# PROFESSIONAL AGREEMENT

BETWEEN

THE LEBANON SUPPORT STAFF

AND

THE LEBANON SCHOOL BOARD

EFFECTIVE DATES:

July 1, 2015- June 30, 2017

# TABLE OF CONTENTS


| | | |
|---|---|---|
| Page 2 | Table of Contents | |
| Page 3 | Article 1 | Recognition |
| | Article 2 | Association Rights |
| Page 4 | Article 3 | Management Rights |
| | Article 4 | Negotiations Procedure |
| | Article 5 | Vacancies and Transfers |
| Page 5 | Article 6 | Reductions in Force |
| | Article 7 | Fair Treatment |
| Page 6 | Article 7 | Fair Treatment continued |
| | Article 8 | Evaluation |
| | Article 9 | Grievance Procedure |
| Page 7 | Article 9 | Grievance Procedure continued |
| Page 8 | Article 10 | Retirement continued |
| | Article 10A | Tax Sheltered Annuity |
| | Article 10B | Longevity Payout at Separation |
| | Article 11 | Insurance Benefits |
| Page 9 | Article 11 | Insurance Benefits continued |
| Page 10 | Article 11 | Insurance Benefits continued |
| | Article 12 | Deductions |
| Page 11 | Article 12 | Deductions continued |
| | Article 13 | Wages |
| Page 12 | Article 13 | Wages continued |
| | Article 13A | |
| | Article 14 | Overtime |
| | Article 15 | Paid Holidays |
| Page 13 | Article 16 | Vacations |
| | Article 17 | Temporary Leave |
| Page 14 | Article 17 | Temporary Leave continued |
| | Article 18 | Staff Development |
| | Article 19 | Working Conditions |
| | Article 20 | Duration |
| Page 15 | Signature | |

Appendix A—Salary Schedule
Appendix B—Grievance Forms

## Article 1
## Recognition

For the Purposes of collective negotiations under NH RSA 273-A, the Lebanon School Board (Board) recognizes the Lebanon Support Staff Association (Association) as the exclusive representative of regular employees appointed as custodial, maintenance, licensed trade professionals, Licensed Practical Nurses and paraeducators. Temporary or substitute employees are not included in the bargaining unit. For purposes of this article, custodial staff, maintenance staff and licensed trade professionals shall cease to be considered "temporary" if they work more than 120 work days in any contract year (July 1 – June 30).

Definitions:

The following list of terms will be used frequently in this agreement and when they are used they will refer to the definitions described below unless otherwise stipulated.

1) The term "district" means the Lebanon School District.

2) The term "school" means any work location.

3) The term "employee" means a person included in the bargaining unit.

4) The term "board" and "employer" means the School Board or any of its agents.

5) The term "association" means the Lebanon Support Staff/NEA-NH.

6) Whenever the singular is used in this agreement it is to include the plural.

## Article 2
## Association Rights

With the approval of the Superintendent or her/his designee, the Association may use school buildings and equipment for Association business in accordance with district policies. The Association may post notices of its activities on bulletin boards designated for such purpose by the Superintendent or her/his designees and may distribute notices and other communications to unit employees through their mailboxes and District email. Association members may receive telephone calls during school hours provided such calls do not interfere with the employees' duties.

At the beginning of every school year the Association shall be credited with three (3) person-days, i.e., three (3) total days to be used between and among officers or agents of the Association to conduct Association business. Such use, with pay, is to be at the discretion of the Association. The Superintendent will be notified no less than twenty-four (24) hours prior to the commencement of such leave.

## Article 3
## Management Rights

Except as specifically abridged or limited by the provisions of this agreement, all rights, powers, and authority of the Board and its agents to manage, direct, and supervise all of the operations of the Lebanon School District and all its employees in all of its phases and details shall be retained by the Board and its agents.

## Article 4
## Negotiations Procedure

The Support Staff shall submit a letter of intent to bargain on or before September 15 and negotiations will be conducted in accordance with NH RSA 273-A. Upon request and for the purposes of negotiations, the board will provide the association with the names, pay rates, and benefits costs of support staff. This will require a written request through the Superintendent.

The Board shall distribute copies of this agreement via email to all bargaining unit members in a text-searchable PDF format within 30 days of signing by the parties.

## Article 5
## Vacancies and Transfers

Vacancies: A vacancy exists when the Superintendent determines that a particular position will be filled, sets the duties, location and shift of the position and posts an announcement of the vacancy in each building. Employees may apply for transfer to any announced vacancy. The period between the posting of a vacancy and closing of the application period will be at least five (5) working days.

Transfers: The Superintendent may transfer employees either voluntarily or involuntarily, to vacancies, or at other times, if s/he believes such transfer meets the needs of the District.

When transfers occur as a result of performance problems, a written explanation by the Superintendent will be provided to the employee. The Superintendent will consider seniority and qualifications in making a decision on requests for transfer. However, this does not preclude the Superintendent's authority to deny a transfer.

## Article 6
## Reduction in Force

If the Board determines it necessary to decrease the number of staff or eliminate any position, the Board may lay off the necessary number of staff but only in the inverse order of the district seniority of such staff. A staff member whose position has been reduced, who is qualified for another area or position may displace a staff person in the other area or position with less seniority. If the reduction of the least senior staff member would result in serious disruption to a student's educational program, the Superintendent shall notify the President of the Association, explain the circumstances and will reduce the next least senior staff person. No staff person may be prevented from securing other employment during the period the staff person is laid off under this article. When staff positions become available, laid off staff members shall be reinstated in the inverse order of their being laid off, provided that they are qualified to assume the available position(s).The Board shall prepare a seniority list which indicates the dates of employment of all members of the bargaining unit. When preparing such a list, the initial date of employment will be the first day of work as noted by the SAU 88 payroll department. Such list will be posted annually in the building. In the event of a tie in seniority between two or more employees, the following factors will be considered in the order stated:

a. Date of nomination by the Principal to be submitted within two work days of oral acceptance of a job offer;
b. Date of election by the Board;
c. Date of written offer of employment

A recalled staff member's credit for such previous years of service shall not be lost as a result of the layoff and such recall rights shall remain in effect for two (2) years following the school year in which the layoff notice was effected.

## Article 7
## Fair Treatment

The supervisor will notify an employee of disciplinary action as soon as possible and will describe the incident, job deficiencies, or behavior which gave rise to the disciplinary action. Discipline shall be progressive with the understanding that some egregious actions on the part of the employee may give rise to immediate dismissal. If the problem is remediable, the supervisor shall provide a written corrective plan and a period of improvements. Discipline must be fairly imposed and factually supported. The above protections become available to an employee after a 13 Work Week probationary period.

An employee is entitled to have an association or other representative present when being disciplined. Such representation must be available within three (3) days. If the Superintendent determines that the infraction or delinquency requires immediate action, s/he may suspend the employee or take other action until representation is available. All information forming the basis for disciplinary action will be made available to the employee.

## Article 8
## Evaluations

The Superintendent will provide employees with written job descriptions which will include designation of supervisor. Paraeducators, Health Aides, LPNs, Library Assistants, and Special Education Aides will have at least one evaluation annually conducted by their building principal or designee in consultation with their immediate supervisor. Custodians will have at least one evaluation annually conducted by the Director of Maintenance in consultation with the building principal. Maintenance personnel will have at least one written evaluation annually conducted by the Director of Maintenance. Employees will sign and be given a copy of their evaluation and may submit a written response to be attached to the copy of the evaluation maintained in the District's personnel file for that employee.

## Article 9
## Grievance Procedure

1. Grievance: An alleged violation of this agreement.

2. Grievant: The person submitting a grievance; or
The Association when a grievance is submitted on behalf of more than one grievant; or
The Association when a grievance decided by management is submitted to arbitration.

3. Days: In this article, days shall refer to school days except during the summer when days will be Monday through Friday excluding holidays.

4. Immediate Supervisor: For paraeducators the immediate supervisor shall be the building principal. As for custodians the immediate supervisor shall be the Director of Maintenance.

5. Rights to Representation: The aggrieved party may be represented at all stages of the grievance procedure by him/herself or another representative or, at the grievant's option, by the Association. When a member is not represented by the Association in the process of a grievance, the Association shall, at the time the grievance is submitted to the Superintendent, be notified by the Superintendent that the grievance is in process. The

Association shall have the right to present its position in writing to the Superintendent.

6. Time Lines: A grievance must be submitted within the time limits set forth in each step. Timelines may be extended through mutual agreement. If the grievant fails to meet an unextended timeline, the grievance shall be considered settled at the preceding level. If management fails to meet an unextended timeline, the grievant or the Association may appeal the grievance to the next level.

7. Procedure:

Step 1—Immediate supervisor—Informal attempt to resolve the grievance. The grievance must be presented informally to the immediate supervisor within 15 days of the date the grievant knew or should have known of the incident which gave rise to its existence. The immediate supervisor will decide within 5 days of receipt. The grievant may submit the grievance to step 2 after the immediate supervisor has been aware of the grievance for 5 days, or prior to the 5th day by mutual agreement with the immediate supervisor.

Step 2—Superintendent—Formal consideration of the grievance by management. A grievance must be submitted at this step within 25 days of the date the grievant knew or should have known of the incident which gave rise to the allegation, and must be submitted in writing. The grievance must state the act of the district giving rise to the complaint and the specific provisions of this contract alleged to have been violated. The Superintendent will respond to the grievant within 20 days of receipt of the formal grievance.

Step 3—Arbitration—Association may move the grievance to arbitration by informing the Superintendent of its intent to do so within 5 days of the date the Superintendent's decision was received or was due.

The Association must initiate a request to have an arbitrator appointed by the American Arbitration Association (AAA) within 3 days of its notice to the Superintendent unless the Superintendent agrees to other arrangements. The request to the AAA will be in writing and a copy given to the Superintendent at the time of mailing.

The Arbitrator shall be limited to the issues at hand and shall have no power to expand upon the terms of the Agreement between the parties. The arbitrator may establish a "make whole" award but may not impose any additional penalties. The arbitrator shall have no power to make any award involving "cost items" beyond those appropriated by the School District. The normal costs of the arbitrator shall be borne equally by the parties. Any other costs shall be paid by the party incurring them. The Arbitration decision will be final and binding.

8. Records: Documents, communications, and records of grievances may be placed in personnel files.

## Article 10
## Retirement

The District will participate in the New Hampshire Retirement System for eligible employees. The Board shall increase a maximum of 8 eligible retiring members' pay by 25% during their last year of employment. A member is eligible to receive the retirement bonus only if on or before December 1 of the year preceding the year of employment he/she (l) is age 55 or older, (2) regularly works 30 hours or more per week, and (3) has provided at least 12 years of service to the Lebanon School District and has submitted written notice to the Superintendent of his/her intent to retire. In no event shall the retirement benefit exceed the amount which would result in the District being assessed any cost of the benefit pursuant to NH RSA 100-A: 16, III-a (d).

In the event that more than 8 members are eligible to receive the retirement bonus in any year, the bonus shall be paid to those 8 members with the most years of service to the Lebanon School District and ties in years of service shall be broken by awarding the retirement bonus to the member with the earliest date of hire.

## Article 10A
## Tax Sheltered Annuity

The district will allow employees to participate, at their own expense, in a payroll deduction tax sheltered annuity.

## Article 10B
## Longevity Payout at Separation

Upon completion of 10 years' service to the Lebanon School District, any bargaining member leaving the District's employment shall receive $125.00 for each year employed unless the member was terminated for cause.

## Article 11
## Insurance Benefits

The Lebanon School District will provide the following insurance benefits for employees who are regularly scheduled to work at least 30 hours per week:

A. Dental Insurance - the total premium cost of the current Northeast Delta Dental plan or its equivalent with the following benefits and limits:
Coverage A 100% coverage
Coverage B - 100% coverage
Coverage C - 50% coverage

No deductible, annual plan maximum benefits is $1000 per person per year.

B. Long Term Disability Insurance –The District shall provide long-term disability benefits to bargaining unit members, with a benefit level equal to sixty-six and six tenths percent (66.6 %) of the member's pay to $500 per week. After available sick days are used, the employee may submit a request for additional time from the sick bank until long-term disability begins.

C. Life and A.D.D. Insurance - Equal to Individual Salary

D. Medical Insurance: Employees are eligible for coverage by the district's health plan if they are regularly scheduled to work 30 or more hours per week for at least 180 days per year. Part time employees scheduled to work at least 20 but less than 30 hours per week, who subscribe to the health insurance plan shall receive $1500 toward payment of the premium. The employee shall pay the difference.
The Lebanon School District will pay 84% of the total premium cost of the School Care-HMO Plan with other School Care options available at the employee's expense for the length of the contract, so long as the employee certifies in an affidavit, to be provided to the employee by the District no later than July 1 of each year, that his or her spouse or civil union partner does not have paid health insurance available to him or her through his or her employer. In the event that such spouse or civil union partner has such insurance available and elects to be insured by the District's plan, the Lebanon School District shall only pay 82% of the total premium cost in 2012-13, 80% of the total premium cost in 2013-14, and 78% of the total premium cost in 2014-15.

LSS agrees that, upon reasonable notice to it by the Lebanon School Board, the Board may reopen negotiations regarding health insurance and the funding of health insurance in the event that the Board determines that the provisions of the Patient Protection and Affordable Care Act, or any related federal legislation, which are scheduled to become effective on January 1, 2014, will have a significant financial impact on the District or if it determines any provision of this Agreement to be inconsistent with the provisions of that federal legislation. The health insurance provided under this Agreement shall be maintained throughout the duration of this Agreement unless the parties agree otherwise.

E. Sick Bank: A sick bank exists for use during absences for medical reasons after a member has utilized all of his or her sick leave benefits and until benefits from Long Term Disability coverage are available. All new hires will contribute one sick day to the sick bank upon being hired. If the sick bank total is less than 160 days as of September 30 in any contract year, then 5 days will be taken from the annual entitlement of members

whose sick day totals already exceed the maximum of 90 days. If additional days are needed, one day shall be taken from the accrued sick days of all continuing unit members, i.e., those who are in their second year or later.

The granting of sick bank day benefits to members will be made at the discretion of the Superintendent and the President of the Lebanon Support Staff. Any member may apply for the use of sick bank days by writing a letter of request to the Superintendent and the LSS President. Their decision will be based on the documentation presented as evidence of an illness or disability. No member who receives disability payments from the disability insurance policy may receive sick bank benefits for personal illness for which disability payments were received.

F. Section 125 Plan - Employees may participate in the district's IRS Section 125 Plan.

G. Retiring employees may buy in to the District Health Insurance plan at their own expense until age 65.

H. When an employee opts out of health insurance coverage to which he or she is entitled, and provides the District with proof of other insurance, the employee will receive a payback from the District of 30 % of what would have been the District's cost for the coverage. In the case where both spouses are employed by the District, the District will pay 100% of the insurance premium at the applicable level in lieu of this benefit. Couples who were employed by the Lebanon School District in the 2008-2009 school year shall continue to receive the payback of 25% of what would have been the District's cost for the coverage.

I. Health and Dental insurance shall be provided at the single, two person and family coverage levels for all employees and their legal dependents as described by sections 105b and 152 of the IRS code. Any dependent benefit required under NH Law but not recognized as a dependent by the IRS code listed shall be included at the employee's expense.

## Article 12
## Deductions

The Board agrees to deduct from the salaries of its support staff dues for membership in the Lebanon Support Staff/NEA-NH, the New Hampshire Education Association, and the National Education Association as said members voluntarily authorize the Board to deduct and to transmit the monies to the Lebanon Support Staff/ NEA-NH Within five (5) days of the last paycheck each month, starting in October. Employees who elect to have dues deducted may authorize these deductions by completing the appropriate form on or before October lst. Those who choose

continuing deductions shall be required to submit the appropriate form and the district shall place the form on file.

Such authorization shall continue in effect from year to year unless revoked in writing. Pursuant to such authorization, the employer shall deduct equal amounts for each pay period beginning the first pay period in October.

Members who are hired or who elect to join the Lebanon Support Staff subsequent to the opening of the school year will have their annual dues determined on a prorated basis from the initial date of employment. Members who resign from the Lebanon Support Staff in the course of the school year authorize the Board to deduct support staff dues from their salaries for one additional month beyond the date of resignation and to transmit the monies to the Lebanon Support Staff/NEA-NH.

## Article 13
## Wages

A step schedule (see Appendix A) is in effect for the duration of the contract. The base for new hires will be step one (1) on each track in each year of the contract. New hires may be given credit for relevant experience from prior employment, but in no case will a newly hired employee be placed on a higher step than a current employee with equal experience. The Superintendent shall make the determination of relative experience for each new employee and will provide this information and step schedule placement to the current president of the LSS.

Custodians regularly scheduled to work second or third shift shall receive a per hour stipend as indicated in Appendix A.

The District is on a bi-weekly pay schedule. Members will be paid within fifteen (15) days of performing work or earning pay for vacation, leave or holidays. If the payment of "equalized" wages, i.e., paying employees for all hours worked in a manner that spreads their annual pay out over 22 or 26 pay periods, becomes permissible pursuant to legislation, regulation, or other binding guidance, the parties agree to reopen negotiations for the sole purpose of determine whether and how to resume providing "equalized" wage payments to eligible employees.

In the 2015-2016 School Year, all members on steps 1-19 will receive a step increase and the wage schedule will be increased by 1.5%. All employees on step 20, or those employees who were formerly on a higher step pursuant to the 2012-2015 Collective Bargaining Agreement between the parties, will receive a 2% increase to their base pay.

In the 2016-2017 School Year, all employees on steps 1-19 will receive a step increase and the wage schedule will be increased by 1.5%. Step movement in 2016-2017 will be contingent on the member's receiving a "satisfactory" or equivalent ranking on their performance evaluation, *provided that* if more than 10% of bargaining unit members receive a ranking lower than

"satisfactory" or its equivalent on their performance evaluations, step increases shall be granted automatically to all eligible members and the parties shall reopen negotiations to determine whether problems or inequities exist with the evaluation process, and whether and how to address such issues. Withholding of a step increase shall be subject to the grievance procedure. All employees on step 20, or those employees who were formerly on a higher step pursuant to the 2012-2015 Collective Bargaining Agreement between the parties, will receive a 2% increase to their base pay.

## Article 13A
## Wage Schedule

The standard contract for paraeducators will be 183 days plus holidays in each year of the contract. Wage payments will be in bi-weekly installments. When an employee leaves the employment of the District, any pay for days not worked may be withheld from the employee's final payroll check. The employee shall be required to return any unearned pay that she or he has already received upon leaving the employment of the District.

## Article 14
## Overtime

Overtime rates will be paid for hours actually worked in excess of 40 hours in a given work week. Time spent on leaves is not counted toward the 40 hour minimum. Emergency hours for which an employee is "called in" to the job will be paid overtime rate if the hours are needed at times when the employee would not normally work. This does not apply to temporary or part time assignments.

## Article 15
## Paid Holidays

Employees shall be entitled to paid holidays according to the following schedule:

| Custodians/Maintenance | Paraeducators |
|---|---|
| Independence Day | Veterans' Day |
| Labor Day | Labor Day |
| Veterans' Day | Thanksgiving Day |
| Thanksgiving Day | Day after Thanksgiving |
| Day after Thanksgiving | Christmas Eve |
| Christmas Eve | Christmas Day |
| Christmas Day | Day after Christmas |
| New Year's Eve | New Year's Eve |
| New Year's Day | New Year's Day |
| Memorial Day | Memorial Day |

Compensation time may be arranged for any holiday that falls on a regularly scheduled school day or weekend.

## Article 16
## Vacations

Members of the bargaining unit who are issued 12 months contracts will be entitled to vacation time as follows:

A. Newly hired employees will accrue vacation time at the rate of 3.33 hours per month until June 30 after being hired. A newly hired employee will be entitled to that vacation time prior to August 15th after being hired.

B. Employees on full fiscal year contracts shall be entitled to vacation time according to the following schedule:

During Fiscal Contract period monthly accrual from Section A
During Fiscal Contract years #2-5: 2 week each year
During Fiscal Contract years #6-9: 3 weeks each year
During Fiscal Contract years #10 and thereafter: 4 weeks each year

No more than three (3) consecutive weeks of vacation may be taken at one time.
Vacation schedules must be approved by the Building Principal and Business Administrator or their respective designees.
Vacation time must be used no later than October 15th of the fiscal year following the year in which it is earned. Vacation time not used by this date shall be lost. If an employee leaves before the end of a fiscal year, any vacation time taken in excess of that accrued shall be deducted from the final paycheck.
If an employee leaves without using all vacation time accrued on a pro rata basis, he/she shall be entitled to reimbursement of the unused vacation time.

## Article 17
## Temporary Leave

17.1 Sick Leave:

Ten month employment – 12 days a year accumulative to 90.
Twelve month employment – 15 days a year accumulative to 90.

17.2 Personal Emergency Leave – 5 days per year. Personal/Emergency Leave is for business which is generally out of the control of the employee and cannot be conducted except during work hours. Personal leave may not be used for activities such as vacation, recreation, or seeking other employment. The employee must notify his/her supervisor as soon as the need for such leave is known. Personal/Emergency leave is not accumulated from year to year.

17.3 Bereavement Leave: A member may have up to five (5) days per year for death in the immediate family. Immediate family shall be defined as: spouse or civil union partners, children, parents, grandparents, grandchildren, parents-in-law, brothers, sisters, or spouse's siblings. Bereavement other than defined above may be granted at the discretion of the Superintendent. Notification to the members immediate supervisor for

such leave shall be made as soon as possible before taking such, except in the case of emergency.

17.4 Military Service: Leaves shall be granted to serve in required military service. Such leaves shall be granted annually and renewed annually for the length of the term of service.

## Article 18
## Staff Development

18.1—Professional Development Fund

During the life of this contract, a fund shall be provided for course reimbursement and expenses for professional development workshops. This fund shall be funded in the amount of $13,000 annually. Individuals shall be limited to an initial reimbursement of $ 500. If on June 1 there are funds remaining, these remaining monies shall be equally distributed to individuals who were not fully reimbursed during the school year. Reimbursement for courses and workshops will be approved in writing at the same time of application and paid upon successful completion of the course or workshop.

18.2—Early Release Days

On each District early release day, professional development relevant to the majority of paraprofessionals shall be scheduled.

## Article 19
## Working Conditions

The District agrees to conduct a once-monthly meeting in each building for the purpose of keeping paraprofessionals informed of relevant information and developments taking place within the District and the building. These meetings shall be held during normal working hours and all paraprofessionals will be invited to attend.

## Article 20
## Duration

This agreement represents the total and final resolution of all matters between the parties and any changes shall be amended only by written agreement between the parties. This contract covers the period from July 1, 2015 to June 30, 2017.

IN WITNESS WHEREOF THE PARTIES HEREUNTO SET THEIR HANDS AND SEALS THIS DAY OF Catherine M. Hill 5/28/15.

THE LEBANON SUPPORT STAFF/NEA-NEW HAMPSHIRE

By: Sheila Stone
Chairperson Negotiations Committee

By: Sheila Stone
President of Association
5-21-15
5-28-15

THE LEBANON SCHOOL BOARD

By: Richard Mullins
Chairperson Negotiations Committee

By: 5/26/15
Chairperson of School Board

Joanne Roberts
Superintendent of Schools
5-21-15
5.28.15

**APPENDIX A**
Wage Schedule

Lebanon Support Staff
School Year 2015-16

| STEP | Paraeducator | Certified Paraeducator | Custodian | Maintenance | LPN | Licensed Trade Prof |
|---|---|---|---|---|---|---|
| 1 | $12.15 | $13.32 | $13.37 | $15.69 | $15.69 | $17.22 |
| 2 | $12.54 | $13.70 | $13.76 | $16.10 | $16.10 | $17.62 |
| 3 | $12.92 | $14.09 | $14.15 | $16.48 | $16.48 | $18.02 |
| 4 | $13.32 | $14.48 | $14.54 | $16.86 | $16.86 | $18.39 |
| 5 | $13.70 | $14.88 | $14.93 | $17.27 | $17.27 | $18.78 |
| 6 | $14.09 | $15.27 | $15.33 | $17.65 | $17.65 | $19.18 |
| 7 | $14.48 | $15.64 | $15.69 | $18.05 | $18.05 | $19.55 |
| 8 | $14.88 | $16.05 | $16.10 | $18.42 | $18.42 | $19.93 |
| 9 | $15.27 | $16.43 | $16.48 | $18.81 | $18.81 | $20.34 |
| 10 | $15.64 | $16.81 | $16.86 | $19.21 | $19.21 | $20.73 |
| 11 | $16.05 | $17.19 | $17.27 | $19.59 | $19.59 | $21.12 |
| 12 | $16.43 | $17.60 | $17.65 | $20.00 | $20.00 | $21.51 |
| 13 | $16.81 | $17.99 | $18.05 | $20.37 | $20.37 | $21.90 |
| 14 | $17.19 | $18.37 | $18.42 | $20.76 | $20.76 | $22.29 |
| 15 | $17.60 | $18.76 | $18.81 | $21.15 | $21.15 | $22.66 |
| 16 | $17.99 | $19.16 | $19.21 | $21.54 | $21.54 | $23.07 |
| 17 | $18.37 | $19.53 | $19.59 | $21.93 | $21.93 | $23.46 |
| 18 | $18.76 | $19.91 | $20.00 | $22.32 | $22.32 | $23.83 |
| 19 | $19.16 | $20.32 | $20.37 | $22.70 | $22.70 | $24.24 |
| 20 | $19.53 | $20.71 | $20.76 | $23.10 | $23.10 | $24.61 |

Second shift differential $ 0.25
Third shift differential $ 0.35

No new employee shall be placed on a step higher than a current employee with equal or greater years of experience.

**Wage Schedule**

Lebanon Support Staff
School Year 2016-17

| STEP | Paraeducator | Certified Paraeducator | Custodian | Maintenance | LPN | Licensed Trade Prof |
|---|---|---|---|---|---|---|
| 1 | $12.33 | $13.52 | $13.57 | $15.93 | $15.93 | $17.48 |
| 2 | $12.72 | $13.91 | $13.97 | $16.34 | $16.34 | $17.89 |
| 3 | $13.12 | $14.30 | $14.36 | $16.73 | $16.73 | $18.29 |
| 4 | $13.52 | $14.70 | $14.76 | $17.11 | $17.11 | $18.67 |
| 5 | $13.91 | $15.10 | $15.16 | $17.52 | $17.52 | $19.06 |
| 6 | $14.30 | $15.50 | $15.56 | $17.92 | $17.92 | $19.47 |
| 7 | $14.70 | $15.88 | $15.93 | $18.32 | $18.32 | $19.84 |
| 8 | $15.10 | $16.29 | $16.34 | $18.70 | $18.70 | $20.23 |
| 9 | $15.50 | $16.68 | $16.73 | $19.09 | $19.09 | $20.65 |
| 10 | $15.88 | $17.06 | $17.11 | $19.50 | $19.50 | $21.04 |
| 11 | $16.29 | $17.45 | $17.52 | $19.88 | $19.88 | $21.44 |
| 12 | $16.68 | $17.86 | $17.92 | $20.30 | $20.30 | $21.83 |
| 13 | $17.06 | $18.26 | $18.32 | $20.68 | $20.68 | $22.23 |
| 14 | $17.45 | $18.65 | $18.70 | $21.07 | $21.07 | $22.62 |
| 15 | $17.86 | $19.04 | $19.09 | $21.47 | $21.47 | $23.01 |
| 16 | $18.26 | $19.45 | $19.50 | $21.86 | $21.86 | $23.42 |
| 17 | $18.65 | $19.82 | $19.88 | $22.26 | $22.26 | $23.81 |
| 18 | $19.04 | $20.21 | $20.30 | $22.66 | $22.66 | $24.19 |
| 19 | $19.46 | $20.63 | $20.68 | $23.04 | $23.04 | $24.60 |
| 20 | $19.82 | $21.02 | $21.07 | $23.45 | $23.45 | $24.98 |

Second shift differential $ 0.25
Third shift differential $ 0.35

No new employee shall be placed on a step higher than a current employee with equal or greater years of experience.

## APPENDIX B
## GRIEVANCE ADJUSTMENT FORM A

COMPLAINT BY THE AGGRIEVED PERSON: A grievance shall be deemed waived unless it is submitted in writing within five (5) days after the immediate supervisor's response at the informal stage, or within five (5) days after the date the response should have been received.

NAME OF COMPLAINANT _____

DATE OF FILING _____

HOME ADDRESS _____

_____

HOME TELEPHONE NUMBER _____ _____

POSITION HELD_____ _____

SCHOOL_____ PRINCIPAL _____

STATEMENT OF GRIEVANCE:

PROVISION OF PROFESSIONAL AGREEMENT VIOLATED:

ACTION REQUESTED:

Signature of Complainant _____

**APPENDIX B**
**GRIEVANCE ADJUSTMENT FORM B,**

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

COMPLAINANT _____

DATE OF FILING _____

SCHOOL _____

PRINCIPAL _____

DECISION OF THE IMMEDIATE SUPERVISOR AND REASON THEREFORE:

DATE OF DECISION _____

Signature of Administration _____

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

_____ I ACCEPT THE ABOVE DECISION

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

DATE OF RESPONSE _____
Signature of Complainant _____

**APPENDIX B**
**GRIEVANCE ADJUSTMENT FORM C**

DECISION OF SUPERINTENDENT: To be completed within twenty (20) days after the receipt of the written grievance.

COMPLAINANT _____ DATE OF FILING:_____

GRIEVANCE _____

SCHOOL _____

PRINCIPAL_____

DECISION OF SUPERINTENDENT AND REASON THEREFORE: