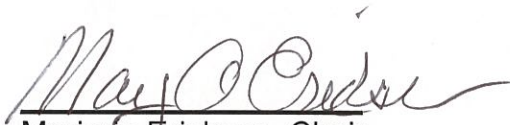
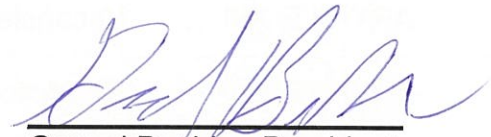


**MASTER AGREEMENT  
BETWEEN THE  
UNITY EDUCATION ASSOCIATION  
AND THE UNITY SCHOOL DISTRICT**

**July 1, 2021 - June 30, 2024**

  
\_\_\_\_\_  
Marjorie Erickson, Chair  
Unity School Board

  
\_\_\_\_\_  
Gerard Buchko, President  
Unity Education Association

November 23, 2020  
Date

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## ARTICLE I

### RECOGNITION

- 1.1 The Unity School Board recognizes the Unity Education Association, NEA-New Hampshire and the National Education Association, for the purposes of collective negotiations pursuant to RSA-273 A as the exclusive representative of any or all teachers, secretary, nurse, aides and guidance counselor of the Unity School District.
- 1.2 Unless otherwise indicated, the terms "employee" or "Bargaining unit member" shall be used interchangeably.
- 1.3 Part-time employees shall receive a pro-rata share of all economic benefits including salaries, insurance and leaves.

## ARTICLE II

### NEGOTIATIONS PROCEDURES

- 2.1 The Unity Education Association and the Unity School Board agree to enter into collective negotiations in accordance with the New Hampshire RSA-273A.
- 2.2 On or before October 4th of each year, either party may submit to the other, written notice of its intention to negotiate a successor agreement.
- 2.3 The parties shall meet at a mutually agreeable time and place to negotiate in good faith. During such negotiations, the Board and the Association may present relevant data, exchange points of view and make proposals and counter proposals.
- 2.4 The Board shall furnish to the Association, upon request, that information which is in the public domain and is a matter of public information.
- 2.5 Any agreement reached shall be put in writing and be signed by the Board and the Association. And in the event that any part of the agreement is in conflict with federal/state laws, that portion or portions will be null and void and that negotiations will reopen within (15) school days to discuss that particular clause.
- 2.6 If mutual agreement is not reached within the prescribed times of RSA-273 A, either side may declare an impasse and utilize the procedures set forth.
- 2.7 The parties may mutually agree to by-pass mediation and go directly to fact-finding.

## ARTICLE III

### ASSOCIATION RIGHTS

- 3.1 The Unity Education Association may use the school building for Association meetings. A request to use the buildings must be made to the Principal in advance. There will be no charge for use of the building.
- 3.2 Upon request, the Association shall be given an opportunity to present brief reports and announcements at staff meetings. Requests must be made twenty-four (24) hours in advance unless waived by the Principal.
- 3.3 Upon request, the Association shall be given a place on the agenda of the new teacher orientation program to explain Association activities.
- 3.4 The Association shall have the right to post notices concerning its activities and matters of teacher concern in the teachers' room and shall have the use of the teachers' mailboxes to distribute Association materials.
- 3.5 The Association or its representatives, with permission from the Principal, may use school equipment for Association activities. All expendable material will be at the expense of the Association.
- 3.6 The Association member has the right to be contacted at the school for Association business during non-instructional time.
- 3.7 The Association President and chief negotiator or their designee has the right to attend negotiations sessions, mediation and/or arbitration hearings without suffering loss of pay.
- 3.8 Upon notification by an employee, the Board shall deduct Association dues and forward them to the Secretary/Treasurer of the Association within five (5) working days of the issuance of paychecks, whenever possible.
- 3.9 During the term of this Agreement, the rights and privileges set forth in the Article shall not be granted to any other bargaining agent.
- 3.10 A copy of this Agreement between the Unity School Board and the Unity Education Association shall be provided by the Board and presented to each employee.
- 3.11 The rights granted to the Association shall not be granted to any other group or organization which purports to represent any employees covered by this Agreement as long as the Association is the certified bargaining unit by the Public Employee Labor Relations Board.

## ARTICLE IV

### EVALUATION AND PERSONNEL FILES

- 4.1 During the first month of school, each teacher, new to the Unity School District shall be made aware of the District's teacher evaluation plan, including the criteria, goals and objectives of the plan. The Unity Education Association and Unity School Principal agree to work collaboratively in developing a teacher evaluation instrument that complies with the requirements set forth in the 2013 New Hampshire ESEA Flexibility Waiver. The Final product will be subject to ratification by the School Board and the Unity Education Association.
- 4.2 The parties agree that it is most desirable to have the evaluator discuss observations with the employee at the specific time the observations are conducted. The evaluator shall meet with the employee within five (5) working days to discuss the evaluation. The employee shall sign the evaluation to indicate that they have seen it and received a copy. The employee shall be allowed to file a written response to the evaluator.
- 4.3 All monitoring, observation, or evaluation of work performance shall be done openly and with the full knowledge of the employee. In the event the observation is to be made a matter of official record, it shall be in writing and a copy given to the employee within five (5) working days of the initial discussion. Such observations shall be dealt with in the same manner as any other observation.
- 4.4 No material derogatory to an employee's conduct, service, character, or personality shall be placed in their personnel file unless the employee has had an opportunity to review the materials. Any such material may be removed by mutual consent of the employer and employee.
- 4.5 Employees shall have the right, upon request, to review the contents of their personnel file. Employees may have copies made of materials in their personnel file, at their expense.
- 4.6 Test results from school, district, or state testing (e.g. iReady, NHSAS, etc) shall not be used for an evaluation of individual teacher performance. It is agreed that these test results are for the purpose of Instructional program evaluation and individual student remediation.
- 4.7 Teachers shall not be evaluated by a competency test for teachers unless required by statute or State Board regulation.

## ARTICLE V

### EMPLOYEE RIGHTS

- 5.1 Nothing contained herein shall be construed to deny or restrict any employee such rights as they may have under State of New Hampshire School Laws or other applicable laws and regulations.
- 5.2 An employee covered by this agreement shall have the right to have an Association representative present upon request when disciplinary action is involved. If a meeting is requested for disciplinary action by the principal or administration the employee shall be notified in writing of that possibility prior to such a meeting.
- 5.3 In the event that any employee shall be discharged, suspended, disciplined, reprimanded, formally evaluated, reduced in rank or compensation or deprived of any professional advantage, the individual shall be informed in writing by the administration. All information forming the basis for such action(s) will be made available to the employee at the time such action is taken. The reasons shall support the action taken.
- 5.4 Employees shall be informed in writing before information is placed in their personnel file. Employees shall have the opportunity to file a written response. Any such material may be removed by mutual consent of the employer and employee. Only one personnel file shall be kept for an employee and it shall be located at the Superintendent's office.
- 5.5 The private and personal life of any bargaining unit member is not within the appropriate concern or attention of the employer, unless it affects the performance of duty.
- 5.6 The Principal will provide the State Department of Education recommended calendar to the Unity Education Association as soon as it is available. The UEA will, within twenty (20) working days, provide the Principal with any suggestions they have. The Unity School Board, in establishing their annual calendar, shall give consideration to the Association's suggestions.
- 5.7 The Board shall in no way discriminate against any employee because of their age, sex, race, creed, color, marital status, physical or mental handicap or national origin.
- 5.8 At the beginning of every school year all employees will be provided with a copy of the job description for the position they hold.

## ARTICLE VI

### EMPLOYMENT

- 6.1 The Board agrees to employ only those teachers who are certified under the State of New Hampshire laws and regulations established by the State Board of Education.
- 6.2 For the purpose of this Agreement, the period of service shall not be more than one hundred and eighty (180) student contact days and seven (7) workdays, to be allocated as follows:
- a) In-service days
  - b) Workshop days
  - c) Parent/teacher conference days
  - d) Related activities as assigned
  - e) Teacher workday one day prior to beginning in-service day
  - f) Teacher workday one day after final in-service day

The work year for support staff shall consist of one hundred and eighty (180) school days and eleven (11) paid holidays. The paid holidays shall include:

- Labor Day
- Columbus Day
- Veterans' Day
- Thanksgiving Day and Day after Thanksgiving Day
- Christmas Day and Day in connection with Christmas Day
- New Year's Day and Day in connection with New Year's Day
- MLK Day
- Memorial Day.

- 6.3 Teachers shall have a preparation period when their students are being taught by specialists in music, art, or physical education, or by the Principal or any other qualified educator, except when advanced notice has been given that a demonstration lesson for the benefit of the teacher and involving new techniques and/or materials is to be given. In the event a specialist is not available, the Principal will arrange for coverage or reschedule the specialist so that the teachers have equal preparation time.
- 6.4 Each employee that works at least 5 hours shall have:
- a) a continuous duty -free lunch period of thirty (30) minutes; and
  - b) a ten minute break between commencement and lunch.
- 6.5 The teacher work day will be at least one-half (1/2) hour prior to the opening of school in the morning until one-half (1/2) hour after the close of school in the afternoon.
- 6.6 An employee unable to obtain a duty-free lunch on any given day shall be compensated by the District at a rate of fifteen (15) dollars per occurrence. Payment shall be included in the employee's regular paycheck.

6.7 In the event an employee is required to cover for another staff member the compensation shall be as follows:

- a) Paraprofessionals            substitute teacher hourly rate
- b) Teachers                        hourly per diem rate.

6.7.1 Teacher or administrative assistant covering for Principal\* - own pay and sub pay. \*It will be understood that no sub will be hired, and the teacher or administrative assistant will continue to carry out regular duties in conjunction with administrative duties.

6.8 If school is open and because of weather or another such emergency an employee is unable to get to work, they may take an emergency leave day, which will be deducted from their sick leave.

6.9 Employees may be required to attend up to a total of twenty (20) hours for Principal's meetings/Unity curriculum work. Meetings may be scheduled thirty (30) minutes before or sixty (60) minutes after their scheduled work day.

6.10 Employees may be required to attend up to five (5) evening activities per year, as assigned by the Principal. The Principal will supply the staff with a tentative and non binding list of the evening activities at the beginning of each school year.

6.11 For the purpose of calculating fractional year contracts, the amount of pay for days worked will be determined as a proportion in relation to the total number of required school and workshop days and placement on the appropriate step or pay grade. The principal is responsible for administering the schedules of personnel with fractional year contract agreements. In the event that the total number of days is more or less than the proportion required in the contract, a good faith effort will be made by both parties to amend the schedule to a mutually agreed upon remedy.

#### 6.12 Retirement

1) Retirement may occur under the following conditions:

- a) The bargaining unit member must have been a full-time bargaining unit member in the Unity School District for at least 15 years.
- b) Be at least fifty-five (55) years of age
- c) Notify the Superintendent of Schools no later than December 1 of the school year prior to the school year in which the bargaining unit member intends to retire. For example, an individual who intends to retire in June of 2022 needs to provide notice on or before December 1, 2020.

2) The bargaining unit member who qualifies for retirement shall receive forty (\$40) dollars per day for all unused sick days.



ARTICLE VII  
GRIEVANCE PROCEDURE

7.1 The parties to this contract, recognizing that honest differences do arise, and that fair and peaceful resolution of such differences are in the best interest of the Unity School District, set forth the following procedures to be used to resolve grievances.

7.2 Definitions

A “grievance” means an alleged violation, misinterpretation or misapplication with respect to any term of this Agreement.

A “grievant” is the employee or Association making the claim.

The term “days” shall mean school days.

The term “meeting” shall refer to an initial and formal hearing of evidence and shall include only those persons specified at each level.

7.3 Right of Representation

A grievant has the right to have a representative of choice present when processing a grievance.

A grievance to be considered under this procedure must be initiated in writing and forwarded to the appropriate level.

Any time periods specified in this procedure may be extended by mutual agreement.

7.4 The grievant shall meet with his/her immediate supervisor to resolve problems through free and informal communications. Grievances which are not satisfactorily settled in this informal way shall be reduced to writing and referred to the following procedure.

7.5 Formal Procedure

The grievance shall state the specific alleged violation as per definition in 7.2. It shall also set forth names, dates and other related facts which will provide a sound basis for a complete understanding of any such grievance including the remedies being requested. All formal grievances will be processed by the representative of the Association only when initiated within 30 calendar days of the bargaining unit member becoming aware that the conflict is unresolved.

### Level A - School Principal

The Principal shall, within five (5) days after receipt of a grievance, meet with the grievant. Within five (5) days following such a meeting, the Principal shall render a decision and the reason thereof in writing to the grievant. If the grievance is not settled at this level, then it may be referred to Level B within ten (10) days of the receipt of an answer at this level.

### Level B - Superintendent of Schools

The Superintendent shall, within five (5) days after receipt of the grievance, meet with the grievant for the purpose of resolving the grievance. The Superintendent shall, within ten (10) days following such meeting, render a decision and the reason thereof in writing to the grievant. If the grievance is not settled at this level, then within ten (10) days from the receipt of the answer rendered at this level, the grievance may be referred to Level C.

### Level C - School Board

Within fourteen (14) days of a grievance being referred to this level, the School Board shall meet with the grievant for the purpose of resolving the grievance. Both the grievant and the Administration may be present. Beginning with the grievant, uninterrupted testimony and rebuttal will be offered by both parties. The elected School Board Members will have no pre-, or post collaboration with any of the parties to the grievance procedure, excluding legal counsel prior to rendering its decision. The School Board shall, within thirty (30) days following such meeting, render its decision in writing with the reasons thereof.

If the grievance is not settled at this level, then within ten (10) days from the receipt of the answer rendered at this level, the grievance may be referred to Level D.

### Level D - Arbitration

If the grievance remains unsettled, then the matter may be referred by the Association to binding arbitration. If the matter is referred to binding arbitration, then the parties shall apply to the American Arbitration Association to name an arbitrator under the rules and procedures then obtaining of the service.

The arbitrator shall use his/her best efforts to arbitrate the grievance, but shall have no power or authority to do other than interpret and apply the provisions of this Agreement, and shall have no power to add to, or subtract from, alter or modify, any of the said provisions. The arbiter's decision shall be binding. The parties agree to share equally in the compensation and expense of the arbitrator.

- 7.6 In the event a grievance is filed on or after June first, the parties may agree to make a good faith effort to reduce the time limits set forth herein so that the grievance procedure may be exhausted prior to the end of the school term or as soon thereafter as it is practical.

- 7.7 Specified time limits shall be followed by both parties unless extended by mutual agreement. Failure at any level of the procedure to appeal a decision, in writing, to the next level, within the specified time limits, shall be deemed to be an acceptance of the decision rendered at the level. Failure to communicate a decision within the prescribed time will allow the grievant to move to the next level.
- 7.8 Employees shall enjoy freedom from restraint, interference, coercion, discrimination or reprisal in presenting or appealing any grievance(s).
- 7.9 A grievance which is withdrawn or discontinued prior to the final step shall not be deemed to set precedent on future grievances of similar type.

## ARTICLE VIII

### LEAVES OF ABSENCE

#### 8.1 Temporary Leaves

1. Each teacher who is under full time contract for a full professional year shall be granted eighteen (18) temporary leave days per year.
2. Each support staff who is under a full time contract shall be granted thirteen (13) temporary leave days per year.
3. Unused temporary leave days shall be accumulative to one hundred sixty-seven (167) days for teachers and forty (40) days for support staff.
4. Accumulated temporary leave days may be used for:
  - a) personal illness, injury or incapacitation up to the maximum of a number of days the bargaining unit member has accumulated;
  - b) illness or injury in the immediate family\* up to five (5) days per contract year.
  - c) for each death of a family member\* up to five (5) days per contract year.
  - d) for each death of a close acquaintance up to a maximum of two (2) days per contract year;
  - e) personal business up to a maximum of three (3) days per contract year. Personal business is defined as:
    - 1) Circumstances beyond the control of the person.

- 2) Personal affairs that cannot be accomplished at any other time.
- 3) Duties as an official of a governmental agency.
- 4) Religious observances.

\* Immediate family, for purposes of this section, may include, but not be limited to: grandparents, parents, foster parents, legal guardians, step-parents, spouse, siblings, children, step-children, or foster children of an employee or an employee's spouse.

f) a maximum of forty (40) earned temporary leave days may be used for maternity leave.

5. Notice of intent to use personal leave will be made in writing to the Principal. Each notice shall specify under which section of Article VIII the leave is being taken. Except in emergencies, forty-eight (48) hours notice is required.
  6. Misuse of personal days will result in loss of pay for those days.
  7. When an employee is absent from his/her assignment for any of the above listed reasons, such absence shall be a chargeable absence and shall be deducted from his/her accumulated temporary leave days. Absences for one-half (1/2) day or less shall be chargeable as one-half (1/2) day. Absences for less than a day, but more than one-half (1/2) day, shall be chargeable as one (1) day.
- 8.2 Upon initial employment, employees may transfer up to fifteen (15) days of their accumulated sick leave when moving from another district.
- 8.3 A voluntary sick leave bank shall be established for the benefit of those employees whose accumulated leave for illness becomes exhausted. Each participating employee may contribute two (2) sick leave days upon their initial enrollment. The Board shall contribute eight (8) days to the initial bank. The number of days in the bank shall be maintained at a minimum of not less than ten (10) days. When the bank falls one day below this minimum, the enrolled employees shall donate one (1) additional day. The number of days will carry over from year to year. In order to qualify for the bank, an employee must have been ill for three (3) or more consecutive days prior to application. An enrolled employee may draw up to ten (10) days from the bank upon application to the Superintendent. The sick leave bank will be administered by the office of the Superintendent and one member of the Association.
- 8.4 Provisions for professional leave days shall be mutually arranged between the employee and the Principal.

An employee shall normally be granted no more than three (3) professional days during any given school year; however, additional days may be granted at the discretion of the Superintendent.

8.5 Association Leave

The Unity Education Association shall be granted a total of two (2) days leave each school year for the purpose of conducting Association business. Such leave shall be without loss of pay. The President of the Unity Education Association will inform the Superintendent of Schools when one of the two (2) days is to be used. Forty-eight (48) hours notice shall be given prior to the use of an Association day.

8.6 Child Rearing Leave

An unpaid leave of absence shall be granted to any employee for the purpose of child care. Such leave shall commence on the date agreed upon by the employee and the Superintendent. It is further provided that:

- 1) Reinstatement shall be to the employee's former position.
- 2) Return from leave shall coincide with the start of a school year.
- 3) A child rearing leave which begins during the first semester of the school year can only extend through the remainder of that school year; however, a child rearing leave that begins during the second semester of a school year may be extended through the end of the first semester of the following school year.

8.7 Extended Leaves (Unpaid)

- 1) Upon a written application to the Superintendent, the School Board shall consider requests for extended leaves of absence up to one (1) year, without pay or benefits, for family reasons or further study, but not restricted thereto. The Board shall take into account the length of leave requested, length of service at Unity, arrangements for qualified replacement, and effect on the school program. Extensions, renewals, or modification of leaves may be granted upon the employee's written request to the Superintendent and the Superintendent's recommendations to the Board and subsequent Board approval.
- 2) Other leaves of absence may be granted at the sole discretion of the Board.
- 3) Whenever possible, requests for extended leave will be made by February 1 of the school year in which the leave is going to begin.

8.8 Military and National Guard Service

Employees on Military or National Guard service during the school year shall be paid the difference between their contract salary and military pay, if lower, when duty cannot be deferred until summer months.

8.9 Jury Duty

Upon presentation of a court subpoena, an employee shall be allowed to leave for witness or jury service. The employee will receive as pay from the School District the difference between the pay for jury duty and/or witness fee and the School District pay.

8.10 General Leave Provisions

- 1) Upon return from leave, employees shall be reinstated to their former position and all previously earned benefits shall be restored.
- 2) Employees on a leave of absence may continue to participate in all group insurance benefits at his/her own expense.

ARTICLE IX

INSURANCE

9.1 The Board agrees to provide the teaching staff, full twelve (12) month insurance coverage and shall contribute the amount equal to the premium payment of School Care Yellow Open Access w/Choice Plan as specified below:

|                       |     |
|-----------------------|-----|
| 2021-2024             |     |
| Single Membership     | 90% |
| Two-Person Membership | 90% |
| Family Membership     | 90% |

9.2 The Board agrees to provide the support staff full twelve (12) month insurance coverage and shall contribute the amount equal to the premium payment of School Care Yellow Open Access w/Choice Plan as specified below:

|                   |     |
|-------------------|-----|
| Single Membership | 90% |
|-------------------|-----|

9.3 The Board agrees to provide, without cost to the employee, Life Insurance with AD&D rider. Coverage shall be equal to one (1) times (X) the employee's salary rounded to the nearest one thousand (1,000) dollars, up to \$50,000.00.

9.4 The Board agreed to provide Dental Insurance for all employees. They will pay the following (Option 12):

|                   |      |
|-------------------|------|
| Single Membership | 100% |
|-------------------|------|

|                       |     |
|-----------------------|-----|
| Two-Person Membership | 50% |
| Family Membership     | 50% |

- 9.5 The Unity School Board agrees to provide disability insurance that would be 66 2/3% of the employee's salary after ninety (90) days of employment.
- 9.6 In recognition of the changing landscape in the provision of medical insurance benefits under the Affordable Care Act (ACA), both parties agree to open negotiations to address healthcare issues, if necessary. If the ACA or its administrative rules would indicate that the benefits offered to the Unity Education Association are not in compliance or would subject either the District or the Bargaining Unit's employees to potential fines and/or taxes, negotiations can be opened up at the request of either party to address the issue. Such negotiations would be exclusively focused on addressing issues of compliance with the ACA only and would not be used to address any other provision of the CBA.

## ARTICLE X

### COMPENSATION

- 10.1 The salary schedule and its application are set forth in Appendices A and B attached here to. Employees must be placed on the appropriate step according to their degree and to the number of years of experience (step per year of experience/employment) in any relevant capacity, as determined by the Superintendent.
- 10.2 Payment of salaries will be made at least on a bi-weekly basis and will be paid in either twenty-two (22), or twenty-six (26) equal payments. The first payment will be made on or before the first day of school when practicable.
- 10.3 All extra-curricular activities shall be paid to Unity employees according to Appendix C set forth hereto.
- 10.4 All Co-Curricular and Academic Leadership stipends shall be paid to Unity employees according to Appendix D set forth hereto.
- 10.5 Any voluntary payroll deduction such as, but not limited to, annuities or credit union deductions will be forwarded to the proper agency within five (5) days of issuance of pay checks whenever possible.

## ARTICLE XI

### EDUCATIONAL REIMBURSEMENT

- 11.1 The Unity School District shall reimburse full time teachers for tuition costs of one college course per year and part-time teachers one half of the tuition costs incurred in taking a graduate level course at an accredited college. Each teacher enrolled in a degree program will be entitled to 100% of the cost of tuition only for three (3) college courses per year. Courses must have approval of the Principal. Payment for courses may be made in advance to the teacher upon request. Should the teacher fail the course, not complete the course, or not obtain the grade defined in 11.2, the District may deduct the amount of money advanced from the teacher's remaining checks. Deductions will be in equal amounts divided among the remaining checks until the total is reached. Reimbursement for courses will not exceed the per course tuition cost at the University of New Hampshire.
- 11.2 Payment under this article shall require documentation of satisfactory completion and proof of expenditures. In order to be reimbursed, a grade of "B" or better (or Pass in a Pass/Fail course) must be achieved. Reimbursement shall be made within thirty (30) days of the receipt of the transcript.
- 11.3 The Unity School District will budget \$500.00 per teacher (full-time and part-time) to be used for sending teachers to workshops and/or seminars, at the discretion of the Principal. If there are funds remaining in this budget item, teachers who take workshops or seminars totaling more than \$500.00 may apply to the School Board for additional reimbursement.
- 11.4 The Unity School District will reimburse full time teachers for the cost of all approved courses when that teacher is mandated by the State to participate in an "Alternative Plan" as a condition of their employment. The courses must be part of an approved program and must have prior approval from the Superintendent. Any teacher who receives their Masters Degree as a result of this reimbursement will be obligated to remain in their position for at least two (2) years, unless the obligation is waived by the Unity School Board. Failure to complete the two years of service following achievement of the Master's Degree, under this section, shall result in the teacher being obligated to reimburse the district for the total cost of the course reimbursement payments except in circumstances where the teacher is laid off, has had his/her assignment changed or has his/her assignment reduced in percentage of time.
- 11.5 The District will pay for all teacher recertification. The teacher must submit proof of payment prior to the end of that school year to receive reimbursement.



## ARTICLE XII

### NOTICE UNDER AGREEMENT

- 12.1 Whenever written notice to the Board is provided for in this Agreement, such notice shall be addressed to the Unity School Board Chairman, c/o Superintendent of Schools, 165 Broad Street, Claremont, New Hampshire 03743.
- 12.2 Whenever written notice to the Unity Education Association is provided for in this Agreement, such notice shall be addressed to the Unity Education Association, c/o the President, Unity Elementary School, Box 175, HCR 66, Newport, New Hampshire 03773.
- 12.3 Either party, by written notice, may change the address at which further written notices to it shall be given.

## ARTICLE XIII

### VACANCIES AND TRANSFERS

- 13.1 A teacher who desires a change in grade and/or subject assignment, may file a written statement of such desire with the Superintendent no later than April 5th. Such statement shall include the grade and/or subject to which the teacher desires to be assigned in order of preference. If vacancies occur after April 1st a teacher may file such statement no later than 5 days following the posting of such vacancies.
- 13.2 Teachers whose positions must be changed or transferred will be notified of such transfer, in writing, as early as possible. When a position must be filled by transfer, it is always more desirable to fill it with a teacher who volunteers for the transfer. Whenever possible, a voluntary transfer will be sought. If two or more employees volunteer, and all other things being equal, the position shall be filled by the applicant having greater seniority.

## ARTICLE XIV

### REDUCTION-IN-FORCE

Should the Unity School Board find it necessary to reduce the number of certified full-time and or part-time positions for reasons of declining enrollment, budget reduction, change in or consolidation of Board authorized programs, or for any other reason determining necessary or desirable by the School Board, the following reduction-in-force policy will be implemented:

A. NOTICE:

1. As soon as a reduction-in-force is contemplated, the Superintendent of Schools shall notify the President of the Teacher's Association and all the bargaining unit members.
2. The School Board will accept any written presentation regarding the reduction-in-force from the Teachers' Association, individual teachers, or the public.
3. The School Board recognizes that all alternatives should be explored; however, the decision to implement reduction-in-force shall be at the sole discretion of the School Board.

B. PROCEDURE FOR DETERMINING REDUCTION-IN-FORCE:

1. The School Board will make every reasonable effort to minimize the effects in reduction-in-force on the current staff by absorbing as many positions as possible through attrition, (retirements, resignations, and refusal to contract).
2. If reduction in staff is necessary, the School Board should retain those teachers who, in its sound discretion, will be the best teachers for the school system and the students it serves.

In identifying which teachers to release, the School Board shall consider the following factors: certification, academic preparation, professional growth, job performance, experience in the certified area and/or job classification, ability, seniority, and overall effectiveness. Seniority is defined as the total number of years continuously employed in the Unity School District.

3. Teachers whose positions have been identified to be eliminated shall have the right to be offered a contract for the following school year for a position for which the teacher is certified and which falls within their specific classification provided that a position becomes vacant and available prior to the commencement of the next school year. There will be no obligation on the part of the School Board to offer a position to a teacher who has been identified as a teacher to be "laid off" if there is no known vacancy for the following school year for which the teacher is certified.
4. There will be no recall rights for terminated employees. However, the School Administration shall consider the application of terminated employees for such positions which may become available in subsequent years provided that terminated employees submit a reasonable and timely application at the time the position becomes vacant.

5. Any transfer, assignment, or re-assignment resulting from or involved with a reduction in staff will be made at the sole discretion of the Superintendent of Schools. In the event of a change of assignment or transfer as a result of the reduction-in-force, the teacher involved shall be notified of such change.

## ARTICLE XV

### DURATION OF AGREEMENT

- 15.1 This Agreement shall continue in full force and effect until twelve o'clock midnight, June 30, 2024.

\*\*Employees who are at maximum step receive an \$800 increase (pro rata) whenever Unity Education Association teachers receive a one-step increase\*\*

# APPENDIX A

## TEACHER SALARY SCHEDULE

2021-2022

| Step | BA     | BA15   | M      | M15    | M30    |
|------|--------|--------|--------|--------|--------|
| 1    | 39,063 | 39,748 | 40,848 | 42,863 | 44,704 |
| 2    | 40,013 | 40,698 | 41,798 | 43,813 | 45,654 |
| 3    | 40,963 | 41,648 | 42,748 | 44,763 | 46,604 |
| 4    | 41,913 | 42,598 | 43,698 | 45,713 | 47,554 |
| 5    | 42,863 | 43,548 | 44,648 | 46,663 | 48,504 |
| 6    | 43,813 | 44,498 | 45,598 | 47,613 | 49,454 |
| 7    | 44,763 | 45,448 | 46,548 | 48,563 | 50,404 |
| 8    | 45,713 | 46,398 | 47,498 | 49,513 | 51,354 |
| 9    | 46,663 | 47,348 | 48,448 | 50,463 | 52,304 |
| 10   | 47,613 | 48,298 | 49,398 | 51,413 | 53,254 |
| 11   | 48,563 | 49,248 | 50,348 | 52,363 | 54,204 |
| 12   | 49,513 | 50,198 | 51,298 | 53,313 | 55,154 |
| 13   | 50,463 | 51,148 | 52,248 | 54,263 | 56,104 |
| 14   | 51,413 | 52,098 | 53,198 | 55,213 | 57,054 |
| 15   | 52,363 | 53,048 | 54,148 | 56,163 | 58,004 |
| 16   | 53,313 | 53,998 | 55,098 | 57,113 | 58,954 |
| 17   | 54,263 | 54,948 | 56,048 | 58,063 | 59,904 |
| 18   | 55,213 | 55,898 | 56,998 | 59,013 | 60,854 |
| 19   | 56,163 | 56,848 | 57,948 | 59,963 | 61,804 |
| 20   | 57,113 | 57,798 | 58,898 | 60,913 | 62,754 |
| 21   | 58,063 | 58,748 | 59,848 | 61,863 | 63,704 |
| 22   | 59,013 | 59,698 | 60,798 | 62,813 | 64,654 |

## TEACHER SALARY SCHEDULE

2022-2023

| Step | BA     | BA15   | M      | M15    | M30    |
|------|--------|--------|--------|--------|--------|
| 1    | 39,844 | 40,543 | 41,665 | 43,721 | 45,598 |
| 2    | 40,794 | 41,493 | 42,615 | 44,671 | 46,548 |
| 3    | 41,744 | 42,443 | 43,565 | 45,621 | 47,498 |
| 4    | 42,694 | 43,393 | 44,515 | 46,571 | 48,448 |
| 5    | 43,644 | 44,343 | 45,465 | 47,521 | 49,398 |
| 6    | 44,594 | 45,293 | 46,415 | 48,471 | 50,348 |
| 7    | 45,544 | 46,243 | 47,365 | 49,421 | 51,298 |
| 8    | 46,494 | 47,193 | 48,315 | 50,371 | 52,248 |
| 9    | 47,444 | 48,143 | 49,265 | 51,321 | 53,198 |
| 10   | 48,394 | 49,093 | 50,215 | 52,271 | 54,148 |
| 11   | 49,344 | 50,043 | 51,165 | 53,221 | 55,098 |
| 12   | 50,294 | 50,993 | 52,115 | 54,171 | 56,048 |
| 13   | 51,244 | 51,943 | 53,065 | 55,121 | 56,998 |
| 14   | 52,194 | 52,893 | 54,015 | 56,071 | 57,948 |
| 15   | 53,144 | 53,843 | 54,965 | 57,021 | 58,898 |
| 16   | 54,094 | 54,793 | 55,915 | 57,971 | 59,848 |
| 17   | 55,044 | 55,743 | 56,865 | 58,921 | 60,798 |
| 18   | 55,994 | 56,693 | 57,815 | 59,871 | 61,748 |
| 19   | 56,944 | 57,643 | 58,765 | 60,821 | 62,698 |
| 20   | 57,894 | 58,593 | 59,715 | 61,771 | 63,648 |
| 21   | 58,844 | 59,543 | 60,665 | 62,721 | 64,598 |
| 22   | 59,794 | 60,493 | 61,615 | 63,671 | 65,548 |

**TEACHER SALARY SCHEDULE**

**2023-2024**

| <b>Step</b> | <b>BA</b> | <b>BA15</b> | <b>M</b> | <b>M15</b> | <b>M30</b> |
|-------------|-----------|-------------|----------|------------|------------|
| 1           | 40,641    | 41,354      | 42,498   | 44,595     | 46,510     |
| 2           | 41,591    | 42,304      | 43,448   | 45,545     | 47,460     |
| 3           | 42,541    | 43,254      | 44,398   | 46,495     | 48,410     |
| 4           | 43,491    | 44,204      | 45,348   | 47,445     | 49,360     |
| 5           | 44,441    | 45,154      | 46,298   | 48,395     | 50,310     |
| 6           | 45,391    | 46,104      | 47,248   | 49,345     | 51,260     |
| 7           | 46,341    | 47,054      | 48,198   | 50,295     | 52,210     |
| 8           | 47,291    | 48,004      | 49,148   | 51,245     | 53,160     |
| 9           | 48,241    | 48,954      | 50,098   | 52,195     | 54,110     |
| 10          | 49,191    | 49,904      | 51,048   | 53,145     | 55,060     |
| 11          | 50,141    | 50,854      | 51,998   | 54,095     | 56,010     |
| 12          | 51,091    | 51,804      | 52,948   | 55,045     | 56,960     |
| 13          | 52,041    | 52,754      | 53,898   | 55,995     | 57,910     |
| 14          | 52,991    | 53,704      | 54,848   | 56,945     | 58,860     |
| 15          | 53,941    | 54,654      | 55,798   | 57,895     | 59,810     |
| 16          | 54,891    | 55,604      | 56,748   | 58,845     | 60,760     |
| 17          | 55,841    | 56,554      | 57,698   | 59,795     | 61,710     |
| 18          | 56,791    | 57,504      | 58,648   | 60,745     | 62,660     |
| 19          | 57,741    | 58,454      | 59,598   | 61,695     | 63,610     |
| 20          | 58,691    | 59,404      | 60,548   | 62,645     | 64,560     |
| 21          | 59,641    | 60,354      | 61,498   | 63,595     | 65,510     |
| 22          | 60,591    | 61,304      | 62,448   | 64,545     | 66,460     |

## APPENDIX B

### PARAPROFESSIONALS/SECRETARY/NURSE SALARY SCHEDULE

The nurse and secretary will receive the same economic benefits including insurance and leaves granted to paraprofessionals

#### PARAPROFESSIONAL SALARY SCHEDULE

| <b>2021-2022</b> | <b>2022-2023</b> | <b>2023-2024</b> |
|------------------|------------------|------------------|
| <b>STEP</b>      | <b>STEP</b>      | <b>STEP</b>      |
| 1 13.50          | 1 13.77          | 1 14.05          |
| 2 13.80          | 2 14.07          | 2 14.35          |
| 3 14.10          | 3 14.37          | 3 14.65          |
| 4 14.40          | 4 14.67          | 4 14.95          |
| 5 14.70          | 5 14.97          | 5 15.25          |
| 6 15.00          | 6 15.27          | 6 15.55          |
| 7 15.30          | 7 15.57          | 7 15.85          |
| 8 15.60          | 8 15.87          | 8 16.15          |
| 9 15.90          | 9 16.17          | 9 16.45          |
| 10 16.20         | 10 16.47         | 10 16.75         |
| 11 16.50         | 11 16.77         | 11 17.05         |
| 12 16.80         | 12 17.07         | 12 17.35         |
| 13 17.10         | 13 17.37         | 13 17.65         |
| 14 17.40         | 14 17.67         | 14 17.95         |
| 15 17.70         | 15 17.97         | 15 18.25         |
| 16 18.00         | 16 18.27         | 16 18.55         |

**SECRETARY SALARY SCHEDULE**

| <b>2021-2022</b> |       | <b>2022-2023</b> |       | <b>2023-2024</b> |       |
|------------------|-------|------------------|-------|------------------|-------|
| <b>STEP</b>      |       | <b>STEP</b>      |       | <b>STEP</b>      |       |
| 1                | 15.87 | 1                | 16.19 | 1                | 16.51 |
| 2                | 16.17 | 2                | 16.49 | 2                | 16.81 |
| 3                | 16.47 | 3                | 16.79 | 3                | 17.11 |
| 4                | 16.77 | 4                | 17.09 | 4                | 17.41 |
| 5                | 17.07 | 5                | 17.39 | 5                | 17.71 |
| 6                | 17.37 | 6                | 17.69 | 6                | 18.01 |
| 7                | 17.67 | 7                | 17.99 | 7                | 18.31 |
| 8                | 17.97 | 8                | 18.29 | 8                | 18.61 |
| 9                | 18.27 | 9                | 18.59 | 9                | 18.91 |
| 10               | 18.57 | 10               | 18.89 | 10               | 19.21 |
| 11               | 18.87 | 11               | 19.19 | 11               | 19.51 |
| 12               | 19.17 | 12               | 19.49 | 12               | 19.81 |
| 13               | 19.47 | 13               | 19.79 | 13               | 20.11 |
| 14               | 19.77 | 14               | 20.09 | 14               | 20.41 |
| 15               | 20.07 | 15               | 20.39 | 15               | 20.71 |
| 16               | 20.37 | 16               | 20.69 | 16               | 21.01 |
| 17               | 20.67 | 17               | 20.99 | 17               | 21.31 |
| 18               | 20.97 | 18               | 21.29 | 18               | 21.61 |
| 19               | 21.27 | 19               | 21.59 | 19               | 21.91 |

\*\*Paras or secretaries who are at maximum step receive an hourly increase of \$0.30 (pro rata) whenever Unity Education Association teachers receive a one-step increase\*\*

**NURSE SALARY SCHEDULE**

**Hourly Rate**

|       |         |
|-------|---------|
| 21/22 | \$20.00 |
| 22/23 | \$22.00 |
| 23/24 | \$25.00 |



**APPENDIX C**  
**EXTRA CURRICULAR STIPENDS 2021-2024**

|   |            |
|---|------------|
| Head Coach Each Sport<br>Soccer(2); Basketball(2); Track(1) | \$500.00   |
| Assistant Coach Each Sport                                  | \$325.00   |
| 8th Grade Advisor(1)  | \$500.00   |
| Yearbook Advisor(1)   | \$250.00   |
| KKids Advisor(2)  | \$500.00   |
| Climbing Club Leader  | \$500.00   |
| Cooking Club Leader   | \$500.00   |
| Baking Club Leader  | \$500.00   |
| Drama Advisor(1)  | \$500.00   |
| Composting Coordinator(2)                                   | \$500.00   |
| Webmaster(1)  | \$1,000.00 |
| Each Approved School Activity Leader                        | \$500.00   |
| Each Approved School Activity Assistant                     | \$325.00   |

**APPENDIX D**  
**CO-CURRICULAR AND ACADEMIC LEADERSHIP STIPEND**

**Double Grade Stipend:**

Any teacher whose classroom is designated as a double grade will be compensated that year by a stipend of \$3,000.00

**PreK/Kindergarten Program:**

Any teacher that teaches PreK/Kindergarten, will be compensated that year by a stipend of \$1,500.00.

**Special Education/PreK Coordinator:**

Any teacher that is the PreK Coordinator will be compensated that year by a stipend of \$1,500.00.

**Mentor Program:**

Any teacher that will mentor a new teacher will be compensated that year by a stipend of \$1,000.00.

