

VAN DRIVERS  
9/3/25

## MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding ("Memorandum") is made by and between the Monadnock Education Support Staff Association (the "Association") and the Monadnock Regional School District (the "District") (collectively, the "Parties").

WHEREAS, the Association and the District are parties to a collective bargaining agreement effective from July 1, 2023 through June 30, 2026 ("CBA"); and

WHEREAS, the Parties intend to file a joint modification petition to include the position of "Van Diver" into the bargaining unit

NOW, THEREFORE, the Parties agree as follows:

1. The Parties shall sign a joint modification petition, to be prepared by the Union, seeking to include the position of "Van Driver" into the MESSA bargaining unit.
2. The listed paragraphs of the CBA will be amended as follows (changes from prior language shown in redline for ease of reference only):

"6.1 (A) Employees who work during the academic year only shall be called school-year employees. The academic year is defined as no more than 183 days.

(B) Effective July 1, 2015, the typical work day for regular, full-time school year paraprofessional employees shall be seven and a half (7.5) hours per day, which includes a 30 minute paid lunch. These employees are eligible for New Hampshire Retirement. Paid lunch will not be considered hours worked for purposes of determining overtime.

(C) The work day for van drivers shall be scheduled to meet student transportation needs. Van driver schedules shall be determined by the District.

6.5 An employee shall receive a minimum of two (2) hours pay whenever he/she is called into work to handle an emergency. For the purposes of this section, a delayed opening or early release, which may impact a van driver's schedule, is not considered an "emergency."

6.8 The District may require an employee to attend a course or workshop, District-sponsored or otherwise, at no cost to the employee. Employees will be compensated for attending required District-sponsored workshops at their normal wage. Employees are encouraged, but not required to attend courses and workshops outside the normal work day. Van drivers shall be required to attend at least eight (8) hours of mandatory paid training each year.

7.3 Employees, other than van drivers, -who work during the school year will have the option to choose one of the following payment schedules, with or without credit

union deductions. This provision applies only to employees who have at least two (2) years' employment in the District.

1. Twenty-one bi-weekly payments during the period of service.
2. Twenty-six bi-weekly payments during the period of service (year-round employees only).
3. Employees shall notify the School Administrative Unit Office, in writing, no later than August 15th, of their method of payment for the coming year. Their selection will be in effect for that school year.

10.2 (A) Employees shall be awarded wellness days on July 1 of each year according to the following:

Calendar year employees	12 per year up to a total of 90*
Extended year employees	11 per year up to a total of 90*
School year employees	10 per year up to a total of 90*
Van drivers	5 per year

(B) Wellness leave will be prorated according to the number of hours for which the employee is regularly scheduled.

(C) An employee may be required to submit a doctor's note for absences of more than five (5) days in a row. The employee's supervisor will inform the employee of the need for a doctor's note prior to requiring it.

(D) Wellness days may be used in the event of personal or family illness or injury, important religious obligations, the death of a close friend or relative not covered under Section 10.6 of this contract, and unexpected situations that demand immediate action and for which no other leave provision applies.

(E) Employees, other than van drivers, shall be permitted to carry over up to 90 wellness days from one year to the next.

(F) Van drivers will be compensated for any unused wellness days remaining as of June 30<sup>th</sup> at the rate of twenty-five dollars (\$25) per day, which shall be paid with the final payroll of the school year.

10.12 Employees, other than van drivers, are entitled to three (3) paid personal leave days per year (non-cumulative). Leave shall be granted provided the employee follows the procedure outlined below:

- a. Employees shall submit notice through the District's electronic timekeeping system,
- b. Forty-eight (48) hours' notice shall be provided except in emergencies,

c. Personal leave usage for paraprofessionals on instructional days and workshop days will be limited as follows and granted on a first come, first served basis:

- i. Cutler School 3
- ii. Emerson School 2
- iii. Gilsum School 1
- iv. MRMHS 6
- v. Mt. Caesar School 3
- vi. Troy School 2

d. An employee will be compensated for unused personal leave days at their per diem rate in June of each school year, provided the employee has not used any personal leave days during the school year.

- 11.2 The seniority list shall be prepared by the Employer and verified by the Association. A copy of the list shall be available in all buildings of the district by November 1st of each year. A copy of the seniority list and subsequent revisions shall be forwarded to the Association.

The School Administrative Unit Office will develop a list of employees separating the staff into the following categories:

- A. Paraprofessionals: Tutors, Instructional Assistants, and Library Assistants
- B. Buildings and Grounds: custodial, mechanical, and grounds maintenance
- C. Administrative Assistants
- D. Trades
- E. Van Drivers

- 17.1 (A) Employees are eligible for holiday pay at their appropriate rate pro-rated for the number of hours that they would regularly be scheduled to work.

(B) Calendar year employees shall receive the following (12) paid holidays and (1) floating holiday: Independence Day, Labor Day, the day before Thanksgiving, Thanksgiving Day, the day after Thanksgiving, Christmas Day, New Year's Day, Dr. Martin Luther King Day, President's Day (Observed), Memorial Day, Columbus Day, Veteran's Day and (1) floater.

(C) School year and extended year employees, except for van drivers, shall receive the following (10) paid holidays: Labor Day, Thanksgiving Day and the day after, Christmas Day, New Year's Day, Dr. Martin Luther King Day, President's Day, Memorial Day, Columbus Day and Veteran's Day.

(D) Van drivers shall receive the following (5) paid holidays: Labor Day, Thanksgiving Day, Christmas Day, New Year's Day, and Memorial Day.

(DE) Employees who are required to work on a holiday not part of their regular schedule shall receive one and one-half (1 1/2) times their appropriate straight time rate, plus their holiday pay. The Board reserves the right to pay employees in lieu of any holiday time off.

(EF) In the event any of the holidays specified in this Article is observed during the week before a regularly scheduled school vacation week, the employee shall be entitled to the holiday during the school vacation week.

#### **APPENDIX A MONADNOCK REGIONAL COMPENSATION**

A. The compensation, for purposes of this Agreement, is set forth below in this Appendix. Effective the first paycheck of the 2023/2024 school year, each employee on the Salary Schedule will advance one step on the 2023/2024 Salary Schedule, except employees on Step 16 in the Paraprofessional lane as of June 30, 2023 will be placed on Step 16 of the 2023/2024 Salary Schedule.

B. Effective the first paycheck of the 2024/2025 school year, each employee on the Salary Schedule will advance one step on the 2024/2025 Salary Schedule.

C. Effective the first paycheck of the 2025/2026 school year, each employee on the Salary Schedule will advance one step on the 2025/2026 Salary Schedule.

D. Effective the first paycheck of each year this Agreement is in effect, off step employees in each lane will receive the following wage increase, except that in 2025/2026 off-step Building and Grounds employees shall receive \$0.70/hour:

- |      |                            |             |
|------|----------------------------|-------------|
| i.   | Administrative Assistants: | \$0.60/hour |
| ii.  | Paraprofessionals:         | \$0.60/hour |
| iii. | Building & Grounds:        | \$0.60/hour |
| iv.  | Trades:                    | \$0.60/hour |

E. Newly-hired employees without experience, hired during the term of this Agreement, will be placed by the Superintendent at their appropriate compensation level set forth herein.

F. Newly hired employees with experience, other than van drivers, hired during the term of this Agreement, will be placed by the Superintendent at the same salary as all other employees then currently employed who have the same experience. Experience is defined as work experience in an equivalent position and shall be evaluated as follows:

- 1.) In public education or with a licensed childcare facility: year for year placement.
- 2.) Other in the private sector: will ordinarily be one (1) year placement for every two (2) years' experience. However, exception for placement based on experience and qualifications may be determined by the Superintendent.
- 3.) Off Schedule Placement for Paraprofessionals. A paraprofessional vacancy may be placed off the standard wage schedule when qualifications for student services call for a special wage adjustment. While the Board retains the right to assign an adjusted wage, the Board agrees to meet and confer with the Association prior to assigning the wage. Any position scheduled for off-schedule placement shall be subject to internal posting.
- 4.) All new hire forms and relevant information used for step placement will be sent to the Association with one (1) week of hiring a new employee.

G. Steps on the compensation schedule equals years of experience, except for the paraprofessional lane. Steps on the compensation schedule in the paraprofessional lane equal years of experience for employees hired on or after July 1, 2021.

G.H. Van drivers will be paid an hourly rate of no less than sixteen dollars (\$16) per hour. Van drivers will be eligible for an increase of \$0.50 per hour on their second anniversary and an additional \$0.50 per hour every two years thereafter.

#### **APPENDIX G** **SNOW DAY MAKEUP**

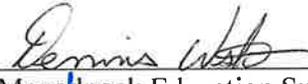
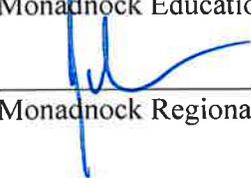
1. The District shall provide school-year MESSA bargaining unit members, other than van drivers, who lose work opportunities as a result of the 1<sup>st</sup> and/or 2<sup>nd</sup> snow days the school year through scheduled District professional development programs, as identified on the school district calendar.
2. The District shall provide professional development for up to three (3) snow days for school-year MESSA bargaining unit members, other than van drivers, who lose work opportunities as the result the 3<sup>rd</sup>, 4<sup>th</sup>, and/or 5<sup>th</sup> snow day of each school year. The professional development offered shall be established within the sole discretion of the District.
3. School-year MESSA bargaining unit members who wish to have the opportunity to utilize the professional development provided by this Agreement shall notify the District on or by the first day of the school year of the school year in which they would like to participate. Employees who fail to make a timely notification shall be ineligible to participate in the professional development offered pursuant to this Agreement for that school year. Employees who choose to perform

professional development in accordance with this Agreement agree to comply with the District's reasonable rules and expectations related to the professional development and shall sign a form to that effect. Failure to comply with the District's rules and expectations may result in discipline.

4. Any costs associated with the professional development provided under this Agreement, up to \$2,000, shall be paid through the professional development funds allocated in accordance with Article 6.9 of the parties' collective bargaining agreement. Only costs related to professional development provided by outside sources shall be eligible to be paid out of the Article 6.9 funds under this paragraph, such as costs of books, materials, online programming, or outside speakers.
5. The District reserves the right to discontinue the Snow Day Make-Up program, as outlined in this Appendix, by providing the Association with thirty (30) calendar days' written notice prior to the beginning of any school year. If the District discontinues the Snow Day Make-Up program as outlined in this Appendix, it shall engage in bargaining as required by law."

3. Except as expressly provided in this MOU, the Parties agree all other terms and conditions of the CBA remain unchanged and in full force and effect.

4. This Memorandum shall go into effect upon execution.

 Dennis Weston President	8-28-2025
Monadnock Education Support Staff Association	Date
	8/28/25
Monadnock Regional School District	Date