



MASTER AGREEMENT

between the

**ADDISON CENTRAL SCHOOL DISTRICT
BOARD OF SCHOOL DIRECTORS**

and the

**ADDISON CENTRAL EDUCATORS ASSOCIATION
(Education Support Personnel Unit)**

Effective July 1, 2024 to June 30, 2026

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NOTICE OF ARBITRATION

In accordance with 12 V.S.A. § 5652(b), the Board and the Association understand that this Agreement contains an agreement to arbitrate grievances. After signing this Agreement, the Board and the Association understand that they will not 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 accordance with the provisions contained in Article V.

PREAMBLE

THIS AGREEMENT is made and entered into this First day of July, 2021 by and between the Addison Central Educators Association – Education Support Personnel Unit, hereinafter referred to as the “Association” and the Board of School Directors for the Addison Central School District, hereinafter referred to as the “Board” or the “District”.

ARTICLE I

RECOGNITION

1.1 The Board recognizes the Association, for the purpose of collective bargaining as the exclusive representative of a bargaining unit, as certified by the Vermont Labor Relations Board, composed of all persons employed by the Board as:

- a) **Administrative Support** — employees whose primary role is to support administrative tasks, i.e., faculty secretary, library aide, administrative assistant to guidance.
- b) **Student Support** — employees working directly with students either as classroom assistants or as individual aides, including behavior interventionists, behavior specialists, behavior consultants, licensed social worker, behavior, wellness coordinator/prevention specialist and Board Certified Behavior Analyst.
- c) **Buildings & Grounds Support** — employees whose primary duties involve the maintenance and security of the buildings and grounds.

1.2 Employees excluded from this bargaining unit, as defined by 21 VSA, are:

- a) **Confidential Employees** — an employee whose responsibility or knowledge or access to information relating to collective bargaining, personnel administration, or budgetary matters would make membership in or representation by an employee organization incompatible with his/her official duties. 21 VSA Section 1721.
- b) **Supervising Employees** — an individual having authority in the interest of the employer, to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward or discipline other employees or responsibly to direct them, or to adjust their grievances, or effectively to recommend such action, if in connection with the foregoing the exercise of such authority is not of a merely routine or clerical nature but requires the use of independent judgment. 21 VSA Section 1502 (13).
- c) In addition to the above positions excluded by Title 21, the following employment categories and positions shall be excluded from the bargaining unit: food service, network and tech support positions, and all positions in the office of the Superintendent of Schools.

1.3 Unless otherwise indicated, the persons in the above unit will be referred to herein as “employee,” “employees”, or “members of the bargaining unit.”

1.4 Employees who work at least twenty (20) hours per week on either a full-year or school-year basis shall be entitled to rights and benefits as set forth in this Agreement.

ARTICLE II

DEFINITIONS

2.1 Unless a different meaning is plainly required by the context, the following words and phrases used in this Agreement shall have the following meanings:

a. Full-Year Employees: Employees hired by the Board for fifty-two (52) weeks per year, whether on a full (i.e., at least 32.5 hours per week) or part-time (i.e., at least twenty (20) hours per week) scheduled basis.

b. School-Year Employees: Employees hired by the Board to work during the school year, whether on a full (i.e., at least 32.5 hours per week) or part-time (i.e., at least twenty (20) hours per week) scheduled basis. It is understood that some school-year employees' work year may begin before the student year and may be extended after the student year.

c. Extended School Year Employees: Employees hired to work beyond the school year, but less than full year shall work not less than 205 days and not more than 240 days.

d. Nothing herein shall be construed to prohibit a school-year employee from agreeing with the Superintendent to work in his or her position outside the employee's work year at the regular rate of pay. Nothing herein shall be construed to prohibit a school-year employee from agreeing with the Superintendent to work in any other position outside the work year; and when such position is seasonal, nothing herein will preclude the Superintendent and the employee from negotiating and agreeing on the appropriate rate of pay for such employment, provided that said arrangement in no way impinges on Bargaining Unit work for full-year employees.

ARTICLE III

PROCEDURE FOR NEGOTIATION OF A SUCCESSOR AGREEMENT

3.1 If either the Board or the Association decides to negotiate a successor agreement, written notice must be given to the other by October 1st of the year prior to expiration of the agreement.

3.2 Beginning no later than November 1st of the year prior to the expiration of this agreement, the Board and the Association shall begin to meet, confer and negotiate in good faith in an effort to reach a mutual understanding and a successor agreement. During negotiations, the Board and the Association will present relevant data and exchange points of view. Consistent with Vermont Statutes the Board shall make available such public records as may reasonably be deemed necessary for collecting this data.

3.3 Despite the reference in this Article, the Board and the Association each shall have the right to act by committee, or by designated representatives, whether or not members, for each party.

3.4 The Board and the Association will mutually agree on the negotiating procedure to be followed.

ARTICLE IV **ASSOCIATION RIGHTS**

4.1 The Board agrees that every employee in the unit has the right to freely organize, join and support the Association and its affiliates for the purpose of engaging in collective negotiations and other activities of mutual benefit, or to refrain from such activities. The Board agrees that it will not discriminate against any employee with respect to hours, wages or any other terms or conditions of employment by reason of his/her membership or non-membership in the Association or its affiliates, or by reason of the employee's participation in any legal activities of the Association or its affiliates.

4.2 The Board agrees to deduct from the salaries of its employees dues for the Addison Central Educators Association, Vermont Education Association and the National Education Association upon receipt of an authorization form from the employee. Deductions shall be continuous from year-to-year. Any staff member who may wish to terminate their dues deduction authorization must do so by written request to the Superintendent prior to September 1 of that year. Deductions shall be made in substantially equal amounts each pay period, and the monies deducted shall be transmitted to the Association monthly. The Association shall have the full responsibility for notifying the School District of the amounts for each employee to be deducted for membership each year.

4.3 Employees will be informed of all job openings within the bargaining unit, via district email and postings in all district buildings.

ARTICLE V **GRIEVANCE PROCEDURE**

5.1 Purpose. This procedure provides a means for support staff under contract with the Board to secure, at the lowest possible administrative level, solutions to their alleged grievances. Support staff may present grievances free from coercion, interference, restraint, discrimination or reprisal. The Association and its affiliate, VT-NEA, shall be the sole and exclusive representative of the grievant.

5.2 Definition. A grievance shall mean a complaint by either a support staff member, by several support staff members, and/or the Association that there has been a violation, misinterpretation, misapplication, or inequitable application of any of the

provisions of this agreement.

5.3 Days. When used in this procedure, days shall mean school days, except where otherwise indicated.

5.4 Time Limits. The time limits stated herein may be extended by mutual written and signed agreement of the parties involved. All meetings shall be arranged at mutually convenient times and places.

5.5 Decision. Any time that a decision is not rendered within the time specified, the failure to render a decision shall be treated for purposes of this article as a denial of the grievance. In such case, the appropriate party may appeal to the next step in the grievance process where the decision is to be made by the Board or administrative personnel within its direct control. When the decision is to be made by the Association or personnel within its direct control and the decision is not rendered within the time specified, it shall be understood that the grievance is null and void.

5.6 Dismissal or non-renewal. Any grievance challenging the dismissal or non-renewal of a support staff member must be initially filed at Step 3 below.

5.7 Steps. Any step in this grievance procedure may be by-passed by mutual written and signed agreement.

5.8 Grievance Process. After an Association Representative has been selected, it shall be the representative's obligation to participate in the processing of a grievance at any level, and no support staff member may be required to discuss any grievance if the Association Representative is not present. The Association and its affiliate VT-NEA, shall be the sole and exclusive representative of the grievant. *This representation condition shall only apply to contractual grievances and shall not apply to any legal complaint.*

Step 1 - Immediate Supervisor. The aggrieved should try to informally resolve the grievance with his/her immediate supervisor.

If not settled informally, the aggrieved shall initiate the grievance within 60 calendar days of the alleged violation, misinterpretation, misapplication, or inequitable application of the provisions of this agreement. At this point all events must be recorded so that timelines can be tracked.

The time limitation for initiating the grievance may be suspended by either party during the summer vacation by written notice to the other party.

The grievant shall present the grievance in writing to said immediate supervisor. On receipt of the grievant's written grievance to immediate supervisor, said supervisor will arrange a meeting within seven days, then the supervisor will render a written decision within seven days of this grievance meeting.

Step 2 - Principal. If the aggrieved is not satisfied with the decision of the

immediate supervisor and decides to pursue the grievance, the grievant must, **within seven days of supervisor's decision**, request in writing a meeting with the Principal. The Principal shall arrange for a meeting with the aggrieved to take place within **seven days of the receipt of the request**. The principal shall provide the aggrieved with a written decision **within ten days of the meeting**. **Step 3 - Superintendent.** If the aggrieved is not satisfied with the Principal's decision and decides to pursue the grievance, the grievant must, **within seven days of Principal's decision**, request a meeting with the Superintendent. **Within seven days** of receipt of the request the Superintendent shall arrange for a meeting to take place at a mutually agreed upon time **within ten days**. The Superintendent shall provide the aggrieved with a written decision **within ten days** of the meeting.

Step 4 - School Board. If the aggrieved is not satisfied with the Superintendent's decision and decides to pursue the grievance, the grievant must, **within ten days** of the Superintendent's decision request a meeting with the School Board, which will be held in executive session. To do this, the aggrieved should address the request to the Chair of the School Board, and send a copy of the request to the Superintendent. The meeting shall take place **within twenty days** of the receipt of the request. The Chair of the School Board shall provide the aggrieved with a written decision **within ten days** after the meeting.

Step 5 6 - Arbitration. If the Association decides to move the grievance to Arbitration, it must notify the Chair of the School Board in writing within the twenty days of the receipt of the Board's response in Step 4. **Within fifteen days** after such written notice of arbitration, the School Board and the Association (or their representatives) will agree upon a mutually acceptable arbitrator competent in the area of grievance, and will obtain a commitment for said arbitrator to serve. If the parties are unable to agree upon an arbitrator or to obtain such a commitment within the specified period, a request for a list of arbitrators will be made to the American Arbitration Association by either party. The parties will then be bound by the rules and procedures of the American Arbitration Association in the selection of an arbitrator and in all other matters.

Neither the School Board nor the Association will be permitted to assert any grounds or evidence before the arbitrator which was not previously disclosed to the other party. The arbitrator's decision will be in writing and will set forth the findings of fact, reasoning, and conclusions on the issues.

The arbitrator shall have no power or authority to make any decision which requires the commission of an act prohibited by law, or which violates the terms of this agreement, or which extends to anything not included in this agreement. The decision of the arbitrator shall be final and binding upon all parties. The cost of the services of the arbitrator, including expenses, if any, will be borne equally by the School Board and the Association. Should either party request a transcript

of the proceedings, then that party will bear the full cost of that transcript. Should both parties request a transcription, the cost should be shared equally.

ARTICLE VI

CONDITIONS OF EMPLOYMENT

6.1 Probationary Period

a. All employees shall have a probationary period of one year, commencing with the first day of employment.

b. Employees shall be evaluated prior to the end of their initial probationary period, and decisions regarding retention shall be based upon that evaluation. Nothing herein shall be construed to limit the authority of the Board or Superintendent to terminate an employee prior to the end of their initial probationary period.

c. New employees may be eligible for benefits during their probationary period in accordance with the conditions of eligibility imposed by any benefits provider.

d. Employees who have not completed their probationary period do not have just cause rights.

6.2 Overtime

a. Employees may be asked to work overtime. Overtime will be authorized and requested by the immediate administrative supervisor with as much advance notice as possible. Overtime will be assigned in a fair and equitable manner. Every attempt will be made to share overtime available throughout the ACSD workforce. Supervisors are encouraged to consider an individual's personal needs when requesting overtime.

b. Employees who perform self-assigned overtime under emergency conditions shall provide their supervisor with details of the work performed and the reason for such self-assigned overtime within forty-eight (48) hours of the event or occurrence or reasonable means.

c. Except as otherwise stated herein, prior approval by the employee's immediate supervisor is required for all overtime work.

d. Employees shall choose to receive either overtime compensation or compensatory time off at time and one-half for all hours actually worked in excess of forty (40) hours in any given week. An employee who is called into work shall receive a minimum of two hours' pay at one and one-half times their regular rate of pay. Non-exempt employees will be paid overtime based on time worked beyond forty (40) hours in any given work week at time and a half. All overtime must be pre-authorized by your supervisor. In lieu of overtime pay, compensatory time off may be granted to non-exempt employees if the employee elects. Compensatory time must be taken within the pay period it is earned. All time worked over forty (40) hours will be figured as time and

a half for compensatory purposes.

e. If an employee works all or part of a paid holiday, the employee will receive his/her per diem pay for the day, plus an additional compensation at the employee's hourly rate of pay for hours actually worked (minimum of 2 hours if called in).

f. Employees shall not be assigned overtime on any district approved holidays; however employees may choose to work at their own discretion.

6.3 Physical Exam - Based on specific job requirements, employees may be required to pass a physical (medical) examination as a condition of initial or continuing employment. Physical examinations shall be conducted by a physician or health service approved by the Superintendent and paid for by the District. The physician's written report shall only address whether or not the employee is fit for duty.

6.4 Job Description - Each employee shall be given a copy of her or his job description. If there are unique requirements for the position, the requirements will be specified in the job description. When an applicant is offered a position, the applicant will receive a copy of the job description prior to accepting the position.

6.5 School Cancellations, Closures, and Delays

a. If school is cancelled on a regularly scheduled school day, and that day is not made up by the end of the school year, school year employees shall receive their regular rate of pay for such cancelled days. The total paid to each employee will not exceed the regular rate of pay for said number of school days.

b. In the event of early release or delayed opening due to unplanned circumstances, all employees may request make up hours from their supervisor to account for the time lost to the delay.

c. In the case of school cancellation, full-year employees are expected to work one half day of their choice for a full day of pay.

6.6 Employees shall not be requested or required to work under conditions which constitute an undue, immediate, and imminent threat to their health or safety.

6.7 Working Conditions

a. Support staff shall be assigned to a regular work shift which shall not be changed for the purpose of avoiding overtime. It is understood between the parties that regular work shifts may be temporarily changed during school vacation periods. For the purpose of determining overtime, the work week begins at 12:01 am Monday and ends at 12:00 pm Sunday.

b. All support staff shall have a half-hour unpaid, duty-free lunch period per day scheduled between 11:00 a.m. and 1:45 p.m. Full-time, full-year employees shall have

two (2) paid fifteen (15) minute rest periods each work day. School year and extended year employees shall have two (2) paid ten minute periods, each work day.

c. If an employee is requested to work during the duty-free lunch period, he/she shall be paid at the normal hourly rate of pay. Special circumstances may require that a paraprofessional be on-call during lunch periods. If such is the case, the requirement shall be included in the job description and the paraprofessional will be paid for the lunch period.

d. If a vacancy arises, the position should be posted and opened to employees.

e. If the Administration requires a paraprofessional to attend a faculty meeting, in-service training or workshop outside his or her normal workday, the paraprofessional shall be paid at the normal hourly rate of pay or overtime rate if applicable for such time. The district shall pay any workshop registration and workshop fees.

f. Paraprofessionals who voluntarily agree to serve as substitute teachers for a day or part of a day, shall receive their regular pay plus four dollars (\$4.00) per hour or regular substitute pay for that period, whichever is greater. Effective July 1, 2025, the additional stipend shall increase to five dollars (\$5.00) per hour.

g. All support staff will receive a job description outlining the requirements of employment.

6.8 Trainings

a. Annually, the District will provide training opportunities to all school-year employees on two days designated as in-service days; the length of the training offerings on these days may vary. Prior to the end of the school year, the Administration and the Association President will meet to discuss training needs for the coming school year.

b. The District will provide appropriate training opportunities to all support staff covered under this contract. The training will be appropriate to the work responsibilities and needs of the staff. Support staff may be released from duties to attend trainings.

c. If the training is offered during an individual's contracted work days and hours, the training will be mandatory.

d. If an employee is required to attend a mandatory training that is offered outside an employee's normal work hours, the employee will be compensated at the appropriate rate of pay (including time and one-half for hours worked over forty (40) hours per week).

e. The administration will provide support staff members with the opportunity to participate in district-sponsored college courses or workshops, when room exists in such programs and when support staff members meet the appropriate pre-requisites for

such courses and/or workshops. The cost of participating in such courses or workshops shall be borne by the participant, unless other arrangements are offered by the District.

f. With prior approval of the administrator, up to two days of Professional Leave may be granted to each full-time, calendar-year or school-year employee for attendance at workshops, courses or conferences the administrator judges to be helpful for the performance of the employee's job. Professional Leave shall be paid at the employee's per diem rate. Registration and mileage costs for Professional Leave activities shall also be reimbursed upon submission of receipts.

6.9 Continuation of Employment

a. Unless notified on or before April 15th of a reduction in force, an employee will be offered a contract for the following year. The contract will be issued no later than the third Monday in May.

b. An employee receiving a contract shall indicate acceptance of the offer by signing and returning the contract no later than three (3) weeks (21 calendar days) after it was postmarked.

c. Failure of an employee to sign and return the contract within the specified period will be considered conclusive evidence of non-acceptance of the offer and the position will be considered vacant.

d. The Superintendent, at the written request of an individual employee, may grant an additional fourteen (14) calendar day extension for the return of an individual contract beyond the end of the third week.

e. Any individual contract issued prior to the conclusion of negotiations for a successor Agreement to this contract shall be made consistent with the terms and conditions of the successor Agreement as finally negotiated between the parties.

6.11 Mileage - The District agrees to pay Internal Revenue Service (IRS) rates per mile for use of personal vehicles on authorized school business. Employees are not required to use their personal vehicles on school business to perform their duties.

6.12 Equipment - The District shall provide all employees with the equipment necessary to do the work they are required to perform.

6.13 Reduction in Force -The Board retains full authority to determine whether a reduction in force shall be implemented and, if so, the positions which will be reduced.

Upon implementation of a reduction in force, employees will be notified of layoff in reverse seniority order, within the following categories:

- (a) Administrative Support personnel
- (b) Student Support personnel
- (c) Buildings and Grounds Support personnel

- (d) Behavior interventionists and Behavior Specialists
- (e) Behavior Consultant

In implementing this seniority-based system of reduction in force, the parties agree to the following principles:

a. Certain positions require unique training and/or prior experience that may not be transferable through a brief pre-employment initiation. In such cases, the employee in that position may, at the discretion of the administration, be shielded from layoff during a reduction. Positions requiring such protection shall be identified by the administration and communicated to the Association prior to the implementation of a reduction in force. The Association may appeal such a determination to the Board within ten (10) days of receiving written notification. The Board shall review the appeal and shall make a final determination that shall not be subject to the grievance process (Article V).

b. Employees shall accrue seniority beginning with the most recent date of continuous employment; however, seniority is not transferable between categories.

c. **Recall Rights** – Employees laid off shall have recall rights, in order of seniority, to vacancies within the same groupings as described in Article 6.13. Notice of recall will be provided by registered mail at the employee's last known address. Employees must accept an offer of employment within fifteen (15) calendar days of receipt of a recall notice or the employee will move to the bottom of the recall list notwithstanding seniority. Recall rights shall continue for one year following the date the layoff takes effect.

If an employee whose position was eliminated due to a reduction in force is recalled within one year to the same or similar position, his/her seniority in effect at the time of the reduction will be reinstated as well as accrued sick leave.

6.14 During the first year of employment, individual paraprofessionals may be laid off with two-week's notice at any time between the start of their employment and prior to the date their employment contract is renewed, if the child they are assigned to leaves the district or is no longer eligible for special education services or tutorial assistance. During this period, the paraprofessional shall not accrue seniority credit and shall not be accorded the reduction-in-force rights stipulated in Article 6.13. After year one a reduction in force may be necessary when the student need is gone. Individual paraprofessionals shall receive seniority credit for the duration of their first year of work in the District beginning the day they are offered a contract of employment for a second school year, and from that point on shall be accorded all the reduction-in-force rights and protections as stipulated in Article 6.13.

ARTICLE VII

LEAVES

7.1 Sick Leave - Full-year employees will be entitled to fifteen (15) sick leave days per year. Full-time extended year employees will be entitled to thirteen (13) sick leave days per year. School-year employees shall be entitled to twelve (12) sick leave days per year. Employees may accumulate unused sick leave from year-to-year to a maximum of ninety (90) days. Notwithstanding the above, employees who have accumulated sick leave in excess of ninety (90) days under personnel policies in existence prior to this contract shall retain such accumulated sick leave, although they will not be entitled to any additional accumulation while their sick leave balance exceeds ninety (90) days.

a. A temporary leave necessitated or contributed to by pregnancy, miscarriage, abortion, childbirth, and the recovery there from, shall be treated as any other illness under the terms of this Article.

b. An employee may use up to ten (10) of his or her sick leave days for illness in the employee's immediate family. For the purpose of this section, immediate family is defined as the employee's spouse, child, parent, sibling, or other member of the household.

c. An employee receiving disability income may utilize earned and accrued leave to make up the difference between their disability income and their regular net pay.

7.2 Personal Leave - Three (3) days leave of absence per contract year shall be granted for personal, legal, business, household or family matters which cannot be accomplished at any time other than during the employee's workday. A written notice shall be made to the employee's immediate administrative supervisor at least one (1) day before taking such leave. A personal leave day shall not be taken immediately prior to or after a school holiday or vacation, but may be requested with one week's notice. Any exception will be determined by the Superintendent, who may ask the employee for justification.

7.3 Emergency Leave

a. Subject to the approval of the site administrator/building principal, emergency leave of up to five (5) days per contract year may be taken for a critical illness of members of the employee's immediate family. This five (5) day allotment of emergency leave may be granted for other emergencies, upon approval of the site administrator/building principal.

b. Subject to the approval of the site administrator/building principal, up to five (5) days per occurrence may be granted for death of members of the employee's immediate family. The leave may be taken without loss of pay at the time of the emergency, and may be used in addition to and not deducted from applicable sick leave.

7.4 Jury Duty - The District will excuse employees who are called for jury duty without jeopardy to their employment or reduction in their compensation and benefits. Should the employee be eligible to receive compensation for jury duty from the judicial system, the employee will apply for such compensation and make arrangements with the District business office to turn over such compensation, exclusive of meals and mileage allowance, to the school District for those days the employee was on jury duty and was paid by the District. If the employee is excused from jury duty in time to return to the school and work for two or more hours of the employee's regularly scheduled duties, employee will return to the school.

7.5 Additional Leave Provisions - Upon written application to the Superintendent, the Superintendent, at his discretion, may grant an employee an unpaid leave of absence for up to one (1) year for health, parental or educational reasons, or for any reason allowed by the Superintendent. A person hired to replace an employee on approved leave of one (1) year or less shall be considered a temporary employee and shall not be a member of the unit or entitled to the benefits of this Agreement.

Upon return to employment after being granted an unpaid leave for any reason, the employee shall be restored to the same or comparable position occupied before the leave, with all benefits accompanying such position. An employee's service time shall not increase during such leave of absence, unless said leave is necessitated by an occupational injury incurred in employment. For such occupational injury leave, the District shall continue to pay the insurance premiums the employee was receiving during his/her normal employment. If the leave is granted for any other reason, the employee shall be allowed to continue in the insurance programs, subject to the regulations of the carrier, if he/she pays the premiums at the group rates, in sufficient time for the Board to pay the premiums as they become due.

7.6 Sick Bank

a. The Sick Bank is a reserve of days for those employees in need of sick days exceeding his/her accumulation. Voluntary donation of the requested sick day or days per year establishes eligibility.

b. The Sick Bank shall be governed by a committee composed of a member appointed by the Association (Education Support Personnel Unit), a representative of the Board, and an administrative designee appointed by the Superintendent. If the committee determines medical documentation is necessary, the Superintendent will verify the employee's medical condition pursuant to Article 6.3. Decisions of the committee will be based on need and will not serve as the basis for a grievance.

c. Each employee may donate one (1) sick day each contract year to participate in the Sick Bank. However, the Sick Bank Committee shall have the discretion to ask each employee to contribute one additional day in a given year if the Committee recognizes the need. It shall notify the Superintendent and the school employees on or before June 30th of the number of days needed for participation, not to exceed three, for the next school year. New employees hired after June 30 may donate to and participate

in the sick bank within 30 calendar days after completion of the probationary period.

d. The maximum number of unused days in the Sick Bank transferred from one year to the next shall be one hundred eighty (180).

e. If the number of unused days in the Sick Bank is less than one hundred eighty (180), individual employees may donate additional days beyond those referenced in section C above from their own sick leave accumulation at their discretion. These additional donated days may be made at any time provided it is done so with written notice to the Sick Bank Committee.

f. An employee in need of additional sick days shall make a written request to the Sick Bank Committee. Sick Bank Days may be requested when an employee has reason to believe that his/her sick leave will not be adequate. The utilization of any sick bank days will occur only after an employee has exhausted his/her own accumulated sick days. The number of days granted by the Sick Bank Committee shall not exceed those necessary to meet the long-term disability insurance elimination period, 90 calendar days.

g. Sick Bank Days are not available for elective procedures.

h. Up to five Sick Bank days may be granted to employees to use for a family member with a serious medical condition. Documentation from that family member's physician will be required before approval is granted. They are available only to those who have contributed one (1) or more days.

i. Data concerning the Sick Bank will be maintained by the Administration and an annual report and accounting of the Sick Bank, will be made to the Committee and the Association.

j. Anyone leaving employment may donate up to 15 unused sick days to the Sick Bank. The total balance of days may not exceed 180 days.

7.7 Upon retirement, voluntary resignation after ten years of service, or reduction in force, an employee shall receive compensation for all accumulated sick days up to a maximum of ninety (90) days. This plan will expire on June 30, 2026 unless it is renewed in a successor agreement. Compensation will be calculated at the following rates:

0 – 5 years	\$10/day
5 – 10 years	\$15/day
10+ years	\$20/day (voluntary only)
5 – 10 years	\$20/day (retirement only)
10+ years	\$30/day (retirement only)

Retirement shall be defined as - (a) when an employee participating in VMERS achieves Retired Status or (b) when an employee over the age of 65 declares in writing via a letter of resignation, intent to retire, or similar written record.

ARTICLE VIII

VACATIONS AND HOLIDAYS

8.1 Full-year employees shall receive the following paid holidays. Full-time extended year employees shall receive the following paid holidays if they are scheduled to work during the timeframe in which the holiday occurs.

1. New Year's Day
2. Martin Luther King Day or Presidents' Day
3. Memorial Day
4. July 4, Independence Day
5. Labor Day
6. Thanksgiving Day, the day before, and the day after
7. Christmas Day, plus an additional day
8. One floating holiday

*To be taken when school is not in session

8.2 Full-time, school-year employees shall receive the following holidays paid at the employee's regular wage.

1. New Year's Day
2. Memorial Day
3. Labor Day
4. Thanksgiving Day, the day before, and the day after
5. Christmas Day, plus an additional day

Paid holidays will only apply to employees after three-months of employment. Holiday pay shall be added to the paycheck nearest the holiday.

8.3 VACATIONS. The paid vacation schedule for Full-time, Full-Year employees shall be as follows:

- a. After 6 months of employment = 5 days
- b. After one (1) full year of employment = 10 days
- c. After five (5) years of employment = 15
- d. After twelve (12) years of employment = 20 days
- e. Part-time, full-year employees and full-time extended year employees who work at least twenty (20) hours a week on a regular basis shall be eligible for vacation days on a pro-rata basis.

8.4 Vacation time is non-accumulative and arrangements for vacations must be made at least one (1) day before taking such leave, between the employee and his or her immediate administrative supervisor. From the beginning of the fiscal year, employees have from June through the following August (14 months) to use annual vacation.

ARTICLE IX INSURANCES

9.1 Term Life Insurance. The Board will pay the full cost of a group term life insurance policy for all full-time employees. The face value of this policy shall be \$30,000.

9.2 Health Insurance & Related Health Benefits

a. Commission on Public School Employees Health Benefits Commission. The Board shall provide employees health insurance and related benefits as required by the resolution of negotiations by the Commission on Public School Employees Health Benefits pursuant to the provisions of 16 V.S.A. §2101-2108.

b. Employees will contribute the following premium amounts for the period January 1, 2024-June 30, 2026.

Annual Wage	Premium %
< \$20,000	16
\$20,001 – \$25,000	17
\$25,001 – \$30,000	18
\$30,001 – \$35,000	19
>\$35,001	20

9.3 Payment in Lieu of Insurance. The Board will provide an annual reimbursement to any employee who waives the health insurance coverage offered by the Board provided said employee certifies that, pursuant to the provisions of 16 VSA; Sections 2103(f), the employee has other health insurance coverage as outlined herein and said insurance coverage is not provided through a Vermont Public School District via a spouse, domestic partner or family member. Payment in lieu of insurance provision to be offered to employees at \$750 for Full-time, School Year, and \$1,500 for Full-time, Full Year unless they have grandfathered status recognized in the 2019-2020 Master Agreement. An application must be made to the Superintendent at a date specified by the Superintendent during the prior year. Payment will be made in equal biweekly payments via payroll.

9.4 Dental Insurance. The Board will provide single coverage dental insurance to each full-time employee (school-year, extended or full-year). Employees may purchase dental insurance for their dependents at group rates through a payroll deduction plan.

9.5 Disability Insurance. The Board will provide disability insurance to all qualified full-time support staff members through a policy purchased from UNUM or from a carrier who offers a comparable policy. Subject to carrier restrictions, the policy purchased by

the Board will have an elimination period of 90 days and will provide compensation of 66 2/3% of an employee's basic monthly earnings. The Association will be given the opportunity to meet with the District to review any contemplated change in carrier or policy before such change is implemented.

9.6 Flexible Spending Account. Each support staff employee may choose to have a Section 125 flexible spending account. The Board will pay the cost of the initial set-up and the annual administration of the Section 125 flexible-spending plan.

9.7 Retirement

- a. The Board will provide a retirement annuity plan selected by the administration and accepted by the Association. The Board will match an employee's contribution up to a maximum of 5% annual gross salary. The benefit will be provided to employees only after they have accrued two (2) work years of service to the District.
- b. Prior to the beginning of the 2025 – 2026 school year, the Board shall implement participation for all bargaining unit members in the Vermont Municipal Retirement System (VMERS), Group A retirement program, requiring the mandatory participation of all employees_hired on or after July 1, 2025 Employees hired prior to July 1, 2025 are not required to participate in VMERS if they are currently enrolled in the matched annuity benefit plan. Employees who opt out of VMERS may participate in the employer matched annuity plan for a period of seven years. On July 1, 2032 the annuity benefit will no longer be offered. Employer and employee contribution rates are established by VMERS and are subject to change.
- c. The Board agrees to grandfather all employees participating in VMERS on June 30, 2017.

ARTICLE X EMPLOYEE DISCIPLINE/EVALUATION

10.1 The provisions of this Article X apply to all employees except where probationary employees are specifically excluded.

10.2 If an employee is asked to attend a meeting with a member(s) of the administration or Board to discuss matters which may adversely affect his or her continued employment, the employee will be entitled to have an Association representative present. The employee will be notified of the time, place and nature of such a meeting as soon as possible.

10.3 An employee who receives notice of the Superintendent's intent to dismiss for cause may request that a meeting before the Superintendent be held within three (3) working days of the proposed date of the discharge. In such a case the superintendent

shall convene a meeting within three (3) days and provide the employee with the opportunity to introduce evidence or explain mitigating circumstances as to why the dismissal should not be implemented. Following the meeting the superintendent shall make a final decision and inform the employee within five days. If no meeting is requested within three (3) days the Superintendent's initial decision to dismiss shall be implemented. This section shall not preclude an employee who is dismissed from filing a grievance under Article V of this Agreement except for those employees who have not completed their probationary period.

10.4 The employee's supervisor shall complete a written evaluation of each employee by April 15. Employees will be given a copy of the evaluation report prepared by their supervisor and will, at their option, be entitled to a conference to discuss said report within five (5) working days from receipt of the report. No such report will be submitted to the central office, placed in the employee's personnel file or otherwise acted upon without prior conference, if requested. No employee will be required to sign a blank or incomplete evaluation form.

10.5 Employees have the right, upon reasonable request, to review the contents of his/her personnel file, excluding references, and they may receive a copy of any documents in said file at cost. An employee is entitled to have an Association representative present during such review, and the employer is entitled to have a representative present at all times.

10.6 No letters of discipline or reprimand will be placed in an employee's personnel file unless the employee has had an opportunity to review the material. The employee shall acknowledge, in writing, that an opportunity was given to review said material. The employee also has the right to submit a written answer to such material to be attached to the file copy.

10.7 If a complaint regarding an employee who has completed his or her probationary period is made to any member of the administration by any parent, student or other persons, it will be promptly investigated through the appropriate chain of command and called to the attention of the employee. The employee will be given an opportunity to respond to and/or rebut such complaint. Probationary employees do not have just cause rights as stated in Article 10.3.

10.8 An employee who has successfully completed his or her probationary period shall not be disciplined, suspended, terminated or reduced in pay without just cause.

ARTICLE XI

MISCELLANEOUS PROVISIONS

11.1 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 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.

11.2 Within thirty (30) days after ratification, copies of this Agreement shall be reproduced by the Association and a copy provided to each current employee. The

costs of reproducing these documents will be borne by the Board and the Association in equal shares. Each new employee shall be provided one (1) copy of the Agreement within one (1) week of his/her first day on the job.

11.3 The Board and the Association agree that there will be no discrimination in the hiring, training, assignment, promotion, transfer or discipline of employees or in the application or administration of this Agreement or any other rule, regulation or policy relating to terms and conditions of employment on the basis of race, creed, color, religion, national origin, sexual orientation, age, gender or marital status, or against a qualified person with a disability. Domicile shall not be a condition of employment for employees covered by this Agreement.

11.4 Employees who, as a work duty or at the request of a teacher or supervisor, are required to change diapers or sanitary napkins, or assist children with any vital life functions that require privacy, and/or that necessitate physical contact on or near a student's genitalia, shall not be required to perform said duties alone. Employees required to perform any of the above mentioned duties shall always be accompanied by another adult to assist with said duties or to serve as a witness to the performance of those duties.

The above stipulation shall be made explicit in the job description of employees and communicated orally to them by their supervisors before they assume their duties.

ARTICLE XII **SALARIES/WORK YEAR**

12.1 The salaries of all persons covered by this Agreement are set forth in Appendixes A1-2 which are attached to and made part of this Agreement. The parties agree to the following:

(a)

Year 1: July 1, 2024 - June 30, 2025.

- 10% New money be applied to employee wages [the base of the FY24 ESP pay scale (defined as Group C, Column A, Step 1) with corresponding wage increases for all columns and steps].
- Off-Step employees receive a 9% year to year wage increase.
- Movement of 4.0 Lead Custodian/Facilities Lead from Column B to Column C with the addition of 4 steps.
- Movement of 3.0 Administrative Assistants from Column B to Column A with the removal of 3 steps.
- Addition of Columns D and E to the pay scale to be used for Behaviorist job classes.

Year 2: July 1, 2025 - June 30, 2026.

- 6% New money be applied to employee wages [the base of the FY25 ESP pay scale (defined as Group C, Column A, Step 1) with corresponding wage increases for all columns and steps].
- Off-Step employees receive a 5% year to year wage increase.

Employees are eligible for step movement. No employee may move off the wage schedule. Existing employees off schedule are red circled.

(b) Parity Adjustments.

- In Year One of the Agreement (FY2024-25) the District shall hold in reserve a \$55,000 fund for the purpose of making parity-based step placement corrections to individual employees on a case by case basis.
- Parity Adjustments will be made by mutual agreement between the ACEA designee and Board designee.
- Parity adjustments will address individual cases for the sake of the present and future fiscal years. These adjustments will, in no way, be considered retroactive pay for previous years.
- The establishment and use of this fund will end on 6/30/2025.

(c) The Board and the Association agree that non-exempt Behaviorist members of the ESP unit shall be paid on new and separate columns of the pay scale, Group D and Group E.

i. Behavioral Interventionists and Behavioral Specialists shall be placed on Group D column.

- a.** Group D shall require either a Bachelor's degree or equivalent experience and an educational waiver from the Superintendent.
- b.** Group D shall be 25 steps and scaled to the base of Paraprofessional compensation (Group B, Column 2), plus \$8 per hour.

ii. Behavioral Consultants shall be placed in Group E.

- a.** Group E shall require either a Bachelor's degree or equivalent experience and an educational waiver from the Superintendent.
- b.** Group E shall be 25 steps and scaled to the base of Paraprofessional compensation (Group B, Column 2), plus \$12 per hour.

12.2 Shift differential – Night shift custodial staff will earn an additional fifty (.50) cents an hour during night shifts. Night shift is classified as working during any custodial

shift that begins at or after 2:30 p.m. or as otherwise noted by management.

12.3 Longevity Pay

10-14 years employed = \$150 per year

15-19 years employed = \$200 per year

20-24 years employed = \$250 per year

25+ years employed = \$300 per year

12.4 Employees assigned to a specific student who requires assistance with basic self-help needs, who requires ongoing assistance due to health needs, or who presents a clearly identified safety concern will receive a stipend of \$1.00 per hour for the period the employee is assigned to the student. Paraprofessional assignments will be evaluated annually by the site administrator to determine if the paraprofessional should receive the stipend.

12.5 On or before October 1 of each year, the Superintendent, at the request of the Association, shall distribute to the Association a copy of each employee's information on education, if applicable, hire date, wage and column placement. If an employee believes any information on the placement is incorrect, that person shall have until November 1 to notify the Association President of the discrepancy. The President will notify the Superintendent's office of the discrepancy.

12.6 Employees shall be paid in bi-weekly installments based upon bi-weekly time reports for hours worked/earned.

a. Staff shall receive their first paycheck on the first regularly scheduled payday for school district employees which falls after the employee has completed two weeks of service.

12.7 Normally, employees shall be paid every other Friday by direct deposit to the bank account(s) designated by the employee.

ARTICLE XIII
NO STRIKE - NO LOCKOUT

13.1 The Association and the Board subscribe to the principle that differences should be resolved by peaceful and appropriate means without interruption of the school program. The Association, therefore, agrees that there shall be no strike, work stoppage, slowdown or other concerted refusal to perform work by the employees covered by this Agreement, nor any instigation thereof during the life of this Agreement, nor shall the Board engage in or permit any lockout of employees.

ARTICLE XIV
MANAGEMENT RIGHTS

14.1 It is herein agreed that the Board has the obligation to operate and manage

their District, including but not limited to: the right to require efficient standards of performance and the maintenance of discipline, order, and efficiency in the workplace. The determination of educational policy; the operation and management of the schools; the control, supervision, and direction of employees; and any and all other matters which are committed by law to the Boards or that otherwise involve the exercise of managerial prerogative, are vested exclusively in the Boards with appropriate authority to act, as may be delegated from time to time to the Superintendent or his/her designee. By way of example, these rights shall include, but shall not be limited to, the sole discretion and authority to:

- a. Establish the methodology and standard for each position;
- b. Determine the qualifications for each position;
- c. Plan, direct, schedule, assign, transfer, and control work assignments and duties;
- d. Establish and implement evaluation criteria and processes;
- e. Except as otherwise provided in this Agreement, establish and modify the schedules for and length of the work year, school year, and workday of employees;
- f. Except as otherwise provided in this Agreement, establish and modify payroll schedules and methods for recording employee attendance and punctuality;
- g. Determine the means, methods, processes, materials, and equipment necessary to deliver the services provided by the District, including the subcontracting of work as per Article 14.2 below;
- h. Create, revise, and eliminate positions;
- i. Hire and demote;
- j. Discipline, suspend, discharge, and not re-employ employees subject to the just cause provisions of this Agreement as applicable;
- k. Establish, modify, implement, and enforce District policies and personnel work rules and regulations not in conflict with the terms of this Agreement.

14.2 As part of the rights noted herein, the Boards shall have the right to subcontract: food service, network and related technical support services; custodial services in Salisbury; and Central Office support and related services; provided doing so does not result in the loss of employment of any bargaining unit member.

ARTICLE XV
COMPLETE NEGOTIATIONS

15.1 This Agreement constitutes the entire agreement of the School Board and the Association arrived at as a result of collective bargaining negotiations. During the term of this Agreement neither party will be required to negotiate with respect to any such matter whether or not covered by this Agreement. This Agreement may not be modified, in whole or in part, except by mutually agreed further collective bargaining and, as a result of such bargaining, an instrument in writing signed by both parties.

15.2 The parties acknowledge that during negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make demands with respect to any subject or matter not removed by law from the area of collective bargaining, and

that the understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement.

ARTICLE XVI
DURATION

16.1 This contract shall take effect July 1, 2024 and shall remain in effect through June 30, 2026. The Agreement will automatically be renewed and will continue in full force and effect for additional periods of one (1) year unless either the Board or the Association gives written notice to the other not later than October 1, before the expiration date or any anniversary thereof, of its desire to reopen this Agreement and to negotiate over terms of a successor Agreement.

IN WITNESS WHEREOF, the parties hereunto set their hands and seals this ____ day of _____ 2024.

Addison Central School District
Board of School Directors

Addison Central Educators Association
(Education Support Personnel Unit)

FY25

Base \$19.47 1.1

Group A			Group B			Group C			Group D		Group E	
Administrative Assistants			Paraprofessionals			Custodians			BI and BS		BC	
Step	High School	Associates+	Step	High School	Associates+	Step	High School	Associates+	Step	Bachelors or Waiver	Step	Bachelors or Waiver
1	\$21.47	\$21.97	1	\$20.47	\$20.97	1	\$19.47	\$19.97	1	\$28.97	1	\$32.97
2	\$21.77	\$22.27	2	\$20.77	\$21.27	2	\$19.77	\$20.27	2	\$29.27	2	\$33.27
3	\$22.07	\$22.57	3	\$21.07	\$21.57	3	\$20.07	\$20.57	3	\$29.57	3	\$33.57
4	\$22.37	\$22.87	4	\$21.37	\$21.87	4	\$20.37	\$20.87	4	\$29.87	4	\$33.87
5	\$22.67	\$23.17	5	\$21.67	\$22.17	5	\$20.67	\$21.17	5	\$30.17	5	\$34.17
6	\$22.97	\$23.47	6	\$21.97	\$22.47	6	\$20.97	\$21.47	6	\$30.47	6	\$34.47
7	\$23.27	\$23.77	7	\$22.27	\$22.77	7	\$21.27	\$21.77	7	\$30.77	7	\$34.77
8	\$23.57	\$24.07	8	\$22.57	\$23.07	8	\$21.57	\$22.07	8	\$31.07	8	\$35.07
9	\$23.87	\$24.37	9	\$22.87	\$23.37	9	\$21.87	\$22.37	9	\$31.37	9	\$35.37
10	\$24.17	\$24.67	10	\$23.17	\$23.67	10	\$22.17	\$22.67	10	\$31.67	10	\$35.67
11	\$24.47	\$24.97	11	\$23.47	\$23.97	11	\$22.47	\$22.97	11	\$31.97	11	\$35.97
12	\$24.77	\$25.27	12	\$23.77	\$24.27	12	\$22.77	\$23.27	12	\$32.27	12	\$36.27
13	\$25.07	\$25.57	13	\$24.07	\$24.57	13	\$23.07	\$23.57	13	\$32.57	13	\$36.57
14	\$25.37	\$25.87	14	\$24.37	\$24.87	14	\$23.37	\$23.87	14	\$32.87	14	\$36.87
15	\$25.67	\$26.17	15	\$24.67	\$25.17	15	\$23.67	\$24.17	15	\$33.17	15	\$37.17
16	\$25.97	\$26.47	16	\$24.97	\$25.47	16	\$23.97	\$24.47	16	\$33.47	16	\$37.47
17	\$26.27	\$26.77	17	\$25.27	\$25.77	17	\$24.27	\$24.77	17	\$33.77	17	\$37.77
18	\$26.57	\$27.07	18	\$25.57	\$26.07	18	\$24.57	\$25.07	18	\$34.07	18	\$38.07
19	\$26.87	\$27.37	19	\$25.87	\$26.37	19	\$24.87	\$25.37	19	\$34.37	19	\$38.37
20	\$27.17	\$27.67	20	\$26.17	\$26.67	20	\$25.17	\$25.67	20	\$34.67	20	\$38.67
21	\$27.47	\$27.97	21	\$26.47	\$26.97	21	\$25.47	\$25.97	21	\$34.97	21	\$38.97
22	\$27.77	\$28.27	22	\$26.77	\$27.27	22	\$25.77	\$26.27	22	\$35.27	22	\$39.27
23	\$28.07	\$28.57	23	\$27.07	\$27.57	23	\$26.07	\$26.57	23	\$35.57	23	\$39.57
24	\$28.37	\$28.87	24	\$27.37	\$27.87	24	\$26.37	\$26.87	24	\$35.87	24	\$39.87
25	\$28.67	\$29.17	25	\$27.67	\$28.17	25	\$26.67	\$27.17	25	\$36.17	25	\$40.17

OffStep 10% wage increase

FY26

Base \$20.64 1.06

Group A			Group B			Group C			Group D		Group E	
Administrative Assistants			Paraprofessionals			Custodians			BI and BS		BC	
Step	High School	Associates+	Step	High School	Associates+	Step	High School	Associates+	Step	Bachelors or Waiver	Step	Bachelors or Waiver
1	\$22.64	\$23.14	1	\$21.64	\$22.14	1	\$20.64	\$21.14	1	\$30.14	1	\$34.14
2	\$22.94	\$23.44	2	\$21.94	\$22.44	2	\$20.94	\$21.44	2	\$30.44	2	\$34.44
3	\$23.24	\$23.74	3	\$22.24	\$22.74	3	\$21.24	\$21.74	3	\$30.74	3	\$34.74
4	\$23.54	\$24.04	4	\$22.54	\$23.04	4	\$21.54	\$22.04	4	\$31.04	4	\$35.04
5	\$23.84	\$24.34	5	\$22.84	\$23.34	5	\$21.84	\$22.34	5	\$31.34	5	\$35.34
6	\$24.14	\$24.64	6	\$23.14	\$23.64	6	\$22.14	\$22.64	6	\$31.64	6	\$35.64
7	\$24.44	\$24.94	7	\$23.44	\$23.94	7	\$22.44	\$22.94	7	\$31.94	7	\$35.94
8	\$24.74	\$25.24	8	\$23.74	\$24.24	8	\$22.74	\$23.24	8	\$32.24	8	\$36.24
9	\$25.04	\$25.54	9	\$24.04	\$24.54	9	\$23.04	\$23.54	9	\$32.54	9	\$36.54
10	\$25.34	\$25.84	10	\$24.34	\$24.84	10	\$23.34	\$23.84	10	\$32.84	10	\$36.84
11	\$25.64	\$26.14	11	\$24.64	\$25.14	11	\$23.64	\$24.14	11	\$33.14	11	\$37.14
12	\$25.94	\$26.44	12	\$24.94	\$25.44	12	\$23.94	\$24.44	12	\$33.44	12	\$37.44
13	\$26.24	\$26.74	13	\$25.24	\$25.74	13	\$24.24	\$24.74	13	\$33.74	13	\$37.74
14	\$26.54	\$27.04	14	\$25.54	\$26.04	14	\$24.54	\$25.04	14	\$34.04	14	\$38.04
15	\$26.84	\$27.34	15	\$25.84	\$26.34	15	\$24.84	\$25.34	15	\$34.34	15	\$38.34
16	\$27.14	\$27.64	16	\$26.14	\$26.64	16	\$25.14	\$25.64	16	\$34.64	16	\$38.64
17	\$27.44	\$27.94	17	\$26.44	\$26.94	17	\$25.44	\$25.94	17	\$34.94	17	\$38.94
18	\$27.74	\$28.24	18	\$26.74	\$27.24	18	\$25.74	\$26.24	18	\$35.24	18	\$39.24
19	\$28.04	\$28.54	19	\$27.04	\$27.54	19	\$26.04	\$26.54	19	\$35.54	19	\$39.54
20	\$28.34	\$28.84	20	\$27.34	\$27.84	20	\$26.34	\$26.84	20	\$35.84	20	\$39.84
21	\$28.64	\$29.14	21	\$27.64	\$28.14	21	\$26.64	\$27.14	21	\$36.14	21	\$40.14
22	\$28.94	\$29.44	22	\$27.94	\$28.44	22	\$26.94	\$27.44	22	\$36.44	22	\$40.44
23	\$29.24	\$29.74	23	\$28.24	\$28.74	23	\$27.24	\$27.74	23	\$36.74	23	\$40.74
24	\$29.54	\$30.04	24	\$28.54	\$29.04	24	\$27.54	\$28.04	24	\$37.04	24	\$41.04
25	\$29.84	\$30.34	25	\$28.84	\$29.34	25	\$27.84	\$28.34	25	\$37.34	25	\$41.34

OffStep 6% wage increase

APPENDIX B

**ADDISON CENTRAL EDUCATORS ASSOCIATION
EDUCATIONAL SUPPORT STAFF
ADDISON CENTRAL SCHOOL DISTRICT BOARD OF SCHOOL DIRECTORS
GRIEVANCE REPORT**

Name of Grievant _____ **Date Filed** _____ **Grievance No.** _____

Distribution of Report: Board of Directors, Superintendent, Principal, Immediate Supervisor,
Association and Teacher

STEP I

A. Date Cause of Grievance
Occurred

B. Statement of Grievance

C. Relief Sought

Signature

Date

D. Disposition by Immediate
Supervisor

Signature Immediate Supervisor

Date

E. Position of Grievant and/or
Association

Signature

Date

STEP II

A. Date Received by Principal

B. Disposition of Principal

Signature of Principal

Date

C. Position of Grievant and/or
Association

Signature

Date

STEP III

A. Date Received by
Superintendent

B. Disposition of Superintendent

Signature of Superintendent

Date

STEP IV

A. Date Received by Board of
Directors

B. Disposition of Board of
Directors

Signature of Chair, Board of Directors

Date

C. Position of Grievant and/or
Association

Signature

Date

STEP V

A. Date Received by Association President

B. Disposition of Association

Signature of Association President

Date

C. Position of Grievant and/or Association

Signature

Date

STEP VI

A. Date Submitted to Arbitration

B. Disposition and Award of Arbitrator

Signature of Arbitrator

Date