

**PELHAM SCHOOL BOARD
AND
PELHAM EDUCATIONAL SUPPORT PERSONNEL ASSOCIATION
Tentative Agreement
January 8, 2014**

Article 1 – Recognition

The parties agree to file a joint unit modification petition with the PELRB to include the following positions in the certified unit: Nurse Aide, Speech and Language Aide, and Tutor. The following positions will be removed: Nurse Assistant and Instructional Assistant/Nurse. The Library Assistant will be changed to “Library Media Assistant”.

The PELRB Unit Certification shall read:

UNIT: Instructional Assistant, Tutor, Title I Tutor, ESOL Tutor, Library Media Assistant, Nurse Aide, and Speech and Language Aide.

EXCLUDED: Supervisors, Administrators and Principals

Article 7 – Letter of Agreement

7.1 The District shall provide by June 1 of each year, for continuing employees only, a notice of intent to reemploy, including the expected position, expected rate of pay, expected hours per day, expected days per year, **expected work location**, and the expected certification, licensing, degree and other qualifications required for the position. **Job descriptions will be available.** Such notice will specify that the School District.....(no change to rest of paragraph).

7.2 Upon receiving a notice of intent to reemploy, the employee must advise the Superintendent ~~by~~ within thirty (30) days after receipt of notice of intent to re-employ as per Section 7.1 of his/her intent to return. If an employee fails to do so, he/she will be deemed to have resigned voluntarily.

Article 8 – Wages

Increase the wage schedule by:

2014-15 1.00%
2015-16 1.25%
2016-17 1.50%

**Amend salary schedule to eliminate “Instructional Assistant/Nurse” column
add “Nurse Aide” and “Speech and Language Aide” to first column
change heading of third column to “Tutors, including ESOL, Math and Literacy”**

8.1.4 Instructional Assistants who are certified para-educators by the N.H. Department of Education shall be paid twenty (\$.20) per hour, in addition to their regular rate of pay referenced above. Effective July 1, 2014, the following employees are “red circled” at twenty (.20¢) cents per hour for certification incentive pay so long as they remain certified for their position with the District:

Srilakshmi Sankar
~~Angela Cooper~~
~~Megan Crocker~~
Mary Morash
Susan Siena
~~Ieva Grauslys~~
Daniel Kilgor
Lenore Crocker
Hahn Doan
~~Lauren Hall~~
Jennifer Johnston
Rebecca Campbell
Kathleen Perich
Sarah Arrington
Brianna D’Avanzo
Jessica Field
Lee Ann Merrill
Amy Van Loon

8.1.5 Employees who have received Discreet Trial Training and/or CPI or other similar training approved by the District and are assigned to a student whose IEP requires the use of such training, will be paid an annual stipend of \$300, to be paid in two (2) equal installments, on or before December 1 and June 1.

8.2.1 ~~The District will abide by NH RSA 275:43-H. Pay periods will be bi-weekly, and will be disbursed in either 21 equal school year installments or 26 equal calendar year installments, whichever is elected by the employee. Employees shall submit bi-weekly time sheets.~~

District withdraws. Leave current contract language with sidebar.

Article 9 – Insurance

9.1.1 The District shall offer all employees the following health insurance options: ~~Blue Cross/Blue Shield Comp 100 – RX 10/20/45~~, Blue Choice-POS ~~\$20\$5~~ - RX 10/20/45, Matthew Thornton HMO ~~\$20\$5~~-RX 10/20/45, **MTB15/40 IPDED-Rx10/20/45** or equivalent plans.

- 9.1.2 For an employee who works 30 or more hours per week, the District shall pay a dollar amount equal to ~~50~~ **55** percent of the premium for the ~~Comp-100~~, for **Blue Choice POS** single coverage, toward the premium for whichever plan(~~Comp-100~~, Blue Choice POS or HMO) and coverage (single, 2-person or family) the employee selects. **If the employee elects the MTB 15/40 IPDED plan, the district will pay 60% of the single premium for that plan and whatever coverage (single, 2-person or family) the employee selects.** All other employees may participate in said insurance plans at their own expense.

Article 10 - Leaves

- 10.1.4 **Personal leave may be taken for personal business and emergencies which cannot be conducted outside school hours. The employee shall provide 48 hours advance notice to the school principal of his/her need to take personal leave, except in cases of emergencies. ~~Personal leave may not be used for recreation.~~ Personal leave may not be taken on days immediately before or after holidays or school vacations for the purpose of extending the holidays or vacations.**

10.1.7 Catastrophic Illness Bank

1. Employees who have completed three or more years of service to the School District shall be eligible to participate in the Catastrophic Illness Bank (CIB). Each eligible employee who elects to participate in the CIB shall donate one sick day from their accrued sick leave days ~~credited~~ each year until the CIB accumulates a minimum of ~~100~~ 50 days pay. At the start of each school year if the fund is below a total of 50 days, then every employee who has elected to participate in the CIB shall donate an additional one sick leave day. The balance of the CIB at the close of the school year will carry over into the next year.

Employees may withdraw from participation in the CIB based on written notice; the donated days will not be refunded.

2. An employee who has elected to participate in the CIB may request benefits from the CIB if (1) the employee has exhausted all his/her accrued sick leave; (2) the employee is not eligible to receive long-term disability insurance payments; (3) the employee presents physicians' statements and/or such other satisfactory medical evidence of disability or illness as the Catastrophic Bank Committee may require to demonstrate

catastrophic illness; and (4) the CIB Committee approves the request. No employee may receive more than thirty (30) days of their assigned work hours from the CIB in any school year. In any one school year, no more than a total of fifty (50) days or the balance of the fund, whichever is less, may be awarded to all participating members. This benefit is only available for an employee's own catastrophic illness.

3. The CIB Committee shall administer the CIB. The Committee shall consist of two (2) members appointed by the Association and two (2) members appointed by the School Board. The Committee shall determine which applicants are qualified to use the CIB, how many days each applicant may use, and what information applicants must provide to the Committee. Decisions of the CIB Committee shall be final, and shall not be subject to the grievance procedure.

- 10.6 (New) Professional Day – One (1) professional day per school year for attendance at conferences, professional meetings or workshops outside of the school district may be granted, subject to the prior approval of both the building principal and superintendent, and provided that such conference, meeting or workshop is relevant to the work performed by the employee.

Employees shall request such leave, in writing, at least two (2) weeks in advance of the conference, meeting or workshop. All professional day requests shall be made to and approved by the building principal and superintendent, or his/her designee.

Article 11 – Professional Development

- 11.1.4 Subject to Section 11.2, the District will provide course tuition reimbursement of up to 75 percent of the tuition for two courses (**@ UNH rates and up to 8 credits total**) per employee per school year.

- 11.2 In no event shall the District expend more than **\$12,000** per year for the sum of course tuition plus workshop tuition.

Article 16 – Duration

- 16.1 This Agreement shall be in full force and effect from July 1, 2014 through June 30, 2017.

Memorandum of Agreement – Health Insurance

For the following employees, the School District shall pay ~~83% 70 percent~~ of the premium for ~~Comp 100 coverage~~ **Blue Choice POS** (single, 2-person) under Article 9. In the interest of employee cost savings, employees shall have the option of selecting either the ~~Blue Choice POS~~ or HMO plan and the District shall pay a dollar amount equal to ~~seventy percent (70%) of the Comp 100~~ **83% of the Blue Choice POS** premium, **up to 100% of** ~~towards~~ the premium **for the HMO** of the plan chosen by the employee.

1. Marie Cibulski
- ~~2. Judith Gadoury~~
3. Brenda Hobbs

Side Bar Agreement

Before March 31, 2014, the parties agree to meet to discuss Article 8.2.1 of this contract.

Signatures:

Pelham School Board

PESPA