

# **AGREEMENT**

**between**

**RUTLAND CITY PUBLIC SCHOOLS**

**and**

**RUTLAND EDUCATION ASSOCIATION**

**—**

**EDUCATIONAL SUPPORT PROFESSIONALS**

Effective July 1, 2024, through June 30, 2027

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## ARTICLE 1

### PREAMBLE

- A. This agreement is made and entered into by and between the Board of School Commissioners on behalf of the Rutland City Public Schools (hereinafter referred to as "RPS") and the Rutland Education Association – Educational Support Professionals an affiliate of the Vermont-National Education Association (hereinafter referred to as the "Association"). Provisions of this Agreement unless otherwise specified will become effective July 1, 2024, and will continue in full force and effect until June 30, 2027.
- B. If any provision 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 will not be deemed valid, except to the extent permitted by law, but all other provisions or applications will continue in full force and effect.
- C. References in this Agreement to the plural shall be read to mean the singular, whenever appropriate, and vice-versa.
- D. The purposes of this Agreement are to promote orderly and peaceful relations between RPS and the Association and the employees that it represents in order to achieve the best performance from all employees consistent with safety, good health, and professional effort, and to promote the general welfare of the Rutland Public Schools, its students and employees.
- E. It is understood that both parties having had the opportunity to make proposals and counter proposals during negotiations, that this Agreement represents all the understandings of the parties on all matters which were properly the subject of negotiations. During the term of this Agreement, neither party shall be required to negotiate with respect to any such matter whether or not covered by this Agreement, except as provided for herein.
- F. The Association and members of the bargaining unit (hereinafter Employees) are cognizant of the fact that Employees do not have the right to strike, while this Agreement is in effect, and that there can be no strike, slow-down, stoppage of work, or interference with the efficient management of the school operated by RPS. It is agreed by the parties hereto that nothing contained in this section, or in any part of this Agreement shall be construed or used in any manner to form the basis for any allegation of violation of this Agreement for the purpose of supporting any legal or court action unless the parties so alleging or complaining have notified the other party, and said party, after having been allowed reasonable time to correct the same, shall refuse to do so.

It is further agreed that no lockouts of Employees shall be instituted by RPS during the term of this Agreement. If a new agreement has not been renegotiated when this Agreement expires and neither party has ceased the negotiations, then the parties shall continue to relate to each other as if the Agreement remained in effect.

- G. RPS has developed Policies and Procedures for the operations of its schools. These Policies and Procedures have been developed over a long period of time and are continually updated and added to in order to deal with new situations and requirements. Policies and Procedures are kept at least in the Superintendent's office and form the basis for student and faculty handbooks. Employees are expected to abide by these Policies and Procedures. To the extent that any Policy and Procedure is inconsistent with a provision of this Agreement, the terms of this Agreement shall control.
- H. RPS and the Association recognize that the goal is to have a safe workplace environment for students and the people working with the students and that reasonable policies need to be in place and enforced to accomplish this objective.

## ARTICLE 2

### RECOGNITION

- A. The RPS recognizes the Association as the sole and exclusive bargaining agent for the Employees in the certified bargaining unit for the purpose of representing such Employees in the negotiation of salary, wages, hours, and working conditions, procedures for processing complaints and grievances, and any mutually agreed upon matters.
- B. Members of the bargaining unit include all secretaries, paraeducators, and others as set forth below employed by RPS with the exception of those administrative secretaries and the central office positions excluded by action of the Vermont Labor Relations Board. The unit is further described as follows:
  - 1. Included positions and classifications:
    - Secretary
    - Paraeducator
    - Library Paraeducator
    - Planning Room Paraeducator
    - Cosmetology Paraeducator
    - Auto Refinishing Paraeducator
    - Forestry Paraeducator
    - Power Mechanics Paraeducator
  - 2. Excluded positions include, but are not limited to, the following:
    - Administrative Secretary to Student Support Services
    - Administrative Secretary Rutland High School
    - Administrative Secretary Rutland Middle School
    - Administrative Secretary Stafford Technical Center
    - Administrative Secretary Rutland Intermediate School

Registrar  
Accountant  
Executive Secretary and Receptionist in Superintendent's Office  
Administrative Secretary to Assistant Superintendent  
Computer Specialist  
Payroll/Benefits Coordinator

3. The parties will discuss the inclusion or exclusion of positions that are added in the future.
4. All members of the unit are hereinafter collectively referred to as Employees and individually as Employee.

### ARTICLE 3

#### NEGOTIATIONS

The RPS agrees to enter into negotiations with the Association over a successor agreement upon request of the Association. Both the RPS and the Association agree to bargain in good faith with respect to wages, hours, and conditions of employment, and shall execute a written agreement incorporating all terms upon which the parties have agreed. The parties will mutually agree upon the date to commence negotiations. During the negotiation process the parties will endeavor to work cooperatively in an effort to improve communications and foster a positive working relationship between the parties.

### ARTICLE 4

#### VOLUNTARY DUES DEDUCTION

RPS agrees to deduct from each Employee's salary dues for the Association as said Employee individually and voluntarily authorizes RPS, in writing, to make such deduction. RPS will transmit said monies deducted to the Treasurer of the Association. The Employee's authorization card shown below will be forwarded to RPS no later than fourteen (14) days prior to the effective date of the payroll from which the deduction is to be made.

#### VOLUNTARY DUES DEDUCTION CARD

To: The Rutland City Public School System

I hereby authorize you to deduct from my earnings the amount and at times as certified by the Association as "Association Dues" each pay period and remit monthly the total of said deductions to the Treasurer of the Association as my membership dues. I understand that this assignment is voluntary and shall be continuous from year to year unless I notify RPS and the Association in writing of my revocation of such authorization

between May 1 and May 30 of any school year, such revocation to be effective the following school year.

I hereby waive all rights and claims for said monies so deducted and transmitted in accordance with this authorization and relieve RPS and all its officers from any and all liability therefore.

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

## ARTICLE 5

### MANAGEMENT RIGHTS

Except as otherwise abridged, granted, or modified by this Agreement, RPS has all rights to operate its business as it desires and to direct the working force, including but not limited to, the right to do the following:

- a) to decide the number and location of its facilities, the services and programs to be conducted and rendered in its facilities, and the control of its facilities, building, equipment, and supplies;
- b) to determine whether and to what extent the work required in operating its services and programs shall be performed by Employees;
- c) to determine the number of Employees to be employed;
- d) to hire Employees;
- e) to direct the Employees;
- f) to assign or transfer Employees;
- g) to promote Employees;
- h) to introduce new or improved methods, programs or facilities;
- i) to lay off Employees because of lack of work;
- j) to discipline and/or terminate Employees for just and sufficient cause, meaning there is a legitimate basis for RPS taking such action;
- k) to contract out for goods and services (provided the contract does not result in layoff of Employees covered by this Agreement);
- l) to maintain order and efficiency in all aspects of RPS's operations;
- m) to determine the qualifications for job titles covered by this Agreement;
- n) to determine the starting and quitting time and the number of hours to be worked by Employees.

## ARTICLE 6

### ASSOCIATION RIGHTS

- A. The Association may use school facilities for meetings, outside the Employees' normal workday. The Association must fill out a building use form and obtain approval from the Superintendent, at least 24 hours prior to the meeting. The Association agrees to reimburse the RPS for custodial hourly wages which result from the requirement of providing custodial services outside regularly scheduled custodial working hours.
- B. The Association may use the inter-school mail facilities, school mailboxes and e-mail for routine Association business. The Association must, however, request and receive approval before using such facilities.
- C. Representatives of the Association, the Vermont Education Association and the National Education Association shall be permitted to transact official Association business on school property at all reasonable times, including during the workday, provided that this shall not interfere with or interrupt normal school operations.
- D. A copy of the official Board of School Commissioners' Agenda will be made available to the Association upon request prior to the scheduled Board Meeting. A copy of the official Board of School Commissioners' minutes will be available to the Association upon request.
- E. An official copy of Rules, Regulations and RPS policies will be made available to the Association.
- F. Final draft of the Agreement will be reviewed by both parties prior to ratification and execution for the purpose of identifying and correcting errors. Printing of the Agreement for dissemination purposes will follow execution of the document.

Copies of this Agreement will be printed at RPS' expense and a copy given to each member of the bargaining unit as soon as possible after execution by RPS and the Association.

## ARTICLE 7

### GRIEVANCE PROCEDURE

#### A. Purpose

It is the policy of the RPS and the Association that all grievances be resolved informally or at the earliest possible stage of this grievance procedure. However, both parties recognize that the procedure must be available without any fear of discrimination because



of its use. Settlements at any stage shall bind the immediate parties to the settlement but shall not be precedents in a later grievance proceeding.

B. Definition

1. A "grievance" is any alleged violation of this Agreement or any dispute with respect to its meaning or application.
2. An "employee" is any person in the unit covered by this Agreement.
3. An "aggrieved party" is the Employee who submits a grievance, and/or the Association. If the Association submits a grievance the names of individual Employees who are involved or connected with the grievance must be identified in the grievance filing
4. The term "days" for this Article as well as throughout this Agreement shall mean calendar days, other than school holidays, unless otherwise provided. In the event that a prescribed time period set forth in this Article ends on a weekend day or a day that is a holiday, then the time period shall be extended so that it ends on the next workday.

C. Submission of Grievance

1. Before submission of a written grievance, the aggrieved party must attempt to resolve the issue informally, but when trying to resolve the issue informally the aggrieved party shall clearly indicate that a "grievance" is being raised.
2. Each grievance, after the informal efforts, shall be submitted in writing on the Grievance Form that is attached as Appendix A and shall identify the aggrieved party; the provision of this Agreement involved in the grievance; the time and the place of the alleged events or conditions that gave rise to the grievance; if known, the identity of the person responsible for causing such events or conditions; and a general statement of the grievance and redress sought by the aggrieved party.
3. A grievance shall be deemed waived unless it is submitted in writing within thirty (30) days after the aggrieved party knew or should have known of the events or conditions on which it is based.
4. The aggrieved party, at his/her request, may be assisted by a representative of the Association at any step of the grievance procedure.

D. Grievance Procedure

1. Immediate Administrative Supervisor (hereinafter Supervisor) - Step One

The Supervisor shall confer with the aggrieved party with respect to the grievance and shall deliver to the aggrieved party a written statement of his/her position

with respect to it no later than fourteen (14) days after it is received. If an aggrieved party is not satisfied with the response of the Supervisor or if no response is received within the specified time limit after the submission of a grievance, such aggrieved party may appeal to or submit a copy of the grievance within seven (7) days thereafter to the Superintendent of Schools or his/her designee.

2. Superintendent or Designee - Step Two

The Superintendent or his/her designated representative shall, upon request, confer with the aggrieved party with respect to the grievance and shall deliver to the aggrieved party a written statement of his/her position with respect to it no later than fourteen (14) days after it is received by his/her designee.

3. Board of School Commissioners - Step Three

If the aggrieved party is not satisfied with the disposition of the grievance in Step 2, the aggrieved party may file in writing with the Board of School Commissioners (hereinafter Board) within ten (10) days of the receipt of the decision of the Superintendent of Schools or within ten (10) days of the expiration of the time provided for the rendering of a written decision by the Superintendent of Schools, if no decision has been rendered. The Board or a committee thereof, at its option shall hold a hearing which shall be held no later than thirty (30) days following receipt of the grievance by the Board. The hearing may be at a specially scheduled meeting of the BOARD or the designated committee. The parties may submit what evidence they reasonably desire at the hearing and make whatever arguments that they reasonably desire. The grievant shall be given a reasonable amount of time to present the grievance. The Superintendent may present what material that the Superintendent believes is relevant. The grievance shall be in executive session unless the parties agree in writing to do otherwise. A written decision by the Board shall be rendered within ten (10) days of the hearing.

E. Arbitration - Step Four

1. In the event the Association is not satisfied with the response to a grievance by the Board, it may, within ten (10) days after receiving the written decision request that the grievance be resolved by arbitration by giving the Superintendent written notice. If the parties cannot agree on an arbitrator and the arbitration process within 20 days after receipt of the request for arbitration, then the parties shall utilize the services of the AAA for the purpose of appointing an arbitrator and shall be bound by the Rules and Regulations of AAA, unless otherwise agreed to in writing. If the request for arbitration is not received by the Superintendent within the ten (10) days, the grievance shall be deemed resolved and further access to arbitration shall be barred.

2. The arbitrator's decision will be in writing and will set forth his findings, reasonings, and conclusions on the issues submitted. The arbitrator will be without power or authority to make any decisions which requires the commission of an act prohibited by law or which is in violation of the terms of this Agreement. The decision of the arbitrator shall be binding. The arbitrator shall have no power to alter, add to or detract from the provisions of the Agreement. The arbitrator shall submit his written decision and award within 30 days of the close of the hearing.
3. The cost for the services of the arbitrator will be borne equally by the RPS and the Association.

## ARTICLE 8

### EMPLOYMENT PRACTICES

- A. Upon hiring or upon written request, each Employee shall be given a copy of his/her current generic job description. Should RPS decide to change or modify a job assignment, RPS shall discuss such change or modification with the Employee prior to making the change or modification. If an Employee is transferred, they will be provided a handbook specific to that building and a list of duties within 10 days.
- B. Evaluation of Employees in the unit will be in accordance with the procedure developed by the RPS and the Association. A copy of this procedure will be given to all Employees. When any Administrator of an Employee writes up an evaluation of an Employee, the Employee shall receive a copy of the written evaluation before it is placed in the Employee's personnel file. In addition, the Administrator shall meet with the Employee to discuss the evaluation. The Employee may attach a written reply to the written evaluation if he/she desires within seven (7) days of receipt of the written evaluation and shall submit the reply to the Superintendent.
- C. The Employee shall receive a copy of any material that is placed into the Employee's personnel file, excluding confidential references.
- D. Upon a request, an Employee may schedule a time to review the contents of his/her personnel file, excluding confidential references.
- E. No material derogatory to an Employee's conduct, service, character, or personality will be placed in the Employee's personnel file unless he/she has had an opportunity to review the material. The Employee shall acknowledge that he/she has had the opportunity to review the material by affixing his/her signature to the copy to be filed with the express understanding that the signature in no way indicates agreement with the contents of the material to be placed in the personnel file. The Employee will also have the right to submit a written answer to such material and the Employee's answer shall be reviewed by the Superintendent and shall be added to the personnel file.

- F. Any complaint regarding an Employee made by any parent, student, or other person which, in the judgment of the responsible administrator, requires administrative action will be promptly discussed with the Employee prior to taking any action, unless the complaint is of a nature requiring the administrator to act pending investigation of the complaint.
- G. The probationary period will be one year from the date of hire. Probationary employees may be discharged from employment or non-renewed for any reason. An Employee who has successfully completed his/her probation period of one (1) year from the date of hire, may be reprimanded, disciplined, suspended or discharged for just cause in accordance with the following procedure:
1. With regard to performance issues, RPS may verbally make the Employee aware of the problem or complaint or may do so in conjunction with step 2 of this procedure.
  2. With regard to performance issues, the Employee shall receive a written warning stating the problem or complaint and the consequences if the Employee does not remedy the situation to the Superintendent's satisfaction. To the extent reasonably possible, while the written warning is being prepared the Employee will be notified verbally of the problem so that there is not a repeat offense without the Employee being made aware of the problem.
  3. If the Employee does not correct the performance problem after receiving the written warning to the satisfaction of the Superintendent, the Superintendent may, after notifying the Employee in writing, reprimand, discipline, suspend and/or discharge the employee.
  4. With regard to improper conduct issues, the Superintendent, in his/her discretion, may immediately suspend and/or discharge an Employee for such things as theft, fighting on campus, use of alcoholic beverages or drugs on campus, being under the influence of alcoholic beverages or drugs on campus, gross insubordination, being found guilty of an illegal act, or such other inappropriate conduct.
  5. Grievances under this section G shall be limited solely to the question of whether or not the Superintendent followed the above outlined procedures.
  6. After the successful completion of the probationary period of at least one full year of service, Employees may challenge a dismissal under just cause standards through the use of the grievance and arbitration procedures contained in Article 7.

- H. A paraeducator who substitutes for a teacher in a classroom for less than two (2) hours, consecutive or non-consecutive, in a day will be paid a stipend of \$70.00 for every 6.5 hours worked. This stipend will be paid quarterly for hours or equivalent days worked.
- I. A paraeducator who substitutes for a teacher will receive their regular day's pay plus an additional stipend of seventy dollars (\$70) for a full day of substitute service or an additional stipend of thirty-five dollars (\$35) for a half (1/2) day of substitute service, subject to the following:
1. If RPS has tried but is unable to obtain a qualified teacher substitute.
  2. In an emergency situation which might arise.
  3. The paraeducator volunteers for such assignment and RPS agrees to the request.
  4. Except in the case of an emergency, substitute service is voluntary.
- J. To the extent possible and consistent with the building and job assignment needs, each building principal will schedule a thirty (30) consecutive minutes unpaid lunch period for each full-time paraeducator and secretary in his/her building during the Employee's workday. During this lunch period the Employee will not be assigned to any duties and the Employee shall be free to leave the campus during the lunch period except under emergency circumstances. If an Employee is required under special situations and unexpected or emergent circumstances to work during his/her scheduled thirty (30) minute lunch break, he/she will be paid for that lunch break.
- K. Paraeducators, who are assigned to a classroom and to a teacher or administrator, are entitled to clear instructions on any material the paraeducator is asked to work on with the student(s). The paraeducator is not responsible for the creation of instructional materials.
- L. Professional Development Days for Paraeducators.
- i. Employees are required to attend two (3) in service (non-student contact) days per year to be scheduled at the beginning of the school year at such times as the administration deems appropriate. Programs are to be determined by RPS administration.
- M. Orientation Program - RPS will provide an orientation program for newly hired paraeducators that will include pertinent information specific to the role of a paraeducator within Rutland City Public Schools and their specific assignment.

N. Longevity Bonus –

Employees with 5-9 years of continuous full-time employment will receive a \$150.00 bonus on each anniversary of their hire beginning on the 5<sup>th</sup> anniversary date.

Employees with 10-15 years of continuous full-time employment will receive a \$175.00 bonus on each anniversary of their hire beginning on the 10<sup>th</sup> anniversary date.

Employees with 16-20 years of continuous full-time employment will receive a \$200.00 bonus on each anniversary of their hire beginning on the 16<sup>th</sup> anniversary date.

Employees with 21 years of continuous full-time employment will receive a \$225.00 bonus on each anniversary of their hire beginning on the 21<sup>st</sup> anniversary date.

Longevity Bonus payments will be made as part of the Employee's next regular bi-weekly payroll after the Employee's anniversary of their hire.

O. List of Expectations - Within 4-8 weeks of the start of each school year, the Employee and the supervisor and/or the teacher shall develop a specific list of expectations for the year's assignment for the Employee.

P. Professional Development Requirements - Each Employee is required to take fifteen (15) hours of professional development that pertains to the Employee's position every three (3) years.

Q. Seniority List - The Superintendent shall be responsible for the creation of a seniority list, denoting each employee's seniority status by job category. A copy of the list shall be provided to the Association on or before October 1 of each school year.

## ARTICLE 9

### REDUCTION IN WORK FORCE

A. When RPS determines that a staff reduction is necessary it shall so notify the Association in writing as soon as possible. If possible 30 days' notice will be given in writing to the Employee, but in no case will the notice be less than 14 days prior to the termination of an Employee.

B. RPS when laying off staff shall retain those Employees, who based on past performance and the particular needs of the assignment, are deemed most qualified in their job classifications. If RPS determines that all factors are equal, length of service for RPS, in a position represented by the Association, shall govern, with the Employee with the least total seniority in a job classification affected being the Employee that is laid off first.

If there is a reduction in the paraeducator classification, RPS may exercise its discretion to retain a less senior paraeducator assigned to an individual student on the basis of that Employee being the most qualified due to the one-to-one relationship with the individual student and/or special skills that are needed by existing students, e.g. signing ability, braille ability, etc. (hereinafter an Identified Employee). If a paraeducator position is reduced and the paraeducator is more senior than a paraeducator assigned to a student, the more senior Employee may bump another less senior paraeducator provided RPS does not assert that the less senior paraeducator is an Identified Employee.

Under no circumstances will Employees laid off in one classification be allowed to bump less senior Employees in another classification.

- C. If an opening should occur in a particular job classification, the Employee who was last laid off from that job classification, and is still qualified, shall be offered that position. The Employee offered the position must indicate acceptance or rejection of the position within 48 hours of notification of the vacancy and must be available to begin work as determined by RPS. This recall right shall last for a period of one year. If an Employee refuses recall, he/she shall forfeit all future recall rights.
- D. If an Employee is recalled within one year of his/her layoff, the Employee's benefits at the time of layoff will be restored. These benefits are unused accumulated sick leave, vacation based on years of service, and seniority based on years of service. No benefits accrue or apply during the period of layoff.

## ARTICLE 10

### ASSIGNMENT AND TRANSFERS

- A. When RPS determines that a change in assignment or transfer is necessary, RPS shall notify in writing the Association and Employee(s) involved. RPS administration shall meet with the Employee(s) for the purpose of discussing the change(s). A reassigned or transferred Employee shall retain School System wide seniority for unbroken service rendered in the bargaining unit.

A transfer is defined as the move of a unit member from one building in the School System to another on a long term or continuing basis and may be considered the Employee's official building assignment.

A reassignment is defined as the placement of an Employee on a long term or continuing basis to a different grade level or assignment within the same building.

- B. A transfer or reassignment will be considered 'involuntary' after an Employee receives notification of his/her tentative assignment and notifies his/her supervisor in writing of an objection. If an Employee objects to a transfer or reassignment, a meeting will be held within ten (10) days between the Employee and the appropriate administrator responsible

for the transfer or reassignment to discuss the matter and for the Employee to be given the reason for the transfer or reassignment. Unless an Employee notifies the supervisor in writing of an objection, the transfer or reassignment will be considered voluntary.

When an Employee assigned to an individual student's position is changed due to a change in status of the student, e.g., student leaves, transfers, no longer needs service, etc., RPS will attempt to give the Employee as much advance notice as reasonably possible of the need for a reassignment or transfer.

- C. When a vacant position develops that is covered by the bargaining unit that is to be filled, notice of open position will be posted in each school building and a copy of the posting will be given to the Association. The notice will be posted for a period of five (5) days before being filled by the regular appointment process, unless filled in accordance with Section 10 (D). Employees, who meet the qualifications and criteria established by RPS for the position, may apply for the position and be given an interview within the time period established by RPS. A unit member who applies for a position and meets the qualifications and criteria for the position will be given first consideration for the position; however, nothing herein shall prohibit RPS from hiring an outside applicant if the outside applicant is deemed by RPS to be more qualified for the position. Unit members who apply for a vacant position will receive a courtesy letter from the RPS after the position is filled informing them of the filling of the position.
- D. RPS reserves the right to transfer Employees to fill vacancies that develop prior to the posting of any vacant positions. Any vacant position open to outside applicants will be posted as set forth above.

## ARTICLE 11

### LEAVES OF ABSENCE

#### A. Sick Leave

##### 1. Leave Amounts

225 day secretaries will earn 15 days of sick leave per year, prorated for the days worked if the secretary ceases employment during a year, with unused days allowed to accumulate to a total of 140 days.

210 day secretaries will earn 14 days of sick leave per year, prorated for the days worked if the secretary ceases employment during a year, with unused days allowed to accumulate to a total of 140 days.

185 day secretaries will earn 12 days of sick leave per year, prorated for the days worked if the secretary ceases employment during a year, with unused days allowed to accumulate to a total of 140 days.



181 day employees will earn 12 days of sick leave per year, prorated for the days worked if the employee ceases employment during a year, with unused days allowed to accumulate to a total of 140 days.

2. During the first two (2) years of service for RPS, an Employee will be entitled to receive  $\frac{1}{2}$  of his/her current annual allotment of sick days (6 days) at the start of the work year and shall receive the second  $\frac{1}{2}$  of his/her current annual allotment of sick days (6 days) halfway through the work year. After two (2) years of service for RPS, an Employee will be entitled to receive his/her current annual allotment of sick days at the beginning of the work year.
3. RPS may request the Employee supply a doctor's certificate verifying illness after 2 consecutive days of sick leave. If the request is made after the Employee returns to work, the District will reimburse the Employee the cost of any co-pay for the office visit.
4. During a sick leave, only days when an Employee was to work will be deducted from the sick leave days to which an Employee is entitled.
5. At the time of the first regular paycheck for each school year, a written notice will be provided each Employee indicating the amount of sick leave days available to that Employee including accumulated sick leave.
6. Sick Leave may be used for the purpose of illness or injury of the Employee, or to care for the Employee's spouse, children or significant family member.
7. The Employee must notify his appropriate supervisor, on or before the first day of absence due to illness or injury, informing their supervisor as closely as possible as to when the Employee expects to return to work. The Employee is expected to keep their supervisor reasonably informed during their absence about their expected return to work.
8. In the event RPS has reason to believe that an Employee is not using sick leave for its intended purposes, based upon frequency and/or patterns of absence or for other reasons which may come to RPS's attention, within seven (7) days of a sick leave RPS may require a doctor's certificate covering the sick leaves in question; the Employee will have ten (10) days to provide the doctor's certificate. If the request is made after the Employee returns to work, the District will reimburse the Employee the cost of any co-pay for the office visit.
9. Severance Benefits - After a minimum of ten (10) years of continuous full-time service, an Employee who submits a letter of resignation with at least thirty (30) days advance notice to RPS or an Employee who has been terminated due to an inability to perform duties following an approved worker's compensation award process will receive severance pay equal to all their accumulated sick and personal leave days times fifty (\$50.00) dollars.

10. In the event an Employee's severance from service is due to a reduction-in-force, the Employee shall also be entitled to the Severance Benefit set forth above. The Employee whose position is reduced may elect to have his/her severance pay, as specified in this article, paid at the effective time of the reduction or he/she may ask RPS to hold such payment until the recall period expires. If the Employee elects to defer payment as provided in this paragraph and is recalled to service before or at the end of the recall period, no payment will be made. If an Employee elects payment at the time of the severance due to the reduction-in-force and is subsequently recalled to service before his/her recall rights expire, he/she shall begin any additional severance pay accrual from the point of recall but the years of service shall be unaffected for seniority purposes.
11. Employees who leave RPS before 10 years of service will be allowed to donate unused sick days to the sick leave bank.

B. Sick Leave Bank

1. A sick leave bank shall be established to provide for salary payments for members of the bargaining unit who are seriously ill or disabled, that is, confined to a hospital or recovering from a serious illness, and under the constant care of a physician, and whose accumulated sick and personal leave is exhausted.
2. The bank will consist of days voluntarily donated by unit members; a unit member may donate 5% of the number days that they have accumulated or 5 days, whichever is less per year. The annual donations shall be made on October 1st of every year. For the months of August and September (new school year) any sick bank usage will come from the previous school year bank. Only members, who belonged to the bank, in that previous year, will be allowed to use the sick bank during the months of August and September. All sick and personal days must be exhausted before an employee draws from the sick bank. Days drawn from the bank shall only be in one day increments.
3. The bank will be administered by the Superintendent or his/her designee in consultation with the President of the Association. The decision of the Superintendent in consultation with the President of the Association shall be final.
4. An applicant must submit satisfactory proof of illness or disability to the Superintendent. Such proof shall include a physician's statement. RPS reserves the right to have another physician of RPS's choosing, subject to the Employee's approval which shall not be unreasonably withheld, and at RPS's expense to verify the Employee's illness.
5. As donated days are used that Employee rotates to the end of the sick leave bank membership list. New Employees will be drawn by lot and placed at the bottom of the list each academic year. Employees who withdraw from sick bank

membership and subsequently re-enroll will be placed in the same place they formerly held. Unused days remaining in the bank shall be returned to the donors. If an Employee contributes to the bank and leaves the system before his/her day is used, the contributed day will be restored to the donor at the time of severance to be figured into any severance pay benefit which may be due, and the day subtracted from the bank.

6. A person who is collecting from the bank at the end of the work year, whose illness extends to the following work year, must reapply to the bank in order to determine if the Employee is still eligible.
7. Should the total days in the bank fall below ten (10) during the course of a year, the bank may be reopened for additional voluntary contributions of one day per unit member.
8. Only those bargaining unit members who contributed to the sick bank are eligible to draw benefits from the sick bank.

C. Personal Business Leave

1. The Association and its members know that the absence of an Employee from work interrupts the educational process and must, therefore, be held to a minimum. Each Employee will make every effort to attend to their personal business on "non-school days" and that a request for a personal leave day will be submitted only when every reasonable effort has been made to schedule personal business so as not to interfere with the teaching commitment.
2. In each school year an Employee will be eligible for four (4) days of personal leave with pay. Each leave day will be for personal, legal, business, religious, household or family matters of personal importance, which require the absence of the Employee during school hours and which cannot otherwise be scheduled. Personal days may also be used to attend funerals or similar functions that do not qualify for bereavement leave as set forth below.
3. The personal days cannot be carried over to the next year, but unused personal days will be accumulated as unused sick days.
4. When an Employee needs to use personal leave, the Employee shall communicate in writing to the Employee's appropriate supervisor, at least one week in advance, unless an emergency prevents such notification. The Employee does not have to give the specific reasons for the request but shall only indicate in the notice that the leave is needed in order to take care of matters which could not otherwise be scheduled on a non-school day.
5. Requests for personal leave may not be granted for the following days:

- a. the workday immediately preceding and the workday immediately following a holiday or school recess periods;
- b. the first and last workdays of the school year; and
- c. in-service days.

D. Bereavement Leave

1. In the event of a death of an important member of an Employee's family or household, the Employee will be granted up to five (5) days of leave with pay to attend the funeral and deal with related matters. Sick days or personal leave days can also be used for bereavement leave with the approval of the Superintendent.
2. It is expected that only so much time as is needed will be taken and not necessarily the full allotted time unless it is appropriate.

E. Jury Duty

Employees ordered to serve on a jury will be paid their regular daily rate of pay for each day of jury service. Upon receipt of payment from the appropriate agency, the Employee shall pay RPS any fees received as jurors but not to exceed the employee's daily rate of pay and excluding any mileage and meal reimbursement issued by the agency. If an Employee is required to appear in court on RPS business related to the Employee's job, the Employee will incur no loss of pay as a result of such appearance.

F. Family Leave

RPS is subject to both state and federal law dealing with family leave. Employees shall, therefore, have family leave rights consistent with 21 V.S.A. '470 *et. seq.* or 29 U.S.C.A. '2911 *et. seq.*, as amended, as long as RPS is governed by these subchapters, with the most beneficial rights applicable to the Employees controlling.

G. Continued Seniority

Employees on approved leave shall earn seniority credit while on leave but shall not be entitled to incremental movement on the salary schedule.

H. Good Faith

All Employees, in good faith, shall only use the leaves of absences set forth above for their intended and specified purpose. In the event it is determined that an Employee has used any leaves of absence for purposes other than their intended purpose, the value of the wrongfully used leave(s) of absence shall be deducted from the Employee's next paycheck.

## ARTICLE 12

### DAYS OF WORK

- A. Employees shall be hired for a position that has a minimum number of days to work. The positions and their minimum number of days to work are set forth on the attached Attachment B.
- B. All Paraeducators who have 181 days positions are required to work every day that RPS schedules and holds school; including the three in-service days.
- C. All other Employees other than paraeducators required to work every day that RPS schedules and holds school.
- D. Secretaries who work 185 days and Employees that have 200 days or more positions are required to work every day that RPS schedules and holds school and are required to arrange with their supervisor when the additional days are to be worked. Employees shall not be required to work on holidays set forth below. If the Employee and their supervisor are unable to arrive at an agreed upon schedule, then the Employee may request that the Superintendent consider the scheduling issue that cannot be agreed upon so that the Superintendent can determine what is reasonable under the circumstances; the Superintendent's decision shall be final.
- E. There are no paid vacation days or holidays.

## ARTICLE 13

### HOLIDAYS

- A. The following days are recognized as non-paid holidays where Employees cannot be made to work without their agreement, unless school is in session.

Labor Day  
Veteran's Day  
Thanksgiving  
Day after Thanksgiving  
Christmas Day  
Bennington Battle Day  
New Years Day

Martin Luther King Day  
Presidents' Day  
Town Meeting Day  
Good Friday  
Memorial Day  
July 4th

- B. If any of these holidays fall on a Sunday, the following Monday, if school is not in session, shall be considered the holiday. If a holiday falls on a Saturday, the preceding Friday, if school is not in session, shall be considered the holiday.

## ARTICLE 14

### COMPENSATION

- A. The hourly wage rates for all Employees in the bargaining unit are indicated on the appropriate pay schedules attached to this Agreement, and the schedules become effective upon ratification of this Agreement by both parties.

Condensing of Pay Schedule/Steps. In transitioning from the prior 2021-2023 contract to the first year of this Contract, the pay schedules shall be condensed from the 22 steps in the prior Contract to 11 steps. To accomplish this condensing of the pay schedule, before any Employee moves a step under this Contract, first, all Employees currently on odd numbered steps shall be moved up to the next even numbered step. Those Employees currently on an even numbered step will not move but shall receive the "Movement Bonus," as set forth below. Once the steps are condensed, all Employees shall receive the step movement they are entitled to for the first year of this Contract.

Movement Bonus. All Employees that do not move from an odd step to an even step pursuant to the Condensing of Pay Schedule/Steps set forth above, shall be entitled to receive a one-time payment of \$355.00 (the "Movement Bonus"). The Movement Bonus is intended to account for the financial benefit those Employees would have received if they had moved from an odd step to an even step as part of the Condensing of Pay Schedule/Steps. Qualifying Employees will receive their Movement Bonus in quarterly instalments over the 2024-2025 contract year. The Movement Bonus will be included and calculated as part of the total new money added in the first year of the Contract. This Movement Bonus shall be paid for the 2024-2025 contract year only.

- B. All hours up to 40 hours per week shall be paid at straight time. Hours in excess of 40 hours per week shall be paid at time and one-half.
- C. The members of the Association will receive their paychecks on the first Friday of the school year and bi-weekly thereafter resulting in a 22 pay period. When a paycheck comes due at a time that school is not scheduled to be in session, members of the Association will receive their paycheck in a manner consistent with all other RPS employees. Additionally, it is understood that the RPS can deviate from the bi-weekly payroll schedule once every several years to adjust for calendar issues (i.e., there will be a three week gap between paychecks when such adjustments are needed); notice of such a change will be provided in writing to members of the Association and employee with the first paycheck of the school year with the payroll dates affected clearly defined.
- D. The rates of compensation for each job classification for each year of this Agreement are reflected in the schedules attached to this Agreement. Any Employee who is transferred or reassigned to another position within the unit shall receive no less an hourly rate of pay than he/she had at the time of transfer.
- E. The wages of all Employees shall be set forth in this Agreement. The Board shall have the right to hire new Employees at any wage rate, which is at or above the applicable

base wage rate so long as the wage rate for new hires is not greater than the wage rate of any existing Employee in the same wage category who has comparable education and experience. It shall be the Superintendent's responsibility to determine such placements.

- F. RPS agrees to pay the prevailing IRS reimbursement rate per mile for school business travel as approved or required by the Employee's immediate supervisor but not connected with the Employee's regular job assignment.

G. Professional Courses

1. In order to enhance the professional training of the members of the unit, RPS will establish a fund of twenty thousand dollars (\$20,000.00) per year to assist the Employees in professional development as follows:

- a. Up to ten thousand dollars (\$10,000.00) of the pool may be used by unit members to take in-service training offered in the areas which are directly related to work performed by the Employee for RPS.
- b. Up to ten thousand dollars (\$10,000.00) of the pool may be used by Employees to take external training programs offered in institutes of higher education or vocational training for courses directly related to the Employee's work in the RPS.

(If, by April 15 of each year, the amount of money indicated in category A or B is not fully encumbered, the unencumbered amount will be available for use in either category for the remainder of that year only. Unused funds are not cumulative from year to year).

2. RPS will pay the tuition and/or registration charges for such training under the categories listed above under the following conditions.
- a. The training program or course must be directly related to the Employee's work for RPS.
  - b. The course or in-service program must be approved in advance by the Superintendent of Schools.
  - c. The Employee must satisfactorily complete the program and provide appropriate receipts, course completion certificates, transcripts, etc. to RPS prior to payment.
  - d. Reimbursement for approved training/courses will be distributed between June 1 - June 30 of the fiscal school year. All monies will be divided equally among all bargaining unit members who fulfill all requirements listed in Article XIV. Reimbursements will not exceed the course amount. Upon request the Administration will notify the President of the REA-ESP of the number of course reimbursements applied for and the balance of the account.

- H. Professional Days: A full-time Employee may be granted (2) days for professional days and shall request the use of these days in writing to their appropriate supervisor at least 5 working days in advance of the planned days; the supervisor shall then forward the request for the day, with their recommendations, to the Superintendent for a decision.

The granting and denial of any request for days shall ultimately be with the Superintendent, whose decision shall be final.

- I. Paraeducators who are specifically assigned by the building administrator to accompany a student on a field trip will be paid for all time spent on the field trip assignment even if such hours are beyond the Employee's normal workday.
- J. If an Employee is requested by their Administrator to attend an IEP (or similar type) meeting or perform additional duties which is not during normal regular working hours, then the Employee shall be paid their hourly rate for the additional time.
- K. If a paraeducator is hired for or assigned to a student who requires a high degree of assistance, the Employee shall receive a stipend of \$2,200.00 during the contract year 2021/2022, which shall be pro-rated over a school year, in addition to their contracted hourly wage. In the event of reassignment to a student who does not require a high degree of assistance, the paraeducator would no longer be entitled to the stipend and would revert to their hourly wage only. Which students are classified as students needing a high degree of assistance shall be the decision of the administration of RPS, with input from the case manager, special education teacher, and the paraeducator to be involved with a student. If a paraeducator is asked to cover a portion of a day as a substitute for such a student, the rate will be \$10.00 for a full-day and \$5.00 for a half-day.

The stipend shall be eliminated after the 2021/2022 contract year. Prior to the start of the 2022/2023 contract year, the funds that were actually paid in the final year of the prior contract, fiscal year 2021, is agreed to be a total of \$104,661.00, shall be added to the base of the Paraeducator pay scale. This addition of funds shall occur before calculating the year 2 increase to compensation described in Article 14, Paragraph A.

- L. Employees who have completed their probationary period shall be reimbursed by RPS for the costs of their background checks and fingerprinting.



## ARTICLE 15

### HEALTH AND WELFARE

#### A. Health Plan:

1. RPS's Health Plans are the four plans established and offered by VEHI (Vermont Education Health Initiative). By reference to the Document, "Terms and Conditions as Required by the Arbitration Award and Resolution of Negotiations Between the Commission of Public School Employee Health Benefits Pursuant to the Provisions of 16 V.S.A. Chapter 61" (attached), all terms and conditions of that Document are incorporated in this collective bargaining Agreement in accordance with applicable laws.
2. Each employee shall be permitted to choose the Health Plan offered by VEHI in which they desire to participate (Platinum, Gold, Gold CDHP, Silver CDHP). Employees who select either the Gold CDHP or the Silver CDHP will pay 20% of the insurance premium and RPS will pay 80% of the insurance premium. For employees who select either the Platinum or Gold (non-CDHP) VEHI plans, the amount of money available for the Gold CDHP can be credited at the employee's discretion toward the premium costs for a tier of coverage (Single, Two Person, Parent/Child(ren), or Family) in the Platinum or Gold (non-CDHP) plans. Participation in and selection of the plans is governed by IRS regulations at all times such that some participants are ineligible for certain plans.
3. RPS will provide an IRS section 125 health related program for all Employees. This plan will include insurance premium conversion for group health and dental insurance, and health and dependent care flexible spending accounts, and limited purpose health flexible spending accounts to employees participating in an HSA.
4. In the event that during the life of this agreement, RPS is no longer able to obtain coverage through VEHI as set forth in Article 15, Paragraph A(1), and the parties become legally permitted to negotiate health care benefits, the parties agree to reopen Article 15 of this Agreement and negotiate a new employee health care agreement.

B. **Disability:** RPS will provide to Employees a Long Term Disability Insurance policy which provides disability compensation at 60% of the Employee's covered earnings at the time of disability. Coverage will commence six (6) months after the onset of the disability, provided the Employee continues to remain disabled, and will cease at the end of the disability or to age 65, whichever is sooner. Any other requirements an Employee has to meet are those established by the carrier.

C. **Life Insurance:** A Twenty-five Thousand (\$25,000.00) dollars term life insurance policy will be provided by RPS to Employees.

D. **City Pension/Retirement Plan:** Participation in the City Pension/Retirement System by EMPLOYEES shall be governed by the City Pension Plan and appropriate Ordinances of the City of Rutland as they may be amended from time to time by the City Pension

Board. The contributions to support the City Pension Plan shall be paid as follows over the course of this Agreement: 5.3% for the EMPLOYEE'S Contribution and the Board contribution shall be the amount to satisfy the actuarial recommendations.

- E. **Dental Plan:** Coverage will be under the Dental Plan currently in effect. The Plan will be paid: 100% by RPS and 0% by the Employee. The spouse and dependent coverage will be the same as for the individual Employee. This provision will be renegotiated at any time that the Salary Schedules is renegotiated.
- F. **Protection of Employees in Damage Suits:** RPS shall indemnify and save harmless any Employee from financial loss and expense, including reasonable legal fees and costs, if any, arising out of any claim, demand, suit or judgment by reason of alleged negligence or other act resulting in accidental injury to a person or accidental damage to or destruction of property, within or without the school building, providing such indemnified person, at the time of the accident resulting in such injury, damage or destruction, was acting in the discharge of their duties within the scope of their employment or under the direction of RPS.

RPS shall insure against such liability in any insurance company organized in this state or in any insurance company of another state authorized by law to write such insurance in this state, with minimum coverage in the form of a comprehensive general liability policy including the employee as an additional insured and with minimum limits of not less than \$300,000.00 per person and \$500,000.00 per occurrence for bodily injury and \$50,000.00 per occurrence for property damage.

RPS shall furnish proof of insurance to the Association upon written request.

- G. **Workers' Compensation:** Employees shall be entitled to all rights as provided for under the workers' compensation statute and shall be compensated as set forth by the statute. RPS shall have workers' compensation insurance coverage to cover this obligation.
- H. **Death Benefits.** RPS shall pay to the estate of any employee who dies while still employed or under contract to RPS \$40.00(forty) per day for all accumulated sick days as set forth in Article 11.A.9.

## ARTICLE 16

### EMPLOYEE RIGHTS

- A. All Employees prior to July 1 shall be presented with a statement outlining their position title, building and work assignment, pay rate (hourly), seniority (years of service) and proposed work year (days). In the event of any change in the above due to unforeseen circumstances at the time of the issuance of the notice by July 1, the Employee will be presented with a revised notice not later than August 15.

- B. When Employees are required by their supervisor to attend a course or workshop, the fee and approved related expenses for such course or workshop shall be paid by RPS. RPS shall notify the Employee(s), in writing, when the Employee(s) attendance is mandatory.
- C. Make-up of Cancelled Days  
Employees will be paid for snow/emergency days when school is cancelled.  
Employees will make up these days only if students are required to make them up.
- D. No Employee will be required to transport students in a personal vehicle.

## ARTICLE 17

### DURATION

Except as otherwise noted the provisions of this Agreement will commence July 1, 2024, and will continue in full force and effect until June 30, 2027.

IN WITNESS WHEREOF, the parties here unto set their hands and seals this 21<sup>st</sup> day of June, 2024.

FOR THE ASSOCIATION

BY: 

BY: Susan Taxen  
REA President

FOR THE RUTLAND CITY PUBLIC SCHOOLS

BY: 

### ACKNOWLEDGMENT OF ARBITRATION


It is understood that this Agreement between the Rutland City Public Schools and the Rutland Education Association – Educational Support Professionals contains an agreement to arbitrate. After signing this document, it is understood that neither party will be able to bring a lawsuit concerning any dispute that may arise which is covered by the arbitration agreement, unless it involves a question of constitutional or civil rights. Instead the parties agree to submit any such dispute to an impartial arbitrator.

IN WITNESS WHEREOF, the parties hereto have set their hands this 21<sup>st</sup> day of June, 2024.

RUTLAND CITY PUBLIC SCHOOLS

By:   
President, Board of School Commissioners

RUTLAND EDUCATION ASSOCIATION – EDUCATIONAL SUPPORT PROFESSIONALS

By:  / Susan Tanen  
President, REA-ESP

**REA-ESP  
Grievance Form**

Grievance #: \_\_\_\_\_  
Date of Filing: \_\_\_\_\_

Stage:

- 1) Immediate Supervisor: \_\_\_\_\_  
2) Superintendent: \_\_\_\_\_  
3) Board: \_\_\_\_\_

1. Grievant (s): \_\_\_\_\_

2. Position: \_\_\_\_\_ School: \_\_\_\_\_

3. Contract Provision (s) Alleged Violated: \_\_\_\_\_

4. Time, Date, Place of Occurrence: \_\_\_\_\_

5. Statement of the Grievance (include events and conditions of the Grievance and persons responsible): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Redress Sought: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. I will \_\_\_\_\_ I will not \_\_\_\_\_ be represented by the Association.

\_\_\_\_\_  
Date Submitted

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

\_\_\_\_\_  
Date Received

\_\_\_\_\_  
Position

**REA-ESP****Schedule of Jobs and minimum number of days to work**

<u>JOB</u>	<u>MINIMUM NUMBER OF DAYS</u>
Secretary I	185
Secretary II	210
Secretary III	225
Paraeducator	181
Library Paraeducator	181
Child Services Assistant	185
Planning Room Paraeducator	181

# REA-ESP HOURLY RATE SCHEDULES

## Paraeducator Salaries

Rutland City

2024 –2025

Paraeducator Hourly Rates Rutland City				
2024 - 2025				
<u>Step</u>	<u>HQT / AD</u>	<u>HQT / AD+30</u>	<u>HQT / AD+60</u>	<u>Bach</u>
1	\$20.23	\$20.35	\$20.47	\$20.59
2	\$20.80	\$20.92	\$21.04	\$21.16
3	\$21.36	\$21.49	\$21.61	\$21.73
4	\$21.93	\$22.05	\$22.18	\$22.30
5	\$22.50	\$22.62	\$22.74	\$22.87
6	\$23.07	\$23.19	\$23.31	\$23.43
7	\$23.64	\$23.76	\$23.88	\$24.00
8	\$24.20	\$24.33	\$24.45	\$24.57
9	\$24.77	\$24.89	\$25.02	\$25.14
10	\$25.34	\$25.46	\$25.58	\$25.70
11	\$25.91	\$26.03	\$26.15	\$26.27
<b><u>4.03% New Money Includes: 2.63% for one step, plus 1.40% across pay schedule.</u></b>				

# Paraeducator Salaries

Rutland City

2025 –2026

Paraeducator Hourly Rates Rutland City				
2025 - 2026				
<u>Step</u>	<u>HQT / AD</u>	<u>HQT / AD+30</u>	<u>HQT / AD+60</u>	<u>Bach</u>
1	N / A	N / A	N / A	N / A
2	\$21.06	\$21.18	\$21.31	\$21.43
3	\$21.63	\$21.76	\$21.88	\$22.00
4	\$22.21	\$22.33	\$22.46	\$22.58
5	\$22.78	\$22.91	\$23.03	\$23.15
6	\$23.36	\$23.48	\$23.61	\$23.73
7	\$23.93	\$24.06	\$24.18	\$24.30
8	\$24.51	\$24.63	\$24.76	\$24.88
9	\$25.08	\$25.21	\$25.33	\$25.45
10	\$25.66	\$25.78	\$25.91	\$26.03
11	\$26.23	\$26.36	\$26.48	\$26.60
12	\$26.81	\$26.93	\$27.06	\$27.18
<b>3.8% New Money includes: <u>2.54%</u> for one step, plus <u>1.26%</u> across pay schedule. New hires start on Step 2.</b>				



# Paraeducator Salaries

Rutland City

2026 – 2027

Paraeducator Hourly Rates Rutland City 2026 - 2027				
<u>Step</u>	<u>HQT / AD</u>	<u>HQT / AD+30</u>	<u>HQT / AD+60</u>	<u>Bach</u>
1	N / A	N / A	N / A	N / A
2	\$21.28	\$21.40	\$21.53	\$21.65
3	\$21.86	\$21.99	\$22.11	\$22.23
4	\$22.44	\$22.57	\$22.69	\$22.82
5	\$23.02	\$23.15	\$23.27	\$23.40
6	\$23.60	\$23.73	\$23.85	\$23.98
7	\$24.19	\$24.31	\$24.43	\$24.56
8	\$24.77	\$24.89	\$25.02	\$25.14
9	\$25.35	\$25.47	\$25.60	\$25.72
10	\$25.93	\$26.05	\$26.18	\$26.30
11	\$26.51	\$26.63	\$26.76	\$26.88
12	\$27.09	\$27.22	\$27.34	\$27.46
13	\$27.67	\$27.80	\$27.92	\$28.05
<b>3.5% New Money includes: 2.45% for one step, plus 1.05% across pay schedule. New hires start on Step 2.</b>				

# Secretary Salaries

Rutland City

2024 – 2025

Secretary Hourly Rates		
Rutland City		
2024 - 2025		
<u>Step</u>	<u>Secy</u>	<u>Assoc/B</u>
1	\$20.17	\$20.55
2	\$20.49	\$20.87
3	\$20.81	\$21.19
4	\$21.13	\$21.51
5	\$21.45	\$21.83
6	\$21.77	\$22.15
7	\$22.09	\$22.47
8	\$22.40	\$22.78
9	\$22.70	\$23.08
10	\$23.01	\$23.39
11	\$23.31	\$23.69
12	\$23.60	\$23.98
13	\$23.88	\$24.26
14	\$24.17	\$24.55
15	\$24.46	\$24.84
16	\$24.75	\$25.13
17	\$25.04	\$25.42
18	\$25.32	\$25.70
19	\$25.61	\$25.99
20	\$25.90	\$26.28
21	\$26.19	\$26.57
22	\$26.47	\$26.85
23	\$26.76	\$27.14
24	\$27.05	\$27.43
25	\$27.34	\$27.72
<b>4.03% New Money includes: 1.30% for one step, plus 2.73% spread across the pay schedule.</b>		

# Secretary Salaries

Rutland City

2025 – 2026

Secretary Hourly Rates		
Rutland City		
2025 - 2026		
<u>Step</u>	<u>Secy</u>	<u>Assoc/B</u>
1	\$20.67	\$21.06
2	\$21.01	\$21.40
3	\$21.34	\$21.73
4	\$21.66	\$22.05
5	\$21.99	\$22.38
6	\$22.32	\$22.71
7	\$22.64	\$23.03
8	\$22.96	\$23.35
9	\$23.28	\$23.67
10	\$23.59	\$23.98
11	\$23.90	\$24.29
12	\$24.19	\$24.58
13	\$24.49	\$24.88
14	\$24.78	\$25.17
15	\$25.08	\$25.47
16	\$25.37	\$25.76
17	\$25.67	\$26.06
18	\$25.96	\$26.35
19	\$26.26	\$26.65
20	\$26.55	\$26.94
21	\$26.85	\$27.24
22	\$27.14	\$27.53
23	\$27.44	\$27.83
24	\$27.73	\$28.12
25	\$28.03	\$28.42
<b>3.80% New Money includes: 1.28% for one step, plus 2.52% spread across the pay schedule.</b>		

# Secretary Salaries

Rutland City

2026 – 2027

Secretary Hourly Rates		
Rutland City		
2026 - 2027		
<u>Step</u>	<u>Secy</u>	<u>Assoc/B</u>
1	\$21.14	\$21.54
2	\$21.49	\$21.89
3	\$21.82	\$22.22
4	\$22.16	\$22.55
5	\$22.49	\$22.89
6	\$22.82	\$23.22
7	\$23.16	\$23.56
8	\$23.48	\$23.88
9	\$23.80	\$24.20
10	\$24.13	\$24.53
11	\$24.44	\$24.84
12	\$24.74	\$25.14
13	\$25.04	\$25.44
14	\$25.34	\$25.74
15	\$25.65	\$26.04
16	\$25.95	\$26.35
17	\$26.25	\$26.65
18	\$26.55	\$26.95
19	\$26.85	\$27.25
20	\$27.15	\$27.55
21	\$27.46	\$27.85
22	\$27.76	\$28.16
23	\$28.06	\$28.46
24	\$28.36	\$28.76
25	\$28.66	\$29.06
26	\$28.96	\$29.36
<b>3.50% New Money includes: 1.23% for one step, plus 2.27% spread across the pay schedule. Also, Step 26 added in FY 2026 - 2027.</b>		