AGREEMENT BETWEEN

THE HOLLIS BROOKLINE COOPERATIVE

SCHOOL BOARD

and

THE HOLLIS EDUCATION SUPPORT
STAFF ASSOCIATION/NEA-NH

# 2025-2028

**July 1, 2025 to June 30, 2028**

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## ARTICLE I
## RECOGNITION

1.1 The Hollis Brookline Cooperative School Board (hereafter referred to as "the Board" or "the Administration") recognizes the Hollis Education Support Staff Association, NEA/NEA-NH/HESSA (hereafter referred to as "the Support Staff Association" or "the Association") as the exclusive representative of all full-time and part-time ***administrative assistants***, para-educators, special education para-educators, 504 para-educators, receptionists, office/clerical assistants, library/media assistants, instructional assistants, custodians, food service workers, grounds maintenance personnel, and registrars**.** (hereinafter referred to as "Staff Member(s)" or "Staff") employed in the Hollis Brookline Cooperative School District (hereafter referred to as the "District").

1.2 The Association agrees to represent all included personnel in the unit designated above without discrimination and without regard to membership in the Association.

DEFINITIONS

a) "Full-time": employees are those Staff Members whose normal work week consists of thirty-one (31) hours or more.

b) "Part-time": employees are those Staff Members whose normal work week consists of less than thirty-one (31) hours.

c) "Week": for purposes of this Agreement, "week" is defined as being ***Wednesday*** through ***Tuesday***.

d) "Day": is the normal work day as specified for each position in the Notice of Employment. ***Bona fide leave time shall not be used to extend the normal work day.***

e) "Year": is the normal work year as specified for each position in the Notice of Employment.

f) "Full Year": employees are those Staff Members whose normal work year consists of 52 weeks inclusive of vacation and holidays.

g) "School Year": employees are those Staff Members whose normal work year is dependent on the school year calendar.

h) "Probationary Period": shall be defined as the first 90 calendar days of employment or in a newly obtained position within the bargaining unit. A position will be considered newly obtained if an existing employee is required to apply for and is hired into the position. This clause will not apply to employees who are tranferred to a different position outside the hiring process.

## ARTICLE II
## NEGOTIATIONS PROCEDURE

2.1 Negotiations shall be in accordance with the procedures set forth in RSA 273-A.

2.2 During negotiations, the committee of the Board and the committee of the Association will present relevant data, exchange points of view, and make proposals and counter-proposals.

2.3 The costs for the services of the mediator and/or fact finder, including per diem expenses if any, will be shared equally by the Board and the Association.

2.4 Both parties recognize that any agreement reached which requires the expenditure of public funds for its implementation shall not be binding upon the Board unless and until the necessary appropriations have been made by the voters of the District. The Board recognizes that it must make a good-faith effort to secure the funds necessary to implement the agreement. If such funds are not forthcoming, the Board and the Association shall resume negotiations as provided in RSA 273-A.

## ARTICLE III
## PEACEFUL RESOLUTION OF DIFFERENCES

3.1 In consideration of this Agreement and its terms and conditions, the Association, its officers, representatives, and members shall not, during the term of this Agreement, engage in or condone a strike, slowdown, work stoppage, or other concerted refusal to perform any appropriate assignment on the part of the Staff Member or Members represented under the terms of this Agreement.

3.2 Neither the Association nor its members shall take part in or condone "sanctions" against the Board or the District, nor shall the Association, or any Staff Member engage in any activity contrary to RSA 273-A.

## ARTICLE IV
## GRIEVANCE PROCEDURE

4.1 Definition: A "grievance" is a claim based upon an event or condition which affects the welfare and/or terms and conditions of employment of a Staff Member or group of Staff Members based upon the interpretation, application or violation of any of the provisions of this Agreement. An "aggrieved party" is the person or persons or the Association making the claim. All time limits specified in Article IV shall mean school days, except under Section 4.8 of Article IV.

4.2 Purpose: The parties acknowledge that it is more desirable for a Staff Member and his/her immediately involved supervisor to resolve problems through free and informal communications. Grievances which are not satisfactorily settled in an informal way shall be reduced to writing (see Appendix B attached hereto) and referred to the following formal grievance procedure.

4.3 Right of Representation: A Staff Member covered by this Agreement shall, under Article IV, have the right to have an Association representative present at any time subject to his/her requesting such representation.

4.4 Time Limit: A grievance to be considered under this procedure must be initiated in writing within twenty (20) school days of its occurrence, or within twenty (20) school days of when the party should have known of its occurrence.

4.5 Formal Procedure: The grievance shall state the specific alleged violation or condition and relief sought with proper reference to the Agreement.

LEVEL A. Within three (3) days of receipt of a formal grievance, the building principal shall meet with the aggrieved Staff Member. Within two (2) days following any such meeting, the principal shall give his/her answer in writing. If the grievance is not settled at this level, then it may be referred to Level B within five (5) days of the receipt of any answer given at this level.

LEVEL B. Within five (5) days of a grievance being referred to this level, the Superintendent will meet with the participants of Level A and examine the facts of the grievance. The Superintendent shall give his/her answer within five (5) days of any such meeting. If the grievance is not settled at this level, then within five (5) days from receipt of the answer rendered at this level, the grievance may be referred to Level C, the School Board.

LEVEL C. Within thirty (30) days of a grievance being referred to this level, the Board will hold a hearing with the participants of Levels A and B, examine the facts of the grievance and render a decision. If the grievance is still not settled at this level, then within thirty (30) days from receipt of the answer rendered at this level, the matter may be referred to arbitration as set forth in Level D of this procedure.

LEVEL D. If the matter is referred to arbitration, the parties shall first attempt to agree on a mutually acceptable arbitrator. If they are unable to do so within ten (10) days of the Association's request for arbitration, then either party shall apply to the American Arbitration Association to name an arbitrator under the rules and procedures of the service. The arbitrator shall use his/her best efforts to arbitrate the grievance, but he/she shall have no power or authority to do other than interpret and apply the provisions of this Agreement and he/she shall have no power to add to or subtract from, alter, or modify any of the said provisions. The arbitrator shall thereafter submit a decision to both parties. The arbitrator's decision shall be binding on both parties. The parties agree to share equally in the compensation and expenses of the arbitrator.

4.6 Time periods specified in this procedure may be extended by mutual agreement.

4.7 Grievance(s) of a general nature, or involving the Superintendent may be submitted by the Association to Level B.

4.8 In the event a grievance is filed on or after June 1, the parties agree to make a good faith effort to reduce the time limits set forth herein so that the grievance procedure may be exhausted prior to the end of the school term or as soon thereafter as is practicable. During the summer recess, all time limits shall refer to normal business days (Monday through Friday, except legal holidays).

4.9 Failure at any step of this procedure to communicate the decision on a grievance within the specified time limits (unless extended by mutual agreement) shall permit the aggrieved person to proceed to the next level.

4.10 The parties agree that employees covered by the Agreement shall enjoy freedom from restraint, interference, coercion, discrimination, or reprisal in presenting or appealing any grievance(s).

4.11 The following matters are excluded from the arbitration provisions of this Agreement.

A. Management prerogatives as set forth in this Agreement and as provided and interpreted under RSA-273;

B. School Board Policies, except for Reduction-in-Force, as approved by the parties on January 20, 2010 and referenced herein in Article X, Section 10.4.

4.12 Grievances shall not be made a part of any employee's personnel file or used in making employment references.

## ARTICLE V
## STAFF EVALUATION

5.1 The Board recognizes that the responsibility for staff evaluation rests with the Administration and that such evaluation should be done on an ongoing basis.

5.2 ***The Board and the Association agree that the responsibility for annual staff evaluation rests with the administration or supervisor and that the evaluation shall be completed by May 30th of each year.*** A written evaluation following existing Board policies will be reviewed with the Staff Member and signed by both the Staff Member and the evaluator. The signature of the Staff Member will indicate only that the Staff Member has seen and reviewed the document and will not necessarily indicate agreement with it. A Staff Member who disagrees with an evaluation or any document contained in his or her personnel file will be given the opportunity to submit a rebuttal, in writing, to be attached to the document in question.

## ARTICLE VI
## EMPLOYEE RIGHTS

6.1 The Board and the Administration shall not discriminate against any person in accordance with Federal and State laws and regulations.

6.2 Full-time employees are entitled to a thirty (30) minute duty-free lunch. ***Work days and hours shall be explicit in each employee's annual memo of working hours. The annual memo of working hours will be distributed by August 1 of each year for all full year support staff through email. School year support staff will receive the memo of working hours no later than August 20 of each year through email.***

6.3 The degree of discipline administered in any particular case shall be reasonably related to (a) the seriousness of the employee's proven offense, and (b) the employee's record of service.

6.4 A Staff Member shall have the right to request that a local Association representative be called during a meeting called for disciplinary purposes or for other than disciplinary purposes which becomes disciplinary during the course of the meeting. Evaluations, meetings to discuss the quality of work, student's needs and discussions related to areas of needed improvement shall not be considered disciplinary and will not require representation.

6.5 All employees will receive a review, by the appropriate supervisor, following the end of the probationary period, ***but prior to 120 calendar days***. A Staff Member who has been employed more than 120 calendar days and who is discharged by the District shall be given written notice of the reason for the termination.

6.6 Staff Members have the right to, upon 2 business days notice, review and make copies of any information in their personnel file, except confidential pre-employment references. Any Staff Member shall have the right to be accompanied by an Association Representative when inspecting the personnel file.

6.7 Access to staff member's personnel files will be limited to administrators within the District (including such persons employed or engaged by the District to carry out necessary or appropriate District functions), or as may be required by law.

## ARTICLE VII
## ASSOCIATION RIGHTS

7.1 As both parties acknowledge that it is desirable for issues and/or problems to be resolved through informal discussions and that the input of the Staff is important in the decision-making process of the Board and the District's Administration, all parties shall have the right to contact the other(s) to arrange meetings to discuss matters of mutual interest at times and locations mutually convenient to both. It is clearly understood that the Association shall seek to discuss and resolve such issues with the Administration before approaching the Board.

7.2 The Association shall have the right to post notices on Staff concerns on appropriate bulletin boards. Notices for posting shall be provided to the designated Administrator and shall not contain material which is detrimental to Association-District relations. The Association shall also have the right to use the school mail boxes to distribute Association materials.

7.3 The Association shall have the right to use school buildings at reasonable times for meetings when such use would not interfere with the operation of school programs nor services or rental obligations made to other organizations. Reasonable notification of use shall be given to the District.

7.4 Upon notification and the provisions of Section 3, of this Article, duly authorized representatives of the local, state and national levels of the Association shall be permitted to transact Association business on school property. It is clearly understood that the intent of this Section is to allow the Association to conduct its local business.

7.5 A Staff Member who is an officer of the Association and finds it necessary to exercise his/her responsibilities to represent another Staff Member(s) covered by this Agreement, such as in grievance hearings, including arbitration, mediation, fact-finding, labor board hearings, etc. shall not receive any reduction in pay for such activity. Such time off shall be reasonable and shall require notification to the appropriate supervisor. Except for lower level grievance hearings, such notification shall be given at least twenty-four (24) hours in advance. Such time off will be limited to the actual attendance at meetings or hearings and shall not be deemed to include preparation time.

7.6 Each officer of the Association shall be permitted to use his/her personal days to attend official conventions and meetings. Notification shall be required in accordance with Article XVI, Section (1).

7.7 An employee designated as an "Official Delegate" to the NEA/NH Assembly of Delegates shall be granted one (1) day paid leave to attend such assembly. The name of the designee and the date of the assembly shall be submitted in writing to the building principal at least forty-eight (48) hours in advance in order for the employee to be eligible for payment.

## ARTICLE VIII
## MANAGEMENT RIGHTS

8.1 Except as specifically limited by expressed provisions of this Agreement, the School Board reserves the right to exercise management prerogatives to include, but not be limited to: unilaterally determine the standards of service to be offered by it; set the standards of selection of employees; select employees; direct and assign its employees; take disciplinary action; relieve its employees from duties because of lack of work or other legitimate reasons; maintain the efficiency of governmental operations; determine the methods, means and personnel by which its operations are to be conducted; determine the content of job classifications; allocate and reorganize positions and staffing; take all necessary actions to carry out its mission in emergencies; and exercise complete control and discretion over its organization and the facilities, methods, means and technology of performing its work.

8.2 Nothing in this Agreement shall require the District to keep offices open in the event of inclement weather, an emergency, or when otherwise prevented by an act of God. When the schools are closed to students due to the above conditions, Staff Members shall not be required to report to their job assignments. However, if a Staff Member is part of a skeleton staff, as defined by the Superintendent or designee and the Association, which is required to work on those days, and does not report for work, they shall suffer loss of salary for actual hours missed.

8.3 When the schools are closed to students due to inclement weather, all eligible Staff Members may use up to 2 personal days to receive pay for up to 2 inclement weather days, ***referred to as snow conversion days***. Application for such personal days must be made in writing within one week after

school opens again. ***All eligible staff may use pre-scheduled sick or pre-scheduled and preapproved vacation days for any inclement weather days.*** An absence will not be considered pre-scheduled if it is submitted less than ***three days*** prior to the Superintendent closing the buildings. ***Full-Year Administrative Assistants and Senior Administrative Assistants may choose to use a paid vacation day for any inclement weather days. Application for such vacation days must be made in writing within one week after school opens again.*** Staff members not reporting for work and not part of the skeleton staff ***(School-Year staff)*** will be required to make up the time when the student's calendar is adjusted, and they will be required to work the number of days and hours specified in each notice of employment. The Superintendent may waive this requirement on a case-by-case basis.

8.4 ***Full-Year administrative assistants and senior administrative assistants under this agreement may choose to report to work on a Skeleton Crew Day, or perform remote work. If a staff member chooses to perform remote work, they must notify their building administrator prior to the start of the scheduled shift and a log of work must be submitted within 24 hours to the building administrator and the Human Resources Department.***

***At the Facilities Director or designee's direction, facilities department staff may report to work and leave early with prior approval. Employees who choose to leave early with said prior approval may use their available leave time or take the time without pay.***

8.5 For the purposes of this article, Category Coverage (or Differentials) as defined by Article X will not apply to days when the skeleton crew is expected to work or days when students are expected, but not present.

8.6 A Staff Member commencing work prior to February 1 of the school year and working to the end of the school year shall receive a step increase for the following year. A Staff Member commencing work on February 1 or later in the school year shall not receive a step increase for the following year, shall remain at his/her current step rate in accordance with the Salary Schedule in Appendix A, and shall not receive a decrease in pay the following year.

8.7 ***If an employee temporarily becomes a Teacher at the request of the SAU, their original position will be held and they will retain their benefits and seniority from this prior role. Should an employee choose to apply for a teacher vacancy and be hired, the above does not apply.***

***8.8 A newly hired employee who is hired from another SAU 41 District with no break in service, shall not retain any pay, seniority, leave balances, or other benefits moving from one district to another. However, the employee will be eligible to earn leave benefits in the district using the years of experience gained in the previous SAU 41 District. If the employee does not provide continuous service to SAU 41 at the time of the change or in the future, this language shall become voided.***

***For example, if the employee's original hire date in another SAU 41 District was 11/1/2021 and that employees moves into the district with no break in service on 9/1/2024, their date of hire for the purposes of seniority and benefits will be the date of change 9/1/2024), however the leave accrual date will remain as 11/1/2021. If the employee were to leave the district for any reason other than reduction in force and be rehired at a future date, all dates, including leave accrual, will reset to the new date of hire.***

## ARTICLE IX
## DUES DEDUCTIONS

9.1 The Board agrees that upon receipt of written authorization thereof, signed by a Staff Member covered by this Agreement, the Board will deduct from the regular salary check of such Staff Member an amount specified by the Staff Member to provide payment of dues for membership and assessments in the Hollis Education Support Staff Association (HESSA), National Education Association of New Hampshire (NEA/NH) and/or the National Education Association (NEA). Such deductions will be forwarded to the Association treasurer monthly. Dues deductions will commence as of payroll cycle ***seven (the third payroll cycle)*** of the new school year. ***Any signed authorization received after that date will be processed in the next available pay period.***

9.2 Deductions for tax deferred annuities shall be transmitted to the appropriate vendor within one month of the deduction.

## ARTICLE X
## WORKING CONDITIONS

10.1 Job descriptions which reflect the appropriate duties and responsibilities of each position shall be provided to the employee at the time of hire or upon offer of a new position. A copy signed by the employee will be placed in the personnel File. When a Job Description is revised and approved by the Superintendent, the employee will be provided with an updated version to be signed and placed in the personnel file. Failure to obtain and maintain federal, state or student specific mandated certifications will result in termination of employment. No Staff Member shall be regularly asked to perform work or be rated on responsibilities which are not part of his/her description.

10.2 In the event that a Staff Member is duly required to perform job duties and responsibilities for work of another classification within the bargaining unit which is compensated at a higher level, s/he shall receive the higher salary for the time period in which s/he performed the work. A mutually acceptable Support Staff Coverage Log shall be kept by each individual Staff Member. "Coverage" will be defined as only the hours performing the actual work of the higher category position and only when pre-approved by the Building Administrator. Staff Members will not be automatically paid at the higher category for a full shift. Coverage logs shall be submitted and or approved by the Building Administrator each pay period in order to be paid the wage differentials (dollar amount which is added to an employee's regular rate of compensation).

Any Staff Member who must provide additional coverage when other Staff Members in the same job category are absent and not replaced, shall be paid a wage differential of $3.00 per hour above their regular rate of compensation. Any special education para-educator or para-educator who substitutes for a para-educator performing personal care duties will be paid the per diem personal care stipend rate above their regular rate of.

***In order to be paid for the coverage, the Support Staff Coverage Log must be submitted to the SAU within the pay period that the time was worked or the additional pay shall be subject to forfeiture. For the final pay period, it must be submitted by June 30th.***

10.3 Any staff member who substitutes for a teacher or librarian and is the only supervising adult in the classroom ***shall be paid a wage differential per hour above their regular rate of compensation,*** with a 15-minute minimum ***and*** prior approval from administration. ***The wage differential is equal to 75% of the current certified daily substitute rate divided by 6.75 school hours.***

Staff members may only be requested to substitute one time for one class during any school day. A substitute log shall be kept by each individual staff member. ***In order to be paid for the coverage, the Support Staff Covering for a Teacher or Librarian Coverage must be submitted to the SAU within the pay period that the time was worked or the additional pay shall be subject to forfeiture. For the final pay period, it must be submitted by June 30th.***

10.4 Hollis Brookline Cooperative School Board Policy GDQA Reduction in Force, as amended ***August 15, 2018*** to become effective ***September 12, 2018*** will remain in effect, unchanged, during the term of this agreement. This policy will be grievable and arbitrable notwithstanding the exclusion in Article IV, Section 4.11.

10.5 In the event that the administration elects to require any staff member to perform any hazardous duties which necessitate the staff member use safety goggles, gloves, or other similar protective and/or safety devices, the administration shall provide same at no cost to the staff member. A shoe allowance of $100 every 2 years will be allowed if the assigned work warrants safety shoes. In order to receive reimbursement, the employee must follow the established SAU process for requesting reimbursement. For the purposes of this article, employee will not be entitled to a pre-pay option for the purchase.

Also, three uniform shirts will be provided annually to all custodial and maintenance staff members. Custodial and maintenance staff members shall be required to wear these shirts during public events as directed by administration. The purpose of this directive is to provide identification of staff members during certain after-school activities. This provision shall not be construed to imply any obligation for the administration to supply any uniforms or other routine clothing for staff members.

## ARTICLE XI
## OVERTIME

11.1 For all hours actually worked over eight (8) hours in one (1) day or forty (40) hours in one (1) week, excluding paid time off, the Staff Member shall be compensated at the rate of one and one-half (1.5) times his/her regular hourly rate. For all hours actually worked over eight (8) hours in one (1) day or thirty-two (32) hours in one (1) week that contains a holiday**,** the Staff Member shall be compensated at the rate of one and one-half (1.5) times his/her regular hourly rate.

11.2 In the event that a Staff Member is called out to the school(s) when s/he is not normally scheduled to work ***(referred to as callback)*** s/he shall receive compensation of two (2) hours pay, at his or her normal rate of pay, in addition to the actual time spent at the school(s) including travel to and from the school(s) at straight time.

11.3 Staff Members required to work holidays shall be paid at the regular hourly rate for all hours actually worked in addition to their holiday pay if that Staff Member were eligible for holiday pay on that day.

11.4 Regularly scheduled overtime work shall be offered on a rotating basis by seniority among all Staff Members in a particular category. If a Staff Member declines an offer of overtime, his/her name shall drop to the bottom of the list as if s/he had worked the assignment. Where an emergency exists, the District may bypass the overtime list.

11.5 Except in the cases of emergency, following notification to the Building Administrator, staff members shall not work overtime without approval of Administration or Supervisor.

## ARTICLE XII
## HOLIDAYS

12.1 All full-time, school year Staff Members shall receive the same holidays scheduled by the School Board as school holidays. Holiday pay will be paid on a pro-rated basis for part-time employees. Such time off shall be paid at the regular rate, provided that the Staff Member would have been scheduled to work for that day if it had not been a holiday.

12.2 Full-time, full-year Staff Members shall receive ***thirteen*** (***13***) holidays with pay at the regular rate. Full-time school year Staff Members shall receive no less than ***ten*** (***10***) paid holidays. Staff Members shall receive all paid holidays that match their work schedule as defined at the beginning of the school year. For example, if a Staff Member does not normally work on Mondays, they would not be eligible for Monday holidays.

12.3 In order to qualify for holiday pay, the Staff Member must have worked the last scheduled work day before the holiday and the first scheduled work day after the holiday unless these days were a bonafide sick, ***pre-approved*** vacation, ***or pre-approved personal*** day.

## ARTICLE XIII
## VACATIONS

13.1 Full-time, full-year Staff Members shall be eligible for vacation time as follows.

| Years of Service | Days | Earned per Month |
|---|---|---|
| 0-5 | 10 | 0.83 |
| 6-7 | 12 | 1.00 |
| 8-9 | 15 | 1.25 |
| 10-14 | 18 | 1.50 |
| 15+ | 20 | 1.67 |

Effective July 1, 2016, each part-time, full-year Staff Member shall be eligible for vacation time as follows:

| Years of Service | Days |
|---|---|
| 0-5 | Equivalent of 1 week for that individual |
| 6-10 | Equivalent of 2 weeks for that individual |
| 11+ | Equivalent of 3 weeks for that individual |

13.2 Vacation time shall be computed as of each Staff Member's anniversary date and Staff Members shall be entitled to apply for accumulated vacation as it is earned. Vacation time may be anticipated with approval by the appropriate supervisor. If an employee has anticipated vacation and leaves before the vacation would have been earned, the District shall be entitled to deduct the amount equivalent to the pay for anticipated vacation from the employee's last salary check at the present rate of pay being received by the employee at the time of separation. Should the amount of pay due for anticipated vacation taken exceed the amount due in the last salary check, the employee will remit the amount due the District.

13.3 Vacation time may be taken at times requested by the Staff Member, subject to the supervisor's need to maintain efficient operations. The District reserves the right to limit the number of Staff Members who may be on vacation at any one time and establish procedures for selecting vacations. Actions by the District shall not be arbitrary.

13.4 Earned vacation shall be paid in full at the current rate of pay to the beneficiary at death or to Staff Member at retirement or termination.

13.5 Up to one week of vacation may be carried over from one year to the next. Such carry-over shall not be cumulative and must be used by June 30 of the next fiscal year.

## ARTICLE XIV
## COMPENSATION

14.1 The basic hourly salaries of Staff Members covered by this Agreement are determined from the enclosed Salary Schedule, subject to approval of necessary appropriations by the voters of the District. Staff Members shall be divided into the appropriate pay categories as shown on the Salary Schedule. Should it be required, and upon prior approval, any instructional hours worked outside the school day, during the school year, shall be compensated at the employee's current rate. For the purpose of this article "hours worked outside the school day" include when school is not normally in session. The rate for Summer work (ESY, RTI or other programs outside the regular school year) will be determined by the Director of Student Services each year. Personal Care rates will apply, if applicable, based on student needs.

14.2 Placement on the Salary Schedule at the time of initial hiring shall be based on years of school work experience and/or other relevant experience and the needs or shortages of the school district and shall be negotiated with each prospective employee at time of employment. In no event will a newly hired employee be placed above the top step in their category. Subsequent movement on the schedule shall reflect additional years with the District.

14.3 Individual employees covered by this agreement will be eligible for reimbursement or prepayment for pre-approved job related courses, workshops, or conferences and in any one year will be reimbursed to a maximum of $800, except for para-educators who will be eligible for reimbursement or prepayment to a maximum of $1,000 of which no more than $120 can be used for travel. Additional funds may be available based upon prior approval and specific requests. Approval for courses, workshops, or conferences will be made by the building principal or designee. No more than ninety ($90) dollars may be used for travel related expenses. Courses, workshops, or conferences must be successfully completed with a passing grade of B- or better, certificate of completion, or attendance certificate, as appropriate, in order to qualify for reimbursement or prepayment. Approval by the principal or designee must be a minimum of 30 calendar days prior to the issuance and release of a check by the district to the appropriate vendor for any prepayment. Within fifteen days of completion of the course, workshop, or conference the employee shall provide documentation of successful completion to the principal. If the employee does not pass or attend the course, workshop, or conference, or provide documentation of successful completion, the district shall recover all of the prepayment through payroll deduction. ***In addition to the three additional days identified in Article 14.7, there will be two additional contractual professional development days during the course of the school year.*** Para-educators may attend pertinent teacher workshops to a maximum of three per year, at the discretion of the principal ***or designee***. Para-educators will be paid for hours in attendance at their regular hourly rate. Hours in attendance at workshops will not count toward the total number of contract days. Staff members shall use the electronic professional development management system (PDMS) to accumulate and track their professional development and/or recertification hours.

14.4 The District will provide a savings and/or checking direct deposit program for Staff Members. All Staff Members shall be entitled to receive pay via direct deposit. They will receive a biweekly paycheck unless the Staff Member chooses direct deposit. In order to ***start or stop*** direct deposit, Staff Members must follow the established SAU process and changes are subject to payroll processing deadlines.

14.5 Any para-educator who receives State Certification Para-educator I shall be entitled to an added hourly wage adjustment of thirty cents ($0.30) per hour to the Appendix A rate (non-cumulative), subject to prior approval by the Superintendent.

Any para-educator who receives State Certification Para-educator II shall be entitled to an added hourly wage adjustment of sixty cents ($.60) per hour to the Appendix A rate (non-cumulative), subject to prior approval by the Superintendent.

Any para-educator who holds or receives a BA or BS from an accredited university shall be entitled to an added hourly wage adjustment of one dollar ($1.00) per hour to the Appendix A rate (non-cumulative), subject to prior approval of Superintendent.

Any para-educator who holds or receives a MS, MA or MBA from an accredited university and/or a NH Teaching Certification shall be entitled to an added hourly wage adjustment of two dollars ($2.00) per hour to the Appendix A rate (non-cumulative), subject to prior approval of Superintendent.

***Any food service department employee who achieves and maintains Level 1 Certification annually, as defined by the School Nutrition Association (NH) in the certificate program, shall be entitled to an added hourly wage adjustment of $0.50 per hour.***

***Any Administrative Assistant, Special Education Administrative Assistant, Senior Administrative Assistant, or Registrar who holds a BA or BS from an accredited university shall be entitled to an added hourly wage adjustment of one dollar ($1.00) per hour to the Appendix A rate (non-cumulative), subject to prior approval of the Superintendent.***

***Any Administrative Assistant, Special Education Administrative Assistant, Senior Administrative Assistant, or Registrar who holds a MA, MS, or MBA from an accredited university shall be entitled to an added hourly wage adjustment of two dollars ($2.00) per hour to the Appendix A rate (non-cumulative), subject to prior approval of the Superintendent***

Requests for changes in pay as a result of certification and/or degree must be made in writing to the Superintendent and shall include copies of valid certification or original (sealed, official) transcripts. Changes will be made effective in the pay period following receipt of the request, provided that sufficient documentation is included. Failure to maintain certification will result in forfeiture of differential.

14.6 A Para-educator whose assignment to a student requires that Para-educator to ***have specific training (ex. ABA, RBT) and/or*** perform certain medically related, ***behavioral, or daily living*** tasks all as anticipated and provided for in that student's IEP, BIP and/or 504 plan (collectively referred to in this section as "Student Plan"), will be entitled to receive an hourly differential added to his or her hourly wage, for time that the Para-educator is attending to that student ***or students within a specific Special Education program***, except in cases of direct instruction which is outlined in the student's plan. There shall be ***three*** differential rates, according to the level, nature, and frequency of the Specified Personal Care Duties, according to a rubric established and modified under then current District policy. ***The differentials related to students who are not part of a specific Special Education Program and those who are.*** The ***three*** hourly differential rates will be based upon annualized levels of $***2,200***, $***3,400***, and $***6,400*** for a 6.75 hour work day for the school year.

14.6a Prior to the start of each school year, the Superintendent and the Director of Student Services will determine the differential rates appropriate for each existing Student Plan, and notify the respective Para-educator of the differential level.

14.6b Differential rates relating to specific students will be reviewed, and rates adjusted prospectively as Student Plans are developed and/or modified over the course of the school year.

14.6c Any Special Education Para-educator who substitutes for a Para-educator during time that the Para-educator is regularly assigned Specified Personal Care Duties, will receive the differential during that time.

14.6d The differential is paid only for time the Para-educator (or substitute) is assigned to a student under the Student Plan, and a student and Para-educator are in attendance. Such time will be indicated on the Para-educator's time card.

***14.7 Beginning in the 2025-2026 School Year, employees will be paid to work the three days before the first day of school for all students, and two more throughout the school year (as referenced in article 14.3).***

***14.8*** Any Custodian or Maintenance Worker who completes the New Hampshire Association of School Business Officials School Facility Operations Certification, or other comparable certification as determined by the Superintendent, shall be entitled to an added hourly wage adjustment as follows, subject to prior approval by the Superintendent:

- Certified School Facilities Specialist – Level 1: forty cents ($0.40) per hour (non-cumulative).
- Certified School Facilities ***Manager*** – Level 2: sixty-five cents ($0.65) per hour (non-cumulative).

14.9 Committees: Any member of the bargaining unit who is directed to serve on a committee sponsored by the school district, whose work extends beyond the regular work day or takes place on a non-work day, shall be compensated at their hourly per diem rate.

## ARTICLE XV
## INSURANCE BENEFITS

15.1 Health Insurance: Full-time Staff Members may participate in the Anthem ABSOS20/40 1KDED-RX10/20/45 health plan. The district shall contribute toward the monthly premium for any single plan chosen by an employee up to $***1,040*** for fiscal year ***2025-2026,*** up to ***$1,123*** for fiscal year ***2026-2027,*** and up to $***1,213*** for fiscal year ***2027-2028***.

The district shall contribute toward the monthly premium for any two-person plan chosen by an employee up to $***1,758*** for fiscal year ***2025-2026,*** up to ***$1,898*** for fiscal year ***2026-2027,*** and up to $***2,050*** for fiscal year ***2027-2028***.

The district shall contribute toward the monthly premium for any family plan chosen by an employee up to $**1,968** for fiscal year ***2025-2026***, up to ***$2,125*** for fiscal year ***2026-2027,*** and up to $***2,295*** for fiscal year ***2027-2028***.

In the event that any of the plans currently being offered by the District are cancelled by the provider, or otherwise become unavailable to the District, the parties will negotiate thereof, pending which Staff Members will be entitled to obtain coverage under any other plans offered by the District, subject to the same driver amounts (and caps as applied prior to the plan cancellation and the terms in the current CBA).

***If the rates for the renewal of medical coverage for the period of July 1, 2026 through June 30, 2027 for the current medical plan exceeds ten (10) percent for the 2026-2027 contract year, then the Association and the School Board shall conduct contract negotiations for the Insurance Benefits only by December of 2026.***

***If the rates for the renewal of medical coverage for the period of July 1, 2027 through June 30, 2028 for the current medical plan exceeds ten (10) percent for the 2027-2028 contract year, then the Association and the School Board shall conduct contract negotiations for the Insurance Benefits only by December of 2027.***

15.2 Dental Insurance: Full-time Staff Members will be provided with payment toward either Northeast Delta Dental Health Care Coverages A, B, C and D, or some other plan with a comparable schedule of benefits, as follows:

100 percent of Coverage A; and 80 percent of Coverage B; and 50 percent of Coverage C (no deductible, with $1,500 maximum per person per year); and 50 percent of Coverage D (with $1000 lifetime maximum per person for orthodontia age 19 and under). For the term of this Agreement the District will contribute 100 percent of the cost for single person membership. For two-person membership, the District shall pay up to $100 per month. For a family membership, the District shall pay up to $125 per month.

15.3 Intermediate Term Income Protection: A full-time Staff Member who has exhausted his or her accumulated sick leave and becomes or remains ill or disabled for reasons consistent with the Family and Medical Leave Act, will be paid for such continued absence, provided the employee provides a physician certification, at the rate of 60 percent of his or her normal daily rate of pay until such time as long term disability commences or the cessation of the illness or disability, whichever occurs first. The combination of paid sick leave days and intermediate term disability days will not exceed ninety (90) for a single disability. This benefit plan shall apply to the illness and/or disability of a Staff Member only, and does not cover absences related to illness and/or disability of a member of his/her immediate family. Intermediate Term Income Protection shall not be applied on an intermittent basis. The District will maintain employer portion payment of the Staff Member's medical ***and dental*** insurance during this period. Employees absent for 5 or more days: for those who are on leave under FMLA, or for those who are on leave for reasons consistent under FMLA but not utilizing FMLA, for a personal illness or injury, shall supply medical documentation for the absence, as well as for clearance to return to work, including limitations or restrictions or the lack thereof. All medical documents will be supplied directly to Human Resources and will not be requested by Administration.

15.4 Long-Term Disability (LTD): The District will purchase Long-Term Disability Insurance to cover all full-time Staff Members. The policy/policies will provide for income at sixty-six and two-thirds (66 2/3) percent of the Staff Member's salary commencing after ninety (90) calendar days of disability, continuing until age seventy (70) or the cessation of disability, whichever occurs first. A Staff Member on Long-Term Disability who recovers from said disability will have the right to return to his or her position for up to two (2) years from the date on which Long-Term Disability payments began. The District will maintain payment of the ***employer portion of the*** Staff Member's medical insurance premiums from the commencement of Long-Term Disability until the Staff Member is eligible for health care under Medicare but in no case for a period of more than three (3) years. At the commencement of LTD, if an employee is eligible for Medicare, their insurance coverage under the district shall be terminated and the District shall not provide compensation for previously covered employer responsibility portion. If a Staff Member is disabled for part of a school year, s/he will receive credit for that year for computing years of service.

15.5 Commencement of Benefits: All newly hired employees or existing employees who become eligible for benefits under this article shall be provided the opportunity for coverage the 1st of the month following the effective date of hire or status change. In order to enroll or waive in coverage, employees must follow the established SAU 41 procedures.

***15.6*** Flexible Spending: The District will create an IRS Section 125 Flexible Spending Account Plan (FSA). These funds may be used to offset any medical, dental, childcare or expenses allowed by law. Employees will be allowed to voluntarily contribute by payroll deduction to the Section 125 plan up to the limit allowed by law.

## ARTICLE XVI
## LEAVE BENEFITS

16.1 Personal Leave: A full-time Staff Member will be granted "personal days" by the Principal or Superintendent to enable him or her to attend to personal affairs which, because of their nature, must be attended to at a time when the Staff Member would normally be required to work. Application for personal day(s) in half or full day increments hourly increments, must be made, in writing, utilizing the established SAU 41 electronic absence management system, but no later than 5 business days prior to date(s) of request. Only in cases of emergency shall a request be made less than 5 business days from the date(s) request. In cases of emergency, the request may be made by telephone, followed as soon as possible by the required written application.

If the reason for personal day(s) is, in the Staff Member's judgment, of an extremely personal nature, and he or she does not wish to share any information connected with the personal day(s) request, he or she will not be required to state the reason. However, it is not intended that a Staff Member will use the language of this section to refuse to give reasons for request that are not of an extremely personal nature.

No full-time Staff Member should expect to be granted more than three (3) personal days per school year, and no part-time Staff Member more than two (2) personal days per school year. Personal leave under this Article may not be used to extend a holiday, a vacation, or a long weekend. Therefore, Staff Members requesting personal leave before or after a holiday, a vacation, or a long weekend will be required to give specific reasons for their requests.

***Staff members may request to use personal leave to take paid time off to celebrate a religious holiday not otherwise covered by the school holiday schedule. Staff members wishing to use personal leave for this purpose must submit a written request to Administration at least thirty (30) days in advance of the holiday. While Administration reserves the right to deny any such request if appropriate coverage cannot be arranged, Administration will not unreasonably deny any such request.***

The district reserves the right to limit the number of employees out at any given time. Denied personal day requests shall be considered unpaid for the purposes of payroll and shall be subject to disciplinary action for failure to follow established procedure.

16.2 Professional: Each Staff Member may be granted one (1) day per year as a professional day upon approval of their appropriate supervisor utilizing PDMS (Professional Development Management System). Additional professional days may be granted at the discretion of the Superintendent or designee.

16.3 Sick Leave: Each full-time Staff Member will be granted two (2) sick days at the beginning of the year and will also be entitled to one (1) day of sick leave per month. Such sick time may accumulate to a maximum of 90 days for full-time employees. Sick leave will be pro-rated for part-time employees. Newly hired employees will automatically be granted 2 sick days and will earn an additional day for each full month of employment beginning with the 1st of the month following the date of hire.

Sick leave may be used for the Staff Member's own illness, disability, or essential treatments related to the Staff Member's health. Current years sick leave (maximum 14 days) and not accrued sick leave may also be used when the staff member's absence is required due to like conditions or illness of a member of his or her immediate family, excepting only unusual, adverse health circumstances as determined by the Superintendent. "Immediate family," as used here, shall be interpreted to include husband, wife, son, daughter, father, mother, brother, sister or step-family of the Staff Member, or any relative living in the immediate household of the Staff Member. A Staff Member may be required by the Superintendent to furnish satisfactory medical proof of illness or disability after five consecutive days of absence due to illness or disability.

16.4 Bereavement Leave: A Staff Member who is absent due to death in his or her immediate family is granted up to five (5) days leave not chargeable to sick leave or personal leave. "Immediate family," as used here, shall be interpreted to include husband, wife, son, daughter, father, mother, brother, sister, grandparents or grandchildren or step-family of the Staff Member or of his or her spouse, or any relative living in the immediate household of the Staff Member.

16.5 Court/Agency Appearance: Any employee required to be present in court or at a hearing before an administrative agency of the government shall be granted up to three (3) days of non-cumulative leave with pay per year. This limitation of three (3) days shall not apply to jury duty. The employee shall not be required to use another category of leave. This leave may not be used for personal legal matters. The district shall pay employees full salary for any such days.

16.6 Child Care Leave: Staff members who desire child care leave may be granted leave by the Superintendent without pay. The Superintendent may require a physician's statement or other medical evidence showing the necessity of child care leave. In any event not more than thirty (30) work days (six calendar weeks) of child care leave may be granted in any one contractual year, excepting only unusual, adverse health circumstances as determined by the Superintendent.

16.7 Accrued Sick Leave: Each staff member hired prior to July 1, 2016 shall upon resignation or retirement, but not upon termination for just cause, be paid for unused, accrued sick leave days to a maximum of ninety (90) days based on the following conditions:

The balance of accrued sick leave days as of June 30, 2016 for each employee will be the maximum days that employees can be paid for this benefit. (Example: Employee A has 57 accrued sick days on June ***30***, 2016; that becomes the maximum number of days Employee A can be paid for upon ending employment with the District.) If the employee's balance is less than the balance on June 30, 2016, the lower number will be used for payment. If the employee surpasses the balance on June 30, 2016, the balance on June 30, 2016 is the number used for payment.

Payment will be paid as follows:

(1) ten dollars per unused, accrued day after ten years or more of service to the district

(2) twenty dollars per unused, accrued day after twenty years or more of service to the district.

The Staff Member shall expect payment following the last payroll period of the school year.

All employees hired after June 30, 2016 do not qualify for this benefit and once the last employee that qualifies leaves employment, this Article will be removed from this Agreement. Further, no changes can be made to this Article in future negotiations that will result in additional cost to the District.

16.8 ***Unapproved Leave: Employees must use either approved and available paid leave authorized by the superintendent or designee (i.e. FMLA leave) to cover all absences from work. An employee may not be absent without leave without prior approval by Human Resources. Violation of this provision may result in disciplinary action up to and including termination.***

## ARTICLE XVII
## NOTICES OF VACANCIES

17.1 The Board agrees to post notices of vacancies within the District on a bulletin board at each of the schools. Such notices will include a description of the position, as it is then known to be, the requirements of the position, and the place and date at which an application is to be submitted. Staff Members shall be given equal opportunity to apply for any job vacancy within the Bargaining Unit. The Superintendent shall make the final decision in any event.

17.2 The posting period shall be four (4) calendar days, including two (2) school days, during the normal school year and ten (10) calendar days during the summer recess. Exceptions to the posting period may be made for emergency situations with the written agreement of the building principal and an official representative of the Association.

## ARTICLE XVIII
## JURISDICTION AND AUTHORITY

18.1 The Board, subject to the language of this Agreement, reserves to itself full jurisdiction and authority over matters of policy and retains the right in accordance with applicable laws and regulations to direct and manage all activities of the District.

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

18.3 In the event that any provision of this Agreement is ultimately ruled invalid for any reason by an authority of established and competent legal jurisdiction, the balance and remainder of this Agreement shall remain in full force and effect. Further, the parties agree to meet within fifteen (15)

days from the date of said ruling to negotiate a new provision within the limits established by said authority using the procedures outlined herein.

## ARTICLE XIX
## DURATION

19.1 The provisions of this Agreement between the Hollis Brookline Cooperative School Board and the Hollis Education Support Staff Association will be effective July 1, ***2025*** and shall continue in effect until June 30, ***2028*** subject to the approval of funds by the Hollis Brookline Cooperative School District Meeting. Any extension shall be mutually agreed upon, in writing, by the parties and unless such extension is agreed upon, this Agreement shall expire on the date indicated herein. This Agreement shall not be modified orally, but only through negotiations, as specified in this Agreement.

19.2 This Agreement represents the final resolution of all matters in dispute between the parties and shall not be changed or altered unless the change or alteration has been agreed to and evidence in writing by the parties hereto.

**APPENDIX A**
**Hollis Brookline Cooperative School Board-Hollis Education Support Staff Association**
**Salary Schedules**

Category 1: Office/Clerical Assistant

Category 2: Receptionist, ***Instructional Assistant, Library/Media Assistant, Food Service Worker,*** Custodian

Category 3: Para-educator, Special Education Para-educator, Maintenance Worker, Grounds Maintenance Worker, ***Cook***

Category 4: ***Administrative Assistant***, ***Head Cook***, Building Maintenance Shift Supervisor

Category 5: 504 Para-educator, Building Maintenance Supervisor, Senior ***Administrative Assistant***, ***Special Education Administrative Assistant,*** Grounds Maintenance Supervisor, Registrar

| FY26 Salary Schedule | | | | | |
|---|---|---|---|---|---|
| | Cat 1 | Cat 2 | Cat 3 | Cat 4 | Cat 5 |
| Step 1 | $15.96 | $16.48 | $17.73 | $19.02 | $21.15 |
| Step 2 | $16.59 | $17.12 | $18.37 | $19.66 | $21.78 |
| Step 3 | $17.25 | $17.79 | $19.04 | $20.31 | $22.44 |
| Step 4 | $17.94 | $18.47 | $19.73 | $21.00 | $23.13 |
| Step 5 | $18.66 | $19.19 | $20.45 | $21.73 | $23.86 |
| Step 6 | $19.41 | $19.94 | $21.20 | $22.47 | $24.60 |
| Step 7 | $20.18 | $20.71 | $21.97 | $23.25 | $25.38 |
| Step 8 | $20.99 | $21.53 | $22.78 | $24.05 | $26.18 |
| Step 9 | $21.83 | $22.37 | $23.62 | $24.90 | $27.02 |

| FY27 Salary Schedule | | | | | |
|---|---|---|---|---|---|
| | Cat 1 | Cat 2 | Cat 3 | Cat 4 | Cat 5 |
| Step 1 | $16.40 | $16.93 | $18.22 | $19.54 | $21.73 |
| Step 2 | $17.05 | $17.59 | $18.88 | $20.20 | $22.38 |
| Step 3 | $17.73 | $18.28 | $19.56 | $20.87 | $23.06 |
| Step 4 | $18.43 | $18.98 | $20.27 | $21.58 | $23.77 |
| Step 5 | $19.17 | $19.72 | $21.01 | $22.33 | $24.51 |
| Step 6 | $19.94 | $20.49 | $21.78 | $23.09 | $25.27 |
| Step 7 | $20.74 | $21.28 | $22.57 | $23.89 | $26.08 |
| Step 8 | $21.57 | $22.12 | $23.41 | $24.72 | $26.90 |
| Step 9 | $22.43 | $22.98 | $24.27 | $25.58 | $27.77 |

| FY28 Salary Schedule | | | | | |
|---|---|---|---|---|---|
| | Cat 1 | Cat 2 | Cat 3 | Cat 4 | Cat 5 |
| Step 1 | $16.85 | $17.40 | $18.72 | $20.08 | $22.32 |
| Step 2 | $17.52 | $18.07 | $19.40 | $20.75 | $23.00 |
| Step 3 | $18.21 | $18.78 | $20.10 | $21.45 | $23.69 |
| Step 4 | $18.94 | $19.50 | $20.83 | $22.17 | $24.42 |
| Step 5 | $19.70 | $20.26 | $21.59 | $22.94 | $25.19 |
| Step 6 | $20.49 | $21.06 | $22.38 | $23.72 | $25.97 |
| Step 7 | $21.31 | $21.87 | $23.19 | $24.55 | $26.79 |
| Step 8 | $22.16 | $22.73 | $24.05 | $25.39 | $27.64 |
| Step 9 | $23.05 | $23.62 | $24.94 | $26.28 | $28.53 |

Those employees on step ***9*** shall move off the step table and receive an increase in pay of ***3.4%*** for fiscal years ***2025-2026, 2026-2027 and 2027-2028***. This increase also applies to those employees already off step.

| Pursuant to Articles 14.5 and 14.8, the following differentials may be applied to hourly for affected staff: | |
|---|---|
| **Credential Differentials** | |
| **Para-Educator I:** | Thirty cents ($0.30) per hour |
| **Para-Educator II:** | Sixty cents ($0.60) per hour |
| **Para-Educator or Instructional Assistant BA/BS Degree:** | One dollar ($1.00) per hour |
| **Para-Educator or Instructional Assistant MA/MS/MBA Degree OR NH Teaching Certification:** | Two dollars ($2.00) per hour |
| **Administrative Assistant Staff and Registrar BA/BS Degree:** | One dollar ($1.00) per hour |
| **Administrative Assistant Staff and Registrar MA/MS/MBA Degree:** | Two dollars ($2.00) per hour |
| **Food Service Staff - Level 1 Certification** | Fifty cents ($0.50) per hour |
| **Certified School Facilities Specialist - Level 1** | Forty cents ($0.40) per hour |
| **Certified School Facilities Manager - Level 2** | Sixty-five cents ($0.65) per hour |

## APPENDIX B
## LONGEVITY PAYMENT

Any Staff Member who has completed fifteen (15) or more years of continuous service working in the Hollis Brookline Cooperative School District will receive longevity pay as follows (substitute years are not eligible):

15 years - $500
20 years - $1,000
25 years - $1,500
30 years - $2,000

This will be disbursed in the year following the threshold, provided the employee remains with the District or has retired on June 30th of each year. This payment is taxable ***and will be paid in the first pay period of the new fiscal year***. Employees who retire and return cannot combine years for this benefit. The President of HESSA shall be notified in June of the current year of all longevity payments due to be paid in the year following the threshold.

**APPENDIX C**
**GRIEVANCE AND ARBITRATION FORMS**

Copies to: 1. Staff Member(s) Immediate Supervisor; 2. Principal (if not 1); 3. Superintendent; 4. Association

To: _____ Date: _____
Immediate Supervisor

From: _____ School: _____

Date of Grievance: _____

Statement of Grievance, including the specific violation or condition, will reference the specific Article of the School Board/HESSA Agreement violated:

Relief Sought:

_____
Signature

Date Received: _____

LEVEL A

Submitted to: _____
Building Principal

Date Received: _____

Decision of Principal:

_____
Signature

Date: _____

_ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

LEVEL B

Appealed Prior Decision to: _____
Superintendent of Schools

Date Received: _____

Decision of Superintendent:

_____
Signature

Date: _____

Opposing Position of Aggrieved Staff Member(s):

_____
Signature
Date: _____

LEVEL C

Submitted to Hollis Brookline Cooperative School Board:

Date Received: _____

Decision of School Board:

_____
Board Chair

Date: _____

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LEVEL D

Request to Submit Decision in Level C to Arbitration:

_____
Superintendent of Schools
Date Received: _____

_____
Association President

Date: _____

## APPENDIX D

### Hollis Brookline Cooperative School Board Policy GDQA
### REDUCTION IN SUPPORT STAFF WORK FORCE

When a reduction in staff is necessary, the Superintendent shall notify, in writing, the association president, specifying the details of the anticipated reduction. Every reasonable effort will be made to accomplish such reductions by attrition (retirements, resignations, and refusal to contract).

Within each job title of the respective Categories listed in Appendix A of the Support Staff Contract, the least senior employee shall be laid off first. In addition, Category 4 Para-educators shall have seniority rights over Category 3 Para-educators with less seniority.

Seniority shall be defined as total years of employment in the Hollis Brookline Cooperative School District. Part-time employees shall accrue seniority on a pro-rated basis. Employees who are being laid off [or displaced] shall be given thirty (30) calendar days' notice of lay-off.

Employees who are going to be laid off and who are qualified to fill vacant positions in other job titles shall have the right to apply for the positions and shall be given preference over outside applications if substantially equal.

Recall for Support Staff as listed in Appendix A and as noted in paragraph 2 of this policy shall be in reverse order of lay-off. A recalled staff member must signify his/her acceptance of recall within five (5) working days of receipt of notice, or forfeit said recall rights. Staff members who have been given other positions in the district to avoid lay-off shall have the right to return to their original positions. If they waive recall, all rights under this policy for that employee shall cease. Staff members shall retain recall rights for a period of 18 months from the date of lay-off. No new employee shall be hired in any vacant or new position while there are laid off employees substantially qualified to fill those positions.

1st Reading: July 20, 2006
2nd Reading: October 18, 2006
Adoption: October 18, 2006
Amended: January 24, 2007 and November 14, 2007
Amendments Adopted: November 14, 2007
Amended and Adopted: January 20, 2010
To become effective: July 1, 2010

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on this ***5th*** day of ***March, 2025***.

HOLLIS-BROOKLINE COOPERATIVE SCHOOL BOARD

By _____
Holly Babcock
School Board Chair

By _____
Andrew F. Corey
Superintendent of Schools

HOLLIS EDUCATION SUPPORT STAFF ASSOCIATION NEA-NH

By _____
Lisa Heney
President, HESSA

By _____
Nicole Fentross
HESSA Negotiator