

MASTER AGREEMENT
Between the
FREEDOM EMPLOYEES' ASSOCIATION,
NEA-NH
And The
FREEDOM SCHOOL BOARD
Freedom, NH
July 1, 2014
to
June 30, 2017

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ARTICLE I: RECOGNITION

Subject to the terms of provisions herein after provided, and in accordance with provisions of RSA 273-A and other applicable New Hampshire State Law, the Freedom School District recognizes the Freedom Employees' Association as the exclusive collective bargaining representative for positions listed in the bargaining unit certification as amended by PELRB decision 2008-207.

ARTICLE II: DEFINITIONS

Within this agreement (CBA), the term "teacher" means an employee who is certified as a teacher, is under contract as a teacher, and whose primary work is teaching.

The terms "professional staff" and "professional employee" refer to teachers and other certified, salaried professionals who are employed by the Freedom School District and are covered by this CBA. Such positions include guidance counselor, nurse, media specialist, speech/language therapist, and certified paraprofessionals.

The terms "employee" and "staff member(s)" mean all members of the bargaining unit, including non-exempt employees. Neither these terms nor this CBA apply to bus drivers, administrative assistant, custodians, or principal.

ARTICLE III: SCHOOL BOARD AUTHORITY

Subject to the terms and conditions of this Agreement and to the provisions of the Revised Statutes Annotated relating to public schools, it shall be the exclusive function of the Freedom School Board and the superintendent of schools to control, maintain, operate, and supervise the educational activities in the Freedom Public School; to select, train, assign, transfer and promote the professional employees, and to periodically evaluate and determine their qualifications; to discipline, suspend, or dismiss employees in the manner provided by law; to establish, change and discontinue the duties to be performed by the professional employees including the right to introduce improved methods, facilities, operations, procedures, services and techniques; to establish, modify and enforce policies and regulations regarding studies, curriculum, textbooks, conduct, student or visitor discipline, schedules, and safety regulations; and all other rights pertaining to the operation and management of the school district.

ARTICLE IV: ASSOCIATION RIGHTS

A. Pay Deductions

Payroll deductions, in addition to those required by law, are possible under the following conditions.

1. The purchase of tax-sheltered annuities for all full time employees. Each participant authorizes the school district to withhold the premiums for the annuity from his/her salary.
2. Employees electing payroll deductions for a Freedom School Board approved credit union shall notify the business office on the form provided for the necessary payroll authorization. The business office will transmit credit union deductions monthly to the authorized credit union.

3. The Board agrees to deduct membership dues of the association upon proper written notification and authorization by the employee on the basis that the employee may withdraw at any time upon thirty (30) calendar day written notice. The board is held harmless for any disputes concerning the deduction of association dues.

ARTICLE V: WORKING CONDITIONS

A. Professional Staff Time Requirements

1. Work Year

The professional staff work year shall be no more than 180 + 5 days. One of these five days shall be the day prior to the opening of school unless that day is a Saturday, Sunday, or a holiday. The other days shall be used for programs which provide meaningful professional growth. The days may occur prior to the opening of school or they may occur on any day provided for this purpose in the SAU #13 calendar.

2. Daily Time Requirements

As a professional, each teacher is expected to work the time necessary to accomplish the task at hand. Each teacher recognizes the professional responsibility to provide the best possible opportunity to each student, and that responsibility carries beyond the normal school day. This responsibility includes availability to meet with students and parents, to attend department and other staff meetings designed to provide meaningful professional growth or to clarify school business in general, and to participate in other school related activities at the request of the administration. However, the teachers' day usually shall not exceed one hour beyond the student's normal day.

B. Paraprofessional Staff Time Requirements

1. Work Year

The paraprofessional work year shall be 180 days per year and shall coincide with the student year. Paraprofessionals shall be paid for a full workday for every day which the NH Department of Education credits as a full school day.

- a. If the principal deems a paraprofessional should participate in professional development on a non-work day, the paraprofessional will be invited by the principal. If they do participate, they must be paid their regular hourly rate, with overtime if applicable.
- b. Paraprofessionals who are not invited to attend professional development on non-work days may do so at the discretion of the principal. Such participation will be voluntary and without compensation.

2. Holidays

All hourly employees working 20 hours per week or more shall be paid for the following holidays:

New Year's Day	Thanksgiving Day
Memorial Day	Day after Thanksgiving Day
Columbus Day	Christmas Day
Veteran's Day	Civil Rights Day

C. Vacancies and Promotion

1. Assignment of Personnel

The basic consideration in the assignment of personnel is the overall well being of the program of instruction. The appropriateness of the assignment will have a significant impact on the morale of the professional staff and the effectiveness of the total educational program.

Personnel will be assigned on the basis of their qualifications, the needs of the district, and the staff member's expressed desires. When it is not possible to meet all three conditions, personnel shall be assigned first in accordance with the needs of the school district, second where the administration feels the staff member is most qualified to serve, and third based on the expressed preferences of the employee(s). Under no circumstances will professional personnel be assigned to positions for which they are not qualified and certified.

2. Promotion

When an administrative position becomes vacant, the Freedom School Board and the superintendent will give careful consideration to members of the staff who might be qualified for the position.

D. Teacher Student Relations

The Freedom School Board accepts the principle that the relationship of teacher and a student should be one of cooperation, understanding, and mutual respect.

As the director of learning experiences within the classroom, the teacher is expected to exercise good interpersonal relationships with each student. The teacher has a responsibility to provide an atmosphere conducive to learning, to help the student to develop an open and inquiring mind, and to motivate each student to perform at his/her capacity.

The teacher should seek an understanding of the individual student's interests, talents, and abilities; and strive to motivate him/her to the highest possible intellectual, moral, and physical development. This should include the development of an ability to study issues without prejudice, to withhold judgments while facts are being collected, assembled, and weighed and relationships seen before drawing inferences or conclusions.

The teacher shall strive to secure individual and group discipline by leading the students into interesting classroom activities and by forming the proper room environment. Although kindness and sympathetic understanding shall prevail in handling and disciplining students, it should be backed by firmness. The two should be used together realistically.

E. Complaints Against an Employee

Complaints against an employee will be addressed in accordance with Freedom School Board policy. Anyone who wishes to complain about an employee must (1) first meet with the employee, (2) if dissatisfied, meet with the principal, and (3) if still dissatisfied, with the superintendent of schools. As an exception to this procedure, anyone who desires to make a criminal charge against an employee may do so with a law enforcement agency. However, no action shall be taken on such a charge until the accused has been notified of the charge, been given an opportunity to make a statement regarding it, to face his/her accuser, to produce witnesses or other evidence in his/her behalf, to be represented by legal counsel, and to take any other action which is his/her right under the rules of due process.

The Freedom School Board will not meet with any person wishing to complain about any employee until that person has followed the proper procedure.

F. Evaluation of Employees

1. Employee evaluations shall serve four purposes:
 - A. to raise the quality of performance;
 - B. to aid the individual to grow in his/her position;
 - C. to identify the individual's strengths and weaknesses;
 - D. to aid the School Board in making a decision in regard to re-employment.

Each employee shall be given the evaluation report and shall have the opportunity to discuss such report with the evaluator. After such discussion, the employee shall sign the report, but the signature does not necessarily indicate agreement with its content. If the employee disagrees with the evaluation or 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 the employee's personnel file and attached to the related document(s). At the time of signing, the employee shall be given a copy of the evaluation.

G. Records

1. Such records as the Freedom School Board deems necessary for the proper administration of the school system shall be kept on each employee. Upon written request, an employee shall have the right to review, at a time mutually convenient between the employee and the administrator, the contents of his/her file in the central office, excepting, however, any confidential references. At an 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 an

administrative staff member who shares responsibility for the safekeeping of such files. The employee may use the copy machine in the business office and pay base machine cost per copy for such contents and records as concerns his/her work or himself/herself.

H. Discipline

1. In case of dismissal or failure to be re-nominated or reelected, in addition to the rights of hourly employees and non-teacher professionals contained in this Agreement, a teacher's rights are specified in sections 189:14, 189:14a, and 189:14b of the Revised Statutes Annotated relating to public schools.

I. Resignation

- i. Any employee wishing to resign shall give 30 days written notice to the chairperson of the Freedom School Board or the superintendent of schools. The superintendent may waive the 30-day delay in effective date if s/he feels doing so is in the best interest of the district.
 - a. Any teacher who resigns after July 1 may be required to teach in the next academic year until the superintendent can find a replacement who is elected by the Freedom School Board and available to work, or until October 15, whichever comes first.
 - b. Any staff member who resigns after July 1 may be required by the board to reimburse the district for pro-rated health and dental benefits between July 1 and the date their resignation is received by the board chairman or the superintendent.

ARTICLE VI: GRIEVANCE PROCEDURE

The Board and the Association agree to the method defined in this Agreement to settle all grievances.

A. Purpose

It is the policy of the Board and the Association that all grievances be resolved informally or at the earliest possible stage of this grievance procedure.

B. Definitions

1. A "grievance" is any alleged violation of this Agreement or any dispute with respect to its meaning or application.
2. An "employee" is any person in the unit covered by this Agreement.
3. "Aggrieved employee" shall refer to the person making the complaint or the Association.

C. Submission of grievance

1. The Association or an employee may submit grievances, which affect them personally and shall submit such grievances to the building principal.

2. Before submission of a written grievance the aggrieved employee must attempt to resolve it informally.
3. Each written grievance shall identify the aggrieved employee, the provision of this agreement involved in the grievance, the time when and the place where the alleged events or conditions constituting the grievance existed and, if known, the identity of the person responsible for causing such events or conditions and a general statement of the grievance and redress sought by the aggrieved employee.
4. A grievance shall be deemed waived unless it is submitted within fifteen (15) days after the aggrieved employee knew or should have known of the events or conditions on which it is based.

The Board and the Association, for itself and as the representative of the professional employees, agree that the procedure defined in this Agreement shall be used to settle all grievances.

D. Procedure

A grievance shall be processed in accordance with the following procedure:

Step 1. A grievance shall be filed in writing with the principal, and there shall be a prompt discussion of the grievance between the aggrieved employee and principal. The principal shall respond in writing to the grievance received within five (5) working days.

Step 2. If the grievance is not settled in Step 1, the grievance shall be filed in writing with the superintendent of schools. The superintendent shall, upon request, confer with the aggrieved employee with respect to the grievance and shall advise the aggrieved employee in writing of the decision concerning the grievance within ten (10) working days after the superintendent receives it.

Step 3. If the grievance is not settled in Step 2, the aggrieved employee may request in writing of the hearing on the grievance with the Freedom School Board at their next regular meeting. Such request shall be given to the superintendent at least eight (8) working days prior to the board meeting so it may appear on the agenda. The Freedom School Board shall respond to the grievance within ten (10) working days after the meeting.

Step 4. Arbitration. If the decision of the board does not resolve a grievance to the satisfaction of the employee and s/he wishes review by a third party, s/he must so notify the association within 14 calendar days of receipt of the board's decision. The association will then initiate a request for arbitration under Labor Arbitration Rules of the American Arbitration Association within thirty (30) calendar days of the board's decision. The decision of the arbitrator shall be final and binding. However, the arbitrator's review shall be limited to interpreting the terms of the collective bargaining agreement. The arbitrator is prohibited from adding, subtracting, or amending any terms herein. An arbitrator's ruling is subject to judicial review only in cases when either of the parties believes the arbitrator's findings exceed his or her authority.

ARTICLE VII: PROFESSIONAL DEVELOPMENT

A. Course Reimbursement (Professional Staff)

The Freedom School Board encourages professional staff to avail themselves of higher education opportunities. To this end, the district shall reimburse professional staff members for pre-approved courses an amount not to exceed the current credit hour cost of the University of New

Hampshire and in no instance more than the actual cost up to the maximum of twelve (12) credit hours in any one school year. Approved courses are those that the superintendent deems to have direct and meaningful application to the position held by the employee. For reimbursement the course must be successfully completed with an A or B grade, or equivalent passing grade if letter grades are not given. The cost of no more than 42 total credits per year will be paid by the Freedom School District to its professional staff covered by this CBA. Distribution of the reimbursements is to be determined by the FEA (Freedom Employee's Association). The FEA acknowledges that its distribution of reimbursement funds must comply with all laws and with school district policy, especially anti-discrimination policies. The administration and board shall be held harmless by FEA members from accusations of discrimination in the distribution of reimbursable credits. FEA shall be solely responsible for non-discriminatory practices.

B. Course Reimbursement (Paraprofessionals)

The Freedom School Board encourages paraprofessionals and aides to avail themselves of higher education opportunities. The district will reimburse them for pre-approved coursework of up to 3 credit hours per employee per school year. Requests for course reimbursement must be approved in advance by the superintendent, who is authorized to approve only those that are likely to increase the employee's capacity to contribute to the school district.

C. Educational Development (Paraprofessionals)

Paraprofessionals shall be granted one or more paid day(s) per year to attend workshop(s) that pertain to their job. The total allowance for workshop fees per year is \$300 per employee. This amount is all inclusive and encompasses the workshop fee, travel (IRS rate applies), lodging, meals, materials, and all other associated costs. The exception is that when an employee is *required* to participate in a specific professional development activity, the full cost of the activity shall be reimbursable, without regard to the \$300 total per employee. The superintendent must approve workshop attendance in advance. Workshop fees are reimbursed upon receipt of proof of payment and proof of attendance.

D. Travel Reimbursement (Professional Staff)

1. The Freedom School Board agrees to pay reasonable expenses incurred for school activities, not to exceed a total yearly expenditure of \$250.00 per professional staff member, which shall include all costs, such as mileage (at the current IRS mileage reimbursement rate), meals, lodging, materials, and workshop fees. Such activities and expenses must be approved in advance by the superintendent and will be at his/her sole discretion. When the professional development is required by the district, the number of days and amount of reimbursement per day may be exceeded, with all pre-approved costs being reimbursed.

2. If an employee's regular schedule requires travel to more than one site within a single work day, the board will reimburse the employee for mileage between the work sites at the IRS rate. This reimbursement requires the employee to provide records of the days and distances traveled. Reimbursement shall be at least quarterly. This is separate and above the above the limitation described in paragraph one of this section.

ARTICLE VIII: COMPENSATION

A. Salaries and Wages

1. Salaries and wages shall be based on the salary and wage schedule corresponding to each year of this agreement as detailed under Appendix A.
2. Within the term of this contract, additional monies for employee compensation will be considered by the board on the basis of merit. The amount and process for earning additional compensation must be agreed to by the association and the board and adopted as an addendum.

B. Payment Schedule

1. A professional employee's salary shall be divided either into 22 or 26 equal biweekly payments, at the employee's direction. The balance of salary will be paid in a lump sum on the last payment in June.
2. All paraprofessionals shall be paid bi-weekly.

C. Initial Placement on the Salary Schedule

Experience in a substantially similar position within SAU #13 shall be evaluated at full credit. The superintendent may approve experience outside SAU #13 for full or partial credit.

D. Track Changes

Track changes are not retroactive and take effect on the September 1 *after* (a) the employee has informed the superintendent of the change before the prior February 1, and (b) the courses yielding the track change have been completed (all class meetings have been held and all materials have been handed in).

E. Longevity

1. Professional Staff who have worked for Freedom School District for 15 or more years shall receive an annual longevity supplement according to the following schedule:
 - i. 15 to 19 years of employment \$1200.00
 - ii. 20 to 24 years of employment \$1500.00
 - iii. 25 or more years of employment \$2000.00
2. Paraprofessionals who have worked for the district for 15 or more years shall receive an annual longevity supplement of \$500.00.
3. This money is to be paid on or before December 1 of the school year.
4. Longevity supplements will be pro-rated from 40 hours for employees working less than 40 hour weeks.

ARTICLE IX: BENEFITS

A. Medical Insurance (Professional Staff)

1. Freedom School District will pay 85% of a single, 2-person, or family membership in a Health Maintenance Organization (HMO) for each employee who works 30 hours or more per week. The Freedom School Board further agrees to pay the above coverage, on a pro-rated basis, for each professional employee who works 20 hours or more per week. A professional employee electing to purchase either a POS or Indemnity Insurance Plan will be responsible for the difference between the district's portion of the cost and the plan's actual cost.
2. Each full time professional employee who elects to decline medical insurance coverage will receive a salary supplement of \$1,100.00. This supplement is to be paid on or before Dec. 1 of the school year. The supplement shall be pro-rated from 40 hours for employees working less than 40 hour weeks.
3. The Freedom School District may obtain such insurance from a different carrier provided the benefits are equivalent.

B. Medical Insurance (Paraprofessionals)

1. Freedom School District will pay 96% for a single, 2 person, or family membership in a Health Maintenance Organization (HMO) for each paraprofessional who works 30 hours or more per week.
2. A paraprofessional electing to purchase either a POS or Indemnity Insurance Plan will be responsible for the difference between the district's portion of the cost and the plan's actual cost.
3. The Freedom School District may obtain such insurance from a different carrier provided the benefits are equivalent.

C. Flexible Benefits and Reimbursement Account

1. All employees
 - a. The Freedom School District agrees to maintain an "Integrated Flexible Benefits Plan" under Section 125 of the Internal Revenue Code so that all employees have the option of having the money they personally spend on health and dental insurance premiums come to them in the form of pretax dollars. The employee may contribute up to \$1500 on a before-tax basis.
2. Professional Staff
 - a. The Freedom School District will provide a Medical Expense Reimbursement Account, which shall provide reimbursement for any medical expenses not covered by insurance with the exception of non-prescription medication. The School District will contribute the first \$400 to the account annually for each employee who was -is hired prior to July 1, 2011.

D. Retiree Medical Insurance (Professionals and Paraprofessionals)

Any employee retiring from the Freedom School District who has worked in the district for ten (10) or more years will be eligible to purchase the health insurance plan available to active employees consistent with the terms of the collective bargaining agreement at the district's rate, to be paid for 100% by the retiree.

E. Dependent Care Reimbursement

The Freedom School Board will establish a Dependent Care Reimbursement Account consistent with federal and state law for employees who desire to take advantage of this tax reducing incentive. Single or married employees filing a joint return may deposit up to a maximum of \$5,000.00 into this account. The maximum contribution for married employees filing separately is \$2,500.00.

F. Dental Insurance

The Freedom School Board agrees to pay for each employee who works 30 hours or more per week, the cost of a single membership for the following coverage: Delta Dental - Coverage A, 100%, no deductible; Coverage B, 80%, no deductible; Coverage C, 50% with a contract year maximum of \$1000.00. The Board further agrees to pay the above coverage on a pro-rated basis for each employee who works 20 or more regular hours per week. The Board agrees to include a family plan option with the employee paying the difference between the family coverage and the amount paid by the district as described above.

G. Life Insurance

The Freedom School Board will pay the premium for each employee who works 30 hours or more for a Group Term Life and Accidental Death and Dismemberment Insurance Policy (\$20,000.00 life insurance / \$20,000.00 accidental death and dismemberment). The Freedom School Board further agrees to pay the above coverage, on a pro rated basis, for each employee who works 20 hours or more per week. The selection of the Group Term Life and Accidental Death and Dismemberment Policy will be at the sole discretion of the Freedom School Board.

H. Long Term Disability Insurance

The Freedom School District will provide Long Term Disability Insurance for all employees who work thirty (30) hours or more per week. Long Term Disability Insurance coverage is available on the 91st day of disability continuing in accordance with the insurance policy.

I. Retirement or Early Retirement

1. Any full time salaried employee may submit to the board a request for early retirement. It must be dated, signed, and submitted by November 1 of the employee's proposed final year of employment. The request will be a notification to the board of intent to early retire effective on the following June 30th and will be in the form of a letter of resignation. The letter represents a conditional commitment and is null and void if the

board fails to approve the employee retirement benefits by December 15 of the year submitted.

2. All requests will be considered in order of seniority. The board will approve the request of the employee with most seniority if s/he has provided 15 years or more of service to the district and may approve others, even if they have not provided 15 years of service, in order of seniority.
3. Employees approved for early retirement shall receive either,
 - i. A contribution of \$8,000 per year for three years toward health insurance if they opt to continue to participate in the school's plan or
 - ii. Cash payment of \$8,000 per year for three years.

ARTICLE X: LEAVES

A. Personal Illness

1. Employees will begin the contract with a sick leave credit of twelve (12) days at their applicable salary or wage for time lost due to personal sickness. This is done on a pro-rated basis for any employee working less than 30 hours per week. The Freedom School Board agrees to the accumulation of sick leave up to a maximum of ninety (90) teaching days (working days for paraprofessionals) in addition to the allowable sick leave for the current year. Sick leave days may be used to attend to an ill or injured family member. The term "family member" shall mean spouse, sibling, (step)children, and (step)parents, grandparents, and significant other. If in the opinion of the superintendent a relationship exists similar to that of the immediate family relationships, this leave may be granted. Sick leave days may be used to take a family member residing in the household or dependent upon the employee to a doctor's appointment. The principal and/or superintendent and/or board may request verification of the use of sick leave in any instance in which s/he has reason to believe that the use of sick leave is not for a bona fide reason, and no action shall be taken against the principal and/or superintendent and/or board for his/her exercise of such right. Any employee requiring additional sick time leave beyond allowable and accumulated sick leave may request the Freedom School Board to grant additional time. All requests must be made in writing, explaining the nature of the illness, and providing a specific number of additional sick days requested. Employees shall notify the principal of their illness as soon as possible and in accordance with school guidelines in order to allow sufficient time for substitute arrangements, if necessary, to be made.
2. There will be no compensation for unused accumulated sick days at any time, including the time of termination of employment.

3. Absence due to injury incurred by an employee in the course of employment shall not be charged against his/her sick leave days. The Freedom School Board shall pay to such employee the difference between his/her salary, after statutory deductions and benefits received under Workmen's Compensation Act for the duration of the employee's contract and refers to only the dollar difference payment and not to the terms of the Workmen's Compensation policy which could extend beyond the terms of the employee's contract.

B. Illness Leave Bank

1. The Freedom School Board agrees to establish an Illness Leave Bank to cover employees only in the event of a long-term illness. A committee composed of participating members of the professional staff shall administer the Illness Leave Bank. The superintendent shall be notified of the names of staff who are donating days by each employee indicating on their contract their desire to participate by initialing where indicated.
2. The FEA acknowledges that its decisions about individual requests must comply with all laws and with school district policy, especially anti-discrimination policies. The administration and board shall be held harmless by FEA members from accusations of discrimination in the distribution of the donated sick days. FEA shall be solely responsible for non-discriminatory practices consistent with law, regulation, and policy.
3. Each employee wishing to be covered by the Illness Leave Bank shall agree to donate one (1) day that he/she is allowed to accrue in a one-year period. Membership in the Illness Leave Bank plan is gained by donation of these days. A day must be donated by each bank member for each year in which they would like to be eligible, even if the bank's limit of 90 days is "full." These days shall be deposited in the Illness Leave Bank on the first contracted workday. The donated days will be deducted from the employee's personal accrued illness leave.
4. Membership in the Illness Leave Bank plan may begin as soon as a participating member has sick leave days to contribute. Each succeeding school year shall be a new enrollment period. The Illness Leave Bank shall accrue days from year to year to a maximum of ninety (90) days.
5. A member 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 or disability provided he/she has exhausted all of his/her accrued personal illness leave. Request for Illness Leave Bank benefits must be made, in writing, to the chairperson of the Illness Leave Bank Committee. Such requests will be considered for approval on a first come, first serve basis. Approval of such requests shall be made at the discretion of participating members, consistent with this section. Approval of any and all requests is restricted to no more than the total number of days accrued by member donations to the Illness Leave Bank.
6. In the event that the Illness Leave Bank is dissolved at any time, the accumulated days will be distributed to the current depositors in a manner to be decided by the participating members, but with no employee exceeding the ninety (90) day maximum.

C. Maternity/Paternity Leave

1. Maternity/Paternity leave may be granted to a full-time employee by the school board upon receiving a written request.
2. At the expiration of the leave granted by the board, the employee must return to duty or lose all right, title, and interest in and to his/her position. The absence of either action will result in termination of employment.
3. Upon returning to service, the employee shall be assigned to the same duties, or those of a similar nature as determined by the administration, as were performed prior to the beginning of the absence.
4. Any employee returning to the employment of the Freedom School from maternity/paternity leave shall be regarded as retaining the period of probationary service achieved prior to his/her maternity/paternity leave, but none of the time on maternity/paternity leave shall count toward continuing contract rights.
5. Any employee who suspends employment to give birth shall be on automatic leave for a period ending three months after the date of the birth of the child unless:
 - a) She informs the superintendent in advance, in writing, of her earlier date of return.
 - b. The board may extend maternity leave beyond 90 days in response to a written request. The board may require the employee to provide the superintendent with a note from the employee's or baby's doctor describing, in general, the need for more leave and the likely length of the additional leave requested. In no event shall the leave exceed nine months after the birth of the child.

D. Personal-Business Leave

1. The Freedom School Board will grant employees up to three days of personal leave in any one year for the completion of legal, personal, or other business that can not reasonably be scheduled outside of school hours. Such leave shall not be cumulative from year to year.
2. The employee shall request leave from the principal as soon as is practical after they become aware of the need.
3. Use of personal leave shall only be granted with the approval of the principal, but approval shall only be withheld in such instance as in the judgment of the principal will hamper the school in its ability to fulfill its educating function. Prior approval from the superintendent will be required for days that are just prior to and just after a vacation period.
4. All employees will be required to certify that requested personal leave is for an approved reason only at the time of each request. However, employees will not be required to disclose their reason.
5. Personal days must be used in increments of no less than half a day.

E. Bereavement Leave

Employees shall be allowed a maximum of five (5) days of leave per year with pay (not accumulative) in case of death of a member of their immediate family. These days cannot be carried over from the prior year. The term "immediate family" shall be construed to mean spouse, sibling, (step)children, and (step)parents, grandparents, and significant other. If in the

opinion of the superintendent a relationship exists similar to that of the immediate family relationships, this leave may be granted.

F. Legal

1. If it is necessary for an employee to serve as a juror, s/he shall be reimbursed the difference between his/her regular pay and jury pay.
2. If an employee is utilized as a witness or appears before a hearing officer or court as an employee of the School District, the individual shall be paid unless they are currently serving a leave without pay.

G. Other Leave

The Freedom School Board may grant other leaves of absence, with pay or without pay and with or without benefits. Every leave so granted, whether treated individually or collectively over a number of years, shall not be considered as custom, habit, or precedent to justify the rights to be granted leave of the same type in the future.

H. Leave of Absence

Leave of absence, without pay and with or without benefits, for an established period of up to one (1) year may be granted at the discretion of the Freedom School Board to employees who have worked for the district for three (3) or more years.

1. Employees taking such leaves shall retain all accrued benefits to which they were entitled at the date of their leave.

Leave requests be submitted to the superintendent in writing by April 1st for leaves commencing September 1st and generally should be submitted 3 months or more prior to the leave. For leaves of one month or longer, the applicant will also verify their intended date of return two weeks prior to their return to work.

A teacher whose leave of absence has been approved may buy into, at their expense, the health and dental plans while on leave.

2. An employee returning from leave of absence shall be placed on the step of the salary or wage schedule he/she would have attained at the time he/she went on leave, and will not get a step for the leave of absence. Employees may earn a track change while on leave as long as the superintendent is notified consistent with Article VIII. Employees taking such leaves shall retain all accrued benefits, but may not be entitled to any benefits while on leave.
3. On return from a leave of absence, an employee will be assigned to the same position which he/she had at the time said leave commenced, if available, or if not, to an equivalent position as determined by the Freedom School Board.

ARTICLE XI: GENERAL PROVISIONS

A. Savings Clause

If any provision of this Agreement is held to be contrary to law, then such provision shall be deemed invalid, but all other provisions shall be deemed valid and continue in full force and effect.

ARTICLE XII: DURATION

This Agreement will be in effect beginning July 1, 2014 and expire on June 30, 2017.

By mutual written agreement the Board and the Association may extend this Agreement beyond the designated time limitations. Either party may request that the contract be reopened for negotiations during the term of the contract.

In witness where of the parties hereto have caused the Agreement to be signed by their respective Chairpersons attested by their respective secretary and/or clerk all on the day and year first written above.

FREEDOM EMPLOYEES' ASSOCIATION
By/s/ *[Signature]*
Chairperson, Freedom Employees' Association

3/17/14
Date

FREEDOM SCHOOL BOARD
By/s/ *[Signature]*
Chairperson, Freedom School Board

3/18/14
Date

Witness

Barbara Wood Hoyt 3/18/14

Salary and Wage Schedules 2014-2015

Step	BA	B + 6	B + 12	B + 24	MA	MA + 15	M + 30
1	29,858	30,454	30,754	31,256	34,336	35,839	37,324
2	31,892	32,530	33,730	33,730	36,491	38,024	39,560
3	33,116	33,777	34,040	34,957	37,717	39,248	40,783
4	34,343	35,029	35,267	36,183	38,943	40,477	42,010
5	35,571	36,282	36,491	37,409	40,169	41,701	43,234
5.5	36,184	36,846	37,104	38,021	40,783	42,315	43,849
6	36,796	37,409	37,717	38,634	41,397	42,928	44,465
6.5	37,410	38,021	38,330	39,248	42,010	43,541	45,078
7	38,024	38,634	38,943	39,863	42,623	44,155	45,691
7.5	38,648	39,247	39,558	40,477	43,236	44,767	46,304
8	39,271	39,861	40,172	41,091	43,848	45,380	46,917
8.5	39,873	40,573	40,784	41,703	44,462	46,540	47,529
9	40,476	41,285	41,396	42,315	45,077	47,701	48,142
9.5	41,088	41,909	42,009	42,929	45,689	47,769	48,755
10	41,700	42,534	42,623	43,544	46,301	47,837	49,367
10.5	42,315	43,039	43,235	44,156	46,916	48,449	49,981
11	42,929	43,544	43,847	44,768	47,530	49,061	50,596
11.5	43,542	44,156	44,463	45,381	48,144	49,674	51,210
12	44,155	44,768	45,079	45,994	48,758	50,287	51,825
12.5	44,767	45,381	45,690	46,608	49,370	50,900	52,438
13	45,380	45,995	46,301	47,223	49,982	51,512	53,051
13.5	45,978	46,592	46,898	47,820	50,596	52,127	53,663
14	46,577	47,190	47,495	48,418	51,210	52,742	54,276
14.5	47,140	47,753	48,058	48,931	51,822	53,355	54,888
15	47,703	48,317	48,621	49,445	52,433	53,968	55,500
15.5	-	-	-	-	52,936	54,582	56,114
16	-	-	-	-	53,439	55,197	56,728
16.5	-	-	-	-	54,097	55,793	57,268
17	-	-	-	-	54,755	56,388	57,808
17.5	-	-	-	-	55,263	56,985	58,464
18	-	-	-	-	55,771	57,582	59,120

Step	Para	Aide
1	10.12	9.62
2	10.39	9.83
3	10.70	10.12
4	11.01	10.39
5	11.33	10.71
6	11.63	11.01
7	11.97	11.33
8	12.31	11.64
9	12.64	11.95
10	12.98	12.28
11	13.33	12.61

APPENDIX A

Salary and Wage Schedules 2015-2016

Salary and Wage Schedules 2015-2016

Step	BA	B + 6	B + 12	B + 24	MA	MA + 15	M + 30
1	30,306	30,911	31,215	31,725	34,851	36,377	37,883
2	32,371	33,018	34,236	34,236	37,039	38,594	40,153
3	33,612	34,284	34,550	35,481	38,282	39,837	41,395
4	34,858	35,554	35,796	36,726	39,527	41,084	42,641
5	36,105	36,827	37,039	37,970	40,772	42,326	43,882
5.5	36,726	37,399	37,661	38,592	41,395	42,949	44,507
6	37,348	37,970	38,282	39,213	42,018	43,572	45,132
6.5	37,971	38,592	38,905	39,837	42,640	44,195	45,754
7	38,594	39,213	39,527	40,461	43,262	44,817	46,377
7.5	39,227	39,836	40,151	41,084	43,884	45,439	46,999
8	39,860	40,459	40,775	41,708	44,506	46,061	47,620
8.5	40,472	41,181	41,396	42,329	45,129	47,238	48,242
9	41,083	41,904	42,017	42,949	45,753	48,416	48,864
9.5	41,704	42,538	42,639	43,573	46,374	48,485	49,486
10	42,325	43,172	43,262	44,197	46,995	48,554	50,108
10.5	42,949	43,685	43,884	44,818	47,619	49,175	50,731
11	43,573	44,197	44,505	45,440	48,243	49,797	51,355
11.5	44,195	44,818	45,130	46,062	48,866	50,419	51,978
12	44,817	45,440	45,755	46,683	49,489	51,041	52,602
12.5	45,439	46,062	46,375	47,307	50,110	51,663	53,225
13	46,061	46,684	46,995	47,931	50,732	52,285	53,847
13.5	46,668	47,291	47,601	48,538	51,355	52,909	54,468
14	47,276	47,897	48,207	49,144	51,978	53,533	55,090
14.5	47,847	48,469	48,779	49,665	52,599	54,155	55,711
15	48,418	49,041	49,350	50,186	53,220	54,778	56,332
15.5	-	-	-	-	53,730	55,401	56,956
16	-	-	-	-	54,241	56,025	57,579
16.5	-	-	-	-	54,909	56,629	58,127
17	-	-	-	-	55,577	57,234	58,675
17.5	-	-	-	-	56,092	57,840	59,341
18	-	-	-	-	56,607	58,446	60,007

Step	Para	Aide
1	10.62	10.12
2	10.89	10.33
3	11.20	10.62
4	11.51	10.89
5	11.83	11.21
6	12.13	11.51
7	12.47	11.83
8	12.81	12.14
9	13.16	12.47
10	13.51	12.80
11	13.88	13.15

Salary and Wage Schedules 2016-2017

Step	BA	B + 6	B + 12	B + 24	MA	MA + 15	M + 30
1	30,761	31,374	31,684	32,201	35,374	36,922	38,452
2	32,856	33,513	34,750	34,750	37,594	39,173	40,756
3	34,117	34,798	35,069	36,013	38,857	40,435	42,016
4	35,381	36,088	36,333	37,277	40,120	41,700	43,280
5	36,647	37,379	37,594	38,540	41,383	42,961	44,540
5.5	37,277	37,960	38,226	39,171	42,016	43,594	45,175
6	37,908	38,540	38,857	39,801	42,648	44,226	45,809
6.5	38,541	39,171	39,488	40,435	43,280	44,857	46,441
7	39,173	39,801	40,120	41,068	43,911	45,489	47,072
7.5	39,816	40,433	40,753	41,701	44,542	46,120	47,704
8	40,458	41,066	41,387	42,333	45,174	46,751	48,335
8.5	41,079	41,799	42,017	42,963	45,806	47,347	48,966
9	41,699	42,533	42,647	43,594	46,439	49,143	49,597
9.5	42,330	43,176	43,279	44,227	47,070	49,213	50,228
10	42,960	43,820	43,911	44,860	47,700	49,283	50,859
10.5	43,594	44,340	44,542	45,491	48,334	49,913	51,492
11	44,227	44,860	45,173	46,121	48,967	50,544	52,125
11.5	44,858	45,491	45,807	46,753	49,599	51,175	52,758
12	45,489	46,121	46,441	47,384	50,231	51,807	53,391
12.5	46,120	46,753	47,071	48,017	50,862	52,438	54,023
13	46,751	47,385	47,700	48,650	51,493	53,069	54,655
13.5	47,368	48,000	48,315	49,266	52,125	53,703	55,285
14	47,985	48,616	48,930	49,881	52,758	54,336	55,916
14.5	48,565	49,196	49,510	50,410	53,388	54,968	56,547
15	49,145	49,777	50,090	50,939	54,018	55,599	57,177
15.5	-	-	-	-	54,536	56,232	57,810
16	-	-	-	-	55,054	56,865	58,443
16.5	-	-	-	-	55,732	57,479	58,999
17	-	-	-	-	56,410	58,093	59,555
17.5	-	-	-	-	56,933	58,708	60,231
18	-	-	-	-	57,456	59,323	60,907

Step	Para	Aide
1	11.12	10.62
2	11.39	10.83
3	11.70	11.12
4	12.01	11.39
5	12.33	11.71
6	12.63	12.01
7	12.97	12.33
8	13.31	12.64
9	13.67	12.98
10	14.04	13.33
11	14.42	13.69

