AGREEMENT BETWEEN

NORTHUMBERLAND SCHOOL BOARD

AND

GROVETON SUPPORT STAFF ASSOCIATION

JULY 1, 2015 THROUGH JUNE 30, 2018

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ARTICLE I - RECOGNITION

For the purpose of collective negotiations, the Northumberland School District, as represented by its Board of Education, hereinafter called the School Board, recognizes the Groveton Support Staff Association, NEA/NH, hereinafter referred to as the Association, as the exclusive representatives of custodians and secretaries, in accordance with the provisions of R.S.A. 273-A, excluding aides, clerk/typist, tutors, and central office personnel. Negotiations may include the terms and conditions of employment pursuant to R.S.A. 273-A. This negotiation shall not preclude any employee, on an individual basis, from consulting, communicating, or otherwise dealing directly with the School Board on his or her own behalf, providing such dealings are not in contravention of this agreement.

There will be a negotiations-contract fee of one hundred dollars ($100) per year for each full-time employee and fifty dollars ($50) per year for each part-time employee, payable to the Association by each non-association bargaining unit member, the payment of which is not a condition of employment by the Board. The collection of the fee is the sole responsibility of the Association.

ARTICLE II - NO DISCRIMINATION

The Association agrees to represent equally all unit members without regard to race, color, creed, age, sex, marital status, handicapping condition, or membership in the Association, except for non-payment of dues, as stated (RSA 273-A.511 C).

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

ARTICLE III - JURISDICTION AND AUTHORITY OF THE SCHOOL BOARD

The Board, subject only to the language of this agreement, reserves to itself full jurisdiction and authority over matters of policy and retains its right, in accordance with applicable laws and regulations, to direct and manage all activities of the school district.

The parties understand that neither the Board nor the Superintendent may lawfully delegate powers, discretions, and authorities which by law are vested in them, and that this agreement shall not be construed so as to limit or impair their respective statutory powers, discretions, and authorities.

ARTICLE IV - NEGOTIATION PROCEDURE

Either party wishing to renegotiate this contract as described under Article XV shall notify the other party on or before October 1 of the last effective year of this contract. On or before October 15, the parties shall agree to enter into negotiations in a good faith effort to reach agreement on those matters concerning terms and conditions of employment. Any agreement reached shall be reduced to writing and signed by the Board and the Association. Any agreement, reached, which requires the expenditure of public funds for its implementation, shall not be binding upon the Board unless and until the necessary appropriations have been approved by the voters of the district. The Board shall make a good faith effort to secure the funds necessary to implement said agreements. If such funds are not forthcoming, the Board and the Association shall resume negotiations concerning terms and conditions of employment in accordance with the provisions of this agreement.

If the parties fail to reach agreement on any matters concerning terms and conditions of employment, either party may declare an impasse. The parties shall then follow the procedures of RSA 273-A:12.

ARTICLE V - COMPENSATION

A. Wages for all Groveton support staff personnel covered by this agreement are to be found in Appendix A of this agreement. Summer help employees are not covered by this agreement.

B. A copy of the standard letter of the standard letter of agreement is to be found in Appendix B of this agreement. Letters of agreement must be consistent with the terms of the master contract. The terms of the master contract shall, in all cases, be controlling.

C. Hours worked per day and days per week will be defined in an employee's letter of agreement, subject to change as deemed necessary by the building administrator and approved by the superintendent.

D. All bargaining unit members shall be paid at their usual hourly rate or overtime rate, whichever applies, for all hours worked, including hours worked beyond those normally scheduled.

E. The work week is defined as beginning on Sunday and ending on Saturday. The regular work week shall consist of forty (40) worked hours. For the purpose of calculating overtime pay in any work week the following days will not be included in the calculation of weekly overtime: personal leave, vacation, and holidays.

F. Any bargaining unit member who is called in for unscheduled work shall be paid a minimum of two (2) hour for call-ins between the hours of 5:00 a.m. and 9:00 p.m. and two (2) hours for each call-in between the hours of 9:00 p.m. and 5:00 a.m.

ARTICLE VI – BENEFITS

A. **Year-Round Employees ("Those who work *35* hours or more per week)**

1. Health Insurance

   A. The Northumberland School District shall pay the full cost of a HMO plan up to a premium contribution cap as follows:

      1. Family - $20,000; 2-Person - $15,000; Single - $7,500
      2. Any cost increase above the district contribution to be borne by the employee

      The premium contribution cap to remain in effect until a successor agreement is reached.

   B. Any unit member who is eligible for health insurance and who declines to take it shall receive a reimbursement payment of $4,500 for a single/two person plan, $6,000 for a family plan. This is provided that their spouse is not an employee of the District and receives health insurance coverage, in which case they would not be eligible for the payment.

2. N.H. Retirement (minimum of 35 hours per week required)

3. Life & Disability

   Basic death benefit - $25,000 convertible policy
   Until age 70 (reduced 50 percent)
   Accidental death and dismemberment (double basic)
   Disability - 2/3 weekly gross salary
   Day of first payment – 31st calendar day of disability
   Maximum period - 52 weeks (after 70th birthday- 13wks)
   No simultaneous payments for sick leave and disability insurance; use of sick leave payments will be suspended as of commencement of disability pay eligibility.

   Disability, as related to pregnancy, childbirth, and complications arising therefrom, shall be treated as any other disability under the terms of this agreement.

4. **Holidays (12)**

   July 4th, Labor Day, Columbus Day (a paid holiday on the condition that there is no school that day) for those employees who currently qualify for holidays, Veterans' Day, Thanksgiving Day, Day after Thanksgiving. Christmas Day, New Year's Day, Martin Luther King Day, Washington's Birthday, Memorial Day, and one negotiated Floating Day.

5. **Sick Leave**

10 days per year, accumulative to 40 days.

Upon reduction in force or retirement of a unit member who has worked for the District for 10 years of continuous service, the District shall pay $50.00 for each unused sick day to a maximum of thirty (30) days for part-time employees with a reduction in pay of $20.00.

6. **Emergency/Personal Leave**

3 days per year (non-accumulative).

7. **Bereavement**

Five (5) days shall be granted in the event of death of a unit member's immediate family (parent, wife, husband, son, daughter, brother, sister, parent-in-law, son-in-law, daughter-in-law, sister-in-law, brother-in-law, grandparents, grandparents-in-law, grandchildren, aunt, and uncle). Any additional days needed beyond five (5) to be requested in writing to the Superintendent, who may grant authorization of additional days on an individual basis.

8. **Vacation**

1-5 years of service	10 days
6-10 years of service	15 days
11-20 years of service	20 days
20 or more years of service	25 days

9. **Jury Duty**

When a bargaining unit member is called to jury duty, the Northumberland School District shall pay the difference between the State reimbursement and the unit member's per diem pay for day(s) actually served. If not picked for that day, the employee will return to work as soon as possible. If called for Federal jury duty in Concord, the employee will not be expected to return to work that day. Documentation of jury service will be provided to the SAU office by the employee.

10. **Section 125**

The District shall establish an IRS IRC Section 125 account, which may be used up to the IRS maximum amount allowed.

B. **School-Year Employees (Those who work the school calendar - 180 days - *35* hours or more per week)**

1. **Health Insurance**

A. The Northumberland School District shall pay the cost of a HMO plan up to a premium contribution cap as follows:

1. Family - $20,000; 2-Person - $15,000; Single - $7,500
2. Any cost increase above the district contribution to be borne by the employee

The premium contribution cap to remain in effect until a successor agreement is reached.

B. Any unit member who is eligible for health insurance and who declines to take it shall receive a reimbursement payment of $4,500 for a single/two person plan, $6,000 for a family plan. This is provided that their spouse is not an employee of the District and receives health insurance coverage, in which case they would not be eligible for the payment.

C. Any returning eligible staff member who chooses to move down a plan from family to two person, two person to single, or family to single will receive a 50% reimbursement of the savings in the plan change.

2. **NH Retirement (minimum of 35 hours per week required)**

3. **Life & Disability**

Basic death benefit - ***$25,000 convertible policy***
Until age 70 (reduced 50 percent)
Accidental death and dismemberment (double basic)
Disability - 2/3 weekly gross salary
Day of first payment -- 31st calendar day of disability
Maximum period - 52 weeks (after 70th birthday- 13 wks)
No simultaneous payments for sick leave and disability insurance; use of sick leave payments will be suspended as of commencement of disability pay eligibility.

Disability, as related to pregnancy, childbirth, and complications arising therefrom, shall be treated as any other disability under the terms of this agreement.

4. **Holidays (9)**

Labor Day, Columbus Day (a paid holiday on the condition that there is no school that day) for those employees who currently qualify for holidays, Veterans' Day, Thanksgiving

Day, Day after Thanksgiving, Christmas Day, New Year's Day, Martin Luther King Day, Washington's Birthday, and Memorial Day.

5. **Sick Leave**

8 days per year, accumulative to 40 days.

Upon reduction in force or retirement of a unit member who has worked for the District for 10 years of continuous service, the District shall pay $50.00 for each unused sick day to a maximum of thirty (30) days for part-time employees with a reduction in pay of $20.00.

6. **Emergency/Personal Leave**

3 days per year (non-accumulative).

7. **Bereavement**

Five (5) days shall be granted in the event of death of a unit member's immediate family (parent, wife, husband, son , daughter, brother, sister, parent-in-law, son-in-law, daughter-in-law, sister-in-law, brother-in-law, grandparents, grandparents-in-law, grandchildren, aunt, and uncle). Any additional days needed beyond five (5) to be requested in writing to the Superintendent, who may grant authorization of additional days on an individual basis.

8. **Jury Duty**

When a bargaining unit member is called to jury duty, the Northumberland School District shall pay the difference between the State reimbursement and the unit member's per diem pay for day(s) actually served. If not picked for that day, the employee will return to work as soon as possible. If called for Federal jury duty in Concord, the employee will not be expected to return to work that day. Documentation of jury service will be provided to the SAU office by the employee.

9. **Section 125**

The District shall establish an IRS IRC section 125 account, which may be used up to the IRS maximum amount allowed.

C. The Northumberland School District will make every reasonable effort to obtain a substitute when a support staff member is absent.

ARTICLE VII - LEAVES WITHOUT PAY

The Board will consider requests for leaves of absence, without pay or benefits, submitted by unit members in writing, who have completed at least one (1) year of service in the Northumberland School District, stating the reason therefore at least thirty (30) days in advance of the date the leave is to become effective. Such requests shall be submitted to the Superintendent of Schools via the Principal for review and determination by the Board. The decision of the Board shall be communicated to the unit member in writing. All leaves which are granted shall be in writing, specifying beginning and termination dates of said leave. The right to grant or deny such requests is at the sole discretion of the Board. Leaves will be considered for the following purposes:

A. **Military**

Time necessary for unit members called into temporary, active duty of any unit of the U.S. Reserves or the State National Guard, provided such obligations cannot be fulfilled on days armed forces of the U.S. up to a maximum of one (1) enlistment; and furthermore, the unit member shall receive all rights and benefits which generally accrue to any unit member. The unit member shall have up to ninety (90) days after release from active duty to notify the Board of the unit member's intention to return to the system the following school year.

B. **Health**

In those instances certified by a physician where a unit member is unable to perform assignments due to health reasons. a health leave may, after one (1) year of service, be granted up to a maximum of one (1) plus the unfinished year.

C. **Public Service**

To serve in elected public office. Leaves shall be granted for the length of the term of office.

D. **Family Illness**

Up to one (1) year for the purpose of caring for a sick member of the unit member's family.

E. **Child Rearing**

Child rearing leave of one (1) year may be granted for the purpose of caring for minor members within the unit member's household. A second year extension may be requested if made prior to February 15th of the child rearing year. Use of this leave shall include care for a unit member's natural children, adopted children, foster children, and guardianship. Tile unit n1ember shall request such leave of the Superintendent at least sixty (60) days prior to the estimated day of the leave's commencement. If the leave is granted, the unit member shall give the Superintendent thirty (30) days written notice of the date on which the leave will begin. Upon return from any leave, a unit member shall be assigned to the same position if available or, if not, to at least an equivalent position. A unit member on a leave of absence without pay shall not be denied the opportunity to substitute in the school district by reason of the fact that

the unit member is on leave of absence. All rights and benefits shall accrue to the unit member upon return from such leave of absence as if the unit member were actively employed during the time of the leave of absence, except that credit for the purpose of advancement on the salary schedule is limited to A.

Unit members on leave under the above provisions of this article shall be issued a letter of confirmation stating the type and duration of such leave. Failure to return from leave at its expiration will be considered as a resignation unless such leave has been extended by the Board.

ARTICLE VIII - ASSOCIATION RIGHTS

A. The Board agrees that the individual unit member shall have full freedom of association, self-organization, and the designation of representatives of the unit member's own choosing to negotiate the terms and conditions of the unit member's employment and that the unit member. shall be free from interference, restraint, or coercion by the Board or its agents in the designation of such representatives, in self-organization or in other concerted activities for the purpose of collective bargaining.

B. The Association and its representatives shall have the right to use school buildings at all reasonable hours for meetings when such use does not conflict with pre-scheduled activities, provided that the Association observes the established rules governing the use of the building by groups.

C. The school district shall make available to the Association a copy of current School Board policies and revisions as they occur.

D. No unit member shall be required to appear before the Board or the Superintendent for an issue which is disciplinary in nature unless the unit member has been given prior notice of the reason for such meeting or interview. The unit member shall be entitled to have a representative of the Association to advise and represent the unit member during such interview if the unit member so desires.

ARTICLE IX - REDUCTION IN FORCE

The following reduction-in-force provisions will be implemented when the Board finds it necessary to reduce the number of support staff positions. These provisions will apply to both full-time and part-time support staff positions.

The Board may reduce-in-force support staff positions for reasons of declining enrollment; budget reductions; changes in or consolidation of board-authorized programs; or any other reason determined by the Board to be necessary or desirable.

1. As soon as the board determines that a reduction in force is necessary, the Superintendent shall notify the President of the Association of the Board's determination. The decision to implement the reduction-in-force shall be made at the sole discretion of the School Board.

2. For the purpose of this article, classifications are defined as follows:
    a. Custodians
    b. Secretaries

3. Factors for Determining Reduction in Force:
    a. If reductions in staff are necessary or desirable, the District will retain those staff members who, at the Board's sole discretion, will be the best fit for the District.
    b. The Board does not condone "bumping". The best staff members will be retained regardless of a staff member's seniority or years of service in the District.
    c. In identifying which member(s) to release, the administration and the Board will consider the following factors; Professional growth, job performance, experience in certified area and/or job classification, ability, and overall effectiveness. If all of the factors are equal, then seniority may be considered in making a final determination. However, no reduction in force will be based solely on seniority. Seniority is defined as the total number of years continuously employed in the District.
    d. There will be no recall rights for terminated employees. However, the administration may consider the applications of terminated employees for such positions which may become available in subsequent years, provided the terminated employee(s) submit a seasonable and timely application at the time the position becomes vacant. A previously employed staff member who returns to a position within a three-year period shall resume employment at no less than the step occupied when the position previously held was terminated.
    e. Any transfer, assignments, or re-assignments resulting from or involved with a reduction in staff, will be made at the sole discretion of the Superintendent. In the event of a change of assignment or transfer as a result of the reduction-in-force, the member involved shall be notified of such change.

f. The reduction-in-force is the only procedure that may be used in a reduction-in-force. No other personnel action, other than a reduction in force, may be considered under this article.

ARTICLE X - DUES DEDUCTION

A. The Board agrees to deduct from the salaries of its unit members dues for the Groveton Support Staff Association, the New Hampshire Education Association, and/or the National Education Association.

B. The Northumberland School District shall not require a payroll deduction authorization other than the "Payroll Office Copy" that is supplied by the NEA-NH/SSA as part of its membership application. The "Payroll Office Copy" will state the amount(s) to be withheld. Those who choose continuing deductions shall be required to submit the appropriate form and the district will keep this form on file.

C. The district will discontinue such deductions for any school year only if notified by the unit member in writing to do so not later than October 1st each school year. Unit members waive all rights and claims for said monies so deducted and transmitted in accordance with this authorization and relieve the district and all of its officials from any liability thereof.

D. Any Association which changes the rate of its membership dues will give the district notice by October 1st of the year of such change.

E. Deductions will be made in ten (10) installments beginning with the first check in October.

F. Each Association member shall receive with the first paycheck in October an explanation of the code of deductions.

ARTICLE XI - SAVINGS CLAUSE

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

ARTICLE XII - EVALUATION

Unit members shall be evaluated according to the approved School Board policy on staff evaluations. The forms and procedures in use at the beginning of the school year will remain in effect throughout the year. Before forms or procedures for evaluation are changed and brought to the Board for approval, the Groveton Support Staff Association will be given an opportunity to review them.

All bargaining unit members will serve a one half (1/2) year trial period, during which time employees may be terminated. One half (1/2) year probationary period is defined as one hundred-thirty (130) working days for year-round employees and ninety (90) working days for school-year employees. A letter of agreement will be provided to all bargaining unit members within 35 calendar days. Contract benefits will be provided no later than 30 calendar days from election by the Board of Education.

ARTICLE XIII - GRIEVANCE PROCEDURE

Definition:

A. "Grievance" shall mean a complaint by a unit member that there has been to the unit member a personal loss or injury as a result of a violation or misapplication of any of the provisions of this agreement. The following matters are excluded from grievance:

1. Any matter for which a specific method of review is prescribed and expressly set forth by law or any rule or regulation of the State Commissioner of Education; or

2. A complaint of a probationary unit member which arises by reason of the unit member not being re-employed; or

3. A complaint by any personnel occasioned by appointment to or lack of retention in, any position for which a continuing contract either is not possible or is not required; or

4. Any matter which, according to law, is either beyond the scope of Board authority or limited to unilateral action by the Board alone; or

5. The evaluation report of a unit member.

B. It is understood that any unit member, during and notwithstanding the pendency of any grievance, shall continue to observe all assignments and applicable rules and regulations of the Board and the administration. A grievance to be considered under this procedure must be initiated in writing by the unit member within twenty (20) calendar days of its occurrence.

Procedure:

Step 1: Any unit member who has a grievance shall discuss it first with the Principal (department head or other immediate superior, as applicable) in an attempt to resolve the matter informally at that level. The immediate superior shall communicate a decision to the grievant within five (5) school days.

Step 2: The grievant may appeal the decision to the Principal within five (5) school days after receipt of the decision of the immediate superior. The appeal to the Principal must be made in writing specifying: (a) the nature of the grievance, (b) the nature and extent of the injury or loss claimed, (c) the results of previous discussions of the grievance, (d) the dissatisfaction with decisions previously rendered, (e) the remedy sought.

The Principal shall attempt to resolve the grievance with the grievant as quickly as possible, but within a period not to exceed five (5) school days from the receipt of the appeal. The Principal

shall communicate a decision in writing to the grievant and to the immediate superior involved at the previous step of the grievance procedure. If the grievance is settled at Step 2, a copy of the Principal's decision shall be sent to the President of the Association.

Step 3: The Association must approve each grievance before it can be submitted to Step 4.

Step 4: If the grievance has been approved by the Association and has not been resolved to the grievant's satisfaction at Step 2, the unit member may appeal the grievance to the Superintendent in writing within five (5) school days, specifying the information required in (a) through (e), Step 2.

The Superintendent shall review the facts in the case and the decisions rendered at previous steps in the grievance procedure and shall, within ten (10) school days of receipt of the appeal to this level, meet with the grievant and communicate a decision in writing to the grievant and to the administrators involved at the previous steps of the grievance procedure. If the grievance is settled at Step 4, a copy of the Superintendent's decision shall be sent to the President of the Association.

Step 5: If the grievance is not resolved to the grievant's satisfaction at Step 4, the unit member may request a review by the Board. Such request must be made within five (5) school days after receipt of the Superintendent's decision at Step 4, and shall be submitted in writing through the Superintendent, who shall attach all related papers and forward the request to the Board.

The Board, or a committee thereof. shall review the grievance and, at its option may, or at the request of the grievant shall, hold a hearing with the grievant. Within twenty (20) school days of the receipt of the appeal, or within twenty (20) school days after the date of the hearing if held, whichever comes later, the Board shall render a decision in writing and forward copies of the decision to the grievant, to the administrators involved at the previous steps of the grievance procedure and to the President of the Association.

Step 6: If the grievance is not resolved to the grievant's satisfaction at Step 5, he/she may submit the issue to arbitration. Arbitration shall be advisory only. 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 arbitrator. If no agreement is reached within five (5) calendar days, the American Arbitration Association will be notified and requested to submit a roster of persons qualified to function as an arbitrator.

b. An arbitrator shall be selected in accordance with the rules and procedures of the American Arbitration Association.

c. The arbitrator shall limit himself/herself to the issues submitted to the arbitrator and shall consider nothing else. The arbitrator shall be bound by and must comply with all the terms of this agreement. The arbitrator shall have no power to add to, delete from, or modify in any way any of the provisions of this agreement. The recommendation of the arbitrator shall be advisory only.

d. The Board, the aggrieved, and the Association shall receive copies of the arbitrator's report. This shall be accomplished within thirty (30) calendar days of the completion of the arbitrator's hearing.

e. After due consideration of the arbitrator's recommendations for settlement of a grievance, the Northumberland School Board shall make a decision on the issue and so advise the grievant and the Association in writing.

f. The costs for the services of the arbitrator, including per diem expenses if any, actual and necessary travel, subsistence expenses, and the cost of the hearing room shall be borne equally by the Board and the Association. Any other expenses incurred shall be paid by the party incurring same. Failure at any step of this procedure to communicate the decision on a grievance within the specified time limits shall permit the grievant to proceed to the next step.

Unit members may be represented at all stages of the grievance procedure by themselves or, after Step 2, may have a representative of the Association present to represent them.

The Board and the Association shall assure that all persons involved in the processing of a grievance shall not be restrained, coerced, or otherwise interfered with in the exercising of their rights under the grievance procedure.

ARTICLE XIV - VACANCIES AND TRANSFERS

A. Notices of vacancies in the Northumberland School District within the support staff bargaining unit shall be posted on the official bulletin board in each school and sent to the Groveton Support Staff Association as soon as the administration is aware of the existence of such vacancies.

B. Such notices shall contain a description of the position, requirements of the position, name of the person to whom the application is to be returned, and the date when the application is to be returned if a deadline is required.

C. Bargaining unit members who desire a change in position or who desire to transfer to another building may file a written statement of such desire with the Superintendent. Currently employed, qualified non-probationary bargaining unit members shall be given consideration for such a transfer.

D. Unit members transferring from one job within the three (3) classifications to a job in a different classification with a higher wage scale will be placed on a step that will assure an increase in pay, but won't necessarily be placed on the same step as they were formerly on. Placement on a step will depend upon skills and experience in the position to which they are transferring. Placement on the schedule will be indicated on an individual employment agreement before the employee commits to the transfer.

ARTICLE XV - DURATION

This agreement is made and entered into on this 20th day of October, 2014 by and between the Northumberland School Board and the Groveton Support Staff Association.

This agreement shall cover the period of ***July 1, 2015*** to ***June 30, 2018*** (contract years ***2015-2016, 2016-2017, and 2017-2018***).

Chairperson

NORTHUMBERLAND SCHOOL BOARD

Date Signed: 4/13/15

Chairperson

GROVETON SUPPORT STAFF ASSOCIATION

Date Signed: 4/8/2015

APPENDIX A

NORTHUMBERLAND SCHOOL DISTRICT
SUPPORT STAFF SALARY SCHEDULE
2015-2016

Steps	F/T Cust.	P/T Cust.	Secretary
1	12.50	10.00	12.50
2	13.00	10.50	13.00
3	13.50	11.00	13.50
4	14.00	11.50	14.00
5	14.50	12.00	14.50
6	15.00	12.50	15.00

Step increase of $0.50
Current OS receives 2% increase

APPENDIX A

NORTHUMBERLAND SCHOOL DISTRICT
SUPPORT STAFF SALARY SCHEDULE
2016-2017

Steps	F/T Cust.	P/T Cust.	Secretary
1	13.00	10.50	13.00
2	13.50	11.00	13.50
3	14.00	11.50	14.00
4	14.50	12.00	14.50
5	15.00	12.50	15.00
6	15.50	13.00	15.50

Step increase of $0.50
Current OS receives 2% increase

APPENDIX A

NORTHUMBERLAND SCHOOL DISTRICT
SUPPORT STAFF SALARY SCHEDULE
2017-2018

Steps	F/T Cust.	P/T Cust.	Secretary
1	13.50	11.00	13.50
2	14.00	11.50	14.00
3	14.50	12.00	14.50
4	15.00	12.50	15.00
5	15.50	13.00	15.50
6	16.00	13.50	16.00

Step increase of $0.50
Current OS receives 2% increase

REVISED APPENDIX B

SCHOOL ADMINISTRATIVE UNIT 58

Northumberland - Stratford – Stark

LETTER OF AGREEMENT

Date _____

I. The Northumberland School District shall employ _____

as _____ at step _____ for the _____ school year.

2. The rate of pay will be $_____ per hour, _____ hours per day, _____ days per week. A time sheet must be submitted weekly.

3. There shall be no compensatory time.

4. Vacation: _____ days (must be used by June 30th). Vacation time must be approved in advance by the building principal and is non-accumulative.

5. Holidays: _____ days as follows:

6. Sick Leave: _____ days per year, accumulative to _____ days.

7. Emergency/Personal Leave: _____ days per year (non-accumulative).

8. Bereavement: _____ days for immediate family.

9. NH Retirement, Health Insurance, and Life & Disability Insurance (if eligible).

10. Commencing from date of hire, you will be evaluated periodically for a one-half (1/2) year trial period. After successful completion of trial period, you will become a permanent employee with continued evaluations.

This letter of agreement shall be declared null and void if not signed, dated, and returned to the Superintendent's office by _____.

_____ _____

Employee's Signature School Board Chair

Date: _____ Date: _____

NOTE: The Chair of the Groveton Support Staff Association will be contacting you concerning payment of a negotiations-contract fee to the GSSA.

Revised 5/12/04

To be attached to all applications for employment.

NOTICE

NON-DISCRIMINATION POLICY

SECTION 504 OF THE REHABILITATION ACT OF 1973

Applicants for admission and employment, students, parents employees, sources of referral, and all unions or professional organizations holding Administrative Unit No. 58 are hereby notified that the districts of SAU #58 do not discriminate on the basis of race, color, national origin, gender, age, or disability in admission or access to, or treatment or employment in, their programs and activities.

Any person having inquiries regarding the compliance of School Administrative Unit No. 58 with the regulations of implementing Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act is directed to contact the Section 504 Coordinator in their District:

Lisa Burbach
Section 504 Coordinator
Northumberland School District
Groveton High School
65 State Street
Groveton, NH 03582
Tel.: (603) 636-2492

Lisa Burbach
Section 504 Coordinator
Stratford School District
Stratford Public School
19 School Street
North Stratford, NH 03590
Tel.: (603) 636-2492

Erin Silver
Section 504 Coordinator
Stark School District
Stark Village School
1192 Stark Highway
Stark, NH 03582
Tel.: (603) 636-1092

I, the undersigned, have read and understand the above notice.

_____ (Signature)

_____ (Date)

9/1/12 (Revised)