

**AGREEMENT
BETWEEN
GOSHEN-LEMPSTER EDUCATION SUPPORT PERSONNEL ASSOCIATION
AND
THE GOSHEN-LEMPSTER SCHOOL BOARD**

**EFFECTIVE DATES
JULY 1, 2009 - JUNE 30, 2011**

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GOSHEN-LEMPSTER COOPERATIVE SCHOOL BOARD/GLEA

TENTATIVE AGREEMENTS

ARTICLE 1: Recognition

The Goshen Lempster Education Support Personnel/NEA New Hampshire (“the Association”) is recognized as the exclusive representative for all paraprofessionals and custodians (“employees”) employed by Goshen-Lempster School District. The Association agrees to represent equally all personnel covered by this Agreement without regard to membership in the Association.

During the term of this Agreement, the Board will not negotiate with any group other than the Association with regard to any matter subject to negotiations as long as the Association is recognized by the Public Employee Labor Relations Board. However, this shall not prevent the Board from communicating or consulting with any individual member of the bargaining unit, or group of members of the bargaining unit, for any purpose the Board shall deem desirable in the discharge of its responsibilities. Furthermore, it shall not preclude any employee from appearing before the Board on his/her own behalf on matters relating to his/her employment by the Board, providing that it is not in contravention of any article in the agreement.

In the event that either party wishes to add a position to the bargaining unit, the parties will attempt to reach agreement as to whether the position should be included and therefore be included in negotiations of the collective bargaining agreement. If agreement cannot be reached, the relevant provisions of NH RSA 273-A shall apply.

ARTICLE 2: Association Rights

The Board agrees that employees shall have full freedom of association and organization, and may designate representatives of their own choosing to negotiate the terms and conditions of employment free from interference, restraint, or coercion by the Board or its agents.

The Association and its representatives may use the school buildings for Association business without cost. Representatives of the Association and their affiliates shall be permitted to transact Association business on school property, provided that this does not disrupt the operation of school programs or services or previous obligations made to other organizations nor result in costs to the District.

The Association, upon request, will be given time on the first workday of the school year to present brief reports and announcements.

The Association shall be given an opportunity after faculty meetings to present announcements to members relevant to Association matters.

The Association and its representatives shall have the right to post notices of activities and matters of Association concern on the faculty bulletin boards and use faculty mailboxes for communications to employees.

The Association will be entitled to a total of two (2) days of leave per year to participate in Association business. Two workdays notice will be given for use of these Association days.

ARTICLE 3: Employee Rights

The Board and the Association agree that there shall be no discrimination in the hiring, training,

assignment, promotion, transfer or discipline of employees or in the application or administration of the Agreement on the basis of race, creed, color, religion, national origin, sex, domicile, marital status, sexual orientation or age.

It is expected that all contract language governing employee activities and conduct shall be interpreted and applied uniformly to all employees.

The rights granted to an employee hereunder shall be deemed to be in addition to those provided by State and Federal Statutes. No material pertaining to an employee's job performance or behavior shall be placed in his/her personnel file unless the employee has been given a copy of the material. The employee and his/her representative will be allowed access to his/her personnel file with at least twenty-four hours advance notice. An employee from the central office may be present during access to the personnel file. An employee may respond, in writing, to material in his/her file and that response shall be attached to the material in question.

ARTICLE 4: Negotiations Procedure

Negotiations procedure will be consistent with NH RSA 273-A. On or before October 1 prior to the expiration of this Agreement, either party may submit to the other written notice of its intent to negotiate a successor agreement.

The Board will provide the Association non-confidential information in its possession for the development of proposals. Either party may, if it so desires, utilize the services of outside consultants and may call upon professional and lay representatives to assist in the negotiations.

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

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

If the parties have agreed to all cost items by the budget submission date (as defined in RSA 273-A:1 III), the Board agrees to publicly support those cost items and submit them to the Annual School District Meeting.

ARTICLE 5: Printing and Distribution

Copies of this Agreement shall be printed within thirty (30) days after the Agreement is signed, and all employees presently in the system will receive a copy. All new employees will receive the Agreement prior to starting work.

ARTICLE 6: Employee Contract Days and Holidays

The full-time paraprofessional contract shall be for 185 work days.

A sample copy contract of the employees' contract will be attached to the Contract as Appendix C.

Holidays:

In addition to the work days, the following shall be paid holidays for all employees:

- Labor Day
- Thanksgiving
- Christmas
- New Year's Day
- Memorial Day

Veterans Day (beginning with the 2010-2011 school year)

Year round custodians shall have, in all years, in addition to the six days listed , Civil Rights Day and Independence Day as paid holidays.

Vacation:

Year-round employees working at least 32 hours/week shall have ten days of paid vacation in a contract year. Vacation must be taken no later than August 1st of the next contract year. Vacation not taken by that date shall be lost. Vacation time shall be pro-rated for an employee who works less than the full contract year.

ARTICLE 7: Work Hours

The regular workday for full-time paraprofessionals shall be 7 hours. The Board or its designee may, in its sole discretion, designate a paraprofessional position as less than full-time.

In accordance with the Fair Labor Standards Act, employees shall be paid for all hours worked, including, but not limited to, the supervision of students and committee work. Employees shall be paid for a full day of work in the event of a delayed start called by the District.

All employees working more than five hours per day shall be scheduled for a paid lunch period of thirty (30) minutes.

ARTICLE 8: Wage Schedule

Wages shall be paid in accordance with the provisions of the wage schedule contained in Appendix A. Employees who have completed at least ninety (90) school days of service during the school year and whose performance is satisfactory shall be advanced one (1) step on the appropriate wage track the following year. New employees shall be credited with relevant work experience outside of the District as determined by the Superintendent. No new employee shall be placed higher on the scale than current employees with equal experience.

Payroll for paraprofessionals shall be made in 22 equal bi-weekly installments. The last pay check of the school year will be adjusted as necessary to reflect actual hours worked. Year round employees shall be paid according to the number of hours worked in any given pay period.

ARTICLE 9: Voluntary Deductions

Upon written authorization from the employee, the employer shall deduct dues, assessments and contributions to the Association as established by the Association from the employee's wages in 20 equal installments and forward all such collections to the Association's treasurer within 5 business days of the deduction. Such authorization shall continue in effect through the year unless revoked in writing. With written authorization, the employer shall make such other deductions as specified up to the maximum number of "slots" the SAU computer will accommodate and will make appropriate remittance within 5 business days.

ARTICLE 10: Evaluation

The District and Association shall create a committee to establish an evaluation system for employees. This committee shall consist of two members chosen by the administration and two members chosen by the Association and will complete its work prior to October 30, 2009. Adoption of the evaluation tool

developed by the committee will be dependent on ratification by the Board and the Association.

ARTICLE 11: Fair Treatment

The supervisor will notify an employee of disciplinary action as soon as possible and will describe the incident, job deficiencies, or behavior which gave rise to the disciplinary action. Discipline shall be progressive with the understanding that some egregious actions on the part of the employee may give rise to immediate dismissal. If the problem is remediable, the supervisor shall provide a written corrective plan and a period of improvement. Discipline must be fairly imposed and factually supported.

An employee is entitled to have an association or other representative present when being disciplined. Such representation must be available within three days. If the superintendent determines that the infraction or delinquency requires immediate action, s/he may suspend the employee or take other action until representation is available. All information forming the basis for disciplinary action will be made available to the employee.

The protections of this Article become available to an employee after a 45 work day probationary period.

ARTICLE 12: Reduction in Force

A seniority list shall be prepared by the administration. Seniority shall be defined as the total number of years an employee has been continuously employed by the Goshen-Lempster Cooperative School District as a member of this bargaining unit and shall be computed from the first day of employment.

The administration shall update this list annually and send it to the GLESP by September 15th. Any objection must be raised by October 1st. If no objection is raised, the list shall be presumed accurate. If two or more employees share the same first day of employment, the tie will be broken by drawing lots to determine permanent placement on the seniority list.

In the event that the School Board reduces the staff, the following procedures shall be utilized:

The Association shall be notified in writing of the Board's intent to reduce staff at least 15 days before the RIF occurs.

The RIF shall be based on seniority within job classification (paraprofessional or custodian) except that employees with less than one year of work for the District shall be considered of equal seniority and a RIF within this group shall be within the superintendent's discretion.

If a former employee who has been RIFed is re-hired within two years, s/he shall retain all seniority and accrued leave.

ARTICLE 13: Grievance Procedure

A. Purpose: It is the policy of the Board and the Association that a sincere effort be made to resolve all problems informally if possible. However, both parties recognize that the formal grievance procedure must be available without any fear of discrimination because of its use.

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. An "aggrieved party" is the employee, group of employees, or Association who submit a grievance or on whose behalf it is submitted.

C. Submission of Grievance:

1. Before submission of a written grievance, the aggrieved party must attempt to resolve it informally with the grievant's immediate supervisor. The grievant shall inform the supervisor that he/she is pursuing the informal stage of the grievance procedure.
2. Each grievance shall be submitted in writing on the form approved by the Board and the Association and shall identify the aggrieved party, the provision of this agreement involved in the grievance, the time and the place where the alleged events or conditions constituting the grievance existed, and, if known, the identity of the persons responsible for causing such events or conditions and a general statement of the grievance and redress sought by the aggrieved party.
3. A grievance shall be deemed waived unless it is submitted in writing within thirty (30) school days after the aggrieved party knew or should have known of the events or conditions on which it was based.
4. An employee or group of employees may submit grievances which affect them personally and shall submit such grievance to the building principal.

The Association may submit any grievance that involves a group or class of employees.

D. Grievance Procedure:

1. The building principal shall respond in writing to each grievance received. If an aggrieved party is not satisfied with the response of the building principal, such aggrieved party may submit a copy of the grievance to the Superintendent of Schools within five (5) school days of the determination made at this stage or, if no response is received, within ten (10) school days of the submission of the grievance to the building principal.
2. The Superintendent or his/her designated representative shall upon request, confer with the aggrieved parties with respect to the grievance and shall deliver to the aggrieved parties a written statement of his/her position with respect to it no later than ten (10) school days after it is received by him/her. If the aggrieved party is not satisfied with the response of the Superintendent, he/she may submit a written appeal to the School Board within ten (10) school days after it is received by him/her.
3. The School Board or its designated committee shall meet with the aggrieved Party within fifteen (15) school days to attempt to resolve the matter. The Board shall communicate its decision in writing within ten (10) school days of the meeting.
4. In the event the aggrieved party is not satisfied with the decision of the School Board with respect to a grievance, it may, within ten (10) school days after receiving the statement, refer the grievance to binding arbitration. The following procedure shall be used to secure the services of an arbitrator:
 - a. The parties will attempt to agree upon a mutually satisfactory third party to serve as an arbitrator. If no agreement is reached within five (5) school days, the American Arbitration Association will be notified and requested to submit a roster of persons qualified to function as an arbitrator.
 - b. If the parties are unable to determine a mutually satisfactory arbitrator from the submitted list, they shall request the American Arbitration Association to submit a second roster of names.
 - c. If the parties are unable to determine, within ten (10) school days of the initial request for arbitration, a mutually satisfactory arbitrator from the second list, the American Arbitration Association may be requested by either party to designate an arbitrator.
 - d. The arbitrator shall limit himself/herself to the issues submitted to him/her and shall consider nothing else. He/she shall be bound by and must comply with all the terms of this Agreement. He/she shall have no power to add to, or delete from, or modify in any way any of the

provisions of the Agreement. The arbitrator may award a “make whole recommendation” but may apply no penalty payments.

- e. The Board, the aggrieved, and the Association shall request that the arbitrator issue a report within thirty (30) calendar days of the hearing.
- f. The finding of the arbitrator shall be final and binding.
- g. The costs for the services of the arbitrator including per diem expenses, if any, and actual necessary travel, subsistence expenses, and the cost of the hearing room shall be borne equally by the Board and the Association. Any other expenses shall be paid by the party incurring the same.

E. Rights of Employees to Representation:

An aggrieved person may be represented at all stages of the grievance procedure by himself/herself or, at his/her own option, by the Association or by no more than two representatives selected or approved by the Association.

When an employee is not represented by the Association in the processing of a grievance, the Association shall, at the time of the submission of the grievance to the superintendent or any higher level, be notified by the Superintendent that the grievance is in process. The Association shall have the right to be present and present its position in writing at all hearing sessions held concerning such grievance and shall receive a copy of all decisions rendered.

The Board and the Association shall insure the individual freedom from restraint, interference, coercion, discrimination or reprisal in presenting his/her appeal with respect to his/her personal grievance.

Records

All documents, communications and records concerning a grievance may be placed in the employee’s personnel record, but shall not be forwarded to any prospective employer of the grievant.

ARTICLE 14: Paid Leave

Employees shall have ten leave days per year to use in the event of illness, disability (including disability related to childbirth), death of an immediate family member, or other necessary activity which cannot be accommodated outside of the work day. No more than three of these days can be used for reasons other than illness or disability and for these, at least twenty-four hours notice shall be given. Leaves of more than 3 ½ hours in a day will be credited as a full day of leave; leaves of less than 3 ½ hours shall be credited as one-half leave day. A physician’s note may be requested by the administration if leave taken for illness or disability exceeds three consecutive or ten non-consecutive days.

In the first contract year, leave may be used as it accrues at the rate of one day/month. After the first contract year, employees shall receive the ten days of leave on the first day of the new contract year. Employees may accumulate up to 60 leave days. Employees employed during the 2008-2009 school year who have accumulated more than 60 days may use the days accumulated, but shall not accrue any additional days until the days accumulated are below the 60 day cap. Accumulated leave days are lost upon termination.

ARTICLE 15: Unpaid Leaves of Absence

A. Family and Medical Leave

Employees shall be entitled to the protections provided by the federal Family and Medical Leave

Act. An employee seeking to take leave for conditions related to the birth or adoption of a child, for personal illness or illness of a family member shall contact the Superintendent at least thirty (30) days prior to the leave. In the event of an emergency, the employee shall provide as much notice as reasonably possible. The Superintendent shall provide information to the employee as to his/her rights under the Act, including whether the employee is qualified. Employees taking FMLA leave must substitute accrued paid leave for the FMLA leave to the extent possible.

B. Military Service:

Leave shall be granted to serve in required military service.

C. Other Discretionary Leave:

Requests for unpaid leaves or for an extension of an unpaid leave for special reasons may be granted at the sole discretion of the Board upon the recommendation of the superintendent.

D. General Provisions:

1. School year employees' return from leave shall coincide with the beginning of the school year. However, return during the school year may be approved at the discretion of the Board. A member returning shall be assigned to a position for which he/she is qualified. Should an appropriate position no longer exist, the Reduction in Force procedure will be followed
2. A member on unpaid leave shall not be denied the opportunity to substitute in the School District by reason of the fact that he/she is on a leave of absence.
3. Members on unpaid leave of absence shall continue to be considered members of the bargaining unit.
4. Earned benefits shall be retained after all unpaid leaves of absences.

ARTICLE 16: Staff Development and Professional Improvement

A fund of \$1,500 shall be provided each year for courses and professional development workshops which have been approved in writing prior to enrollment. Individuals shall be limited to an initial payment of \$350 on a first approved basis to be paid either directly to the provider or as a reimbursement at the option of the employee. Funds remaining, if any, on June 1st, shall be equally distributed to individuals who were not fully reimbursed during the school year.

ARTICLE 17: Extracurricular Activities

Employees may accept assignments to lead after school extracurricular student activities such as sports and clubs sponsored by the Goshen-Lempster School District.

The parties understand that acceptance of an extracurricular assignment by an employee is voluntary. The assignment will be equivalent to appointment for the school year of the designated period the activity will run.

Resignation from an extracurricular assignment will not affect the employee's individual employment contract.

ARTICLE 18: Health Benefit

The District shall make a contribution to an FSA, Section 125 plan for every employee who has been employed by the District for more than 45 work days on a 50% or more basis. In 2009-2010, this amount will be \$500/qualified employee. In 2010-2011, this amount will be \$1000/qualified employee. This

amount shall be available to the employee beginning on January 1st of each year. (i.e. each qualified employee shall receive a contribution of \$500 on January 1, 2010 and a contribution of \$1,000 in January, 2011 and every January thereafter). An employee who becomes qualified after January 1st beginning on January 1st, 2010 shall receive a pro-rated contribution. The parties shall continue to investigate the possibility of making this contribution in an alternative, mutually satisfactory, manner. This may include making the FSA year match the contract year.

A member of this bargaining unit who received health insurance from the District in the 2008-2009 school year shall be entitled to continue that benefit so long as he is continuously employed by the District. However, such an employee is not entitled to the benefit described in the first section of this Article.

The District shall add the members of the bargaining unit to its health and dental insurance plans and employees may access these plans during the open enrollment period. Employees must pay the full premium for the plans chosen through payroll deductions.

ARTICLE 19: Management Rights

This Agreement constitutes the full and complete agreement of the parties and may be altered, changed, added to, deleted from or modified only through the voluntary mutual consent of the parties in a written, signed amendment to this Agreement. The operation of the schools and the direction of the staff are vested exclusively in the School Board.

ARTICLE 20: Savings Clause

If any provision of this Agreement or any application of this Agreement is held to be contrary to law by any court or Board of competent jurisdiction or if compliance with or enforcement of any portion should be restrained by any court of competent jurisdiction, the remainder of the Agreement shall not be affected thereby, and the parties shall enter into immediate negotiations to bring such part(s) of the Agreement, held to be invalid, into compliance with the edicts set by the court.

ARTICLE 21: Retirement Benefit

All eligible bargaining unit members shall be covered by the NH Retirement System.

ARTICLE 22: Duration

This Agreement shall be become effective on July 1, 2009 and shall continue in effect through June 30, 2011.

GOSHEN-LEMPSTER EDUCATION
SUPPORT PERSONNEL ASSOCIATION

GOSHEN-LEMPSTER
SCHOOL BOARD

By: _____

By: _____

Date: _____
Chairperson, Negotiations Committee

Date: _____
Chairperson, Negotiations Committee

By: _____

By: _____

Date: _____
Association President

Date: _____
Chairperson, School Boar

APPENDIX A
Wage Schedule
Contract Year 2009-2010

2009-10 wage schedule

Years of experience	HS grad not para certified	HS grad para certified	2 yrs + college para certified	BA degree para certified
0	\$8.93	\$9.11	\$9.29	\$9.69
1	\$9.11	\$9.29	\$9.48	\$9.89
2	\$9.29	\$9.48	\$9.66	\$10.08
3	\$9.48	\$9.67	\$9.86	\$10.28
4	\$9.67	\$9.86	\$10.06	\$10.49
5	\$9.86	\$10.06	\$10.26	\$10.70
6	\$10.06	\$10.26	\$10.46	\$10.91
7	\$10.26	\$10.47	\$10.67	\$11.13
8	\$10.47	\$10.67	\$10.88	\$11.35
9	\$10.67	\$10.89	\$11.10	\$11.58
10	\$10.89	\$11.11	\$11.32	\$11.81
11	\$11.11	\$11.33	\$11.55	\$12.05
12	\$11.33	\$11.55	\$11.78	\$12.29
13	\$11.55	\$11.79	\$12.02	\$12.54
14	\$11.79	\$12.02	\$12.26	\$12.79
15	\$12.02	\$12.26	\$12.50	\$13.04
16	\$12.26	\$12.51	\$12.75	\$13.30
17	\$12.51	\$12.76	\$13.01	\$13.57
18	\$12.76	\$13.01	\$13.27	\$13.84
19	\$13.01	\$13.27	\$13.53	\$14.12
20	\$13.27	\$13.54	\$13.80	\$14.40
21	\$13.54	\$13.81	\$14.08	\$14.69
22	\$13.81	\$14.08	\$14.36	\$14.98
23	\$14.08	\$14.37	\$14.65	\$15.28
24	\$14.37	\$14.65	\$14.94	\$15.59

Custodians and off schedule paraprofessional 2.00%

APPENDIX A
Wage Schedule
Contract Year 2010-2011

2010-11 wage schedule

Years of experience	HS grad not para certified	HS grad para certified	2 yrs + college para certified	BA degree para certified
0	\$9.11	\$9.29	\$9.48	\$9.89
1	\$9.29	\$9.48	\$9.66	\$10.08
2	\$9.48	\$9.67	\$9.86	\$10.28
3	\$9.67	\$9.86	\$10.06	\$10.49
4	\$9.86	\$10.06	\$10.26	\$10.70
5	\$10.06	\$10.26	\$10.46	\$10.91
6	\$10.26	\$10.47	\$10.67	\$11.13
7	\$10.47	\$10.67	\$10.88	\$11.35
8	\$10.67	\$10.89	\$11.10	\$11.58
9	\$10.89	\$11.11	\$11.32	\$11.81
10	\$11.11	\$11.33	\$11.55	\$12.05
11	\$11.33	\$11.55	\$11.78	\$12.29
12	\$11.55	\$11.79	\$12.02	\$12.54
13	\$11.79	\$12.02	\$12.26	\$12.79
14	\$12.02	\$12.26	\$12.50	\$13.04
15	\$12.26	\$12.51	\$12.75	\$13.30
16	\$12.51	\$12.76	\$13.01	\$13.57
17	\$12.76	\$13.01	\$13.27	\$13.84
18	\$13.01	\$13.27	\$13.53	\$14.12
19	\$13.27	\$13.54	\$13.80	\$14.40
20	\$13.54	\$13.81	\$14.08	\$14.69
21	\$13.81	\$14.08	\$14.36	\$14.98
22	\$14.08	\$14.37	\$14.65	\$15.28
23	\$14.37	\$14.65	\$14.94	\$15.59
24	\$14.65	\$14.95	\$15.24	\$15.90

Custodians and off schedule paraprofess
paraprofessional 2.50%

APPENDIX B – GRIEVANCE FORMS A-E

GRIEVANCE ADJUSTMENT FORM A

COMPLAINT BY THE AGGRIEVED PERSON: (A grievance shall be deemed waived unless it is submitted in writing within thirty (30) school days after the aggrieved party knew or should have known of the events or conditions on which it is based.)

NAME OF COMPLAINANT

DATE OF FILING

HOME ADDRESS

HOME TELEPHONE NUMBER

POSITION HELD

STATEMENT OF GRIEVANCE:

PROVISION OF PROFESSIONAL AGREEMENT VIOLATED:

ACTION REQUESTED:

Signature of Complainant

GRIEVANCE ADJUSTMENT FORM B

DECISION OF THE PRINCIPAL: (To be completed within five (5) school days after the receipt of the written grievance.)

COMPLAINANT

DATE OF FILING

DECISION OF THE PRINCIPAL AND REASON THEREOF:

DATE OF THE DECISION: _____

Signature of Administration

GRIEVANT'S RESPONSE: (To be completed by Aggrieved within five (5) school days of decision and sent to Association's Grievance Chairman.)

_____ I ACCEPT THE ABOVE DECISION.

_____ I HEREBY REFER THE ABOVE DECISION TO THE SUPERINTENDENT OF SCHOOLS.

DATE OF RESPONSE: _____

Signature of Complainant

GRIEVANCE ADJUSTMENT FORM C

DECISION OF THE SUPERINTENDENT: (To be completed within ten (10) school days after the receipt of the written grievance.)

COMPLAINANT

DATE OF FILING GRIEVANCE

DECISION OF THE SUPERINTENDENT AND REASON THEREFORE:

DATE OF THE DECISION: _____

Signature of Superintendent

GRIEVANT'S RESPONSE: (To be completed by Aggrieved within ten (10) school days of decision and sent to Association's Grievance Chairman.)

_____ I ACCEPT THE ABOVE DECISION.

_____ I HEREBY REFER THE ABOVE DECISION TO THE ASSOCIATION'S GRIEVANCE COMMITTEE FOR REFERRAL TO THE SCHOOL BOARD.

DATE OF RESPONSE: _____

Signature of Complainant

GRIEVANCE ADJUSTMENT FORM D

DECISION OF THE SCHOOL BOARD: (To be completed within ten (10) school days of the meeting.)

AGGRIEVED PERSON

DATE OF FORMAL GRIEVANCE PRESENTATION: _____

DECISION OF THE SCHOOL BOARD AND REASONS THEREFORE:

DATE OF THE DECISION: _____

Signature of School Board Representative

AGGRIEVED PERSONS RESPONSE: (To be completed by Aggrieved within ten (10) school days of receipt of decision and sent to the School Board and The Association's Grievance Chairman.)

_____ I (DO) (DO NOT) ACCEPT THE ABOVE DECISION.

DATE OF RESPONSE: _____

Signature of Complainant

GRIEVANCE ADJUSTMENT FORM E

GRIEVANCE COMMITTEE REVIEW: (To be completed by Association Grievance Committee Chairman within ten (10) school days of referral.)

GRIEVANT

DATE OF FILING GRIEVANCE: _____

CHAIRMAN OF GRIEVANCE COMMITTEE

DATE REFERRAL RECEIVED BY GRIEVANCE COMMITTEE: _____

DECISION OF THE GRIEVANCE COMMITTEE AND REASONS THEREFORE:

_____ THE GRIEVANCE COMMITTEE HAS RECOMMENDED NOT TO SUBMIT THE GRIEVANCE TO ARBITRATION.

_____ THE GRIEVANCE COMMITTEE HAS RECOMMENDED THAT THE GRIEVANCE SHOULD BE SUBMITTED TO ARBITRATION.

Date of Opinion: _____

Signature of Grievance Committee Chair

APPENDIX C

**Goshen-Lempster Cooperative School District
Employment Agreement**

Dear _____

This letter is an offer of employment for a position as a (paraprofessional/custodian) for the Goshen-Lempster Cooperative School District for the _____ school year. Your work hours are from _____ to _____ for (52 weeks per year for custodians or 185 work days plus holidays for paraprofessionals). Your hourly rate is _____.

The terms and conditions of your employment are contained in the current Agreement Between the Goshen-Lempster Education Support Personnel and the Goshen-Lempster Cooperative School Board. Please ask for a copy if you do not have one.

Please sign this offer of employment to accept the offer and return one copy to the SAU office by June 30, _____. If we do not receive a signed letter by that date, we assume that you are no longer interested in the position and the offer will be withdrawn.

Thank you.

Sincerely,

Superintendent

I ACCEPT THE ABOVE POSITION: _____
Signature Date