



The Sanborn Regional School District
and
The Sanborn Regional Education Association, NEA-New
Hampshire

July 1, 2022 – June 30, 2025
Support Staff Collective Bargaining Agreement

**SANBORN REGIONAL SCHOOL DISTRICT
SUPPORT STAFF COLLECTIVE BARGAINING AGREEMENT**

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**SANBORN REGIONAL SCHOOL DISTRICT
SUPPORT STAFF COLLECTIVE BARGAINING AGREEMENT**

1. Agreement

This agreement between the Sanborn Regional School Board (hereinafter called the “Board”) and the Sanborn Regional Support Staff/Affiliated with the Sanborn Regional Education Association/NEA-New Hampshire (hereinafter called the “Association”) is made and entered into on the 8th day of March, 2022.

2. Purpose

The general purpose of this Agreement is to set forth agreements reached between the Board and the Bargaining Unit with respect to wages, hours, and other terms and conditions of employment for support staff personnel in the Bargaining Unit described in the recognition clause as follows.

3. Recognition

The Board recognizes the Association as the exclusive bargaining agent for all support staff to include: school secretaries, administrative assistants, administrative secretaries, guidance secretaries, all paraeducators and coordinators, permanent full-time substitutes, inside suspension and planning room staff, occupational therapist assistants and speech and language assistants, unless excluded in Article 4.

4. Exclusions

4.1 Position Exclusions

The following positions are excluded from the Bargaining Unit: maintenance supervisor, maintenance personnel, groundskeepers, custodians, all SAU office personnel including secretaries, clerks, bookkeepers, accountants, technology staff, student service secretaries and all administrators.

4.2 Definition of Employee

The term “employee” as used herein refers to members of this Bargaining Unit as listed in Article 3 above.

4.3 Other Meetings

It is understood that nothing contained in this Article shall be construed to prevent the board or appropriate representatives thereof from meeting with any individual or organization to hear views on any matters, except as to matters so presented which are a proper subject of collective negotiations. This agreement shall not be modified in whole or in part except through the voluntary, mutual consent of the parties by an instrument in writing duly executed by the parties.

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5. Non-Discrimination

5.1 Pursuant to RSA 273-A

Pursuant to the RSA 273-A, the Employer hereby agrees that every employee shall have the right freely to organize, join and support the Association for the purpose of engaging in collective bargaining. The Employer agrees that it will not deprive any employee in the enjoyment of any rights conferred by the Act or other state and federal laws; and that it will not discriminate against any employee with respect to hours, wages, or any terms or conditions of employment by reason of his/her membership in the Association, his/her participation in any activities of the Association or collective negotiations with the Employer, or his/her institution of any grievance, complaint or proceeding under this Agreement.

5.2 Definition of Discrimination

The parties agree that they will not discriminate illegally against or between employees covered by this Agreement because of age, ancestry, color, creed, handicap, marital status, national origin, race, religion, sex, sexual orientation or veteran status.

6. Management Rights

6.1 Rights and Responsibilities of the Board

The parties agree that all rights and responsibilities of the Board which have not been addressed by this Agreement are retained in the sole discretion of the Board.

6.2 Rights of the Bargaining Unit

It shall also be the right of the Bargaining Unit, however, to present and process grievances of its members whose wages, hours, or working conditions are changed in violation of this Agreement as a result of Administration exercising the above-mentioned rights, whenever such grievances exist.

7. Negotiations Procedure

On or before October 15, the parties shall conduct the initial negotiating session.

The parties agree to negotiate according to the procedures set forth in RSA 273-A, and that such negotiations will be good faith. Each party shall make proposals, counter-proposals and exchange information in an effort to reach an accord on all issues raised with respect to wages, benefits and working conditions.

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

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Any agreement will need to comply with the timelines of Senate Bill 2 in order to have the Agreement introduced as a warrant article and reviewed at a public budget hearing.

If an Agreement is not reached by December 1st preceding the termination date of any year, either party may declare an impasse pursuant to RSA 273-A:12 and request a list of mediators from the PELRB. If the parties are unable to agree on a mediator within seven (7) days after being provided with a list of mediators by the PELRB, the parties shall request the PELRB to appoint a mediator. Costs for the retention of a neutral mediator shall be borne equally by both parties.

Either party may, if it desires, utilize the services of outside consultants, and may call upon professional representatives to assist in negotiations.

When bargaining sessions are scheduled during the school day, employees may participate as provided in RSA 273-A:11-II.

The parties reserve the right at the conclusion of negotiations to reach agreement regarding the non-cost items which will go into full force and effect at the beginning of the proposed contract term if the agreement is ratified by the Association and the School Board, even if the public vote to fund the cost items of the Collective Bargaining Agreement fails.

8. Severability

Should any article, section, or portion thereof, of this Agreement be declared invalid because it is in conflict with federal or state law or held to be un-enforceable by any court of competent jurisdiction, such determination shall apply only to the specific article, section or subsection thereof which has been declared invalid or unenforceable, but all other provisions or applications will continue in full force and effect. Both parties will resume negotiations under the provisions of RSA 273-A on the article, section, or portion thereof declared invalid or unenforceable.

9. Association Rights by Contract

The Association shall have in addition to other rights expressly set forth or provided by statute, the following rights.

9.1 Use of Bulletin Boards and the Mail

The Association shall purchase its own bulletin board(s). Association Bulletin Boards shall be provided space in teacher break rooms at each building. The Association and its representatives shall have the exclusive right to post notices of activities and matters of Association concern on the Association bulletin boards at each location. The Association shall also have the Non-Exclusive right to use member mailboxes and/or email for communication to members, with prior notification to the principals.

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9.2 Authorized Representatives of the Bargaining Unit

Duly authorized representatives of the State and national levels of the Association shall be permitted to transact official Association business on school property provided that this shall not interfere with nor interrupt school operations and the building administrator will be notified in advance.

9.3 Request for Documents

The Board shall furnish to the Association, upon reasonable notice, such documents within the Board's custody or control as may be relevant to the administration or renewal of the Agreement.

9.3.2 Bargaining Unit Member Information

The Board and the Association agree that the District shall provide the President(s) of the Association the following information electronically in EXCEL or other similar format for each bargaining unit member bi-annually (on or before September 15th and again on or before January 15th of each year):

Employee name, home mailing address, date of hire, position, work location, track and step, FTE status, number of annually paid hours, wage rate, stipends/differentials, and work e-mail address.

During negotiations and upon request, the District shall provide the following information for all members of the bargaining unit: elected insurance plans and level of coverage (e.g. Single, 2-person, Family), the total cost of each plan, and each member's monthly and annual contribution to said plans.

The Association agrees that the District will be held harmless for providing the information outlined above.

9.4 Displacement of Employees

The employee and the employer agree that supervisors or non-unit personnel shall not be used at any time to displace employees regularly employed in the Bargaining Unit except, in emergencies when union employees are not available or have refused to do the work as assigned except in cases where unsafe conditions are being charged by the employee, instruction and training, unavailability of employees or necessary equipment and incidental work. For the purpose of this provision, an emergency shall be defined as an unforeseen circumstance or a combination of circumstances which call for immediate action.

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9.5 Information provided to Bargaining Unit

The Board agrees to provide the President of the Association or his/her designee copies of agendas, minutes and additions and deletions to the policy manual. These materials shall be available at the superintendent's office on the day before a scheduled school board meeting.

9.6 Paid leave for Bargaining Unit Business

Officers and agents of the SREA shall be provided with five (5) days per year of paid leave to conduct Association business. Such use shall be at the discretion of the Association, except that no one person shall take more than two (2) days. The

Superintendent will be notified at least twenty-four (24) hours prior to the commencement of such leave.

10 Employee Rights and Protection

10.1 Right to Membership in the Association

The Board and the Association hereby agree that every employee shall have the right to join, and/or support the Association, or to refrain from the same or to oppose the Association, provided that employees shall not engage in support of or in opposition in a way that disrupts school operations

10.2 Equal Right of Employment

The Board and the Association mutually agree to provide equal employment to all Bargaining Unit employees with regard to age, ancestry, color, creed, handicap, marital status, national origin, race, religion, sex, sexual orientation or veteran status.

10.3 Just Cause

No employee shall be formally disciplined, up to and including discharge, without just cause. The specific grounds forming the basis for disciplinary action will be made available to the employee and Association in writing.

Discipline shall be progressive in nature and shall generally follow these steps in addressing employee infractions: documented oral warning, written warning, written reprimand, disciplinary suspension or termination.

The Superintendent reserves the right to jump progressive discipline up to and including termination for infractions that are so severe that they warrant more serious consequences.

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Any such action asserted by the committee or agent or representative thereof, shall be subject to the grievance procedure herein set forth.

Notwithstanding the language set forth above, just cause shall not be required for dismissal of an employee during the probationary period. The probationary period for employees hired on or after the effective date of this agreement (July 1, 2022), shall be one (1) school year.

10.4 Right to Representation

An employee shall be entitled, upon request, to have present an Association representative during any investigatory interview which may lead to disciplinary action against him/her. When a request for such action is made, no action shall be taken against the employee and the interview shall be halted until an Association representative is present, unless the circumstances are such as to necessitate immediate action, in which case the interview shall be halted and any action taken shall be provisional only and subject to revision following resumption of the interview in the presence of the Association representative.

The role of the Association representative at any such interview shall be to support the employee and to observe the proceedings. The Association may confer privately with the employee prior to commencement of the interview and may ask clarifying questions and/or provide relevant information to the investigator, but shall not interrupt the investigator, provide responses or answers to questions during the interview, or otherwise interfere with the conduct of the interview.

10.5 Notice for Appearance Before Board

No employee shall be required to appear before the School Board without seventy-two (72) hours' notice except as mutually agreed by the parties.

10.6 Right to Access to Records with Written Notice.

The Board shall afford to each employee such access and rights with respect to its records pertaining to him or her as is provided by RSA 275:56. At the employee's written request, the Board shall permit an Association representative said access to those records.

11 Consultation

11.1 Meeting with Superintendent without Interference

Representatives of the Association to be selected by the Association without interference by the Board may meet with the Superintendent or his/her designee once a month to discuss matters of mutual concern including those matters necessary to the implementation of this Agreement. A written agenda may be

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exchanged by the Association and the Superintendent or his/her designee no less than five (5) days before the scheduled date of the meeting. Nothing contained herein shall prevent the Superintendent or his/her designee and the Association from meeting at any time by mutual agreement.

11.2 Meeting with the Superintendent about Matters of Mutual Concern

Nothing contained herein shall prevent such representatives of the Bargaining Unit from consulting with the Superintendent or his/her designee at any time, if matters of mutual concern arise of an urgent or emergency nature. However, grievances must be submitted in accordance with the procedures outlined in this Agreement.

12 Evaluations

Every employee shall receive a written evaluation report once each year, before May 1 and shall be afforded the opportunity to discuss its content with an administrator within thirty (30) days following his/her receipt. All written evaluations of an Employee's performance, by anyone in a supervisory position, shall be made available to the employee within thirty (30) days of the evaluation. Employees may be required by the Administrator to sign the completed evaluation form, but the employee's signature is not to be deemed to constitute agreement by the employee with its content. The employee shall be afforded an opportunity to insert comments on the form. Disciplinary action will not be taken by the Administrator on the basis of the employee's evaluations unless they were previously notified in writing, warning them of any potential disciplinary action. Evaluations will not be subject to the grievance procedure.

13 Working Conditions

13.1 Safe Working Conditions

Employees shall not be required to work under unsafe, unhealthy, or hazardous conditions, or to perform tasks which endanger their health, safety, or well-being.

13.2 Training for Professional Responsibilities

When deemed necessary by the administration, an employee shall be directed to participate in training needed to carry out assigned duties. In such cases, the cost of training shall be paid by the District and the employee shall be compensated for training time at the employee's hourly rate.

13.3 Reimbursement for Employees

The Board shall reimburse the employee for the loss, damage or destruction of personal property used in the performance of the employee's duties, unless such loss is the result of negligence of the employee or as a result of normal usage and wear.

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13.4 Employees

Employees shall not be required to carry out administrative or supervisory responsibilities in the absence of a building supervisor (principal) or designee.

13.5 Dispensing of Medication

No employee, except nurses, shall be required to dispense or administer medicine.

13.6 Materials, Equipment and Tools

The Board shall provide to employees such materials, equipment, and tools, as the Board requires.

13.7 Paid Breaks and Duty-free Lunch

Starting in the 2022-2023 school year, each full-time employee shall have one (1) paid fifteen (15) minute break per day and a thirty (30) minute paid duty-free lunch per day, to be taken at such time as the employee's supervisor directs. Six (6) hours per day employees shall be accorded a minimum of thirty (30) minutes paid lunch break each day.

Starting in the 2024-2025 school year, each full-time employee shall have a thirty (30) minute paid duty-free lunch per day, to be taken at such time as the employee's supervisor directs.

Individual employees are permitted to take short breaks during the workday as reasonable necessary to use the bathroom and for reasons related to medical and/or personal hygiene.

13.8 Posting of Vacancies

A vacancy shall be defined as a newly created position or a present position that is to be filled. All vacancies shall be posted on the SAU #17 website for a period of six (6) workdays. Said posting shall contain the following information: (1) type of work, (2) location of work.

14 Employment Status

14.1 Definition of Employment Status

For the purpose of supplemental compensation, fringe benefits, insurance, vacation, holidays, etc., there shall be three categories of employees:

- | | | |
|----|-----------|-------------------------------------|
| 1. | Full-time | 1050 hours or more in a school year |
| 2. | Part-time | 466-1049 hours per school year |
| 3. | Casual | less than 466 hours per school year |

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14.2 Verification of Employment Status

By May 15th of each year, each employee will receive a contract regarding their employment status for the following school year including his/her job position, working hours, wage rate and benefits. Each employee will return their signed contract by June 1st or they will be considered as not returning and their position will be declared vacant. Signed contracts will be returned to employees by June 15th. If the employment status, as shown in 14.1 is to be changed, during the year, a two-week advance notice of such change shall be given to the employee.

All new hires will be provided a copy of their job description at the time of hire.

Updated copies of job descriptions will be posted electronically on the District's website within 14 days of approval.

14.3 Employees and Eligibility for Benefits

Full-time employees will be eligible for full benefits.

Part-time employees will be eligible for one-half benefits.

Casual employees will not be eligible for benefits.

14.4 Non-Reduction of Benefits for Existing Employees

Members of the Bargaining Unit at the time the original Agreement was signed will not have their benefits reduced, but shall have them either maintained at previous levels or increased in accordance with the current Agreement.

14.5 Contractual Days

Paraeducators will normally work 186 total contract days, which includes 181 student contact days and five (5) additional professional development days. Four of these additional professional development days will be the two teacher work days prior to the opening of school and the two district-wide Professional Development Days in the Fall and Spring. The remaining day will be determined by the District.

In the event the school year is less than 181 days as a result of school closures, the District will add two (2) additional professional development days at the end of the end of the year; and the District may also, in its discretion, offer employees the opportunity to work up to three (3) additional days at the end of the school year, provided that professional staff are also required to work on those days.

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15 Seniority

Seniority shall be defined as the length of service within the district retroactive to the completion of a ninety (90) day probation period following initial employment. Accumulation of seniority shall begin on the employee's first working day. A paid holiday shall be counted as the first working day in applicable situations.

In the event that more than one individual employee has the same starting date of work, position on the seniority list shall be determined by casting lots. Part-time incidental employees shall accrue seniority on a pro-rata basis.

16 Reduction in Personnel, Layoff and Recall

16.1 Layoff

When the Board finds it necessary to reduce the number of full time and/or part time positions for reasons of declining enrollment, budget reductions or reorganization, the following reduction in force procedures will be used.

16.2 Prior Notice of Layoff

The Board shall provide any employee to be laid off at least thirty (30) days' notice of the layoff.

16.3 Classifications of Employees

For the purpose of layoff, there shall be four classifications of employees:

(1) paraeducators, (2) secretaries/receptionists, (3) full-time district substitutes and (4) Speech/Language Assistants/COTA.

It is agreed that Administration shall initially attempt to determine the number of possible resignations and retirements within each job classification in a good faith effort to avoid a potentially unnecessary reduction in force before laying off employees.

If a layoff is necessary after resignation and/or retirement, then probationary employees shall be laid off in reverse order of seniority.

If further layoffs are still required after all probationary employees have been laid off then the District shall layoff employees who have been disciplined or received poor performance evaluations during the last two (2) school years in reverse order of seniority.

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16.4 Seniority List

The Board shall prepare, deliver and post in a conspicuous place to the employees, in each job site, on a semi-annual basis, a seniority list for the Bargaining Unit. The Board shall also deliver a copy of the seniority list to the Association president. Such notification shall be made during the months of September and March. The Association shall review the list and bring to the Board's attention any errors therein or omissions therefrom within thirty (30) days of receipt. Failure by the Association to notify the Board of errors in or omissions from the seniority list shall be deemed a waiver by the Association to grieve or in any manner complain of Board action in accordance with the list.

16.5 Loss of Seniority

Seniority shall be lost by an employee upon termination, resignation, or retirement. Upon transfer to a non-bargaining unit position, an employee's seniority shall be suspended, subject to renewal at such time as the employee returns to a position within the Bargaining Unit.

16.6 Eligibility for Recall

Employees shall be eligible for recall for one year. Employees shall be recalled in reverse order of layoff. No new employees shall be hired for vacant positions unless laid off employees within that classification have been given opportunity for recall. It is responsibility of the employee to inform the District when he/she no longer wishes to be eligible for recall. It is the responsibility of the District to keep the employee informed of his/her current status. All employees so recalled shall have all wages, benefits and seniority reinstated.

16.7 Laid Off Employee and Eligibility for Health Insurance

Laid off employees shall be eligible to participate in the District's health insurance program at their own expense and to the extent of the law.

16.8 Laid Off Employees and Substitute Positions

Laid off employees shall be given priority consideration for substitute positions within their job classification.

17 Job Descriptions

The Board agrees to maintain accurate job descriptions for Bargaining Unit positions. Such job descriptions, however, shall not be deemed to constitute provisions of this Agreement and shall be subject to modification, at the Board's discretion, provided that the Board notifies the Association and considers its comments before any modifications.

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18 Deductions

18.1 Dues Deduction

It is agreed by and between the Board and the Bargaining Unit that upon receipt of written authorization signed by the employee, the Board shall deduct an amount to provide bi-weekly payments of dues for membership in the local, state, and/or National Education Association from regular salary check of such employee each two weeks and that the amounts so deducted pursuant to such written authorization and signed by the employee shall be promptly remitted as deducted directly to the Association. It is further agreed that such authorization for deduction of dues shall continue in full force and effect until thirty (30) days after the employee submits, via the Superintendent, a written revocation of such authorization to the Board.

18.2 Transmittal of Funds to the Bargaining Unit

The School Board agrees to deduct and transmit bi-weekly monies, authorized in writing by the employee, to companies providing annuities according to the regulations established by the School Board.

19 Grievance Procedure

Definition: A grievance shall be defined as any complaint by a Bargaining Unit employee or the Association alleging the violation of any provision of this Agreement. The grievant may have an Association representative accompany him/her throughout any of the grievance steps.

Procedure: Step 1:

Any employee or the Association with a grievance shall first submit it to his/her immediate supervisor. The submittal shall take place no later than fifteen (15) working days from the date upon which the employee became aware, or reasonably should have become aware, of the facts giving rise to the grievance. The grievance shall be submitted in writing and shall contain a statement of the facts surrounding the grievance, the provision(s) of the Agreement allegedly violated, and the relief requested. The supervisor shall meet with the employee within five (5) working days after receiving the written grievance. If the grievance is resolved between the supervisor and the employee to the employee's satisfaction, the employee shall so indicate, in writing, on the face of the grievance, and the matter will be considered closed.

Procedure: Step 2

If the aggrieved person or the Association is not satisfied with the disposition of the grievance by his/her supervisor, or if no decision has been rendered within five (5) working days after his/her meeting, the written grievance may be filed with the Superintendent or his/her designee. The Superintendent or his/her designee shall meet with the employee

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within five (5) working days after receiving the written grievance and shall communicate his decision in writing to the aggrieved person and the Association within five (5) work days after the meeting. If the employee is satisfied with the disposition of the grievance at this stage, he/she shall so state in writing and the matter will be considered closed.

Procedure: Step 3

If the employee is not satisfied with the disposition of the grievance by the Superintendent of his/her designee, he/she shall notify the Association within five (5) days after receipt of the Superintendent's decision. If the Association determines that the matter should be arbitrated, it shall advise the Superintendent in writing within ten (10) workdays of receipt of the employee's request. If the parties fail to agree upon an arbitrator within fourteen (14) days after the employee request for arbitration, then either party may apply to the American Arbitration Association, who will, in accordance with their procedures, arrange for the designation of an arbitrator.

The Arbitrator shall proceed forthwith to make a final and binding disposition of the grievance by such means and methods as he/she may determine to be necessary. The arbitrator is limited in his/her authority to interpreting the contract in the resolution of the issue submitted to him by the parties and has no authority to alter, change, or modify any provisions in this agreement.

The cost of arbitration, including arbitrator's fees and reasonable expenses, shall be borne equally by the District and the Association. Any additional cost attendant with the hearing shall also be borne equally, subject to the agreement of both parties.

- a. No reprisals of any kind will be taken by the District or the Association against any other participant in the grievance procedure.
- b. Forms for the grievance procedure will be jointly prepared by the District and the Association and given appropriate distribution.

20 Strikes and Lockouts Prohibited

During the term of this Agreement, the Sanborn Regional Support Staff/Affiliated with the Sanborn Regional Education Association, NEA-New Hampshire agrees not to participate in or condone any strike, slowdown, or refusal as a job action to perform required duties by members of this bargaining unit. The Board agrees not to engage in any lockout of employees covered by this Agreement.

21 General

21.1 Board Policy

This agreement constitutes Board policy for its term, and the Board will carry out its commitments contained herein and give them full force and effect as Board

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policy. The Board will amend its policies and take such other action in order to give full force and effect to this Agreement.

22 Compensation

22.1 Method of Payment

Wages shall be paid in one of the following manners:

- a. Anticipated wages divided by 22, which equals 20 bi-weekly checks and two reconciliation payment (i.e., annualized pay).
- b. Full pay for hours actually worked, paid within eight (8) days after expiration of the pay period in which the work is performed.

Employees must specify their choice in writing prior to the first payroll period on the form provided by the school district. If employees fail to specify their choice, they will be paid as described in section (b) above.

22.2 Assignment to Step

All new support staff will be assigned to an appropriate step based upon evaluation of their experience. The Superintendent will consider degree status and years of experience prior to entering the District when making a placement.

22.3 Advancement in Step

At the beginning of each school year, July 1st, all non-probationary employees shall be advanced one step.

22.4 Movement in Pay Scale

Employees in the Bargaining Unit shall move through the pay scale as provided. Members shall be entitled to track movement where the member obtains the required credits/certification prior to September 1 of a given year to cross from one track to the other; e.g., from the Paraeducator I track to the Paraeducator II track, or from the Paraeducator II - Bachelors Degree track to the Paraeducator II - Masters Degree track, etc.

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22.5 Compensation Matrix*

Salary schedules shall reflect the following “cost of living” adjustments and step movement, if any:

2022-2023: Salary Schedule Modification, Variable Cost of Living Adjustment Plus Step, 2% off Matrix COLA Increase, 1,200 – \$1,750 Stipend for Top Tier Across All Tracks Depending on Position.

2023-2024 2% Cost of Living Adjustment Plus Step, 2% off Matrix COLA Increase, 1,200 – \$1,750 Stipend for Top Tier Across All Tracks Depending on Position.

2024-2025 2% Cost of Living Adjustment Plus Step, 2% off Matrix COLA Increase, 1,200 – \$1,750 Stipend for Top Tier Across All Tracks Depending on Position.

*Salary Matrix - See pages 28-30.

22.5.a Expiration of Salary Schedules

Notwithstanding any other provisions in this Agreement, in the event the Evergreen Law, RSA 273-A:12, VII, would apply to the expiration of this agreement, the salary schedules contained within the Salary Matrix in Appendix A shall expire on June 30, 2025; step raises on the salary schedule shall not be considered part of the pay plan in effect when this agreement expires on June 30, 2025. Staff will be frozen at the step on which they are placed during the last year of the agreement until a successor agreement is approved by the voters.

22.6 Pay for Additional Education

Any employee who is in a position other than a paraeducator having an earned degree which the Superintendent deems to be related to the employee’s specific assignment shall receive the following stipends to be added to the annualized wages.

Degree:	
Associate’s degree	\$ 500
Bachelor’s degree	\$ 750
Master’s degree	\$ 1,000

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22.7 Professional Development Committee Service

The Association shall be allowed to appoint one (1) Paraprofessional to serve on the District Professional Development Committee annually to ensure training for paraprofessionals is relevant for the unit.

Any support staff representative who serves on the Professional Development Committee shall be paid an amount equal to other paid members of the Professional Development Committee.

22.8 Service Award: Members are entitled to service award payment when they reach a milestone for years of service in the District as members of this bargaining unit. The payment to the member is made in the year the milestone is achieved, using the following schedule:

	TIMELINE (one-time payment only)	AWARD (one payment on years of achievement.)
1	10 Years of Service	\$1000.00
2	15 Years of Service	\$1500.00
3	20 Years of Service	\$2000.00
4	25 Years of Service	\$2500.00
5	30 Years of Service	\$3000.00
6	35 Years of Service	\$3500.00

Employees shall have two options for how this payment may be received:

- a. Lump sum payment in November in the Year in which an employee achieves the service milestone.
- b. Two equal payments; one in November and the other in June in the year in which an employee achieves the service milestone.

22.9 Overtime Payment

Overtime payments are made in accordance with applicable standards established by the Fair Labor Standards Act (FLSA) and the New Hampshire Department of Labor. Time cards are required prior to payroll computation.

22.10 Pay for Acting as a Substitute

When a paraeducator is required to act as a substitute for a full day outside their normal duties, he/she will be paid his/her rate or the substitute pay, whichever is greater, plus an additional \$25.

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22.11 Pay for Paraeducator attendance at Faculty Meetings

In order to provide paraeducator input at faculty meetings and to keep paraeducators informed, each paraeducator who attends a staff meeting will be paid for one (1) hour at his/her rate to attend faculty meetings.

22.12 Mileage

Members who are required to use their personal automobiles to travel between professional assignments in the course of a single day shall receive mileage compensation at the current IRS rate, provided the employee submits appropriate documentation and record of approval within 30 days.

22.13 School Closure/Unplanned Delayed Opening/Early Release/Snow Days

Employees shall suffer no loss of pay due to an unplanned early release or delayed opening, where the District has closed schools. In the event of a delayed start, employees will not be required to report to work more than fifteen (15) minutes prior to the opening of the school in which they were assigned.

In the event of a school closure due to inclement weather where students are offered school in "remote" format (e.g., snow days that are treated as "remote school days"), the District shall assign work to employees and employees shall report to work on such days.

22.14 Retirement

Upon retirement, employees who are assigned to work at least 30 hours per week and at least 181 days per year, shall receive a payment of \$200 for each full year of service to the school District as a member of this bargaining unit.

This payment will be contingent upon meeting the following conditions:

- (a) The employee must be at least fifty-five (55) years of age at the time of retirement;
- (b) The employee must have worked for the School District at least ten (10) consecutive years as a member of this bargaining unit prior to retiring; and
- (c) The employee must provide written notice of his/her intent to retire by April 1 of the year they intend to retire and must work through the end of the school year in their final year of employment.

**SANBORN REGIONAL SCHOOL DISTRICT
SUPPORT STAFF COLLECTIVE BARGAINING AGREEMENT**

23 Supplemental Compensation (Benefits)

Employees in the Bargaining Unit are afforded the benefits as specifically outlined in this Article to the extent and under the conditions as provided. If not otherwise qualified, all benefits are pro-rata in accordance with Section 14.1 of this agreement with “part-time” employees receiving 50% of the benefit.

23.1 Vacation

Vacation time shall be computed as of each employee’s anniversary date on the basis of the following schedule for year-round employees only:

Years of Service	Vacation Time
1-5	2 weeks
6	2 weeks and 1 day
7	2 weeks and 2 days
8	2 weeks and 3 days
9	2 weeks and 4 days
10	3 weeks
11	3 weeks and 1 day
12	3 weeks and 2 days
13	3 weeks and 3 days
14	3 weeks and 4 days
15	4 weeks

A pro-rata accumulation of unused vacation time will be paid to employees terminating employment.

Year-round support staff members may carry a maximum of three (3) vacation days forward with the permission of their immediate supervisor. The days carried over expire in one (1) year if not used.

**SANBORN REGIONAL SCHOOL DISTRICT
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23.2 Holidays

All employees shall have the following ten (10) days off, in addition to one floating holiday, with pay. Pay shall be for the regularly scheduled hours of each employee:

New Year's Day	Columbus Day
Martin Luther King Civil Rights Day	Veteran's Day
President's Day	Thanksgiving Day
Memorial Day	Day after Thanksgiving
Labor Day	Christmas Day

Employees may elect to use the one (1) floating holiday on other recognized religious or cultural days such as, but not limited to, Juneteenth, Rosh Hashanah, and Yom Kippur.

Employees working summers shall be entitled to the days provided above, plus July 4th.

23.3 Additional Holiday Pay for Year-Round Employees

Year round employees shall receive an additional paid holiday for Christmas.

23.3.1 Holiday Options

All employees shall have the option to either:

- a. Time off with pay on the designated holiday equal to their average daily compensation.
- b. Compensating time off on another regularly scheduled day of work equal to their average daily hours of work.
- c. Extra compensation equal to their average daily compensation. Selection will be with mutual agreement with the school principal.

23.4 Sick Leave

Each employee shall be credited with 13 days sick leave at the beginning of the school year. All previously credited and unused sick leave shall accumulate year to year to a maximum of 120 days.

Sick leave means absence due to sickness or illness of the employee or the employee's spouse, child, or parent, or disability for any employee who is temporarily unable to work due to pregnancy, childbirth, or related conditions. No employee shall be denied usage of accrued sick leave during maternity leave. After

**SANBORN REGIONAL SCHOOL DISTRICT
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three consecutive days of sick leave, the District may require an employee to provide a note from their medical provider.

Paraeducators may utilize sick leave in hourly increments.

23.4.1 Sick Leave Bank

The parties agree to maintain the established sick leave bank.

23.4.2 Sick Bank Leave Committee

The Association shall establish a Sick Leave Bank Committee of not more than seven members, not less than one member of each administrative unit.

23.4.3 Record of the Current Number of Days

The Sick Bank Committee and the School Administrative Unit office shall keep a record of the current total number of days in the Sick Leave Bank up to a cap of 800 days.

23.4.4 Written Authorization for Deduction

When appropriate, upon receipt of written authorization therefore, signed by the member, the school administrative unit office shall:

- a. Deduct one day from that member's unused sick leave.
- b. Add one day to the Sick Leave Bank.

23.4.5 Date for Receipt of Written Authorization

These written authorizations must be received by the School Administrative Unit Office by September 15th, for all contributing members who are on a year-long contract. Any member who joins the district after September 1st, and who wishes to contribute to the Sick Leave Bank shall have two weeks from the day they begin work to provide written authorization to the School Administrative Unit Office.

23.4.6 Effective Date for Sick Bank

The Sick Bank shall become effective on September 15th, for all sick bank members on a year-long contract, and upon receipt of their written authorization by the School Administrative Unit Office for any sick bank member who joins the district after September 1st.

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23.4.7 Additional Sick Leave

In the event any sick bank member has used all his/her accumulated sick leave because of extended or chronic illness, he/she shall apply to the Sick Bank Leave Committee for additional sick days to be drawn from the Sick Leave Bank.

23.4.8 Member Applications

The Sick Leave Bank Committee shall be responsible for the approval of member applications for Sick Leave Bank loans and shall notify the district office and the member of approved loans. The district shall then withdraw the approved days from the bank.

23.4.9 Unused Sick Leave

Any unused portion of the Sick Leave Bank shall be cumulative and shall carry over to the next year.

23.4.10 Limited Sick Day Use Compensation

All employees who do not use any sick time during a given year (except for a donation to the sick leave bank) shall receive two days' per diem salary at the conclusion of the school year. All employees who utilize no more than two sick days during a given year (except for the donation to the sick leave bank) shall receive one days' per diem salary at the conclusion of the school year.

23.5 Sick Leave Buy-Back

Any full-time member who has been employed by the District as a member of the bargaining unit for a minimum of 15 consecutive years and who retires or elects not to return to employment in the District, shall receive a one-time payment in an amount equal to \$50 multiplied by the member's unused sick leave days. If notice is given to the Superintendent by February 1, the money will be available by June 30 of that year, otherwise, the money will be available by June 30 of the following year.

23.6 Bereavement Leave

The employee shall be granted a maximum of five (5) paid bereavement leave days per death of the employee's spouse or employee's child/step-child. The employee shall be granted a maximum of three (3) paid bereavement days per death of the employee's parent or step-parent, sibling or step-sibling, grandparents, grandchildren, father-in-law, mother-in-law, sister-in-law and brother-in-law, or any other person living in the home of the employee or persons for whom the

**SANBORN REGIONAL SCHOOL DISTRICT
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employee provides direct care or support. The Superintendent may approve additional days of bereavement leave under extenuating circumstances. Unused bereavement leave shall not be cumulative.

23.7 Personal Business

At the beginning of the school year, each employee shall be credited with three (3) days to be used for personal business that cannot be conducted at any other time, except that these days cannot be used prior to or immediately following a holiday or vacation as an extension of that vacation or holiday, or during any professional development days. Exceptions to the use of personal days for such periods can be granted by the Superintendent on a case-by-case basis for extenuating circumstances. Further, these days are non-accumulating and require written prior approval on the district's form at least twenty-four hours in advance, except in cases of emergency.

23.8 Jury Duty

An employee called to jury duty (including court testimony pursuant to subpoena) shall not be required to use any other category of leave or be docked in pay, however, the combination of jury duty compensation and this benefit shall not exceed the regular pay for the employee.

23.9 Unpaid Leave

Leaves of absence without pay or benefits up to one year in duration may be granted upon written request from an employee. During said leaves seniority shall not continue to accumulate. The allowance of such an unpaid leave to any employee more than once in any ten (10) year period shall be at the Board's discretion.

23.9.1 Request for Leave

Request for leaves of absence shall include the reason for the leave along with notification of the beginning and ending dates of said leave. Parental/child-care leave requests shall also include a

statement from the attending physician indicating the anticipated date of birth of the child, where applicable.

23.9.2 Reinstatement to Position

An employee returning from a leave of absence shall be reinstated to a position and classification comparable to the one he/she held when the leave began. At thirty (30) days prior to the date a leave is scheduled to expire, an employee shall notify the Employer of his/her intent to return to work.

**SANBORN REGIONAL SCHOOL DISTRICT
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23.9.3 Purpose for Unpaid Leave of Absences

Unpaid leaves of absences may be taken for the following purposes:

- (1) Child rearing or adoption
- (2) Personal, family or medical reasons
- (3) Professional Growth

23.9.4 Use of Other Leaves

Nothing in this Article shall be construed as limiting an employee's use of other categories of paid leave.

23.10 Insurances

The District will pay no more per year per employee than the amounts listed below to subsidize Cigna's Consumer Driven Health Plan carrying a \$1250/\$2500 deductible and dental insurance (which includes child orthodontics. The District shall pay the following percentage of Cigna's Consumer Driven Health Plan carrying a \$1250/\$2500 deductible premium toward the monthly premium for whichever plan and coverage (single, 2-person or family) is selected by the employee:

2022-2023	<u>86%</u>
2023-2024	<u>86%</u>
2024-2025	<u>86%</u>

WAIVER OF HEALTH INSURANCE BENEFITS

Employees who would otherwise be eligible for district coverage, who elect insurance coverage under their spouse's plan, or another comparable insurance plan, will be eligible for compensation in lieu of the district's health insurance plan. Eligible employees will be compensated Three Hundred Dollars (\$300) per month for waiver of the benefit.

To be eligible for this benefit, the employee must meet the following criteria:

- a. Have and show proof of their health insurance coverage in a comparable plan; and
- b. Sign a "Waiver of Health Insurance Benefits" form discontinuing health insurance coverage with the district.

Employees who sign a "Waiver of Health Insurance Benefits" form may re-enroll in the district's health plan at the district's annual renewal/open enrollment date, subject to the qualifications established by the provider or carrier.

**SANBORN REGIONAL SCHOOL DISTRICT
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23.10.1 Part-time Employee Coverage

Part-time employees as defined in Article 14 will receive 50% of the amounts listed in 23.8 for such insurance as they choose to elect.

23.10.2 Flexible Savings Account

The Board shall make available to members an IRS Section 125 Medical Flexible Spending Account. These funds may be used to offset any medical or other expenses allowed by law. Employees will be allowed to voluntarily contribute by payroll deduction to the Section 125 Plan up to the limit allowed by law. Employees may rollover the maximum amount from year to year allowable by law.

23.11 Life Insurance

Each employee shall be provided with term life insurance at the amount of \$35,000.

23.12 Worker's Compensation

Employees who suffer an injury or illness that qualifies for compensation under Workers Compensation shall receive said compensation as prescribed by NH State Statute. Insurance benefits will continue* for an absence of ninety (90) days at District expense, however, the employee may for the period beyond ninety (90) days purchase insurance benefit under the COBRA benefit.

*Continue shall mean continuation of insurance benefits enrolled at the time of injury.

23.13 Professional Advancement Program

The sum of Eight Thousand Dollars (\$8,000) is available for course reimbursement. This reimbursement will be available for college/university course work specifically related to their job function. Of these funds, Four Thousand Dollars (\$4,000) will be available from July 1st, through December 31st, and Four Thousand Dollars (\$4,000) will be available from January 1st through June 30th.

Reimbursement will be made at the cost per credit hour for tuition, not to exceed the prevailing rate for graduate and undergraduate courses at the University of New Hampshire, and shall not include reimbursement for university fees or cost over and above tuition. Reimbursement will be for one (1) course per member per year upon receipt of a "B" or better in the course. Additional requests for reimbursement will be placed on a waiting list to be paid in June if funds from the Professional Advancement Program account remain.

**SANBORN REGIONAL SCHOOL DISTRICT
SUPPORT STAFF COLLECTIVE BARGAINING AGREEMENT**

24. Workshops and Conferences

Members of the Bargaining Unit who are approved by the building principal to attend workshops or conferences which are related to their duties will be compensated at their hourly rate of pay.

24.1 Each year Ten Thousand (\$10,000) will be available for members to attend workshops and conferences. The funds will be allocated under the following schedule:

- Eight Thousand Dollars (\$8,000) will be available for in district workshops during summer non-school days of the fiscal year.
- One Thousand Dollars (\$1,000) will be available from the first day of school to December 31st.
- One Thousand Dollars (\$1,000) will be available from January 1st to June 30th.

24.2 Members have two ways to utilize these funds:

24.2a The District will reimburse a maximum of One Hundred Fifty Dollars (\$150) towards registration for one or more workshops or conferences per member per year. Additional requests for reimbursement will be placed on a waiting list to be paid in June if funds from the workshop and conferences account remain.

24.2b Support Staff members will be paid their hourly rate for each day spent attending a school district sponsored summer workshop.

25. Certification

25.1 Application for Certification

Paraeducators must apply for state certification within sixty (60) days of employment or face termination. This requirement applies to staff classified as paraeducators only.

25.2 Professional Growth

The District will provide opportunities for professional growth each year for paraeducators staff as determined by the Professional development Committee and/or approved by Administration.

26. RBT/ABA Differential

Any paraprofessional member of the bargaining unit who holds and maintains a valid RBT/ABA certification shall receive an additional \$2.00 per hour differential pay upon completion and presentation of a valid certification. The Board will reimburse employees who obtain a new certification or employees who renew current certification during the term of this agreement for the cost of the examination upon proof of documentation of successful completion of certification.

**SANBORN REGIONAL SCHOOL DISTRICT
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The hourly differential will be removed for any employee who does not maintain a valid certification under this provision.

27. Mentor/Shadowing

All new hires will be assigned to shadow a current paraprofessional for at least one (1) day to get familiarized with the worksite and paraprofessional duties. This shadowing may be extended by administration. Any employee assigned to serve as a mentor shall not be released from their normal duties, but shall have their duties modified to accommodate for shadowing responsibilities.

28. Effect of this Agreement

This instrument constitutes the entire Agreement of the Board and the Association, arrived at as a result of collective bargaining negotiations, except such amendments hereto as shall have been reduced in writing and signed by the parties.

29. Duration of this Agreement

This agreement shall become effective as of July 1, 2022 and shall continue in effect until **June 30, 2025**. Any extension shall be mutually agreed upon in writing by the parties, and unless such extension is agreed upon, this Agreement shall expire on the date indicated herein.

IN WITNESS WHEREOF the parties have caused this Agreement to be signed by their respective president/chairperson and attested by their respective negotiations committee chairperson and/or representative.

SANBORN REGIONAL EDUCATION ASSOCIATION



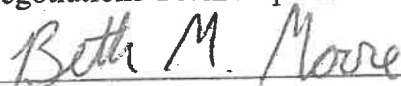
Sanborn Regional Education Association President

6/1/22
Date



Negotiations Team Representative

01 June 22
Date



Support Staff Representative

6/6/22
Date

SANBORN REGIONAL SCHOOL BOARD



Sanborn Regional School Board Chair

6/1/22
Date



Negotiations Team Representative

6/6/22
Date

**SANBORN REGIONAL SCHOOL DISTRICT
SUPPORT STAFF COLLECTIVE BARGAINING AGREEMENT**

Appendix A: Article 22.4 - SUPPORT STAFF (UNIT #2) SALARY SCHEDULE

2022-2023										
WAGE SCHEDULE & MATRIX										
Step/Position	SLPA/COTA	Para I	Para II - Assoc.	Para II - BA	Para II - Masters	Recep./Sec.	Secretary	Sec./Yr Rd		
1	\$ 25.28	\$ 15.25	\$ 15.50	\$ 16.00	\$ 16.25	\$ 14.75	\$ 15.96	\$ 17.42		
2	\$ 26.22	\$ 15.84	\$ 16.08	\$ 16.59	\$ 16.85	\$ 15.39	\$ 16.56	\$ 18.09		
3	\$ 27.16	\$ 16.33	\$ 16.56	\$ 17.08	\$ 17.35	\$ 16.03	\$ 17.16	\$ 18.76		
4	\$ 28.10	\$ 16.82	\$ 17.04	\$ 17.57	\$ 17.85	\$ 16.67	\$ 17.76	\$ 19.43		
5	\$ 29.04	\$ 17.31	\$ 17.52	\$ 18.06	\$ 18.35	\$ 17.31	\$ 18.36	\$ 20.10		
6	\$ 29.98	\$ 17.80	\$ 18.00	\$ 18.55	\$ 18.85	\$ 17.95	\$ 18.96	\$ 20.77		
7	\$ 30.92	\$ 18.29	\$ 18.48	\$ 19.04	\$ 19.35	\$ 18.59	\$ 19.56	\$ 21.44		
8	\$ 31.86	\$ 18.78	\$ 18.96	\$ 19.53	\$ 19.85	\$ 19.23	\$ 20.16	\$ 22.11		
9	\$ 32.80	\$ 19.27	\$ 19.44	\$ 20.02	\$ 20.35	\$ 19.87	\$ 20.76	\$ 22.78		
10	\$ 33.74	\$ 19.91	\$ 20.07	\$ 20.66	\$ 21.00	\$ 20.51	\$ 21.36	\$ 23.45		
*11	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00	\$ 1,500.00	\$ 1,750.00		
*top tier stipend										
RBT/ABA: +\$2.00/hr wage differential										

**SANBORN REGIONAL SCHOOL DISTRICT
SUPPORT STAFF COLLECTIVE BARGAINING AGREEMENT**

2023-2024										
WAGE SCHEDULE & MATRIX										
Step/Position	SLPA/COTA	Para I	Para II - Assoc.	Para II - BA	Para II - Masters	Recep./Sec.	Secretary	Sec./Yr Rd		
1	\$ 25.79	\$ 15.56	\$ 15.81	\$ 16.32	\$ 16.58	\$ 15.04	\$ 16.28	\$ 17.77		
2	\$ 26.74	\$ 16.16	\$ 16.40	\$ 16.92	\$ 17.19	\$ 15.70	\$ 16.89	\$ 18.45		
3	\$ 27.70	\$ 16.66	\$ 16.89	\$ 17.42	\$ 17.70	\$ 16.35	\$ 17.50	\$ 19.14		
4	\$ 28.66	\$ 17.16	\$ 17.38	\$ 17.92	\$ 18.21	\$ 17.00	\$ 18.12	\$ 19.82		
5	\$ 29.62	\$ 17.66	\$ 17.87	\$ 18.42	\$ 18.72	\$ 17.66	\$ 18.73	\$ 20.50		
6	\$ 30.58	\$ 18.16	\$ 18.36	\$ 18.92	\$ 19.23	\$ 18.31	\$ 19.34	\$ 21.19		
7	\$ 31.54	\$ 18.66	\$ 18.85	\$ 19.42	\$ 19.74	\$ 18.96	\$ 19.95	\$ 21.87		
8	\$ 32.50	\$ 19.16	\$ 19.34	\$ 19.92	\$ 20.25	\$ 19.61	\$ 20.56	\$ 22.55		
9	\$ 33.46	\$ 19.66	\$ 19.83	\$ 20.42	\$ 20.76	\$ 20.27	\$ 21.18	\$ 23.24		
10	\$ 34.41	\$ 20.31	\$ 20.47	\$ 21.07	\$ 21.42	\$ 20.92	\$ 21.79	\$ 23.92		
*11	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00	\$ 1,500.00	\$ 1,750.00		
*top tier stipend										
RBT/ABA: +\$2.00/hr wage differential										

**SANBORN REGIONAL SCHOOL DISTRICT
SUPPORT STAFF COLLECTIVE BARGAINING AGREEMENT**

2024-2025										
WAGE SCHEDULE & MATRIX										
Step/Position	SLPA/COTA	Para I	Para II - Assoc.	Para II - BA	Para II - Masters	Recep./Sec.	Secretary	Sec./Yr Rd		
1	\$ 26.31	\$ 15.87	\$ 16.13	\$ 16.65	\$ 16.91	\$ 15.34	\$ 16.61	\$ 18.13		
2	\$ 27.27	\$ 16.48	\$ 16.73	\$ 17.26	\$ 17.53	\$ 16.01	\$ 17.23	\$ 18.82		
3	\$ 28.25	\$ 16.99	\$ 17.23	\$ 17.77	\$ 18.05	\$ 16.68	\$ 17.85	\$ 19.52		
4	\$ 29.23	\$ 17.50	\$ 17.73	\$ 18.28	\$ 18.57	\$ 17.34	\$ 18.48	\$ 20.22		
5	\$ 30.21	\$ 18.01	\$ 18.23	\$ 18.79	\$ 19.09	\$ 18.01	\$ 19.10	\$ 20.91		
6	\$ 31.19	\$ 18.52	\$ 18.73	\$ 19.30	\$ 19.61	\$ 18.68	\$ 19.73	\$ 21.61		
7	\$ 32.17	\$ 19.03	\$ 19.23	\$ 19.81	\$ 20.13	\$ 19.34	\$ 20.35	\$ 22.31		
8	\$ 33.15	\$ 19.54	\$ 19.73	\$ 20.32	\$ 20.66	\$ 20.00	\$ 20.97	\$ 23.00		
9	\$ 34.13	\$ 20.05	\$ 20.23	\$ 20.83	\$ 21.18	\$ 20.68	\$ 21.60	\$ 23.70		
10	\$ 35.10	\$ 20.72	\$ 20.88	\$ 21.49	\$ 21.85	\$ 21.34	\$ 22.23	\$ 24.40		
*11	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00	\$ 1,500.00	\$ 1,750.00		
*top tier stipend										
RBT/ABA: +\$2.00/hr wage differential										

Distribution of Copies:

- Grievant
- Principal
- Superintendent
- School Board
- SREA

**SANBORN REGIONAL SCHOOL DISTRICT
GRIEVANCE RECORD FORM
(For use at Levels 1, 2 & 3)**

Grievance No. _____

Name of Grievant _____ Date Filed/Appealed _____

Building _____ Assignment _____ Date of Alleged Violation _____

Article of the agreement allegedly violated: _____

Statement of the grievance: _____

Nature and extent of the injury or loss involved: _____

Results of previous discussions of the grievance: _____

Grievant's dissatisfaction with decisions previously rendered: _____

Remedy sought: _____

Signature of Grievant

Disposition by: _____ Principal _____ Superintendent _____ Board _____

Date Answered

Principal/Superintendent/Board

Grievance settled on basis of Principal/Superintendent/Board answer.

Grievant: _____

**SANBORN REGIONAL SCHOOL DISTRICT
SUPPORT STAFF COLLECTIVE BARGAINING AGREEMENT**

20__ to 20__ Professional Staff _____ Full Time _____ Part Time _____ Support Staff _____

AUTHORIZATION TO DEDUCT MEMBERSHIP DUES

NAME _____ SS# _____

SCHOOL BUILDING _____ Sanborn Regional School District

To: Superintendent of Schools, Sanborn Regional School District

I hereby request and authorize the disbursing officer of the Sanborn Regional School District to deduct from my earnings the following amounts:

National Education Association	\$ _____
NH Education Association	\$ _____
Sanborn Regional Education Association	\$ _____
Region IV	\$ _____
Subtotal	\$ _____
NEA-PAC	\$ _____
NEA-NH-PAC	\$ _____
Total	\$ _____

In payment of yearly membership dues as certified by the organization indicated:

I understand that such deductions are to commence September ____ 20__ and are to be made in payments of \$ ____ every two weeks for the current school year and for succeeding school years.

I understand that such authorizations for deduction of dues shall continue in full force until I submit a written revocation of such authorization to the Superintendent of Schools not less than thirty (30) days prior to the date such written revocation shall become effective.

I hereby waive all right and claim of said monies so deducted in accordance with this authorization and relieve the School Board and all of its officers from any liability therefrom.

I designate the Sanborn Regional Education Association to receive all dues and distribute them to the organizations indicated.

Date _____ Signature _____

**MEMORANDUM OF AGREEMENT BETWEEN
THE SANBORN REGIONAL SCHOOL BOARD
AND
THE SANBORN REGIONAL EDUCATION ASSOCIATION/NH-NEA**

This **Memorandum of Agreement** is entered into by the Sanborn Regional School Board (the “Board”) and the Support Staff Associations (“Association”) affiliated with NH-NEA within the Sanborn Regional School District. Hereinafter, the term “Employee” will refer to any employee included in the “Association” noted above.

WHEREAS, recently added language in the CBA provides employees with the ability to use their one floating holiday per year on recognized religious or cultural days such as, but not limited to, Juneteenth, Rosh Hashanah, and Yom Kippur;

WHEREAS, the District is concerned that utilization of that one floating holiday by too many employees on a single religious holiday (e.g. Good Friday), would have a detrimental impact on school operations and could result in an emergency school closure;

WHEREAS, the District and the Association wish to establish some parameters around the utilization of the one floating holiday in a manner that is mutually beneficial; and

NOW THEREFORE, the Parties agree as follows:

1. Article 23.2 provides employees with 10 days off, in addition to “one floating holiday, with pay.” It further states:

“Employees may elect to use the one (1) floating holiday on other recognized religious or cultural days such as, but not limited to, Juneteenth, Rosh Hashanah, and Yom Kippur.”

2. The parties agree to add the following days to the list of available religious or cultural days for which a floating holiday can be used in the above sentence:

- Day before Thanksgiving
- Day before/after Christmas, depending on the calendar (in addition to the extra paid holiday for Christmas available to year-round employees pursuant to Article 23.3.1)
- Friday before Labor Day if school is not open

3. Upon execution of this agreement, all employees who have not yet chosen a floating holiday, will be afforded an opportunity to elect the qualifying day they wish to use for their floating holiday for the 2022-2023 school year, by filling out a form provided by Human Resources. Employees shall make their election no later than February 17th. The floating holiday

elected by the employee shall be granted as long the total number of employees electing that day does not exceed fifteen (15) employees.

4. During the 2023-2024 and 2024-2025 school years, all employees will be afforded an opportunity by September 15th of each school year to elect the qualifying day they wish to use for their floating holiday by filling out a form provided by Human Resources.

5. No more than 15 employees in the District may elect to use a paid floating holiday on the same day if school is open on that day (e.g. there is no limitation to the use of the floating holiday on the Friday before Labor Day, the day before Thanksgiving, or the day before/after Christmas if school is not open on those days). The Superintendent or designee may, at their discretion, waive the September 15th notice deadline or allow an employee to change their election.

6. If more than fifteen (15) employees elect to utilize their floating holiday for the same day when school is open such that the number would exceed fifteen (15) if all were approved, the decision on which fifteen (15) employee(s) will fill the available slots will be done by lottery.

a. If a lottery is needed to select the fifteen (15) approved for a specific holiday when school is open, then those employees whose request was not granted, may elect another qualifying floating holiday in that school year and will also be considered first in line for that floating holiday previously denied in the next school year, and the remaining available slots will be filled by lottery.

7. Equalized pay: employees electing to receive equalized pay pursuant to Article 22.1(a), shall receive, in addition to their normal bi-weekly paycheck, an additional payment in their check for the floating holiday. The equalized pay amount will not change until reconciliation payments are made.

MISCELLANEOUS

8. The parties agree that this Memorandum of Agreement is only in effect throughout the term of the 2022-2025 CBA and that it shall set no precedent or past practice and shall not be used in any proceedings except to enforce its terms.

9. The parties also agree that this MOA does not replace the current collective bargaining agreements which are still in full force and effect provided they do not conflict with this MOA.

10. The parties agree that nothing in this MOA waives any of the parties' rights to assert their positions going forward related to the Board managerial rights or the Associations rights to bargain over changes to wages, benefits or working conditions.

WHEREFORE, the “District” and the “Association” have caused this MEMORANDUM OF AGREEMENT to be executed by their duly-authorized representatives this 9th day of February, 2023:

FOR THE ASSOCIATION:

Timothy Young, PhD

Timothy Young PhD, Co-President

Sarah Brown

Sarah Brown, Co-President

Signature: Timothy Young, PhD
Timothy Young, PhD (Feb 8, 2023 19:05 EST)

Email: tyoung@sau17.net

Signature:

Email: tambrose@sau17.net

FOR THE DISTRICT:

Dawn Dutton, Board Chair

Thomas Ambrose, Superintendent

Signature: Sarah Brown
Sarah Brown (Feb 9, 2023 07:25 EST)

Email: sbrown@sau17.net

Signature:

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