

AGREEMENT

Between

THE HAVERHILL COOPERATIVE

SUPPORT STAFF / N.E.A-N.H.

&

THE HAVERHILL COOPERATIVE

SCHOOL BOARD

July 1, 2013 to June 30, 2016

INDEX

Article 1- Recognition	1
Article 2- Negotiation Procedure	1
Article 3- Association Rights	2
Article 4- Jurisdiction and Authority of School Board	2
Article 5- Haverhill Cooperative Support Staff.	3
Article 6- Grievance Procedure	4,5
Article 7- Sick Bank	6
Article 8- Health, Disability, & Life Insurance benefits	7
Article 9- Over 1,900- Hour Employees (Vacations, Holidays, & Temporary Leave)	8,9
Article 10- 1,500-1,900 Hour Employees (Holidays & Temporary Leave)	9
Article 11- 1,100-1,500 Hour Employees (Holidays & Temporary Leave)	10
Article 12- Hours, Overtime, & Salaries	11,12
Article 13- Hiring Guidelines	13
Article 14- Fair Treatment	13
Article 15-Para-Training	14
Article 16-Custodian Clothing	15
Article 17-Duration	16
Attachment – Salary Schedule	
Attachment – Wage and Step Placements for Current Employees	

ARTICLE 1
(Recognition)

- 1.1 The Board recognizes the Haverhill Cooperative Support Staff/NEA-NH for purposes of collective negotiations according to RSA 273-A as the exclusive representative of the Support Staff of the Haverhill Cooperative School District, certified by the New Hampshire Public Employee Labor Relations Board. The bargaining unit of the Support Staff shall include Food Service Personnel, Secretaries, Instructional Assistants, Library Assistants, Student Support Coordinators, and Custodial and Maintenance Personnel. The Administrative Assistant at WES shall be added to the bargaining unit as a secretary and the Supervisor of Building and Grounds shall be excluded from the bargaining unit. The parties shall mutually petition the PELRB to modify the bargaining unit accordingly.
- 1.2 Definitions:
The following list of terms as used in this agreement shall be as follows:
- 1.2.1. The term "district" means Haverhill Cooperative School District.
 - 1.2.2. The term "school" means any work location.
 - 1.2.3. The term "employee" means any person included in the bargaining unit.
 - 1.2.4. The term "Board" and "employer" means the Haverhill Cooperative School Board.
 - 1.2.5. The term "Association" means the Haverhill Cooperative Support Staff/NEA-NH.
 - 1.2.6. Whenever the singular is used in this Agreement, it is to include the plural.

ARTICLE 2
(Negotiation Procedure)

- 2.1 On or before October 15 of the appropriate year, the Association shall present to the Board its request concerning salaries, direct economic benefits, and terms and conditions of employment. On or before October 15, the parties agree to enter into negotiations in a good faith effort to reach agreement concerning terms and conditions of employment as defined in RSA 273-A:1, Definitions XI:
- 2.2 Any agreement reached shall be reduced to writing and signed by the Board and the Association. Any agreement reached which require 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 regarding salaries and direct economic benefits if affected thereby, in accordance with the provisions of this Agreement.
- 2.3 If the parties fail to reach agreement on any matter or matters, which are subject to negotiations, either party may declare an impasse. All resolutions of impasse will be resolved through RSA 273-A.
- 2.4 During the Negotiations Procedure to include mediation and/or fact finding, except where it is beyond our control, the bargaining parties mutually agree not to meet during working hours.

ARTICLE 3
(Association Rights)

- 3.1 The Board agrees that all employees shall have full freedom of association and self-organization, as stated under RSA 273-A.
- 3.2 At the beginning of every school year, the Association shall be credited with a total of three (3) days to be used as Association business. Such leave, with pay, is to be at the discretion of the Association. The Superintendent will be notified no less than five (5) working days prior to the commencement of such leave.
- 3.3 Designated representatives of the Association shall be allowed to receive phone calls and other communications concerning Association business at any time during school hours as long as they do not interfere with normal school operations, the employee's duties or the employee.
- 3.4 **NEA Membership Dues Deductions:**
It is agreed by and between the Haverhill Cooperative School District and the Haverhill Cooperative Support Staff Association that upon receipt of written authorization thereof, signed by the employee, the Board shall deduct an amount to provide payment of dues for membership and assessments of the NEA-New Hampshire from the regular salary check of such employee. Deductions shall be in equal amounts for fifteen (15) pay periods beginning the first pay check of November. The amounts so deducted pursuant to such authorization of the employee shall be promptly remitted to the NEA-New Hampshire.

ARTICLE 4
(Jurisdiction and Authority of School Board)

- 4.1 The Board, subject only to the language of this Agreement, reserves to itself full jurisdiction and authority over matters of policy and retains the right in accordance with applicable state and federal laws and regulations to direct and manage activities of the School District.
- 4.2 The parties agree that neither the Board nor the Superintendent may lawfully delegate powers, discretions or authorities, which, by law, are vested in them, and this Agreement shall not be construed so as to limit or impair their respective statutory powers, discretions or authorities.

ARTICLE 5
(Haverhill Cooperative Support Staff)

5.1 **New Positions:**
If any new employee position is created during the life of this agreement, HCSS/NEA-NH Building Representatives and/or President will be notified. If both parties cannot mutually agree on whether it should be included in the bargaining unit, either party may request a clarification and determination from the New Hampshire Public Employee Labor Relations Board.

5.2 **Vacancies, Transfers, and Reassignments:**
Notice of the vacancies, and/or newly created positions within the Haverhill Cooperative School District will be posted on the official bulletin board and Web Site in each of the schools and sent to the Association Building Representatives and President as soon as the administration is aware of the existence of such vacancies.

Such notices shall contain the date of posting, a description of the position, name and location of the school, most current job description of the position, and name of the person to which the application is to be returned. The period between posting of position and closing of applications shall be no less than (4) days/ except in emergencies as determined by the School Board.

When a vacancy arises in any Support Staff position, qualified people in that particular unit of the Support Staff will be given first consideration in the filling of said vacancy. Given equal qualifications, the individual with the most seniority shall be given first consideration. This is not meant to deprive the Superintendent of the right to hire someone from outside the district if that person has better qualifications for that particular job.

ARTICLE 6
(Grievance Procedure)

- 6.1 A grievance shall mean a complaint by a member of the bargaining unit that there has been a violation or misapplication of the provisions of this agreement.
- 6.2 The terms "day" when used in this Article shall mean school days, except at the end of the school year when they shall be Monday through Friday, excluding holidays.
- 6.3 A grievance to be considered under this procedure must be initiated in writing, by the employee within ten (10) days of its occurrence, or from the time the employee should have known of its occurrence. The following matters are excluded from the grievance procedure:
- Any matter for which a specific method of review is prescribed and expressly set forth by law, or by any rule or regulation of the State Commissioner of Education.
- A complaint by a probationary employee which is caused by his/her not being re-employed.
- A complaint by any employee caused by appointment or lack of appointment, retention or lack of retention for which a continuing contract is not possible or required.
- Any matter which, according to law, is beyond the scope of the Board's authority or limited to the unilateral action by the Board alone.
- 6.4 Failure to communicate the decision on a grievance within the specified time limits shall permit the aggrieved person to proceed to the next step.
- 6.5 Failure in any step to appeal a grievance to the next step within the specified time limits shall be deemed a waiver of future appeal of the decision, and will be considered acceptance of the decision rendered.
- 6.6 An aggrieved person may be represented at all stages of the grievance procedure by himself/herself or by an Association representative.
- 6.7 Both parties shall have the right to request a personal meeting with the other to resolve a grievance. Upon request, said meeting shall be arranged. If the first meeting fails to occur due to lack of attendance by either party, then the second and final meeting must occur within (14) fourteen calendar days of original meeting date.
- 6.8 Step 1: Any employee who has a grievance shall first discuss it with his/her immediate supervisor in an attempt to resolve the matter mutually at that level. A decision shall be rendered within five (5) days.

ARTICLE 6- Continued

6.9 Step 2: If the employee is not satisfied with the decision, he/she may appeal the decision to the Principal within five (5) days after the receipt of the decision of the immediate supervisor. The Principal will notify the HCSS building representative of the employee's intent to appeal, the appeal shall be in writing, and specify:

- a. The nature of the grievance;
- b. The injury and the loss which is claimed;
- c. The remedies sought.

The Principal shall investigate the matter and communicate the decision in writing to the grievant within five (5) days from receipt of the written grievance.

6.10 Step 3: If the employee is not satisfied with the decision rendered by the Principal, he/she may appeal to the Superintendent. The appeal shall be made in writing within five (5) days after receipt of the Principal's decision. The Superintendent shall notify the HCSS President of the employee's intent to appeal. The Superintendent shall investigate the grievance and render his/her decision in writing within ten (10) days after receipt of the appeal at this level, but such time may be extended upon mutual agreement.

6.11 Step 4: If the employee is not satisfied with the decision rendered by the Superintendent, he/she may within five (5) days of receipt of the Superintendent's reply, appeal his/her grievance to the School Board. The Board or a committee thereof shall review the grievance and either party may request that a hearing be held with those involved in the grievance prior to the Board making its decision. Such hearing shall be held in executive session and be held no sooner than ten (10) days nor later than twenty (20) days of said request, which time may be extended upon mutual agreement. The School Board shall render its decision in writing within ten (10) days of the hearing. If no hearing is held, then the Board shall render its decision within fifteen (15) days of said appeal.

6.12 Step 5: If the decision of the Board does not resolve the grievance and the Association determines that the matter should be arbitrated, the Association shall notify the Superintendent in writing of its demand for arbitration within fifteen (15) days after the deadline for the School Board's decision at Step 4. An arbitrator shall be selected, when possible, by mutual agreement of the Superintendent and the Association. If the parties are unable to select an arbitrator by mutual agreement, an arbitrator shall be selected in accordance with the rules of the American Arbitration Association. The arbitrator shall be limited to issues submitted by the parties, and shall consider nothing else. The arbitrator shall neither add to nor subtract from this Agreement. The arbitrator's decision shall be final and binding. Each party shall bear its own fees and costs, but the parties shall share the arbitrator's fees and costs equally.

ARTICLE 7
(Sick Leave Bank)

- 7.1 The sick bank is established to be used for absences for medical reasons after the bargaining unit member has exhausted sick leave benefits. The sick bank days shall be used to cover those days beyond the time an individual employee's accumulated sick days expire. The rules are as follows:
- a. All eligible bargaining unit members shall participate. On September 1, of each year, all current employees who are not currently participants shall contribute 2 days to the bank.
 - b. Probationary support staff members cannot participate until after his/her one year probationary period. Only then, can they participate. Probationary staff members are the only exception to the contribution timeline as stated under point (a.). Those employees shall participate in the bank by contributing two days to the bank within 30 days after completion of their probationary period.
 - c. No employee may draw more than 30 sick bank days or the number of days in the sick bank, whichever is less, in any one fiscal year. An employee's request for more than 30 sick bank days may be granted at the Board's discretion, but the Board's decision on such a request shall not be subject to the grievance process. Participating bargaining unit members collectively shall not draw more than 100 sick bank days or the number of days in the sick bank, whichever is less, in any one fiscal year.
 - d. If in September the total number of days in the bank is less than one hundred (100) and there are insufficient contributions from new participants to bring the total above one hundred (100) each continuing participant will contribute the lowest equal number of days that is sufficient to bring the total days in the bank to at least one hundred (100)¹.
 - e. If the bank should drop below (20) twenty days during the course of the year, then a request shall go out to all participating members for (1) one additional day. The district however, will distribute no more than (100) one-hundred days per fiscal year if so needed by the bank.
 - f. A three member sick bank committee, elected at the fall HCSS union meeting shall receive, review, and determine eligibility for all requests for days from the sick bank. The committee shall recommend approved applications to the Superintendent for approval.

¹ For example, if the total number of days in the bank in September is 48, the total number of continuing participants is 62, and the total number of new participants is 4, the bank will be replenished to 118 days: 48 days + (62 continuing participants times 1 day) + (4 new participants times 2 days).

ARTICLE 8

(Health, Disability, & Life Insurance benefits)

- 8.1 Any employee who works (30) thirty or more hours per week shall be entitled to health insurance benefits as described below.
- 8.2 The School District shall pay a portion of health insurance premiums for those employees who qualify under Section 8.1. Qualified employees may select the School Care CIGNA HMO Plan or any other health insurance plan mutually designated by the School Board and the Association. The plan will include prescription co-payments of \$10/\$30/\$65 and office visit co-payments of \$20. The School District shall pay the following portion of the premium for School Care CIGNA HMO each year:

Single 90%
Couple 80%
Family 60%

If an employee selects a designated plan other than School Care CIGNA HMO, the School District shall pay the same dollar-amount toward the premium for the selected plan that it pays toward School Care CIGNA HMO, and the employee shall pay the difference.

- 8.3 The School District will pay \$1,500, minus any penalty that the School District incurs because the employee receives subsidized insurance (e.g., under the Patient Protection and Affordable Care Act), if the employee qualifies for but declines the insurance offered by the School District. Employees opting for this payment must provide the District with proof of alternative health insurance coverage that is not subsidized (e.g., not subsidized under the Patient Protection and Affordable Care Act) by July 1 each year for the following year. No such proof of coverage shall be required if the employee is covered under a health plan held by another employee of the School District. If an employee requests waiver of the July 1 deadline, the final decision whether to waive the deadline shall be made by the Superintendent and shall not be subject to the grievance procedure. This payment will be made in January of each school year in a check separate from the employee's regular payroll check. New employees (employed mid-year) who choose to take this cash payment will be pro-rated and will show proof of alternative insurance at the time of employment.
- 8.4 Haverhill Cooperative School District will provide life insurance in the amount of \$15,000 for each employee who works at least (20) twenty hours per week.
- 8.5 Haverhill Cooperative School District will provide Disability Insurance for each employee who works at least (20) twenty hours per week. This benefit is based on a (90) ninety calendar day elimination period and provides a 60% salary replacement for a (12) twelve month period.
- 8.6 The School District and the Association hereby agree to create a joint health insurance study committee for the purpose of exploring avenues to control healthcare costs. The committee shall consist of four members, two appointed by the School Board or its designee and two appointed by the Association or its designee. Outside consultants may supply information to the committee as necessary. The committee shall make recommendations for controlling healthcare costs to the School Board and the Association. Neither the School Board nor the Associations shall be bound by the committee's recommendations. Any changes to the current healthcare provisions in the collective bargaining agreement during the term of the Agreement must be mutually agreed upon by the School Board and the Association.

ARTICLE 9

Over 1,900 – Hour Employees (Vacations, Holidays, & Temporary Leave)

9.1 Vacations: will be given by July 1.

After (1) one full work year: (10) days per year. An employee who works a partial work year during the first contract year of employment (July 1-June 30) will receive a pro-rated amount of vacation time during the next contract year (July 1-June 30).

- a. After (5) five consecutive years: (12) twelve days per year.
- b. After (8) eight consecutive years: (15) fifteen days per year.
- c. After (15) fifteen consecutive years: (20) twenty days per year.
- d. After (20) twenty consecutive years: (25) twenty five per year.

9.2 All vacation days will be subject to approval of the Superintendent or his/her designee.

9.3 No more than (3) three consecutive weeks of vacation may be taken at one time. Vacation time is not cumulative beyond August 31 of any calendar year, unless previously approved in writing by the Superintendent of Schools or his/her designee. Any employee who has worked for (20) years or more and is unable to take all of his/her vacation days by August 31 of any given year shall be granted up to one week reimbursement payment at his/her current rate of pay. This reimbursement payment is not cumulative.

9.4 Holidays as follows:

Independence Day	Christmas Day
Labor Day	New Year's Eve
Veterans' Day	New Year's Day
Thanksgiving Day	Presidents' Day
Day after Thanksgiving	Memorial Day
Day before or after Christmas	

9.5 Sick Leave: Employees who work over 1,900 hours per year shall be entitled to (12) twelve days of sick leave per fiscal year, cumulative to a maximum total of (90) ninety days. Up to (5) five of these days may be taken to care for a sick member of the immediate family. Probationary employees will accrue his/her first (12) twelve sick days from month to month during first year of hire.

9.6 Personal/Emergency Leave: Employees who work over 1,900 hours per year shall be granted (3) three days of personal leave, non-accumulative. (1) One day shall be granted without a reason being given to the building principal, although notification shall be given (24) twenty-four hours prior to taking the day. No day may be taken one day prior to or one day after any vacation, without prior approval of the Superintendent of Schools or his/her designee. Except for the no reason day, personal leave shall require stated reasons and permission of the Superintendent of Schools or his/her designee.

Personal days shall exclude such things as social affairs, pleasure trips and recreation. To be eligible for personal leave, a written request shall, except in an emergency, be submitted to the Superintendent or his/her designee at least (24) twenty-four hours prior to any such leave.

Immediate family is defined as children, spouse, or another person living within the employee's household.

9.7 Bereavement Leave: Employees who work over 1,900 hours per year shall be entitled to (3) three days per year (non-accumulative) for bereavement leave. The employee shall notify the Building Principal that he/she is taking the leave. The Superintendent may extend this leave at his/her discretion.

ARTICLE 9 - Continued

9.8 The following employee shall be grandfathered to receive benefits under Article 9 so long as she continues to work at least 1750 hours per year: Christina Hebert.

ARTICLE 10

1,500-Under 1,900 Hour Employees (Holidays, & Temporary Leave)

10.1 Holidays:

Thanksgiving Day	Christmas Day
New Year's Eve	New Year's Day
Presidents' Day	Memorial Day
Veterans' Day	

10.2 Sick Leave: Employees who work 1,500-under 1,900 hours per year shall be entitled to (10) Ten days of sick leave per fiscal year, to a maximum of (90) ninety days. Up to (5) five of these days may be taken to care for immediate sick family members. Probationary employees will accrue his/her first (10) ten sick days from month to month during first year of hire.

10.3 Personal/Emergency Leave: Employees who work 1,500-under 1,900 hours per year shall be granted (3) three days of personal leave, non-accumulative. (1) one day shall be granted without a reason being given to the building principal, although notification shall be given (24) twenty-four hours prior to taking the day. No day may be taken one day prior to or one day after any vacation, without prior approval of the Superintendent of Schools or his/her designee. Except for the (1) one no reason day, personal leave shall require stated reasons and permission of the Superintendent of Schools or his/her designee.

Personal days shall exclude such things such as social affairs, pleasure trips and recreation. To be eligible for personal leave, a written request shall, except in an emergency, be submitted to the Superintendent of Schools or his/her designee.

Immediate family is defined as children, spouse, or another person living within the employee's household.

10.4 Bereavement Leave: Employees who work 1,500-under 1,900 hours per year shall be entitled to (3) three days per year (non-accumulative) for bereavement leave. The employee shall notify the Building Principal that he/she is taking the leave. The Superintendent may extend this leave at his/her discretion.

ARTICLE 11

1,100-Under 1,500 Hour Employees (Holidays & Temporary Leave)

- 11.1 Bargaining unit members who work 1100-1500 hours per year shall receive the following holidays:

Thanksgiving Day
Christmas Day
New Year's Day

- 11.2 Sick Leave: Employees who work 1,100- 1,500 hours per year shall be entitled to (10) ten days of sick leave per fiscal year, to a maximum total of (90) ninety days. Up to (5) five of these days may be taken to care for immediate sick family members. Probationary employees will accrue his/her first (10) ten sick days from month to month during first year of hire.

- 11.3 Personal/Emergency Leave: Employees who work 1,100- under 1,500 hours per year shall be granted (2) two days of personal leave, non-accumulative. (1) One day shall be granted without a reason being given to the building principal, although notification shall be given (24) twenty-four hours prior to taking the day. No day may be taken one day prior to or one day after any vacation, without prior approval of the Superintendent of Schools or his/her designee. Except for the (1) one no reason day, personal leave shall require stated reasons and permission of the Superintendent of schools or his/her designee.

Personal days shall exclude such things as social affairs, pleasure trips and recreation. To be eligible for personal leave, a written request shall, except in an emergency, be submitted to the Superintendent or his/her designee at least (24) twenty-four hours prior to any such leave.

Immediate family is defined as children, spouse, or another person living within the employee's household.

- 11.4 Bereavement Leave: Employees who work 1,100- under 1,500 hours per year shall be entitled to (3) three days per year (non-accumulative) for bereavement leave. The employee shall notify the Building Principal that he/she is taking the leave. The Superintendent may extend this leave at his/her discretion.

ARTICLE 12
(Hours, Overtime, & Salaries)

- 12.1 The hours and overtime provisions for the employees covered by this agreement shall be governed by the provisions for the Fair Labor Standard Act.
- 12.2 Subject to Sections 12.5 and 12.6, employees shall be paid wage rates in accordance with the wage schedules in Appendix A, however:
- (a) 2013-14: An employee whose wage rate in 2012-13 was higher than the wage rate at the top step of the wage schedule will be paid either the wage rate at the top step of the 2013-14 wage schedule or 1% more than the employee's 2012-13 wage rate, whichever is greater.
- (b) 2014-15: An employee whose wage rate in 2013-14 was higher than the wage rate at the top step of the wage schedule will be paid either the wage rate at the top step of the 2014-15 wage schedule or 1% more than the employee's 2013-14 wage rate, whichever is greater.
- (c) 2015-16: An employee whose wage rate in 2014-15 was higher than the wage rate at the top step of the wage schedule will be paid either the wage rate at the top step of the 2015-16 wage schedule or 1% more than the employee's 2014-15 wage rate, whichever is greater.

Generally, no new employee will be placed at a step that is higher than the highest step of existing employees in the same classification who have equivalent experience. However, up to (5) five additional steps may be granted if the Superintendent determines that there is an unavailability of qualified candidates at the hourly rate set forth in the wage schedule, or that a candidate should receive extra credit for prior experience. The Superintendent shall notify the Association President when additional steps are granted under this exception.

- 12.3 Support staff members called to the workplace on Saturdays and after regular duty hours will be paid a minimum of two (2) hours at one and a half time the normal rate of pay. Support staff members called to the workplace on Sundays will be paid a minimum of two (2) hours at two times the normal rate of pay.
- 12.4 In addition to the wage rates paid pursuant to Section 12.2, the following employees shall receive the following differentials:
- a. An employee whose normal work schedule commences at 2:00 p.m. or after -- \$.50
 - b. Behavioral assistants or health assistants (determined by the administration based upon the job description and the assigned student) -- \$.50
 - c. Assistants who possess and Associates Degree or higher degree and/or possess Para educator II certification from the NH Department of Education --\$.25

Differentials for degrees and/or certifications shall not be added after the start of the school year. To begin receiving a differential for a degree and/or certification, an assistant shall notify the Superintendent of the degree and/or certification in writing by December 1 prior to the school year in which he/she will begin receiving the differential.

- 12.5 Within the first three years of employment a site administrator may recommend to the Superintendent a one-time hourly pay adjustment equal to one step for an employee who has demonstrated improvement significantly beyond that which would be evaluated as successful work performance.

ARTICLE 12 - Continued

- 12.6 Upon recommendation by the Superintendent and a majority vote by the Board, a support staff employee may be denied a wage increase because of unsatisfactory job performance. A support staff employee in jeopardy of being denied a wage increase shall be given written notice by the administration on or before March 1 detailing the nature of unsatisfactory performance and expected corrections. Such an employee shall have until June 1 to show sufficient improvement to be awarded the wage increase.
- 12.7 Retirement: Any employee who works thirty-five (35) hours or more per week shall be entitled to retirement benefits as described below.
- a. An employee shall be deemed eligible for this stipend if their employment is consecutive for sixteen years or if they leave the service of the Haverhill Cooperative School District and return one time, and accrue the sixteen years of service.
- b. An eligible employee, who notifies the superintendent of schools in writing of his/her intention to retire by the December 1 prior to retirement, shall receive a one-time stipend in the amount of \$3,000. Said stipend shall be paid to the employee by the August 1 after the employee's retirement.
- 12.8 Employees will have the option of receiving their pay divided equally over either 22 or 26 pay periods. Overtime will be paid in the pay period in which it is earned.

¹ The wage rates and step placements of current employees will be as set forth in the employee list that is attached to this agreement.

ARTICLE 13
(Hiring Guidelines)

13.1 Letters of intent to hire will be provided to Support Staff by June 1st of each year.

ARTICLE 14
(Fair Treatment)

14.1 No employee, who has been employed for more than one full year, will be suspended, disciplined or reprimanded except for just cause.

14.2 The probationary period for bargaining unit employees shall be (1) one year from the employee's first day of employment.

ARTICLE 15
Para-educator Training

- 15.1 The School District shall reimburse each bargaining unit member for professional development activity costs (e.g., course tuition, workshop, conference or in-service registration) in accordance with this Article, provided that the activity meets the following criteria: (1) the activity is relevant to the goals and objectives of the member's position; and (2) the activity is approved in advance by the building principal.
- 15.2 The School District shall not reimburse for college/university registration fees, travel to and from activities, books or other materials required for the activity, nor any college or university course in which the member receives a grade of less than a "B".
- 15.3 Course reimbursement shall be limited to up to \$1000 per year for each bargaining unit member. Reimbursement for workshops and conferences shall be at a rate of up to \$100 per bargaining unit member each year. In no event shall the total amount expended by the District under this Article exceed \$6,000 in 2013-14, \$6,500 in 2014-15 or \$7,000 in 2015-16.
- 15.4 Bargaining unit members shall apply for reimbursement prior to taking a course or workshop, and shall be informed at that time whether sufficient funds remain available to cover the costs. Reimbursement shall be paid to the member within 30 days of the presentation to the Superintendent's Office of (1) documentation of the completed course, workshop or conference; (2) in the case of a course, documentation that the member completed the course with a grade of "B" or better; and (3) a receipt for the course workshop or conferences charges incurred.
- 15.5 If a portion of the \$6,000 in 2013-14, \$6,500 in 2014-15, or \$7,000 in 2015-16, under Section 15.3 remains unencumbered after June 1 of that year the unencumbered funds will be used toward reimbursement of course credits in excess of \$1,000, provided that members applied for reimbursement of those credits by June 1 and complied with the provisions in this Article.
- 15.6 If the School District has a need for an employee to get specific training or certification, the School District may pay for more than stated above. The excess will not count against the \$6,000 in 2013-14, \$6,500 in 2014-15, or \$7,000 in 2015-16, under Section 15.3

ARTICLE 16
Custodian Clothing

16.1 Each year the District will provide each custodian with:

- 5 collared shirts or 5 T-shirts, at each employee's option, with District colors and printing
- 2 sweatshirts with District colors and printing
- 2 pairs of work pants

Custodians shall be required to wear the collared shirts, T-shirts or sweatshirts at all times while working."

ARTICLE 17
(Duration)

17.1 The provisions of this Agreement will be effective as of July 1, 2013, except as otherwise noted herein and will continue and remain in full force and effect until June 30, 2016.

IN WITNESS WHEREOF, the parties hereto have set their hands and seals this 25th day of March, 2013.

The Haverhill Cooperative Support Staff
NEA New Hampshire

Christina G. Hecht

The Haverhill Cooperative School Board

Philip Yuck

Haverhill Cooperative Support Staff Wage Schedule

2013-2014

Base increase = 1.50%
vertical index = 0.02

	Para	Para I	AA or Para II 0.025	Custodian	Secretary
0	\$10.39	\$10.39	\$10.65	\$10.50	\$10.39
1	\$10.59	\$10.59	\$10.86	\$10.71	\$10.59
2	\$10.80	\$10.80	\$11.07	\$10.92	\$10.80
3	\$11.01	\$11.01	\$11.29	\$11.13	\$11.01
4	\$11.22	\$11.22	\$11.50	\$11.34	\$11.22
5	\$11.43	\$11.43	\$11.71	\$11.55	\$11.43
6	\$11.63	\$11.63	\$11.92	\$11.76	\$11.63
7	\$11.84	\$11.84	\$12.14	\$11.97	\$11.84
8	\$12.05	\$12.05	\$12.35	\$12.18	\$12.05
9	\$12.26	\$12.26	\$12.56	\$12.39	\$12.26
10	\$12.46	\$12.46	\$12.78	\$12.60	\$12.46
11	\$12.67	\$12.67	\$12.99	\$12.81	\$12.67
12	\$12.88	\$12.88	\$13.20	\$13.02	\$12.88
13	\$13.09	\$13.09	\$13.41	\$13.23	\$13.09
14	\$13.30	\$13.30	\$13.63	\$13.44	\$13.30
15	\$13.50	\$13.50	\$13.84	\$13.65	\$13.50
16	\$13.71	\$13.71	\$14.05	\$13.86	\$13.71
17	\$13.92	\$13.92	\$14.27	\$14.07	\$13.92
18	\$14.13	\$14.13	\$14.48	\$14.27	\$14.13
19	\$14.33	\$14.33	\$14.69	\$14.48	\$14.33

2014-2015

Base increase = 1.50%
vertical index = 0.02

	Para	Para I	AA or Para II 0.025	Custodian	Secretary
0	\$10.54	\$10.54	\$10.81	\$10.65	\$10.54
1	\$10.75	\$10.75	\$11.02	\$10.87	\$10.75
2	\$10.96	\$10.96	\$11.24	\$11.08	\$10.96
3	\$11.18	\$11.18	\$11.45	\$11.29	\$11.18
4	\$11.39	\$11.39	\$11.67	\$11.51	\$11.39
5	\$11.60	\$11.60	\$11.89	\$11.72	\$11.60
6	\$11.81	\$11.81	\$12.10	\$11.93	\$11.81
7	\$12.02	\$12.02	\$12.32	\$12.15	\$12.02
8	\$12.23	\$12.23	\$12.54	\$12.36	\$12.23
9	\$12.44	\$12.44	\$12.75	\$12.57	\$12.44
10	\$12.65	\$12.65	\$12.97	\$12.78	\$12.65
11	\$12.86	\$12.86	\$13.18	\$13.00	\$12.86
12	\$13.07	\$13.07	\$13.40	\$13.21	\$13.07
13	\$13.28	\$13.28	\$13.62	\$13.42	\$13.28
14	\$13.49	\$13.49	\$13.83	\$13.64	\$13.49
15	\$13.71	\$13.71	\$14.05	\$13.85	\$13.71
16	\$13.92	\$13.92	\$14.26	\$14.06	\$13.92
17	\$14.13	\$14.13	\$14.48	\$14.28	\$14.13
18	\$14.34	\$14.34	\$14.70	\$14.49	\$14.34
19	\$14.55	\$14.55	\$14.91	\$14.70	\$14.55

2015-2016

Base increase = 1.80%
vertical index = 0.02

	Para	Para I	AA or Para II 0.025	Custodian	Secretary
0	\$10.73	\$10.73	\$11.00	\$10.85	\$10.73
1	\$10.95	\$10.95	\$11.22	\$11.06	\$10.95
2	\$11.16	\$11.16	\$11.44	\$11.28	\$11.16
3	\$11.38	\$11.38	\$11.66	\$11.50	\$11.38
4	\$11.59	\$11.59	\$11.88	\$11.71	\$11.59
5	\$11.81	\$11.81	\$12.10	\$11.93	\$11.81
6	\$12.02	\$12.02	\$12.32	\$12.15	\$12.02
7	\$12.24	\$12.24	\$12.54	\$12.36	\$12.24
8	\$12.45	\$12.45	\$12.76	\$12.58	\$12.45
9	\$12.66	\$12.66	\$12.98	\$12.80	\$12.66
10	\$12.88	\$12.88	\$13.20	\$13.01	\$12.88
11	\$13.09	\$13.09	\$13.42	\$13.23	\$13.09
12	\$13.31	\$13.31	\$13.64	\$13.45	\$13.31
13	\$13.52	\$13.52	\$13.86	\$13.67	\$13.52
14	\$13.74	\$13.74	\$14.08	\$13.88	\$13.74
15	\$13.95	\$13.95	\$14.30	\$14.10	\$13.95
16	\$14.17	\$14.17	\$14.52	\$14.32	\$14.17
17	\$14.38	\$14.38	\$14.74	\$14.53	\$14.38
18	\$14.60	\$14.60	\$14.96	\$14.75	\$14.60
19	\$14.81	\$14.81	\$15.18	\$14.97	\$14.81

Wages and Step Placements of Current Employees

Does not include \$.50 shift, health or behavioral differentials

Name	Hire Date	Experience Credit	Education/Certification	2013-2014 Hourly Rate	2014-2015 Hourly Rate	2015-2016 Hourly Rate
ALDRICH, PAMELA C	8/25/2004	41	para 1	\$14.49	\$14.64	\$14.78
ALLSOP, RUTH A	8/31/1999	28	AA/para II	\$14.69	\$14.91	\$15.18
BELYEA, JUANITA J	8/27/2012	13		\$13.09	\$13.49	\$13.95
BLOCK, WENDY E	11/4/1996	21	para II	\$14.69	\$14.91	\$15.18
BLOOM, RHONDA M	8/26/1998	15		\$13.50	\$13.92	\$14.38
BOUTIN, DELTON J	8/30/2012	7		\$11.97	\$12.36	\$12.80
BURGAN, DEBRA P	8/29/2012	19		\$14.33	\$14.55	\$14.81
BURROUGHS, ASHLIE M	11/26/2008	9		\$12.26	\$12.65	\$13.09
CLARK, ROSE M	1/10/2012	20		\$14.33	\$14.55	\$14.81
COLLINS, KATIE M	9/6/2005	8	BA	\$12.35	\$12.75	\$13.20
DERRINGTON, JULIE A	8/25/2004	12	para 1	\$12.88	\$13.28	\$13.74
EMERSON, NICOLE M	8/28/1995	19	para 1	\$14.33	\$14.55	\$14.81
FAVREAU, TIFFANY A	7/2/2012	14	AA	\$13.30	\$13.71	\$14.17
FOURNIER, IRENE	1/3/1989	24		\$14.49	\$14.64	\$14.78
HANNAFORD, BETTE A	11/13/2006	7		\$11.84	\$12.23	\$12.66
HAZLETT, NANCY E	3/24/1987	27		\$14.47	\$14.62	\$14.76
HEBERT, CHRISTINA C	8/9/1999	16		\$13.71	\$14.13	\$14.60
HEMWAY, CONNIE E	9/11/2002	12		\$12.88	\$13.28	\$13.74
HESS, SCOTT	10/22/2012	9	MA	\$12.78	\$13.18	\$13.64
HILL, OSCAR E	4/21/2006	17		\$14.07	\$14.49	\$14.97
INGERSON, SHIRLEY R	8/25/1999	20		\$14.33	\$14.55	\$14.81
KEITH, DEBRA M	2/9/2004	13		\$13.09	\$13.49	\$13.95
KINDER, THOMAS	7/28/2010	20		\$14.48	\$14.70	\$14.97
LUNDIN, DEBORAH A	8/25/2010	15	AA	\$14.27	\$14.70	\$15.18
LYMAN, JEFFREY J	8/27/2012	4		\$11.22	\$11.60	\$12.02
MITCHELL, ELIZABETH J	8/21/2007	8		\$12.05	\$12.44	\$12.88
O NEIL, SHARON	8/27/2012	12		\$12.88	\$13.28	\$13.74
PECKETT, ANNE B	8/26/2002	30	AA	\$14.69	\$14.91	\$15.18
PILOTTE, JANITTA L	10/3/2007	6		\$11.63	\$12.02	\$12.45
RAND, SHARON R	8/29/2001	12	BA	\$13.20	\$13.62	\$14.08
REBELE, MAUREEN F	8/24/2009	19	BA	\$14.69	\$14.91	\$15.18
REINGOLD, ELLEN F	9/21/2004	21	PARA II	\$14.69	\$14.91	\$15.18
ROBIE, DEBORAH	8/27/2012	11	AA	\$12.99	\$13.40	\$13.86
ROBINSON, LINDA J	8/25/2008	5	BA	\$11.71	\$12.10	\$12.54
SANVILLE, MONA J	10/31/2005	11		\$12.67	\$13.07	\$13.52
SLACK, CHRISTINE F	9/4/2001	12		\$12.88	\$13.28	\$13.74
SMITH, THOMAS F	6/14/2008	8		\$12.39	\$12.78	\$13.23

Wages and Step Placements of Current Employees

Does not include \$.50 shift, health or behavioral differentials

Name	Hire Date	Experience Credit	Education/Certification	2013-2014 Hourly Rate	2014-2015 Hourly Rate	2015-2016 Hourly Rate
SOMERS, CORA C	9/30/1996	32		\$14.33	\$14.55	\$14.81
STARK, SHIRLEY R	1/2/2002	31		\$15.17	\$15.32	\$15.48
TETLEY, CRAIG W	7/1/2009	18		\$14.27	\$14.70	\$14.97
THOMPSON, PRISCILLA L	8/26/1996	25	PARA 1	\$14.33	\$14.55	\$14.81
TOLIMIERI, LAWRENCE	7/28/2010	19	AA	\$14.48	\$14.70	\$14.97
WARD, CAROL	5/7/2012	22	AA	\$14.33	\$14.55	\$14.81
WATERHOUSE, CINDY	8/27/2012	2		\$10.80	\$11.18	\$11.59
WYMAN, JENNIFER M	9/5/2006	7		\$11.84	\$12.23	\$12.66