

AGREEMENT
BETWEEN THE
DOVER SCHOOL BOARD
AND THE
DOVER TEACHERS' UNION
NEA-NEW HAMPSHIRE, NEA

September 1, 2019

through

August 31, 2022

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ARTICLE I

MANAGEMENT RIGHTS, DEFINITIONS

A. RECOGNITION

The Dover School Board recognizes the Dover Teachers' Union, NEA-New Hampshire, NEA, as the exclusive representative of all full-time, part-time and job-sharing teachers including classroom teachers, school counselors, nurses, librarians/media specialists, curriculum advisors, special education teachers, speech and language therapists, learning disabilities professionals, physical and occupational therapists, social workers, reading specialists, athletic trainers, behavior specialists, career assessors, family services facilitators, intervention specialists, math coordinators, literacy facilitators, psychologists, social skills counselors, therapeutic counselors, and federal projects personnel, excluding the Superintendent, Assistant Superintendent, Business Administrator, High School Principals, Deans, Assistant High School Principals, Middle School Principals, Assistant Middle School Principals, Elementary School Principals, Curriculum Coordinators, Athletic Director, Career Technical Education Director, Special Education Director, Supervisors, and Administrators, Social Workers who are funded by federal grants awarded to the school district but not employed by the school district, and other positions excluded by RSA 273-A.

B. JURISDICTION

The jurisdiction of the Union shall include those persons who perform the duties or functions of the categories of employees in the bargaining unit. The Union's jurisdiction shall not extend to child benefit personnel, substitutes, aides, part-time personnel, or to personnel in positions excluded by the Recognition provision above.

C. MANAGEMENT RIGHTS

The School Board, subject only to the language of the Agreement and RSA 273-A, reserves to itself full jurisdiction and authority over its exclusive right to manage its affairs, including but not limited to: (a) the right to determine the means and methods of operation to be carried on; (b) to direct its employees; (c) to determine the methods, means, and personnel by which the operations of the schools are to be conducted; (d) to maintain the efficiency of the school district's operations entrusted to them; and (e) to conduct district operations in a safe and efficient manner.

D. DEFINITIONS

The term "Board" as used in this Agreement means the Dover School Board.

The term "Union" as used in this Agreement means the Dover Teachers' Union, NEA-New Hampshire, NEA.

The term “parties” as used in this Agreement refers to the School Board and the Union as participants in this Agreement.

The term “school” as used in this Agreement means any work location or functional division maintained by the School District.

The term “principal” as used in this Agreement means the responsible administrative heads of their respective schools.

The term “teacher” or “employee” as used in this Agreement means a person employed by the School Board in the bargaining unit as described in Article I-A.

The term “Union Representative” as used in this Agreement means any qualified member of the bargaining unit who is designated by the Union to act as its representative.

The term “Union Building Representative” as used in this Agreement means any qualified member of the bargaining unit who is designated by the Union to act as its representative at meetings and conferences at the school building level.

The term “state or national union representative” as used in this Agreement means any staff employee of the NEA-New Hampshire or the NEA. This term will be specifically stated whenever such representation is permitted under the terms of this Agreement.

The term “full-time” as used in this Agreement shall include any person who performs seventy-five (75%) or more of a normal teaching assignment, excepting job-share positions. Teachers who perform less than 100% but 75% or more of a normal teaching assignment will receive full benefits. Teachers hired after July 1, 2011 who perform less than 75% of a normal teaching assignment, and teachers hired before July 1, 2011 who perform less than 50% of a normal teaching assignment, will have their benefits package (inc. health, dental, life, leave, course reimbursement, disability and any other fringe benefits not listed) pro-rated to the equivalent of their assigned teaching duties. Teachers hired before July 1, 2011 who perform 50% or more of a normal teaching assignment will receive full benefits.

The term “substitute” as used in this Agreement shall not apply to any person who has an employment commitment or contract with the school district for more than ninety (90) school days. Nothing in this contract shall prohibit the School Board from hiring up to three (3) persons as teachers for up to one hundred eighty (180) days each in the same school year on a conditional non-contractual basis for extraordinary reasons by giving prior written notification to the Union. Such persons (up to three [3] in a school year) shall be considered substitutes for the purpose of this Agreement.

The term “instructional work day” as used in this Agreement shall mean a time span beginning when students are first required to be in the school building and ending when students are formally dismissed.

Whenever the singular is used in this Agreement, it is to include the plural.

ARTICLE II

NO-STRIKE PROVISION

In consideration of this Agreement and its terms and conditions, the Union, its officers, representatives, and members shall not, during the term of this Agreement, and within the District, engage in or condone any strike, slow-down, work stoppage, or other concerted refusal to perform any legitimate assignment on the part of any employee(s) represented hereunder.

ARTICLE III

GRIEVANCE PROCEDURE

A. GRIEVANCE

A “grievance” shall mean a complaint by a teacher or a group of teachers that there has been an alleged violation of a term or provision of this Agreement. Provided the notice required by RSA 189:14-a is given, the non-renewal of a teacher’s contract is not grievable under this Agreement; however, the teacher may pursue all rights afforded by RSA 189:14-a and RSA 189:14-b. A grievance must be initiated within twenty (20) school days after the grievant knew, or should have known, of its occurrence. Grievances related to events during the school year shall be initiated no later than ten (10) business days after the last day of student attendance.

B. GRIEVANCE PROCEDURE

1. Level One (Informal)

A grievant will first discuss the grievance with the building principal or immediate superior, either directly or through the Union’s Representative, with the objective of resolving the matter informally. Failure to reach a mutually satisfactory resolution may be cause for the teacher to refer the grievance to Level Two.

2. Level Two—Principal (Formal Written)

A grievant wishing to process a grievance at Level Two will do so in writing to the Principal or immediate supervisor within eight (8) school days from the conclusion of the discussion at Level One. The grievance shall be specific in nature and shall state the remedy requested. The Principal or immediate supervisor shall establish a formal conference on the matter, and whenever a grievance is filed by a teacher without the Union’s Representative, the Principal or immediate supervisor shall notify the Union and shall give the Union the opportunity to be present and to state the views of the Union. The aggrieved teacher and the Union shall be given at least two (2) school days’ notice of said conference. The Principal or immediate supervisor shall respond in writing eight (8) school days from the date the formal grievance is filed. The Principal’s decision shall be presented in writing to both the teacher and the Union.

3. Level Three—Superintendent

If the grievant is not satisfied with the Principal's decision rendered at Level Two, the grievant may, within eight (8) school days of receipt of that decision, appeal that decision to the Superintendent. The grievance must be submitted in writing stating the specific nature of the grievance and remedy requested and shall include a copy of the Level Two decision. The Superintendent may schedule a meeting at a mutually convenient time to discuss the grievance with the teacher and the Union. Both parties reserve the right to include consultants in any such meeting. The Superintendent shall respond in writing together with supporting reasons to the teacher, Union, and Principal within ten (10) school days from the date the grievance is filed at Level Three. This period may be expanded to twenty (20) school days if the Superintendent is unable to address the matter because of previous commitments.

4. Level Four—School Board

If a grievance remains unsettled after having been processed through Level Three, the grievant may, within eight (8) school days from the date the decision is rendered at the previous level, submit the grievance to the School Board, in which case, the grievance is to be submitted in writing and shall specify the nature of the complaint and the remedy requested. Copies of the previous decisions are to be included with the grievance. Within eight (8) school days from the date the grievance is filed at Level Four, the School Board will establish a mutually convenient date and time for a meeting to discuss the matter. Both parties reserve the right to include consultants in any such meeting. The School Board shall render its decision in writing together with supporting reasons to the teacher, Union, Principal, and Superintendent's office within twenty (20) school days from the date the grievance is received.

C. ARBITRATION

- 1.** Any grievance which remains unsettled after having been fully processed pursuant to the provisions of the grievance procedure as stated herein may be submitted to arbitration by the Union by filing with the School Board and the American Arbitration Association a request for arbitration within twenty (20) school days after the final decision of the School Board has been given to the Union.
- 2.** A request for arbitration shall state, in reasonable detail, the specific nature of the dispute and the remedy requested. The dispute as stated in the request for arbitration shall constitute the sole and entire subject matter to be heard by the arbitrator, unless the parties mutually agree to modify the scope of the hearing. Only one request shall be scheduled for the same arbitration hearing except by mutual agreement of the parties.
- 3.** In the conduct of an arbitration hearing, the applicable provisions of the Voluntary Labor Arbitration Rules of the American Arbitration Association shall apply.

4. The arbitrator shall issue a decision no later than thirty (30) days from the date of the close of the hearings or, if oral hearings have been waived, then from the date of transmitting the final statements and proofs to the arbitrator. The decision shall be in writing and shall set forth the arbitrator's opinion and conclusion on the issue submitted. The decision of the arbitrator shall be final and binding, except that any decision of the arbitrator which requires the School Board to expend more than one thousand five hundred dollars (\$1,500) shall be advisory to the School Board which shall, in such cases, make a final decision within twenty (20) school days after receiving the arbitrator's decision.
5. Both parties agree the arbitrator shall be prohibited from modifying or adding to this Agreement.
6. Each party will bear the total cost incurred by themselves. The cost of the arbitrator shall be shared equally by the parties to the dispute.

D. ADDITIONAL PROVISIONS

1. The grievant may be accompanied by a local Union representative at conferences held at either Level One or Level Two.
2. The grievant may be accompanied by a local Union representative or a state or national Union representative at Level Three and Level Four.
3. Any complaint which is filed with any agency or court may not also be filed as a grievance under the Agreement.
4. The Union President may on behalf of the Union file grievances affecting the contractual rights of the Union. The Union may not grieve on behalf of an employee when said employee opts not to grieve.
5. The time limits in this article may be reduced or extended by mutual agreement of the parties at each and any level.
6. Failure to refer a grievance to the next level within the specified time shall be considered an acceptance of the decision rendered.
7. Failure at any level of the grievance procedure to render a decision within the specified time limits shall permit the grievant to proceed to the next level.
8. The School Board and the Union shall guarantee the individual freedom from restraint, interference, coercion, discrimination, or reprisal in presenting his/her appeal with respect to his/her personal grievances.
9. All documents, communications, and records dealing with the processing of a grievance will be filed separately from the personnel files of the participants.

ARTICLE IV

WORKING CONDITIONS

A. IN-SCHOOL WORK YEAR

1. The work year for teachers (other than personnel who may be required to attend additional orientation sessions and those teachers whose individually negotiated teacher contracts so state) will begin on the Monday preceding Labor Day. Schools shall not be in session on the Friday preceding Labor Day and shall terminate no later than June 30th.
2. The work year for teachers shall consist of up to one hundred eighty-four (184) working days. The District shall allow teachers in grades pre-K through 8 to spend one full non-student day performing parent conferences and shall schedule no other mandatory activities that day.
3. Those teachers on eleven (11) month teacher contracts will work no more than two hundred sixty-one (261) days as stated in their contractual agreement.
4. Teacher attendance shall not be required whenever student attendance is not required due to inclement weather, except as is otherwise provided by this Agreement.
5. Kindergarten teachers may be required to attend Camp Explore for a maximum of three days. Camp Explore shall be scheduled no earlier than one week prior to the first work day for the non-kindergarten teachers.

B. SCHOOL DAY

1. The existing instructional workday for teachers shall not be increased without prior notification and consultation with the Union.
2. Teachers may be required to be present in the school building for a maximum of twenty-five (25) minutes to be divided by the Principal before and after the instructional work day, but in no case shall a teacher be required to arrive more than twenty (20) minutes before the instructional work day or required to stay more than twenty (20) minutes after the instructional work day. All assigned duties will be performed within the time periods described in the preceding sentence except when the Principal declares inclement weather duty which may extend beyond the regular before- and after-school duty periods. Except when on duty teachers may leave the building five (5)* minutes after the instructional work day on Fridays and the day preceding a holiday or vacations.

*Time may be reduced at the discretion of the Superintendent.

3. Teacher on-site time shall not exceed seven (7) hours and fifteen (15) minutes per school day.

C. EVALUATION OF STUDENTS

Teachers shall be prepared to substantiate the method and work used in determining grades that are understandable to most parents. K-4 teachers shall establish an appropriate student evaluation process approved by the elementary principals, and specialty area teachers shall establish an appropriate student evaluation in consultation with the curriculum advisor and approved by the building principal. No grade shall be changed without good cause and without consultation with the teacher.

D. LUNCH PERIOD

Teachers shall be provided a thirty (30) minute, duty-free, lunch period except during periods of inclement weather.

E. PREPARATION PERIODS

1. The School Board will not change existing preparation period allowances and practices in the Middle School, High School, Career Technical Center, and Bellamy Academy unless such changes result from changes in the overall school schedule. Preparation periods shall only be provided to teachers who have instructional responsibilities. The Superintendent or his/her designee shall determine annually which teachers have instructional responsibilities. Preparation periods at the Middle School, High School, Career Technical Center, and Bellamy Academy shall equal one (1) class period (or an equivalent arrangement) under any new school schedule.
2. Elementary teachers may be excused from their classrooms during such time as classes are receiving instruction in related arts classes. If the related arts teacher is absent, the School Board will provide a substitute. There will be a daily forty-five (45) minute continuous preparation period at the elementary level, and those teachers shall also have an additional ten (10) minutes of preparation time at the beginning or end of their lunch time. It is the intent of both parties to sustain this length of preparation periods beyond the 2013-14 school year, depending upon district resources making it possible.
3. The District shall not require or request that a probationary teacher substitute for another teacher during her/his preparation period during her/his first three years of employment by the District.
4. Preparation periods should be used primarily for preparing classroom lessons/units and meeting with colleagues for common planning and development of classroom lessons/units. Teachers may be required to use their preparation periods for tasks necessary to the performance of their jobs, including, but not limited to, IEP meetings, curriculum work, assessment analysis, and professional learning communities.

F. MEETINGS

1. Teachers may be required to remain after the end of the regular workday, without additional compensation, no more than two (2) days per month, except up to three (3) inclusive, in September, to a maximum of twelve (12) days per year for the purpose of attending faculty or other professional

meetings involving total staff. Such meetings shall start within ten (10) minutes of the contractual end time and run for no more than sixty (60) minutes.

2. Meetings other than emergency which take place after the regular in-school work day and which require attendance shall not be called on Fridays or any day immediately preceding any holiday or vacation period.
3. The written notice of any meeting shall be given to the teachers involved at least twenty-four (24) hours prior to any meeting, except in an emergency. The Principal shall set the agenda for said faculty meetings. However, teachers shall have the opportunity to suggest items for said agenda.
4. Teachers may be required to attend no more than two (2) evening assignments or meetings each school year without additional compensation.
5. Teachers shall be required to devote two (2) planning periods and/or meetings per month to Professional Learning Communities.

G. PARENT CONFERENCES

Parent conferences shall be conducted by prior arrangement and mutual agreement between the parent and the teacher. Both parties recognize the possible need for teachers to be available outside of regular school hours for such conferences.

H. LEAVING THE BUILDING

1. **A.** During their duty-free lunch, teachers may leave the building by signing out and noting the time that they shall return.
B. During their preparation periods, teachers may leave the building only for educational purposes or with the permission of the building principal. The teacher shall sign out and note the time that the teacher shall return.
2. Absence from duty (except in cases of emergency) shall result in proportional loss of pay.

I. SCHOOL CALENDAR

1. The school calendar shall be established by the School Board and made available to the Union and the general public eight (8) months in advance of the school year affected. No changes in the school calendar shall be made without written agreement between the Union and the School Board. School shall not be in session on the Wednesday preceding Thanksgiving.
2. In the event that the District eliminates one student day from the school calendar, teachers shall be given a work day on their last contract day of the school year to complete end-of-year tasks. In the event that the District eliminates more than one student day from the school calendar, the District shall meet and confer with the DTU regarding the teachers' remaining contract days, but

at least one day shall be used as a work day to complete end-of-year tasks. The Union's preferences regarding the use of any additional days shall be given due consideration.

J. CERTIFICATION

1. The School Board agrees to give priority in hiring teachers certified by the State Board of Education.
2. In defining certification, provisional certificates shall be accepted as certification as defined in the *Certification Standards for Educational Personnel in New Hampshire*.
3. Teachers shall not be required to teach outside their area of certification.

K. INSTRUCTIONAL MATERIALS

1. Teachers with the appropriate requisitions may purchase materials and be reimbursed for said materials provided said materials are consistent with the instructional program.
2. Teachers shall have access to available duplicators, computers, audio and video equipment, and other such materials for their use in preparing and using instructional materials for their classroom.
3. Every attempt will be made to see that photocopiers will be available for either teacher use, or materials will be copied for teachers, within a reasonable period of time.

L. TEACHER FILES

1. A teacher shall have the right, upon request, to review the contents of the teacher's personnel files and to make copies of any documents contained therein. A teacher must have a witness of the teacher's choice present during such review.
2. At least once every three (3) years, a teacher shall have the right to indicate those documents and/or materials in the teacher's file which the teacher believes to be obsolete or otherwise inappropriate to retain.
3. No teacher or administrator shall cause documents to be removed from the personnel file unless said action is approved by mutual agreement.
4. Although the district agrees to protect the confidentiality of personal references, academic credentials, and other similar documents received prior to the teacher's initial employment, it shall not establish any separate personal file which is not available for the teacher's inspection.
5. Each teacher shall acknowledge that an opportunity has been given to see such material by signing the filed copy, with the express understanding that such signature in no way indicates agreement with the contents thereof. The teacher shall have the right to submit a written response to such material, and the teacher's response shall be attached to the original material.

6. Material will be removed from the files and destroyed when a teacher's claim that it is inaccurate, untrue, or unproven is sustained.

M. TEACHER EVALUATION

The parties recognize the importance and value of a procedure for assisting and evaluating the progress and success of both newly employed and experienced personnel for the purpose of improving instruction. Therefore, to this end, the following procedure has been agreed to in an effort to accomplish the goals.

1. Both parties recognize the responsibility to assist new teachers. During the first three (3) weeks of school, the Dover School Board through its administration shall orient all new teachers regarding evaluative procedures and instruments and School Board policies.
2. All monitoring or observation of the performance of a teacher shall be conducted openly and with the full knowledge of the teacher.
3. When a supervisor enters the classroom of a teacher engaged in teaching, the teacher shall assume that the supervisor is there for the purpose of teacher evaluation.
4. All evaluations will be in accordance with evaluation forms and procedures adopted by the School Board or the Superintendent prior to the start of a school year. All teachers will be informed of the position of the person that will be conducting any formal evaluations within three weeks after the start of the school year. At no time will a written evaluation be prepared by a member of the same bargaining unit. Nothing herein shall be construed to limit the sources of information used in the evaluation process.
5. When a supervisor makes and signs a written evaluation of a teacher, a copy will be given to the teacher who will acknowledge receipt thereof in writing; a copy will be given to the evaluator; and one copy will be filed in the Superintendent's office. The teacher will be presented a copy of the evaluation no later than ten (10) school days after the observation. If the teacher disagrees with any or all parts of the evaluation, the teacher may file written comments in the teacher's personnel file.
6. Teacher conferences may be requested by either the administration or the teacher. The conference will occur within ten (10) school days after the request for conference unless mutually agreed otherwise.
7. Assistance shall be provided as soon as possible to teachers upon recognition of difficulties.
8. Beginning immediately with the conference after the classroom observation, direction shall be offered to guide the individual toward the solution to his/her particular difficulties.

N. TEACHER RIGHTS

1. The dismissal notification required by RSA 189:13 shall be in writing stating just cause. Teacher non-renewals shall be governed solely by RSA 189:14-a and 14-b. Teachers shall be notified of non-renewal no later than April 15th. All other types of formal discipline and reprimands shall be in writing stating just cause.
2. The School Board agrees that whenever a teacher is required to appear before a Principal, the Superintendent, the School Board, or any Board thereof concerning a matter which could reasonably be assumed to lead to formal disciplinary action, prior written notice shall be provided of the reasons for such a meeting, and the teacher shall be entitled to have a Union representative present to advise and represent the teacher during such meeting. Any suspension of a teacher pending charges shall be with pay.
3. Any complaints regarding a teacher, which may have an effect on the teacher's evaluation or continued employment, that are made to the administration by any parent, student, or other person shall be in writing whenever possible and shall be promptly called to the teacher's attention.
4. The teacher shall have the right to answer any complaints, and the teacher's answer shall be reviewed by the administrator and attached to the filed complaint. An informal meeting shall take place if requested by the teacher and/or parent.

O. ACADEMIC FREEDOM

1. Each teacher is entitled to freedom of discussion within the classroom on all matters, which are relevant to the subject under study, and within the teacher's area of competence. Teachers shall accept responsibility for their statements.
2. The teacher shall be free of administrative censorship and/or discipline when the teacher speaks or writes as a citizen outside the school.
3. The private and personal life of a teacher outside the school is not within the appropriate control of the School Board.

P. DUTIES

All duties shall be fairly and equitably assigned on a rotating basis where practicable.

Q. CLASS SIZE

In accordance with NH Admin. Code Ed. 306.17 and District Policy, the District shall aspire to maintain class sizes as follows:

- Grades K-2: Twenty (20) students or fewer
- Grades 3-5: Twenty-five (25) students or fewer

- Grades 6-12: Thirty (30) students or fewer

ARTICLE V

COMPENSATION

A. BASIC SALARY SCHEDULES

The salaries and differentials of teachers are as agreed to as set forth in Appendix A, which is attached hereto and made part of this Agreement.

Teachers shall notify the District in writing by December 1st if they anticipate earning a salary track change in the first or second semester of the next school year. Track changes shall be awarded either at the beginning of the contract year or on the first day of the third academic quarter. To receive the track change, the teacher must provide evidence of the completed course work (an official or unofficial record) one (1) week prior to the first day of the contract year or one (1) week prior to the first day of the third academic quarter. If an unofficial transcript or grade report is provided, an official transcript or grade report must be provided by the teacher within thirty (30) days of submitting the unofficial transcript or grade report. If evidence of a salary track change is not provided by one (1) week prior to the first day of the third academic quarter, teachers must re-submit notification by December 1st that they anticipate earning a salary track change during the next contract year.

B. EXTRACURRICULAR ACTIVITY

1. Assignment to extracurricular activity shall be voluntary.
2. A schedule for payment of extracurricular duties is set forth in Appendix B which is attached to and made part of this Agreement.
3. The School Board may create and fund new extracurricular positions.

C. PLACEMENT ON THE SALARY SCHEDULES

1. Members of the bargaining unit shall be placed on the salary schedule at the step appropriate for degree status and years of experience unless the absence of available personnel prevents such placement.
2. Teachers entering the school system shall not be placed at a step or level higher than any currently employed teacher in the system having equal training, degree status, and/or experience.

D. METHOD AND TIME OF SALARY PAYMENT

Teachers shall receive their pay on Fridays and may elect one of the following methods for payment. In the absence of an election, teachers shall be paid under method (1) below:

1. Salary prorated over 52 weeks with 26 equal payments; or
2. Salary prorated over 52 weeks with 21 equal payments and one five-payment sum to be made at the end of the school year; or
3. Salary prorated over 42 weeks with 21 equal payments.
4. Once any of the above choices has been elected, that method of payment will remain in effect until written notification by the teacher of the new election for the following school year by July 1st. In the case of new teachers hired after July 1st, the election shall be made within five (5) days after the date of hire.
5. Teachers may have their paychecks directly deposited in their personal banks by submitting the appropriate direct deposit materials and authorizations to the school district.

E. ANNIVERSARY DATES

For purposes of salary payment, teachers serving ninety (90) work days or more will advance a step on the salary schedule on the first work day of the succeeding school year.

F. SUMMER / EXTRA DUTY PAY

1. Extended School Year

All teachers participating in the District's Extended School Year program shall receive their hourly per diem rate for the duration of the program. The per diem rate shall equal his/her annual salary divided by the number of contract days (184) divided by 7.25 hours.

2. Curriculum Work

All teachers performing approved curriculum development work for the District shall be paid an hourly rate based on the per diem rate set by Step 1 of the Bachelor's track on the Salary Scale (Appendix A). The per diem hourly rate shall equal the salary established in Step 1 of the Bachelor's scale as set forth in Appendix A, divided by the number of contract days (184), divided by 7.25 hours.

3. Trainings

All teachers participating in training for the District during the summer shall receive \$13.50 per hour.

4. Other Assignments

Any teacher assigned extra responsibility, such as chairperson, will be paid an extra stipend.

G. ACADEMIC COORDINATORS AND TEAM LEADERS

All Academic Coordinators and Team Leaders shall be paid an annual stipend as follows:

Department Academic Coordinator	\$2,500 + \$75/teacher
Team Leader	\$1,275

Feedback by Academic Coordinators and Team Leaders shall be limited to curriculum and/or curriculum implementation.

By October 15th, the District shall inform the DTU President of the names of employees receiving stipends under this section and the amounts of the stipends. Any changes or additions to stipends under this section shall be communicated to the DTU President within ten business days of the change taking effect. The parties will establish a committee to make recommendations for job descriptions under this section.

H. MILEAGE ALLOWANCE

Teachers who use their private automobiles for job-determined intra-district travel authorized by the Superintendent or the Superintendent's designee for assigned teaching (nursing) duties shall be reimbursed at the current IRS rate.

I. ITEMIZED PAYROLL DEDUCTIONS

A statement of payroll deductions shall be provided with each salary payment.

J. LONGEVITY

The School Board will provide longevity compensation based upon service within the District as follows:

Upon completion of 10 years	\$1,000
Upon completion of 15 years	\$1,250
Upon completion of 20 years	\$1,500
Upon completion of 25 years	\$1,750
Upon completion of 30 years	\$2,000
Upon completion of 35 years	\$2,250
Upon completion of 40 years	\$2,500

K. SEVERANCE PAY

All teachers retiring from the District who have a minimum of ten (10) years of service in the District, teachers leaving the District who have a minimum of ten (10) years of service in the District, as well as teachers who have a minimum of ten (10) years of service in the District and pass away while in the

District's active employment, shall receive severance pay in the amount of thirty (30) percent of all their accumulated sick leave at their current per diem rate.

L. RETIREMENT

Teachers must submit in writing, their irrevocable intent to retire or resign by November 15th of the last school year of employment or severance pay may be delayed one year for budgetary purposes. Notwithstanding, teachers may withdraw their intent to retire prior to April 15th in the event that there are significant and demonstrable changes in life/financial circumstances such as, but not limited to, the death of a spouse, unanticipated responsibility for dependents, illness of a family member, loss of a family member's income, loss of assets due to investment losses, or a reduction in benefits provided by the New Hampshire Retirement System.

ARTICLE VI

FRINGE BENEFITS

A. HEALTH INSURANCE

1. The School Board agrees to pay the premiums in the SchoolCare Health Program or another health program providing equivalent or improved benefits, coverages, and services as follows: 97% of the SchoolCare Yellow Plan with Choice Fund.
2. The teacher's contribution will be paid by the individual teachers through payroll deductions.
3. The School Board agrees to submit retired teachers' payments for the health insurance coverage at the school district group rate until said retirees attain the age of sixty-five (65) per the conditions of Form R-60.
4. In any year that at least fifteen percent (15%) of the bargaining unit declines health insurance coverage, each member so declining shall receive a lump sum payment of two thousand dollars (\$2,000) on or before December 15th of the school year. The calculation of the percentage of members declining coverage for the next contract year shall be determined as of May 15th.
5. The parties agree that all employee health and dental contributions shall be made in accordance with and pursuant to Internal Revenue Service Regulation 125.
6. The School Board shall establish a Section 125 Flexible Spending Account that covers qualified medical and dependent care expenses.
7. The district shall pay 100% of the cost of insurance premiums for eligible teachers who are married to another teacher and who enroll in two-person or family medical insurance. In addition, said employees shall receive a medical compensation stipend of \$1000 each, annually. This stipend shall be awarded annually and will be included with the first paycheck in December.

B. DISABILITY INSURANCE

The School Board will pay the premium for an income insurance program which will provide the following coverage: sixty percent (60%) of monthly salary up to three thousand dollars (\$3,000) maximum benefit to begin after ninety (90) consecutive calendar days or expiration of accumulated sick leave, whichever is greater. Said insurance will run until age sixty-five (65) and shall be coordinated with Social Security benefits.

C. LIFE INSURANCE

The School Board shall provide one hundred percent (100%) of the costs of a life insurance policy for each member of the bargaining unit with the following coverage: natural death - \$50,000, accidental death - \$100,000.

D. DENTAL INSURANCE

The School Board will provide a Delta Dental Insurance Plan equal to, or better than, the current plan the School Board provides the school administrators for all members of the bargaining unit as follows:

- 100% of the cost of a single coverage or
- 50% of the cost of 2-person or family coverage

E. LIABILITY INSURANCE

The School Board will provide an “errors and omissions coverage” to all members of the bargaining unit. Coverage shall be for \$1,000,000 single-incident coverage. This coverage will continue to be the same as is provided for the School Board and its administrators.

F. TAX-DEFERRED ANNUITY

The School Board agrees to allow teachers to take advantage of the federal law concerning tax-deferred annuities. Any new group must have at least ten (10) members.

G. COURSE REIMBURSEMENT

1. The sum of \$70,000 shall be made available in each year of the contract for course reimbursement. Teachers in degree-granting programs in their area(s) of certification or seeking to obtain a degree leading to administrative certification will receive up to the in-state UNH degree credit costs, or as prescribed in paragraphs three (3) and four (4) of this article, with a limitation of sixteen (16) credits per calendar year, while maintaining a “B” or better grade; a “B-” will not be accepted. Teachers who decided to seek graduate level degrees in areas outside of their teaching responsibilities or who enroll in non-graduate level courses must receive advanced approval from the Superintendent. Teachers will be allowed to take courses needed to obtain a CAGS or equivalent degree.

2. Non-degree Programs; Professional personnel enrolled in a graduate level course directly related to the individual's area of teacher or administrative assignment, but who are not enrolled in a prescribed curriculum, will receive 100% of the full in-state UNH cost or as prescribed in paragraphs three (3) and four (4) of this article, up to eight (8) credits per calendar year, while maintaining a "B" or better grade; a "B-" will not be accepted.
3. The Central Office will accept *Application for Course Approval* forms between August 1st and September 1st for classes ending during the next school year. Each teacher will be guaranteed full or partial reimbursement for one (1) course. If the total requested amount does not exceed available funds, reimbursement will be granted as prescribed in paragraphs two (2) and three (3) of this article. If the total requested amount exceeds available funds, the tuition reimbursement rate will be prorated equally.
4. If there are available funds, the Central Office will repeat the process prescribed in paragraph three (3) using the following dates: October 1st to November 1st; January 1st to February 1st; and April 1st to May 1st.
5. All requests for reimbursement must be received in the Superintendent's Office within thirty (30) days of the date a teacher is made aware of the grade awarded, or no reimbursement will be provided.
6. Course reimbursement, as referred to in paragraph #1 and #2 above, shall be paid only if taken in a New England state accredited program and/or other nationally accredited college or university. Foreign institutions will be evaluated based on credentials supplied to the school department by the teacher prior to attendance.
7. Graduate classes taken while on extended leave are not eligible for reimbursement but may be applied to advancement on the salary scale.
8. If ten (10) or more teachers enroll for the same graduate-level course offered at a District location, the District will pay the course provider directly. Other requirements of this section shall continue to apply, and teachers who do not satisfy the "B or better grade" requirement shall be responsible for the cost of the course.
9. Course reimbursements under Article VI, G, in June, July and/or August, in any year, will be contingent upon the teacher returning to teach in Dover for the following school year, unless the teacher is on an approved leave of absence for the following year.

H. DOMESTIC PARTNERS

The District shall grant civil union partners of employees all benefits that are granted to spouses of employees. The employee and her/his partner must be in a relationship that is legally sanctioned by the State of New Hampshire.

I. STUDENT LOAN REPAYMENT INCENTIVE

Any teacher hired at step one, two, or three with a start date no earlier than the beginning of the 2014-2015 school year, may participate in a voluntary student loan repayment incentive program. To enroll in this program, the teacher must agree to work for the District for a minimum of five years from the date of original hire. Upon enrollment, the teacher shall be eligible to receive \$1,000 per year towards repayment of that teacher's student loans for the first five years of employment. Payment shall be made during the last pay period of the school year. Should the teacher reject a contract for the ensuing school year, such that the teacher would fail to fulfill his/her commitment (5 years), the teacher shall forfeit the payment otherwise due in the last year of employment. Notwithstanding, teachers who leave employment involuntarily or who must relocate due to pressing family circumstances shall have no forfeiture imposed.

ARTICLE VII

LEAVES

A. SICK LEAVE

1. Each teacher will be allowed up to 15 sick days with full pay annually of which 5 may be used for the care of a sick family member and shall accumulate such sick days to a maximum of 160 days.
2. In the event that there is an extended absence of five (5) or more consecutive days, or ten (10) incidents of absence in one school year, such teacher may be required to provide the Superintendent's Office with written confirmation of the illness, injury, or disability from a physician. When the Superintendent feels that such written confirmation is insufficient or ambiguous, the Superintendent may require the teacher to undergo an examination by a physician selected mutually by the Union and the School District and paid for by the School District to confirm or refute the claimed illness, injury, or disability which forms the basis for the sick pay request by the teacher.
3. It is of mutual concern of the parties that sick pay benefits will not be abused.
4. Disability as a result of pregnancy shall be treated as any other temporary disability.
5. Each teacher shall receive a notice of the teacher's sick leave by the first payday in October.

B. PERSONAL LEAVE

1. Subject to the limitations herein and upon written notification received at the Superintendent's office at least forty-eight (48) hours prior to the commencement of such leave, a teacher may receive with full pay, two (2) days personal leave each school year to attend to the teacher's personal, family or business affairs. Personal days may not be used to extend vacation periods. Vacation periods are defined as (1) Thanksgiving, (2) Christmas Break, (3) Winter Break, and (4) Spring Break.

2. No more than five (5) teachers (except when the Superintendent authorizes more) per school day may be authorized personal leave. A list of all available personal days will be kept at the building level and made available to bargaining unit members upon request.
3. The first five (5) teachers to submit to the Superintendent's office written notification of personal leave for any school day shall be granted such leave.

C. EMERGENCY LEAVE

1. Teachers may receive, with full pay, three (3) days emergency leave each school year to attend to such cases as home exigencies, quarantine by the Health Department, serious illness of a member of the employee's immediate family or permanent household requiring the personal care of that member by the employee, or any other reasonable category approved by the Superintendent.
2. Emergency leave shall require the prior approval of the Superintendent. In cases where the reasons are of a highly personal nature, prior notification shall be given, indicating that the reasons are private with only such justification as is necessary to provide the Superintendent with adequate cause for granting the leave.
3. All leave requests shall be made in writing. Non-scheduled emergency leave shall be supported in writing as soon after the fact as possible. The Superintendent or the Superintendent's designee is obligated to respond in writing, identifying support or denial upon receipt of request.

D. BEREAVEMENT LEAVE FOR DEATH

1. When requested, teachers may receive, with full pay, funeral leave each school year as follows:

-Not to exceed one (1) day:

1. Aunt or uncle
2. Step-grandparents, step-aunts or step-uncles
3. Close personal friends, if approved by the Superintendent

-Not to exceed three (3) days:

1. Grandparent
2. Brother-in-law or Sister-in-law
3. Sister-in-law
4. Son-in-law
5. Daughter-in-law
6. Sister

7. Brother
8. Parents-in-law
9. Step-relations 2-7
10. Relatives living in the household

-Not to exceed five (5) days:

1. Spouse or domestic partner
 2. Child
 3. Parent
 4. Sister or brother living in the household
 5. Step-children, step-parents, step-sister or step-brother living in the household
2. The Superintendent may extend funeral leave upon a teacher's request.

E. RELIGIOUS LEAVE

Teachers may receive, with full pay, three (3) days leave each school year for nationally recognized religious holidays where the tenets of the teacher's religion prohibit work on such holidays. Teachers shall give two (2) weeks advance written notice to the Superintendent for all days of religious leave.

F. JUROR OR WITNESS LEAVE

Teachers on jury duty shall be entitled to pay differential and continued benefits while fulfilling jury duty. An employee who is called for service on a jury, or who is called as a witness on behalf of the District in a civil or criminal case, will be granted paid leave for the period of time he/she is unable to report to work for this reason. Application for the leave shall be made as far in advance as possible and submitted with a copy of the subpoena or notice of jury duty. Where applicable, the employee shall pay over to the Dover School Board and City of Dover any money paid for jury duty.

An employee who is a victim of a crime may leave work so that the employee may attend court, or other legal or investigative proceedings associated with the prosecution of that crime. The employee must use his or her personal and/or emergency leave for any absences related to the prosecution of the crime. An employee may not use sick time for this purpose. If an employee lacks sufficient paid leave to cover the absence, the employee will be granted unpaid leave.

G. PROFESSIONAL LEAVE

With the prior approval of the Superintendent or the Superintendent's designee, teachers shall be entitled to a total of three (3) days leave of absence per school year with full pay for attendance at

professional meetings, conferences, conventions, for the purpose of school visitation, and for the purpose of receiving a higher degree. Except under extenuating circumstances, written notice of professional leave shall be received in the Superintendent's office seven (7) school days prior to such leave. Leaves shall not be available under this section of the contract to attend ceremonial events such as a graduation ceremony.

H. ACADEMIC LEAVE

1. An academic leave of absence without pay will be granted at the request of any staff member who has been employed in the system for four or more years. All academic leaves shall last for one (1) full school year of the Dover public schools.
2. Application for academic leave shall be made no later than March 15th of the year preceding the year of leave.
3. Upon return to teaching duties in Dover, teachers in degree-granting programs will receive reimbursement for up to the in-state UNH degree credit costs with a limitation of sixteen (16) credits per academic year while maintaining a "B" or better grade; a "B-" will not be accepted.
4. A teacher on academic leave shall notify the Superintendent no later than March 15th of the leave year that the teacher intends to return to teaching at the beginning of the next school year or the Superintendent may consider the teacher as resigned.

I. FAMILY LEAVE

1. A teacher who is pregnant shall be entitled, without pay or salary schedule growth, upon request, to a leave to begin at any time between the commencement of her pregnancy and one (1) school year after the child is born to her. It shall be the duty and responsibility of the teacher to notify the Superintendent, in writing, of her desire to take such a leave. Except in cases of emergency, the teacher shall also give at least thirty (30) days-notice prior to the date on which her leave is to begin. A teacher who is pregnant may continue in active employment until as late into her pregnancy as she desires, provided she is able to properly perform all required functions.
2. A teacher on maternity leave must notify the Superintendent, in writing, of her intent to return to her position or the equivalent by March 15th preceding the beginning of the school year. The Superintendent shall provide timely acknowledgment in writing of such notice from the teacher.
3. A non-child bearing teacher may be entitled, upon request, to unpaid family leave for up to one (1) school year following the birth of that teacher's child. The non-child bearing teacher must submit the leave request at least thirty (30) days in advance and must notify the Superintendent of his/her intent to return to his/her prior position or equivalent by March 15th preceding the beginning of the school year.

4. Any teacher adopting a child may be granted a leave of absence at any time after the date of adoption and may continue up to one school year after the adoption. Such leave may commence upon the teacher's receiving de facto custody of said child, or up to three (3) months earlier, if necessary, to fulfill the requirements for the adoption.

J. MILITARY LEAVE

Military leave shall be granted to any teacher who is inducted or called to active duty in any branch of the armed forces of the United States. For the period of said call to active duty, said teacher will be compensated by the District paying the difference between their school district salary and their annualized military salary. Upon return from such leave, a teacher will be placed on the salary schedule at the level that the teacher would have achieved had the teacher remained actively employed in the system during the period of the absence. Salary scale growth limit is to equal the period of original induction or period of call to active duty. However, the period for tenure shall not be reduced by the person's active duty.

K. UNION LEAVE

The Union President or the President's designee shall receive five (5) school days per year to attend to the affairs of the Union. Any Union Member duly elected shall be granted one day of union leave to attend the annual NEA-NH Assembly of Delegates. In addition to the Union President or his/her designee, one (1) additional Union member who holds a state or national office may be granted additional leave time by the Superintendent.

L. EXTENDED LEAVE

Teachers may apply for an unpaid extended leave of absence which shall be granted at the discretion of the Superintendent and subject to the approval of the School Board for any of the following reasons:

1. Professional activities associated with an agency of the government, inclusive of elective office
2. To accept a position as an officer or representative of his/her state or national union
3. Peace Corps
4. Vista Program
5. National teachers' groups
6. Job-related travel
7. Prolonged illness, needed rest, and necessities of the home; professional improvement; or for any other activity which would benefit the Dover School System.

M. OTHER LEAVE PROVISIONS

1. All benefits to which a teacher was entitled at the time a leave of absence commenced shall be restored to the teacher upon return, and the teacher will be assigned to the same or an available substantially equivalent position.
2. A teacher on a leave of absence must notify the Superintendent by March 15th, in the year which the teacher's leave expires, of the teacher's intent to return the following September.
3. Leaves of absence may be extended by the School Board.
4. Teachers shall be granted the full amount of sick, personal and emergency leaves at the beginning of each year. Teachers shall be required to reimburse the District on a pro-rated basis if the teacher leaves the District prior to working sufficient days to earn any leave taken.

N. SICK LEAVE BANK

1. Each covered employee under this Agreement may donate up to two (2) days of accumulated sick leave each year by September 30th. The maximum number of days the Bank shall be allowed to carry over from year to year shall be the number of bargaining unit members, minus the number of new hires for the upcoming year. The Bank shall be allowed to accumulate up to an amount equal to the number of members in the bargaining unit. Any covered employee who contributes to the Sick Bank may borrow sick days from this Bank based upon the following formula:
 - a. Up to one year of service in this system, 15 days additional sick leave;
 - b. Up to two years of service in this system, up to 30 days additional sick leave;
 - c. Up to three years or more of service in this system, up to 45 days additional sick leave.
2. The basic criteria for applying for and using sick leave from this Sick Bank shall be:
 - a. The covered employee's accumulated sick and personal leave shall have been exhausted;
 - b. The covered employee shall have been involved in a major operation, or a serious and prolonged illness;
 - c. The days borrowed by the covered employee shall be paid back by the borrowing employee at a rate of not less than six (6) days per year, except that days previously donated by the covered employee would be subtracted from the days borrowed.
3. Application for use of the Sick Leave Bank shall be made to an Association-designated committee of three (3) teachers for evaluation and disposition based upon reasonable rules and regulations adopted by the Association to administer this benefit. The decision of the Association committee

to approve use of the Sick Leave Bank shall be communicated in writing to the Superintendent for record-keeping purposes. It shall also be the responsibility of the Association to communicate in writing to the Superintendent's Office the names of employees contributing to the Sick Leave Bank.

O. SABBATICALS

A teacher with more than seven (7) years' teaching experience in the Dover School District may qualify for a year-long unpaid sabbatical. Application for sabbatical leave must be submitted to the Superintendent by November 15th of the school year prior to the year in which the teacher intends to take the sabbatical. The application must contain a statement of what the teacher intends to do with his/her sabbatical leave and how that leave benefits the District. All sabbatical leaves are subject to approval by the Superintendent, with consideration given to the following conditions:

1. No more than two (2) sabbatical leaves will be granted in any given school year.
2. No more than one (1) sabbatical per year will be granted to personnel in a single department.
3. Seniority, as well as benefit to the District, will be considered in determining which sabbatical requests will be granted.

The teacher shall not seek employment in another School District or School Administrative Unit in the State of New Hampshire during the sabbatical. If a teacher engages in such employment during the sabbatical, the District is under no obligation to return that teacher to his or her position.

The Superintendent's decision shall be final. Article III.C of this Agreement shall not apply to this Section.

Following completion of a sabbatical leave, the teacher will return to the same or equivalent position for which he/she is certified. The teacher will receive credit for one year of service to the District. The teacher shall notify the District by March 15th of the year in which he or she takes the sabbatical of his/her intention to return the following school year.

ARTICLE VIII

EXCLUSIVE UNION RIGHTS AND RESPONSIBILITIES

A. PAYROLL DUES DEDUCTION

1. The School Board agrees to deduct from the salaries of its teachers' dues for the Dover Teachers' Union, NEA-New Hampshire, NEA, as said teachers individually and voluntarily authorize the School Board to deduct. Said monies shall be transmitted to the Dover Teachers' Union treasurer on a monthly basis.
2. The Dover Teachers' Union shall certify to the School Board in writing the current rate of its membership dues. If there is any change in the rate of its membership dues, the Union shall give

the School Board written notice prior to the effective date of such change. Dues deductions shall be made on each pay week in an amount equal to $\frac{1}{21}$ or $\frac{1}{26}$ of the annual dues as defined in this paragraph.

3. The Union shall be notified of any teacher being dropped from payroll deductions.
4. Any teacher desiring to have the School Board discontinue deductions that the teacher has previously authorized must make such authorization in writing to the Superintendent, to the NEA-NH, and to the Dover Teachers Union President by July 1st of any subsequent membership year.
5. The initial payroll deduction shall be made within two (2) pay periods following the central office's receipt of the dues deduction authorization.

B. USE OF BUILDINGS

After the close of school on school days, the Union shall have the right to use designated areas in school buildings for official Union meetings of teachers, provided there is no interference with any scheduled school activities. The use of such designated areas shall be arranged with the principal and/or central office in advance. There shall be no cost to the Union for such meetings so long as no overtime custodial cost to the School Board is involved.

C. BULLETIN BOARDS

The Union shall have a bulletin board in each faculty lounge and/or teachers' dining room and be legally responsible for notices placed thereon. Copies of all materials to be posted on such bulletin boards shall be given to the building principal.

D. MAIL FACILITIES AND MAILBOXES

The Union shall have the right to use the interschool mail facilities and school mailboxes in a reasonable manner and without the approval of building principals. The School District shall assume no responsibility for any communications transported via the interschool mail facilities.

E. COMMUNIQUÉS

As a non-exclusive privilege, designated representatives of the Union shall be allowed to receive telephone calls and other communiqués concerning Union business at any time during school hours so long as it does not disrupt normal school operations.

F. INFORMATION

1. The School Board shall respond within a reasonable time to Union requests for public records relevant to negotiations or necessary for the proper enforcement of the terms of this Agreement.

2. If the agenda of a public-school board meeting has been prepared twenty-four (24) hours in advance of such School Board meeting, it shall be emailed to the Union President.
3. A copy of the minutes of all public-school board meetings shall be mailed to the President of the Union at the President's home or school address.

G. RELEASE TIME

Members of the Union will be permitted to attend a maximum of two (2) official meetings per month of the Union ten (10) minutes after the completion of the regularly scheduled pupil day.

H. THE DOVER SCHOOL DISTRICT POLICY MANUAL

1. The School Board will place all policies online and make the Union aware of any changes, deletions or additions.
2. All policies affecting teachers shall be applied and enforced fairly and equitably.

I. UNION REPRESENTATIVE

1. The Union shall furnish the School Board with a list of its officers and authorized representatives and shall, as soon as possible, notify the School Board in writing of any change.
2. For the purpose of processing grievances requesting Union use of school buildings, and speaking after principal's meetings, no teacher shall be considered to be a Union representative by a Principal, the Superintendent, or the School Board unless such teacher's name appears on the current list described in the preceding paragraph.

J. UNION'S RIGHT TO SPEAK

A Union representative may speak to the teachers following the completion of a principal's meeting.

K. PROTECTION OF INDIVIDUAL AND GROUP RIGHTS

1. Nothing contained herein shall be construed to prevent the School Board, a member of the School Board, or their designated representatives from meeting with any teacher for expression of the teacher's views. In the area of collective bargaining, no changes or modifications in this Agreement shall be made, except through consultation or negotiation with the Union.
2. Nothing contained herein shall be construed to permit any organization other than the Union to participate in the processing of a grievance.
3. Nothing contained herein shall be construed to prevent any teacher from informally discussing any dispute with his/her immediate superior, or processing a grievance on his/her own behalf, in accordance with the grievance procedure.

L. NO UNION ACTIVITY ON SCHOOL TIME

Except as provided herein, the Union agrees that no teacher or Union representative will engage in Union activities during his/her assigned duties.

M. UNION PRESIDENT RELEASE FROM DUTIES

The Union President will be relieved of all assigned duties other than regular classroom teaching assignments.

ARTICLE IX

ASSIGNMENTS, TRANSFERS, VACANCIES, PROMOTIONS, AND JOB-SHARING

A. ASSIGNMENTS

1. Reasonable efforts will be made to notify teachers of their class and/or subject assignments and room assignments for the forthcoming year not later than August 1st.
2. In the event that changes in such schedules and/or assignments are proposed after August 1st, any teacher so affected shall be notified promptly in writing. Upon request of the teacher, changes shall be promptly reviewed between the Superintendent and the teacher. The teacher, at the teacher's option, may have a representative of the Union present at said meeting.
3. New teachers will be notified of assignments as soon as possible, but in no event later than August 15th. If a vacancy occurs four (4) weeks prior to the opening of school or a current vacancy continues to exist, teachers hired for said vacancies will be notified of their assignment no later than the first day of employment.

B. INVOLUNTARY TRANSFERS AND REASSIGNMENTS

1. Notice of an involuntary transfer or reassignment shall be given to teachers in writing as soon as practicable and, only in cases of emergency, not later than the first day of school.
2. When an involuntary transfer or reassignment is necessary, a teacher's area of competence, grade level experience, major and minor field of study, length of service in the Dover School District, length of service in the particular school building, the needs of the Dover School District and other relevant factors shall be considered in determining which teacher is to be transferred or reassigned. Teachers with less than five (5) years' seniority may be transferred without regard to seniority. When teachers with more than five (5) years' seniority are involved, then the least senior employee may be transferred first. Transfers within the school building will be excluded from this section. All transfers will be for sound educational reasons.

3. The Superintendent will meet with a teacher who is to be transferred or reassigned and advise the teacher of the transfer or reassignment. Said meeting will take place only after the current Principal has first discussed the transfer or reassignment with the teacher.
4. A list of position openings shall be posted in each school building and made available to all teachers being involuntarily transferred or reassigned. Such teachers may request the positions, in order of preference, to which they desire to be transferred. This preference will be given consideration.
5. Teachers being involuntarily transferred or reassigned from their present position shall have preference, all other factors being equal, over those seeking voluntary transfer or reassignment in regard to vacant positions. A teacher being involuntarily transferred or reassigned shall be placed only in a position for which the teacher is certified.
6. Whenever involuntarily transferred or reassigned, a teacher may resign without penalty by giving written notice to the Superintendent within ten (10) business days of receipt of written notice of the involuntary transfer.
7. The final decision regarding assignment shall rest with the Superintendent, subject to the requirements of paragraphs 1-5 above. Involuntary transfer and/or reassignment decisions shall not be arbitrary and capricious.

C. VOLUNTARY TRANSFERS

1. Teachers who desire a change in grade and/or subject assignment, or who desire to transfer to another building, may file a written statement of such desire with the Superintendent no later than April 25th preceding the school year for which the change is desired. Such statements shall include the grade and/or subject to which the teacher desires to be transferred, in order of preference.
2. If more than one teacher desires a transfer to the same vacant position, length of service shall be a factor considered in determining transfers.
3. Teachers who have requested a transfer may submit a letter of interest to the Superintendent for a particular vacant position that matches the teacher's desired preferences. The teacher need not submit a formal application. Upon receipt of a letter of interest, the Superintendent will schedule an interview with the teacher for the vacant position, assuming that the teacher is qualified for the position as determined by the Superintendent.

D. VACANCIES

1. A list of known vacancies in teaching positions for the following school year will be posted online and conspicuously in each school building within five (5) school days of the District's decision to fill the vacancy, or five (5) business days if the decision is made during the summer vacation. The listing will include school, grade, subject(s) and other relevant information, to the extent known, of new positions and/or openings occasioned by the retirement/resignation of personnel.

2. Teachers desiring to be considered for such positions will submit a letter of interest to the Superintendent within ten (10) calendar days of the posting date.
3. Teachers currently employed in the District will not have to apply for a vacant position and will be granted an interview for any vacant position for which he/she is qualified, as determined by the Superintendent.

E. PROMOTIONS

1. Promotional positions are defined as academic coordinators and team leaders, which require greater supervisory responsibility and authority.
2. Academic coordinators and team leaders will be selected every two years prior to the start of the school year. During the months of July and August, if a vacancy occurs, written notices of any such vacancy will be posted in each school building and also sent to the Union President's home email address. No promotional vacancy will be filled except in an emergency within fifteen (15) days from the date the notice is posted in the schools or the giving of notification to the Union President.
3. All qualified teachers will be given an adequate opportunity, bi-annually, to apply for such position in writing. The Principal agrees to give due weight to the professional background and attainments of all applications including their area of competence, major and/or minor fields of study, quality of teaching performance, and length of service in the Dover School System. The needs of the system will also be considered in the selection. All applications will be interviewed by the Principal. If, however, a vacancy occurs during the school year, the successful applicant shall forthwith be notified in writing, but the Principal may postpone the actual assignment until the beginning of the school year.
4. If said candidate is not elected by the Principal, the decision will not be reflected in the candidate's employment record.

F. JOB-SHARING

1. Definition

Job sharing is defined as a budgeted full-time position shared by two persons.

2. Two teachers may voluntarily elect to submit a proposal to job-share. Upon receipt of a proposal to job-share as defined in 1, the Principal of the building in which the position exists will consider the proposal first and shall make a recommendation to the Superintendent. The Superintendent will consider the proposal and make a recommendation to the School Board. The School Board's decision will be final. The proposal to job-share must be made by March 1st of the school year prior to the school year the job-share will commence. Consideration of a proposal, may include but is not limited to, interviews with the teachers.

3. A request to continue a job-share position must be made annually by March 1st of each school year and shall be subject to the decision process contained in 2 above.

4. **Discontinuance of Position**

If a job-share position is eliminated by action of the School Board, the teachers sharing the position shall be subject to the Layoffs and Recall provisions of the Master Agreement.

If the job-share position is discontinued at the request of both the job-share teachers, the teachers will be placed in accordance with the Voluntary Transfer provisions of the Master Agreement.

If one of the job-share teachers leaves or elects to take a full-time position and there is no candidate acceptable to the District to fill the job-share position, the position shall revert to full-time, and the remaining teacher may, in accordance with the Layoffs and Recall provisions of the Master Agreement, be offered the full-time position, except when another teacher has a priority claim to the position under provisions of this Master agreement (e.g., Layoff and Recall provisions, returning from leave).

5. **Seniority**

Job-share teachers shall accrue seniority prorated on the amount of time each teacher participates in the position.

6. **Salary**

Job-share teachers will receive a prorated salary based upon each teacher's placement on the salary schedule.

7. **Insurance**

Subject to the approval of the appropriate insurance carrier, job-share teachers will, on a prorated basis, receive the same health and life insurance benefits accorded to full-time teachers based upon each job-share teacher's work schedule in proportion to a full-time teacher's work schedule.

8. **Pension**

Subject to the approval of the New Hampshire State Retirement System, job-share teachers who teach fifty percent (50%) will participate in the retirement system.

9. **Leave Days**

Job-share teachers will receive sick and personal days on the same basis as full-time teachers prorated between the two teachers.

10. **Course Tuition Reimbursement**

Job-share teachers will receive the same tuition reimbursement as full-time teachers prorated on the basis of the amount of time each teacher participates in the position in proportion to the full-time equivalent.

11. Longevity

Job-share teachers shall be eligible for longevity payments on the same basis as full-time teachers. Job-share teachers shall earn longevity credits proportional to the amount of time worked.

12. Severance

Job-share teachers shall be eligible for severance on the same basis as full-time teachers.

13. Planning Periods

Job-share teachers shall be entitled to the same number of planning periods as a full-time teacher with the division of the planning periods to be determined between the job-share teachers based on when the planning periods are scheduled.

14. Parent Conferences, Open House, Staff Meetings, and Evening Meetings

Job-share teachers shall submit a plan for coverage of parent conferences, open house, staff meetings, and evening meetings, and similar activities which must be approved by the Principal(s).

15. Whenever possible, job-share teachers should adjust schedules to cover one another's absences.

16. Unless otherwise specified, job-share teachers shall be subject to the provisions of the Master Agreement.

ARTICLE X

LAYOFFS AND RECALL

A. LAYOFFS

1. Notification of intended layoffs shall be given as far in advance as possible.
2. A teacher shall have the right to an explanation for the reasons of layoff by the Superintendent or the Superintendent's designee. The personnel file of a teacher laid off for economic reasons (including decrease in enrollment) shall indicate that such was the reason for layoff.
3. In the event the Board finds it necessary to reduce the number of teachers in the District, non-tenured teachers will be laid off first. For both tenured and non-tenured teachers, evaluations and seniority shall determine the order of layoff and recall in the certification within which hired. The teacher will be provided with all the information that forms the basis for the layoff. This article shall not be used as a method of terminating an employee's employment for any reason other than declining enrollment, district budget reductions or elimination of a program.

4. Seniority for the purpose of layoffs and recall shall be limited to the grade level of the teacher's Dover experience. Elementary teachers shall be limited to elementary layoffs and recall. Secondary teachers shall be limited to the secondary assignments for layoff and recall purposes.

5. All specialists shall be laid off within their specialty area. Specialists as defined in this section shall mean:

Art

Music

Physical Education

Special Education

Speech and Language Therapists

Learning Disabilities Professionals

Physical Therapists

Occupational Therapists

Guidance

Social Workers

Librarians/Media Specialists

Nurses

Reading Specialists

STEM

Specialists for the purpose of this section shall be eligible for layoff and recall throughout grades pre-K through 12 based on their specialty certification. School counselors and social workers can only fill positions for which they are certified.

6. For purposes of layoff, when seniority is equal, lay-off shall be determined by lottery.

B. RECALL

1. Teachers who have been laid off shall be recalled as needed and to a position for which they are certified, and in a certification in which they worked during the previous six (6) years, based on their total years of teaching service in Dover for a period of two years from the date of layoff.

2. No new appointments shall be made while these teachers are available in these specific vacancies.

ARTICLE XI

EDUCATIONAL COUNCIL

- A. A Joint Educational Council shall be established during the term of this Agreement. It shall consist of five (5) representatives - two (2) of whom shall be School Board members and three (3) of whom shall be from the administration appointed by the Superintendent; one (1) of whom shall be the Superintendent or the Superintendent's designee; and five (5) Dover teachers as appointed by the Union. The Council shall meet at least three (3) times a year.
- B. The Educational Council shall establish its own rules of procedure. Meetings shall be chaired by the Superintendent and the Union President who shall jointly be responsible for the arrangement and the conduct of the meetings. Meetings shall be open to the public by majority vote of the Educational Council.
- C. The Council shall meet by prepared agenda.
- D. The function of the Educational Council shall be to discuss curriculum and instructional issues pertinent to the Dover school system. The Educational Council shall not discuss issues which are contractual and/or subject to collective bargaining. The parties agree that the Educational Council shall not be a forum for grievances. Complaints of any nature shall not be voiced at the Educational Council meetings.
- E. Reports and recommendations shall be reduced to writing.

ARTICLE XII

FAIR PRACTICES

A. FAIR PRACTICES

- 1. The School Board and the Union agree that there will be no reprisals of any kind taken against any teacher by reason of the teacher's membership or non-membership in the Union or participation in its lawful activities. Nothing in this contract shall detract from any statutory and/or constitutional rights the employees might have.
- 2. The School Board and the Union agree and recognize that the Dover School District does not, and will not, discriminate against any teacher on the basis of race, creed, sex, sexual orientation, gender, national origin, marital status, domicile, age, disability or membership and activities in the Union and its affiliates with respect to hours, wages, or any terms or conditions of employment.
- 3. The Union will continue its policy of accepting into membership all eligible persons in the unit without regard to race, creed, sex, sexual orientation, national origin, marital status, domicile, age,

or disability. The Union will represent equally all persons without regard to membership in, or association with, the activities of the Union.

ARTICLE XIII

MISCELLANEOUS PROVISIONS

A. SAVINGS-SEPARABILITY CLAUSE

1. If any provision of this Agreement is, or shall be at any time, contrary to law, then such provision shall not be applicable or performed or enforced, except to the extent permitted by law.
2. In the event that any provision of this Agreement is, or shall be at any time, contrary to law, all other provisions of this Agreement shall continue in effect.
3. The terms and conditions of this Agreement shall not be modified, amended, or altered in any way unless made in writing and signed by both parties.

B. NOTICE

Whenever any notice is required to be given by either of the parties to this Agreement to the other, pursuant to the provision(s) of this Agreement, either party shall do so by email or registered letter at the following address:

1. If by the Union, to the School Board at the Superintendent's office.
2. If by the School Board, to the Union at the school or home address of the elected Union President.

C. EXISTING LAWS AND REGULATIONS PRESERVED

The rights and benefits of the persons provided herein are in addition to those provided by city, state, or federal law, rule or regulation, including without limitation all applicable continuing contract, pension, or education laws and regulations.

D. PRINTING AND DISTRIBUTION OF THIS AGREEMENT

1. The parties agree to share equally in the costs of printing this Agreement in booklet form.
2. The Union agrees to distribute a copy of this Agreement to each teacher presently employed by the School Board. The School Board agrees to distribute a copy of this Agreement to each new teacher employed by the School Board.

ARTICLE XIV

DURATION

A. DURATION

1. **A.** Except as provided in paragraph (b.) below, this Agreement shall be effective as of September 1, 2019, and shall continue in effect until and including August 31, 2022, unless a comprehensive successor/replacement agreement is reached, and ratified, in accordance with Article V (A). This Agreement shall not be extended orally, and it is expressly understood that it shall be automatically renewed and remain in full force and effect unless either notifies the other of its intent to terminate or modify the terms of this Agreement.
- B.** The Board and the Union mutually understand and agree that the cost items set forth in the proposed 2019-2022 Agreement must be approved by the legislative body, the City Council, in order to be implemented in accordance with RSA 273-A. The parties further agree that in any given year, if the City Council does not fund, at minimum, the District's operating budget authorized by the Council for the previous year, reduced and increased, as the case may be, by debt service, contracts, and other obligations previously incurred or mandated by law, the District may choose not to implement the salary schedule for that year and shall compensate employees according to the previous year's salary schedule. For instance, if the legislative body does not provide funding for the 2019-20 operating budget equal to, at minimum, the District's operating budget authorized by the Council for 2018-19, reduced and increased, as the case may be, by debt service, contracts, and other obligations previously incurred or mandated by law, the District may choose not to implement the salary schedule for 2019-20 and shall compensate employees according to the 2018-19 salary schedule. If the District does not implement the agreed-upon salary schedule in any year of the 2019-2022 Agreement, either party may reopen negotiations for the sole purpose of addressing cost items. Cost items other than the salary schedule shall be funded per the 2019-2022 Agreement until the Parties reach agreement regarding revised cost items in negotiations.
2. The School Board and the Union agree to begin negotiations for a successor Agreement no later than September 10, 2021, unless a comprehensive success/replacement agreement is reached, and ratified, in accordance with Article V (A).
3. The parties agree to adhere to the bargaining schedules as outlined in RSA 273-A, specifically RSA 273-A:12, in order to afford the School Board the necessary time to prepare and to submit the school department budget.

4. The School Board agrees to inform the City Council of the cost impact of the Agreement. If the City Council does not provide the funding for the cost items, the School Board may declare the Agreement void; in which case the parties will resume negotiations.
5. In witness whereof, the parties have caused this Agreement to be signed by their respective representatives, attested by their respective representatives and attested by their respective secretaries.

SIDE BAR AGREEMENT
Dover Teachers Union and Dover School District

The Dover School District (“District”) and the Dover Teachers Union (“DTU”) seek to jointly study the safety concerns of DTU members regarding the behaviors of students and community members in school buildings and on school property. Therefore, the DTU and the District shall engage in a task force to study teacher safety issues. The Task Force shall consist of the Superintendent or his/her designee, at least one (1) School Board member, and one (1) DTU member from each school in the District. The Task Force shall meet not less than four (4) times in the 2019-2020 school year, and may meet more times if necessary. At the conclusion of the 2019-2020 school year, the Task Force shall make recommendations to the School Board. The Task Force’s scope of inquiry shall include a review of the security of District facilities and a review of District policies and procedures pertaining to extreme student behaviors. The Task Force shall make recommendations regarding secure facilities which shall include all associated costs. The Task Force shall also make recommendations regarding existing and/or new policies to address student behaviors. This Agreement shall expire on June 30, 2020.

DOVER TEACHERS' UNION

BY: Lisa M. Dillingham
Dover Teachers' Union President

BY: Stephanie Lewis
Dover Teachers' Union Secretary

DATE: 8/8/19

DOVER SCHOOL BOARD

BY: A. Ruscio
School Board Chairperson

BY: Kathleen Morrison
School Board Secretary

DATE: 8/8/19

APPENDIX A
SALARY SCHEDULES

2019-20

1.00% 19 steps

EXP.	STEP	BA	BA+15	BA+30	MA	MA+15	MA+30
0	1	36,650	37,567	38,506	39,468	40,455	41,466
1	2	37,925	38,873	39,845	40,841	41,862	42,909
2	3	39,244	40,225	41,230	42,261	43,318	44,401
3	4	40,609	41,624	42,664	43,731	44,824	45,945
4	5	42,021	43,071	44,148	45,252	46,383	47,543
5,6	6	43,482	44,569	45,683	46,825	47,996	49,196
7	7	44,994	46,119	47,272	48,454	49,665	50,907
8	8	46,559	47,723	48,916	50,139	51,392	52,677
9	9	48,178	49,383	50,617	51,883	53,180	54,509
10	10	49,854	51,100	52,377	53,687	55,029	56,405
11	11	51,587	52,877	54,199	55,554	56,943	58,366
12	12	53,381	54,716	56,084	57,486	58,923	60,396
13	13	55,238	56,619	58,034	59,485	60,972	62,496
14	14	57,159	58,588	60,052	61,554	63,093	64,670
15	15	59,147	60,625	62,141	63,694	65,287	66,919
16	16	61,203	62,734	64,302	65,909	67,557	69,246
17	17	63,332	64,915	66,538	68,202	69,907	71,654
18	18	65,534	67,173	68,852	70,573	72,338	74,146
19	19	67,813	69,509	71,246	73,028	74,853	76,725
19	19	67,813	69,509	71,246	73,028	74,853	76,725
CAGS	825						
PhD	1651						

2020-21

1.50% 17 steps

EXP.	STEP	BA	BA+15	BA+30	MA	MA+15	MA+30
0	1	37,500	38,438	39,398	40,383	41,393	42,428
1	2	38,951	39,925	40,923	41,946	42,994	44,069
2	3	40,458	41,469	42,506	43,568	44,658	45,774
3	4	42,023	43,073	44,150	45,254	46,385	47,545
4	5	43,648	44,740	45,858	47,005	48,180	49,384
5	6	45,337	46,470	47,632	48,823	50,044	51,295
6,7	7	47,091	48,268	49,475	50,712	51,980	53,279
8	8	48,913	50,136	51,389	52,674	53,991	55,340
9	9	50,805	52,075	53,377	54,711	56,079	57,481
10	10	52,770	54,090	55,442	56,828	58,249	59,705
11	11	54,812	56,182	57,587	59,026	60,502	62,015
12	12	56,932	58,356	59,815	61,310	62,843	64,414
13	13	59,135	60,613	62,129	63,682	65,274	66,906
14	14	61,423	62,958	64,532	66,145	67,799	69,494
15	15	63,799	65,394	67,029	68,704	70,422	72,183
16	16	66,267	67,924	69,622	71,362	73,146	74,975
17	17	68,831	70,551	72,315	74,123	75,976	77,876
		68,831	70,551	72,315	74,123	75,976	77,876
		68,831	70,551	72,315	74,123	75,976	77,876
		68,831	70,551	72,315	74,123	75,976	77,876

CAGS 825

PhD 1651

2021-22

2.00% 15 steps

EXP.	STEP	BA	BA+15	BA+30	MA	MA+15	MA+30
0	1	38,250	39,206	40,186	41,191	42,221	43,276
1	2	39,946	40,944	41,968	43,017	44,093	45,195
2	3	41,717	42,760	43,829	44,924	46,047	47,199
3	4	43,566	44,655	45,772	46,916	48,089	49,291
4	5	45,498	46,635	47,801	48,996	50,221	51,476
5	6	47,515	48,703	49,920	51,168	52,447	53,759
6	7	49,621	50,862	52,133	53,437	54,773	56,142
7,8	8	51,821	53,117	54,445	55,806	57,201	58,631
9	9	54,119	55,471	56,858	58,280	59,737	61,230
10	10	56,518	57,931	59,379	60,863	62,385	63,945
11	11	59,023	60,499	62,012	63,562	65,151	66,780
12	12	61,640	63,181	64,761	66,380	68,039	69,740
13	13	64,373	65,982	67,632	69,323	71,056	72,832
14	14	67,227	68,907	70,630	72,396	74,206	76,061
15	15	70,207	71,962	73,761	75,606	77,496	79,433
		70,207	71,962	73,761	75,606	77,496	79,433
		70,207	71,962	73,761	75,606	77,496	79,433
		70,207	71,962	73,761	75,606	77,496	79,433
		70,207	71,962	73,761	75,606	77,496	79,433
		70,207	71,962	73,761	75,606	77,496	79,433

CAGS 825
PhD 1651

APPENDIX B

EXTRACURRICULAR and COCURRICULAR ACTIVITIES

All extracurricular and cocurricular activities shall be calculated by % of BA, Step 1.

FOOTBALL

Varsity - Head Coach	14.9%
Assistant Varsity Football Coach	9.9%
Assistant Varsity Football Coach	9.9%
Junior Varsity Assistant Coach	9.9%
Freshman Coach	8.5%
Freshman Coach	8.5%

BASKETBALL

Varsity - Head Coach – Boys	14.9%
Varsity - Head Coach – Girls	14.9%
Junior Varsity Coach – Boys	9.9%
Junior Varsity Coach – Girls	9.9%
Freshman Coach – Boys	8.5%
Freshman Coach – Girls	8.5%
Middle School - Head Coach –Boys	7.4%
Middle School - Head Coach – Girls	7.4%
Middle School - Assistant Coach – Boys	4.3%
Middle School - Assistant Coach – Girls	4.3%

BASEBALL

Varsity - Head Coach – Boys	11.5%
Junior Varsity Coach – Boys	7.4%
Freshman	6.0%

FIELD HOCKEY

Varsity - Head Coach – Girls	9.8%
Junior Varsity – Girls	6.8%
Freshman Coach – Girls	4.3%
Middle School - Head Coach – Girls	4.3%

VOLLEYBALL

Varsity Coach	9.8%
Junior Varsity Coach	6.8%

TRACK

Head Spring Track	11.5%
1st Assistant Coach	6.8%
2nd Assistant Coach	6.8%
Winter Track – Boys	11.5%
Winter Track – Girls	11.5%
Winter Track - Boys/Girls 1st Assistant	5.4%
Middle School Head Coach Boys/Girls	6.8%
Middle School Asst. Coach Boys/Girls	4.3%

LACROSSE	
Varsity	8.2%
Junior Varsity	5.4%
SKI	
Varsity – Alpine	6.7%
SOFTBALL	
Varsity High School – Girls	11.5%
Junior Varsity High School - Girls	7.4%
Freshman	6.0%
GOLF	
High School - Boys & Girls	5.3%
TENNIS	
High School – Boys	6.7%
High School - Girls	6.7%
Middle School – Boys/Girls	4.3%
CROSS COUNTRY	
High School - Boys/Girls	8.9%
Middle School - Boys/Girls	4.3%
CHEERLEADING	
Fall Cheerleading	11.5%
Winter Cheerleading	11.5%
Fall Cheerleading – Junior Varsity	6.8%
Winter Cheerleading – Junior Varsity	6.8%
Middle School - Head Coach	4.3%
SOCCER	
High School – Boys	9.8%
High School - Girls	9.8%
Junior Varsity - High School - Boys	6.8%
Junior Varsity - High School - Girls	6.8%
Fresh - Boys	5.4%
Fresh - Girls	5.4%
Middle School - Boys	5.4%
Middle School - Girls	5.4%
ICE HOCKEY	
Head Coach (DHS)	14.0%
Assistant/Junior Varsity	8.5%
SWIMMING/DIVING	
Head Coach	4.8%

CO-CURRICULAR ACTIVITIES

CATEGORY I:	1.6%
CATEGORY II:	2.6%
CATEGORY III:	5.2%
CATEGORY IV:	7.0%

CATEGORY I:

A F S
Class Advisors - Freshman
Class Advisors - Sophomore
DECA
Elementary Yearbook
Elementary Student Council
Escoffier
Forensic Club Advisor
French Club
Key Club
Latin Club (Classics)
Mathalon Coach
Mu Alpha Theta
Newspaper
SADD
SEARCH
Spanish Club
Sr. High Asst. Yearbook Advisor
World Arts Club
YOUTH TO YOUTH

CATEGORY II:

Class Advisors - Junior
Class Advisors - Senior
Grade 5 & 6 Student Council
DMS Yearbook

INTRAMURALS

Elem.- Woodman Park - Boys
Elem.- Woodman Park - Girls
Elem.- Horne Street - Boys
Elem.- Horne Street - Girls
Elem.- Garrison - Boys
Elem.- Garrison - Girls
Middle School Director
Middle School – Boys
Middle School – Girls
Future Farmers of America
National Honor Society
VICA

CATEGORY III:

DMS Student Council 7/8
Elementary Band (combined)

Sr. High Color Guard
Sr. High Drama Club
Sr. High Student Council
Sr. High Yearbook Advisor
DMS - Drama
DMS - Band

CATEGORY IV:

DHS Band Director

MEMORANDUM OF UNDERSTANDING
REGARDING VIDEO AND AUDIO SURVEILLANCE

1. Neither video nor audio surveillance shall be used for employee evaluation.
2. Neither video nor audio surveillance shall be used for employee discipline unless a supervisor observes an employee committing a disciplinable act while the supervisor is reviewing surveillance for student wrongdoing, or unless an administrator has "probable cause" to review video and audio surveillance material.
3. An employee has the right to access and receive copies of any surveillance material if it is being used for disciplinary purposes.
4. No video or audio surveillance devices shall be placed in classrooms, labs, or department offices except as allowed by law and with knowledge of the teacher.