COLLECTIVE BARGAINING AGREEMENT
Between the
LOS LUNAS SCHOOLS and
NEA – LOS LUNAS
EDUCATIONAL SUPPORT PROFESSIONALS
2025-2027

APPROVED BY
THE LLS BOE 10/21/25
ksw

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PREAMBLE

The purpose of this Agreement is to promote harmonious and cooperative relationships between management and licensed personnel as provided by the New Mexico Public Employee Bargaining Act and the Los Lunas Schools Labor Management Relations Policy and to continue to protect the integrity and delivery of quality service to the community.

This Agreement is made and entered into this day of July 1st, 2025, by and between the Los Lunas Schools (hereinafter referred to as the "District") and the NEA-Los Lunas (hereinafter referred to as NEA-LL).

ARTICLE ONE -RECOGNITION

Pursuant to the New Mexico Public Employee Bargaining Act and the Los Lunas School District Labor-Management Relations Policy, the Los Lunas School District recognizes the NEA-LL as the exclusive representative of an Education Support Professional (ESP) unit consisting of all classified personnel by the Los Lunas School District, **except** those who spend the majority of their time in confidential positions, those who are employed on a casual or substitute basis, or those who are classified as financial specialists.

ARTICLE TWO - BARGAINING PROCEDURE

A. Negotiations for a successor agreement may be initiated upon written notice by either party to the other requesting the commencement of negotiations. Such notice shall be given no earlier than the Agreement unless the parties agree to other arrangements.

B. Negotiations shall be scheduled by mutual agreement as follows:

1. Dates for Negotiations will be scheduled no later than February 1st, with the first negotiation date being no later than February 15th.
2. Negotiations will conclude with Salary Schedules after they are approved by the LLS BOE (July 1 or earlier dependent on budget approval process).

C. The Public Employee Bargaining Act defines "collective bargaining" as the act of negotiating between a public employer and an exclusive representative for the purpose of entering into a written agreement regarding wages, hours and other terms and conditions of employment. NMSA 1978 § 10-7E-4(F) (2003). 10-7E-17. Scope of bargaining. Except for retirement programs provided pursuant to the Public Employees Retirement Act [Chapter 10, Article 11 NMSA 1978] or the Educational Retirement Act [Chapter 22, Article 11 NMSA1978], public employers and exclusive representatives: (1) shall bargain in good faith on wages, hours, and all other terms and conditions of employment and other issues agreed to by the parties. However, neither the public employer nor the exclusive representative shall be required to agree to a proposal or to make a concession.

Additionally, the impact of professional and instructional decisions made by the employer shall be negotiated.

D. The obligation to bargain collectively imposed by the Labor Management Relations Policy or the State Public Employee Bargaining Act shall not be construed as authorizing the employer and the exclusive representative to enter into any agreement that is in conflict with policies of the Public Education Department, state statutes, or federal statutes. In the event of a conflict between the policies of the Public Education Department, state statutes, or federal statutes and any agreement entered into by the employer and exclusive representative, the former shall prevail.

E. All bargaining will be conducted in closed sessions. An Interest-based process shall be used for negotiating sessions. Bargaining will be held at the facilities and at times mutually agreed upon by the bargaining teams.

F. Both bargaining teams shall have the authority to reach agreement on items presented at the table. Any agreement so bargained, will be reduced to writing and signed by the District and NEA-LL. All agreements reached by the parties shall be initiated as tentative agreements. Such tentative agreements are conditional and may be withdrawn should later discussions change either team's understanding of the language as it relates to other parts of the Agreement.

G. The District will provide to NEA-LL any available public information requested. The District will also provide NEA-LL a printed copy of the complete line item budget (also known as "rolled out budget") and appropriate updates for the following fiscal year at the time they are made available to the Los Lunas School Board prior to Board action and at the time it is required to be available for public review. This shall not require the District to develop new reports or analyses.

NEA-LL may request and receive other financial data provided to assist in the understanding of district proposals and in the formation of NEA-LL proposals.

NEA-LL shall be provided with the following budget information at the time it is prepared for internal use, prior to the District Board of Education taking action and at the time it is required to be available for public review.

1. A copy of the tentative operational budget including all worksheets and salary schedules submitted to the State Department of Education
2. A copy of the final operational budget report on a quarterly basis.
3. A copy of all state student membership.
4. A monthly copy of a current employee report.

5. A monthly copy of finance reports.
6. A copy of the December 1st, adjustment count for Special Education upon certification.
7. All caseload and class size waivers.
8. A copy of the projected student membership (ADM) for the following school year.
9. After the first 20 days of school, enrollment figures for all classes at each school.

All requests for documents will be provided to NEA-LL within (5) school days after such request.

Any document requested outside of the normal scope of bargaining may fall under the Inspection of Public Records Act (3 days for initial response, and up to 15 days for request fulfillment).

H. The Agreement incorporates the entire understanding of the parties on all matters that were the subject of bargaining. During the term of the Agreement, neither party will be required to bargain with respect to any such matter whether or not covered by this Agreement, except that the impact of professional and instructional decisions made by the employer will be negotiated on an on-going basis.

I. This Agreement may not be modified in whole or part by the parties except by an instrument in writing duly executed by both parties.

J. If the parties cannot reach agreement, NEA-LL or the District, through their respective representatives, may declare in writing that an impasse exists.

1. If an impasse occurs, either party may request from the board or local board that a mediator be assigned to the negotiations unless the parties can agree on a mediator. A mediator with the federal mediation and conciliation service shall be assigned by the board or local board to assist negotiations unless the parties agree to another mediator; and

2. If the impasse continues after a thirty-day mediation period, either party may request a list of seven arbitrators from the federal mediation and conciliation service. One arbitrator shall be chosen by the parties by alternately striking names from such list, who strikes first shall be determined by coin toss. The arbitrator shall render a final, binding written decision resolving unresolved issues pursuant to Subsection E of Section 17 of the Public Employee Bargaining Act and the Uniform Arbitration Act no later than thirty days after the arbitrator has been notified of his or her selection by the parties. The arbitrator's decision shall be limited to a selection of one of the two parties' complete, last, best offer. The costs of an arbitrator and the arbitrator's related costs conducted pursuant to this subsection shall be shared equally by the parties. Each party shall be

responsible for bearing the cost of presenting its case. The decision shall be subject to judicial review pursuant to the standard set forth in the Uniform Arbitration Act.

K. In the event that an impasse continues after the expiration of a contract, the existing contract will continue in full force and effect until it is replaced by a subsequent written agreement. However, this shall not require the public employer to increase any employees' levels, steps or grades of compensation contained in the existing contract.

ARTICLE THREE - NEA-LL RIGHTS

A. The District will deduct membership dues from the salaries of employees who have signed and submitted voluntary dues deduction authorizations for NEA-LL membership dues. Such authorizations must be submitted to the payroll clerk at least fifteen (15) days prior to the effective date of the deduction. NEA-LL will certify to the District in writing the current amount of its membership dues. Deductions will be made in standard, equal installments calculated on the basis of twenty-four (24) deductions per year. Any employee desiring to have the District discontinue deductions she/he has previously authorized must notify NEA-LL during the school year which such discontinuance is to be effective. NEA-LL will in turn notify the District. NEA-LL will defend and hold the District harmless on any liability that may arise as a result of compliance with this article provided that deductions made by the District were not in violation of this Article.

B. NEA-LL representatives may be released from duty on leave without pay for the purpose of conducting NEA-LL business, subject to staffing needs.

C. NEA-LL will be provided a total of thirty (30) days of paid leave per school year to be used by NEA-LL officers or representatives. NEA-LL will assume the cost of the substitutes. Additional days may be provided with the approval of the Superintendent. NEA-LL leave will be approved by the superintendent/designee.

D. (Left blank intentionally)

E. NEA-LL may continue to place official NEA-LL notices, circulars, and other official material in the employees' mailboxes and through electronic correspondence. NEA-LL will provide a copy of any and all distributions to the principal/supervisor.

F. Space for a bulletin board where NEA-LL may post announcements will be made available in the faculty lounge at each work site.

G. The District will make available to NEA-LL a copy of District policies, procedures, school board agenda, school board packet, job descriptions and any other available

information classified as public information which is requested by NEALL. This shall not be interpreted to require the District to develop new reports or analyses.

H. NEA-LL representatives may schedule meetings with the work site supervisor to discuss any matter pertaining to this Agreement. Such meetings shall be scheduled at a time and place mutually agreed upon by the parties which will not interfere with the delivery and quality of the instructional program.

I. Non-employee NEA-LL representatives will follow school procedures and check in and out with the building supervisor and obtain a pass prior to entering a school facility.

J. Committees that deal with wages, hours, or working conditions would violate the rights of the exclusive representative and will not be formed.

K. The rights and/or privileges granted to NEA-LL will not be granted to any other organization that purports to represent any employee covered by this Agreement.

L. A minimum of thirty (30) minutes will be provided to NEA-LL representatives at each site at the first staff meeting of the year to review changes to the Collective Bargaining Agreement, policies, procedures, and other information relevant to the rights and responsibilities of bargaining unit members. At least fifteen (15) minutes will be provided at the first staff meeting of the second semester for this purpose. NEA-LL will be placed on the agenda of site staff meetings at least once per month.

M. At sites that require bargaining unit members to serve on committees, serving as an NEA-LL officer or site representative will be considered as a committee.

ARTICLE FOUR - EMPLOYEE RIGHTS

A. Employees with one or more consecutive years may only be disciplined, reprimanded, reduced in rank and/or compensation, suspended, discharged, terminated or otherwise deprived of any benefits for just cause. Dismissal and termination will be handled in accordance with State law.

B. The Superintendent of Schools may issue at-will contracts to ESP employees who have been employed by the School District for less than one consecutive year. The provisions of the at-will contract and the termination statute in the NM School Personnel Code, NMSA 1978 Section 22-10A-24(A), shall be followed when terminating a non-licensed employee who has been employed by the School District for less than three consecutive years.

C. Any criticism concerning the performance or behavior of the employee or by an administrator will be made in a private setting (does not preclude a witness being in attendance) and not in the presence of students, parents, other employees, or members of the public. Communication between an employee and an administrator or supervisor shall be conducted in a professional and courteous manner.

D. When an employee is required to appear before an administrator or supervisor concerning any matter, which may result in disciplinary action, the employee will receive written notice of the reasons for such a meeting with at least twenty-four (24) hours advance notice, with the exception that student or staff safety and/or well-being is in question . Every effort will be made to notify the employee in writing during work time. The employee is entitled to have a representative of NEA-LL present to advise him/her. The parties will not debate the merits of the discipline at this meeting.

E. The District has the right and obligation to investigate any and all allegations of employee misconduct. Employees under investigation may be placed on administrative leave during an investigation. While on administrative leave the employee will continue to draw his/her regular pay and benefits.

When an employee is placed on administrative leave, the following procedures shall be followed:

1. The ESP employee will be notified by the individual's immediate supervisor or by the superintendent/designee. The letter placing an employee on administrative leave will note the ability of the employee to speak with their NEA-LL Representative while on leave. The employee will be notified of the option to bring an NEA-LL representative to the initial meeting, or provided the opportunity to meet with NEA-LL representative prior to leaving campus.

2. Reasons for the ESP employee being placed on leave shall be explained to the ESP employee including dates and circumstances of any incidents relevant to the actions taken and shall be provided in writing. The specific details of any charges may be delayed pending the investigation.

3. ESP employees may, at the employee's request, be accompanied and represented by an NEA-LL representative at a meeting with a District official at the time of being notified of being placed on administrative leave or any subsequent investigative meeting held with the ESP employee.

4. An investigation will be conducted as quickly as possible. Upon request by the ESP employee or the ESP employee's NEA-LL representative, status reports on the investigation shall be provided.

   If charges are to be filed against an employee as a result of an investigation, the employee will be provided the opportunity to respond to the charges prior to action being taken by the District. Should the allegations be found to be baseless, the employee will be restored to her/his position. Investigated information will be held in confidence to the extent possible without violating the Public Information Act and without hindering the District's ability to present its case.

G. A negative report shall include the date of the incident, the specific behavior criticized and specific direction given to the employee for improved behavior(s).

ARTICLE FIVE -INFORMAL AND FORMAL PROBLEM RESOLUTIONS

A. PURPOSE

The purpose of these procedures are to secure, at the lowest possible administrative level, equitable solutions to problems that may arise.

B. GENERAL PROVISIONS

Parties must meet, discuss, and attempt to resolve the issue/dispute in a collegial, non-threatening manner. This may be accomplished by either: (1) employee and administrator meeting informally; or, (2) employee, administrator, and a representative meeting informally.

1. If there is no resolution after the employee/administrator's informal meeting, then the employee may choose to have a second meeting which will include an NEA-LL representative and the administrator. This meeting must take place before a formal grievance is written. Further, the administrator will be notified that this is the second meeting in the informal problem resolution process. He/she will also be informed that failure to reach resolution after this meeting may result in a formal grievance.

2. Employees shall be represented by NEA-LL throughout the informal problem resolution or grievance process if the employee chooses to have representation.

C. INFORMAL PROBLEM RESOLUTION PROCEDURES

Since it is important that problems be resolved as rapidly as possible, the issue must first be discussed by the employee with the appropriate supervisor within 15 work days of the time the

employee knows, or should have known, about the event which led to the problem. The employee will discuss the issue either directly or through NEA-LL's designated grievance representative, with the objective of resolving the matter informally. Interest Based problem solving strategies are encouraged as a means of collaboratively solving problems. This is the informal oral process of grievance. The employee will state this as the informal step of the grievance process. All grievances will state the specific Agreement item violation, tell how the employee was harmed, and what remedy is sought. If the parties are unable to resolve the problem, it may advance to a grievance. Grievances will be submitted on the approved NEA-Los Lunas/Los Lunas Schools Grievance Form.

D. PROGRESSIVE DISCIPLINE PROCEDURE

Los Lunas Schools recognize the need for progressive discipline. The principles of progressive discipline shall be applied to any disciplinary action when the District determines progressive discipline is appropriate.

1. The principles of progressive discipline shall not prohibit the District from taking an immediate or more severe action if warranted by the circumstances. Since it is important that problems be resolved as rapidly as possible, the issue must first be discussed by the appropriate supervisor with the bargaining unit member within 10 days of the unacceptable behavior/work performance.

2. The employee has the right to a union representative at the request of the employee.

3. Progressive discipline may include at least one or more of the following actions:
   - Documented informal verbal warning
   - Documented formal verbal warning
   - Letter of documentation

   This may also include one or more of the following:
   - Letter of concern
   - Letter of reprimand
   - Improvement assistance plan
   - Intensive review
   - Further disciplinary action, up to termination.

The principles of progressive discipline shall be applied to any disciplinary action when the District determines progressive discipline is appropriate.

E. GRIEVANCE PROCEDURE

Since it is important that grievances be processed as rapidly as possible, the timelines specified at each level should be considered as a maximum and every effort made to expedite the process. The timelines specified may, however, be modified by mutual written agreement. In the event

that the employer representative fails to meet the specified time limit, the grievance will advance to the next level.
"Steps of Grievance" will replace Levels of Grievances.

No grievance shall be initiated at Step One unless the issue has been discussed as provided in Article Five Section C, which is the Informal Problem Resolution. Interest Based problem solving strategies are encouraged as a means of collaboratively solving grievable issues up to and including Step Two.

F. DEFINITIONS

1. Grievance:

a. A dispute pertaining to employment terms, conditions, and related personnel matters, involving the interpretation or application of any of the terms of this Agreement, or

b. A claim by an employee that there has been a misinterpretation, an inequitable application, or a violation of a School Board policy, including staff/faculty handbooks.

2. Grievance Procedure:
   a formal problem-solving process when resolution is not accomplished in the informal problem-solving process.

3. Grievant:
   an employee, a group of employees, or NEA-LL.

4. Party-in-Interest:
   any witness at a grievance hearing, the person against whom a grievance is filed, or a person who may be impacted as a result of any action taken to resolve a grievance.

5. Days:
   means work days and shall not include holidays or recesses observed by the District. During the summer months, days shall mean Monday through Friday except for Independence Day, Juneteenth, and Memorial Day.

6. Designated Grievance Representative:
   bargaining unit member, or NEA-LL staff person, who is trained and designated by NEA-LL.

7. Informal Meeting:
   discussion to reach resolution to an issue/dispute. Unless both parties agree, there will be no electronic recording, but written notes may be taken.

G. STEPS OF GRIEVANCE

STEP One (Supervisor)

A. If, as a result of the informal discussion with the building principal or immediate supervisor, a grievance still exists, the grievant may invoke the formal grievance procedure on the grievance form provided under Appendix A. A copy of the grievance form shall be delivered to the principal or immediate supervisor. The form shall be signed and dated by the grievant and a representative of NEA-LL. The written grievance must be filed with the District Personnel Office ~~Director~~ within ten (10) work days of the grievance, or within ten (10) workdays of the informal step.

B. Within ten (10) workdays of receipt of the grievance, the principal or immediate supervisor shall meet with the grievant and/or NEA-LL in an effort to resolve the oi grievance.

C. The principal or immediate supervisor shall indicate disposition of the grievance, in writing, within ten (10) workdays of such meeting and shall furnish the person with grievance and NEA-LL a copy.

STEP Two (District Office Administrator)

A. If the grievant/NEA-LL is not satisfied with the disposition of the grievance by the principal or immediate supervisor, or if no disposition has been made within ten (10) work days of such meeting, (or ten (10) days of filing, whichever shall be later), the grievance shall be transmitted to the District Personnel Administrator/designee over the grievant's area of employment.

B. District Personnel Administrator/designee will meet with the person with grievance and/or NEA-LL designee within ten (10) workdays after receiving the written grievance in an effort to resolve the complaint.

C. District Personnel Administrator/designee will respond in writing to the person with grievance/NEA-LL within ten (10) workdays.

STEP Three (Superintendent)

A. If the grievant/NEA-LL is not satisfied with the response, he/she may appeal to the Superintendent within ten (10) workdays of receiving the response.

B. The Superintendent shall meet with the grievant and/or NEA-LL within ten (10) work days of receiving the appeal.

C. The Superintendent shall indicate his/her disposition of the grievance, in writing, within ten (10) workdays of such meeting, and shall furnish a copy to NEA-LL and the grievant. If the Superintendent/Designee is not available within this timeline, the grievant/NEA-LL will proceed to Step 4.

STEP Four (Arbitration)

If the grievant and/or NEA-LL is/are not satisfied with the disposition of the grievance, the grievant may proceed to arbitration upon written notice.

If the parties cannot mutually agree within ten (10) work days as to an arbitrator, the Federal Mediation and Conciliation Service shall be requested, by both parties, to provide a list of five (5) arbitrators. Once names are received, the party requesting arbitration shall have the right to strike the first name, the other party shall then strike one (1) name. The process will be repeated until one (1) person remains, who shall be requested to issue a decision as soon as practicable after conclusion of testimony and argument. The Board and NEA-LL shall not be permitted to assert in such arbitration proceedings, any evidence not previously disclosed to the other party. The decision would be final and binding on both parties.

The fees and expenses of the arbitrator or panel shall be shared equally by the parties. Each side will pay expenses for its own witnesses and transcription. If transcription is requested by the arbitrator, both parties will share the expenses.

The time limits provided herein shall be strictly observed but may be extended by written agreement of the parties.

An employee who is required to be engaged during the school day in the presentation of a grievance or who is a witness for the same, shall be released from regular duties without loss of pay. It is recognized by the parties that the investigation and presentation of this grievance is done during non-work hours.

Any party in interest may be represented at all stages of the grievance procedure by himself/herself or, at his/her option, a representative selected or approved by NEA-LL. NEA-LL may have its representative present at all steps in the procedure as requested by the grievant.

All meetings and hearings under this procedure shall be conducted in closed session and shall include only parties in interest and designation or selected representatives as stated above.

The District agrees to make available to the aggrieved person and NEA-LL all pertinent information not privileged in its possession or control.

ARTICLE SIX - PERSONAL AND ACADEMIC FREEDOM

(Left Blank Intentionally)

ARTICLE SEVEN - PROTECTION OF EMPLOYEES, STUDENTS AND PROPERTY

A. The District will provide a safe and healthful work environment as required by Local, State and Federal law.

1. Employees retain the right to voice their concerns to the Building Advisory Council.

2. Employees are responsible for reporting observed unsafe and/or hazardous conditions to their supervisors. The supervisor or their designate is responsible for having it entered into the district work order system. A copy of the work order will be provided at the employee's request indicating the date and time received.

   Once the District has identified a work/learning area as an unsafe environment, it is recognized by the parties that reassignment of facilities may be necessary to ensure continued safe and healthful working/learning conditions.

B.

1. The District will make reasonable efforts to control visitor access to the school buildings and property. Visitors will be required to check in and out of the site administrative office. Reasonable efforts will be made to ensure that classroom instruction not be interrupted by unscheduled non-employee visitors other than in emergency situations.
2. Harassment, abuse and/or intimidation of employees by parents, students or other staff members will not be tolerated. The District has developed procedures to be followed when there is a recurring problem with student behavior that endangers the staff, including threats (physical, verbal, written, etc.), hitting, biting, slapping, kicking, etc.

3. (Left blank intentionally)

C. The parties support the implementation of a district-wide student discipline policy. Development and implementation of school-wide discipline policies and procedures is the joint responsibility of administrators and employees. The parties agree to support each other in the implementation of Board policy on student discipline in an effort to control student behavior and provide a safe environment which is conducive to learning. The District will continue to work on improving the classroom to office communication system.

D.

1. As a last resort, and in accordance with District policy and state law, employees may use reasonable force to protect themselves, other employees or students from physical harm.

2. Nothing herein is intended to prevent an employee from appropriately touching children to guide or move them or to get their attention, to restrain a child who exhibits actual or potential violence or disruption, provided such force is not used for the purpose of punishment or abuse.

3. It is recognized that lawful and reasonable actions performed in the line of duty are covered by the District's liability insurance.

E. School nurses will maintain medical card files for all students with known medical conditions. School health personnel will maintain the individualized health plan for all students with known medical conditions. School health personnel are responsible for notifying all school employees that work with students with serious known conditions. Each school will develop a procedure for handling student medical emergencies, including a direct line of communication between the nurse's office and the site administrator's office. (Classified and Certified)

F. Employees who observe a physical assault on school property will promptly notify a proper authority and will take appropriate action short of becoming physically involved, except as noted in section D above to protect themselves, other employees or students from physical harm.

G. Consistent with statutory liability insurance coverage provided under Risk Management, the District will protect employees against assault, complaint or litigation for lawful covered actions performed within the scope of their employment including the provision of legal counsel as appropriate.

H. In cases where the District has been notified that a student or an employee is infected with a communicable/contagious disease, a standard procedure of safety precautions and training will be implemented. The parties recognize that privacy laws may affect the implementation of this procedure. The District will make available appropriate health/safety training, supplies and equipment.

I. The District will follow all CDC, NMDOH, and NMPED requirements and recommendations regarding proper sanitation protocols, PPE, and safety guidelines.

J. The District will continue to work on improving the employee to office communication system and vice versa. The district will make every effort to provide access to district

issued devices (radios for emergency communication and iPads for email/training) to classified staff to improve communication.

ARTICLE EIGHT - SEXUAL HARASSMENT

The parties recognize that sexual harassment is a violation of state laws, federal laws, and school board policy, and is demeaning to employees and students, and destructive to the work environment. Sexual harassment by any employees, non-employee volunteers, or other persons who work for NEA-LL or the District is forbidden.

ARTICLE NINE - EMPLOYEE EVALUATION

A. Evaluations will be conducted in an open, honest, and forthright manner. The evaluation process shall be implemented in accordance with the Los Lunas Schools Classified Personnel Evaluation Plan revised August 2020. Documents related to the personnel evaluation system shall be included in the personnel record for employees in the district. Each employee will be granted an individual conference to discuss his/her evaluation with the supervisor who prepared that evaluation. Any written response from the employee regarding the evaluation will be included in the employee's file.

B. The LLS Classified Personnel Evaluation Plan provides processes and forms designed to serve four purposes:

1. to provide a basis to identify and build upon strengths that employees bring to each work area;

2. to provide a basis to identify areas of performance needing improvement;

3. to provide a basis for remediation for performance areas requiring improvement;

4. to provide a basis for termination if unsatisfactory performance does not improve.

C. Formal observations of the work performance of an employee will be conducted openly with the knowledge of the employee with at least one (1) day's advance notice. It is recognized that informal observations may also be a part of an evaluation. Such observations shall be documented and the employee will be provided a copy in a timely manner.

D. Employees will be given a copy of any formal reports of observations and the evaluation form prepared by their evaluators and will be entitled to a conference to discuss said report(s). No such report will be submitted to the central office, placed in the employee's

file or otherwise acted upon without prior conference with the employee. An employee's signature does not necessarily indicate agreement with the contents of the evaluation.

E. Any complaint regarding an employee made to any member of the administration by any parent, student, or other person, which will be used in evaluating an employee, will be called to the attention of the employee. The employee will be given an opportunity to respond to and/or rebut such complaints. The complaint will be investigated and supported with reasonable evidence prior to being part of an evaluation document.

F. (Left blank intentionally)
G. (Left blank intentionally)
H. (Left blank intentionally)
I. (Left blank intentionally)
J. (Left blank intentionally)

ARTICLE TEN - EMPLOYEE PERSONNEL FILES

A. The District shall maintain an official permanent personnel file for each employee, as required by law, located in the District Central Office. The personnel file is the property of the District.

B. A personnel file shall be open to inspection only to:

- The individual employee by appointment. At the employee's option, representative(s) of NEA-LL may accompany the employee in this inspection.
- The superintendent, the personnel staff as determined by their job descriptions,
- The school attorney, and other administrative staff on a need-to-know basis. Personnel records/files shall not be made available to unauthorized individuals without written consent of the employees.
- The Board of Education during the executive personnel sessions.
- Representatives of regulatory or accrediting agencies as required for the conduct of official business.
- Individuals who have acquired authorization through a court order or subpoena.

A designated District official from the Central Office shall be present during the file review. The individual reviewing the file shall sign and date a form maintained in the personnel file. Upon request, an employee will be provided copies of selected documents from his/her file. A reasonable fee may be charged for copies in excess of three (3) pages.

C. No anonymous documents or documents containing unverified information will be placed in an employee's official file.

D. Except for routine file maintenance material, the District shall provide the employee with a copy of any document prior to the placement of the document in the file. Each document shall be cross-referenced to the employee's personnel file. The employee will sign the document verifying that the employee has read the document. The employee's signature does not necessarily indicate agreement. The employee may submit a written response to any document the employee has signed, and the response will be placed in the employee's personnel file.

E. Each supervisor may maintain an unofficial working file for each employee at the worksite. Documents will not be kept in the working file for more than one year.

F. Material may be purged from the permanent personnel file by order of a court or hearing officer of competent jurisdiction, or the resolution of a grievance at the superintendent level. ABC, yeah just for a little while. OK not a problem does not match up OK so if I make it a

G.

H. District will hold records of staff in accordance with state and federal guidelines.

ARTICLE ELEVEN - HOURS AND WORKLOAD

A. All employees will be assigned appropriate starting and dismissal times, provided that their total workday shall be no longer than eight and one half (8 1/2) consecutive hours as determined by the employees' contract, including the guaranteed duty-free lunch.
B. Flextime may be approved and granted by a site supervisor provided that it does not interfere with the work day and does not violate the Fair Labor Standards Act (FLSA). Requests for flextime will be submitted in writing to the site supervisor and approved. Additional documentation may be required if flextime is requested on a regular basis.
C. ESPs will follow the District approved calendar that corresponds to their contract based on job classification.
D. (Left intentionally blank)
E. (Left intentionally blank)
F. The workday on a delayed opening will begin two (2) hours after the regular reporting time, except for custodians, maintenance, office staff, and other essential personnel who will report to work as close to regular reporting time as possible. Employees will check in at the administrative office upon arrival.
G.
    1. The work year of ESPs shall not exceed two hundred forty-four (244) work days. The work year will include days on which pupils are in attendance, orientation days at the beginning of the school year, conference days if applicable, and any other days on which employee attendance is required. New employees are required to

attend a new employee orientation which will be paid on a timecard, if they are not already on contract.

2. No employee will be required to attend any meeting or accept any assignment other than during the regular employee work year. However, employees are not prohibited from volunteering with written approval from site supervisor to assist with student activities and other instructional programs without additional compensation.

H. A broad-based group made up of NEA-LL representatives of the bargaining unit, parents, students, and other employees will recommend a calendar that optimizes student and stakeholder interests to the superintendent. NEA-LL representatives have the responsibility to keep members informed of calendar committee progress. Both parties understand that legislation may affect calendar requirements. Every effort will be made to provide NEA with finalized calendar options to send to members for review and vote before being submitted to the school board for approval.

I.

1. The parties recognize that participation in school activities outside the normal workday enhances the educational climate. To the extent practical, such participation will be on a voluntary and/or rotating basis, and will give consideration to the employees' individual interests, areas of expertise and the equitable sharing of such responsibilities among employees. It is understood that attendance at open house and staff meetings may be required. If attendance is required for Open House or staff meetings held after contract hours, flex time would be granted in accordance with FLSA.
2. Employees will be given at least twenty-four (24) hours' notice of required meetings except in an emergency situation.

J. Employees will have a minimum thirty (30) minute duty-free lunch period each day. Employees may be absent from their building during their duty-free lunch. This duty-free lunch is mandatory for all ESP employees. The employee understands that their "lunch period" will be taken in accordance with their work schedule and cannot be taken during the beginning or end of the day. The employee is obligated to take the 30-minute lunch break.

K. (Left intentionally blank)

L. (Left intentionally blank)

1. (Left intentionally blank)
2. (Left intentionally blank)

M. (Left intentionally blank)

N. (Left intentionally blank)

1. (Left intentionally blank)
2. (Left intentionally blank)
3. (Left intentionally blank)

O. (Left intentionally blank)

P. (Left intentionally blank)

Q. Attendance at optional certifications will not be compensated.

R. ESP employees will be compensated on a time card for any required work beyond their regular work week, with the approval of their supervisor. Overtime will not be accrued by an employee without prior written approval by their supervisor.

S. If overtime is not available and an ESP agrees to be assigned work by their principal or immediate supervisor beyond their regular workday, they shall be entitled to compensatory time off at a rate of 1.5 hours for every hour over forty (40) hours worked. All time worked under this paragraph shall be approved in advance by the principal or immediate supervisor and recorded in writing.

T. Duties within a school which are assigned in addition to the regular assignment for ESP's, shall be assigned as equitably as possible by the principal or immediate supervisor.

U. Notice to the employee's principal or immediate supervisor that compensatory time is to be taken shall be given at least twenty-four (24) hours before taking such time off (except in cases of unforeseen circumstances) and is contingent upon approval of the principal or immediate supervisor.

V. The parties recognize that adequate coverage is essential, therefore, compensatory time off will be approved on a first-come first-served basis. It is the responsibility of the supervisor to manage compensatory time.

W. No duties will be assigned outside of contracted hours, without a colleague, to be paid on a separate time card. No employee will be expected to work after regular worksite hours unless at least one other staff member is present for safety and security purposes.

ARTICLE TWELVE - NON-INSTRUCTIONAL SUPPORT DUTIES

A. The District and NEA-LL acknowledge that an employee's primary responsibility is to provide instructional support.

B. Employees shall not transport students in personal vehicles. Coaches and activity sponsors who possess the appropriate license may transport students to and from scheduled activities in a school vehicle with proper parental permission.

ARTICLE THIRTEEN - LEAVES/VACATIONS

It is the responsibility of the employee who will be absent to report the absence to the District via the online leave reporting system which will initiate a substitute request if necessary, as soon as possible prior to the absence, as provided in Article 26.

A. SICK LEAVE

1. Sick leave will be accrued each pay period. Employees who terminate employment prior to the completion of the contract year will have deducted from their last paycheck any hours taken that were not earned. There shall be no maximum on sick leave accrual.

Leave may be granted on an hourly basis. However, substitutes will not be available for less than 3.5 hours except for transportation and cafeteria employees. Leave may be granted for personal injury or illness, health needs, exposure to disease, care for members of the immediate family or doctor or dental appointments.

2. If a pattern of sick leave usage or late request for sick leave is established of which the pattern is one of sick leave usage on the days before or after holidays or weekends, such usage or late requests may be considered an abuse of sick leave and cause for disciplinary action. A pattern is defined as more than three (3) occurrences.

3. If there is an abuse of taking more leave than has been accrued, disciplinary measures may be taken, from a verbal warning to termination of employment.

4. To maximize staff attendance, employees who take sick leave on the day before or after a holiday, on a staff development day, or on an early release day, may be required to provide a note from a licensed professional practitioner to the site supervisor.

5. If an employee applies for sick leave, and no such leave is available, any personal leave available will be docked the appropriate number of hours. Vacation leave (if applicable) may be docked with supervisor's approval.

6. Accumulated sick leave will not be reduced or lost, nor will it be earned by the employee during an officially approved extended leave of absence without pay, while on temporary disability or on layoff status.

7. **Employee Leave Donation Policy** (Board Policy G-3100)
As per Board Policy: The Employee Leave Donation Policy permits temporary salary and benefits continuation for eligible employees who have exhausted all paid leave when an employee experiences a catastrophic illness or serious injury, or an eligible employee is needed to care for an immediate family member who experiences a catastrophic illness or serious injury. This Policy also provides an opportunity for qualifying employees to voluntarily donate leave to another qualifying employee. This option is required by N.M. Stat. Ann. § 10-7-22 (2014). The Board of Education, by adopting this Policy, expressly reserves unto itself the right to change, modify or terminate any or all provisions of this Policy at any time it deems necessary. The Board of Education does not intend for this Policy to create a trust relationship among the participating employees and/or employees and the Board, nor does the Board intend to create a contract right which may not be modified or extinguished in the future. Rather, the Board intends to create a means of collectively, protecting, to some limited extent, individual participating employees from the detrimental effect of absences from the job, without pay, due to those reasons outlined in this Policy.

8. **Sick Leave Conversion:** Employees who have earned a minimum of twenty-two (22) days of sick leave may request the conversion of two (2) days of sick leave into personal leave once each year. Employees who have earned a minimum of forty (40) days of sick leave may request the conversion of three (3) days of sick leave into personal leave once each school year. Deadlines for leave conversion will be January 30 of the current school year.

The above does not constitute a change to the conditions of Article 13, Section B. 1 a. Personal Leave.

No more than six (6) days of personal leave accumulated under this Section and Section B. 1.a., Personal Leave, may be used in any school year. Unused personal leave will accumulate from year to year as sick leave in accordance with Section B. 1. a. Personal Leave.

9. **Incentives For Unused Sick Leave:**

a. Employees contracting with the School District and who have used one (1) day (7 hours) or less of sick leave in the preceding school year will be compensated the amount of two hundred fifty dollars ($250) no later than October 30th of the following school year, or as soon as practical after the signing of a short-term contract.

b. Beginning July 1,1999, employees who have earned a minimum of twelve (12) years of service in the Los Lunas School District will be eligible for the following compensation upon official retirement from the district through the New Mexico Educational Retirement Board:

1. Eligible employees will receive ten percent (10%) of the average daily rate stated in the final employment contract for all unused sick leave days earned on June 30 of the year prior to the last year of service up to a maximum of one hundred (100) days.
2. Eligible employees will receive one hundred percent (100%) of the average daily rate stated in the final employment contract for all unused sick leave earned in the final school year of employment up to a maximum of seven (7) days.
3. For the purposes of sick leave accounting, the last sick leave days/hours earned will be the first hours used.

B. TEMPORARY LEAVES OF ABSENCE - *Leaves of fewer than sixty calendar days*

1. PERSONAL LEAVE

a. Four (4) days may be granted per year for personal, legal, business, household or family matters. Notice to the employee's principal or other immediate supervisor that personal leave is to be taken shall be given at least forty-eight (48) hours before taking such leave (except in the case of unforeseen circumstances). Unused days may be accumulated from year to year as sick leave.

b. The parties recognize that adequate coverage is essential; therefore, Personal Leave will be approved on a first come, first served basis, based on the number of substitutes available. Employees who have converted sick leave to personal leave, will have priority in the approval process.
c. On professional development days, taking of personal leave, must have prior approval and granting of such leave will be left up to the discretion of the site administrator. When requesting personal leave, employees shall input their leave request using the District online leave reporting system. In the case of denied leave, the employee's supervisor must communicate denial as well as reason within three (3) work days using the online leave reporting system. Continued denial of personal leave may be addressed through Article 5-Problem Resolution/Grievance Procedure.

2. RELIGIOUS LEAVE

Employees may request and the District shall not unreasonably deny leave for religious observances. Such leave will be identified and requested at least five (5) days prior to the desired leave. Up to two (2) days per year of this leave may be charged to accrued sick leave. Leave beyond the two (2) days will be charged to unused personal leave or leave without pay.

3. PROFESSIONAL LEAVE

The parties agree that professional growth is desirable; therefore, leave for the purpose of visiting other schools or attending meetings or conferences of an educational nature may be granted subject to District approval. Leave will be granted on a fair, equitable, and instructionally sound basis. Excused professional leave without pay may be granted to an employee in exceptional circumstances with the approval of the superintendent or by board action. Requests must be submitted at least thirty (30) work days prior to the leave being taken.

4. OFFICIAL LEAVE

This leave is designated for employees who accompany students on job related absences such as activity trips and athletic events.

Absences must be related to the employee's duties and be applied for in advance in the same manner as professional and organizational leave. Leave will be granted on a fair, equitable, and instructionally sound basis.

5. COURT LEAVE

Time that is required for appearances in a legal proceeding that is job related where the employee is testifying at the request of the District, to serve on jury duty, or when subpoenaed to testify for a job related incident (this does not apply to an employment related litigation against

the District) will be granted to an employee. Employees will be paid their regular pay in lieu of any pay received by the employee for such appearance. Any compensation received by the employee for such appearance during normal working hours shall be submitted to the District Business Office. Any appearance in court involving personal business shall be charged to unused personal leave or leave without pay.

6. BEREAVEMENT LEAVE

A. Three (3) days will be granted without leave charged as sick leave in case of a death in the immediate family. Immediate family for this purpose is defined as the employee's spouse or spousal equivalent (includes fiance/es), children, parents, grandparents, grandchildren, son-in-law, daughter-in-law, father- in-law, mother-in-law, brother, sister, or an individual under legal guardianship. (Step relations in the aforementioned categories also qualify.) Leave granted beyond the two-day limit shall be charged against accumulated sick leave.

B. Leave for the attendance of the funeral or memorial of students, employees, relatives outside the immediate family or friends may be granted by the hour up to one (1) full day. Such leave shall be charged to sick leave unless other arrangements are approved by the District.

7. MILITARY LEAVE

Military leave shall be handled in accordance with appropriate state and federal laws.

8. LEGISLATIVE LEAVE

Legislative leave shall be granted for an employee to serve on the state legislature and appropriate committee assignments. Such leave shall be charged to leave without pay.

9. SCHOOL BUSINESS LEAVE

Leave to serve on assigned committees approved by the Superintendent or designee is considered official school business and will not be charged against an employee's professional leave.

10. ON THE JOB INJURY LEAVE

Employees may be granted accrued sick leave in an amount equal to the difference between the employee's normal take home pay and the Workman's Compensation benefit received by the employee. Normal take home pay is defined as gross pay minus legal, statutory deductions.

C. LEAVE WITHOUT PAY

Definitions:

Approved Leave Without Pay: an absence for which no paid leave was available, and approval was obtained.

Unapproved Leave Without Pay: an absence for which no paid leave is available and for which approval was not obtained.

1. The parties recognize that special circumstances may require an employee to be absent when no paid leave is available. Leave without pay may be granted with the prior approval of the Assistant Superintendent for Personnel/designee, superintendent/designee, or by school board action, or in accordance with the terms of this Article. If prior approval is not obtained, the employee will contact the Assistant Superintendent for Personnel for procedures to follow.

2. It is recognized by the parties that good attendance is important for satisfactory job performance and accountability. Therefore, unapproved leave without pay will result in progressive disciplinary action, up to and including termination/discharge.

3. Progressive Discipline regarding leave without pay:

a. Verbal explanation of leave policy is to be provided by the site supervisor at a staff meeting in the beginning of each school year, or verbal and/or written notice within ten (10) days of the first date of employment contract.

b. Written reprimand from district administration accompanied by a directive to the site supervisor that the employee be placed on an Intensive Review Plan for attendance.

c. Termination/discharge if the employee has not met the requirements of the Intensive Review Plan for attendance.

D. EXTENDED LEAVES OF ABSENCE - ***Leaves of sixty calendar days or more*** Employees returning from extended leave of absence will be afforded the conditions provided in Board policy 5.11 section C. 2. dated 1/9/96.

1. A leave of absence without pay for up to one (1) year may be granted to any employee who accepts a Fulbright Scholarship or is pursuing planned professional growth opportunities relating to the employee's job.

2. A permanent employee may be granted a leave of absence without pay for up to two (2) years to teach in a college or university.

3. A leave of absence without pay for up to two (2) years may be granted to any employee with five (5) or more years of consecutive service in the District to pursue a personal growth opportunity that does not exist in the District or a leave of absence without pay for up to two (2) years may be granted to any employee with seven (7) or more years of consecutive service in the District for personal renewal.

E. LEGISLATIVE LEAVE

Legislative leave shall be granted for an employee to serve on the state legislature and appropriate committee assignments. Such leave shall be charged to leave without pay.

F. FAMILY LEAVE

The following leaves shall be handled in accordance with the Family Medical Leave Act for the duration of the Agreement:

a. Parental Leave
b. Maternity Leave
c. Paternity Leave
d. Adoptive Parental Leave

G. MEDICAL LEAVE

A leave of absence, as provided for under the FMLA, shall be granted for the purpose of caring for a sick member of the employee's immediate family or to an employee who has used his/her available sick leave and cannot work because of a health condition.

1. When applying for FMLA or Medical Leave, an employee may choose to retain up to seven (7) days of earned sick leave as well as accumulated personal leave (as provided in section A.7 and B.1.)

2. An employee who is granted a family leave of absence pursuant to Section 5 above shall have reemployment rights as required by the FMLA.

3. Benefits - While on leave, an employee shall have the option to remain an active participant in the District's insurance benefit programs in accordance with the NMPSIA and FMLA requirements. The employees may also participate in the retirement program subject to the requirements of the ERA.

4. Extensions
   a Family and medical leave may be extended for the remainder of the school year.
   b All requests for extensions of leaves shall be applied for and acted upon in writing annually.

H. **All leaves are subject to the recommendation** of the principal/site supervisor and the approval of the Superintendent/designee.

I. **VACATION** (Board Policy 5.11, VII. 2)
ESP employees on a 244-day contract accumulate one (1) day per month of paid vacation upon beginning work. After completing ten (10) years of employment with Los Lunas Schools, an additional three (3) days of paid vacation will be allowed, granted at the end of each year. After completing fifteen (15) years of employment with the Los Lunas Schools five (5) more days of paid vacation will be allowed, granted at the end of each year. The **immediate administrative supervisor** must approve vacation scheduling.

- 0-10 years 12 days annual leave
- 11-15 years 15 days annual leave
- 15+ years 20 days annual leave

ARTICLE FOURTEEN - ASSIGNMENTS, REASSIGNMENTS, VACANCIES, AND TRANSFERS

Transfers/reassignments from one school/program to another are viewed as an opportunity to provide professional growth, rejuvenation, cross-level communications, and instructional improvement.

A. DEFINITIONS:

1. Assignment: job placement pertaining to job description and/or school site.
2. Reassignment: a change in assignment within a school site;
   a. Voluntary Reassignment: reassignment initiated by the employee.
   b. Involuntary Reassignment: a reassignment initiated by the employer.
3. Vacancy: an open position or a newly created school board authorized position that the District decides to fill.
4. Transfer: movement to a position at another school site and/or job class code;
   a. Voluntary Transfer: a transfer initiated by the employee.
   b. Involuntary Transfer: a transfer initiated by the employer.
5. Job Class Code: a specific programmatic expenditure such as custodians, secretary, security, educational assistants, etc.

6. Full Contract Employees: employees on a contract for a full, regular, work year.
7. Interim Employees: employees on a contract for a full, regular, work year to temporarily replace an employee on leave.
8. Seniority: Seniority shall be based upon the employee's continuous length of service in the bargaining unit, excluding any extended time spent on an unpaid leave of absence.
9. Short-Term Employee: Employee on a contract less than a full, regular, work year.

B. The Superintendent/Designee will assign all newly appointed employees to their specific positions. The Superintendent/Designee shall give notice of assignments to new employees as soon as practical.

C.

1. All returning employees shall be given written notice of their assignments for the forthcoming year, no later than the last day of the current school year. Changes shall be based on student course enrollment and program requirements. Voluntary reassignments will be requested and completed prior to involuntary reassignments.

2. In the event that programmatic requirements or school enrollment changes that may necessitate involuntary reassignments after the last day of the current school year, employees affected shall be notified in writing and the changes will be reviewed with the employee. Reassignments within the same object code will be based on the following criteria:

a. licensure;
b. program requirements;
c. observation;
d. performance evaluations;
e. affirmative action considerations; and
f. all things being equal, seniority as the tie breaker.

D. An employee shall be assigned within the scope of his/her certificate of licensure.

E. (Intentionally left blank)

F.

1. Schedules of employees who are assigned to two or more schools per day shall be arranged to consider the amount of inter school travel and student supervision. Such employees shall be notified of any changes in their schedules as soon as practical. The schedule will provide for a duty-free lunch period.

2. Employees assigned to two (2) or more sites in a week shall consider their primary, or belonging site, to be the site to which they are assigned on the first day of each term. The

administrator at the primary site will be responsible for coordinating the employee's evaluation, providing and collecting necessary forms and information as well as assigning a mentor if necessary.

G. Lateral Transfer Process:

1. The Personnel office will identify and post known vacancies for the next school year as they occur between March 1 and April 15. Any full contract employee who meets the requirements is eligible to apply for any open position(s). All ESP employees requesting transfers may request an interview with the immediate supervisor and shall be granted an interview for the posted position. Interviews for full contract employees will be held within five (5) work days of the transfer request.

   The position will be posted for five (5) work days for such current employees to apply for a transfer. While the position may be posted internally and externally, no position will be offered/filled until all qualified employees who apply within the five (5) days are granted an interview.

   If the position is not filled internally by the sixth (6th) day after it was posted, it will be open for consideration of other applicants, including interim, short term, and/or applicants from outside the district.

   Each site shall designate an official site in the staff lounge for postings of vacancies and personnel actions. The postings will also be sent to the district email list weekly.

2. Voluntary transfer positions will be filled based on the following criteria:
   a. licensure in that classification;
   b. program requirements;
   c. interview;
   d. performance evaluation;
   e. affirmative action considerations; and
   f. all things being equal, preference will be given to the applicant with seniority.
3. (Intentionally left blank)
4. In the event a request for transfer is denied, the employee may schedule a conference with the appropriate supervisor to discuss only what the employee can do to enhance the probability of a future transfer.
5. Throughout the school year, the District will provide to NEA-LL a copy of approved personnel actions which include resignations, retirements, leave requests, transfers and reassignments.

H. Short Term and Interim Employees:

If a vacancy is not filled within the timelines indicated in section G of this article, site administrators may consider short-term and interim employees for vacant positions.

Short term and interim employees must be eligible for employment based on certification and endorsement for the position to be filled. Short term or interim employees who were hired on waiver during the immediate past school year must have met all the conditions of that waiver to be eligible for a position during the ensuing school year.

Documentation verifying completion of conditions of the waiver or confirmation that the employee will be in a planned, approved program to meet all the conditions of the waiver must be filed with Personnel prior to the recommendation for employment.

Short term and interim employees will be provided the procedures for applying for employment the following year when they receive their employment contract with the District.

I. Involuntary transfers

1. Involuntary transfers are those transfers necessitated by reductions in staff and/or changes in programs.

2. Notice of an involuntary transfer will be given to employees as soon as practical.

3. When an involuntary transfer is necessary, the following criteria will be used:

   a. licensure;
   b. program requirements;
   c. experience; and
   d. affirmative action consideration; and
   e. all things being equal, seniority will be the tie breaker with the least senior employee being transferred.

4. The employees identified for involuntary transfer will meet with the administration to be officially notified of their assignments or if not available the employee will be notified by registered mail. The employee may, at his/her option, have a representative of NEA-LL present at such a meeting.

5. A list of vacancies will be made available to employees being involuntarily transferred. Such employees may request the positions, in order of preference, to which they desire to be transferred. Such employees will be given time off for the purpose of visiting schools at which vacancies exist and two (2) days to set up the work area or the classroom.

6. Employees being involuntarily transferred will be placed in equivalent positions with no reduction in their base pay.

7. Within a one-year time period, if the position becomes available, it will be posted and the involuntarily transferred individual will have five (5) days to contact personnel in writing of their interest to return. The transfer will be contingent upon mutual agreement between the site supervisor and the employee. This will also be based on satisfactory evaluations in that position.

ARTICLE FIFTEEN - REDUCTION IN FORCE (RIF)

A. Employees may be laid off as a result of a decrease in student enrollment and/or a substantial decrease in revenue to the District, legislative or Public Education Department mandates, or changes in instructional and/or programmatic needs.

B.

1. When the District anticipates a RIF which might result in the transfer or layoff of employees, the District will notify NEA-LL in writing of the anticipated RIF. The notice shall include the reasons for the RIF, the affected programs/positions and the expected date of the RIF. The notice will be provided at least fifteen (15) work days prior to the anticipated implementation of a layoff.

2. Within five (5) work days after receiving the notice of intent to RIF from the District, NEA-LL may schedule a meeting with the District to discuss possible alternatives to the RIF and the transfer and/or layoff of any employee.

3. Any employee who is to be laid off will be so notified in writing at least ten (10) days before the effective date of the layoff, except in cases of emergency. Such notice will include the proposed time schedule and the reasons for the proposed action.

C. In the event it becomes necessary to initiate a RIF in the bargaining unit workforce, the following provisions shall apply:

1. The Board shall determine the number and type of programs/positions to be affected by the RIF and will advise NEA-LL.
2. The District will first attempt to absorb the necessary reductions through attrition, followed by requesting voluntary transfers and resignations by written notice to employees in the licensure and endorsement areas affected, if applicable.

3. If the attrition, voluntary transfers, and resignations do not produce the necessary reductions in force, the least senior employee in the classification being reduced will be laid off as follows:
   a. short term (hired after the start of the current school year);
   b. employees with fewer than three (3) years' service with the District;

c. employees with three (3) or more years' service with the District.

4. Seniority shall be based upon the employee's continuous length of service in the bargaining unit, excluding any extended time spent on an unpaid leave of absence.

5. A laid off employee other than short term or probationary employee shall have the following recall rights:

6. ESP employees shall have recall rights for twenty-four (24) months. The District will offer any bargaining unit vacant position for which the ESP is licensed/endorsed to the laid off ESP employee(s) in reverse order of layoff. A copy of the notice of recall will be made available to NEA-LL.

7. Recalled ESP employees will be entitled to all seniority rights and accumulative unused benefits upon reinstatement.

8. ESP employees on recall status shall maintain a current address and phone number with the District. If an employee fails to provide said information or fails to respond within fifteen (15) days after receipt of above notice of recall, she/he will be deemed to have refused the position offered.

9. Upon written request of the ESP employee, the laid off employee will be placed on the District's approved substitute rolls.

10. While eligible for recall and not eligible for insurance coverage as an employee of another employer, the ESP employee may continue to participate in the District's health and other insurance programs as authorized by the New Mexico Public School Insurance Authority. The ESP employee shall assume the total cost of premiums for these benefits as required by the NMPSIA.

ARTICLE SIXTEEN - EMPLOYEE FACILITIES

A. (Left intentionally blank)

B. (Left intentionally blank)

C. (Left intentionally blank)

D. Employees will have access during the workday to a common work room which will contain equipment and supplies to aid in the preparation of instructional materials.

E. The faculty lounge will continue to provide a phone for employee use for local calls.

F. Providing a communication system between all ESPs and the main office at each site will continue to be a priority of the District.

G. New schools/buildings will provide employee restrooms separate for each sex and separate from student restrooms. Existing schools will provide reasonable restroom facilities for employees.

H. Designated employee parking will be provided at each site.

I. Employee/student instructional areas will meet health and safety requirements established by law.

J. (Left intentionally blank)

K. (Left intentionally blank)

ARTICLE SEVENTEEN - CLASS SIZE/SPECIAL EDUCATION CASELOAD SIZE

(Left intentionally blank)

ARTICLE EIGHTEEN - BOOKS, MATERIALS, SUPPLIES AND EQUIPMENT

A. (Left intentionally blank)

B. (Left intentionally blank)

C. No employee shall be required or expected to purchase materials, supplies, or equipment at the employee's expense.

D. Procedures for the requisitioning of supplies for each site will be published in the staff handbook.

ARTICLE NINETEEN - BUILDING ADVISORY COUNCIL

A. PURPOSE: The District and NEA-LL recognize that the collegial exchange of ideas can result in positive benefits to improve the educational process. Each school site will develop fair, all-inclusive, regularly scheduled meetings for raising and/or addressing site issues.
B. NAME: The name of this committee will be "Building Advisory Council."
C. MEMBERSHIP: Since the purpose of this council is to deal primarily with noninstructional issues, it will be a separate committee from other existing committees. All stakeholders will have representation on this council, including one person designated as the NEA-LL representative. The staff and administration at each site will determine collaboratively how members will be selected and how decisions will be made. The site principals (administrator) shall be a permanent member of the team. Meetings will be open to all staff members.
D. COORDINATOR: This council will have a Coordinator whose duties include the following:

- Coordinate the work of the council.
- Set the agenda with the administrator for the meetings.
- Assure that the meeting is given advance announcement.
- Preside at meetings.
- Report back to the rest of the staff in written feedback via hard copy or email.
- Monitor the progress of recommendations.
- Send monthly minutes to Superintendent and NEA President.

E. MEETINGS: Meetings will be set monthly so that a minimum of seven (7) meetings will be held during the school year. Each site will develop a process to submit concerns in writing on a specific BAC form (Appendix B) that includes suggestions for resolution. Even if no forms are submitted, the council will meet to monitor progress of past issues, continue open communication, and provide for the smooth functioning of the school.

F. WRITTEN PLAN: NEA-LL representative will work with the principal to create a written plan that will be submitted to the Superintendent no later than September 30 showing how members were chosen, who was designated as coordinator, the meeting schedule for the school year. Meeting minutes including a copy of concerns in writing using a designated form will be the form to be used for submission of concerns.

G. TRAINING: The bargaining team recommends training on the interest-based approach to problem solving for council members. This process will not be used in lieu of the grievance procedure.

ARTICLE TWENTY - PROFESSIONAL DEVELOPMENT

A. Subject to the approval of the Superintendent/designee, the District will pay the full cost of the registration fee and mileage and per diem as provided in the Mileage and Per Diem Act and state regulations incurred in connection with workshops, seminars, conferences, and/or in-service training sessions which an employee is required to take by the District. Said employees will be compensated at the employees' daily rate for time spent in actual attendance at said sessions.

B. Each worksite will provide a designated area for postings of professional development opportunities by anyone who wishes to post such information.

C. Compensation for Additional Classes: The District and NEA-LL jointly recognize the value of ongoing professional development. One means of achieving such professional development is through accredited institutions of higher education.

1. Criteria:

In support of this, compensation for course work from accredited institutions of higher learning may be reimbursed according to the following criteria:

a. Applicants will not be receiving reimbursement from another source.

b. Applicants will provide documentation that they have completed the class with a grade of "C" or better.

c. Applicants will complete the application process and submit necessary forms according to these timelines:

- January 15 for Fall Semester,
- June 15 for Spring Semester,
- August 15 for Summer Semester These dates are accurate?

No reimbursement will be made if these deadlines are not met.

d. Reimbursement will be for a maximum of two hundred fifty dollars ($250.00) per credit hour, to a maximum of six (6) credit hours per semester/session.

e. Applicants may apply for reimbursement through the following programs, listed in order of priority:

1) Planned program that leads to an advanced degree and/or endorsement. Upon completion of the funded program, employees would agree to remain in the district for at least two (2) additional years.

2) Courses that benefit the district but are not part of a planned program. These include classes that meet waiver requirements, provide an employee with additional skills or knowledge, and/or are relevant to the employee's job.

f. All bargaining unit members are eligible to apply for reimbursement. If an employee is on leave for six (6) weeks or fewer, or is on approved leave through the FMLA, tuition reimbursement will be available.

g. Selection Committee: Applications for reimbursement will be made to a Selection Committee composed of two (2) members appointed by the District and two (2) members appointed by NEA-LL to represent ESPs and certified.

h. Funding: For the current school year, this program is funded in accordance with the final approved District budget.

D. The District will provide relevant professional development for ESPs concurrent with designated PD days, or as mandated by state or federal law. Site needs to be covered by minimal, necessary staff.

ARTICLE TWENTY-ONE - EMPLOYMENT

A. The District will continue to be an equal opportunity employer.

B. Licensed employees will be hired as provided for under the Public Education Department (PED) rules and regulations and state and federal law, as applicable.

C.

1. All employees shall be placed on the proper step of the salary schedule according to their training and experience. Hours earned before conferral of an advanced degree and not utilized as part of the degree must be verified through the university attended as qualifying for the attainment of an advanced degree if pursued. Such hours are subject to the approval of the superintendent or designee. No present employee shall receive less than the salary indicated on the salary schedule for his/her credited training and experience. Employees who cannot be placed on the negotiated salary schedule without a decrease in salary will continue to receive their current salary.

2. Employees will be given credit for up to thirty-five (35) years of verified experience in accordance with Public Education Department regulations and the Public Education Department Training & Experience Index Guidelines for placement on the salary schedule upon initial employment with the School District.

3. Credit will be given for a full year to employees having a minimum of ninety-two (92) days or the equivalent of one-half year experience during a school year. A series of unconnected experience may not be combined. It is not possible to add days from two separate school years.

4. Placement on the salary schedule at the time of initial employment with the District coupled with any subsequent corrections for additional credited experiences will serve as the basis for future movement on the salary schedule. Other course work approved by the superintendent or designee will also be credited for movement on the salary schedule.

5. (Left intentionally blank)

D.

1. Employees with previous experience in the Los Lunas School System shall, upon returning to the System, receive full credit on the salary schedule for all such experience. Such employees who have not been engaged in related work experience upon returning to the System, shall be restored to the next position on the salary schedule above that at which they left.

2. Employees on approved leave of absence shall be credited with all unused leave upon returning to employment with the District.

E. ESP employees who intend to resign employment with the District shall provide the District with a minimum fifteen (15) calendar days written resignation notice. The Superintendent may waive the fifteen (15) day time period.

ARTICLE TWENTY-TWO - COMPENSATION PROCEDURES

A.

1. The Salary Schedules for employees are set forth and are attached as part of this Agreement.
2. (Left intentionally blank)
3. (Left intentionally blank)
4. (Left intentionally blank)
5. (Left intentionally blank)
6. (Left intentionally blank)

B.

1. Employees will be paid in twenty-six (26) biweekly installments, provided, however, an employee will receive his/her remaining four (4) paychecks together with his/her last paycheck in June. It is understood that paycheck amounts will vary based upon insurance and other scheduled deductions.
2. When a payday falls on or during a school holiday, vacation, or weekend, employees shall receive their paychecks on the last previous working day.
3. Employees shall have their paychecks automatically deposited in the financial institution of their choice.

C. Employees will not be required to attend courses, workshops, seminars, conferences, or training sessions on their days off.

D. (Left intentionally blank)

E. Mileage will be reimbursed for approved travel as provided in the Mileage and Per Diem Act and State regulations.

ARTICLE TWENTY-THREE - INSURANCE

A. The Los Lunas Schools' employer contribution will meet the NMPSIA standard for the current year. This coverage includes health, dental, disability, vision, basic life and AD&D plans.

B. The District shall provide professional liability and Worker's Compensation coverage for employees in accordance with New Mexico law and New Mexico Public School Insurance Authority (NMPSIA) requirements.

C. As a minimum, the District shall assume the premium cost required by law for the plans identified in A above.

D. An employee's premium co-pays for insurances shall be deducted from the employee's paycheck in twenty-four (24) equal installments.

E. Open enrollment periods shall be offered to employees as often as allowed by NMPSIA. Employees will be notified of open enrollment periods and other important information related to the plans set forth above with a minimum of five (5) days notice when possible.

F. At the new staff orientation or within five (5) days of the effective date of the employee's contract, the employee will be provided with written information regarding the insurance plans offered by the District. An employee has thirty (30) calendar days from the effective date of the employee's contract to enroll according to the NMPSIA requirement.

G. Employees experiencing status changes affecting above insurance plans will notify the District Business Office within thirty (30) calendar days as required by NMPSIA.

H. Employees on approved or extended leaves of absence shall be permitted to maintain their group insurance programs as required by the NMPSIA and the FMLA.

ARTICLE TWENTY-FOUR - INCREMENTED POSITIONS

(Left intentionally blank)

ARTICLE TWENTY-FIVE - SUMMER SCHOOL, FEDERAL & OTHER PROGRAMS

A. All openings for summer school, Federal and other special programs will be advertised and filled through an application process. Notice of vacancies and calls for applications will be made as such vacancies develop. A hard copy of such notice will be posted at the appropriate sites as soon as possible prior to the time such vacancies are to be filled. Applicants will be informed at their interviews of the anticipated date of District action on the recommendations and of the process for notification of the outcome.

B. (Left intentionally blank)

ARTICLE TWENTY-SIX - SUBSTITUTE PROCEDURES

A. The District shall maintain a cadre of substitutes.

B. It is the responsibility of the employee who will be absent to report the absence to the District via the substitute service and to request a substitute if necessary as soon as possible prior to the absence. All employees shall make their requests for substitutes no later than 6:00 A.M. or as outlined by site policy of the date of the absence. Employees who will be absent but do not require a substitute must report the absence to the substitute service by the required times. The process for leave will be defined in staff handbooks and will include the individual designated by the site administrator to be responsible for leave requests after the above reporting times. For leave taken by the hour, even if no substitute will be provided, the employee is required to contact the site supervisor to report the absence.

C. Employees may complete and return to her/his principal a district prepared check-off assessment form for each substitute teacher assigned to their classroom/work site. This form will provide space for comments.

D. Employees shall be able to request a substitute of her/his choice. The District shall attempt to fulfill these requests.

F. It is recognized by the parties that substitute shortages may occur.

ESP's will be pulled on a rotating basis as much as possible and practical.

The District will attempt to secure a substitute for employees in need of this service. An employee may be requested to cover a class in an emergency situation. An emergency situation is defined as when a classroom is unattended without adult supervision. In an emergency situation, if no one volunteers to cover a class, an employee may be assigned. Any ESP who does substitute shall be allowed equal time to complete unfinished work resulting from the absence from their regular assignment due to substituting.

ARTICLE TWENTY-SEVEN - TEACHER INDUCTION AND MENTORSHIP PROGRAM

(Left intentionally blank)

ARTICLE TWENTY-EIGHT - PEER SUPPORT PROGRAM

(Left intentionally blank)

ARTICLE TWENTY-NINE - GENERAL

A. If any provision of this Agreement or any application thereof to any employee or group of employees is held to be contrary to law, then such provision or application will be deemed valid only to the extent permitted by law, but all other provisions or applications will continue in full force and effect. The parties will meet for the purpose of renegotiating the provision or provisions affected if a written request is submitted within ten (10) work days by one party to the other requesting such negotiations.

B. The District will not develop or implement any policy applicable to bargaining unit employees that is in violation of this Agreement. If a District policy, regulation, or directive is in violation of any provision of this Agreement, this Agreement will supersede.

C. This Agreement and amendments thereto at the time of adoption shall be posted on the district web site for access by all members of the bargaining unit.

D. Any notice to be given by one party to the other under this Agreement will be given in writing.
If given by the District, said notice will be sent to NEA-LL, located at NEA-LL, 4213 Montgomery Blvd., Albuquerque, NM 87109; and if given by NEA-LL, said notice will be sent to the District, located at PO Drawer 1300, Los Lunas, NM 87031. Either party may, by like written notice, change the address at which notice to it may be given.

ARTICLE THIRTY - COMPENSATION FOR ADDITIONAL CREDENTIALS

(Left intentionally blank)

ARTICLE THIRTY-ONE - DRESS CODE

While in the presence of students and/or parents and while publicly representing the Los Lunas schools, staff members must maintain a clean, well-groomed, and professional appearance appropriate for the position held. Criteria specific to each school site will be a subject for the Building Advisory Committee at the site and/or staff Handbooks.

ARTICLE THIRTY-TWO - SOCIAL MEDIA

A. The intent of this article is to establish guidelines for the Los Lunas Schools employee use of social networking websites and communication apps. Employees will utilize the

District approved communication platform for all communications with students and parents/guardians.

B. Professional ethics require that staff members avoid social situations through which they could exploit their positions of authority over students and specifically in this Article through the use of social networking sites.

C. Employees shall refrain from:

1. Communicating on social networking sites on matters personal to their individual employment.
2. Communicating about matters that are not of public concern and which are inappropriate and inconsistent with their ethical responsibilities.
3. Communicating personally with students outside of the District's approved instruction and supervision.
4. Communicating on personal social networking sites and personal communication apps during contract hours.
5. Using the Los Lunas Schools logo and name for personal use.

ARTICLE THIRTY-THREE - DURATION

This Agreement is effective July 1, 2025 and will remain in full force and effect through June 30, 2027, provided that salary schedules, MOU/MOA items, hours and workload and 2 issues identified by each party, and any other items agreed upon by mutual consent, may be reopened for negotiations effective no later than February 1st of each school year or earlier if mutually agreed upon. It is the goal of the District and NEA-LL to continually improve negotiations through the goal of having regularly scheduled face to face meetings to address any concerns and/or upcoming developments.

APPENDIX A: GRIEVANCE FORM

APPENDIX B: BAC FORM

APPENDIX C: MOU/MOA FORM(s)

APPENDIX A: GRIEVANCE FORM

NEA-LOS LUNAS/LOS LUNAS SCHOOLS DISTRICT
GRIEVANCE REPORT FORM

Type of Grievance:
_____Individual
_____Group
_____Association

Distribution of Form:
_____Grievant
_____Association
_____Principal/Supervisor
_____Superintendent

Building Assignment Name of Grievant Date Filed

_____

Date of Informal meeting: _____

Result of informal meeting:

STEP 1

Date Cause of Grievance Occurred: _____

1. Statement of Grievance, Including Article, LL Board Policy or other violation:

2. Relief Sought:

_____ _____ _____ _____
Signature of Grievant Date Signature of Association Rep Date

Disposition of Supervisor/Principal: _____

Signature of Supervisor/Principal: _____ Date: _____

Disposition of Association: _____

Signature of Association Rep.: _____ Date: _____

If additional space is needed, attach an additional sheet.

STEP 2

A. Date received by Superintendent/ Designee: _____

B. Disposition of Superintendent/Designee: _____

Signature of Superintendent/Designee: _____ Date: _____

C. Disposition of Association: _____

Signature of Association Rep.: _____ Date: _____

STEP 3

A. Date Submitted for Arbitration: _____

B. Disposition and Award of Arbitrator: _____

Signature of Superintendent/Designee: _____ Date: _____

Signature of Association Rep.: _____ Date: _____

APPENDIX C: BAC FORM

Building Advisory Council

LOS LUNAS SCHOOLS

Date of Meeting: _____

Work Site: _____

Coordinator: _____

Attendees: _____

_____

Topic A **Room changes**	__1st Attempt __3rd Attempt __2nd Attempt
Issue (describe in detail):	
Possible Resolution(s): Communication from admin	
Follow Up with Whom:	Follow Up Date:

Topic B	__1st Attempt __3rd Attempt __2nd Attempt
Issue (describe in detail):	
Possible Resolution(s):	
Follow Up with Whom:	Follow Up Date:

Topic C	__1st Attempt __3rd Attempt __2nd Attempt
Issue (describe in detail):	
Possible Resolution(s):	
Follow Up with Whom:	Follow Up Date:

Topic D	__1st Attempt __3rd Attempt __2nd Attempt
Issue (describe in detail):	
Possible Resolution(s):	
Follow Up with Whom:	Follow Up Date:

Topic E	__1st Attempt __3rd Attempt __2nd Attempt
Issue (describe in detail):	
Possible Resolution(s):	
Follow Up with Whom:	Follow Up Date:

APPENDIX D: INCREMENT SCHEDULE

List of Increments 2024-2025

Description	Amount
Activity Sponsor	$5,000.00
Asst.Band Director	$2,500.00
Athletic Coordinator	$2,500.00
Athletic Trainer	$5,000.00
Auditorium Manager	$2,000.00
Band Director	$5,000.00
Bilingual Endorsement (Per Semester)	$1,500.00
Charge Nurse	$9,000.00
Class Sponsor	$1,500.00
Computer Acct. Spec. (Elementary $2,500.00 / Secondary $3,500.00)	$2,500.00/ $3,500.00
Department Head (High School)	$2,000.00
Department Head (Middle School)	$1,500.00
District Custodian	$3,000.00
Drama Sponsor	$2,000.00
FFA Sponsor	$1,500.00
Gifted Case Manager	$1,500.00
Gym Master	$1,500.00
Inclusion Support/ Professional Learning Coach Stipend	$6,000.00
Lead Custodian	$2,500.00
Media Sponsor- High School	$2,000.00
National Board Certified (Based on SEG)	Unit Value x 1.5
NHS Sponsor	$1,500.00
Renaissance Coordinator (Based on Enrollment)	Remain the Same
Science Fair Coordinator	$500.00
Site Ed. Tech. Coord. (Elementary $2,500.00 / Secondary $3,500.00)	$2,500.00/ $3,500.00
Spelling Bee/ Bilingual Spelling Bee Coordinator	$500.00
Student Council Sponsor	$1,500.00
Tesol Endorsement (Per Semester)	$1,000.00
Weight Training Coordinator	$1,500.00
Yearbook Sponsor (High School)	$2,000.00
Yearbook Sponsor (Middle School)	$1,500.00

2025 - 2026 LOS LUNAS SCHOOLS

Computer Lab/Library Assistant (191 Day - 7 Hour)

	Base	Cert A	Cert B	Cert C
Step 0	$28,922	$30,133	$33,147	$35,632
Step 1	$29,212	$30,435	$33,479	$36,078
Step 2	$29,504	$30,739	$33,812	$36,529
Step 3	$29,799	$31,046	$34,152	$36,986
Step 4	$30,097	$31,357	$34,493	$37,447
Step 5	$30,398	$31,670	$34,838	$37,915
Step 6	$30,702	$31,987	$35,186	$38,390
Step 7	$31,009	$32,307	$35,538	$38,870
Step 8	$31,319	$32,630	$35,894	$39,356
Step 9	$31,632	$32,957	$36,252	$39,848
Step 10	$31,949	$33,286	$36,614	$40,346
Step 11	$32,268	$33,619	$36,980	$40,850
Step 12	$32,590	$33,955	$37,351	$41,361
Step 13	$32,916	$34,295	$37,724	$41,878
Step 14	$33,246	$34,637	$38,101	$42,401
Step 15	$33,578	$34,984	$38,482	$42,931
Step 16	$33,913	$35,334	$38,867	$43,468
Step 17	$34,253	$35,688	$39,256	$44,011
Step 18	$34,596	$36,044	$39,648	$44,561
Step 19	$34,942	$36,404	$40,045	$45,118
Step 20	$35,290	$36,768	$40,446	$45,682
Step 21	$35,644	$37,136	$40,850	$46,253
Step 22	$36,001	$37,508	$41,258	$46,831
Step 23	$36,360	$37,883	$41,671	$47,417
Step 24	$36,723	$38,262	$42,088	$48,010
Step 25	$37,091	$38,644	$42,508	$48,489
Step 26	$37,462	$39,030	$42,933	$48,975
Step 27	$37,836	$39,421	$43,363	$49,464
Step 28	$38,215	$39,815	$43,796	$49,958
Step 29	$38,598	$40,213	$44,234	$50,459
Step 30	$38,983	$40,615	$44,676	$50,963
Step 31	$39,373	$41,022	$45,124	$51,473
Step 32	$39,766	$41,432	$45,575	$51,988
Step 33	$40,164	$41,845	$46,030	$52,508
Step 34	$40,566	$42,265	$46,491	$53,032
Step 35+	$40,972	$42,687	$46,956	$53,562

1. Cert A = 30+ Credit Hours; Cert. B = Associates Degree.; Cert. C = Bachelors Degree.

2. Up to fifteen (15) years of experience can be granted upon proper verification for work related experience. One (1) year equals a minimum of one day beyond one-half (1/2) of a full, regular contract of continuous service during the work year. The one day beyond one-half (1/2) of a full, regular contract of continuous service must be earned under one contract of paid. connected experience A series of unconnected experience may not be combined.

3. Certificate credit must be verified by a transcript or a certificate of attendance.

4. Sick Leave is accrued at 49 hours per year.

5. Personal Leave is accrued at 28 hours per year.

NEA PRESIDENT

SUPERINTENDENT

HUMAN RESOURCES

FINANCE

2025 - 2026 LOS LUNAS SCHOOLS

Paraprofessional/Health Assistant (189 Day - 7 Hour)

	Base	Cert A	Cert B	Cert C	Cert D
Step 0	$26,780	$27,450	$28,136	$28,839	$31,723
Step 1	$27,181	$27,862	$28,557	$29,272	$32,198
Step 2	$27,589	$28,280	$28,986	$29,711	$32,682
Step 3	$28,003	$28,703	$29,421	$30,157	$33,172
Step 4	$28,423	$29,134	$29,863	$30,609	$33,670
Step 5	$28,850	$29,571	$30,310	$31,068	$34,174
Step 6	$29,282	$30,014	$30,765	$31,534	$34,687
Step 7	$29,722	$30,465	$31,226	$32,007	$35,208
Step 8	$30,167	$30,921	$31,695	$32,488	$35,735
Step 9	$30,620	$31,385	$32,170	$32,974	$36,272
Step 10	$31,079	$31,856	$32,653	$33,469	$36,816
Step 11	$31,545	$32,334	$33,143	$33,971	$37,368
Step 12	$32,018	$32,819	$33,640	$34,480	$37,929
Step 13	$32,499	$33,311	$34,144	$34,998	$38,498
Step 14	$32,987	$33,811	$34,656	$35,523	$39,075
Step 15	$33,481	$34,318	$35,176	$36,056	$39,661
Step 16	$33,983	$34,833	$35,704	$36,597	$40,256
Step 17	$34,494	$35,356	$36,240	$37,146	$40,860
Step 18	$35,011	$35,886	$36,783	$37,702	$41,473
Step 19	$35,536	$36,424	$37,335	$38,268	$42,095
Step 20	$36,069	$36,971	$37,894	$38,842	$42,726
Step 21	$36,610	$37,525	$38,463	$39,424	$43,367
Step 22	$37,159	$38,088	$39,041	$40,016	$44,018
Step 23	$37,717	$38,659	$39,626	$40,616	$44,678
Step 24	$38,282	$39,239	$40,220	$41,226	$45,348
Step 25	$38,856	$39,828	$40,823	$41,844	$46,028
Step 26	$39,439	$40,425	$41,436	$42,472	$46,719
Step 27	$40,031	$41,031	$42,058	$43,109	$47,420
Step 28	$40,631	$41,647	$42,688	$43,755	$48,131
Step 29	$41,240	$42,272	$43,328	$44,412	$48,853
Step 30	$41,859	$42,906	$43,978	$45,078	$49,586
Step 31	$42,487	$43,549	$44,638	$45,754	$50,330
Step 32	$43,125	$44,202	$45,308	$46,440	$51,085
Step 33	$43,772	$44,866	$45,988	$47,137	$51,850
Step 34	$44,428	$45,538	$46,677	$47,844	$52,628
Step 35+	$45,094	$46,222	$47,377	$48,562	$53,418

1. Certificate requirements changed as of July 1, 2004 as per Public Education Department. Cert A = 15 Credit Hours; Cert. B = 30 Credit Hours; Cert. C = 45 Credit Hours in required coursework; Cert D = Associates Degree with minimum of 48 hours in required coursework.

2. Up to fifteen (15) years of experience can be granted upon proper verification for work related experience. One (1) year equals a minimum of one day beyond one-half (1/2) of a full, regular contract of continuous service during the work year. The one day beyond one-half (1/2) of a full, regular contract of continuous service must be earned under one contract of paid, connected experience. A series of unconnected experience may not be combined.

3. Certificate credit must be verified by a transcript or a certificate of attendance.

4. Paraprofessionals under Cert D with an Associates Degree can qualify for a 5% increment by working toward a certified teaching degree. Candidates must provide verification that they are actively participating in an approved Educational Plan to become a certified instructor. Verification must be submitted by September 30th of each year to receive this increment.

5. Sick Leave is accrued at 40 hours per year and Personal Leave is accrued at 28 hours per year.

NEA PRESIDENT

SUPERINTENDENT

HUMAN RESOURCES

FINANCE

2025 - 2026 LOS LUNAS SCHOOLS
Bus Staff (189 Days)

	Bus Assistant (Hourly)	Bus Driver (Hourly)
Step 0	$18.00	$24.00
Step 1	$18.09	$24.12
Step 2	$18.18	$24.24
Step 3	$18.27	$24.36
Step 4	$18.36	$24.48
Step 5	$18.45	$24.61
Step 6	$18.55	$24.73
Step 7	$18.64	$24.85
Step 8	$18.73	$24.98
Step 9	$18.83	$25.10
Step 10	$18.92	$25.23
Step 11	$19.02	$25.35
Step 12	$19.11	$25.48
Step 13	$19.21	$25.61
Step 14	$19.30	$25.74
Step 15	$19.40	$25.86
Step 16	$19.50	$25.99
Step 17	$19.59	$26.12
Step 18	$19.69	$26.25
Step 19	$19.79	$26.39
Step 20	$19.89	$26.52
Step 21	$19.99	$26.65
Step 22	$20.09	$26.78
Step 23	$20.19	$26.92
Step 24	$20.29	$27.05
Step 25	$20.39	$27.19
Step 26	$20.49	$27.32
Step 27	$20.59	$27.46
Step 28	$20.70	$27.60
Step 29	$20.80	$27.73
Step 30	$20.91	$27.87
Step 31	$21.01	$28.01
Step 32	$21.11	$28.15
Step 33	$21.22	$28.29
Step 34	$21.33	$28.44
Step 35+	$21.43	$28.58

1. Sick Leave is accrued at 7 Days per year.
2. Personal Leave is accrued at 4 Days per year.
3. Contract will be issued on anualized amount based on the hourly rates above
4. Up to fifteen (15) years of experience can be granted upon proper verification for work related experience. One (1) year equals a minimum of one-half (1/2) year experience during a school year. The one-half year must be earned under one contract of paid, connected experience. A series of unconnected experience may not be combined.

NEA PRESIDENT

SUPERINTENDENT

HUMAN RESOURCES

FINANCE

2025 - 2026 LOS LUNAS SCHOOLS
Campus Security - (189 Day - 8 Hour)

	Base	Level 1	Level 2	Level 3	Certified
Step 0	$28,922	$29,442	$29,962	$30,482	$32,136
Step 1	$29,212	$29,737	$30,262	$30,787	$32,457
Step 2	$29,504	$30,034	$30,565	$31,095	$32,782
Step 3	$29,799	$30,335	$30,870	$31,406	$33,109
Step 4	$30,097	$30,637	$31,179	$31,720	$33,441
Step 5	$30,398	$30,944	$31,491	$32,037	$33,775
Step 6	$30,702	$31,254	$31,805	$32,358	$34,113
Step 7	$31,009	$31,566	$32,124	$32,681	$34,454
Step 8	$31,319	$31,882	$32,445	$33,009	$34,798
Step 9	$31,632	$32,200	$32,769	$33,338	$35,147
Step 10	$31,949	$32,523	$33,097	$33,671	$35,498
Step 11	$32,268	$32,848	$33,428	$34,008	$35,853
Step 12	$32,590	$33,176	$33,763	$34,348	$36,212
Step 13	$32,916	$33,508	$34,100	$34,692	$36,574
Step 14	$33,246	$33,844	$34,441	$35,039	$36,940
Step 15	$33,578	$34,182	$34,786	$35,389	$37,309
Step 16	$33,913	$34,524	$35,133	$35,743	$37,682
Step 17	$34,253	$34,869	$35,485	$36,100	$38,059
Step 18	$34,596	$35,218	$35,839	$36,461	$38,439
Step 19	$34,942	$35,570	$36,198	$36,826	$38,824
Step 20	$35,290	$35,926	$36,560	$37,195	$39,212
Step 21	$35,644	$36,285	$36,925	$37,566	$39,604
Step 22	$36,001	$36,648	$37,294	$37,942	$40,000
Step 23	$36,360	$37,014	$37,668	$38,321	$40,400
Step 24	$36,723	$37,384	$38,044	$38,705	$40,804
Step 25	$37,091	$37,758	$38,425	$39,092	$41,212
Step 26	$37,462	$38,136	$38,809	$39,483	$41,624
Step 27	$37,836	$38,516	$39,197	$39,878	$42,041
Step 28	$38,215	$38,902	$39,589	$40,276	$42,461
Step 29	$38,598	$39,291	$39,985	$40,679	$42,885
Step 30	$38,983	$39,684	$40,385	$41,085	$43,315
Step 31	$39,373	$40,081	$40,789	$41,497	$43,748
Step 32	$39,766	$40,482	$41,196	$41,912	$44,185
Step 33	$40,164	$40,887	$41,608	$42,331	$44,627
Step 34	$40,566	$41,295	$42,024	$42,754	$45,074
Step 35+	$40,972	$41,708	$42,444	$43,182	$45,524

1. Level One = 15 Credit Hours; Level Two =30 Credit Hours; Level Three = 45 Credit Hours; Certified = New Mexico Law Enforcement Academy Certification or equivalent.

2. Up to fifteen (15) years of experience can be granted upon proper verification for work related experience.One (1) year equals a minimum of one day beyond one-half (1/2) of a full, regular contract of continuous service during the work year.The one day beyond one-half (1/2) of a full, regular contract of continuous service must be earned under one contract of paid, connected experience.A series of unconnected experience may not be combined.

3. Certificate credit must be verified by a transcript, a certificate of attendance, a certificate, or diploma. Contract hours may be counted for credit, if approved in advance by the Human Resource Department.

4. Sick Leave is accrued at 56 hours per year and Personal Leave is accrued at 32 hours per year.

NEA PRESIDENT

SUPERINTENDENT

HUMAN RESOURCES

FINANCE

2025 - 2026 LOS LUNAS SCHOOLS
Computer Technician - (244 Day - 8 Hour)

	Technician I	Technician II
Step 0	$42,848	$50,346
Step 1	$43,276	$50,850
Step 2	$43,709	$51,358
Step 3	$44,146	$51,872
Step 4	$44,588	$52,391
Step 5	$45,034	$52,914
Step 6	$45,484	$53,444
Step 7	$45,939	$53,978
Step 8	$46,399	$54,518
Step 9	$46,862	$55,063
Step 10	$47,330	$55,614
Step 11	$47,805	$56,170
Step 12	$48,282	$56,732
Step 13	$48,765	$57,299
Step 14	$49,252	$57,872
Step 15	$49,745	$58,451
Step 16	$50,242	$59,036
Step 17	$50,745	$59,625
Step 18	$51,252	$60,221
Step 19	$51,765	$60,824
Step 20	$52,283	$61,432
Step 21	$52,806	$62,046
Step 22	$53,333	$62,667
Step 23	$53,867	$63,293
Step 24	$54,406	$63,927
Step 25	$54,949	$64,566
Step 26	$55,500	$65,211
Step 27	$56,054	$65,863
Step 28	$56,614	$66,523
Step 29	$57,181	$67,187
Step 30	$57,752	$67,859
Step 31	$58,330	$68,538
Step 32	$58,914	$69,223
Step 33	$59,503	$69,915
Step 34	$60,097	$70,615
Step 35+	$60,699	$71,321

1. **Technician I** = High school diploma/equivalent + relevant experience; **Technician II** = Same as Tech 1 and a CompTIA A+ certification (or equivalent);
2. Up to fifteen (15) years of experience can be granted upon proper verification for work related experience. One (1) year equals a minimum of one day beyond one-half (1/2) of a full, regular contract of continuous service during the work year. The one day beyond one-half (1/2) of a full, regular contract of continuous service must be earned under one contract of paid, connected experience. A series of unconnected experience may not be combined.
3. Vacation leave is accrued at: 12 Days/year (0-10 year employees); 15 Days/year (11-15 year employees); 20 Days/year (16+ years)
4. Sick Leave is accrued at 88 hours per year and Personal Leave is accrued at 32 hours per year.

NEA PRESIDENT

SUPERINTENDENT

HUMAN RESOURCES

FINANCE

2025 - 2026 LOS LUNAS SCHOOLS
Crossing Guard - (189 Day - 5 Hour)

	Salary
Step 0	$16,650
Step 1	$16,767
Step 2	$16,884
Step 3	$17,002
Step 4	$17,121
Step 5	$17,241
Step 6	$17,362
Step 7	$17,483
Step 8	$17,606
Step 9	$17,729
Step 10	$17,853
Step 11	$17,978
Step 12	$18,104
Step 13	$18,230
Step 14	$18,358
Step 15	$18,487
Step 16	$18,616
Step 17	$18,746
Step 18	$18,878
Step 19	$19,010
Step 20	$19,143
Step 21	$19,277
Step 22	$19,412
Step 23	$19,548
Step 24	$19,684
Step 25	$19,822
Step 26	$19,961
Step 27	$20,101
Step 28	$20,241
Step 29	$20,383
Step 30	$20,526
Step 31	$20,669
Step 32	$20,814
Step 33	$20,960
Step 34	$21,107
Step 35+	$21,254

1. Up to fifteen (15) years of experience can be granted upon proper verification for work related experience. One (1) year equals a minimum of one day beyond one-half (1/2) of a full, regular contract of continuous service during the work year. The one day beyond one-half (1/2) of a full, regular contract of continuous service must be earned under one contract of paid, connected experience. A series of unconnected experience may not be combined.

2. Sick Leave is accrued at 35 hours per year.

3. Personal Leave is accrued at 20 hours per year.

NEA PRESIDENT

SUPERINTENDENT

HUMAN RESOURCES

FINANCE

2025 - 2026 LOS LUNAS SCHOOLS

Custodian.Warehouse.Maintenance - (244 Day - 8 Hour)

	CUSTODIAN		WAREHOUSE WORKER		MAINTENANCE WORKER		
	Base	Cert A	Base	Cert A	Base	Cert A	Licensed
Step 0	$36,421	$40,581	$36,941	$41,621	$38,501	$42,661	$51,150
Step 1	$36,785	$40,986	$37,310	$42,037	$38,886	$43,087	$51,764
Step 2	$37,153	$41,396	$37,683	$42,457	$39,275	$43,519	$52,385
Step 3	$37,524	$41,810	$38,060	$42,882	$39,668	$43,954	$53,014
Step 4	$37,900	$42,228	$38,440	$43,311	$40,064	$44,393	$53,650
Step 5	$38,278	$42,650	$38,825	$43,743	$40,464	$44,836	$54,294
Step 6	$38,661	$43,078	$39,213	$44,181	$40,869	$45,286	$54,945
Step 7	$39,048	$43,508	$39,605	$44,623	$41,278	$45,738	$55,605
Step 8	$39,439	$43,943	$40,002	$45,069	$41,690	$46,196	$56,272
Step 9	$39,833	$44,383	$40,402	$45,520	$42,108	$46,658	$56,947
Step 10	$40,231	$44,826	$40,805	$45,975	$42,529	$47,124	$57,631
Step 11	$40,634	$45,274	$41,214	$46,435	$42,954	$47,596	$58,322
Step 12	$41,039	$45,728	$41,626	$46,900	$43,384	$48,071	$59,022
Step 13	$41,450	$46,184	$42,042	$47,368	$43,817	$48,552	$59,730
Step 14	$41,865	$46,646	$42,462	$47,842	$44,256	$49,037	$60,447
Step 15	$42,283	$47,113	$42,888	$48,320	$44,698	$49,528	$61,173
Step 16	$42,707	$47,584	$43,316	$48,804	$45,145	$50,023	$61,907
Step 17	$43,133	$48,060	$43,749	$49,292	$45,597	$50,523	$62,650
Step 18	$43,565	$48,541	$44,186	$49,785	$46,052	$51,029	$63,402
Step 19	$44,000	$49,026	$44,628	$50,283	$46,513	$51,539	$64,162
Step 20	$44,440	$49,516	$45,075	$50,785	$46,978	$52,054	$64,932
Step 21	$44,884	$50,012	$45,526	$51,293	$47,448	$52,575	$65,711
Step 22	$45,334	$50,512	$45,980	$51,807	$47,922	$53,100	$66,500
Step 23	$45,787	$51,017	$46,440	$52,324	$48,402	$53,632	$67,297
Step 24	$46,245	$51,527	$46,905	$52,848	$48,886	$54,168	$68,105
Step 25	$46,707	$52,042	$47,374	$53,376	$49,375	$54,709	$68,923
Step 26	$47,174	$52,563	$47,848	$53,909	$49,868	$55,256	$69,750
Step 27	$47,646	$53,088	$48,327	$54,449	$50,367	$55,810	$70,448
Step 28	$48,123	$53,619	$48,809	$54,993	$50,871	$56,367	$71,152
Step 29	$48,603	$54,155	$49,298	$55,543	$51,379	$56,931	$71,863
Step 30	$49,090	$54,697	$49,791	$56,099	$51,893	$57,501	$72,582
Step 31	$49,581	$55,244	$50,288	$56,659	$52,412	$58,076	$73,308
Step 32	$50,076	$55,796	$50,792	$57,226	$52,936	$58,656	$74,041
Step 33	$50,577	$56,354	$51,299	$57,798	$53,465	$59,243	$74,781
Step 34	$51,083	$56,918	$51,813	$58,376	$54,000	$59,835	$75,529
Step 35+	$51,593	$57,487	$52,331	$58,960	$54,541	$60,433	$76,284

1. Cert. A = 30+ Credit Hours. Licenced - Shall possess a valid NM journeymen license. Certificate requirements changed as of July 1, 2022, employees hired before will retain previous certification levels.

2. Up to fifteen (15) years of experience can be granted upon proper verification for work related experience. One (1) year equals a minimum of one day beyond one-half (1/2) of a full, regular contract of continuous service during the work year. The one day beyond one-half (1/2) of a full, regular contract of continuous service must be earned under one contract of paid, connected experience. A series of unconnected experience may not be combined.

3. Certificate credit must be verified by a transcript or a certificate of attendance. Contact hours will not be counted for credit.

4. Vacation leave is accrued at 12 Days per year (0-10 year employees); 15 Days per year (11-15 year employees); 20 Days per year (16+ years)

5. Sick leave is accrued at 88 hours per year and Personal Leave is accrued at 32 hours per year.

NEA PRESIDENT

SUPERINTENDENT

HUMAN RESOURCES

FINANCE

2025 - 2026 LOS LUNAS SCHOOLS
Day Care Director - (189 Day - 7 Hour)

	Salary
Step 0	$38,584
Step 1	$38,970
Step 2	$39,360
Step 3	$39,753
Step 4	$40,150
Step 5	$40,552
Step 6	$40,957
Step 7	$41,367
Step 8	$41,781
Step 9	$42,199
Step 10	$42,620
Step 11	$43,047
Step 12	$43,477
Step 13	$43,912
Step 14	$44,351
Step 15	$44,795
Step 16	$45,243
Step 17	$45,696
Step 18	$46,152
Step 19	$46,614
Step 20	$47,080
Step 21	$47,551
Step 22	$48,026
Step 23	$48,507
Step 24	$48,991
Step 25	$49,481
Step 26	$49,976
Step 27	$50,476
Step 28	$50,981
Step 29	$51,490
Step 30	$52,005
Step 31	$52,525
Step 32	$53,050
Step 33	$53,581
Step 34	$54,117
Step 35+	$54,658

1. Up to fifteen (15) years of experience can be granted upon proper verification for work related experience. One (1) year equals a minimum of one day beyond one-half (1/2) of a full, regular contract of continuous service during the work year. The one day beyond one-half (1/2) of a full, regular contract of continuous service must be earned under one contract of paid, connected experience. A series of unconnected experience may not be combined.
2. Sick Leave is accrued at 49 hours per year.
3. Personal Leave is accrued at 28 hours per year.

NEA PRESIDENT

SUPERINTENDENT

HUMAN RESOURCES

FINANCE

2025 - 2026 LOS LUNAS SCHOOLS
Secretary I - (198 Day - 8 Hour)

	BASE	CERT A	CERT B	CERT C	CERT D	CERT E
Step 0	$31,065	$31,376	$31,689	$33,228	$34,278	$35,360
Step 1	$31,220	$31,533	$31,848	$33,394	$34,450	$35,537
Step 2	$31,376	$31,690	$32,007	$33,561	$34,622	$35,715
Step 3	$31,533	$31,848	$32,167	$33,729	$34,795	$35,894
Step 4	$31,691	$32,008	$32,327	$33,898	$34,969	$36,072
Step 5	$31,849	$32,167	$32,490	$34,067	$35,144	$36,253
Step 6	$32,008	$32,328	$32,652	$34,238	$35,319	$36,434
Step 7	$32,168	$32,491	$32,815	$34,408	$35,496	$36,616
Step 8	$32,329	$32,653	$32,979	$34,581	$35,674	$36,799
Step 9	$32,491	$32,816	$33,144	$34,754	$35,852	$36,983
Step 10	$32,654	$32,980	$33,310	$34,927	$36,032	$37,169
Step 11	$32,817	$33,145	$33,477	$35,102	$36,212	$37,354
Step 12	$32,980	$33,310	$33,644	$35,278	$36,393	$37,541
Step 13	$33,146	$33,478	$33,811	$35,454	$36,575	$37,729
Step 14	$33,311	$33,645	$33,981	$35,631	$36,758	$37,917
Step 15	$33,478	$33,812	$34,150	$35,809	$36,941	$38,107
Step 16	$33,645	$33,982	$34,322	$35,988	$37,126	$38,297
Step 17	$33,814	$34,152	$34,494	$36,168	$37,312	$38,489
Step 18	$33,983	$34,322	$34,665	$36,349	$37,498	$38,682
Step 19	$34,153	$34,494	$34,839	$36,531	$37,685	$38,875
Step 20	$34,323	$34,666	$35,014	$36,713	$37,874	$39,069
Step 21	$34,495	$34,840	$35,188	$36,897	$38,063	$39,264
Step 22	$34,667	$35,014	$35,364	$37,081	$38,253	$39,461
Step 23	$34,841	$35,189	$35,541	$37,267	$38,445	$39,658
Step 24	$35,015	$35,365	$35,719	$37,454	$38,637	$39,856
Step 25	$35,190	$35,542	$35,898	$37,641	$38,830	$40,056
Step 26	$35,366	$35,720	$36,077	$37,829	$39,025	$40,256
Step 27	$35,543	$35,899	$36,258	$38,018	$39,219	$40,457
Step 28	$35,721	$36,078	$36,438	$38,208	$39,416	$40,660
Step 29	$35,899	$36,259	$36,620	$38,399	$39,613	$40,863
Step 30	$36,079	$36,440	$36,804	$38,591	$39,811	$41,068
Step 31	$36,259	$36,622	$36,988	$38,784	$40,010	$41,272
Step 32	$36,441	$36,805	$37,173	$38,978	$40,211	$41,478
Step 33	$36,623	$36,989	$37,359	$39,173	$40,411	$41,686
Step 34	$36,806	$37,174	$37,545	$39,368	$40,613	$41,894
Step 35+	$36,990	$37,360	$37,733	$39,566	$40,816	$42,104

1. Cert. A = 15 Credit Hours; Cert. B = 30 Credit Hours; Cert. C = 45 Credit Hours; Cert. D. = 60 Credit Hours Cert: E. = Bachelors Degree in related field. Certificate requirements changed as of July 1, 1996. Employees hired before this date will retain previous experience levels.

2. Up to fifteen (15) years of experience can be granted upon proper verification for work related experience. One (1) year equals a minimum of one day beyond one-half (1/2) of a full, regular contract of continuous service during the work year. The one day beyond one-half (1/2) of a full, regular contract of continuous service must be earned under one contract of paid, connected experience. A series of unconnected experience may not be combined.

3. Certificate credit must be verified by a transcript or a certificate of attendance. Contact hours will not be counted for credit.

4. Sick Leave is accrued at 64 hours per year.

5. Personal Leave is accrued at 32 hours per year.

NEA PRESIDENT

SUPERINTENDENT

HUMAN RESOURCES

FINANCE

2025 - 2026 LOS LUNAS SCHOOLS

Secretary III - (244 Day - 8 Hour)

	BASE	CERT A	CERT B	CERT C	CERT D	CERT E
Step 0	$38,028	$38,978	$39,953	$43,948	$45,047	$46,173
Step 1	$38,218	$39,174	$40,152	$44,168	$45,272	$46,404
Step 2	$38,409	$39,369	$40,353	$44,388	$45,498	$46,636
Step 3	$38,601	$39,566	$40,555	$44,611	$45,726	$46,869
Step 4	$38,794	$39,763	$40,758	$44,833	$45,954	$47,104
Step 5	$38,988	$39,963	$40,961	$45,058	$46,184	$47,339
Step 6	$39,183	$40,163	$41,166	$45,283	$46,415	$47,576
Step 7	$39,379	$40,363	$41,372	$45,509	$46,647	$47,813
Step 8	$39,575	$40,565	$41,579	$45,737	$46,880	$48,052
Step 9	$39,774	$40,768	$41,787	$45,966	$47,115	$48,292
Step 10	$39,972	$40,972	$41,996	$46,196	$47,350	$48,534
Step 11	$40,172	$41,177	$42,206	$46,427	$47,587	$48,777
Step 12	$40,373	$41,383	$42,417	$46,659	$47,825	$49,020
Step 13	$40,575	$41,590	$42,629	$46,892	$48,065	$49,266
Step 14	$40,777	$41,798	$42,842	$47,127	$48,305	$49,512
Step 15	$40,981	$42,007	$43,056	$47,362	$48,546	$49,760
Step 16	$41,186	$42,217	$43,271	$47,599	$48,788	$50,008
Step 17	$41,393	$42,428	$43,488	$47,837	$49,033	$50,259
Step 18	$41,600	$42,639	$43,705	$48,076	$49,278	$50,510
Step 19	$41,808	$42,852	$43,924	$48,316	$49,525	$50,762
Step 20	$42,017	$43,067	$44,144	$48,558	$49,772	$51,016
Step 21	$42,227	$43,283	$44,364	$48,801	$50,021	$51,271
Step 22	$42,438	$43,499	$44,586	$49,044	$50,270	$51,528
Step 23	$42,650	$43,716	$44,809	$49,290	$50,522	$51,786
Step 24	$42,864	$43,935	$45,033	$49,536	$50,775	$52,045
Step 25	$43,078	$44,154	$45,259	$49,784	$51,029	$52,305
Step 26	$43,293	$44,375	$45,484	$50,033	$51,283	$52,566
Step 27	$43,509	$44,597	$45,712	$50,283	$51,540	$52,829
Step 28	$43,727	$44,820	$45,941	$50,535	$51,798	$53,093
Step 29	$43,945	$45,044	$46,170	$50,787	$52,057	$53,358
Step 30	$44,166	$45,269	$46,401	$51,041	$52,317	$53,626
Step 31	$44,386	$45,496	$46,634	$51,297	$52,579	$53,894
Step 32	$44,608	$45,724	$46,867	$51,553	$52,841	$54,163
Step 33	$44,831	$45,951	$47,101	$51,811	$53,106	$54,434
Step 34	$45,055	$46,181	$47,337	$52,070	$53,372	$54,706
Step 35+	$45,281	$46,412	$47,573	$52,330	$53,638	$54,980

1. Cert. A = 15 Credit Hours; Cert. B = 30 Credit Hours; Cert. C = 45 Credit Hours; Cert. D = 60 Credit Hours Cert. E = Bachelors Degree in related field.
2. Up to fifteen (15) years of experience can be granted upon proper verification for work related experience.One (1) year equals a minimum of one day beyond one-half (1/2) of a full, regular contract of continuous service during the work year.The one day beyond one-half (1/2) of a full, regular contract of continuous service must be earned under one contract of paid, connected experience.A series of unconnected experience may not be combined.
3. Certificate credit must be verified by a transcript or a certificate of attendance. Contact hours will not be counted for credit.
4. Vacation leave is accrued at:12 Days/yr (0-10 year employees);15 Days/yr (11 - 15 year employees);20 Days/yr (16+ years)
5. Sick Leave is accrued at 88 hours per year and Personal Leave is accrued at 32 hours per year

NEA PRESIDENT

SUPERINTENDENT

HUMAN RESOURCES

FINANCE

2025 - 2026 LOS LUNAS SCHOOLS
Student Nutrition Staff - (189 Day)

	Helper	Cashier	Assistant Manager	Manager
Step 0	$17.80	$18.21	$18.91	$24.53
Step 1	$17.98	$18.39	$19.10	$24.78
Step 2	$18.16	$18.58	$19.29	$25.02
Step 3	$18.34	$18.76	$19.48	$25.27
Step 4	$18.52	$18.95	$19.68	$25.53
Step 5	$18.71	$19.14	$19.87	$25.78
Step 6	$18.90	$19.33	$20.07	$26.04
Step 7	$19.08	$19.52	$20.27	$26.30
Step 8	$19.27	$19.72	$20.48	$26.56
Step 9	$19.47	$19.92	$20.68	$26.83
Step 10	$19.66	$20.12	$20.89	$27.10
Step 11	$19.86	$20.32	$21.10	$27.37
Step 12	$20.06	$20.52	$21.31	$27.64
Step 13	$20.26	$20.72	$21.52	$27.92
Step 14	$20.46	$20.93	$21.74	$28.20
Step 15	$20.67	$21.14	$21.95	$28.48
Step 16	$20.87	$21.35	$22.17	$28.76
Step 17	$21.08	$21.57	$22.40	$29.05
Step 18	$21.29	$21.78	$22.62	$29.34
Step 19	$21.50	$22.00	$22.85	$29.63
Step 20	$21.72	$22.22	$23.07	$29.93
Step 21	$21.94	$22.44	$23.30	$30.23
Step 22	$22.16	$22.67	$23.54	$30.53
Step 23	$22.38	$22.89	$23.77	$30.84
Step 24	$22.60	$23.12	$24.01	$31.15
Step 25	$22.83	$23.35	$24.25	$31.46
Step 26	$23.06	$23.59	$24.49	$31.77
Step 27	$23.29	$23.82	$24.74	$32.09
Step 28	$23.52	$24.06	$24.99	$32.41
Step 29	$23.75	$24.30	$25.24	$32.74
Step 30	$23.99	$24.54	$25.49	$33.06
Step 31	$24.23	$24.79	$25.74	$33.39
Step 32	$24.47	$25.04	$26.00	$33.73
Step 33	$24.72	$25.29	$26.26	$34.06
Step 34	$24.97	$25.54	$26.52	$34.41
Step 35+	$25.22	$25.80	$26.79	$34.75

1. Contract will be issued on anualized amount based on the hourly rates above.

2. Up to fifteen (15) years of experience can be granted upon proper verification for work related experience.One (1) year equals a minimum of one day beyond one-half (1/2) of a full, regular contract of continuous service during the work year.The one day beyond one-half (1/2) of a full, regular contract of continuous service must be earned under one contract of paid, connected experience.A series of unconnected experience may not be combined.

3. Sick Leave is accrued at 7 Days per year and Personal Leave is accrued at 4 Days per year.

CERTIFICATION ADDENDA INFORMATION

CERT A: 3% addendum for first time certification.

CERT B: 5% addendum for second time certification.

CERT C: 8% addendum for third time certification and thereafter as long as certification is maintained.

CERTIFICATION CRITERIA:

1. Training can be obtained through workshops or training sessions where certification hours are earned and/or university approved courses.
2. Certification hours and university credit must have a direct relationship with improving job skills.
3. All training and courseware applied to Certification A, B, or C must be pre-approved by the Student Nutrition Supervisor and the Personnel Dept.
4. University credits that are part of a degree plan will apply if the degree plan is on file and has been given prior approval by the Student Nutrition Supervisor and the Personnel Dept.
5. All approved certification hours of university credits will be recorded and maintained in the individual's personnel file.
6. All certification hours must be certified by the trainer.
7. All university credit must be reported on an official transcript.
8. All certification hours/university credits must be received by the Personnel Office by September 30 of the current school year to receive credit.
9. Certification can be either State or National. Requirements are as follows:
   a. Regular employee working 6 hours or more daily.
   b. Certification hours per National Student Nutrition Association requirements.
   c. Member of State and National Student Nutrition Association.
   d. Must re-certify every year to maintain addendum.

NEA PRESIDENT

SUPERINTENDENT

HUMAN RESOURCES

FINANCE

2025 - 2026 LOS LUNAS SCHOOLS

Transportation Route Specialist - (244 Day - 8 Hour)

Years	Base	Cert A	Cert B	Cert C
0	$38,563	$39,335	$40,121	$40,643
1	$38,949	$39,728	$40,523	$41,050
2	$39,338	$40,125	$40,927	$41,461
3	$39,732	$40,527	$41,337	$41,875
4	$40,129	$40,931	$41,750	$42,294
5	$40,530	$41,341	$42,168	$42,716
6	$40,935	$41,754	$42,589	$43,143
7	$41,345	$42,172	$43,015	$43,575
8	$41,758	$42,593	$43,445	$44,011
9	$42,176	$43,020	$43,880	$44,451
10	$42,597	$43,450	$44,319	$44,896
11	$43,024	$43,884	$44,762	$45,344
12	$43,454	$44,323	$45,210	$45,797
13	$43,888	$44,767	$45,661	$46,256
14	$44,328	$45,214	$46,118	$46,718
15	$44,771	$45,666	$46,580	$47,186
16	$45,218	$46,123	$47,045	$47,657
17	$45,671	$46,584	$47,516	$48,134
18	$46,127	$47,050	$47,991	$48,615
19	$46,589	$47,521	$48,470	$49,102
20	$47,055	$47,996	$48,956	$49,592
21	$47,525	$48,475	$49,445	$50,088
22	$48,000	$48,960	$49,940	$50,589
23	$48,481	$49,450	$50,439	$51,095
24	$48,965	$49,944	$50,943	$51,606
25	$49,455	$50,444	$51,453	$52,122
26	$49,949	$50,949	$51,967	$52,644
27	$50,448	$51,458	$52,487	$53,170
28	$50,953	$51,972	$53,012	$53,701
29	$51,462	$52,492	$53,542	$54,238
30	$51,977	$53,017	$54,077	$54,781
31	$52,497	$53,548	$54,618	$55,329
32	$53,022	$54,082	$55,165	$55,882
33	$53,553	$54,623	$55,716	$56,441
34	$54,088	$55,170	$56,273	$57,006
35+	$54,629	$55,721	$56,836	$57,575

1. Cert A = 15 Credit Hours; Cert B = 30 Credit Hours; Cert C = 60 Credit Hours

2. Up to fifteen (15) years of experience can be granted upon proper verification for work related experience. One (1) year equals a minimum of one day beyond one-half (1/2) of a full, regular contract of continuous service during the work year. The one day beyond one-half (1/2) of a full, regular contract of continuous service must be earned under one contract of paid, connected experience. A series of unconnected experience may not be combined.

3. Certificate credit must be verified by a transcript, a certificate of attendance, a certificate, or diploma.

4. Vacation leave is accrued at: 12 Days/year (0-10 year employees);15 Days/year (11 - 15 year employees); 20 Days/year (16+ years).

5. Sick Leave is accrued at 88 hours per year and Personal Leave is accrued at 32 hours per year.

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HUMAN RESOURCES

FINANCE

2025 - 2026 LOS LUNAS SCHOOLS

Transportation Safety Trainer - (189 Day - 8 Hour)

	Salary
Step 0	$35,360
Step 1	$35,890
Step 2	$36,429
Step 3	$36,975
Step 4	$37,529
Step 5	$38,093
Step 6	$38,664
Step 7	$39,244
Step 8	$39,833
Step 9	$40,430
Step 10	$41,036
Step 11	$41,652
Step 12	$42,277
Step 13	$42,911
Step 14	$43,555
Step 15	$44,208
Step 16	$44,872
Step 17	$45,545
Step 18	$46,228
Step 19	$46,921
Step 20	$47,625
Step 21	$48,339
Step 22	$49,064
Step 23	$49,800
Step 24	$50,547
Step 25	$51,305
Step 26	$52,075
Step 27	$52,856
Step 28	$53,649
Step 29	$54,453
Step 30	$55,271
Step 31	$56,100
Step 32	$56,941
Step 33	$57,795
Step 34	$58,662
Step 35+	$59,542

1. Must meet all certifications required by Safety Trainer Specialist Job Description
2. Up To eight (15) years of experience can be granted upon proper verification for work related experience. One (1) year equals a minimum of one day beyond one-half (1/2) of a full, regular contract of continuous service during the work year. The one day beyond one-half (1/2) of a full, regular contract of continuous service must be earned under one contract of paid, connected experience. A series of unconnected experience may not be combined.
3. Certification must be issued by the Public Education Department, School Transportation Division.
4. Sick Leave is accrued at 88 hours per year and Personal Leave is accrued at 32 hours per year.

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HUMAN RESOURCES

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