

Master Agreement between  
the Inter-Lakes School  
Board and the Inter-Lakes  
Support Staff Association

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2024 - 2027

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## **AGREEMENT**

This Agreement entered into this 6<sup>th</sup> day of March, 2024, by and between the Inter-Lakes School Board, hereinafter called the “Board,” and the Inter-Lakes Support Staff Association affiliated with NEA-New Hampshire and the National Education Association, hereinafter called the “Union.” Except as otherwise provided herein, the parties agree to negotiate subject to the provisions of RSA 273-A.

### **ARTICLE I**

#### **Recognition**

- 1.1 The Board recognizes the Union as the sole and exclusive representative of all bargaining unit employees in accordance with RSA 273-A.
- 1.2 The term “Employee,” in this Agreement, shall refer to employees represented by the Union in the bargaining unit as certified by the NH PELRB.
- 1.3 Excluded specifically, from the unit are:
  - Office Staff
  - Custodians
  - Kitchen Staff
  - Technology Assistants
- 1.4 The term “Employee Representative,” as used in the Agreement, means any designated Union Representative.
- 1.5 The term “Person,” as used in this Agreement, means a person employed by the Board as defined in Article 1.1. Whenever the singular is used in this Agreement, it is to include the plural and any reference to male also includes female.
- 1.6 The term “Full-Time Employee” shall mean employees who regularly work at least 35 hours per week.

### **ARTICLE II**

#### **Non-Discrimination**

- 2.1 The Board and the Union agree not to discriminate in any way against employees covered by this Agreement on the basis of religion, race, creed, color, national origin, marital status, sex, age, sexual orientation or disability, except where physical condition is a bonafide qualification for employment.
- 2.2 The Board and the Union agree not to discriminate against employees covered by this Agreement on account of membership and/or activity in the Union.

## ARTICLE III

### School Board Rights

- 3.1 The Board, subject only to the language of this Agreement, reserves to itself full jurisdiction and authority over matter of policy and retains the unrestricted right (a) to direct and manage all activities of the School District; (b) to direct the work of their employees; (c) to hire, promote, transfer, assign and retain employees in positions within the School District, and to suspend, demote, discharge, withhold all salary increases at the highest step or increment wage increases, whichever applies, or take any other disciplinary action, following due process, against the employees; (d) to act unilaterally, including by adoption of rule or regulation, on any and all matters not excluded by RSA 273-A, provided said act, rule or regulation, does not conflict with or violate any of the terms of the Agreement; (e) to maintain the efficiency of government operations; (f) to relieve employees from duties because of lack of work or for other legitimate reason; (g) to take actions as may be necessary to carry out the mission of the agency in emergencies; and (h) to determine the methods, means and personnel by which operations are to be conducted.
- 3.2 The parties understand that the Board may not lawfully delegate the power or authority which, by law, is vested in it, nor may the Superintendent lawfully delegate the power or authority which, by law, is vested in him/her; and this Agreement shall not be construed so as to constitute a delegation of the power or authority of either. The term "law" as used above shall include regulations lawfully passed by the New Hampshire State Board of Education.

## ARTICLE IV

### Union Rights

- 4.1 The Union may use school buildings at reasonable times, without cost, provided that this shall not interfere with or interrupt normal school operations.
- 4.2 Upon notification by an employee, the Board will deduct Union dues and forward such deduction to the Union's treasurer or the Union's designee. The Board shall be held harmless from any and all claims in connection therewith.
- 4.3 As long as the Inter-Lakes Support Staff Association is certified as the representative of these Inter-Lakes employees pursuant to RSA 273-A, the rights and privileges set forth in this Agreement shall not be granted to any other bargaining agent purporting to represent this bargaining unit.
- 4.4 The Union shall have the right to post notices of its activities and matters of Employee concern in the break rooms and shall continue to have the use of the Employee mailbox system, the District email system, internet, copiers, computers and similar office equipment, provided that the Union does not disrupt school business.
- 4.5 At the time a new employee is hired the District will provide the employee with a copy of his/her job description and a copy of this collective bargaining agreement. The District will provide the Union President with the name and job classification of each new hire within ten (10) days of the date of hire. New hires will be given an opportunity to meet with a representative of the Union one time for up to ½ hour to be oriented on Union benefits within ten (10) days of the notice to the Union President, to the extent that it does not interfere with the operation of school.

- 4.6 Whenever any representative of the Association or any employee is mutually scheduled by the parties to participate during working hours in negotiations, grievance proceedings, conferences or meetings, he/she shall suffer no loss in pay, time, leave or benefits.
- 4.7 Representatives of the Association shall be permitted to transact official Association business on school property at all reasonable times other than working hours and provided that such business shall not interfere with or interrupt normal school operations.

## ARTICLE V

### Employee Rights

- 5.1 Nothing contained herein shall be construed to deny or restrict to any employee rights which exist under state or federal laws or other applicable regulations.
- 5.2 Disciplinary Action
- 5.2.1 An employee shall be entitled, upon request of the employee, to have a representative of the Association present during any investigatory interview or meeting that may lead to disciplinary action. If disciplinary action is likely to occur at a given meeting, the employee shall be advised immediately of said possibility. Any time an employee is called to meet with a representative of the District concerning disciplinary action, the employee shall be notified in writing and given reasons for the meeting.
- 5.2.2 During the course of a meeting, upon a discovery of a basis for discipline, the administrator shall immediately advise the employee of their right to representation. If the employee waives such right, the action may proceed.
- 5.2.3 When a request for representation is made (either before or during a meeting), no action shall be taken with respect to the employee until such representative is present.
- 5.2.4 No Employee shall be disciplined without just cause.
- 5.3 Any employment notification between the Board and an individual employee shall be subject to and consistent with the terms and conditions of this Agreement.

## ARTICLE VI

### Employment Conditions

- 6.1 Job Descriptions  
The School District shall provide written job descriptions including minimum qualifications for each position covered by this Agreement. If the District is considering a change in a job description or if it creates a new position, it shall notify the Union upon finalization of the job description by the Superintendent.
- 6.2 Lunch Period  
Employees scheduled to work in excess of four hours in a day will be permitted a thirty (30) minute uninterrupted lunch period. Lunch shall be eaten on site and time will be paid.

6.3 Substituting

Any member of the bargaining unit, who is required to substitute for a teacher for either 1/2 or a full day, will be compensated at whichever salary is greater, the employee's pay or the District's substitute pay. However, members of this bargaining unit shall not be included on the teachers' substitute list.

6.4 Professional Development Reimbursement

6.4.1 The School Board shall reimburse each employee up to \$300 for workshops, books and materials for professional development. In no event shall the School District expend more per year for this benefit than \$19,500. Request for payment must be received by June 1. Reimbursements shall be made in the order of requests received.

6.4.2 Applications will be processed by the building principal and/or special education director as received. The principal and/or special education director will request that the employee explain how the professional development expense is relevant to his or her own employment in the School District. Final determination as to whether or not a professional development expense is eligible for payment or reimbursement rests with the principal and/or special education director.

6.4.3 Requests for prepayment shall be submitted to the principal and/or special education director at least 30 calendar days prior to the start of the workshop. If requests are not submitted prior to 30 calendar days, an attempt will be made to provide pre-payment for the professional development. In the event that prepayment cannot be made, reimbursement will be dispersed upon successful completion of the workshop or proof that the book or material has been purchased.

6.4.4 Proof of successful attendance at the workshop shall be given to the principal and/or special education director within 15 days of return from the workshop. The application for professional development reimbursement shall specify the date by which proof of successful attendance must be submitted.

6.4.5 If the employee fails to meet the criteria set forth in this article, he/she will be responsible for repaying any amounts advanced for professional development expense. Repayment will be payroll deduction prior to the end of the fiscal year as agreed to on the approval form submitted by the employee. In extenuating circumstances, an appeal of the withholding of money may be made in writing to the Superintendent.

6.5 Course Reimbursement

6.5.1 The School Board shall reimburse each employee up to \$1,260 per year for approved courses. In no event shall the School District expend more per year for this benefit than \$15,000, plus any unencumbered professional development funds that are made available pursuant to Section 6.6 to supplement course reimbursement funds.

6.5.2 Applications will be processed by the building principal and/or special education director as received. The principal and/or special education director will request that the employee explain how the course is relevant to his or her own employment in the School District. Final determination as to whether or not a course is eligible for reimbursement rests with the principal and/or special education director.

6.5.2.1 Requests for prepayment shall be submitted to the principal and/or special education director at least 30 calendar days prior to the start of the course. If requests are not

submitted prior to 30 calendar days, an attempt will be made to provide pre-payment for the course.

- 6.5.2.2 If the employee fails to meet the criteria set forth in this article, he/she will be responsible for repaying any amounts advanced for coursework expenses. Repayment will be through payroll deduction(s) prior to the end of the fiscal year as agreed to on the approval form submitted by the employee. In extenuating circumstances, an appeal of the withholding of money may be made in writing to the Superintendent.
- 6.5.3 Upon successful completion of such an approved course, proof of the employee's payment for the course and proof of the grade received by the employee must be submitted to the principal and/or special education director within 30 days after receipt of the grade. Reimbursement shall be made only for courses in which the employee receives a grade of B (3.0) or better.
- 6.5.4 Course reimbursement funds under Section 6.5 shall not be used for professional development reimbursement under Section 6.4.
- 6.5.5 Reimbursement under Section 6.5 shall be accomplished within 30 days after submission of proof of the completion, payment and grade for the course.
- 6.6 Unencumbered professional improvement funds will be the sum of the remaining balance in professional development reimbursement funds (*Section 6.4.1*) and course reimbursement funds (*Section 6.5.1*). Individual professional employees may request additional unencumbered professional improvement funds by submitting a request to the Superintendent on or before May 15. The formula for distribution of unencumbered professional improvement funds is: Additional Funds Received by Employee equals (Amount Requested divided by Total Amount of Requests) multiplied by Remaining Funds.
- 6.7 The Association President shall receive by December 1 and May 1 from the SAU a written accounting of the professional development reimbursement and course reimbursement funds expended to date. The District will provide notice to employees of the amount of staff development funds that have been expensed or encumbered for payment no later than March 31. All employees may continue to apply for those funds for new or additional staff development activities in accordance with Section 6.6. All employees requesting additional funds shall be notified in writing within thirty (30) days of receipt of the request that their request has been received, as well as a response in writing that indicates if those funds have been approved and encumbered for their use.
- 6.7 Early Release/Late Start  
Employees will be paid for early release or a late start which affects their regular work day. Employees may be required to make up, without further pay later in the school year, time lost due to early release or late starts.
- 6.8 Retirement  
Each employee who works thirty (30) or more hours per week and meets the minimum eligibility for membership in the NH Retirement System (NHRS) shall be enrolled in the NHRS.
- 6.9 Use of Funds  
Each employee may use the Professional Development funds and/or the Course Reimbursement funds, set forth in Articles 6.4 and 6.5, respectively, to pay for the cost of any certification required by the District.

## ARTICLE VII

### Personnel Matters

#### 7.1 Performance Evaluation Report

An employee shall be given a copy of any formal performance evaluation report prepared by his/her evaluators before any conference held to discuss it. If the employee is dissatisfied with this evaluation conference, he/she may request one additional conference. The employee shall have the right to one additional observation upon request. Thereafter, the employee shall sign the report. Such signature shall indicate only that the report has been read by the employee and in no way indicate agreement with the contents thereof. The employee may submit a rebuttal which shall be attached to the filed copy.

#### 7.2 Supervisory Function

The parties recognize and agree that, subject to the provisions of this Agreement, employee evaluation is a supervisory function.

#### 7.3 Right to Respond

The employee shall have the right to make a response to any material contained in his/her personnel file and such response shall be made a part of said employee's file. Reproductions of such material may be made by hand or copying machine, if available.

#### 7.4 Access to Files

Each employee shall be entitled to access to his/her personnel file upon notice to the Superintendent or his designee. The employee may, if he/she wishes, have a representative of the Union accompany him during such review.

#### 7.5 Signature

No material will be placed in an employee's personnel file without the employee's signature; such signature shall be understood to indicate awareness of the material, but shall not be interpreted to mean agreement with the content of the material.

#### 7.6 Complaints

Written complaints regarding an employee made to any member of the Administration by any parent, student or other person which are to be placed in any personnel file or which may be used to evaluate or discipline an employee, shall be promptly investigated. The employee shall be given reasonably prompt notice of such complaint and shall be given the opportunity to respond. Unsubstantiated complaints shall not be placed in an employee's file.

#### 7.7 Joint Labor-Management Committee on Evaluation

The parties agree to continue a Joint Labor-Management Committee to review the current evaluation process and make recommendations for revisions as necessary. The committee shall meet at least once annually on or before June 30, if necessary. The committee shall consist of three individuals appointed by the Association and three appointed by the School Board (one Board member and two administrators).



## ARTICLE VIII

### Wages

#### 8.1 Wage Schedule

The base wages of each employee shall be set forth on the wage schedule in Appendix D. The Superintendent shall have sole discretion to determine how many years of prior experience to credit to a new employee. A new employee may be placed on the wage schedule as the District may determine in its sole discretion. However, if any such new employee is placed at a higher track and/or step than an existing employee/employee with the same education and/or experience, then all such existing employees' rate(s) of pay shall be increased to the same track and/or step.

When an employee is employed as a speech/language assistant and meets the guidelines established by the American Speech-Language-Hearing Association (ASHA), the employee also shall receive a \$4.00 per hour differential.

Employees shall advance one step on the wage schedule each year.

#### 8.2 Wage Differentials

After employees' base wages are calculated under Appendix D, employees who qualify for certification differentials shall receive them in addition to their base wages. Certification differentials shall not constitute part of employees' base wages.

##### 8.2.1 Certification:

###### Para-Educators Certification

- a. All employees hired after July 1, 2021 will be required to earn Paraeducator II Certification within one year from effective date of hire.
- b. Employees hired prior to July 1, 2021 will be certified as either Paraeducator I or Paraeducator II by June 30, 2022.
- c. The School District will prioritize professional learning funds and time to assist employees in reaching this expectation.

###### Wilson Certification

An employee who holds a Wilson Reading certification shall receive a differential of \$2.00 per hour in addition to any other stipend and/or differential.

###### Registered Behavior Technician Certification

An employee who holds a Registered Behavior Technician Certification shall receive a differential of \$3.00 per hour in addition to any other stipend and/or differential.

##### 8.2.2 Assignment Differentials

- a. Employees who are assigned to the nurse's office shall receive an additional differential of \$3.00 per hour in addition to any other stipend and/or differential.
- b. Any employee who enrolls in the District-maintained list to work with students who have Behavioral Intervention Plans ("BIPs") as determined by District policy shall receive a differential of \$2.00 per hour in addition to any other stipend and/or differential. An employee must possess CPI certification. The list shall be capped at ten (10) eligible employees. An employee who possesses an RBT certification and/or who was placed on the BIP list during the prior school year shall be given priority for placement on the BIP list in each subsequent school year.

- 8.3 In accordance with the September 14, 1999 “lagged payroll” agreement, the first pay day of each work year shall be either the first Thursday or the second Thursday after that work year begins. The last pay day of each work year shall be either the first Thursday or the second Thursday after that work year ends. The final payroll check each year shall be adjusted to prevent payment for unpaid time.

## ARTICLE IX

### Hours of Work

- 9.1 Only hours actually worked are utilized for the purpose of computing eligibility for overtime. Time paid but not worked, such as Sick Leave and Personal Leave, are not used for purposes of computation.
- 9.2 Hours worked in excess of forty (40) hours per week shall be compensated at one and one half (1 ½) times the employee’s regular rate of pay.
- 9.3 Hours worked in excess of an employee’s regular shift, but less than forty (40) hours per week shall be compensated at the employee’s regular rate of pay.
- 9.4 In the event the employer offers compensatory time off in lieu of overtime payment, the election of compensatory time or pay shall be at the employee’s option. Disposition of compensatory time shall be in accordance with the Fair Labor Standards Act.
- 9.5 The basic contract shall be issued for 186 workdays for newly hired paraeducators and 185 workdays for returning paraeducators. All full-time paraeducators will be assigned thirty-seven and one half (37.5) hours per week. Additionally, full-time paraeducators will be required to attend:
- One staff meeting per month in September, October, November, December, January, February, March, April, May, and June.
- Part-time paraeducators will be required to attend staff meetings on a pro-rated basis (for example, a paraeducator who works an 80% schedule will be expected to attend approximately 80% of the staff meetings).
- Staff meetings shall run approximately sixty-five (65) minutes each. These meetings will be scheduled for the first and third Tuesday of each month.
- Anyone who is unable to attend or needs to leave early from the meetings described above shall notify the principal prior to the start of the meeting.
- 9.6 An employee may request of their administrator additional paid days for specifically defined purposes beyond the number of contracted days. The Superintendent will make final approval based upon administrator recommendation.
- 9.7 An Employee shall not be relieved of duty during regular work hours in the basic work week in order to compensate or offset overtime hours worked unless the Employee agrees to be relieved of duty.

## ARTICLE X

### Grievance Procedure

#### 10.1 Definitions

A “grievance” shall mean an alleged violation, misinterpretation or misapplication with respect to one or more employees of any provision of the collective bargaining agreement. See RSA 273-A:1 (VI).

“Days” as used in this article shall be school days, except following the end of the regular school year when days shall mean Mondays through Fridays excluding holidays.

#### 10.2 Purpose

The purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to the problems which may from time to time arise affecting the welfare and/or working conditions of the employees. Both parties agree that these procedures will be kept informal and confidential at any level of the procedure.

#### 10.3 Informal Resolution

The parties acknowledge that it is more desirable for an employee and his/her immediately involved supervisor to resolve problems through free and informal communications. Grievances which are not satisfactorily settled in an informal way shall be reduced to writing and referred to the following formal grievance procedure. After the informal meeting, all grievances and decisions on all levels must be in writing.

#### 10.4 Extensions/Waivers

Time periods specified in this procedure may be extended by mutual agreement. Any such extensions shall be in writing. Any step of the grievance procedure may be waived by mutual agreement of the parties.

#### 10.5 Representation

The grievant may be represented at all levels of the grievance procedure at his/her option, by himself/herself or by his/her chosen representative, or by a representative selected by the Union. The Union shall have the right to be present and participate at all levels of the grievance procedure and shall receive a copy of all decisions rendered.

#### 10.6 Informal Level

Within ten (10) days of its known occurrence, the employee or Union will present the grievance to the administrator whose action is the subject of the grievance during non-instructional time with the objective of resolving the matter informally. If the grievance is not resolved through this informal process it may be committed to writing and submitted to the same administrative level within ten (10) days of the informal meeting.

#### 10.7 Level One

The Administrator shall respond in writing to all parties involved within ten (10) days of the receipt of the written grievance.

#### 10.8 Level Two

If the grievance is not resolved at Level One, it may be submitted in writing within ten (10) days to the Superintendent. The Superintendent, the aggrieved employee and/or his/her chosen representative shall meet within ten (10) days in an attempt to resolve the matter and the Superintendent shall render his/her decision, in writing, to the aggrieved and the Union within ten (10) days of such meeting.

10.9 Level Three

If the grievance is not resolved at Level Two, the employee shall have the right to file said grievance with the Secretary of the Board within ten (10) days of the decision rendered in Level Two. The Board shall conduct a grievance meeting within thirty (30) days. The Board shall render its decision, in writing, to the aggrieved employee and the Association within ten (10) days.

10.10 Level Four

If the grievance is not resolved at Level Three, the grievance may be submitted to arbitration by the Union. The Secretary of the Board shall be notified in writing within ten (10) days after the date of the Board's decision that the grievance is being submitted for arbitration. The Union shall submit a request for arbitration to AAA within thirty (30) days of the notification of intent to arbitrate.

10.11 Selection of an Arbitrator

The parties shall apply to the American Arbitration Association (AAA), or by mutual agreement and select an arbitrator to hear the case under the rules and procedures of the AAA service.

10.12 Arbitrator's Authority

The arbitrator shall limit him/herself to interpretation and application of the terms of this agreement and issues of procedural and substantive arbitrability. The arbitrator shall be bound by and must comply with all of the terms of the Agreement. The arbitrator shall have no power to add to, delete from or modify in any way, any of the provisions of this Agreement. The decision of the arbitrator shall be binding.

10.13 Arbitration Costs

The costs for the services of the arbitrator shall be borne equally by the District and the Union. Any other expenses incurred shall be paid by the party incurring the same.

10.14 Failure to Meet Timelines

The grievance shall be considered resolved if one of the parties has not responded before the time period for appealing has passed. Failure at any step of this procedure to communicate the decision on a grievance within the specified time limits (unless extended by written mutual agreement) shall permit the aggrieved to proceed to the next level.

10.15 Confidentiality

Documents, communications or records concerning the processing of a grievance shall not be forwarded to any prospective employer of the grievant.

10.16 No Retaliation

There shall be no retaliation in any form taken against an employee for filing a grievance.

## ARTICLE XI

### Workers' Compensation

11.1 Covered Employees

All employees are covered by New Hampshire Workers' Compensation, the benefits of which shall be available, regardless of an employee's classification.

- 11.2 Report Injuries  
Employees must report all injuries received while on duty to the building principal as soon as possible after an occurrence.
- 11.3 Sick Leave Option  
The employee shall have the option of requesting the difference between his/her take home pay and the Workers' Compensation payment to be deducted from accumulated sick leave.

## ARTICLE XII

### Benefits and Insurance

- 12.1 Eligibility  
Full-time employees shall receive full benefits. Employees scheduled to work less shall be provided with those benefits, including insurances, as specified in this Agreement. Benefit levels will be determined based upon total hours worked within bargaining unit positions, regardless of the number of bargaining unit positions held by an employee.

## ARTICLE XIII

### Leaves of Absence

- 13.1 Definition of Immediate Family  
"Immediate family", as used in this section, shall mean parents, grandparents, siblings, spouse, children and the same relatives of the employee's spouse or any member of the family living in the household of the employee.
- 13.2 Purpose of Leave  
It is agreed that the use of leave days will be confined to legitimate purposes provided in this Article.
- 13.3 Sick Leave
- 13.3.1 Leaves of absence for all employees for personal illness will be allowed at full pay for fifteen (15) working days per year, the unused portion thereof accumulate up to 100 days. Employees who have more than 100 sick days in their personal pool as of the start of the 2002-03 school year, may continue to carry forward up to 110 sick days each year until they go below 100 days at which point 100 shall be the new maximum.
- Up to ten (10) days of the fifteen (15) in any one school year may be used for illness in the immediate family. It shall be the responsibility of the employee to furnish proof of illness requiring more than three (3) consecutive days of leave, if requested by the Superintendent.
- Illness or disability of the employee covered by Workers' Compensation shall not be charged against sick leave except in accordance with Article 11 Workers' Compensation.
- 13.3.2 Maternity-related disability, prior to and after the birth of a child and as certified by a physician, will be treated like any other personal illness.
- 13.3.3 Sick leave benefits cannot be used during a leave of absence.

- 13.3.4 Use of sick time shall be accounted for in half hour and/or hour increments.
- 13.3.5 Employees hired after the start of the school year shall have their sick leave allotment prorated for the first year of employment.
- 13.3.6 A sick leave pool will be established. Employees may enroll in the pool each year by donating at least one day and up to three days each school year. The initial enrollment in the pool must take place prior to September 15<sup>th</sup> each year. Employees hired after the start of the student year shall have 15 days to select participation in the sick leave pool.

The sick leave pool may accrue up to 180 days and the pool will be carried forward from year to year maintaining the cap at 180 days. Once the pool reaches its maximum accrual, only new employees or those who have not previously enrolled in the sick leave pool will donate one day to join the sick leave pool. When, through usage, the sick leave pool level decreases to 100 days, all members of the sick leave pool must donate one day at the beginning of each school year until the pool again reaches its maximum accrual.

The Joint Sick Bank Committee will establish criteria, notify all members of the criteria and determine whether requests for withdrawal from the sick bank will be granted. The committee will consist of two members each from the Association and management.

Once decisions of this committee are made, a report of the decision will be provided to the Superintendent within 5 days. The decisions of the committee are final. The decision of the Sick Bank Committee is not grievable.

- 13.3.7 Annual written notice of accumulated individual sick leave, as of September 1<sup>st</sup> of the current school year, shall be given to all employees by September 30<sup>th</sup> of the same year.

#### 13.4 Child Rearing Leave

Employees shall have full access to the provisions of the Family & Medical Leave Act. In addition, employees working thirty-five (35) or more hours per week may be granted an unpaid leave up to one year for natural, adoptive, guardianship or parenting due to separation or divorce upon written request to the School Board.

- 13.4.1 Requests for such leave shall be made to the Superintendent at least sixty (60) days prior to the date on which the leave is to begin, except in cases of emergency. Childcare leave requests shall also include the expected termination date of such leave. At the conclusion of the leave, the employee shall be reinstated to his/her position or to a similar position.
- 13.4.2 As consideration of this extended time, an employee on said leave agrees to return on the first day of a pay period and further that the total leave shall not exceed twelve (12) months. A further extended leave may be granted at the discretion of the Board as set forth in Section 13.9.1 of this Article.

#### 13.5 Personal Days

Individuals employed by the District twenty (20) or more hours per week shall be provided with two (2) personal days per year at full pay.

- 13.5.1 Written request shall, except in an emergency, be given to the Superintendent or his/her designee at least 24 hours prior to such leave.

13.5.2 Personal days may be used for activities of a personal nature that cannot be undertaken outside the workday. The Superintendent normally shall deny the request when the leave is to be used for vacation or recreational purposes or to avoid traveling on weekends or holidays.

13.6 Bereavement

13.6.1 Leave up to five (5) days at full pay shall be granted for death in the immediate family and grandchildren of the employee or spouse. This benefit would apply as many times in a school year as required.

13.6.2 One (1) bereavement day, at full pay, shall be granted annually for death outside the immediate family.

13.6.3 If requested, additional bereavement leave, without pay, may be approved by the Superintendent.

13.7 Jury Duty

An employee called as a juror will be paid the difference between the fee received for such service and his/her daily wage, based on the employee's regular daily rate.

13.8 Professional Days

Professional days, not otherwise provided for herein, shall be at the sole discretion of the Superintendent or his/her designee.

13.9 General Provisions

Leaves for other reasons, paid or not paid, shall be granted at the discretion of the Board.

13.9.1 Leaves of absence may be extended by the Superintendent or designee. All requests for extension or renewals of leave will be applied for and granted in writing. Such requests shall be made prior to May 1.

13.10 The Association shall be granted two days per year with pay for the purpose of the Association President or his/her designee attending Association meetings which occur during the workday. The Association shall reimburse the School District for the cost of obtaining paraeducator substitutes on each such day.

13.11 Military Leave

Military personnel who are in reserve status and who are called to active duty in any of the United States' military services which cannot be postponed or deferred, such as Reserve Duty, Special Emergency Duty, etc., will be compensated for such absence from their contract duty to the District to the extent that the District will pay during a ten (10) day period, the difference between their per diem contract salary and their per diem military pay. Such compensation shall be made only after one (1) year of experience in the District. The intent is that such professional employee be assured of the equivalent of his/her per diem salary for a ten (10) day period per calendar year when the military salary is less than his/her compensation.

13.12 Military Leave for Family Members

Military Leave for Family Members. Employees shall be granted up to five (5) days paid military leave when a family member is called to active duty in any of the United States' military services which cannot be postponed or deferred, such as Reserve Duty, Special Emergency Duty, etc., for qualifying events, including, but not limited to: arranging for childcare or parental care during the deployment; assisting in making legal or financial arrangements during the deployment; attending



counseling; assisting the military member during rest and recuperation leave; attending military sponsored events or ceremonies; representing the military member at federal, state, or local events; or addressing issues due to the military member's death. Such leave shall run concurrently with the FMLA to the extent the employee is eligible for FMLA and the leave otherwise qualifies for the FMLA.

## ARTICLE XIV

### Insurance

14.1 To the degree allowable under Section 125 of the IRS Code, employees will be allowed to designate a portion of their salary to be deducted for the purpose of paying out of pocket medical expenses. To the degree allowable under Section 125 of the Internal Revenue Service Code, individuals or a couple may set up a Section 125 fund for dependent care. In the case of dependent care funds, current claims cannot exceed current employee contributions. Once designated, unused money may not be reclaimed by the employee except as permitted by the plan.

14.1.1 Claims for flexible medical accounts must have a date of service provided that coincides with the benefit year. The benefit year runs from July 1 to June 30. All claims for a benefit year shall be submitted no later than the September 28<sup>th</sup> after that benefit year ends (June 30).

14.1.2 For newly hired employees, the benefit year will begin with the first day of work.

14.2 Continuation of Health Benefits

Any employee on an unpaid leave may opt to continue health benefits under the Insurance Article of this Agreement. Continuation is contingent upon the individual's advance payment of premiums to the District at the group rate.

14.3 Health Insurance

Health Insurance Plans offered through the School District are:

- Access Blue New England ABSOS20/40/1KDED R10/25/40 M10/40/70

\* Employees and retirees enrolled in Access Blue New England, Access Blue New England SOS \$3KDED, or Blue Choice Two Tier prior to July 1, 2024 will retain this option. All other employees will not have this as an option. The District shall pay the dollar amount equal to the district's share of the premium for the Access Blue New England SOS \$1KDED; and the employee shall pay the dollar amount difference.

14.3.1(A) For employees who work 37.5 or more hours per week, the Board agrees to provide the ABSOS20/40/1KDED single, 2-person, and family plans at the following cost shares:

Single: Employee 0%/ District 100%

Two-Person: Employee 10%/ District 90%

Family: Employee 15%/District 85%

14.3.1(B) For employees who are employed for less than 37.5 hours, but at least 30 hours, per week, the Board agrees to pay an amount equal to 100% of a single Access Blue New England ABSOS20/40/1KDED R10/25/40 M10/40/70 premium. If the cost exceeds the amount provided, the employee is responsible for the remaining costs.



- 14.3.1(C) For employees who are employed for less than 30 hours, but at least 25 hours, per week, the Board agrees to pay up to \$3,100 in each year of the contract toward the premium of any District offered health insurance plan listed in Section 14.3.1(A).
- 14.3.1(D) At any time, by mutual agreement of the Association and the Board, a joint labor-management committee shall meet to review cost-saving options for health insurance, including receiving and reviewing quotes from other carriers. The committee will include three members appointed by the Association and three members appointed by the School Board. If the committee is able to reach agreement on recommended changes, the committee's recommendations will be submitted to votes of the Association's and the School Board's full memberships for approval. If the recommendations would increase cost items, they also will be subject to voter approval. Approved changes shall be appended to the collective bargaining agreement.
- 14.3.2 An employee must enroll as a subscriber under the provisions of this Section in order to be eligible for benefits or contributions set forth herein.
- 14.3.3 Employees eligible for health insurance under Sections 14.3.1 (A, B or C) may "opt-out" of coverage.
- 14.3.3 (A) For each eligible employee who opts out, the Board agrees to pay the employee fifty (50%) percent of the premium for the single coverage of the Access Blue New England ABSOS20/40/1KDED, in lieu of health insurance.
- 14.3.3 (B) For eligible employees who work at least thirty (30) hours per week, but opt out of coverage:
- 14.3.3 (B)(1) The payment in Sections 14.3.3(A) and 14.3.3(B) above, will be made, provided that the employee has demonstrated that he/she is confirmed as covered by alternative insurance (e.g., a spouse's or a parent's plan or a privately purchased plan) that is not subsidized under the Affordable Care Act.
- 14.3.3(B)(2) In addition, in the event that the employee receives a subsidy under the Affordable Care Act and the District is penalized, the District may subtract the amount of the penalty from the District's contribution and/or payment for said employee at the District's discretion.
- 14.3.3 (C) Sections 14.3.3 (B), (B)(1) and (B)(2) shall not apply to employees who work less than 30 hours per week.
- 14.3.3(C)(1) The contribution and payment in Sections 14.3.3, 14.3.3(A) and 14.3.3(B) above, will be made, provided that the employee has demonstrated that he/she is confirmed as covered by alternative insurance (e.g., a spouse's or a parent's plan or a privately purchased plan) that is not subsidized under the Affordable Care Act.
- 14.3.3(C)(2) In addition, in the event that the employee receives a subsidy under the Affordable Care Act and the District is penalized, the District may subtract the amount of the penalty from the District's contribution and/or payment for said employee at the District's discretion.

14.3.3 (D) Sections 14.3.3 (C), (C)(1) and (C)(2) shall not apply to employees who work less than 30 hours per week.

14.3.4 The District's fifty (50%) percent of the premium for the single coverage of the Access Blue New England ABSOS20/40/1KDED payment to an employee shall be paid in equal bi-weekly installments. Any portion of the District's payment not contributed by the employee to the flexible spending account may be subject to income tax.

14.3.5 An employee may elect to contribute part of the District's fifty (50%) percent of the premium for the single coverage of the Access Blue New England ABSOS20/40/1KDED payment to the flexible spending account, up to the amount allowed under IRS regulations.

14.1.3 Subject to IRS regulations, the flexible spending account may be used toward IRS allowable expenses such as reimbursement for medical, dental, orthodontic, vision, auditory expenses and prescriptions.

14.2 Employees provided with dental insurance during 1999-2000 shall continue to be eligible for the District Plan for single, 2-person or family coverage whichever is appropriate.

14.2.1 For thirty-five (35) or more hours per week employees, the District shall pay ninety (90) percent of the premium of single, 2-person or family dental plan. The District's Northeast Delta Dental plan includes 100% coverage of certain diagnostic and preventative services, 80% coverage of certain restorative services and 50% of certain prosthodontics services up to \$1,000 per person per contract year. Orthodontics are not covered.

14.3 Life Insurance

Individuals employed by the District thirty-five (35) or more hours per week shall be provided with term life insurance of \$10,000. Premiums for the coverage shall be paid by the District.

## ARTICLE XV

### Notice of Employment

15.1 The district will provide, no later than May 15<sup>th</sup> each year, for continuing employees, a letter of agreement including the position, rate of pay, expected hours per day and days per year. Such notice indicates a reasonable expectation of re-employment.

15.2 Letters of agreement must be returned to the Superintendent no later than May 31<sup>st</sup>. If the employee fails to do so, he/she will be assumed to have resigned voluntarily.

## ARTICLE XVI

### Miscellaneous Provisions

16.1 Savings & Separability Clause

If any provisions of this Agreement or any application of this Agreement to any employee or group of employees 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 unless and until such provisions are changed in negotiations.

16.2 Printing of Agreement

A draft of the Agreement shall be printed by the District and presented to the Union President within thirty (30) days of any meeting funding said Agreement.

16.2.1 Copies of this Agreement shall be printed at the equally shared expense of the parties within thirty (30) days after the Agreement is signed and will be distributed to all employees now employed and/or hereafter employed by the Board. The parties shall mutually select the source of printing of the Agreement.

## **ARTICLE XVII**

### Notice Under Agreement

17.1 Whenever written notice to the Board is provided for in this Agreement, such notice shall be addressed to the Inter-Lakes School Board Chairman directly or, Inter-Lakes School Board c/o Superintendent of Schools.

17.2 Whenever written notice to the Inter-Lakes Support Staff Association is provided for in this Agreement, such notice shall be addressed to the President of the Inter-Lakes Support Staff Association at the then current address.

## **ARTICLE XVIII**

### Vacancies and Reduction in Force

18.1 Notices of vacancies for bargaining unit positions will be posted on the official bulletin board in the school and on the district web site.

18.2 Minimally, such notices shall contain the following:

1. date of posting,
2. title of the position,
3. location of the work, when determined,
4. name of the person to whom the application is to be submitted and,
5. the closing date by which time the application must be submitted.

18.3 The Board and the administration shall have the authority to determine the number and qualifications of employees in each job classification.

In the event the Board and the administration determine that it is necessary to conduct a reduction in force, the administration shall initially attempt to satisfy this through attrition in staffing. If further reduction in force is necessary within a job classification, the administration shall choose the employees for reduction within that job classification based upon student need, the employee's skills, qualifications, experience, and overall performance, including Performance Evaluation. If all these factors are equal in the judgment of the Superintendent or his/her designee, the employee(s) with the least seniority shall be laid off first from the job classification.

It shall be the responsibility of employees who have been laid off to keep the SAU office advised of their current contact information. In addition, employees who have been laid off shall be responsible

for reviewing open positions posted on the District's websites, bulletin boards, and in area newspapers. Such an employee shall notify the District that he/she desires a recall to an open position in the District. He/she will be reinstated to the position in inverse order of layoff for a period of one (1) year, provided that his/her qualifications, experience, and overall performance, including prior Performance Evaluation as assessed by the Superintendent or his/her designee, are at least the same as those of other applicants.

Seniority shall be calculated from the date that an employee commenced his/her current term of continuous employment by the School District in a position in this bargaining unit. A reinstated employee shall be credited with the seniority he/she had attained at the time of layoff.

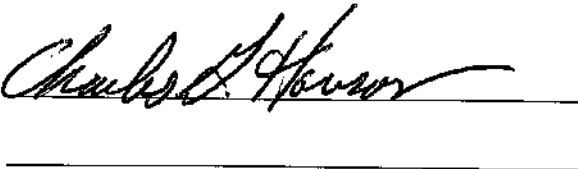
## ARTICLE XIX

### Duration

- 19.1 The School Board and the Association agree that this Agreement and its provisions have been ratified by both parties. This Agreement shall become effective on July 1, 2024. This Agreement shall continue in force and effect until June 30, 2027.
- 19.2 The parties agree that negotiations for a new Agreement shall take place in accordance with RSA 273-A and shall take place prior to termination of this Agreement.

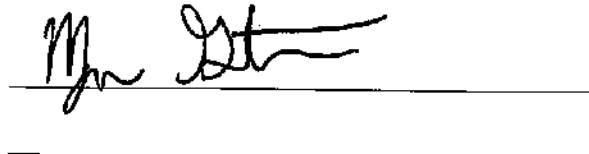
Dated at Meredith, New Hampshire, the 2<sup>nd</sup> day of May, 2024.

Inter-Lakes School Board



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Inter-Lakes Support Staff Association



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**APPENDIX A**

**Grievance Report Form**

Grievance No. \_\_\_\_\_

Inter-Lakes School District

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

Complete in triplicate with copies to:

1. Principal
2. Superintendent
3. Union

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School: \_\_\_\_\_ Name of Grievant: \_\_\_\_\_ Date Filed: \_\_\_\_\_

**Level A**

Date of Grievance:

1. Statement of Grievance (be sure to include the specific violation or condition with proper references to the contract agreement):

2. Relief Sought:

Signature \_\_\_\_\_ Date \_\_\_\_\_

Answer given by Principal:

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Level B**

Date received by Superintendent (or designee):

Answer given by Superintendent (or designee):

Signature\_\_\_\_\_Date\_\_\_\_\_

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**Level C**

Date received by School Board:

Answer given by School Board:

Signature\_\_\_\_\_Date\_\_\_\_\_

## APPENDIX B

### LETTER OF AGREEMENT

#### STATE OF NEW HAMPSHIRE SCHOOL ADMINISTRATIVE UNIT #2

This letter of agreement is made by and between the Inter-Lakes School District of the State of New Hampshire and \_\_\_\_\_ (hereinafter called the Paraeducator).

1. Inter-Lakes School District hereby agrees to employ the Paraeducator, and the Paraeducator agrees to serve under the direction of the Superintendent of Schools, as a Paraeducator for \$\_\_\_\_\_ per hour (Step "X", Track "X"), based upon Appendix D, Wage Schedule, plus Registered Behavior Technician certification differential of \$\_\_\_\_\_, plus Wilson Reading certification differential of \$\_\_\_\_\_, plus speech/language assistant differential of \$\_\_\_\_\_, totaling \$\_\_\_\_\_ per hour.
2. Subject to paragraph 8, the term of this contract shall begin \_\_\_\_\_ and end \_\_\_\_\_.
3. Subject to paragraph 8, the Paraeducator's contract is for \_\_\_\_\_ hours per day for \_\_\_\_\_ days. If the Paraeducator completes all such hours and days, the Paraeducator's annual wages will be \$\_\_\_\_\_.
4. The hours of employment may change subject to the continued attendance and team-determined needs of the assigned student(s) as indicated by I.E.P.(s) upon the approval of the Superintendent.
5. The wages shall be paid in bi-weekly installments commencing on \_\_\_\_\_, less any deduction required by federal or state law, proper deductions for loss of time and other deductions agreed to by both parties and authorized by the Paraeducator. (Reference Article 8.3 of the collective bargaining agreement.)
6. This contract is contingent upon grant approval if the Paraeducator's position is wholly or partially funded by one or more grants.
7. Benefits and terms under this contract are subject to the Master Agreement between the Inter-Lakes Support Staff Association and the Inter-Lakes School Board.
8. The School District or the Paraeducator may terminate this contract by giving fourteen (14) days written notice to the other party.
9. The Paraeducator shall sign and return one copy of this Agreement to the Superintendent of Schools no later than May 31.

\_\_\_\_\_  
Paraeducator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent of Schools

\_\_\_\_\_  
Date

## APPENDIX C

### EVALUATIONS

The purpose of support staff evaluation is to improve their performance and provide a written record of their efficiency and/or areas of concern. The following process has been developed to guide the use of the Support Staff Evaluation Instrument.

Administration will designate the employee's immediate supervisor. No more than two immediate supervisors will be designated. If assignments are changed or changes in staffing require a new assignment, the supervisors will be designated in a timely manner. For the purpose of this document, the term *Immediate Supervisor(s)* is the individual who oversees and coordinates assignments of the employee. The immediate supervisor has no administrative/evaluative responsibilities except when the immediate supervisor is the administrator.

The immediate supervisor(s) provides guidance and instruction to accomplish job responsibilities. It is the responsibility of the immediate supervisor to provide feedback to the employee and assistance as needed. Unresolved concerns will be brought promptly to the attention of the administration. These concerns shall be addressed in a meeting involving all parties and will be held in a timely manner.

It is an administrator's responsibility to complete the evaluation process. The evaluation process and form is reviewed and all participants have an opportunity to offer information pertinent to the process. Prior to the completion of the evaluation, the administration will solicit feedback from any immediate supervisor(s) and assigned classroom teacher(s).

#### Evaluation Process

The criteria for the evaluation levels are applied to each single evaluation and are not to be used cumulatively. The following levels are used for observation and evaluation:

Level 1 – Paraprofessional employees, in year one and two of employment with the District, will be observed twice each year and evaluated once each year.

Level 2 – Paraprofessional employees, in years three through six consecutive years of service in the District, will be observed and evaluated once every two years (year 4 and year 6). Employees who receive Unsatisfactory in one or more standards will move to Focused Assistance.

Level 3 – Paraprofessional employees, in years seven and beyond in the District, will be observed and evaluated once every three years. Employees who receive an Unsatisfactory in one or more standards will move to Focused Assistance.

Focused Assistance – Only for paraprofessional employees who were previously on Level 2 or Level 3. Paraprofessional employee will be observed as frequently as determined by the administrator and evaluated once each year. Based on current levels of performance, the administration determines the need for increased supervision.

A plan of improvement will be mutually developed by the employee and immediate supervisor at any time during the school year when the immediate supervisor or administrator concludes the employee inconsistently meets expectations or does not meet expectations for any area.

#### Timeline

By the first student day of school, administration will designate the employee's immediate supervisor(s).

By October 15<sup>th</sup> (Levels 1, 2, and 3), an initial meeting will be held between the employee and the immediate supervisor(s). At this meeting, the roles and responsibilities of the employee are discussed and goals are set, reviewed and modified as needed. Goal(s) will be recorded using Appendix C-2, Sections I and II. Throughout the year, goals may be reviewed and modified as needed. If an employee assignment changes during the year, a new "initial meeting," as described in the previous paragraph, will be held.



By November 15<sup>th</sup> (Level 1), a 15-minute observation will have been conducted, and an Appendix C-3 Interim Feedback Form (IFF) will be provided by your evaluator.

By February 1<sup>st</sup> (Levels 2 and 3), a 15-minute observation will have been conducted, and an Appendix C-3 Interim Feedback Form (IFF) will be provided by your evaluator.

By March 15<sup>th</sup>, Appendix C-2, Section III: Evaluation of Progress Towards Goal(s) will be completed and returned to the assigned administrator.

Prior to April 15<sup>th</sup>, the administrator will seek feedback from the immediate supervisor(s) regarding the employee's performance. The administrator will not use feedback that has not been shared with the employee in a timely manner. By this time, administration must complete the second 15-minute observation for all Level 1 employees.

By April 15<sup>th</sup>, a written Support Staff Assessment Form will be completed and a conference will be held with the employee. Following the evaluation conference, the evaluation will be submitted to the Superintendent.

By May 15<sup>th</sup>, contracts for the following year will be offered to returning staff.

By May 31<sup>st</sup>, contracts will be returned to the Superintendent. Contracts not returned by this time will indicate a voluntary resignation.

Please Note: The employee will sign the evaluation indicating only that the report has been read and does not necessarily agree with its content. The employee may submit a written response to be included with the file copy of the evaluation.

A Support Staff Handbook and a Teacher Handbook shall be available to all employees electronically by the first student day of school. The Support Staff Handbook shall include a copy of the Support Staff Evaluation Process, Evaluation Tool and Job Descriptions. Employees shall sign that they have received these documents.

## APPENDIX C-1

### SUPERVISOR/EVALUATOR ASSIGNMENT

TO:

FROM:

RE: Your Immediate Supervisor and Evaluator for (*Enter School Year*)

DATE:

As per the Inter-Lakes Support Staff Evaluation Procedure, this memo is written to inform you that your immediate supervisor for your present assignment during the (*enter school year*) school year is: \_\_\_\_\_. The administrator responsible for completing your annual evaluation is: \_\_\_\_\_.

Your contracted hours will be \_\_\_\_\_ - \_\_\_\_\_. These hours are subject to change based on student needs.

We will be meeting sometime before October 15<sup>th</sup> to discuss how things are going, set goals for the year, and address any questions or concerns you or your immediate supervisor may have. If you have questions in the meantime, please let me know.

Thanks.

Please sign below to indicate that you have received copies of the support staff and teacher's handbooks.

Paraeducator: \_\_\_\_\_

## APPENDIX C-2

### SUPPORT STAFF GOAL SETTING FOR PROFESSIONAL DEVELOPMENT FORM

<b>Name:</b>	<b>Observation and Evaluation Level:</b>
<b>Assignment:</b>	<b>Immediate Supervisor:</b>

**COMPLETE BY OCTOBER 15<sup>TH</sup>**

**Section I: Individual Goal Setting: Goal(s) are developed with your immediate supervisor.**

*How is your goal linked to support student growth?*

**Goal(s):**

**Section II: Plan of Action. To be developed by the paraeducator.**

*What types of activities do you think will help you achieve these skills?*

*How do you wish to increase your knowledge or demonstrate a growth mindset?*

*What is a realistic timeframe for you to accomplish this goal?*

**Action:**

**Employee Signature:**

**Date:**

**Immediate Supervisor Signature:**

**Date:**

**COMPLETE AND RETURN TO ADMINISTRATOR BY MARCH 15<sup>TH</sup>**

**Section III: Evaluation of Progress Towards Goal(s). To be completed by the paraeducator.**

*What achievements have you made towards accomplishing your goal(s)?*

**Progress:**

**Employee Signature:**

**Date:**

**Immediate Supervisor Signature:**

**Date:**

**APPENDIX C-3  
INTERIM FEEDBACK FORM**

<b>Employee Name:</b>	<b>Date:</b>
<b>Evaluator Name:</b>	<b>Evaluation Level:</b>

Indicate if employee is meeting expectations (yes) or not meeting expectations (no) next to each standard. Upon completion provide employee and immediate supervisor(s) with a copy.

Standards	Yes	No	No Evidence
<b>Job Performance</b>			
Provides instruction to students under the supervision of a teacher.			
Implements IEP plans.			
Works efficiently to complete tasks.			
Demonstrates appropriate knowledge base and skill level required.			
Performs at a professional level.			
Supervises students in an appropriate manner.			
Maintains confidentiality.			
<b>Adaptability</b>			
Establishes priorities but maintains flexibility.			
Responds appropriately to challenges and unforeseen circumstances.			
Communicates any concerns, questions or problems that arise.			
<b>Dependability</b>			
Demonstrates dependability, promptness and regular attendance.			
<b>Interpersonal Skills</b>			
Works and communicates effectively.			
Expresses ideas constructively.			
Listens with understanding.			
Maintains a positive and professional attitude.			
Demonstrates courteous interactions with staff, students and the public.			
Exhibits high standards through words, actions and instruction.			
<b>Professional Growth</b>			
Engages in professional learning opportunities.			
Demonstrates a growth mindset.			

**Employee Plan of Action**

Evaluator should indicate which plan of action employee should follow based on the observation. Please check below.

	Based on my observation, you are meeting expectations in all areas.
	Based on my observation you have one or more areas in which you are not meeting expectations. Schedule a meeting with your immediate supervisor to develop and implement a plan of improvement.
<b>Employee Signature:</b>	<b>Date:</b>
<b>Evaluator Signature:</b>	<b>Date:</b>

**APPENDIX C-4  
SUPPORT STAFF ASSESSMENT FORM**

<b>Employee Name:</b>	<b>Date:</b>
<b>Assignment:</b>	

For the purpose of this instrument, support staff is defined by the master agreement between the Inter-Lakes School Board and the Inter-Lakes Support Staff Association.

**Description of Evaluative Terms**

<b>Distinguished</b>	Demonstrates exceptional, high quality performance and shows initiative and leadership.
<b>Accomplished</b>	Demonstrates effective skills and consistency in meeting requirements and expectations with minimal supervision.
<b>Unsatisfactory</b>	Indicative of unacceptable performance that will result in job action if it is not improved.

Choose the evaluative term that best describes the employee's performance for each standard listed below and check the corresponding box. Use the comments section on the next page to provide additional feedback. Written comments must be submitted for any standard that is marked Unsatisfactory.

Distinguished	Accomplished	Standards Defined	Unsatisfactory
		<b>Job Performance</b>	
		Provides, under the supervision of assigned teacher, instruction to students in a variety of individual and group activities (e.g. academic subjects, social skills, daily skills, etc.) for the purpose of reinforcing instructional objectives; implementing IEP plans; and ensuring students' success in school. Works efficiently to complete tasks, demonstrates appropriate knowledge base and skill level required and performs at a professional level to reflect positively on the operations of the school. Supervises students in an appropriate manner and maintains confidentiality in order to provide a safe and positive learning environment.	
		<b>Adaptability</b>	
		Establishes priorities, but maintains flexibility when situations warrant change and responds appropriately to challenges and unforeseen circumstances. Communicates in a timely manner any concerns, questions or problems that arise.	
		<b>Dependability</b>	
		Demonstrates dependability, promptness, and regular attendance in order to establish consistent routines, promote teamwork, and guarantee instructional continuity.	

		<b>Interpersonal Skills</b>	
		Works and communicates effectively, expresses ideas constructively, and listens with understanding to support student/classroom learning and activities. Maintains a positive and professional attitude and demonstrates courteous interactions with supervisors, staff, students and the public for the purpose of providing a safe and positive learning environment. Exhibits high standards through words, actions and instruction to support the belief in all students' ability to meet those standards.	
		<b>Professional Growth</b>	
		Engages in professional learning opportunities offered by the district and demonstrates a growth mindset.	

<p align="center"><b>Administrator Comments On Standards Assessments</b></p> <p align="center"><i>Use this space for comments that refer back to the evaluative levels indicated on the standards.</i></p>

Please indicate evaluation level and recommendation below.

<b>Evaluation Level:</b> (   ) Level 1   (   ) Level 2   (   ) Level 3   (   ) Focused Assistance	
<b>Recommendation:</b> (   ) Rehire   (   ) Not Rehire	
<b>Evaluator Name:</b>	<b>Title:</b>
<b>Evaluator Signature:</b>	<b>Date:</b>

I have reviewed this evaluation and discussed its contents with the evaluator. My signature means that I have been advised of my performance and have been given the opportunity to make comments, but does not necessarily imply agreement with the evaluation or the contents.

<b>Employee Signature:</b>	<b>Date:</b>
----------------------------	--------------

*Employee may attach written comments that will become part of the permanent record of this evaluation.*

**Appendix D-1**  
**Wage Schedule**

**2024-2025 Wage Schedule**

Step	N	A	B
0	\$17.73	\$18.23	\$18.73
1	\$18.08	\$18.59	\$19.10
2	\$18.44	\$18.96	\$19.48
3	\$18.81	\$19.34	\$19.87
4	\$19.19	\$19.73	\$20.27
5	\$19.57	\$20.12	\$20.67
6	\$19.96	\$20.52	\$21.09
7	\$20.36	\$20.93	\$21.51
8	\$20.77	\$21.35	\$21.94
9	\$21.19	\$21.78	\$22.38
10	\$21.61	\$22.22	\$22.83
11	\$22.04	\$22.66	\$23.28
12	\$22.48	\$23.11	\$23.75
13	\$22.93	\$23.57	\$24.22
Off Step	\$2.00 per hour increase over 2023-24 base wage		

N - No Degree  
A - Associates Degree  
B – Bachelor’s Degree

**Appendix D-2**  
**Wage Schedule**

**2025-2026 Wage Schedule**

Step	N	A	B
0	\$18.62	\$19.12	\$19.62
1	\$18.99	\$19.50	\$20.01
2	\$19.37	\$19.89	\$20.41
3	\$19.76	\$20.29	\$20.82
4	\$20.16	\$20.70	\$21.23
5	\$20.56	\$21.11	\$21.66
6	\$20.97	\$21.53	\$22.09
7	\$21.39	\$21.96	\$22.53
8	\$21.82	\$22.40	\$22.99
9	\$22.26	\$22.85	\$23.44
10	\$22.71	\$23.31	\$23.91
11	\$23.16	\$23.78	\$24.39
12	\$23.62	\$24.26	\$24.88
13	\$24.09	\$24.75	\$25.38
Off Step	\$1.75 per hour increase over 2024-25 wage		

N - No Degree  
A - Associates Degree  
B – Bachelor’s Degree



**Appendix D-3  
Wage Schedule**

**2026-2027 Wage Schedule**

Step	N	A	B
0	\$19.55	\$20.05	\$20.55
1	\$19.94	\$20.45	\$20.96
2	\$20.34	\$20.86	\$21.38
3	\$20.75	\$21.28	\$21.81
4	\$21.17	\$21.71	\$22.24
5	\$21.59	\$22.14	\$22.69
6	\$22.02	\$22.58	\$23.14
7	\$22.46	\$23.03	\$23.60
8	\$22.91	\$23.49	\$24.08
9	\$23.37	\$23.96	\$24.56
10	\$23.84	\$24.44	\$25.05
11	\$24.32	\$24.93	\$25.55
12	\$24.81	\$25.43	\$26.06
13	\$25.31	\$25.94	\$26.58
Off Step	\$1.50 per hour increase over 2025-26 wage		

N - No Degree  
A - Associates Degree  
B – Bachelor’s Degree

## **SIDE LETTER #1**

### Health Insurance for Retirees

The School District's Early Retirement Policy #4112.3 shall not apply to members of this bargaining unit, except that full-time employees who completed ten (10) or more school years of service to this School District as of June 30, 2005 shall be grandfathered to receive the benefits in School District Policy #4112.3 (below), provided they meet the eligibility requirements set forth in that policy when they retire and provided that they do not receive health insurance from another employer after they retire from this School District's employment.

## **PERSONNEL**

**4112.3**

### Retirement Benefits for Non-Teaching Staff

The following retiring District employees: administrators, custodians, secretaries, office managers, food service personnel and educational assistants, shall have their health and dental benefits continued with the following provisions:

Pursuant to the New Hampshire Retirement System policies, employees retiring from the Inter-Lakes School District must have a combination of years of service and age to equal a total of 70. To receive this benefit, employees must meet a minimum age requirement of 55 and a minimum years-of-service requirement to the Inter-Lakes School District of ten (10).

Employees must be employed by the District at the time of retirement, qualify for District contribution to the health plan and be actively enrolled in the health plan. Retiring employees may elect to pay the difference between a two-person plan and a family plan.

If retirement is due to a medical disability, the above age requirement may be disregarded as long as the employee has at least 10 years of service to the District.

Rewritten: 09/97  
Rewritten: 10/97  
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Approved: 12/12/00  
Revised: 03/21/24