

AGREEMENT
BETWEEN THE
MILFORD SCHOOL BOARD
AND THE
MILFORD EDUCATION SUPPORT
STAFF ASSOCIATION
JULY 1, 2024
TO
JUNE 30, 2027

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**AGREEMENT BETWEEN MILFORD SCHOOL DISTRICT
AND THE
MILFORD EDUCATION SUPPORT STAFF ASSOCIATION**

AGREEMENT, made _____ by and between the School Board of the Milford School District, Milford, New Hampshire ("Board") and the Milford Education Support Staff Association ("Association").

1. RECOGNITION

- A. The Board recognizes the Association as the representative of all regular full-time (working thirty (30) or more hours per week) and part-time (working less than thirty (30) hours per week) Paraprofessionals, Speech Language Assistants, Instructional Assistants, Library Associates, Health Associates, ESOL Assistants, Registered Behavior Technicians, and MTSS-B Interventionists employed by the Milford School District ("District") for the purpose of negotiating with the Board with respect to salaries and fringe benefits and other terms of employment in accordance with RSA 273-A. The Board agrees to meet, confer, and negotiate with representatives of the Association concerning such matters in accordance with the provisions of RSA 273-A and the procedures outlined below.
- B. The Association agrees to represent equally employees covered by this Agreement without regard to membership in the Association.
- C. This Agreement shall not prevent the Board from communicating or consulting with any individual employee or group of employees for any purpose the Board shall deem desirable in the discharge of its responsibilities, nor shall it preclude any employee from appearing before the Board in his own behalf on matters relating to his employment by the Board.
- D. The terms "he" or "his" in the Agreement are understood to apply to either gender.
- E. Unless otherwise noted, the term "employee" shall apply to all members of the aforementioned bargaining unit.
- F. Employees hired or rehired shall serve a probationary period of three (3) months of actual working time for the District (breaks shall not be counted in this calculation). Probationary employees shall be entitled to paid leave and flex benefits.

2. MANAGEMENT RIGHTS

- A. Except to the extent that there is contained in this agreement an express and specific provision to the contrary, all of the authority, power, rights, jurisdiction and responsibility of the Board are retained and reserved exclusively to the Board including, but not limited to, the right to manage the affairs of the District and to maintain and improve the efficiency of its operations; to determine methods, means, process and personnel by which operations are to be conducted; to determine the size and direct the activities of the work force; to determine the schedule and hours of duty consistent with the statutes and the assignment of employees to work; to establish new job

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classifications and job duties and functions and to change, reassign, abolish, continue and divide existing job classifications for all jobs, to require from each employee the efficient utilization of his/her services; to hire, promote, assign and retain employees, to discipline, suspend, demote and discharge employees, to promulgate and support reasonable rules and regulations pertaining to the operations.

- B. The exercise of the management rights and responsibilities of the Board set forth hereby, except discharge, shall not be subject to the grievance procedures set forth in this agreement, except that where a management right is specifically required to be exercised in accordance with a specified procedure as provided in this agreement, grievance alleging a failure to comply with such procedure will be subject to Grievance Article 13 of this Agreement.

3. ASSOCIATION RIGHTS

- A. The Association shall have the right to use school facilities for meetings and school equipment, when such equipment and facilities are not otherwise in use. Notice for the use of buildings will be made to the Principal in advance and such use will not interfere with the working responsibilities of bargaining unit members. The Association shall pay for the cost of all materials and supplies incident to such uses and shall be responsible for the proper operation of all such equipment.
- B. The Association may post notices of its activities and matters of employee concern in employee work locations; except that such notices shall not be posted in areas in which students have access to such information. The Association shall also have the right to use the school mail to distribute Association materials.
- C. Association officers or their designees, during working hours and without loss of time or pay, may represent employees and investigate and present grievances to the employer.
- D. 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 normal school operations.
- E. The union president shall receive an email with names, positions, building assignments, and district email addresses for all new hires within two weeks' of hire. A local union representative may meet with newly hired employees without charge to pay or leave of the local union representative, so long as the meeting(s) does not interfere with any assigned duties. The union president shall receive an email with names, positions, building assignments, and district email addresses for employees that leave district service within two weeks of the loss.
- F. Upon written request, a member of the Board and the Superintendent (or their designee) agree to meet with up to six (6) representatives of this bargaining unit (i.e. two (2) from the high school (including Project Drive), one (1) from the middle school, and one (1) from each elementary school) twice a year at a mutually agreed upon time to discuss any changes or additions to Board Policy.

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4. NEGOTIATION PROCEDURE

The parties agree that negotiations for any successor to this Agreement shall be conducted pursuant to RSA 273:A and that either party may request to start the negotiations process at any time after May 1 of the year prior to the last year of the existing Agreement. The parties shall make every effort to secure funds necessary to implement said Agreements. If such funds are not forthcoming, the Board and the Association shall resume negotiations in accordance with the provisions of this Agreement.

5. PAYROLL DEDUCTION

- A. The Board agrees to deduct from the salaries of its employees covered under this Agreement dues for the Association, the National Education Association of New Hampshire, and the National Education Association, as said employees individually and voluntarily authorize the Board to deduct and to transmit the monies promptly to the Association.
- B. The President of the Association agrees to provide annually, by September 10, a list of those individuals who have authorized deductions and the amounts of these deductions.
- C. The Board will discontinue such deductions upon notice of withdrawal from any employee.
- D. The parties agree that once the dues have been deducted and paid over to the Association, all further responsibility on the part of the Board for said funds shall cease and the Association agrees that the Board and/or its officers shall have no further liability with regard to the same. The Association agrees to indemnify and defend the Board, Superintendent, District, or any SAU or District employee for any claims connected to or arising under this section of the Agreement.
- E. The Board agrees to deduct from the salaries of its employees covered under this Agreement other monies to be used for Credit Union, Insurance, and deferred retirement plans.

6. LEAVES AND BENEFITS

Except as specifically provided herein, all leaves and other benefits, including insurance, for employees shall be in accordance with policies as implemented and interpreted by the Superintendent and Board and as modified from time to time at their discretion.

7. BENEFIT PLANS

A. HEALTH INSURANCE

- 1. Any full-time employee of the Milford School District, who was hired before July 1, 2005 in a position covered by this Agreement, may elect coverage under the Yellow Plan (School Care consumer-driven health plan with or without the Choice Fund) for either single, two-person, or family coverage. Regardless of the plan chosen, the District's premium contribution towards the elected coverage will be equal to ninety-seven percent (97%) of the cost of premiums for the selected Yellow Plan for the first year of the Agreement beginning on July 1, 2024; ninety-six percent (96%) of the cost of premiums

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for the selected Yellow Plan for the second year of the Agreement beginning on July 1, 2025; and, ninety-five percent (95%) of the cost of premiums for the selected Yellow Plan for the third year of the Agreement beginning on July 1, 2026.

Any of these employees who waive this coverage will receive an annual payment, to be evenly distributed over the pay schedule then in place, equal to thirty percent (30%) of the amount that the District would otherwise contribute based upon the level of coverage for which the employee is eligible under the above plan. The employee must provide proof of alternative coverage from outside the District in order to receive any waiver payment. Acceptable forms for such proof are available through the business office. Acceptable proof must identify the names of individuals covered under the plan and the dates of coverage.

2. Any full-time employee of the Milford School District, who was hired on or after July 1, 2005 through June 30, 2012 in a position covered by this Agreement, may elect coverage under the Yellow Plan (School Care consumer-driven health plan with or without the Choice Fund) for either single, two-person, or family coverage. Regardless of the plan chosen, the District's premium contribution towards the elected coverage will be equal to ninety-one percent (91%) of the cost of premiums for the selected Yellow Plan for the first year of the Agreement beginning on July 1, 2024; ninety percent (90%) of the cost of premiums for the selected Yellow Plan for the second year of the Agreement beginning on July 1, 2025; and, eighty-nine percent (89%) of the cost of premiums for the selected Yellow Plan for the third year of the Agreement beginning on July 1, 2026.

Any of these employees who waive this coverage will receive an annual payment, to be evenly distributed over the pay schedule then in place, equal to twenty-five percent (25%) of the amount that the District would otherwise contribute based upon the level of coverage for which the employee is eligible under the above plan. The employee must provide proof of alternative coverage from another employer outside the District in order to receive any waiver payment. Acceptable forms for such proof are available through the business office. Acceptable proof must identify the names of individuals covered under the plan and the dates of coverage.

3. Any full-time employee of the Milford School District, who was hired on or after July 1, 2012 in a position covered by this Agreement, may elect coverage under the Yellow Plan (School Care consumer-driven health plan with or without the Choice Fund) for either single, two-person, or family coverage. Regardless of the option chosen, the District's premium contribution towards the elected coverage will be equal to eighty-five and one half percent (85.5%) of the cost of premiums for the selected Yellow Plan for the first year of the Agreement beginning on July 1, 2024; eighty-five percent (85%) of the cost of premiums for the selected Yellow Plan for the second year of the Agreement beginning on July 1, 2025; and, eighty-five percent (85%) of the cost of premiums for the selected Yellow Plan for the third year of the Agreement beginning on July 1, 2026.

Any of these employees who waive this coverage and are not covered by any health insurance plan provided by the District will receive an annual payment, to be evenly

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distributed over the pay schedule then in place, of one thousand five-hundred dollars (\$1,500). The employee must provide proof of alternative coverage from another employer outside the District in order to receive any waiver payment. Acceptable forms for such proof are available through the business office. Acceptable proof must identify the names of individuals covered under the plan and the dates of coverage.

4. Any full-time employee covered by this Agreement hired after the start of the school year who is not covered by any health insurance offered by the District, upon receipt of acceptable proof of alternative coverage, will receive a pro-rated amount of the buyout based on the number of months of employment with the District in the first year of employment.
5. If both husband and wife are employed in any full-time position in the District, one hundred percent (100%) of the total premium cost for health insurance will be paid for one employee's election only. The non-electing spouse will not be eligible for any buyout noted in numbers 4 or 5 above.
6. If an employee covered by this Agreement experiences a break in service from the District, the new date of hire back into a position covered by this Agreement will be used to determine the employee's benefits eligibility as outlined in this section.
7. The District may change health insurance carriers provided comparable coverage is offered and provided that the Board and the Executive Board of the Association agree to the change.

B. DENTAL INSURANCE

1. Any full-time employee of the Milford School District, in a position covered by this Agreement, may choose to elect the dental coverage offered by the District provided by Delta Dental (plan Option 3F). The plan will include \$1,500 contract year maximum per person. The District's premium contribution towards the elected coverage will be equal to 80% of the plan.
2. If both husband and wife are employed in any full-time position in the District, one hundred percent (100%) of the total premium cost for dental insurance will be paid for one employee's election only.
3. The District may change dental insurance carriers provided comparable coverage is offered and provided that the Board and the Executive Board of the Association agree to the change.

C. DURATION OF INSURANCE COVERAGE

During the term of this Agreement, the School District shall make payments of insurance premiums as outlined in Sections A and B above to assure insurance coverage for a twelve (12) month period commencing September 1 and ending August 31 of each school year for all employees covered by this Agreement who complete their contractual obligations for each such year.

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D. TERMINATION OF BENEFITS

An employee's benefits under this Article shall expire on the last day of the month in which he terminates his contractual obligation or is terminated during the school year. Employee will be responsible for the employee's share of the premium through termination of coverage.

E. LIFE INSURANCE

1. During the term of this Agreement, the School District will pay 100% of the premium cost of group term life insurance and Accidental Death & Dismemberment (AD&D) to an amount equal to the nearest \$1,000 of their annual salary for all full-time employees covered by this agreement.
2. During the term of this Agreement, the School District will make supplemental life insurance available to full-time employees covered by this Agreement. Supplemental life insurance will be available for purchase in increments of one times (1x) salary rounded to the nearest \$1,000, to a maximum of five times (5x) salary or \$500,000, whichever is less. A newly hired employee, or an employee electing to increase his/her supplemental life insurance amount during an open enrollment period, may elect one times (1X) salary in supplemental life insurance without evidence of insurability provided that the total supplemental life election does not exceed a \$200,000 guaranteed issue amount. Any supplemental insurance benefit in excess of \$200,000 or elections greater than one times (1X) salary may be subject to the evidence of insurability and underwriting processes. Employees will be responsible for 100% of the premiums.

F. LONG-TERM DISABILITY

During the term of this Agreement, the School District will pay 100% of the premium for a group Long-Term Disability plan for all full-time employees covered by this agreement.

G. FLEXIBLE BENEFITS

The School District will establish a Section 125 premium conversion account as well as medical/dental and dependent care employee reimbursement account for all eligible full-time employees covered by this agreement. The employee contribution limit for the medical/dental account is set at the statutory limit. The employee contribution limit for the dependent care account is set at the statutory limit.

8. PAID LEAVE

A. SICK LEAVE

Employees who have a personal or family illness or disability may use available accrued sick leave time. For purposes of this paragraph, the term "family" shall mean a mother, father, spouse,

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son or daughter of the employee. A doctor's certificate may be required upon an employee's return from an absence.

The hourly equivalent of one (1) day of work will be granted, up front, to each full-time employee and part-time employee eligible for sick time accrual at the start of their employment year. The hourly equivalent will be based on the daily hours assigned to each employee respectively. These hours shall be donated to the Sick Leave Bank.

Full-time employees will have ten (10) paid sick days available at the start of the school year, except that employees who work less than a full year will receive a pro-rated number of days whether they start working late in the school year or stop working before the end of the school year. Unused sick leave days will be carried over from year to year to a maximum of one hundred (100) accumulated days for full-time school year and year round employees.

Part-time employees who work less than six (6) hours per day, shall be eligible for ten (10) pro-rated sick days per year as of the start of the school year, except that employees who work less than a full year will receive a pro-rated number of days whether they start working late in the school year or stop working before the end of the school year. Unused sick leave days will be carried over from year to year to a maximum of forty (40) accumulated days for part-time employees.

Accrued sick time will be used in a minimum of $\frac{1}{2}$ workday increments. Employees who actually use less than a $\frac{1}{2}$ work day increment, and do not wish to be charged a full $\frac{1}{2}$ day of sick time, can either take the time off without pay or make arrangements with his/her supervisor to make up the missed time within the same pay week.

Employees are responsible for contacting their immediate supervisor as soon as practically possible, preferably before the start of their work day, whenever he/she cannot come to work due to an illness. Sick leave in excess of three (3) consecutive days should be reported by the employee's supervisor to the Superintendent or designee and requires a doctor's note in order to return to work.

Upon expiration of sick leave, the School Board may consider written requests for additional leave on an individual basis. Unused sick leave will not be paid at the time of termination unless the employee qualifies for "payout" as noted in Section C, Unused Sick Leave, Paragraph 2.

B. SICK LEAVE BANK

The Sick Leave Bank, "Sick Bank" was established to assist all full-time and part-time employees in the event of long-term illness. All employees eligible for sick leave accrual are members of the Sick Leave Bank.

The Sick Bank Committee:

The Bank will be administered by the Sick Bank Committee. The Committee is to be made up of the Director of Human Resources and four (4) members chosen at large by the staff from the unaffiliated,

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MESSA & MEPA groups. Each Sick Bank Committee member will serve a staggered two (2) year term.

Joining & Stocking of the Bank:

The Committee will oversee the stocking of the Bank.

Process for Application:

Applications are considered on a case-by-case basis. In order to be eligible to withdraw hours from the Bank, an employee must belong to the Sick Bank. There is no guarantee that requests will be approved.

All requests for sick bank hours will be handled with the strictest confidence. However, there may be cases where additional information is requested from the individual's immediate supervisor.

Applications for Sick Hours:

Application for withdrawal of sick hours from the Bank is to be submitted in writing to the Committee. Applications are available at the main office of each school building. The application should include:

- a) number of hours requested
- b) detailed information regarding the request
- c) medical documentation to support the application

The Sick Bank is not intended to supplement workers compensation benefits. Hours from the Sick Bank are to be used only after the individual has used all of his/her accumulative leave, where applicable.

The Committee retains the right to access and review attendance records and other information related to accrued leaves and flex benefits. The Committee will establish guidelines.

C. UNUSED SICK LEAVE

Full-time employees who start the fiscal year with the maximum number of sick leave days (one hundred (100)) and who have six (6) or more unused sick leave days during the fiscal year (July 1-June 30), shall be paid the sum of \$300.00 before July 30th of the following fiscal year.

An employee, upon termination, who has fifteen (15) consecutive years of service, shall be compensated for all unused accumulated sick days. For full-time employees hired prior to July 1, 2012, such compensation shall be equal to 40% of the employee's most recent per diem pay for each day of said employee's unused accumulated sick days to a maximum of one hundred (100) days for full-time

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employees and twenty (20) days for part-time employees, and paid to the employee within thirty (30) days of his last day of employment.

For an employee hired on or after to July 1, 2012, who has twenty (20) consecutive years of service, such compensation shall be equal to 30% of the employee's most recent per diem pay for each day of said employee's unused accumulated sick days to a maximum of one hundred (100) days for full-time employees and twenty (20) days for part-time employees, and paid to the employee within thirty (30) days of his last day of employment.

D. PERSONAL LEAVE

Full-time school year employees are eligible for personal leave.

Up to three (3) days of personal leave (non-accumulative) during a fiscal year may be granted with pay upon the recommendation of the Building Principal/Supervisor and the approval of the Superintendent of Schools. Personal leave is to be used for sound and pressing personal matters that cannot be accomplished outside the normal workday.

The amount of personal leave granted to new-hires will be prorated the first year of employment based on the employee's date of hire. Such requests shall be submitted, in writing, at least one (1) week in advance unless an emergency occurs where one (1) week's advance notice is impossible. In cases of an unplanned personal emergency, the employee is responsible for contacting his/her direct supervisor as soon as reasonably possible, preferably prior to the start of his/her workday.

Personal leave will be used in a minimum of $\frac{1}{2}$ workday increments. Employees who actually wish to use less than a $\frac{1}{2}$ workday increment, and do not wish to be charged a full $\frac{1}{2}$ day of personal time, can either take the time off without pay or make arrangements with his/her supervisor to make up the missed time within the same pay week.

Unused personal leave shall be paid to the employee who completes the fiscal year (July 1 to June 30) by July 30th of each year based on $\frac{1}{2}$ their hourly rate of pay as of June 30 of the year the personal days were accrued.

When, on occasion, an employee may need time off in excess of personal days allotted, the supervisor may allow an employee to take time off without pay.

Part-time employees may use one (1) of their available sick leave days as personal leave per fiscal year in accordance with all of the above requirements, except that there will be no payout of unused personal leave.

E. HOLIDAYS

Bargaining unit members are entitled to receive holiday pay based on normally scheduled work hours in a day for nine (9) holidays designated each school year by the Superintendent of Schools. Part-time
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employees will receive holiday pay for any designated holiday that falls within his/her normally scheduled workweek.

9. WORK YEAR

The work year shall consist of one hundred and ninety (190) days, including the student days as determined by the Board, the paid holidays as provided in Article 8, paragraph E, and three (3) workshop days.

Staff who obtain prior written approval from the Superintendent (or their designee) will also be paid for any additional days that they spend in approved professional development or workshops beyond the 190-day work year.

10. WAGES

- A. Effective the first full pay period after July 1, 2024, wage rates for new members of the bargaining unit (Step 1) will be increased to \$14.75 for regular education paraprofessionals and \$16.25 for special education paraprofessionals. Steps 2-13 of the regular education and special education wage scales will be adjusted to reflect a 2% increase per step as reflected in Appendix A. All top step paraprofessionals will receive a 4% increase in lieu of further step increases.
- B. Effective the first full pay period after July 1, 2025, wage rates of bargaining unit members will be increased by two percent (2%) as reflected in Appendix B.
- C. Effective the first full pay period after July 1, 2026, wage rates of bargaining unit members will be increased by two and one-half percent (2.5%) as reflected in Appendix C.
- D. All new employees to the District being hired for the 2024-2025 school year will be granted up to one (1) year of prior experience as a paraeducator for purposes of initial placement on the wage scale (Appendix A). For example, a paraeducator with five (5) years of prior experience will be placed on Step 2 instead of Step 1 when being hired by the District.
- E. All new employees to the District being hired for the 2025-2026 school year will be granted up to two (2) years of prior experience as a paraeducator for purposes of initial placement on the wage scale (Appendix B). For example, a paraeducator with five (5) years of prior experience will be placed on Step 3 instead of Step 1 when being hired by the District.
- F. All new employees to the District being hired for the 2026-2027 school year will be granted up to three (3) years of prior experience as a paraeducator for purposes of initial placement on the wage scale (Appendix C). For example, a paraeducator with five (5) years of prior experience will be placed on Step 4 instead of Step 1 when being hired by the District.
- G. Bargaining unit members will be paid an additional seven dollars and fifty cents (\$7.50) to substitute for a classroom teacher for a full teaching/academic period or one (1) hour when assigned to do so by the Principal or designee.

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H. SPED paraeducators working with the most involved students as determined by the Special Education Director will receive a seven hundred fifty dollar (\$750) annual stipend. This stipend will be pro-rated for the period of time during which the associate is assigned to work with the involved student. The Director's decision is not subject to the grievance procedure.

Paraeducators who are already eligible for (or who obtain or renew) their certification as a Paraeducator II (see Ed 504.06) during the term of this Agreement will receive an hourly differential of \$.75 beginning with their timesheets for the first payroll after they provide the Superintendent with sufficient evidence of such certification and so long as they maintain such certification. The Board will not be responsible for obtaining or renewing such certifications on behalf of employees.

11. LONGEVITY

A. The longevity schedule for those hired prior to July 1, 2013 is outlined as follows:

Year 5	\$0.50 per hour	
Year 6	\$0.65 per hour	Additional \$.15/hr over year 5
Year 7	\$0.80 per hour	Additional \$.15/hr over year 6
Year 8	\$0.95 per hour	Additional \$.15/hr over year 7
Year 9	\$1.10 per hour	Additional \$.15/hr over year 8
Year 10	\$1.25 per hour	Additional \$.15/hr over year 9

Thereafter an additional \$0.75 increase upon additional 5-year increments.

B. The longevity amount for those hired on or after July 1, 2013 will be \$.35 per hour, payable in 5-year increments starting after 10 years of service as follows:

Rate commencing on 1 st day of work in the next school year:	Longevity
After 10 years of service	\$.35/hr additional (base rate plus \$.35/hr)
After 15 years of service	\$.35/hr additional (base rate plus \$.70/hr)
After 20 years of service	\$.35/hr additional (base rate plus \$1.05/hr)
After 25 years of service	\$.35/hr additional (base rate plus \$1.40/hr)
After 30 years of service	\$.35/hr additional (base rate plus \$1.75/hr)
After 35 years of service	\$.35/hr additional (base rate plus \$2.10/hr)

12. TAX DEFERRED ANNUITY

The District agrees to contribute an amount equal to a bargaining unit member's contribution to a payroll-deducted tax sheltered deferred retirement plan, not to exceed five hundred dollars (\$500) per year.

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13. PROFESSIONAL DEVELOPMENT

The District agrees to provide up to seven thousand five hundred dollars (\$7,500) for professional development per fiscal year to be used for Course/Tuition Payment and Workshop/Seminar Payment.

If all funds allocated for Course/Tuition Payment and Workshop/Seminar Payment pursuant to this section are not expended during the fiscal year, they shall be carried over into the following year up to a maximum rollover amount of ten thousand dollars (\$10,000).

A. Course/Tuition Payment

Course/Tuition reimbursement is exclusively for job-related education, or for classes necessary to obtain a post-secondary or advanced degree (i.e., associate, bachelor or master's degree) or for Para Educator or teacher certification.

Course work must be related to the employee's current position or a career path within the District. Employees are required to submit proof of earning a grade of "B" or better (or Pass in a Pass/Fail course) to be eligible for payment benefits pursuant to this subsection. Prior course approval must be obtained from the Building Principal and Superintendent of Schools. Employees should obtain a Request for Course Approval/Reimbursement form from their Principal's Office **prior to the start of the course**. Preference will be given to employees requesting payment for teacher preparation courses.

Employees who access the Course/Tuition Payment benefits will be required to remain in service in the District for a minimum of one (1) year. If an employee does not return to service for the required one (1) year period, or does not submit proof of earning a grade of "B" or better (or Pass in a Pass/Fail course), then the employee agrees to reimburse the cost of the previous one (1) year's tuition.

Payment for each graded course shall be made by the District either directly to the educational institution as pre-payment for courses to be taken, or directly to the employee as tuition reimbursement for completed courses at the employee's election. If the employee elects direct pre-payment of tuition by the District, an itemized invoice of tuition from the educational institution must be provided to the District **prior to the start of the course**. In addition, the employee must sign a pre-payment reimbursement contract **prior to the start of the course** obligating the employee to remain employed by the District for at least one year after completion of the course, or reimburse the District for all funds pre-paid. If the employee elects reimbursement of tuition, an itemized receipt indicating the employee has paid for the course must be submitted to the District within sixty (60) days following satisfactory completion of the course. In no event will pre-payment or reimbursement be available for amounts pre-paid or reimbursed by other forms of compensation, such as grants, scholarships, etc.

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B. Workshop/Seminar Payment

Workshop/Seminar Payment is exclusively for employees' participation in any workshop, seminar, or similar education program which has been approved by the Building Principal and Superintendent of Schools and is directly related to the employee's job within the Milford School District, or is used to maintain a teacher or Paraeducator certification.

The District will pre-pay or reimburse employees for attending and completing workshops and seminars, subject to the recommendation of the Building Principal and prior approval of the Superintendent of Schools and availability of funds. Preference will be given to employees requesting payment for teacher preparation workshops or seminars.

Payment for each workshop or seminar shall be made by the District either directly to the educational institution as pre-payment for workshops or seminars to be taken, or directly to the employee as reimbursement for completed workshops or seminars at the employee's election. If the employee elects direct pre-payment by the District, an itemized invoice from the educational institution must be provided to the District **prior to the start of the workshop or seminar**. If the employee elects reimbursement, an itemized receipt indicating the employee has paid for the workshop or seminar must be submitted to the District within sixty (60) days following satisfactory completion of the workshop or seminar. In no event will pre-payment or reimbursement be available for amounts pre-paid or reimbursed by other forms of compensation, such as grants, scholarships, etc.

The Union President will be provided a cost accounting of Professional Development expenses and remaining funds in January and June of each year.

14. GRIEVANCE PROCEDURE

Definition:

A "grievance" shall mean a complaint by a non-probationary employee that there has been to the grievant(s) a violation, misinterpretation or inequitable application of any of the provisions of this Agreement governing said employees, except a grievance shall not be:

Any matter for which a specific method of review is prescribed and expressly set forth by law or any rule or regulation of the State Commissioner of Education.

A grievance to be considered under this procedure must be initiated in writing on the form as contained in Appendix A by the employee within thirty (30) calendar days of its occurrence, or within thirty (30) calendar days of when the employee should have known of its occurrence.

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Procedure:

Step 1 – Any member of the bargaining unit who has a grievance shall discuss it first with his Principal in an attempt to resolve the matter informally at that level. The Principal shall communicate his decision to the grievant within ten (10) school days in writing.

Step 2 – The grievant may appeal the decision of the Principal to the Superintendent within five (5) school days after receipt of the decision at Step 1. The appeal to the Superintendent must be made in writing specifying: (a) the nature of the grievance; (b) the nature and extent of the injury or loss; (c) the results of previous discussions of the grievance; (d) his dissatisfaction with decisions previously rendered.

The Superintendent shall attempt to resolve the matter as quickly as possible, but within a period not to exceed ten (10) school days from the receipt of the appeal. The Superintendent shall communicate his decision in writing to the grievant, to the Association, and to the Principal involved at the previous step of the grievance procedure.

Step 3 – If the Superintendent's decision does not resolve the grievance to the Grievant's satisfaction, the Grievant may request a review by the Board. Such request must be made within five (5) school days after receipt of the Superintendent's decision and shall be submitted, in writing, through the Superintendent, who shall attach all related papers and forward the request to the Board. The Board shall schedule and conduct a hearing within thirty (30) calendar days after the grievance is referred to them. The scope of the Board's authority shall be limited to interpretation and application of the terms of this agreement. The Board does not have any power to add or subtract from, alter, or modify any of the said provisions of this Agreement. The Board shall render its decision within fifteen (15) calendar days of the hearing.

Step 4 – If the matter is referred to arbitration by the Association, the parties shall first attempt to agree on a mutually acceptable arbitrator. If they are unable to so within ten (10) work days of the Association's request for arbitration, then either party shall apply to the Public Employee Labor Relations Board (PELRB) to name an arbitrator under the rules and procedures of the PELRB. The arbitrator shall use his/her best efforts to arbitrate the grievance, including matters of procedural and substantive arbitrability, but he/she shall have no power to add to or subtract from, alter, or modify any of the provisions of this Agreement. The arbitrator shall thereafter submit a written decision to both parties. The arbitrator's decision shall be an advisory recommendation to the parties. The parties agree to share equally in the compensation and expenses of the arbitrator.

General:

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

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Failure at any step of this procedure to communicate the decision on a grievance within the specified time limits shall permit the grievant to proceed to the next step. Failure at any step of this procedure to appeal a grievance to the next step within the specified time limits shall be deemed to be a waiver of further appeal of the decision.

15. EVALUATIONS AND DISCIPLINE

- A. Each employee shall be provided a written copy of the performance standards used to evaluate them along with their personal contract. An employee shall be provided a written copy of his/her evaluation prior to said evaluation being placed in the employee's personnel file. The employee may request a conference to meet with the supervisor to discuss the evaluation. The employee's signature on the report shall only indicate that the report has been read by the employee and in no way indicates agreement with its contents. The employee may write any comments or rebuttal to his/her evaluation report, which shall be attached to the report and placed in the employee's personnel file.
- B. The District will provide written notification with reasons to an employee of any disciplinary action. The reasons for discharge will not be arbitrary and capricious. The employee will have an opportunity to respond to the allegations on which discharge is based before an investigation is concluded.
- C. No derogatory material will be placed in his/her personnel file until the member is notified. An Association member may submit a written notation regarding any material in their file, including complaints, and the same shall be attached to the file copy of the material in question. When an Association member is requested to sign material placed in their file, such signature shall be understood to indicate his/her awareness of the material, but shall not be interpreted to mean agreement with the content of the material.
- D. Any complaints against an Association member or person for whom the Association member is administratively responsible by any parent, student or other person will be promptly called to the attention of the Association member. Complaints shall not be incorporated into the Association member's evaluation or personnel file unless the Association member has been informed of the complaint.

16. REDUCTION IN FORCE

Layoff shall be defined as a reduction in the work force occasioned by any reason other than the voluntary termination or discharge of employees.

The Board determines, in accordance with RSA 273-A:1 XI, when and to what extent a layoff is necessary. Affected employees will be provided with at least a three (3) week notice of such actions. The Board will make every reasonable effort to reduce the impact of a reduction in force on the current staff by absorbing as many positions as possible through attrition (retirement, resignations and leaves). The parties agree that probationary staff will be terminated first by classification by grade level.

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Laid off employees are eligible to continue participation in the District's health insurance program at their own expense, and to the extent provided under the law (COBRA).

17. VACANCY NOTICE

- A. A vacancy shall be defined as a newly created position or a present position that is not filled.
- B. All vacancies which the Board intends to fill shall be posted in a conspicuous place in each building of the District for a period of six (6) days. Current employees may apply in writing in the manner outlined in the posted vacancy notice within the six (6) day posting period. The Superintendent/designee shall notify the Association President of all vacancies by electronic media.

18. MANDATORY TRAINING

Employees require by the District to attend approved training that extends beyond the employee's scheduled work day will be compensated for that time at their hourly rate.

19. STUDENT SERVICE TRACKING FORMS

Employees will be provided thirty (30) minutes each week to complete student service tracking forms as required by the District, and as directed by the employee's supervisor. The allotted thirty (30) minutes will be scheduled in increments of fifteen (15) minutes twice per week. It is the employee's obligation to report to their supervisor if student service tracking forms cannot be completed timely.

20. MISCELLANEOUS

Employees shall not be required to work under conditions that have been determined by the Fire Marshall, health officials, the NH Department of Education or the NH Department of Labor to be unsafe or hazardous. Employees shall not perform tasks which are not listed in their job description if they clearly endanger their health, safety, or wellbeing. The employees do agree that in cases of emergency the health, safety, or wellbeing of the students is their prime responsibility and regardless of the above sentence, they must act accordingly.

21. DURATION AND RENEWAL

This Agreement shall become effective as of July 1, 2024 and shall expire at midnight on June 30, 2027. No cost item in this Agreement shall be retroactive unless it has been specifically provided in this Agreement and approved specifically as retroactive cost items by the Board and the District Meeting.

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IN WITNESS WHEREOF, the parties have caused this Agreement to be signed by their respective representatives.

**MILFORD EDUCATION
SUPPORT STAFF ASSOCIATION**

MILFORD SCHOOL BOARD

BY: Brenda Walker
Brenda Walker

BY: Judith A. Zaino
Judith Zaino, Chairperson

DATE: 3/20/2024

DATE: 3/18/24

3/18/24

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Appendix A

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13
Regular Ed.	\$14.75	\$15.05	\$15.35	\$15.65	\$15.97	\$16.29	\$16.61	\$19.94	\$17.28	\$17.63	\$17.98	\$18.34	\$18.71
Special Ed.	\$16.25	\$16.58	\$16.91	\$17.24	\$17.59	\$17.94	\$18.30	\$18.67	\$19.04	\$19.42	\$19.81	\$20.20	\$20.61

Appendix B

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13
Regular Ed.	\$15.05	\$15.35	\$15.66	\$15.97	\$16.29	\$16.62	\$16.95	\$17.29	\$17.63	\$17.99	\$18.35	\$18.71	\$19.09
Special Ed.	\$16.58	\$16.91	\$17.25	\$17.59	\$17.95	\$18.31	\$18.67	\$19.05	\$19.43	\$19.81	\$20.21	\$20.62	\$21.03

Appendix C

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13
Regular Ed.	\$15.35	\$15.66	\$15.97	\$16.29	\$16.62	\$16.95	\$17.29	\$17.63	\$17.98	\$18.34	\$18.71	\$19.09	\$19.47
Special Ed.	\$16.91	\$17.25	\$17.59	\$17.95	\$18.30	\$18.67	\$19.04	\$19.42	\$19.81	\$20.21	\$20.61	\$21.03	\$21.45

3/18/24

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