



COLLECTIVE BARGAINING AGREEMENT

BETWEEN

JAFFREY-RINDGE COOPERATIVE SCHOOL BOARD

AND

JAFFREY-RINDGE EDUCATION ASSOCIATION

JULY 1, 2015 – JUNE 30, 2016

PARTICIPANTS TO NEGOTIATION

FOR THE BOARD:

Charles Eicher
Daniel Whitney

FOR THE TEACHERS:

Thomas Meehan
Sheila Nichols
Kathleene Pendergast
Rachel Soney
Leigh Webb

Table of Contents

Preamble.....	4
Article 1 – Recognition	4
Article 2 – Jurisdiction and Authority of School Board.....	4
Article 3 – Negotiation Procedure.....	4
Article 4 – Grievance Procedure	5
Article 5 – Peaceful Resolution of Differences	6
Article 6 – Leaves of Absence.....	6
Article 7 – Insurance Provisions	9
Article 8 – Salaries	10
Article 9 – Right of Parties.....	14
Article 10 – Miscellaneous Provisions	14
Article 11 – Calendar.....	15
Article 12 – The Professional Educators Review Council.....	15
Article 13 – Reduction in Force	16
Article 14 – Working Conditions	17
Article 15 – Evaluation of Teachers.....	18
Article 16 – Staff Development.....	18
Article 17 – Duration of Agreement	18
Appendix A – Insurance Benefits	19
Appendix B – Summer Contracts	21
Appendix C – Sick Bank.....	22
Appendix D – Employee Step Placements.....	23
Memorandum of Understanding.....	24

PREAMBLE

This agreement is effective July 1, 2015 by and between the Jaffrey-Rindge Cooperative School Board, Jaffrey, New Hampshire, (hereinafter the "Board") and the Jaffrey-Rindge Education Association (hereinafter the "Association"). Pursuant to RSA 273-A, the Board has the obligation and authority to bargain in good faith with the Association as the representatives of the employees of the district included in the unit as set forth in Article 1, The Recognition Clause.

ARTICLE 1 RECOGNITION

- 1-1 The Board recognizes the Association as the exclusive representative of all permanent teachers employed by the Jaffrey-Rindge School District for the purpose of negotiating with the Board with respect to the negotiable subjects specified in Article 3 of this agreement. During the term of this agreement, the Board agrees not to negotiate with any teacher or any teacher organization other than the designated unit in regard to any matter subject to negotiation. This shall not prevent the Board from communicating or consulting with any individual teacher or group of teachers for any purpose the Board deems desirable in the discharge of its responsibilities.
- 1-2 The Association agrees to represent equally all such teachers in these negotiations and in the administration of any agreement reached, without discrimination and without regard to membership in the Association.
- 1-3 The term "teacher" as used in this agreement shall mean a professional employee of the Jaffrey-Rindge Cooperative School District under individual contract for the school year, whose position requires certification by the State Board of Education as a professional engaged in teaching or employed as a guidance counselor, specialist, or nurse. Superintendents, assistant superintendents, principals, assistant principals who are certified administrators and work more than 50% of the day in administration, directors of instruction, instructional coordinators, substitute teachers, teacher aides, secretaries, clerks, custodians, business administrators, or other persons employed by the State Board of Education and all other employees of the Jaffrey-Rindge Cooperative School District are excluded from this definition of "teacher" and from the bargaining unit by mutual agreement.

ARTICLE 2 JURISDICTION AND AUTHORITY OF THE SCHOOL BOARD

- 2-1 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 laws and regulations, to direct and manage all activities of the School District.
- 2-2 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 this agreement shall not be construed so as to limit or impair these respective statutory powers, discretions and authorities.

ARTICLE 3 NEGOTIATION PROCEDURE

- 3-1 Negotiations shall be conducted in accordance with RSA 273-A, as set forth by the State of New Hampshire Public Employee Labor Relations Law.
- 3-2 If the parties fail to reach agreement after a reasonable number of meetings, either party may declare an impasse and then follow provisions of RSA 273-A concerning mediation.
- 3-3 Any agreement reached which requires the expenditures of public funds for its implementation shall not be binding upon the Board unless and until the necessary appropriations have been made by the voters of the District. The voters of the District shall be provided with information regarding the financial terms relating to the entire term of a multiyear agreement as per

“Sanborn” Guidelines. 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.

ARTICLE 4 GRIEVANCE PROCEDURE

4-1 DEFINITION

4-1.1 A “grievance” shall mean a complaint by any member of the bargaining unit alleging that there has been a violation, inequitable application, misinterpretation of a specific provision of this agreement, or act contrary to established policy or practice.

4-2 PROCEDURE

4-2.1 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. Failure at any step of this procedure to appeal a grievance to the next step within the specified time limits shall be deemed to be waiver of further appeal of the decision.

4-3 It is understood that any employee grievant shall, during and notwithstanding the pendency of any grievance, continue to observe all assignments and applicable rules and regulations of the Board until such grievance and any effect thereof shall have been duly determined.

4-4 Any employee grievant who has a grievance shall discuss it first with his/her Principal (or immediate superior or department head, if applicable) in an attempt to resolve the matter informally at that level, who shall give his/her decision within five (5) school days. A school day is defined as a day in which school is in session.

4-5 The employee grievant, no later than ten (10) school days after receipt of the decision of the immediate superior, may appeal the decision to the Principal, or the Superintendent if the immediate superior is the Principal. The appeal to the Superintendent or the Principal must be made in writing specifying: (a) the nature of the grievance; (b) the results of previous discussions; (c) his/her dissatisfaction with the decision previously rendered.

The Superintendent or Principal shall attempt to resolve the matter as quickly as possible, but within a period not to exceed ten (10) school days from the receipt of the appeal. The Superintendent or the Principal shall communicate his/her decision in writing to the employee grievant, to the Association and to the Principal or other immediate superior within such ten (10) day period.

If the grievance occurs with less than ten (10) school days left in the year, then both parties in writing must agree upon the appeals process, as to how the process will be continued over the summer months. A good faith effort should be made to reduce the time when possible so that the grievance may be processed as soon as practicable.

4-6 If the Principal is involved in 4-5, the next step is the Superintendent and the same time limits prevail.

4-7 If the grievance is not resolved to the grievant satisfaction, he/she may request a review by the Board no later than five (5) school days after receipt of the Superintendent’s decision. The request shall be submitted in writing through the Superintendent of Schools who shall attach all related papers and forward the request to the Board. The Board, or a committee thereof, shall review the grievance and may at the option of the Board, if a grievance is recognized, hold a hearing with the employee grievant and render a decision in writing and forward copies thereof to the grievant and to the Association, within twenty (20) calendar days of the date of hearing.

The referred hearing, if granted, shall be held within a reasonably expeditious time after receipt of the appeal notice; however, in no event shall such hearing, if held, take place later than thirty (30) calendar days after receipt of appeal.

4-8 If the decision of the Board does not resolve the grievance to the satisfaction of the employee grievant and he/she wishes a review by a third party, and if the Association determines that the

matter should be reviewed further, it shall so advise the Board through the Superintendent within twenty (20) school days of receipt of the Board's decision.

- 4-9 The following procedure shall be used to secure the services of an arbitrator.
- a) Either party may request the American Arbitration Association to submit a roster of persons qualified to function as an arbitrator in the dispute in question.
 - b) If the parties are unable to determine a mutually satisfactory arbitrator from the submitted list, they may 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 second request for arbitration, a mutually satisfactory arbitrator from the second submitted list, the American Arbitration Association may be requested by either party to designate an arbitrator.
- 4-10 In matters of discipline the arbitrator shall apply the standard of progressive discipline. The arbitrator shall be limited to the issues submitted to him and shall consider nothing else. He/she can add nothing to nor subtract anything from the Agreement between the parties, or any policy of the Board. The recommendations of the arbitrator shall be binding.
- 4-11 RIGHTS OF TEACHER TO REPRESENTATION
- 4-11.1 Any aggrieved person may be represented at all stages of the grievance procedure by himself/herself, by a person of his/her choosing, or, by mutual agreement by the Association, or by a representative selected or approved by the Association.
- 4-12 When a teacher is not represented by the Association in the processing of a grievance, the Association shall at the time of submission of the grievance in writing to the Superintendent or at any later level, be notified by the Superintendent that the grievance is in existence. The Association may be present and present its views in writing.
- 4-13 The costs for the services of the arbitrator including per diem expenses, if any, and 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.
- 4-14 All documents, communications and records dealing with the processing of a grievance may be filed; provided, however, that such documents, communications, or records shall not be forwarded to any prospective employer nor the grievance(s) be alluded to in any communication between the administration and said prospective employer. A copy of the record of such grievance(s) shall, upon request, be given to the employee.

ARTICLE 5

PEACEFUL RESOLUTION OF DIFFERENCES

- 5-1 The Association and the Board agree that any differences between the parties on matters relative to the Agreement, including grievances, arbitration and negotiations, shall be settled by the means herein provided. The Association, in consideration, shall not, during the term of this Agreement, engage in or condone any strike, work stoppage or other concerted refusal to perform any assignment on the part of the employee(s) represented hereunder, nor shall the Board sponsor any lockout.

ARTICLE 6

LEAVES OF ABSENCE

- 6-1 SICK LEAVE

Each teacher whose current term of employment by the District as a teacher began prior to July 1, 2007 shall be credited twelve (12) sick/personal days per year, which are cumulative from year to year. Each teacher whose current term of employment by the District as a teacher began on or after July 1, 2007 shall be credited with twelve (12) sick/personal days per year, which are

cumulative from year to year to a maximum of 120 days. In addition, sick leave may be used for illness in the employee's immediate family and is to be reported as such. Employees reaching a zero (0) balance of accumulated sick/personal days will continue to receive their normal per diem rate of pay less \$65 per day for a period not to exceed ninety (90) calendar days until they: a) become eligible to apply to the sick day bank, or b) become eligible for long-term disability insurance, or c) become eligible for unpaid leave under FMLA.

6-1.1 It is agreed that a pooled sick day bank will be established to provide additional sick days to those teachers determined to be eligible based on criteria established by JREA as set forth in Appendix C.

Each teacher has the option of contributing to the sick day bank, but only those who contribute may use the bank. Contributions will be made at the beginning of each school year prior to September 30th, and for teacher hired after the start of the school year, 30 days after employment begins. A minimum initial contribution of one (1) day is required to be eligible to use the bank, however more days can be contributed. The days in the bank will accumulate from year to year. If the number of days in the sick days bank falls below sixty (60), further contributions will be solicited. Continued coverage is dependent upon continued contributions.

The District will maintain accurate records of contributions and withdrawals to/from the bank.

A committee established by JREA will review requests for withdrawals from the sick bank. All requests will be considered on a case-by-case basis.

6-1.2 Teachers shall be allowed leave for personal reasons, which are by nature a necessity or emergency:

- a) Subject to the approval of the Building Principal one week in advance, except in emergency cases, and;
- b) For all reasons considered necessary by the Building Principal,
- c) All requests for personal leave must be submitted to the Building Principal in writing when practicable.

6-1.3 Teachers shall be allowed five days personal leave for reasons that they find necessary without disclosing those reasons to their supervisor, provided that these "undisclosed days" do not immediately precede or follow a school vacation.

6-1.4 There shall be available to each teacher Attendance Credits that may be redeemed (as per Article 8-6) upon retirement by employees having reached 50 years of age. Each teacher shall accumulate twelve (12) Attendance Credits per year, which are cumulative from year to year. The number of Attendance Credits actually accumulated in any year shall be equal to twelve minus the number of days absent due to reasons other than those classified as school business, staff development, bereavement leave or jury duty.

Individuals will be notified by the District Office when they have used twelve (12) days in any given year and/or reached a zero (0) balance. (See Article 8-6)

6-2 BEREAVEMENT LEAVE

The employee shall be granted a maximum of five paid leave days per death of an immediate family member. Immediate family shall be interpreted as spouse of the employee and the employee's or spouse's mother, father, brother, sister, children, grandchildren and grandparents or any person with whom the employee currently makes his/her home. The employee may take one (1) paid day per death to attend the funeral of any close friend or other relative. Unused bereavement/funeral leave shall not be cumulative.

6-3 JURY DUTY

When a teacher is called to jury duty, the teacher shall receive full pay and benefits. It is understood that the teacher shall turn over jury duty pay to the District for any days served that are also contracted teacher work days. At the conclusion of the teacher's daily period of jury duty, he/she shall return to work if such can be accomplished during the school day.

6.4 PEACE CORPS, AMERICORPS/VISTA, SABBATICALS

At the recommendation of the Professional Educator's Review Council, and with the approval of the Board, up to two years leave of absence may be granted to any continuing contract teacher who joins the Peace Corps or Americorps/Vista. Upon return from such leave, a teacher who, while on leave, served in a teaching capacity shall be placed on the salary schedule at the level, which he/she would have achieved had he/she remained actively employed in the system during the period of his/her absence. To ensure a position for the next school year, a teacher shall notify the Board in writing on or before March 1st of his/her intent to return.

6.5 SABBATICALS

At the recommendation of the Professional Educators Review Council and with the approval of the Board a year or a one-half year sabbatical may be granted any continuing contract teacher that has been a full-time employee of the Jaffrey-Rindge Cooperative School District for seven (7) or more years, for a program of study beneficial to the District. A teacher on sabbatical leave shall be compensated one-half the salary and full insurance benefits that would have been received during the term of the sabbatical leave. Anything other than full-time college study must be directly related to the teacher's service to the District. No more than one (1) such leave or two one-half year leaves may be granted by the Board in any one-year. Any teacher granted such leave of absence should agree to return to the District for at least two years upon completion of the leave of absence. The teacher is obligated to pay back the entire sum should he/she not return to the District for two (2) years. All proposals must be submitted to the Professional Educators Review Council for consideration no later than November 1st, of the year preceding the proposed leave. The proposal must include the benefit of the leave to the District. Upon completion of the leave of absence, the teacher will appear before the Board and submit a written report.

If a teacher terminates his/her employment prior to the completion of this required two-year period, he/she must repay the Jaffrey-Rindge Cooperative School District on a prorated basis within a five-year period the full amount of salary and expenses granted by the District for the sabbatical. The teacher shall sign a statement in the form of a promissory note indicating the amounts, method, and schedule of repayments required. Repayment is not required in the event of death or permanent disability. Upon return from the sabbatical a teacher shall be placed on the salary schedule at the level, which he/she would have achieved had he/she remained actively employed in the system during the period of his/her absence.

6-6 MILITARY LEAVE

6-6.1 Military leave without pay or any other benefits shall be granted to any teacher as mandated by state or federal law.

A teacher required by official orders to attend National Guard, or other military reserve duty, during the school year shall receive pay for such period equal to his/her regular pay, less the amount he/she received from the military for said required temporary service.

6-7 PARENTAL, CHILD BIRTH AND REARING LEAVE

6-7.1 In accordance with the Family and Medical Leave Act and any other applicable federal and state laws, an unpaid Parental, Child Birth and Rearing Leave of Absence shall be granted. This leave may be up to one year in duration with an ending date intended to align with important transition points in the school year calendar; additional leave time may be granted at the recommendation of the Superintendent with the approval of the Board. Employees will be entitled to use sick leave for the period of disability as

defined by their doctor. Before returning to work, the employee may be required to present a physician's certificate of physical fitness.

6-7.2 A teacher on Parental, Child Birth and Rearing Leave may have the opportunity to substitute at the sole discretion of the Superintendent.

6-7.3 In extraordinary circumstances, a teacher may request to cancel a previously approved leave or return earlier than scheduled if a leave has already commenced. Cancellation of leave or early return to work is at the sole discretion of the Superintendent.

6-8 NATIONAL EDUCATION ASSOCIATION OF NEW HAMPSHIRE AND NATIONAL EDUCATION ASSOCIATION LEAVES OF ABSENCE

A leave of absence for a period not to exceed two years may be granted for the purpose of serving the National Education Association of New Hampshire or the National Education Association. No more than two (2) persons in any one (1) year shall be granted a leave of absence under the above provision. Before returning to work the employee shall notify the Board of his/her intent to return on or before March 1 to commence at the beginning of the following school year.

6-9 All benefits to which a teacher was entitled at the time his/her leave of absence commenced, including unused accumulated Attendance Credits, shall be restored to him/her upon his/her return, providing that those benefits are not greater than the benefits currently being provided to teachers. Teachers changing status with their return to work (such as shifting from a full-time to a part-time position) will receive revised benefit standing, consistent with other teachers in the same status.

6-10 All requests for leaves of absence, other than sick leave, shall be initially made in writing or delivered in writing as soon as reasonable if initial circumstances preclude a written request, and shall not be modified except in writing. The initial granting of a leave of absence as well as extensions or renewals shall be determined at the sole discretion of the Board upon the recommendations of the Superintendent. Other leaves of absence may be granted at the discretion of the Board.

6-11 Provisions of Article 6 shall be applied in a manner which meets the requirements of the Family and Medical Leave Act and the Americans with Disabilities Act Amendments Act. A year for purposes of applying the Act shall begin on July 1 and continue until June 30th.

**Article 7
INSURANCE PROVISIONS**

7-1 MEDICAL INSURANCE

The District shall continue to provide the medical insurance benefits according to the following terms.

a) The District shall pay the share of any full time teacher who wishes to enroll in same, according to the following schedules:

SchoolCare/ CIGNA	# Enrolled	2012-14
HMO	1 person	85%
HMO	2 person	80%
HMO	Family	80%
POS	1 person	85%
POS	2 person	75%
POS	Family	75%

The District shall contribute \$400.00 to a Medical Flexible Spending Account (FSA) (Section 125 Cafeteria Plan) for any teacher enrolling in one of the medical plans outlined above. As an alternative, Teachers may elect to receive the district contribution into a Dependent Care FSA. Tax code permitting, Teachers may defer up to a maximum of \$2,000 additional salary into their FSA. Teacher minimum FSA contributions are \$100. Tax code permitting, the District will implement a 2 ½ month grace period at year-end for the Medical FSA.

- b) The District shall pay any full-time teacher who does not enroll in any of the Medical Plans outlined above \$1,000. The payment of \$1,000 shall be made on or about June 15th of each contract year after the teacher has completed the full contract year and has not received any medical benefits. Teachers are not eligible to receive this payment if said teacher is also receiving medical benefits from the District as a dependent of another covered employee.
- c) Any teacher employed after July 1, 1993 as a 0.6 time or above is eligible for insurance benefits as specified on this agreement on a pro-rated basis.
- d) Teachers employed prior to June 30, 1993 will be eligible for full insurance benefits as specified in this agreement provided they remain employed a minimum of 0.6 time.
- e) A health insurance committee may be formed to study, review and monitor existing and alternative health insurance plans that deliver health services to employees in the most cost-effective manner. This committee shall issue a report that includes findings and recommends changes to existing insurance options. The committee's recommendations shall not be binding upon the School Board or the Association. The committee will include three representatives of the Association and three representatives of the School Board/administration.

7-2 LIFE INSURANCE

The District shall provide life insurance of \$40,000 and accidental death and dismemberment benefits as detailed in Appendix A.

7-3 DENTAL

- a) The District shall pay 100% of the cost for individual dental insurance under LGC Option 3A for each member of the bargaining unit who opts to enroll in same.
- b) The two-person or family dental option may be selected provided that the employee pay the additional premium through payroll deduction.

ARTICLE 8 SALARIES

8-1 The SALARY SCHEDULE

For the 2015-16 school year, bargaining unit members shall be placed on the salary schedule in Article 8-4 as set forth in the employee list that is in Appendix D, subject to Article 15-2.4. Teachers no longer shall be placed off the salary schedule.

8-2 LANE CHANGES

- 8-2.1 Teachers may qualify to increase their salary through earning additional educational credits. Credit levels are identified as "lanes" on the Salary Schedule and movement across lanes is subject to the provisions of the Professional Development Master Plan approved by the State of NH.
- 8-2.2 All teachers may increase their salary by gaining the extra credits required to move from left to right across the salary schedule set forth in Section 8-4.

8-3 PRO-RATING SALARIES FOR LESS THAN FULL-TIME WORK

8-3.1 All salaries and payment schedules in Article 8 are listed for full-time unit members. Members who work less than full-time will receive a pro-rated portion of the identified amounts based on the % of full-time hours actually worked. By way of example, a full-time Teacher C on B+00 Step 15 earns \$44,252. Part-time Teacher D on B+00 Step 15 works half-time and is pro-rated by 50%. Teacher D earns 50% x \$44,252 or \$22,126.

8-4 2015-16 SALARY SCHEDULE

	<u>N</u>	<u>B+00</u>	<u>B+15</u>	<u>B+30</u>	<u>B+45</u>	<u>M+00</u>	<u>M+15</u>	<u>M+30</u>	<u>M+45</u>
Step 01	\$34,000	\$34,000	\$34,950	\$35,900	\$36,850	\$38,350	\$39,850	\$41,350	\$42,850
Step 02	\$35,200	\$35,200	\$36,150	\$37,100	\$38,050	\$39,550	\$41,050	\$42,550	\$44,050
Step 03	\$36,400	\$36,400	\$37,350	\$38,300	\$39,250	\$40,750	\$42,250	\$43,750	\$45,250
Step 04	\$37,600	\$37,600	\$38,550	\$39,500	\$40,450	\$41,950	\$43,450	\$44,950	\$46,450
Step 05	\$38,800	\$38,800	\$39,750	\$40,700	\$41,650	\$43,150	\$44,650	\$46,150	\$47,650
Step 06	\$40,000	\$40,000	\$40,950	\$41,900	\$42,850	\$44,350	\$45,850	\$47,350	\$48,850
Step 07	\$41,200	\$41,200	\$42,150	\$43,100	\$44,050	\$45,550	\$47,050	\$48,550	\$50,050
Step 08	\$42,400	\$42,400	\$43,350	\$44,300	\$45,250	\$46,750	\$48,250	\$49,750	\$51,250
Step 09	\$43,600	\$43,600	\$44,550	\$45,500	\$46,450	\$47,950	\$49,450	\$50,950	\$52,450
Step 10	\$44,800	\$44,800	\$45,750	\$46,700	\$47,650	\$49,150	\$50,650	\$52,150	\$53,650
Step 11	\$46,000	\$46,000	\$46,950	\$47,900	\$48,850	\$50,350	\$51,850	\$53,350	\$54,850
Step 12	\$47,200	\$47,200	\$48,150	\$49,100	\$50,050	\$51,550	\$53,050	\$54,550	\$56,050
Step 13	\$48,400	\$48,400	\$49,350	\$50,300	\$51,250	\$52,750	\$54,250	\$55,750	\$57,250
Step 14	\$49,600	\$49,600	\$50,550	\$51,500	\$52,450	\$53,950	\$55,450	\$56,950	\$58,450
Step 15	\$50,800	\$50,800	\$51,750	\$52,700	\$53,650	\$55,150	\$56,650	\$58,150	\$59,650
Step 16	\$52,000	\$52,000	\$52,950	\$53,900	\$54,850	\$56,350	\$57,850	\$59,350	\$60,850
Step 17	\$53,200	\$53,200	\$54,150	\$55,100	\$56,050	\$57,550	\$59,050	\$60,550	\$62,050
Step 18	\$54,400	\$54,400	\$55,350	\$56,300	\$57,250	\$58,750	\$60,250	\$61,750	\$63,250
Step 19	\$55,600	\$55,600	\$56,550	\$57,500	\$58,450	\$59,950	\$61,450	\$62,950	\$64,450
Step 20	\$56,800	\$56,800	\$57,750	\$58,700	\$59,650	\$61,150	\$62,650	\$64,150	\$65,650
Step 21	\$58,000	\$58,000	\$58,950	\$59,900	\$60,850	\$62,350	\$63,850	\$65,350	\$66,850
Step 22	\$59,200	\$59,200	\$60,150	\$61,100	\$62,050	\$63,550	\$65,050	\$66,550	\$68,050
Step 23	\$60,400	\$60,400	\$61,350	\$62,300	\$63,250	\$64,750	\$66,250	\$67,750	\$69,250

8-5 The schedule for payment of co-curricular activities is set forth as follows. Activities can be added or removed at the discretion of the Superintendent, School Board, or Building Principal. The payment in the following formula is understood to be per individual, not per activity. Activities followed by (2) generally have two leaders per group. The Principal may decide to have more than one fully paid leader as the activity or size of group dictates. If two or more teachers wish to share leadership where one leader is called for, this may be done with the prior consent of the Building Principal and the Jaffrey-Rindge Education Association. Payment will be according to the following formula:

$$\text{Pay} = \text{MTG/WK} \times \text{WK/YR} \times \text{BASE} + \text{EQUIPMENT RESPONSIBILITY}$$

$$\text{Equipment Responsibility} = \text{BASE PAY for Clubs}$$

- 2x BASE PAY for Elementary Sports
- 3x BASE PAY for Middle School Sports
- 4x BASE PAY for High School Sports

If the season is extended due to championship competition, additional remuneration will be given according to the payment formula.

Co-CURRICULAR ACTIVITIES

May include, but are not limited to, the following:

BASE PAY: \$34.42

Level	Activity	MTG/WK	WK/YR
Elem.	Drama	1.5	20
Elem.	Band	1.5	25
Elem.	Odyssey of Mind	1.5	25
Elem.	Science Club	1	34
Elem.	Chorus	1.5	16
Elem.	Math Club	1.5	25
Elem.	Newspaper	1	38
Elem.	Garden Club	1	5
Elem.	Reading Club	1	5
Elem.	Art Club	1	24
Elem.	Yearbook	1	5
Elem.	Soccer	1	5
Elem.	Field Sports	1	5
Elem.	Young Musicians	1	14
Elem.	Student Council	1	30
Elem.	Softball	1	5
Elem.	Speedball/Soccer	1	5
Elem.	Board Games	1	5
Elem.	Cross Country Ski Club	1	5
Elem.	Field Hockey	1	10
Elem.	Sign Language	1	5
MS	Boys Soccer	3	7
MS	Girls Soccer	3	7
MS	Boys Basketball	4	10
MS	Girls Basketball	4	10
MS	Cross Country	3	7
MS	Yearbook	2	20
MS	General Clubs	1	10
MS	Track & Field	4	10
MS	Assistant Track & Field	3	10
MS	Student Council	1	37
MS	OM	1.5	25
MS	Newspaper	0.5	37
MS	Drama	2	20
MS	Drama Assistant	1	20
MS	School Store	0.75	37
MS	Math Club	1	20
MS	NHDI	0.5	32
MS	Debate Club	1	20
MS	Computer Club	1	20
MS	FCCL	1	37
HS	Senior Advisors (2)	0.75	37
HS	Junior Advisors (2)	0.75	37
HS	Sophomore Advisors (2)	0.5	37
HS	Freshman Advisors (2)	0.5	37
HS	Student Council	1	37
HS	Yearbook	1	37
HS	National Honor Society	0.5	37
HS	JV Girls Soccer	4	10
HS	Soccer	5	10
HS	Softball	5	10
HS	Freshman Basketball	5	14

HS	Boys V Basketball	6	14
HS	Girls V Basketball	6	14
HS	Boys JV Basketball	5	14
HS	Girls JV Basketball	5	14
HS	Baseball	5	10
HS	Cheerleading Basketball	5	14
HS	Field Hockey	5	10
HS	Swimming	5	14
HS	Cross Country	5	10
HS	Special Olympics	0.5	37
HS	Track	6	10
HS	Asst. Track	6	10
HS	Graduation Advisor	1	37
HS	OM Advisor	1	20
HS	FFA Advisor	1	37
HS	FCCL Advisor	1	37
HS	Drama Advisor	1	37
HS	JV Field Hockey	5	10
HS	Golf	5	8
HS	Indoor Track	6	14

8-6 BUY BACK

The Board agrees to buy back from teachers 50 years of age or older retiring from the profession any accumulated Attendance Credit up to one hundred ten (110) days at the teacher's per diem rate for the prior contract year and according to the following schedule:

YEARS OF EXPERIENCE IN THE DISTRICT	PERCENTAGE OF SICK DAYS ALLOWED FOR BUY BACK
25 YEARS	100%
20 YEARS	83.3%
15 YEARS	66.6%
10 YEARS	50%

The employee applying after October 15th of the year preceding their retirement may receive this benefit one year after retirement. If the employee applies prior to October 15th those benefits will be paid by the last day of the first month of the next fiscal year.

Individual requests for information regarding these credits may be obtained from the Business Office. Individuals will be notified by the District Office when they have used twelve (12) days in any given year and/or reached a zero balance.

For the purposes of this benefit:

- (1) For employees initially employed by the District before July 1, 2007, "years of experience in the District" means years of at least 60%-time service in a position, regardless of whether it is in this bargaining unit.
- (2) For employees initially employed by the District on or after July 1, 2007, "years of experience in the District" means years of at least 60%-time service in a position in this bargaining unit.

8-7 The District shall reimburse each member of the bargaining unit toward the cost of his/her recertification, criminal history check and Praxis examination a maximum of \$130 once every three years. Nurses shall be reimbursed for licensing fee of \$100 every two years.

8-8 The District may offer summer contracts to those instructional personnel who choose to apply and whose applications are accepted by the Summer Contract Review Team.

All applications for a summer contract must be submitted to the Summer Contract Review Team by March 1st. Applicants shall be advised of the acceptance or rejection by April 15th. Guidelines for submitting applications are detailed in Appendix B.

Teachers hired to do curriculum work will be paid on a per diem rate based on their level on the Salary Schedule. Teachers hired to do summer contract work will be paid a per diem of the base pay.

8-8.1 A statement of credits toward movement on the Salary Schedule will be issued to each teacher by November 1st of each contract year.

8-8.2 Staff Development hours accrued for re-certification will be issued in accordance with the Staff Development Handbook.

8-9 Teachers using their preparation periods to cover classes for absent colleagues will be compensated at the rate of \$15.00 per hour when a full day substitute is unavailable.

ARTICLE 9 RIGHTS OF PARTIES

9-1 The Board agrees that the individual teacher shall have full freedom of association, self-organization, or the designation of representatives of his own choosing, to negotiate in respect to the term defined herein, and that he/she shall be free from interference, restraint or coercion by the Board, or its agents, in the designation of such representatives or in self-organization or in other concerted activities for the purpose of collective bargaining or other mutual aid or protection.

9-2 The Association and its representatives shall have the right to use school buildings and equipment at all reasonable hours for meetings or workshops or other Association business.

9-3 Representatives of the Association and their affiliates shall be permitted to transact Association business on school property at all reasonable times provided that this shall not disrupt normal school operations.

9-4 At the beginning of every school year, the Association shall be granted a total of five (5) days at the Association's expense to be used by teachers who are officers or agents of the Association, such use to be at the discretion of the Association with substitute costs being shared by the Association and the District. The Superintendent and Principal will be notified no less than twenty-four (24) hours prior to the commencement of such leave.

9-5 The Association shall be notified of the formation of any district level standing or ad hoc committee upon which teachers will sit and the Association in collaboration with the administrators will identify and appoint interested teachers without regard to their membership status in the Association.

9-6 The Board agrees to make available minutes of Board meetings to each Association building representative and to the Association President.

9-7 The Superintendent agrees to make available to the Association a complete copy of the proposed administrative budget at the time it is presented publicly to the Board.

ARTICLE 10 MISCELLANEOUS PROVISIONS

10-1 The parties agree that the provisions of this agreement are severable, and that if any provisions of the agreement or application thereof to any teacher or group of teachers shall be determined by a Court of competent jurisdiction to be contrary to law, then such provision or application thereof shall be severed from the agreement. In the event that a particular provision or application of the agreement is found contrary to law, the severance of that application or provision shall not affect the remaining portions of the agreement, but shall remain in effect and enforceable to the extent permitted by law. If permissible aspects of any State or Federal legislation affecting collective negotiations with school district employees come into conflict with the provisions of this agreement, the provisions of this agreement shall prevail to the extent permitted by law.

- 10-2 This agreement may not be modified, in whole or in part, by the parties, except by an instrument in writing, duly executed by both parties.
- 10-3 Whenever any notice is required to be given by either or the parties to this Agreement to the other, pursuant to the provisions of this Agreement, either party may do so by telegram, registered or certified mail, at the following addresses: If by Association, to Jaffrey-Rindge School Board, School Administrative Unit #47, 81 Fitzgerald Drive, Unit 2, Jaffrey, NH 03452. If by Board, to the President of the Association at his/her appropriate address as filed with the Board, or if he/she is unavailable to the registered agent of the Association at the address of the registered office of the corporation as filed with the Board.
- 10-4 Subsequent articles may be added by mutual consent.
- 10-5 A committee will be established, consisting of the Association's negotiating team members together with the School Board negotiating team members to meet as needed to discuss issues and concerns. It is understood that issues to be addressed include but are not limited to teacher assignment, time commitments for meetings, and class size/inclusion. The Superintendent will be a consultant to the group.
- 10-6 APPRECIATION AWARDS may be provided by the School Board to recognize innovation, exceptional achievement, cost saving or other activities beneficial to the district.

**ARTICLE 11
CALENDAR**

- 11-1 Starting in the 2012-2013 School Year, the School District will convert to an hours basis for establishing compliance with state requirements for instructional time. For the duration of this Agreement, the calendar for teachers shall not exceed 186 days and is expected to consist of 177 days of instruction, 6 workshop days managed by the administration, and 3 workshop days managed by a joint committee of administrators and teachers.
- 11-2 The JREA will notify the Superintendent by January 1st of each year as to whether the State Teacher's Conference day of that calendar year will be a "no school" day.
- 11-3 A committee consisting of administrators and a teacher representative from each building will meet to review staff input of the proposed district calendar prior to and following the Tri-District calendar meeting(s). The proposed calendar shall be submitted to the School Board.

**ARTICLE 12
THE PROFESSIONAL EDUCATORS REVIEW COUNCIL**

- 12-1 The Professional Educators Review Council shall function to review and recommend to the Board the following types of proposals:
 - a) Peace Corps and Americorps/Vista
 - b) Sabbatical leave

Upon rejection of any proposal, the Professional Educators Review Council shall advise the applicant relative to the reasons for the rejection and establish guidelines for resubmission if applicable. Those persons who submit proposals that do not meet the criteria will be notified as to the reason for the rejection and will be given seven days to resubmit if they so desire.
- 12-2 Membership of the Professional Educators Review Council shall consist of the Superintendent or his designee, two administrators, two Board members, the Director of Curriculum, Chair of the Professional Development Committee, and four teachers (one representative from each building). All representatives shall be selected by the members of their constituent group by October 1st of the current school year. The Council Chairperson shall be selected by the above group for the following year.

ARTICLE 13
REDUCTION IN FORCE

- 13-1 If it is necessary to reduce the number of professional teaching staff (teachers), the following procedure will be utilized:
- 13-1.1 As soon as a reduction in force is being considered by the School Board, the President of the Association shall be notified in writing, by the Board Chair or designee, specifying the nature of the proposed reduction.
 - 13-1.2 Reductions will first be accomplished by attrition (i.e., resignations, retirements, etc.)
 - 13-1.3 If additional reductions in force are necessary, then teachers shall be laid off based on the following classification:
 - a) Elementary Education
 - By endorsement and HQT status
 - b) Middle School and High School
 - By endorsement and HQT status
 - c) Special Education
 - By endorsement and HQT status - if applicable

Within these classifications, teachers will be laid off in the following order:

 - 1. Teachers with Intern Licenses
 - 2. Part-time, non-continuing teachers
 - 3. Full-time, non-continuing teachers
 - 4. Part-time, continuing teachers
 - 5. Part-time, continuing teachers on full-time, temporary status

If necessary, teachers with continuing contracts will be laid off in an order determined by cumulative evaluations. If evaluations are determined to be substantially equal, seniority (defined as cumulative time served in the district beginning with their date of hire in bargaining unit) will be used as the secondary criterion.
 - 13-1.4 Multiple Endorsements

A continuing contract teacher with multiple endorsements whose position, or portion thereof, is eliminated shall be offered a position in one or more of the classifications found in 13-1.3, where there is a non-continuing contract teacher. Said continuing contract teacher must:

 - Hold current endorsement; and
 - Be Highly Qualified (HQT) in that area; and
 - Have served the District as a teacher, at that grade level, for a minimum of one (1) year in that alternative endorsement area within the last five (5) years.

If the teacher chooses not to accept the position offered in the alternative endorsement area, that teacher will be placed on the recall list as per 13-2.
 - 13-1.5 Letters of Notification

Teachers who lose their positions through this Reduction in Force provision will be notified in writing, in accordance with NH RSA 189:14-a, that their non-renewal is due to a reduction in force.
- 13-2 Recall
- Teachers shall be recalled in reverse order of layoff for any open positions within the classification in which the layoff occurred.

- 13-2.1 Laid off teachers shall be eligible for recall for a two (2) year period following their final date of employment.
- 13-2.2 Teachers shall be responsible for notifying the Superintendent in writing of their current address. Recall notices shall be mailed certified, return receipt requested.
- 13-2.3 Teachers shall have twenty (20) business days to respond to any recall notice. Failure to accept recall within this period shall terminate the teacher's rights under this article.
- 13-2.4 No new employees shall be hired for any vacancy within a classification while there are laid off personnel from those classifications eligible for recall.

DEFINITIONS:

Full-time: A person employed at or above 0.8 FTE (80%), anything less than 0.8 FTE (80%) will be considered part-time.

DATE OF HIRE: For purposes of this contract, date of hire shall be the date of School Board Action (or Superintendent's offer of employment with Board approved hiring authority) on the teacher's appointment to his/her position within the bargaining unit. If more than one teacher in a classification is affected, the order in which they appear in the official minutes shall be used to determine seniority (i.e., last listed in those minutes would be released first.)

**ARTICLE 14
WORKING CONDITIONS**

- 14-1 **DUTY FREE LUNCH** - A daily, uninterrupted duty-free lunch period at least equal to the time of the students' lunch period will be scheduled for each teacher.
- 14-2 **LENGTH OF DAY** - Length of the teacher's day shall be addressed in each faculty handbook.
- 14-3 **PLANNING TIME**- Each full time teacher will have a minimum of 180 minutes of planning time per each six-day cycle. For part time teachers, planning time will be prorated.
- 14-4 **CLASS SIZE**- Class size shall be established in accordance with School Board policy. The Board agrees not to change its class size policy for the duration of this contract without notification and input from the Association.
- 14-5 The District shall make reasonable efforts to issue contracts to teachers by May 15 each year. Teachers shall return signed contracts to the Superintendent or his/her designee within 21 days of their issuance; if the signed contract is not returned by that date, the teacher will be deemed to have resigned and the position shall be deemed vacant."
- 14-6 All proposals for job sharing shall be submitted to the Chairman of the School Board. Applications shall be submitted prior to February 15 of each contract year.
- 14-7 **REASSIGNMENT**
Assignments/transfers in the district will be done in the best interest of the students, teachers, and school district in accordance with the following.
 - 14-7.1 Principals have responsibility for the assignment of staff within the school building and assignments should be made prior to the beginning of school year. The Principals shall first seek volunteers for the assignment(s) and involuntary assignment(s) will be avoided whenever possible.
 - 14-7.2 Assignments/transfers between buildings shall be made by the School Board with the acknowledgement of the teacher(s) involved. The School Board shall first seek volunteers for the transfer(s). If an involuntary transfer is required and directed by the School Board, it shall require that the teacher be certified and qualified for the position.
 - 14-7.3 All staff members who have been involuntarily transferred may resign without prejudice.

14-7.4 As soon as a reassignment is being considered by the School Board, the President of the Association shall be notified in writing by the Board Chair or designee specifying the nature of the proposed reassignment.

14-8 No written record of a complaint against a teacher shall be incorporated into the teacher's personnel file unless the teacher has been informed of the complaint and the complaint has been investigated and substantiated. If a record of such a complaint is incorporated into a teacher's personnel file, the teacher shall have a right to provide a written response to the complaint, which shall be included along with the record of the complaint.

ARTICLE 15
EVALUATION OF TEACHERS

15-1 Evaluation of all teachers shall be conducted in accordance with the procedures in the School District's Educator Support and Evaluation Process. The School Board agrees not to change the procedures in the Educator Support and Evaluation Process without notification and input from the Association. Performance criteria and work expectations will be applied consistently.

15-2 A teacher new to the district will be assigned a qualified mentor, as outlined in the School District's Educator Support and Evaluation Process, for his/her first year of service. Additional mentoring may be granted at the discretion of the appropriate administrator.

ARTICLE 16
STAFF DEVELOPMENT

16-1 The District recognizes the importance of continued professional development and agrees to fund the District Staff Development Plan as approved by the State of New Hampshire Department of Education.

16-2 All activities not sponsored by the District must be pre-approved by the educator's supervisor and must be aligned with District and/or school goals or the individual's Professional Growth Plan. Prior approval by the administrator is required to receive reimbursement for any conference, workshop, college course or other legitimate professional development expenses as defined in the District Professional Development Master Plan.

16-3 All reimbursements are subject to the availability of funds.

16-4 The budget total for Staff Development will be \$50,000 annually.

16-5 A teacher may receive up to \$1,200 each contract year for staff development.

ARTICLE 17
DURATION OF AGREEMENT

This Agreement shall become effective on July 1, 2015 and shall continue in effect until June 30, 2016.

Signed:

Date

Board Chair
Jaffrey-Rindge School Board

Date

Thomas Meehan, President
Jaffrey-Rindge Education Association

APPENDIX A

GROUP TERM LIFE INSURANCE, ACCIDENTAL DEATH AND DISMEMBERMENT BENEFITS, AND LONG-TERM DISABILITY SCHEDULE OF BENEFITS

CLASS: All Eligible Employees

Life Insurance: \$40,000

Accidental Death & Dismemberment Benefits: Life insurance and AD&D benefits will terminate at age 70

Long-Term Disability Benefits: All permanent active full-time employees of Jaffrey-Rindge School District who are under the limiting age.

Limiting Age: 70 years

Individual Eligibility Date: The date on which you enter an eligible class.

Basis of Insurance: The date on which you enter an eligible class.

Participant Employer Effective Date: March 1, 1980

Qualifying Period: The first three (3) months of any one period of total disability.

Pre-existing Conditions Limitation: Either a Treatment Free Period of three (3) months or a Period of Coverage of twelve (12) months.

Earnings Factor: 66 ²/₃%

Maximum Monthly Benefit: \$3,000.00

Calculation of Monthly Benefit:

As used in the following calculation:

"Monthly Income" means the sum of your monthly rate of basic earnings and the amount, if any, of monthly disability or retirement benefits, which are being paid to you on the date you become totally disabled, exclusive of disability or retirement benefits provided under the participant employer's employee benefit plan or under any individual policy issued to you.

- a. Multiply your monthly income by the earnings factor shown above. Carry forward the lesser of (A) the product, or (B) the maximum monthly benefit shown above.
- b. From the amount carried forward from Item 1., subtract:
 1. "Other Income Benefits", including those for which you may be eligible but have failed to apply for which would be payable for the same monthly period, and
 2. That portion of income received from any rehabilitative employment as determined in accordance with the "Rehabilitation Provision" appearing in this booklet, and
 3. The amount of all other income received for the same monthly period from any employer or from any occupation for remuneration or profit.

If benefits are payable for a period of total disability which is less than a full month, the benefit payable for such period will be 1/30 of the monthly benefit times the number of days of total disability within such period.

Other Income Benefits shall include the following:

1. Disability or retirement benefits provided for under any group insurance or pension plan.
2. Disability, retirement or unemployment benefits provided under any law of a government.
3. Disability, unemployment, retirement, pension or annuity benefits provided under any plan or arrangement of coverage, whether insured or not, which is made available as a result of employment by or association with the participant employer or as a result of membership in or association with any group, association, union, or other organization. Other income benefits will include benefits to which your dependents are entitled by reason of your disability or retirement under the Federal Social Security Act.

Other income benefits will include both temporary disability benefits and permanent disability benefits provided for under any worker's compensation law or any other similar law.

Other income benefits will include all worker's compensation benefits, which you received at any time and also any worker's compensation act benefits to which you would be entitled in the absence of any recovery of damages or a settlement from a third party by you, your employer and any workers' compensation carrier.

The insurance company may make a retroactive allocation of any retroactive other income benefit payment.

APPENDIX A (CONT'D)



Local Government Center



Dental Plan Summary

This summary describes the level of coverage under your employer's Local Government Center HealthTrust Dental Plan for services performed by dentists who participate in the Delta Dental Premier network. Employees and their eligible dependents are free to visit *any* dentist, participating or nonparticipating. Visit Delta Dental's Web site at www.nedelta.com for an updated list of participating dentists. Your Local Government Center Dental Plan includes all of the following coverage categories. This information is provided for summary purposes only; certain benefit limitations may apply. Please refer to your Dental Plan Description for complete benefit information. In the event of a conflict or discrepancy between this summary and either the Plan Document or the Dental Plan Description, the Plan Document or the Dental Plan Description will prevail.

Dental Plan Option 3A

Coverage A Diagnostic/Preventive	Coverage B Basic	Coverage C Major
Deductible: \$0 There is no deductible on this plan		
Covered at * 100%	Covered at * 80%	Covered at * 50%
<p>Diagnostic: Evaluations - twice in a calendar year</p> <p>X-rays - complete series or panoramic film once in a 3-year period; bitewing x-rays - once in a calendar year; x-rays of individual teeth as necessary</p> <p>Oral cancer screening - once in a calendar year</p> <p>Preventive: Cleanings (routine and/or periodontal) - twice per calendar year through 6/30/08; four per calendar year beginning 7/1/08</p> <p>Fluoride - twice in a calendar year through age 18</p> <p>Space maintainers - through age 15</p> <p>Sealant application to permanent molars - once in a 3-year period per tooth, for children through age 18</p>	<p>Restorative: Amalgam (silver) fillings and/or Composite (white) fillings (anterior and posterior teeth)</p> <p>Oral Surgery: Surgical and routine extractions</p> <p>Endodontics: Root canal therapy</p> <p>Periodontics: Periodontal cleaning (maintenance procedures - routine and/or periodontal) - twice per calendar year through 6/30/08; four per calendar year beginning 7/1/08</p> <p>Treatment of gum disease</p> <p>Denture Repair: Repair of a removable denture to its original condition</p> <p>Emergency Palliative Treatment</p>	<p>Prosthodontics: Removable and fixed partial dentures (bridge); complete dentures</p> <p>Rebase and reline (dentures)</p> <p>Crowns</p> <p>Onlays</p> <p>Implants</p>
Contract Year Maximum: \$1,000 per person (Coverages A, B and C combined) beginning each July 1st		
*Benefit percentages shown are based upon the actual charge submitted to a maximum of the participating dentist's approved fees, or Delta Dental's allowance for non-participating dentists.		

APPENDIX B

SUMMER CONTRACTS

SECTION A

All proposals shall:

1. Be used only to enhance and/or improve existing curriculum.
2. Include a statement of purpose detailing how the proposal enhances and/or improves the existing curriculum.
3. Include a description of the project.
4. Include a method of evaluation.
5. Propose the amount of time, list the individuals involved and include the cost of salary based on per diem of base pay.
6. Include list and cost of materials.

If more than one project is submitted, teachers should prioritize their requests. Information regarding Summer Projects shall be distributed to the staff by the Building Principals no later than February 1st. Proposals shall be submitted no later than March 1st to your building principal. Applicants shall be advised of the acceptance or rejection by April 15th.

Projects will be reviewed and approved by the corresponding Summer Contract Review Team.

- a) The High School Summer Contract Review Team shall consist of a Conant administrator, Curriculum Coordinator and three Conant High School teachers.
- b) The Middle School Summer Contract Review Team shall consist of a Jaffrey-Rindge Middle School administrator, Curriculum Coordinator and three Jaffrey-Rindge Middle School teachers.
- c) The Elementary School Summer Contract Review Team shall consist of a Rindge Memorial School administrator, Jaffrey Grade School administrator, Curriculum Coordinator, two Rindge Memorial School teachers and two Jaffrey Grade School teachers.

The finished project will be submitted to the Building Principal for his/her approval. Upon acceptance the Building Principal will fill out the miscellaneous pay form and submit it to the Office of the Superintendent for payment. All projects must be completed by September 15th of the year they are accepted to receive compensation.

Any and all completed projects may be reviewed by the School Board, at its request.

SECTION B

The budgetary allotment for summer contracts is \$12,000 per year apportioned as follows:

- a) 25% to the High School Summer Contract Team.
- b) 25% to the Middle School Summer Contract Team
- c) 50% to the Elementary Schools Summer Contract Team

The Superintendent may alter the apportionment based on specific educational needs.

APPENDIX C

SICK BANK

CRITERIA FOR USE OF SICK DAY BANK

1. Employees must have exhausted all of their own accumulated sick days.
2. Employees must provide satisfactory medical documentation of their or family member's disability or illness to the JREA Review Board.
3. Work related accidents are excluded from use of the bank.
4. A waiting period of thirty (30) calendar days (not school days) is required from the time of diagnosis of initial illness or disability.
5. An employee may draw up to sixty (60) days for personal illness/disability and up to thirty (30) days for immediate family illness/disability from the bank in any one (1) school calendar year.
6. The sick day bank can be used only for illness or disability of a district employee or their immediate family members.

Immediate family shall be interpreted as spouse of the employee and employee's or spouse's mother, father, brother, sister, children, grandchildren and grandparents or any person with whom the employee currently makes his/her home and step-children.

SICK BANK APPLICATION PROCEDURE

1. Employee must submit a written request to the President of JREA, which should include satisfactory medical documentation of the illness or disability.
2. The JREA Review Board which consists of the President, Vice President, (or Co-Presidents) and one (1) designated member-at-large known as the Sick Bank Coordinator, will make a decision within two (2) weeks.
3. Additional medical documentation may be requested.
4. All information and records will be treated confidentially.
5. The Association will review the Sick Bank records with the District on an annual basis.
6. A member of the sick bank who has been denied their request may appeal the decision.
7. The appeal will be reviewed by three (3) alternate JREA members.

APPENDIX D

EMPLOYEE STEP PLACEMENTS

NAME	LANE	STEP	NAME	LANE	STEP	NAME	LANE	STEP
ALIBOZEK, ZELDA	M+45	18	HEON, ALISON	M+45	12	PENDERGAST, KATHLEENE	B+00	21
ANDERSON, KELLY	M+00	03	HINKLE, GREGORY	B+30	12	PIKILINGIS, SAMANTHA	B+00	04
ANDREWS, SETH	M+30	06	HODEN, DAWN	M+00	13	PRUTER, KARL	M+45	16
ATHANS, CINDY	B+00	06	HOFFMAN, KAYLA	B+00	02	PRYOR, CAROL	B+00	20
AZARIAN, TAYLOR	M+00	01	HOLMES, JERRY	B+00	20	RAINEY, DEBORAH	M+45	16
BARTLETT, D'ANN	B+45	22	HORGAN, BRENDAN	B+00	08	RIVARD-BUSSIÈRE, ROBIN	B+15	16
BARTLETT, KAREN	B+00	04	HOSZKIEWICZ, KATHI	B+00	20	ROGERS, STEPHANIE	B+15	10
BELL, JENIFER	M+45	22	HUBBARD, DESEREE	M+45	03	ROSENTHAL, LAURA	B+45	19
BELL, JESSIE	M+00	04	HYDE, AMANDA	M+00	04	ROWLAND, MICHAEL	B+00	11
BLAIS, MICHELLE	M+45	04	JACKSON, DAYNA	B+15	11	SARGENT, TERESA	M+45	12
BLAIS, MOLLY	B+30	03	JAREST, FAITH	M+45	22	SCARPINO, CHRISTIANE	M+45	22
BLAKE, JUSTIN	M+00	03	JOBIN, JENNIFER	M+00	05	SCHNABEL, BARBARA	N	15
BOOTH, JENNIFER	B+15	16	JOHNSON, ANDRIA	M+00	04	SCHNABEL, WALTER	B+00	20
BOSSE, AMY	B+15	08	JORDAN, ERICA	B+00	03	SEAVER, MARGARET	B+45	23
BOULLE, PATRICIA	B+45	10	KALLIOJAARI, MELANIE	M+30	12	SHAW, LOLITA	M+30	21
BRAHM, DEBORAH	M+45	14	KELLY, ERIN	M+00	07	SHELTMIRE, SANDE	M+30	21
BROWN, MARGARET	M+00	22	KOESTER, KRISTIE	M+30	10	SHULMAN, HETHER	M+45	22
BRUZZE, HELEN	M+00	20	LAMBERT, COURTNEY	B+00	07	SLOVENKAI, PAULETTE	M+15	13
BURT, SARAH	M+00	22	LAMBERT, KENNETH	M+30	07	SMITH, SHAUNA	B+30	06
BUSH, DIANE	M+45	19	LANCE, DONALD	B+45	08	SONEY, RACHEL	B+30	15
CARON, LAURA	B+30	13	LANGILLE, CHARLES	M+00	04	SORRENTINO, MARIANNE	M+45	21
CECCOLINI, ABIGAIL	M+00	05	LAYFIELD, PATRICIA	M+45	06	SPRINGFIELD, NANCY	B+15	18
CHADBOURNE, MICHELE	B+00	03	LEVINE STILES, KIM	M+00	11	ST PETER, CAROLINE	M+15	05
CHAMPNEY, ADRIANNA	B+00	13	LIEBMAN, PATRICIA	B+15	10	STEVENS, DEBORAH	M+00	04
CHAPMAN, LESLIE	M+30	20	LONG, PATRICIA	M+00	09	STEVENS, TINA	M+30	21
CLAFLIN, DEBORAH	M+00	22	LOVE, GRANT	M+30	16	STONE, HELEN	B+45	17
CLARK-KEVAN, MARGERY	M+45	22	LOZEAU, JACQUELYN	B+00	03	STONE, KEVIN	M+45	22
COOPER, ANNEKE	M+45	16	LYONS, MEREDITH	M+00	02	SULIN, KIMBERLY	M+30	06
COOPER, LYNDA	M+00	21	MAHER, ALLISON	M+00	05	SUMNER, PAMELA	M+45	18
CROCKER, CAROL	B+30	13	MARTIN, BEVERLY	B+00	11	SWIFT, KARIE	M+00	08
CROTTO, SUSAN	M+00	21	MASTERSON, REBECCA	M+00	02	TENTERS, NICOLLE	B+30	05
DEAN, HEATHER	B+00	08	MCCALL, JENNIFER	B+45	13	TESINI, BRIAN	B+00	04
DEGRANDPRE, REBECCA	M+30	16	MCCARTHY, PATRICIA	M+45	17	THOMAS, MARTHA	M+45	19
DIGIOVANNI, SHANNON	M+00	06	MCCLELLAND, TIMOTHY	M+00	03	THOMPSON, SUSAN	B+15	14
DOSTILIO, KAREN	B+00	13	MCDONALD, KATHLEEN	M+00	02	TRUONG, JENNIFER	M+15	12
DOW, CHRISTOPHER	B+00	03	MCGONAGLE, JULIE	B+00	12	TWOMBLY, JILL	B+45	09
DUCHARME, CORY	B+00	01	MCINTYRE, COLLEEN	M+45	16	UNDERWOOD, MALLORY	M+15	02
DUGGAN, JONATHAN	M+00	12	MCLAUGHLIN, KAITLYN	M+00	04	VAIANI, JOANNE	N	20
DURAND, MICHELLE	B+30	17	MEEHAN, DOROTHY	M+30	12	VAN HOOGEN, CHRISTINE	M+00	08
DUSTIN, DAVID	B+00	03	MEEHAN, THOMAS	B+00	20	WALKER, KATHLEEN	B+00	15
FAIRBANKS, ANNA	B+00	02	MELTON-MEEHAN, PAMELA	M+00	17	WALLACE, PATRICIA	M+00	19
FARMER, SETH	M+45	11	MENEGUS, GEORGE	B+00	20	WARDELL, SARAH	B+00	01
FERRELL, JACOB	M+00	01	MERLONE, LYNN	M+45	19	WEBB, LEIGH	M+00	18
FLAMINO, ASHLEY	B+00	05	MITSCHMYER, KARRIE	B+15	05	WEIMANN, CINDY	M+30	19
GETTY, JULIANNA	N	19	MOORE, CHRISTOPHER	B+00	11	WEISSMAN, DEBORAH	M+45	16
GIANDALONE, MARY	B+45	14	MOORE, JANICE	M+15	14	WHEELER, ANN	B+15	12
GOODWIN, LISA	M+00	16	NAY, PAULA	M+00	20	WHEELER, KIM	M+00	04
GREENE, MARGARET	B+00	14	NICHOLS, SHEILA	M+45	16	WIESENAUER, ROBERT	M+45	22
HAGSTROM, JILL	B+00	20	NIEMELA, KAREN	M+00	04	WILKINSON, JAMES	M+15	19
HALEY, MARK	M+15	01	NORBY, JAMES	B+00	04	WILLIS, AUDREY	M+45	03
HAMOLSKY, TINA	M+30	22	OAKLEY, SARAH	B+00	05	WILSON, ALLAN	M+45	23
HANLEY, PATRICIA	M+15	11	O'LOUGHLIN, NANCY	N	15	WOJENSKI, JENNIFER	B+15	04
HANSEN, LISA	B+00	03	PEARSON, AMY	B+30	11	WOLD, NANETTE	M+30	20
HARRIS, MATTHEW	B+00	12	PELLETIER, ELIOT	B+45	07	ZITO, SHAWN	B+45	08
HART, BEVERLY	M+30	22						

MEMORANDUM OF AGREEMENT FOR CO-CURRICULAR STIPEND COMMITTEE

A joint committee of three members appointed by the Board and three members appointed by the Association shall study and make recommendations for revisions to the co-curricular stipend provisions that are in Section 8-5 of the parties' 2012-14 collective bargaining agreement. The committee shall submit its recommendations in writing to the Board and the Association no later than June 1, 2015. The committee's recommendations shall total no more in cost for co-curricular stipends than the total cost of co-curricular stipends during the 2014-15 school year. The committee's recommendations shall not be binding upon either the Association or the Board. If, after receiving the committee's recommendations, the Association and the Board mutually agree to modify the provisions in Section 8-5, that modification shall be placed in writing and shall be appended to the parties' 2015-16 collective bargaining agreement.