

Agreement

Between

The Epping School Board

and the

Epping Paraprofessional Association  
NEA-NH and NEA

July 1, 2024 - June 30, 2027

## TABLE OF CONTENTS

	<b>PREAMBLE</b>	<b>4</b>
<b>ARTICLE 1</b>	<b>RECOGNITION</b>	<b>4</b>
<b>ARTICLE 2</b>	<b>NEGOTIATIONS PROCEDURE</b>	<b>5</b>
<b>ARTICLE 3</b>	<b>JURISDICTION AND AUTHORITY OF SCHOOL BOARD</b>	<b>5</b>
<b>ARTICLE 4</b>	<b>GRIEVANCE PROCEDURE</b>	<b>6</b>
<b>ARTICLE 5</b>	<b>VACANCIES</b>	<b>8</b>
<b>ARTICLE 6</b>	<b>ASSOCIATION RIGHTS AND BOARD RESPONSIBILITIES</b>	<b>9</b>
<b>ARTICLE 7</b>	<b>INSURANCE</b>	<b>10</b>
<b>ARTICLE 8</b>	<b>LEAVES</b>	<b>12</b>
	<b>8.1 Sick Leave</b>	<b>12</b>
	<b>8.2 Sick Leave Bank</b>	<b>13</b>
	<b>8.3 Personal Leave</b>	<b>15</b>
	<b>8.4 Bereavement Leave</b>	<b>15</b>
	<b>8.5 Educational Leave</b>	<b>15</b>
	<b>8.6 Parental Leave</b>	<b>16</b>
	<b>8.7 Jury Duty Leave</b>	<b>17</b>
	<b>8.8 Other Leaves</b>	<b>17</b>
	<b>8.9 Part-Time Employee Leave Proration</b>	<b>17</b>
	<b>8.10 Association Leave</b>	<b>18</b>
<b>ARTICLE 9</b>	<b>HOLIDAYS</b>	<b>18</b>
<b>ARTICLE 10</b>	<b>DUES DEDUCTION</b>	<b>19</b>
<b>ARTICLE 11</b>	<b>EDUCATIONAL DEVELOPMENT</b>	<b>19</b>
<b>ARTICLE 12</b>	<b>PROBATIONARY PERIOD</b>	<b>20</b>
<b>ARTICLE 13</b>	<b>EMPLOYEE RIGHTS AND PROTECTION</b>	<b>21</b>
<b>ARTICLE 14</b>	<b>WORKDAY, WEEK AND YEAR</b>	<b>22</b>
	<b>14.9 Remote Learning</b>	<b>22</b>
	<b>14.10 Substituting</b>	<b>22</b>
<b>ARTICLE 15</b>	<b>EVALUATION</b>	<b>23</b>

<b>ARTICLE 16</b>	<b>WAGES</b>	<b>25</b>
	<b>16.5 Delayed Opening/Early Closure</b>	<b>26</b>
	<b>16.6 School Closure</b>	<b>26</b>
	<b>16.7 Placement on Wage Scale</b>	<b>262</b>
	<b>16.8 Registered Behavioral Technician (RBT)</b>	<b>6</b>
	<b>16.9 Field Trips</b>	<b>27</b>
	<b>16.10 Service Award</b>	<b>27</b>
	<b>16.11 Severance Stipend</b>	<b>27</b>
<b>ARTICLE 17</b>	<b>SAVINGS CLAUSE</b>	<b>28</b>
<b>ARTICLE 18</b>	<b>REDUCTION IN FORCE (RIF)</b>	<b>28</b>
<b>ARTICLE 97</b>	<b>DURATION</b>	<b>30</b>
<b>APPENDIX A</b>	<b>WAGE SCHEDULE</b>	<b>31</b>
<b>APPENDIX B</b>	<b>GRIEVANCE RECORD</b>	<b>33</b>
<b>APPENDIX C</b>	<b>DUES DEDUCTION AUTHORIZATION</b>	<b>34</b>
<b>APPENDIX D</b>	<b>PARAPROFESSIONAL EMPLOYMENT CONTRACT</b>	<b>35</b>
<b>APPENDIX E</b>	<b>PARAPROFESSIONAL OFFER TO EMPLOY LETTER</b>	<b>36</b>
<b>APPENDIX F</b>	<b>SICK LEAVE BANK REQUEST FORM</b>	<b>37</b>

## **PREAMBLE**

The Epping School Board of the Epping School District, hereinafter referred to as the "Board," and the Epping Paraprofessional Association, NEA-NH and NEA, hereinafter referred to as the "Association," agree as follows.

## **ARTICLE I** **RECOGNITION**

- 1.1 The Board recognizes the Association as the exclusive representative of all paraprofessionals, including positions such as aides, media assistants, educational assistants, monitors, tutors, behavior coaches, and nursing assistants. This recognition is for the purpose of negotiating with the Board with respect to terms and conditions of employment as defined in the Public Employees Labor Relations Act, R.S.A. 273-A.
- 1.2 Definitions:
- a. "Employee" is any person included in the bargaining unit.
  - b. "Full-time" employees are those with a normal work week consisting of thirty-two and one half (32.5) hours or more.
  - c. "Part-time" employees are those with a normal workweek that consists of less than thirty-two and one-half (32.5) hours.
  - d. "Probationary period" is defined as the first sixty (60) calendar days of employment for a new employee or an employee who has been rehired following a break in service. The sixty (60) calendar days does not include the summer vacation period. For employees that have not completed the probationary period within the first school year of continuous employment, the balance of the probationary period will be completed the following school year.
  - e. "Week" is defined as being Monday through Friday.
  - f. "Day" is the normal workday as specified for each position.
  - g. "Year" is the normal work year as specified for each position.
  - h. "Temporary Employee" means an employee whose position the Board has created for meeting a short term need, ninety (90) days of actual work or less, or a substitute called in to perform the work of an employee who is absent for ten (10) days of actual work or less. Temporary employees are not eligible for benefits.
  - i. "School" means any work location.
  - j. Seniority is defined as continuous service to the school district from the initial date of hire without a break in service.
  - k. "Break in service" is defined as any employee that has left employment in Epping

for longer than a full school year. Those experiencing a break in service shall lose seniority and all accrued benefits. Approved medical absences, RIF, military leave and parental leave are not considered a “break in service.”

- I. Whenever the singular is used in this agreement, it is to include the plural unless the context indicates otherwise.

1.3 Board communication/Consultation with Employees:

- a. During the term of this agreement, the board agrees not to negotiate with any paras’ group or association, other than the designated unit, in regard to any matter subject to negotiation under the negotiation procedure of this agreement.
- b. This shall not prevent the Board from communication and or consulting with any para or group of teachers for any purpose the Board shall deem desirable in the discharge of its responsibilities, nor shall it preclude any para from appearing before the Board on their own behalf on matters related to their employment by the Board.
- c. The parties agree that b above shall not be construed as intent by the Board to directly deal with any member of this bargaining unit regarding any contractual matter and or mandatory subject of bargaining.

**ARTICLE 2**  
**NEGOTIATIONS PROCEDURE**

- 2.1 The Board and the Association agree to enter negotiations over an agreement in good faith in accordance with NH RSA 273-A.
- 2.2 The parties agree to meet on or before September 1 of the year prior to the expiration of the Agreement for the purpose of initiating negotiations for a successor agreement.

**ARTICLE 3**  
**JURISDICTION AND AUTHORITY OF SCHOOL BOARD**

- 3.1 The Board, subject only to the language of this Agreement, reserves to itself full jurisdiction and authority over matters of policy and retains the right in accordance with applicable laws and regulations to direct and manage all activities of the School District. However, such policies and rules shall be in accordance with this Agreement, where applicable.

- 3.2 The parties agree that neither the Board nor the Superintendent may lawfully delegate powers, discretion or authorities which, by law, are vested in them, and this Agreement shall not be construed so as to limit or impair their respective statutory powers, discretion or authorities.

## **ARTICLE 4**

### **GRIEVANCE PROCEDURE**

- 4.1 A grievance shall mean a complaint by one or more employee(s) hereafter the grievant (s) and/or the Association, that there has been a violation, misapplication, and/or misinterpretation of the provisions of this agreement.
- 4.2 The terms “day” when used in this Article shall mean workdays, except after the close of the school year when they shall be Monday through Friday, excluding holidays.
- 4.3 Step 1: Any employee(s) who has a grievance shall first discuss it with her/his immediate (administrative) supervisor in an attempt to resolve the matter informally at that level. The immediate supervisor shall communicate a decision to the employee within ten (10) days.
- 4.4 A grievance to be considered under this procedure must be initiated in writing by the grievant (s) within fifteen (15) days of its occurrence, or from the time the grievant (s) should have known of its occurrence. Initiating the Step 1 level in writing can be done by the employee via email and does not require the written filing of the grievance at this stage.
- 4.5 Step 2: If as a result of the discussion with their immediate administrative supervisor the matter is not resolved to the satisfaction of the grievant (s), and the grievant wishes to take the matter to Step 2 of the process, the grievant or the Association shall be required to set forth the grievance in writing and submit it to the principal within ten (10) days of the receipt of the decision of the immediate supervisor. The grievance shall be on the Grievance Form (Appendix B of this Agreement) and shall specify:
- a. The name of the grievant(s)
  - b. The provision(s) of the Agreement alleged to have been violated,
  - c. The date of the alleged violation(s)
  - d. The nature of the alleged violation(s),
  - e. The remedies sought.
- 4.6 Upon receiving the written grievance form, the principal shall schedule a meeting

with the Association representative and the grievant within five (5) days, to hear the grievance. The Principal shall have ten (10) days from the meeting date with the Association and grievant to issue a written decision on the grievance. A copy of the written decision shall be provided to the grievant and Association representative.

- 4.7 Step 3: If the employee(s) is not satisfied with the decision rendered by the principal, the Association or the grievant (s) may appeal to the Superintendent. The appeal shall be made in writing within ten (10) days after receipt of the principal's decision.
- 4.8 Step 4: Upon receiving the grievance, the Superintendent or their designee shall meet with the Association and grievant within five (5) days of receiving the grievance to hear the grievance and render their decision in writing within ten (10) days after the meeting with the Association and grievant at this level. A copy of the Superintendent's decision shall be provided to the grievant and the Association representative.
- 4.9 Step 5: If the decision of the Superintendent does not resolve the grievance, the employee may request that the Association take the grievance to the school Board.

The grievant, no later than ten (10) working days after receipt of the Superintendent's decision, may appeal the Superintendent's decision to the School Board. The appeal will be in writing citing the matter submitted to the Superintendent following section 4.6 requirements cited above. Upon receipt of the grievance, the School Board shall meet with the grievant, in an attempt to resolve the matter as quickly as possible, but within a period not to exceed twenty (20) working days. The School Board shall communicate its decision in writing to the grievant, the Association representative and the Superintendent within ten (10) working days after the meeting with the grievant is conducted.

Step 6: The Association shall have the sole right to appeal the grievance to arbitration. If the Association determines that the grievance will be taken to arbitration, the Association shall notify the Superintendent, in writing, of its appeal within ten (10) days of the employee's receipt of the School Board's decision. The following procedure shall be used:

- a. The parties will attempt to agree upon a mutually satisfactory third party to serve as arbitrator. If no agreement is reached within five (5) days following the date that the Superintendent receives the Association's appeal notice, the Association shall request assistance from the Labor Relations Connection for the purpose of selecting an arbitrator. The rules of the American Arbitration Association shall be

used for the purpose of conducting arbitration proceedings.

b. Neither the Board nor the Association will be permitted to assert any ground or evidence before the arbitrator, which was not previously disclosed to the other party. The decision of the arbitrator shall be final and binding.

c. All fees and costs payable to the Labor Relations Connection and/or the arbitrator shall be shared equally by the two parties.

4.10 Failure at any level of this procedure to communicate the decision of a grievance within the specified time limits shall permit the employee to proceed to the next level. Failure at any level of this procedure to appeal a grievance shall constitute a withdrawal of the grievance. The parties may mutually agree to extend a time limit at any level of the grievance process, but such agreement shall be memorialized in writing (can be via email) and a copy of such written agreement shall be maintained by both parties.

4.11 The Board and its administration shall file separately all documents, communications, and records concerning a grievance. At no time shall the Board include such matters in the personnel file.

4.12 The Board and the Association shall assure that all persons involved in the processing of a grievance shall not be restrained, coerced, or otherwise interfered within the exercising of their rights under the grievance procedure.

4.13 The employee or Association shall directly submit a grievance to the administrator whose action is a cause for the grievance. Matters resulting from Board action shall be filed at the Superintendent's Step (4.6). Then the processing of the grievance shall proceed through the defined procedure.

4.14 An Association representative and the grievant may be released from duties, without consequence and loss of pay, to attend a grievance meeting or hearing pursuant to the grievance procedure. The grievance meeting or hearing is defined as a meeting or hearing mutually agreed to by the school administration and Association representative.

## **ARTICLE 5** **VACANCIES**

5.1 A vacancy shall exist when a member of the bargaining unit leaves their position, or the employer creates a new position covered by this agreement.



- 5.2 Posting of vacancies shall be in a designated location in the SAU office and in the main office of each school.
- 5.3 The school district shall notify the Association president, in writing, of all vacancies occurring in the district simultaneously to posting.
- 5.4 Internal candidates shall be granted an interview.
- 5.5 Qualified internal candidates shall be given preference for vacant positions over external candidates.

**ARTICLE 6**  
**ASSOCIATION RIGHTS AND BOARD RESPONSIBILITIES**

- 6.1 The Board agrees to permit the use of school facilities for Association meetings without charge, providing the request for use of the facilities is made in accordance with Board policy. Also, such use would not interfere with the operation of school programs or service, or rental obligations made to other organizations. Further, the Association may use the mailboxes of its members and the inter-school mail carrier and e-mail to transmit Association information to members of the bargaining unit.

The Association President shall have one mailbox labeled EPA in each of the schools, subject to availability. The Association shall be allowed to maintain an Association bulletin board in each school. The bulletin board location and placement is subject to principal's approval. The bulletin board shall also meet the criteria of the School District and the cost for such bulletin board(s) shall be paid by the Association. The Association may use school equipment subject to availability. The Association is to request such use from school administration. The Association shall be responsible for any repair or replacement due to negligence or abuse while in their use. Use of equipment is subject to reasonable use on an occasional basis. Copying shall be limited to Association business and shall be also on an occasional and limited basis. Copying of information for all Association members shall be approved by the Superintendent's Office.

- 6.2 Once signed by both parties, the Master Agreement between the Epping School Board and the Epping Paraprofessional Association shall be reproduced by the District and an electronic copy presented to all bargaining unit members now employed or hereafter employed by the Epping School District. Also, the Board shall

provide the Association with six (6) paper copies with signatures.

6.3 The Association president shall be notified of all new hires at the time of hiring as well as regular staff updates in writing as follows:

1. The district shall provide the President of the Association the following information electronically in EXCEL format for each bargaining unit member bi-annually: (on or before October 15<sup>th</sup> and again on January 15<sup>th</sup> of each year).

Employee name, date of hire, position, work location, classification, wage schedule step, wage rate, Full or part time status, number of annually paid hours, days per year, home mailing address (including street, city/town, state and zip code), stipends, and work email address.

2. Furthermore, the parties agree that during negotiation years that the information provided shall include information pertaining to individual bargaining unit employees elected insurance plans (e.g., single, 2p, family) the total cost of each plan and the total amount each employee is responsible for monthly and annually for the elected plan.
3. The Association agrees that the School District will be harmless for providing the information outlines above.
4. The Association shall provide a list of officers to the district no later than October 1<sup>st</sup>.

A copy of a bargaining unit members' individual employment contract and/or specific criteria for placement on step at hire shall be provided to the Association President upon request.

## **ARTICLE 7** **INSURANCE**

### **7.1 Health Insurance**

- a. The Board will pay in 2024-2025 ninety (90%) percent of the premium cost for single coverage for full time employees 60% of 2 Person and Family. The Board will pay in 2025-2026 ninety (90%) percent of the premium cost for single coverage for full time employees 70% of 2 Person and Family. The Board will pay in 2026-2027 ninety (90%) percent of the premium cost for single coverage for full time employees 80% of 2 Person and Family
- b. The parties agree that the medical insurance program shall be composed of a

health management product (HMO). This product is Blue Cross- Blue Shield Access Blue New England including a prescription benefit.

- c. Health insurance will be issued the first of the month following receipt of the properly completed application and /or completion of the sixty 60 days probationary period if applicable.

Health insurance benefits will be in effect September through August, with the exception of employees subject to the sixty 60-day probationary period and/or beginning employment later in the school year. Starting in September, the premium deductions shall be evenly distributed in the remaining pay periods through June.

- d. Any eligible employee who does not take health insurance and provides proof that the employee has obtained alternative health insurance coverage, that is not subsidized insurance under the Patient Protection and Affordable Care Act, will receive a stipend of \$555.00 minus any penalties imposed on the district if the employee receives subsidized insurance under the Patient Protection and Affordable Care Act.
- e. The district will provide current and new employees with information prior to open enrollment or eligibility after hire and to the best of the District's knowledge of health insurance requirements and responsibilities of the employee and the District. This payment shall be made at the end of the work year, in June, on a prorated basis. The prorated amount shall be based on days worked including paid leave days. An employee leaving prior to the end of the school year, or starting after the beginning of the school year, shall receive a prorated stipend. If an employee participates in the health insurance program at any time during the school year, for any duration, the stipend is forfeited for that year. Employees new to the district are only eligible for this benefit after the completion of their probationary period.
- f. Within two weeks of notification by the insurance provider, the District shall notify each employee who participates in the health insurance program of the new premium rates for the ensuing year including what the employee's payroll deduction will be for each payroll period.
- g. Paraprofessionals working two or more District positions with different job classifications, as defined by the District, will be eligible for health insurance under this Article. The total time worked for these positions combined must meet the definition of full time for a paraprofessional. During the school year the employee must also work at a minimum 50% as a paraprofessional of

total time worked to be eligible under this Article.

- h. Either party may open up negotiations to address changes to and/or regulations under the Patient Protection and Affordable Care Act. Negotiations are limited to health insurance benefits and employee's compensation.

## 7.2 **Term Life Insurance**

The District shall provide, at its expense, a \$45,000 group life insurance policy for each full-time employee.

# **ARTICLE 8** **LEAVES**

## 8.1 **Sick Leave**

- a. All Sick leave benefits with full pay will be granted to continuing employees, at the start of each school year. Probationary employees shall receive sick time benefits, during their probationary period, as outlined in the "probation" Article of this agreement. Sick time can be used in ½ day, whole day and hourly increments. When a whole day and a half-day is not needed for sick leave, employees can use sick time in hour increments. It is understood that this must be approved by the Special Education Coordinator or the Student Services Director forty-eight (48) hours prior to the request when possible. The Employee's time card will be adjusted to reflect time used.
- b. Each employee shall be credited with ten (10) days for the first year of service, then thirteen (13) sick days for each school year and may be accumulated up to ninety (90) days. The District shall provide each employee an accounting of their total number of sick days available and used on their bi-weekly pay stub. Sick leave days are to be used by the employee for personal illness, health care provider appointments, attending to the needs of family members as defined by the Family Medical Leave Act (FMLA), and domestic partners.
  - 1. If an employee is absent for four (4) consecutive days or more, the employee may be required by the administration to provide satisfactory proof of illness.
- c. An employee shall notify the appropriate school's substitute coordinator of their inability to work at least 90 minutes prior to their starting time, except in cases of emergency, where advance notice is not possible.

## 8.2 **Sick Leave Bank:**

- A. The Sick Leave Bank is intended to cover employees of this bargaining unit in the event of a catastrophic injury/long term illness and/or short-term disability need.
- B. The Sick Leave Bank shall be administered and managed by a Sick Leave Bank Committee composed of a maximum of five (5) voting members. Up to four (4) voting members may be appointed by the Association President and one (1) voting member shall be the Business Administrator or designee.
- C. Rules for membership and participation in the Sick Leave Bank shall be established by the Sick Leave Bank committee and shall be supplied to the Board. Any rules established by the Sick Leave Bank Committee shall include the following:
  - 1. The Sick Leave Bank shall begin at the start of the 2024-2025 school year with a balance of one hundred and fifty (150) days and shall persist annually on a rolling basis up to a maximum of one hundred fifty (150) days.
  - 2. In any year of this Agreement where the bank is at the cap of one hundred fifty (150) days, employees shall not have to donate a day to remain eligible for Sick Bank.
  - 3. In any school year where the bank does not start with one hundred fifty (150) days, all employees must donate one (1) sick day to the bank at the start of the school year. Donated Sick days shall be deducted from the employee's sick leave entitlement.
  - 4. The exception to the rule cited in "e" (2) above, shall be in the case of "new hires" in any school year. The parties agree that "new hires" in any school year. The parties agree that if a "new hire" shall be required to donate one (1) day to the Sick Leave Bank, even if the addition of the new employee sick day donation causes the Sick Leave Bank to exceed one hundred fifty (150) days. In such cases where "new hires" cause a surplus over one hundred fifty (150) days, the surplus will carry over until such time that the surplus has been used by member requests.

5. If the Sick Bank drops beneath one hundred twenty (120) days in any given year:
  - a. The Association reserves the right to request a day from all existing members, if existing members were not required to donate at the beginning of the year (if we started at the cap) If such donations cause the bank to go over the cap, then the surplus will carry over until such time that the surplus has been used by member requests.
  - b. If existing members did donate at the start of the year, then the Association may ask members for voluntary donations only, to be added to the bank. Voluntary donations cannot cause the Sick Leave Bank to exceed one hundred fifty (150) days.
  - c. The Sick Leave Bank Committee shall make the District aware of any time this becomes necessary and of the number of days granted by employees who have donated days. It is understood that the total donations cannot cause the Sick Leave Ban to exceed One hundred fifty (150) sick days.
6. An employee shall provide supporting documentation from a physician to accompany any sick bank request.
7. The Sick Leave Bank Committee will make the final determination on all Sick Leave Bank requests received. Final determination on such requests shall include a final decision on the number of days granted to any employee who has made such a request. These determinations will be documented and made available to Payroll at the time awarded by the Sick Leave Bank Committee.
8. Individuals may not elect to receive sick leave benefits in lieu of disability benefits. Eligibility for Sick Leave Bank benefits shall terminate when an individual is eligible for disability benefits.
9. No employee shall, under any circumstances, be entitled to Sick Leave benefits until said employee has exhausted all accrued sick leave available to that employee.
10. No employee shall be entitled to more than a ten (10) day draw at any time per request. The Sick Leave Bank Committee reserves the right to request documentation to support each Sick Leave Bank request. Exceptions to the maximum number of days and necessary documentation per request may be

granted, if the Sick Leave Bank Committee deems the circumstances warrant an exception.

11. Unused Sick Leave Bank days shall remain in the bank and roll over into the next school year.

12. Decisions of the Sick Leave Bank Committee are not grievable.

### 8.3 **Personal Leave**

Each employee shall be entitled to three (3) days of paid personal leave per each school year. Personal leave may be accumulated to a maximum of four (4) days. The Principal shall be notified in writing at least forty-eight (48) hours in advance of such leave, except in the case of emergencies. No personal leave will be granted on the day before or after a school holiday or vacation period. No personal leave will be granted on a professional development day which is defined as a non-student work day. Exceptions may be granted by the Superintendent.

### 8.4 **Bereavement Leave**

Bereavement leave will be granted at the rate of five (5) days for death of a spouse, child, stepchild, grandchild, child under guardianship, daughter-in-law, son-in-law, mother, stepmother, mother-in-law, father, stepfather, father-in-law, grandparent, sister, brother, sister-in-law, brother-in-law, aunt, uncle, niece, nephew, cousin, legal household resident, or person who acted as a parent.

Additional days or exceptions to this definition may be granted at the discretion of the Superintendent.

### 8.5 **Educational Leave**

An employee shall be entitled to two (2) paid days of educational leave each school year. The employee wishing to attend educational conferences, meetings, seminars, and workshops related to her/his assignment during the workweek shall submit a request to the Superintendent of Schools or designee, at least ten (10) working days prior to the activity. The Superintendent or designee shall grant the day if it meets the standards herein above stated.

8.6 **Parental Leave** (applicable after probationary period)

- a. Childbearing/child rearing/foster care/adoption leave of up to twelve (12) consecutive calendar months shall be granted without pay or other benefits, unless the employee has accrued benefits, which they can elect to use during the period of leave. The employee shall request such leave in writing to the Superintendent not later than four (4) months in advance of the leave period. The request shall include the following:
  1. The expected date of commencement of leave
  2. The expected date of delivery/adoption/foster care placement
  3. The expected date of the return to employment
- b. For definition purposes, the commencement of the leave will be consistent with the last day of work before the leave.
- c. Employees, upon written request including a doctor's certification of disability with dates, may use credited and accumulated sick leave days for the period of disability surrounding delivery.
- d. An employee who is pregnant may continue in full-time employment until as late into the pregnancy as desired, provided, they are able to properly perform all of their duties. Written approval from her attending physician to continue may be required.
- e. Once the leave has expired, the District will provide job placement in either the same position, or a comparable position, for which the member is qualified, if such a position is available, without loss of pay, benefits or seniority. An employee shall not be deemed to have been placed in a comparable position if the employee held a position which entitled her to benefits under this Agreement prior to the leave and is placed in a position which does not entitle the employee to such benefits following the leave.
- f. Failure to return from leave at its expiration will be considered as a resignation unless such leave has been extended by the Superintendent. Any change in the date of return shall require forty-five (45) days' notice and the approval of the Superintendent. The Superintendent's decision shall be final. The Superintendent may request a doctor's certificate of disability.
- g. Employees already enrolled in health insurance, and who elect to continue



participation, or who elect to start participation will continue in the program. The district and the employee will continue to pay their respective premium shares through the period covered in the sick leave provision (at the option of the employee), state and federal laws, and the rules prescribed by the insurance carrier. Beyond this, employees may elect to continue health coverage at their own expense during the term of their leave. Employees electing to do so will be subject to rules, regulations, and rates as determined by the carrier and COBRA. However, if the employee is on COBRA during a period of Board approved unpaid leave, the district shall be responsible for any administrative fees associated with such placement.

- h. An employee shall not forfeit previously accrued seniority during such leaves of absences but shall not accrue additional seniority or service time during the leave of absence.
- i. Should an employee decide to terminate employment at the end of the leave, the employee shall give the Board notice of such intent at least thirty (30) calendar days prior to the termination of leave.

#### 8.7 **Jury Duty Leave**

Any employee summoned for jury duty shall be paid their full wages for each working day of absence provided the employee pays the District the jury fee(s).

#### 8.8 **Other Leaves**

Other leaves of absence, with or without pay or other benefits, may be granted upon formal application and upon the recommendation of the Superintendent. Whenever possible, a letter of application shall be submitted to the Superintendent well in advance. All benefits at the start of an employee's leave, including unused sick leave, shall be restored upon their return. The District cannot guarantee that the employee will be placed in the same position prior to the leave. For unpaid leaves of absence less than one year, benefits will be prorated. If the Superintendent denies such a request for leave, the employee may appeal the denial to the Board which shall place the request on a future agenda for consideration. The Board's decision shall be final and binding.

#### 8.9 **Part-Time Employees**

Sick, personal, bereavement, educational, and jury leave shall be prorated for those paraprofessionals who work less than full-time. Pro-ration will be equal to the percentage of time worked.

8.10 **Association Leave**

The Association will be allowed two (2) paid days for the NEA-NH Delegate Assembly or other related NEA business. This allows the Association to send two member with pay for two days per school year for such purposes and have two (2) paid day to fulfill other requirements of representing the bargaining unit.

**ARTICLE 9**  
**HOLIDAYS**

9.1 Holiday pay is equal to the regular straight time rate of pay for the normal hours worked and is exclusive of overtime. Part-time employees shall receive pro-rated holiday pay. The pro-ration shall be based on the percentage of time worked relative to a five-day work week of 6.5 hours a day.

9.2 Employees shall receive holiday pay for the following holidays each year:

- Labor Day
- Columbus Day
- Veterans' Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Day
- First weekday after Christmas
- New Year's Day
- Civil Rights Day
- Presidents Day
- Memorial Day

9.3 If school is in session on a holiday listed in 9.2 the employee shall be paid an additional day's pay in that payroll period.

9.4 An employee must be at work the day before/after the holiday to receive holiday pay unless the employee is on bereavement leave, sick leave or approved personal leave (Reference Article 8.2).

**ARTICLE 10**  
**DUES DEDUCTION**

- 10.1 The Board agrees to deduct dues for the Association and its affiliates from the salaries for those employees who have requested and authorized such deductions on forms approved by the parties (see Appendix C) and transmit the monies at each payroll period to the designated treasurer of the Association.
- 10.2 The employee must submit to the Superintendent's office the payroll deduction form on or before October 1, to enroll in payroll deduction.
- 10.3 After an employee submits the initial enrollment payroll deductions form, such deductions shall be renewed annually. No new authorization forms shall be required by an employee after the initial form is submitted. Changes to patrol deductions for an employee after initial enrolment, shall only be made in order to adjust dues deductions for dues increases, as notified by the Epping Paraprofessional Association and/or if a member chooses to end dues deductions, via written request submitted to the District and Local Association.
- 10.4 Deductions shall be in equal amounts for all pay periods during the school year, beginning with the first pay period in October and ending with the last pay period in June.
- 10.5 The Association shall indemnify and save harmless the Epping School District against any and all claims, demands, lawsuits or other forms of liability that may arise out of or by reason of action taken by the Board as a direct consequence of the Board's compliance with the above.

**ARTICLE 11**  
**EDUCATIONAL DEVELOPMENT**

- 11.1 The Board shall reimburse employees for educational development programs such as courses, workshops, conferences, and seminars. This would include all related fees, books, materials, and equipment. The programs shall be at the election of the employee. These programs shall be within the context of the employee's assignment and/or educational development plan. The employee's administrative supervisor shall authorize approval for reimbursement.

- 11.2 The maximum reimbursement per employee shall be up to \$700 in the year.
- 11.3 Courses, workshops, conferences, and seminars required by the administration shall be fully paid by the Board. The Board shall pay such employee(s) their hourly rate, round trip mileage (at the existing IRS rate) from the employee's work site.
- 11.4 The District shall reimburse employees for the NH Department of Education (NHDOE) certification fee per the NHDOE fee schedule and amount.
- 11.5 Monies remaining in the educational fund as of May 1<sup>st</sup> shall become available to bargaining unit members for additional reimbursement. These funds will only be available to the end of the school year on June 30<sup>th</sup>.
- 11.6 Employees who participate in programs such as courses, workshops, conferences, and seminars for which they are compensated, shall be paid within two (2) pay periods after the completion of the program once required paperwork has been submitted by the employee.

## **Article 12**

### **PROBATIONARY PERIOD**

- 12.1 Newly hired employees in this unit will be expected to complete a probationary period of sixty (60) calendar days from the first working day.
- 12.2 The Superintendent may waive all or part of the probationary period for an employee who has served in another position in the School District. This decision shall be made by the Superintendent and is not subject to the grievance procedure and/or arbitration. Decisions by the Superintendent in these matters shall be final and binding.
- 12.3 If the Superintendent should decide to waive any/all of a newly hired employee's probationary period, the Association President shall be notified by the Superintendent or their designee via email.
- 12.4 Probationary employee's shall be entitled to all the contractual benefits, protections and working conditions upon hire, unless specifically differentiated within this Agreement.
- 12.5 A Probationary employee shall be entitled to receive; half of the sick time benefit, which is contractually afforded to employees of this unit, as well as insurance coverage, if elected, subject to the rules and regulations of the benefit provider and the proper completion of the benefit application process, on their initial date of hire. (reference Article 7) The remaining sick time they are entitled to, as well as personal time, shall be afforded to probationary employees',

upon completion of their sixty (60) day probation period.

12. 6. The District shall not be required to establish just cause to terminate a newly hired employee during their probationary period. Termination during the probationary period shall not be subject to the grievance or arbitration process outlined in this agreement.

## **ARTICLE 13**

### **EMPLOYEE RIGHTS AND PROTECTION**

13.1 An employee shall have the right to review the contents of her/his file and to make copies of any documents contained therein. An employee shall be entitled to have a representative of the Association accompany them during such review.

13.2 The Employer will not discipline or discharge a bargaining unit member except for just cause.

Disciplinary actions shall normally follow this order. However, discipline may be taken out of order depending on the severity of the infraction.

- a) Verbal warning
- b) Written warning
- c) Suspension with pay
- d) Suspension without pay
- e) Discharge

13.3 No material shall be placed in the employee's personnel file unless the employee has had an opportunity to review the material and given a copy of such. The employee shall acknowledge that they have had the opportunity to review such materials by affixing their signature to the copy to be filed with the express understanding that such signature in no way indicates agreement with the contents thereof. An employee shall have five (5) working days to acknowledge receipt of such material. If the employee does not affix their signature the material will be placed in the employee's personnel file with an attached dated notation, which will memorialize the date the request to sign was put forward and that the employee refused to sign such material within the designated time period. The notation shall also include the name and signature of the supervisor who presented the materials to the employee on the date signature was requested. An employee shall have the right to submit a written answer to such material and their answer shall be attached to all copies. The employee shall have fifteen (15) working days to submit a written answer.

It is understood that material generated by the employee has been reviewed by the

employee and is not subject to the notification and rebuttal process stated in the previous paragraph.

## **ARTICLE 14**

### **WORKDAY, WEEK AND YEAR**

14.1 The district will notify the Association by May 15<sup>th</sup> of the school calendar and work year for paraprofessionals in the following school year. Each employee’s workday and year shall be governed by their annual individual employment contract. The individual employment contract shall be in accordance with this collective bargaining agreement. The collective bargaining agreement shall also be referred to as the CBA or Agreement.

14.2 The paraprofessional employment contract shall be issued to continuing employees with the exclusion of probationary employees on or before May 1<sup>st</sup>, prior to the new school year. Contracts must be returned fifteen (15) days after issuance. A new employee shall be issued their written offer of employment within fifteen (15) calendar days from the date of hire and paraprofessional employment contract within fifteen (15) calendar days from completing the probationary period.

14.3 A sample of the “offer of Employment” (individual contract) for members of this unit shall be attached to this Agreement and labeled Appendix D.

14.4 When an employee is requested by their supervisor to work hours in addition to those set forth in the individual employment contract, and the employee agrees to work those hours, the employee shall be paid at their contracted hourly rate.

14.5 The District reserves the right to reassign employees, in order to meet student needs, notwithstanding the individual employment contract. Within five (5) days of permanent reassignment, the District shall arrange for closure at the previous assignment.

14.6 Employees will receive rest and lunch breaks per the following table. Lunch will be 30 minutes uninterrupted. The lunch break will be unpaid, unless the employee is required to work over their lunch period or eat while working due to an emergency. Rest breaks of 15 minutes will be paid. If an employee receives two rest breaks, one will be in the morning and one in the afternoon.

Hours Worked	Lunch Break	Rest Breaks
Less than 4 hours	No	0
4 hours	No	1
5 hours	Yes	0

6 hours	Yes	0
More than 6 hours	Yes	2

14.7 Bargaining unit members who work before or after their contract year shall be paid at their contractual hourly rate per the salary schedule for that school year running July to June.

14.8 If an employee elects to take another position within the District the employee will be informed prior to making that election that if the new position is eliminated that the Reduction in Force (RIF) procedure will be implemented, as this agreement outlines.

14.9 **Remote learning** - It is agreed that paraprofessionals are vital to the success of the students within the District. It is expected that paraprofessionals and administration will work together to provide support and services to the student population. The parties intend that paraprofessionals will be weaved directly into the classroom and/or remote setting to work with students at every available opportunity.

14.10 **Substituting** -Where teaching shortages exist either in the traditional school setting or in remote settings, the District may utilize Paraprofessional staff to cover for the teaching vacancy. This would be approved by either the Student Services Building Director or Student Services Director to ensure caseloads are still covered properly. These Paraprofessionals shall receive a stipend in the amount of sixty-five (\$65) dollars for each day, or thirty-five (\$35) dollars for a half day.

## **ARTICLE 15 EVALUATION**

15.1 The purpose of paraprofessional evaluation is to provide feedback to the employee on their work performance in order to improve student performance and education for all students.

15.2 The employee’s immediate supervisor shall conduct a written evaluation of the employee at least once annually or more at the administration’s option with the first being conducted no later than April 30<sup>th</sup>.

15.3 The District shall provide copies of the evaluation form and associated documentation to employees at the beginning of the school year. The District shall

also communicate to the employee the process for evaluation.

15.4 The evaluation process shall include a written evaluation followed by a conference of the immediate supervisor and the employee. The employee shall be given a copy of any formal evaluation report before any such conference is held. Following the conference, the employee shall receive a copy of the final evaluation report.

15.5 The immediate supervisor and the employee shall sign the completed evaluation report as well as the administrative supervisor at the conclusion of the evaluation conference. This report shall become part of the personnel file. The employee shall affix her/his signature to the evaluation report signifying that the report has been read and is to be filed. By affixing her/his signature the employee is in no way indicating agreement with the contents thereof. If the employee does not affix her/his signature the material will be placed in the employee's personnel file with an attached notation that the employee refused to sign the evaluation report. An employee shall have a right to submit a written answer to such material and her/his answer shall be attached to all copies. The employee shall have fifteen (15) working days to submit a written rebuttal.

15.6 In the event that in the opinion of the school administration a deficiency in a paraprofessional's performance is of concern and/or could result in the termination of employment the paraprofessional shall be notified of the deficiency in writing by the administration. The administration shall clearly state the deficiency, state the expected corrections, and the paraprofessional shall be given reasonable time to correct said deficiency. If a paraprofessional does not correct the specified deficiency within the specified time, it will be considered just cause for administrative action.

15.7 The paraprofessional will be entitled to have representation of their choosing when the employee is being disciplined or discharged.

15.8 **EVALUATION COMMITTEE:**

The parties agree that the evaluation model and form used for support staff at this time is outdated and needs to be revised, to ensure that the support staff are receiving an evaluation that provides a true and meaningful review of an employee's performance over the course of the school year.

15.10 Therefore, it is agreed that during the 2024-2025 school year, an evaluation a committee will be formed to recraft the evaluation process for support employees. The Association President shall appoint up to four (4) Association representatives to serve on the committee. The Superintendent shall appoint up to four (4) representatives to the Committee as well. The Superintendent shall be a standing member of the committee.



15.11 The Committee will begin meeting by April of 2025 and shall meet at least one (1) time monthly throughout the school year and summer period, if needed.

15.12 If committee meetings are scheduled during the workday, Paraprofessional Committee members shall serve on the Committee without loss of pay or benefits. If Committee meetings are scheduled after the workday has ended, Paraprofessional Committee members shall be paid their regular hourly rate for all hours served on the Committee.

15.13 The Committee shall be charged with issuing a draft of the newly recommended evaluation process to the Superintendent before the start of the 2026-2027 school year for final approval. Once final approval is given, the new evaluation process shall be implemented.

## **ARTICLE 16**

### **WAGES**

16.1 There shall be three categories of employees covered by this Agreement and as it pertains to setting on the wage schedule:

- a. Non-NHDOE Certified/Non-Degree Paraprofessionals shall be hired at the starting wage rate reflected in Appendix A. All probationary employees shall be compensated under Appendix A starting wage rate as a non-certified paraprofessional unless the employee has a NHDOE certification or minimum of an Associate's Degree from an accredited educational institution.
- b. NHDOE Certified Paraprofessionals are subject to this wage schedule with a valid paraprofessional certificate from the NH Department of Education for the time period employed.
- c. Degreed Paraprofessionals are subject to the appropriate wage schedule with a valid Degree from an accredited educational institution. Employee is to provide an official transcript.

16.2 Minimum wages for all job classifications are contained in Appendix A to this Agreement.

16.3 Any new employee hired after April 15<sup>th</sup> will remain on their current year step for the following school year.

16.4 16.6 The first pay shall be issued no later than the third Friday after the start of the work year.

**16.5 Delayed Openings/Early Closures:**

Paraprofessionals shall be paid their regular wages for their regular hours when there is a delayed opening or early closing.

16.6 **School Closure:** If schools are closed for up to five (5) days due to emergency situations during the school year, district policy is for paraprofessionals not to be paid for these days at the time of the emergency, but to make these days up at the end of the school year per the district calendar. If the district receives a waiver from the NH Department of Education, the district will pay the paras in this unit for the closure.

**16.7 Placement on the Wage Scale:**

- A. All employees shall be placed on an appropriate wage schedule at the time of hire. During the probationary period employees may be moved on the wage schedule to correct for an inappropriate placement based on experience and/or education. After the probationary period employees may only be moved on the wage schedule to take into consideration additional education or certification.
- B. The Superintendent or their designee may credit new hires that have worked with children in a professional setting when determining the initial salary step.
- C. Nursing assistants are required to have first aid and CPR certification in place of NHDOE certification. With this certification nursing assistants will be placed on the certified paraprofessional schedule. Nursing assistants are also eligible for Associate and Bachelor's degree schedules, but must maintain valid first aid and CPR certification as well.

**16.8 Intensive Needs/RBT Differential**

- A. Child Specific paraeducators whose assignments include working with a child(ren) who struggle with severe behaviors and/or disabilities, shall receive an intensive needs differential of two (\$2.00) dollars per hour, if they carry additional RBT certification and are assigned an RBT role.
- B. The District will cover all expenses associated with the cost of an employee to receive training, to take the exam, to become certified and to remain certified, as an RBT for the District. The employee must first exhaust current professional

development funds allotment. Any cost over the employee's allotment will be covered by the District. The employee must commit to the District one (1) year following the completed certification program or all funds will be paid back to the District by the Employee.

#### 16.9 **Field Trips**

Paraprofessionals who provide student supervision during a school sponsored field trip shall receive their regular hourly wage for each hour worked providing student supervision and/or fulfilling a job-related task. Hours worked will be verified by the designated field trip supervisor. Paraprofessionals who also provide overnight supervision for the purpose of a school sponsored student field trip will be compensated at the rate of \$100.00 per night.

16.10 **Service Award** – Full time employees shall receive a payment of one hundred dollars (\$200) for each full year of service to the Epping School District upon exiting employment in good standing. This payment will be contingent upon the employee having been employed by the Epping School District at least ten (10) consecutive years prior to exiting employment. The Employee must notify the Board by September 15<sup>th</sup> of the exiting year of the intent to exit. This payment will be paid the first payroll of July, following the last year of employment with the District.

16.11 **Severance Stipend**- To be eligible for the severance stipend, an employee:

1. Must officially alert the district by September 15<sup>th</sup>, of the current year, that the employee plans to retire or terminate employment, at the end of the current school year. If extenuating circumstances exist, exceptions to the September 15<sup>th</sup> deadline may be granted.
  - a. Exceptions will be reviewed by the Superintendent and brought to the Board for consideration. Employees shall not be unreasonably denied.
  - b. However, if there is a funding issue identified with this pay out in any given year the association is committed to work together collaboratively with the District, to find an acceptable resolution.
  - c. Employees under a written contract with the Epping School District who qualify for severance pay, per this article, shall receive a stipend equal to seventy (\$70) dollars multiplied by the number of accumulated sick leave days at the end of the last year of employment. No employee will receive a payout for more than one hundred sixty (160) days during the total years worked for the district. Payment will be made to the employee on the first payroll of July following the year of separation.
  - d. The employee must have been employed for at least ten (10) consecutive years in the Epping School District, to receive this benefit. . Employees under

a written contract with the Epping School District shall receive a stipend equal to forty dollars (\$40) multiplied by the number of accumulated sick leave days at the end of the last year of employment.

## **ARTICLE 17**

### **SAVINGS CLAUSE**

If any provision of the agreement or any application of this agreement is held to be contrary to law, then such provision or application shall not be deemed valid and subsisting, except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect. If any provision is found to be contrary to law, the parties shall meet within thirty (30) school days of such legal determination for the purpose of adjusting the article affected so that it will be in accordance with the law.

## **ARTICLE 18**

### **REDUCTION IN FORCE (RIF)**

18.1 When the board finds it necessary to reduce the number of full-time and/or part-time positions for budgetary reasons, reasons of declining enrollment or reorganization, the following reduction in force procedures will be used:

18.2 **Prior notice of Layoff:**

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

18.3 **Initial steps:**

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

18.4 **Layoff Process:**

If a Layoff is necessary after resignation and retirements have been addressed, then the following process will be utilized to determine which employees will be subject to layoff.

A. The Board shall determine which impact area(s) and number of employees that will be subject to layoff.

1. This bargaining unit shall consist of three (3) impact areas:

1. Elementary level
2. Middle School level
3. High School level

B. After the Board has identified the impact area and number of employees who will be subject to layoff, administration will determine which bargaining unit member will be released, based on the following factors:

1. Overall Job Performance based on a comparison of the employees last five (5) evaluations.
2. Professional growth, as evidenced by documented professional development engaged in by the impacted member.
3. Certification and experience in the impact area.

C. In situations where employees are considered equal in the above criteria, years of service in the Epping School District shall be the tie breaker and the employee with the greatest seniority shall be retained.

1. **Seniority List:** The District shall prepare and provide a seniority list to the Association President at the start of each school year. The Association shall raise any inaccuracies they identify on the seniority list with the District, within thirty (30) days of initial receipt and anytime thereafter, when new employees have been added to the list. Identified errors will be verified and the list updated, within one (1) workweek, from the date the errors have been identified and verified.
2. **Loss of Seniority:** Seniority shall be lost by an employee upon termination, retirement or a break in service, as defined in this agreement.
3. **Suspension of Seniority:** Upon transfer to a non -bargaining unit position, an employee's seniority shall be suspended, subject to renewal, at such time as the employee returns to a position within the bargaining unit.

D. **Eligibility for Recall:**

1. Employees shall be eligible for recall for one year from the date of layoff.
2. Employees shall be responsible for ensuring the District has updated contact information for the laid off employee.
3. Employees shall be recalled in reverse order of layoff. No new employees shall be hired for positions, unless all laid off employees within the unit have been given opportunity for recall.
4. Laid off employees shall have the rights to be recalled to positions that ae

similar to the position in which they were laid off from without loss of wages or benefits.

- a. If employee refuses recall to a position in the same classification, with the same pay and benefits that they had at the time of layoff, the employee shall lose their rights to recall.
- b. However, no employee shall be required to accept recall to a position that is not in the same classification, pay or benefits which they were laid off from, nor shall they lose their rights to recall for refusing a lesser position.
- c. It is the responsibility of the employe to inform the district when they no longer wish to be eligible for recall. It is the responsibility of the District to keep the employee informed of their current status.

**E. Laid off Employees and Eligibility for Health Insurance:**

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

**ARTICLE 19  
DURATION**

This Agreement shall be effective July 1, 2024, and shall continue in full force and effect through June 30, 2027.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 2024

For the School Board:

For the Association:

\_\_\_\_\_

\_\_\_\_\_

Board Chairperson

Association President

# Appendix A Wage Schedule

Base schedule includes the following four categories.

- A** - NHDOE Certified Paraprofessional
- B** - Associate’s Degree Paraprofessional
- C** - Bachelor’s Degree Paraprofessional

## 2024-2025 WAGE SCHEDULE – Step plus 14%

<b>Step</b>	<b>A: NHDOE CERTIFIED PARAPROFESSIONAL</b>	<b>B: ASSOCIATE’S DEGREE PARAPROFESSIONAL</b>	<b>C: BACHELOR’S DEGREE PARAPROFESSIONAL</b>
STEP 1	\$ 15.33	\$ 16.32	\$ 17.32
STEP 2	\$ 15.80	\$ 16.82	\$ 17.81
STEP 3	\$ 16.30	\$ 17.29	\$ 18.29
STEP 4	\$ 16.82	\$ 17.81	\$ 18.79
STEP 5	\$ 17.32	\$ 18.31	\$ 19.31
STEP 6	\$ 17.85	\$ 18.84	\$ 19.84
STEP 7	\$ 18.41	\$ 19.40	\$ 20.39
STEP 8	\$ 18.99	\$ 19.98	\$ 20.98
STEP 9	\$ 19.60	\$ 20.59	\$ 21.58
STEP 10	\$ 20.24	\$ 21.24	\$ 22.23
STEP 11	\$ 20.90	\$ 21.89	\$ 22.88
STEP 12	\$ 21.58	\$ 22.58	\$ 23.58
STEP 13	\$ 22.30	\$ 23.29	\$ 24.29
STEP 14	\$ 23.04	\$ 24.03	\$ 25.02
STEP 15	\$ 24.40	\$ 25.42	\$ 26.44

**2025-2026 WAGE SCHEDULE – Step plus 10%**

<b>Step</b>	<b>A: NHDOE CERTIFIED PARAPROFESSIONAL</b>	<b>B: ASSOCIATE’S DEGREE PARAPROFESSIONAL</b>	<b>C: BACHELOR’S DEGREE PARAPROFESSIONAL</b>
STEP 1	\$ 16.87	\$ 17.96	\$ 19.05
STEP 2	\$ 17.38	\$ 18.50	\$ 19.59
STEP 3	\$ 17.93	\$ 19.02	\$ 20.11
STEP 4	\$ 18.50	\$ 19.59	\$ 20.67
STEP 5	\$ 19.05	\$ 20.14	\$ 21.24
STEP 6	\$ 19.64	\$ 20.73	\$ 21.82
STEP 7	\$ 20.25	\$ 21.34	\$ 22.43
STEP 8	\$ 20.89	\$ 21.98	\$ 23.07
STEP 9	\$ 21.56	\$ 22.65	\$ 23.74
STEP 10	\$ 22.26	\$ 23.36	\$ 24.45
STEP 11	\$ 22.99	\$ 24.08	\$ 25.17
STEP 12	\$ 23.74	\$ 24.84	\$ 25.93
STEP 13	\$ 24.53	\$ 25.62	\$ 26.72
STEP 14	\$ 25.34	\$ 26.43	\$ 27.53
STEP 15	\$ 26.84	\$ 27.96	\$ 29.08

**2026-2027 WAGE SCHEDULE – Step plus 5%**

<b>Step</b>	<b>A: NHDOE CERTIFIED PARAPROFESSIONAL</b>	<b>B: ASSOCIATE’S DEGREE PARAPROFESSIONAL</b>	<b>C: BACHELOR’S DEGREE PARAPROFESSIONAL</b>
STEP 1	\$ 17.71	\$ 18.86	\$ 20.00
STEP 2	\$ 18.25	\$ 19.42	\$ 20.57
STEP 3	\$ 18.83	\$ 19.97	\$ 21.12
STEP 4	\$ 19.42	\$ 20.57	\$ 21.70
STEP 5	\$ 20.00	\$ 21.15	\$ 22.30
STEP 6	\$ 20.62	\$ 21.77	\$ 22.91
STEP 7	\$ 21.26	\$ 22.41	\$ 23.56
STEP 8	\$ 21.94	\$ 23.08	\$ 24.23
STEP 9	\$ 22.63	\$ 23.78	\$ 24.93
STEP 10	\$ 23.37	\$ 24.53	\$ 25.68
STEP 11	\$ 24.14	\$ 25.28	\$ 26.43
STEP 12	\$ 24.93	\$ 26.08	\$ 27.23
STEP 13	\$ 25.75	\$ 26.90	\$ 28.06
STEP 14	\$ 26.61	\$ 27.76	\$ 28.90
STEP 15	\$ 28.18	\$ 29.36	\$ 30.53



**Appendix B**  
**Epping Paraprofessional Association**  
**Grievance Record**

Date: \_\_\_\_\_ Grievance No. \_\_\_\_\_

Name of Grievant: \_\_\_\_\_

Building \_\_\_\_\_ Assignment \_\_\_\_\_

Date of alleged violation or misapplication: \_\_\_\_\_

Article of agreement allegedly violated: \_\_\_\_\_

Statement of grievance/Nature of Allegations:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Remedy sought:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature – Association Representative

\_\_\_\_\_  
Signature – Grievant

Disposition by: Supervisor: \_\_\_\_\_ Principal: \_\_\_\_\_ Superintendent: \_\_\_\_\_

Date Answered: \_\_\_\_\_

Signature/Supervisor, Principal, or Superintendent \_\_\_\_\_

Grievance settled on the basis of Supervisor, Principal, and Superintendent's answer: \_\_\_\_\_

Signature of Grievant: \_\_\_\_\_

**Appendix C**  
**Epping School District**  
**Dues Deduction Authorization**

Date: \_\_\_\_\_

I, \_\_\_\_\_, hereby authorize the Epping School district to deduct membership dues in the amount of \$\_\_\_\_\_ over the school year and to transmit those funds to the Epping Paraprofessional Association as prescribed in the Master Agreement. The amount stated above is correct as of the date of this authorization, but may change from time to time as determined by the Association. When such change takes place, you are hereby authorized to deduct the then current amount.

I understand that this authorization will remain in effect indefinitely until I provide the Epping School District with written instructions to the contrary or resign.

Signed \_\_\_\_\_

School District Office Record:

Received by \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

One Copy for Association Treasurer  
One Copy for the Association Member

# Appendix D

## Epping School District

### Paraprofessional Employment Contract

Epping School District co SAU 14  
2024-2025

**EPPING PARAPROFESSIONAL CONTRACT**

Document: EPPING PARAPROFESSIONAL CONTRACT Employee Name  
 Issued By: Epping School District co SAU 14 on DATE Employee Address

EPPING PARAPROFESSIONAL ASSOCIATION Hire Date:

**Position Information**

Position: Paraprofessional Start Date: End Date:  
 Days:  
 Department: FTE:  
 Hrs/Day: Type: CONTRACT  
 Hourly Rate: Salary Sch:

<u>Budget Code</u>	<u>Percent</u>	<u>Total Amount:</u>
--------------------	----------------	----------------------

**GENERAL CONDITIONS:**

The employee will be under the direction and supervision of Epping School District Department Administrator. It is understood that the Epping School Board retains complete discretion regarding this offer.

1. The particulars of this position are noted below. Should there be a need to seek clarification regarding this assignment, you are invited to inquire through the Superintendent's Office or in the Epping Paraprofessional Agreement.
2. The School Board retains the right to change an employee's work assignment and/or hours of work during the school year noted above.
3. Each new Employee will be subject to a ~~90~~ 60 Day Probationary Period. During these 90 Days, the Employee is not entitled to paid time off.

Sick Leave	days, accumulative to 90 days
Personal Leave	3 days, accumulative to 4 days
Bereavement	5 days
Paid Holidays	10 days
Educational Days	2 days

Sick days are not paid at the time of termination per this contract. Sick days can be used to care for yourself or a family member. In case of a sickness or injury resulting in absence beyond 5 working days, the board and or business office, may require you to provide medical evidence for the need to continue absence, the school may also require evidence that the employee is able to return to work.

**Benefits:**

Health Insurance 90% single or \$555 Buy-out option, 60% 2 Person and Family  
 Dental Insurance NO  
 Retirement NO  
 Life Insurance YES

Any additional hours above 35 hours or more per week will have wages subject to NH Retirement.  
 Para Certification After the completion of 90 days, the district will reimburse you the DOE fee of \$100 with proper documentation.

The number of days in the normal working year includes 175 student days, 6 staff days and 10 holidays for a total of 191 days. The end date on this contract may change depending on snow days and other needs of the school but will not be for more than 191 total days worked.

Employee Signature	Date	Superintendent Signature	Date
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**APPENDIX E**  
**Epping School District**  
**Paraprofessional Offer to Employ Letter**

\_\_\_\_\_ [date]

To: \_\_\_\_\_

I am pleased to inform you that the Epping School District is offering you employment for a 90-day probationary period. Upon successful completion of the 90-day probationary period you will be issued a contract or Intent to Employ.

Your assignment, building location and compensation are noted below.

Start Date:

Position Title:

Position Location:

Hours per day:

Hourly Rate: \_\_\_\_\_ per hour (\_\_\_\_ [step])

Please sign below, keep a copy for your records and return a copy to the Superintendent's Office as soon as possible.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Business Administrator's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**APPENDIX F**  
**Epping School District**  
**Sick Leave Bank Request Form**

Date: \_\_\_\_\_

Paraprofessional's Name: \_\_\_\_\_

Number of Days Requested: \_\_\_\_\_

Reason for Request: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*Written medical verification of illness must accompany the application (EPA Article 8.1).

Paraprofessional's Signature: \_\_\_\_\_

\*\*\*\*\*

Date of Meeting of Sick Leave Committee: \_\_\_\_\_

Sick Leave Bank Committee Sign-In:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*Attach a copy of the minutes of the committee meeting to this form.

EPA Sick Leave Bank Committee Determination

Circle:    Approved

Not Approved

Return for Clarification

**Return this form to the EPA President for processing.**

The EPA President, or designee, will then file the form in the Epping Superintendent's Office.