly rate – paid by hours worked per pay period
- (B) 22 equal payments – salary prorated over 42-week contract period with 22 payments.
- (C) 26 equal payments – salary prorated over 52 weeks with 22 payments, plus a lump sum of the balance due at the end of the school year. Anyone employed after September 1 shall be limited to the per hour basis of pay.

Calendar year employees will not have the 22 week or 26 week option. School year employees who are employed in extended year programs will be paid on a separate schedule for those extended year programs.

Article XIV **Insurance**

14.1 Health Insurance- Health Insurance benefits will be available to all unit members who regularly work thirty (30) hours or more per week.

Effective July 1, 2022 –

The District may, only with the consent and agreement of the Conway Education Support Personnel obtain such insurance from a different carrier provided the benefits are equivalent to those benefits provided in Article 14. All insurances required by this agreement specify that carriers shall be licensed to do business in New Hampshire.

The current health insurance plan shall stay in effect for the term of this agreement, unless both parties mutually agree to reopen negotiations for the purposes of discussing health insurance.

Plan options will include: NH Interlocal Trust / Harvard Pilgrim HMO SUPER \$1,500.

The plan includes a deductible in the amount of \$2,000 for a single, \$4,000 for a two person and \$4,000 for a family plan. An employee shall participate and complete a mutually agreed upon program in which the NHIT shall contribute \$1,000 for a single, \$2,000 for a two person plan and \$2,000 for a family plan.

The insurance program year will run from July 1 – June 30. There will only be one deductible applied per contract year.

The District will provide a Health Reimbursement Account (HRA) that can be used for any eligible medical expenses for eligible individual employees and the employee's eligible dependents. The District reserves the right to contract with a third- party administrator for the processing and reimbursement of these allowed expenses.

For the 2022-2023 contract year, the District shall provide the following:

- Employee only: up to \$500 to be used for deductible/co-insurance and other related medical expenses
- Employee plus one: up to \$1,500 to be used for deductible/ co-insurance and other related medical expenses
- Employee plus two or more: up to \$1,500 to be used for deductible/ co-insurance and other related medical expenses.

For the 2023-2024 contract year, the District shall provide the following:

- Employee only: up to \$500 to be used for deductible/co-insurance costs only
- Employee plus one: up to \$1,500 to be used for deductible/co-insurance costs only
- Employee plus two or more: up to \$1,500 to be used for deductible/co-insurance costs only

For the 2024-2025 contract year, the HRA account will remain active and the District shall not contribute any funds to the employees' HRA account.

NHIT offers a deductible contribution in the amount of \$1,000 for the employee only, \$2,000 for an employee plus one and \$2,000 for an employee plus two or more. In order to be eligible for the NHIT deductible contribution the employee will have to participate and complete a designated program that is mutually agreed upon by the CESP and the Conway School District.

Unencumbered funds from the District deductible contribution and the NHIT deductible contribution shall rollover for the 2022-2023 and 2023-2024 and 2024-2025 contract.

The Board will pay 80% of the premium cost of the NH Interlocal Trust / Harvard Pilgrim HMO SUPER \$1,500 plan. The employee is responsible for the remaining 20%.

Employees will have the option of purchasing a more expensive plan from NHIT. They will be responsible for any cost above the District's share of the HMO Super \$1500 plan.

In accordance with the IRS Section 125 Tax Code, the District will provide the opportunity for employees to contribute to a Flexible Spending Account (FSA). The maximum amount that can be rolled over shall be allowed.

14.1.A Retirement Health Insurance - All full-time employees, who have reached the age of 55, at the time of retirement, are eligible for retirement health insurance according to the table below.

The retiree's share of the insurance premium is to be paid to the District office in advance of the due date of payment to the health insurance carrier. If the retiree fails to pay the retiree's share as specified, the coverage will lapse without liability to the Conway School District.

Any employee who retires and had not previously taken the District's insurance plan, will have the option of receiving the retiree health insurance benefit per the table below, throughout their time of retirement.

<u>Hire Date</u>	<u>Years Worked in Conway</u>	<u>Date Retiring</u>	<u>Retirement Health Insurance Available</u>
Before June 30, 2005	10		<ul style="list-style-type: none"> - Same plan/cost as active employee (to age 65) <li style="padding-left: 20px;">- Single, 2-person or family - Medicare supplemental program/cost as active employee and offered by district's insurance carrier available for Single, 2 Person plan
Between July 1, 2005 to June 30, 2014	15	2020-2029	<ul style="list-style-type: none"> - Same plan/cost as active employee (to age 65) <li style="padding-left: 20px;">- Single, 2-person or family - Medicare supplemental program/cost as active employee and offered by district's insurance carrier available for Single, 2 Person plan
Between July 1, 2014 to June 30, 2019	20	2034	<ul style="list-style-type: none"> - Same plan/cost as active employee (to age 65) <li style="padding-left: 20px;">- Single, 2-person or family - Medicare supplemental program/cost as active employee and offered by district's insurance carrier available for Single, 2 Person plan
After July 2019	20	2039	<ul style="list-style-type: none"> - Same plan/cost as active employee (to age 65) - Single only, employee can upgrade to 2 person or family, but any additional cost will be the retiree's responsibility. - Medicare supplemental plan available at the employee's cost

14.2.A Health Insurance Waiver - The School Board will provide an insurance waiver payment of \$4,800 to any employee who certifies health insurance coverage through a spouse or other legitimate source, and thus waives coverage by the School District. For married couples working for the School District, one member would be entitled to this waiver payment.

14.2.B An IRS section 125 program will be made available to all bargaining unit members for the health insurance premium co-payment.

- 14.3 Delta Dental Plan – The School Board agrees to pay 90% of the premium cost of a single membership, or those who qualify, a family membership, in Delta Dental for the following coverage: Coverage A – 100%, no deductible; Coverage B – 95%, no deductible; Coverage C – 50%, no deductible. The employee will be responsible for the remaining 10% of the premium cost.

Only employees who are regularly scheduled to work 30 hours per week or more will qualify for the dental insurance program.

Maximum Contact Year Benefit – The maximum amount which your plan will pay is \$1,000 per person per Contract Year.

- 14.4 The School Board will pay the premium for each employee who qualifies for such a program for a Group Term Life and Accidental Death and Dismemberment Insurance Policy (\$35,000 Life Insurance/\$35,000 Accidental Death and Dismemberment). The selection of this Group Term Life and Accidental Death and Dismemberment Policy will be at the sole discretion of the Conway School Board.

Only employees who are regularly scheduled to work 30 hours per week or more will qualify for the Group Term Life and Accidental Death and Dismemberment Policy.

- 14.5 The purpose of Workers' Compensation Insurance purchased by the District is to provide an employee the opportunity to receive his/her regular salary on those occasions when an absence occurs because of a work related injury and the claim is accepted by the insurance carrier. It is not intended that an employee will receive more than the regular salary.

(A) When a claim is accepted by Workers' Compensation Insurance, an employee will receive a set portion of wages as determined by the insurance carrier. There are two (2) options available to an employee:

(1) An employee may elect to receive the difference between the Workers' Compensation payment and the regular salary as a School District employee. In the event the employee chooses to receive the differential, one-half (1/2) day sick leave will be charged for each day absent.

(2) An employee may elect not to receive the differential between Workers' Compensation payment and the regular salary, in which instance no absence will be charged to sick leave.

(B) Upon notice from the Workers' Compensation insurance carrier of the benefits to be paid, the employee shall advise the District payroll clerk which option they have chosen.

(C) The differential between Workers' Compensation and the regular salary shall

cease when the employee's cumulative sick leave is exhausted.

- (D) An employee absent from work due to work related injury may be terminated after the Workers' Compensation benefits have been exhausted, or after one year of continuous absence, whichever occurs first.
- (E) In order to verify the Workers' Compensation payments, the School District will be advised by the insurance carrier of all non-medical payments to the employee. Based on the option chosen, the payroll clerk shall make the appropriate adjustments in district payments and sick leave records.

14.6 A Conway School District Health Insurance Review committee will be established, represented by three (3) CESP members, (3) Conway School Board members, representatives from AFSCME, CEA and administration to review health insurance options annually.

Article XV **Temporary Leaves of Absence**

15.1 Sick Leave

Any employee hired after June 30, 2019 shall be entitled to the following number of sick days:

- 183-197 days = 10 sick leave days
- 197-220 days = 11 sick leave days
- 221+ days = 12 sick leave days

Unused sick leave shall be cumulative from year to year up to a maximum of ninety (90) days.

All employees hired prior to June 30, 2019 and employed on a ten (10) month basis shall be entitled to (see below). Unused sick leave shall be accumulative from year to year up to a maximum of one hundred and twenty (120) days.

All employees hired prior to June 30, 2019 and employed on a ten (10) month basis shall be entitled to the following number of days shall be entitled to commensurate sick days as outlined below:

- 183-197 days = 13 sick leave days
- 197-220 days = 14 sick leave days
- 221+ days = 15 sick leave days

Unused sick leave shall be accumulative from year to year up to a maximum of one hundred and twenty (120) days.

After an employee has accumulated the maximum number of sick days, employees will

be paid \$20.00 for each unused sick day past the maximum at the end of the school year.

The employee shall notify the Principal, or his/her designated representative, of his/her inability to work at the earliest possible time prior to the time set for his/her regularly scheduled working hours. After five (5) consecutive days of illness, a medical certificate will be required at the employee's expense. The School Administrative Unit office will maintain a record of all credits and debits to the sick leave account of each employee. These sick leave accounts are available for inspection by the employee. Accumulated sick days will be reflected on the pay stub stating the number of sick days accumulated as of September 1 of each year. Any or all of these sick days may be applied toward an illness in the immediate family (as defined in 15.4).

- 15.2 Legal - An employee called as a Juror will be paid the difference between the fee received for such service and the amount of straight-time earnings lost by reason of such service. Satisfactory evidence of such service must be submitted to the employee's supervisor. All time spent on jury duty will be counted as hours worked up to but not in excess of the number of hours that constitute that person's normal work day.
- 15.3 Personal Business Leave - Personal leave shall be available to all employees covered by this Agreement in situations which require absence during employment and/or school hours for the purposes of transacting or attending to personal or legal business, or family matters. Personal leave will be granted for not more than three days per year. Personal leave requests immediately before or after a holiday (vacation breaks, summer vacation, long weekend, state and federal required school closing), or after May 31st, shall be considered only under extenuating circumstances and shall require the approval of the Superintendent on an individual basis. Appropriate documentation may be required. Leave under this article shall be with at least forty-eight (48) hours advance notice to the building principal. The notification time required may be waived by the building principal in unusual or emergency circumstances. Use of personal leave shall be granted with the approval of the building principal, but approval shall only be withheld in such instances as in the judgment of the building principal will severely hamper the school in its ability to fulfill its educating function. Personal leave days are not accumulative from year to year. Personal leave will not be deducted from sick leave.
- 15.4 Death in the Immediate Family - A maximum of five (5) days per year will be granted each employee for death in the immediate family. These days, if used, shall not be deducted from sick leave. The definition of the immediate family for the purpose of this policy shall be as follows: the immediate family includes father, mother, wife, husband, children, brothers, sisters, grandparents, mother and father-in-law, sister and brother-in-law. If in the opinion of the supervising principal, a relationship exists similar to that of the family relationship, this leave may be granted. These days are not accumulative from year to year.

Article XVI
Illness Leave Bank

- (A) The School Board agrees to establish an Illness Leave Bank to cover employees in the

event of a long term illness or injury. The Illness Leave Bank plan is provided as part of a comprehensive disability protection plan created in lieu of short term and long term disability insurance programs. Employee participation in the Illness Leave Bank plan is optional. The Illness Leave Bank shall be administered by a committee composed of three (3) members of the Association appointed by the President of the Association. This committee shall hereinafter be called the Illness Bank Administrative Committee (Administrative Committee).

- (B) Participation in the Illness Leave Bank plan is accomplished by the completion of the instrument provided and set forth in the Appendixes (APPENDIX B) of this Agreement. Completion and submission of this instrument (APPENDIX B) to the Administrative Committee must be made by each employee wishing to participate in the Illness Leave Bank plan. This submission, indicating the desire to participate, must be accomplished by October 15 of the contract year of enrollment. Each employee wishing to participate and to be covered by the Illness Leave Bank plan shall agree to donate, initially, one (1) day to the bank. This day shall be deposited in the Illness Leave Bank. The donated day will be deducted from the employee's personal accrued illness leave. Accumulated days will be carried over from year to year, but in no case shall more than two hundred (200) days be carried over.
- (C) If the number of days in the Bank drops below fifty (50) all members in the Bank who wish to remain eligible for usage of the Bank must contribute an additional one (1) day to the Bank.
- (D) A participant in the Illness Leave Bank plan shall be eligible to request short term or extended benefits from the Illness Leave Bank after an incapacitating illness, injury, or disability, provided he/she has exhausted all of his/her accrued personal, illness, and vacation leave. Request for Illness Leave Bank benefits must be made in writing to the Administrative Committee. Approval of such requests shall be made at the sole discretion of the Administrative Committee. Approval of any and all requests is restricted to no more than the total number of days accrued in the Illness Leave Bank. An individual is limited to a maximum fifty (50) day withdrawal from the Bank per year.
- (E) The Illness Leave Bank Committee may provide all bargaining unit members with an annual accounting of accrued illness leave days donated and available in the Illness Leave Bank plan. The Administrative Committee shall provide the office of the Superintendent, in writing, an annual accounting of per annum days donated and total accrued illness leave days available in the Illness Leave Bank. The Administrative Committee will promptly notify the office of the Superintendent, in writing, of any benefits duly approved by the Administrative Committee, and such approved days will be posted to and deducted from the total accrued days available in the Illness Leave Bank.

Article XVII
Extended Leaves of Absence

- 17.1 Child Care Leave - Upon application of the employee, an unpaid child care leave of

absence shall be granted to employees, male or female, for children born or adopted, who have been employed at least one (1) year before said application to extend for a period of three (3) months after the birth or adoption of the child. At the end of the three (3) month period, the employee may extend the child care leave until June 30. If an employee who has been granted a child care leave of absence in accordance with the provision shall fail to return to work upon the expiration of such leave of absence, the employee shall be deemed to have voluntarily terminated employment.

- (A) An employee's health, dental, and life insurance coverage will be continued during the first three months of leave with the District continuing to pay its share of the premium. Following the first three months, insurance coverage continues at the employee's option, but the employee pays the full premium.
- (B) The employee must return to the District for at least 30 days following the unpaid leave. Employees who fail to return to work following the leave for 30 days will be required to reimburse the District for the District's contribution to medical and dental benefits. Upon request of the employee to waive reimbursement, the Superintendent shall consider extenuating circumstances. The Superintendent shall review these requests on an individual basis.
- (C) An employee returning from child care leave will return to the same duties and building, or those of a similar nature, as determined by the School Board, as were performed prior to the beginning of the absence, and be placed upon the salary scale at least at the level from which he/she left. If the employee has worked at least one-half (50%) of the school year, he/she will be entitled to advancement on the salary schedule.

Article XVIII

Safety Conditions and Occupational Injury

- 18.1 Employees shall immediately, not later than the end of their shift, report any and all defects of equipment.
- 18.2 Employees shall be required to report immediately any accident and any physical injury sustained.

Article XIX

Miscellaneous Provisions

- 19.1 Separability - If any provisions of this Agreement or any application of this Agreement to any employee or group of employees shall be found contrary to law by a court of competent jurisdiction, then such provision or application shall not be deemed valid and subsisting, except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.
- 19.2 This Agreement may not be modified, in whole or in part, by the parties except by an

instrument in writing, duly executed by both parties.

- 19.3 Any employee wishing to resign shall give 14 days written notice to the Chairperson of the School Board and the Superintendent. If there is not a 14 day notice the employee will owe the district \$200. Upon request of the employee to waive the \$200 fee, the Superintendent shall consider extenuating circumstances. The Superintendent shall review these requests on an individual basis.

Article XX
Duration of Agreement

- 20.1 This Agreement shall become effective July 1, 2022 and shall continue in effect until June 30, 2025, subject to the Association's right to negotiate a successor Agreement. This Agreement shall not be extended orally and it is expressly understood that it shall expire on the date indicated. Any extensions shall be mutually agreed upon in writing by the parties to the Agreement, and unless such extensions are agreed upon, this contract shall expire on the date indicated herein.

IN WITNESS WHEREOF, the parties hereto have caused these present to be signed by their duly authorized officers and representatives, or either, this 25th day of April, 2022.

Margaret Monson
Educational Support Personnel

5/5/2022
Witness

Michelle T. Cap
Conway School Board

4/25/2022
Witness

MR. R. 4/25/2022

Position Classification and Compensation Plan
Conway Educational Support Personnel

Effective 2022-23

\$1.50/hr increase over the 2021-2022 year and an addition of a 15+ level. All employees who have been in the district for fifteen (15) years will move to the 15+ level.

<u>Level</u>	<u>Aide</u>	<u>Secretary Receptionist Clerical Aide</u>	<u>Technology Aide</u>	<u>Administrative Assistant</u>
0, 1	15.95	15.95	15.95	17.17
2, 3	16.56	16.56	16.56	17.79
4, 5	17.25	17.25	17.25	18.45
6, 7	18.01	18.01	18.01	19.10
8, 9	18.81	18.81	18.81	20.10
10+	21.62	21.62	21.62	23.20
(2.0%) 15+	22.05	22.05	22.05	23.66

Effective 2023-2024

3% increase over the 2022-23 year

<u>Level</u>	<u>Aide</u>	<u>Secretary Receptionist Clerical Aide</u>	<u>Technology Aide</u>	<u>Administrative Assistant</u>
0, 1	16.43	16.43	16.43	17.69
2, 3	17.06	17.06	17.06	18.32
4, 5	17.77	17.77	17.77	19.00
6, 7	18.55	18.55	18.55	19.67
8, 9	19.37	19.37	19.37	20.70
10+	22.27	22.27	22.27	23.90
(2.0%) 15+	22.71	22.71	22.71	24.37

Effective 2024-2025

3% increase over the 2023-24 year

<u>Level</u>	<u>Aide</u>	<u>Secretary Receptionist Clerical Aide</u>	<u>Technology Aide</u>	<u>Administrative Assistant</u>
0, 1	16.92	16.92	16.92	18.22
2, 3	17.57	17.57	17.57	18.87
4, 5	18.30	18.30	18.30	19.57
6, 7	19.11	19.11	19.11	20.26
8, 9	19.96	19.96	19.96	21.32
10+	22.94	22.94	22.94	24.61
(2.0%) 15+	23.40	23.40	23.40	25.11

CONWAY SCHOOL DISTRICT
Conway Educational Support Personnel
AUTHORIZATION FOR PARTICIPATION IN THE ILLNESS LEAVE BANK

Name _____ Social Security # _____
District _____ Contract/School Year _____

To: Illness Leave Bank Administrative Committee

I hereby request and authorize the Illness Leave Bank Administrative Committee (Administrative Committee) to deduct one (1) day from my personal accrued illness leave. I understand that this donated day shall become part of the accrument of days of the Illness Leave Bank. I understand that the donation of this one (1) day to the Illness Leave Bank plan is final and not returnable.

I understand that participation in the Illness Leave Bank plan is governed by the following provisions:

- (1) Participation in the Illness Leave Bank plan is optional.
- (2) Employees wishing to participate in the Illness Leave Bank plan shall commit to participation in the plan with this instrument.
- (3) One day will be deducted only upon initial enrollment or when the Illness Leave Bank falls below 25 days.
- (4) Participation in the Illness Leave Bank plan must be initiated by the completion and submission of this instrument by the employee to the Administrative Committee.
- (5) Participation in the Illness Leave Bank plan shall be maintained only by completion and submission of this instrument by the employee to the Administrative Committee.
- (6) This instrument shall be submitted to the Illness Leave Bank Administrative Committee no later than October 15th of the contract year of enrollment.
- (7) That application for benefits available from the Illness Leave Bank plan must be made in writing to the Illness Leave Bank Administrative Committee.

By my signature below, I signify my wish to participate in the Illness Leave Bank plan, and that I understand the above and all the provisions of the Illness Leave Bank (ARTICLE XVI) plan as made under the master contractual agreement.

Signature Date

I do not wish to participate in the Illness Leave Bank

Signature Date

**Conway School District
Support Staff Evaluation Form**

Evaluator: _____

Employee's Name: _____ Date _____

This evaluation captures performance from:

September-December _____ December-April _____ Other (please specify timeframe and/or change in position) _____

Position/Title: _____ School/Dept: _____

For the performance factors listed below, indicate with the appropriate number, the effectiveness with which they were applied in achieving the results. When evaluating each factor apply the following definitions:

Commendable: *Exceptional performance, role model for peers*

Proficient : *A skillful worker who consistently meets requirements and expectations*

Basic: *Improvement needed to increase effectiveness: growth will strengthen ability to handle responsibilities*

Unsatisfactory: *Unacceptable job performance*

Performance Factors	Performance Rating				Weighted Total
	Commendable (4)	Proficient (3)	Basic (2)	Unsatisfactory (1)	
Application of Knowledge and Skill Set (30%)					
Knows and implements best practices in accordance with scope of position					
Creatively and proactively problem-solves with a solution-focused mindset					
Demonstrates self-direction, flexibility, and responsiveness in a variety of situations					
Professionalism and Self-Reflection (30%)					
Displays high standards of ethical behavior in interactions with colleagues, students, administration and community and remains confidential at all times					
Reflects on own performance by welcoming feedback, seeking and implementing professional development to enhance professional practice					
Maintains organized shared work spaces and materials					
Professional Responsibilities (20%)					
Maintains complete and accurate documentation relative to job responsibilities					
Consistently performs all assigned responsibilities as expected and on time					
Effectively communicates with colleagues verbally and/or in writing in a timely and tactful manner					
Complies with all district and school policies and procedures					

Contribution to the Educational Community (20%)	Commendable (4)	Proficient (3)	Basic (2)	Unsatisfactory (1)	
Promotes and maintains a positive attitude and school culture					
Demonstrates a desire to participate in school projects and events					
Maintains effective working relationships with colleagues students, administration and community					
Seeks opportunities for professional growth, and takes initiative to contribute positively to the school community					
Rating Scale:	Commendable 4-3.5	Proficient 3.49-3	Basic * 2.99-2	Unsatisfactory* 1.99-0	Total Points:

Overall Rating:

**If you are rated at the overall basic performance level you will receive an improvement plan. If for two consecutive evaluations you are rated at the overall basic performance level, you may be retained at the same rate of pay.
 **If you are rated at the overall unsatisfactory performance level, you may be held at the same rate of pay.*

Additional Comments

This evaluation has been discussed with me. () I agree with the contents () I disagree with the contents

Statement: I understand that I may submit a letter within (1) week to the principal/Administrative Evaluator stating reasons of any disagreement, which will be attached to this document.

 Signature of Employee Date Signed Signature of Evaluator Date Signed

Application of Knowledge and Skills (30%)	Controllable (4)	Proficient (3)	Basic (2)	Unsatisfactory (1)
Knows and implements best practices in accordance with scope of position	Based on a strong knowledge base, consistently implements best practices in accordance with scope of current position and shares knowledge and strategies.	Based on a strong knowledge base, consistently implements best practices in accordance with scope of current position with assistance from leadership.	With assistance from colleagues and leadership, is beginning to develop knowledge around best practices and makes attempts at implementing learned strategies in accordance with scope of current position.	Requires significant assistance from colleagues and/or leadership to implement best practices or rarely implements best practices in accordance with scope of position.
Creatively and proactively problem-solves with a solution-focused mindset	Consistently problem-solves in a creative and proactive manner with a solution-focused mindset and is capable of assisting others in problem-solving.	Consistently problem-solves in a creative and proactive manner with a solution-focused mindset.	Is beginning to develop strategies to problem solve in a creative and proactive manner and may require guidance and/or assistance from colleagues and/or leadership.	Requires significant assistance from colleagues and/or leadership to problem solve creatively and proactively or may rarely engage in problem-solving.
Demonstrates self-direction, flexibility, and responsiveness in a variety of situations	Demonstrates self-direction, flexibility, and responsiveness in all situations.	Demonstrates self-direction, flexibility, and responsiveness in most situations.	Demonstrates self-direction, flexibility, and responsiveness in a limited scope of situations.	Requires significant assistance from colleagues and/or leadership to respond appropriately to situations or rarely demonstrates self-direction and/or flexibility.
Professionalism and Self-Reflection (30%)	Controllable (4)	Proficient (3)	Basic (2)	Unsatisfactory (1)
Displays high standards of ethical behavior in interactions with colleagues, students, administration and community and remains confidential at all times	Consistently displays and encourages high standards of ethical behavior and confidentiality in interactions with colleagues, students, administration and/or community.	Consistently displays high standards of ethical behavior and confidentiality in interactions with colleagues, students, administration and/or community.	Inconsistently displays high standards of ethical behaviors and confidentiality in interactions with colleagues, students, administration and/or community.	Exhibits unprofessional and/or unethical behavior in interactions with colleagues, students, administration and/or community.
Reflects on own performance by welcoming feedback, seeking and implementing professional development to enhance professional practice	Consistently reflects on own performance by welcoming feedback, seeking and implementing professional development to enhance professional practice, and shares knowledge with colleagues.	Consistently reflects on own performance by welcoming feedback, seeking and implementing professional development to enhance professional practice.	Occasionally reflects on own performance by welcoming feedback, however requires encouragement to seek and implement professional development to enhance professional practice.	Requires significant support to self-reflect, seek and implement professional development in order to enhance professional practice.
Maintains organized shared work spaces and materials	Consistently maintains organized shared work spaces and materials with colleagues or assists others when needed.	Consistently maintains organized shared work spaces and materials.	Inconsistently maintains organized shared work spaces and materials and/or may require assistance.	Requires significant support to maintain organized shared work spaces and materials.
Professional Responsibilities (20%)	Controllable (4)	Proficient (3)	Basic (2)	Unsatisfactory (1)
Maintains complete and accurate documentation relative to job responsibilities	Consistently maintains complete and accurate documentation relative to job responsibilities, and willingly assists colleagues when needed.	Consistently maintains complete and accurate documentation relative to job responsibilities.	Requires support to maintain complete and accurate documentation relative to job responsibilities.	Does not maintain complete and accurate documentation relative to job responsibilities.

Consistently performs all assigned responsibilities as expected and on time	Consistently performs all assigned responsibilities as expected and on time and assists others if needed.	Consistently performs all assigned responsibilities as expected and on time.	Performs some, but not all, responsibilities as expected and on time and/or requires support to perform all assigned responsibilities when expected and on time.	Does not perform all assigned responsibilities as expected or on time.
Effectively communicates with colleagues verbally and/or in writing in a timely and tactful manner	Effectively and pro-actively communicates with colleagues verbally and/or in writing in a timely and tactful manner.	Consistently communicates with colleagues verbally and/or in writing in a timely and tactful manner.	Inconsistently communicates with colleagues verbally and/or in writing in a timely and tactful manner.	Ineffectively communicates with colleagues verbally and/or in writing.
Complies with all district and school policies and procedures	Consistently complies and encourages others to comply with all district and school policies and procedures.	Consistently complies with all district and school policies and procedures.	Does not comply with all district and school policies and procedures and/or requires frequent direction to comply with all district and school policies and procedures.	Violates school district policies and procedures.
Contribution to the Educational Community 20%	Commendable (4)	Proficient (3)	Basic (2)	Unsatisfactory (1)
Promotes and maintains a positive attitude and school culture	Consistently promotes, maintains, and actively encourages a positive attitude and school culture.	Consistently promotes and maintains a positive attitude and school culture.	Most of the time promotes and maintains a positive attitude and school culture.	Does not actively promote or maintain a positive attitude and/or contributes negatively to the school culture.
Demonstrates a desire to participate in school projects and events	Consistently participates in school projects and events, and encourages the participation of others recognizing that these projects and events contribute positively to the school community within contractual work hours.	Consistently participates in school projects and events recognizing that these projects and events contribute positively to the school community within contractual work hours.	Most of the time participates in school projects and events within contractual work hours.	Rarely participates in school projects or events within contractual work hours and/or does not recognize that these projects and events contribute positively to the school community.
Maintains effective working relationships with colleagues, students, administration and community	Consistently maintains and promotes effective working relationships with colleagues, students, administration and school community and seeks opportunities for collaboration, team-building and growth.	Consistently maintains and promotes effective working relationships with colleagues, students, administration and school community.	Most of the time maintains and promotes effective working relationships with colleagues, students, administration and school community and/or may require support to maintain effective working relationships.	Has difficulty and/or requires significant support to maintain effective working relationships with colleagues, students, administration and school community.
Seeks opportunities for professional growth, and takes initiative to contribute positively to the school community	Consistently seeks opportunities for professional growth, applies knowledge to contribute positively to the school community, and encourages the development of these skills in others.	Consistently seeks opportunities for professional growth, and applies knowledge to contribute positively to the school community.	Occasionally seeks opportunities for professional growth, and/or requires support to contribute positively to the school community.	Rarely seeks opportunities for professional growth and/or takes initiative to contribute positively to the school community.

CESP COMPENSATORY TIMESHEET

Employee _____ School _____
 Position _____

COMP Time Request/Approval

<u>Date</u>	<u>Strategy</u>	<u># Hours</u>	<u>Pre-approval signature</u>	<u>Time Worked Employees Initials (i.e. 3:00-4:00 pm)</u>	<u>Completed hours Admin. Signature</u>
Total Hours Approved					

COMP Time Used

<u>Date Approved for Usage</u>	<u># Hours Used Employee Initials</u>	<u>Admin. Signature</u>
Total Hours Used		

Balance of Comp Time Remaining _____ as of _____ Date