

TIMBERLANE REGIONAL SCHOOL BOARD'S COLLECTIVE BARGAINING PROPOSAL TO
TEAMSTERS LOCAL #633 (ADMINISTRATIVE ASSISTANTS/SECRETARIES AND
SKILLED MAINTENANCE EMPLOYEES)

November 9, 2023

The School Board makes the following package proposal to the Union. As a package proposal, it is conditioned at this time upon the Union accepting the package in its entirety; however, individual items or groups of items may be separated from the package later (e.g., as the parties reach tentative agreement on them). The proposal calls for no changes to the parties' 2023-26 collective bargaining agreement, except for those provisions that are expressly referenced herein. The Board reserves the right to make additional proposals in accordance with the ground rules.

Items in bold are to be added and items struck-through are to be deleted.

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TIMBERLANE REGIONAL SCHOOL BOARD'S MEMORANDUM OF AGREEMENT WITH
TEAMSTERS LOCAL #633 (ADMINISTRATIVE ASSISTANTS/SECRETARIES AND
SKILLED MAINTENANCE EMPLOYEES)

November 9, 2023

This Agreement is made by the Timberlane Regional School Board and Teamsters Local #633 (Administrative Assistants/Secretaries and Skilled Maintenance Employees).

Whereas, the District and the Union are parties to a collective bargaining agreement for the period of July 1, 2023 through June 30, 2026, which the parties negotiated in 2022;

Whereas, in January 2023, the Public Employee Labor Relations Board modified the bargaining unit by adding certain IT employees (principal technology specialist, senior technology specialists, technology specialists, and network administrator) to the unit;

Whereas, some inconsistencies exist between the terms of the 2023-26 collective bargaining agreement (CBA) and the compensation and benefits for IT employees; and

Whereas, the parties agree to resolve said inconsistencies as set forth in this Memorandum of Agreement (MOA);

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Now, therefore, the District and the Union agree as follows.

1. Subject to ratification by the full memberships of the Board and the Union, and subject to approval by the District's legislative body (voters) at the March 2024 Annual School District Meeting, this MOA shall take effect on July 1, 2024.

2. Amend Article 1 of the CBA:

The Timberlane Regional School District ("District") recognizes Teamsters Local #633 of New Hampshire ("Union") as the exclusive representative of the bargaining unit described in PELRB Decision No. 2019-295 2023-008.

For purposes of this Agreement, "IT employees" means:

Principal Technology Specialist-Network,
Senior Technology Specialist-Network,
Senior Technology Support Specialist-AV,
Technology Specialist-Data Systems, and
Technology Support Specialist.

3. Current language in Section 6.1 of the CBA will govern IT employees' personal days (e.g., IT employees' personal days will increase from 2 to 3 per year).
4. Current language in Section 6.2.1 of the CBA will govern IT employees sick leave (e.g., IT employees who work 260 days annually will accrue on a monthly basis a total of 15 sick days annually, and may accumulate a maximum accrual of 120 sick days).
5. Current language in Section 6.4 of the CBA will govern IT employees' bereavement leave (e.g., son in law and daughter in law will be included in immediate family).

6. Amend Section 6.5 of the CBA:

Year-round (260 day) employees who are regularly scheduled to work 6 or more hours per day (30 hours or more per week) shall accrue vacation days on a monthly basis ~~at the rate of .833 per month. After five years of service, days her-~~
~~accrued at the rate of 1.25 per month, as follows:~~

<u>Years of Service</u>	<u>Non-IT Employees</u>	<u>IT Employees</u>
During first 5 years of service	.833 days per month	1.25 days per month
After first 5 years of service	1.25 days per month	1.67 days per month

Vacation time up to a maximum of 15 days unused at the end of the fiscal year may be carried over but must be used prior to June 30th of the new fiscal year.

Employees working 220 days per year or fewer, and year round (260 day per year) employees who work fewer than 30 hours per week are not eligible for vacation leave.

The three Administrative Assistants shall receive five paid vacation days per school year so long as they remain continuously employed by the School District in their Administrative Assistant positions.

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7. Amend Section 8.1 of the CBA:

8.1 EDUCATIONAL BENEFIT

8.1.1 Year round (260 day) non-IT employees who are regularly scheduled to work 6 or more hours each day are eligible to be reimbursed up to \$1000 per year, and 220 day or less non-IT employees are eligible to be reimbursed up to \$200 per year, for obtaining additional education and training. Education and training programs must be job-related and approved in advance by the Superintendent. Additional support for course work may be available on a limited basis at the District's sole discretion. The expenditure for reimbursement under ~~this Article~~ Section 8.1.1 shall not exceed \$15,000 per fiscal year. In order to be eligible for reimbursement under ~~this Article~~ Section 8.1.1, the employee must be employed by the District at the time of reimbursement. Request for reimbursement must be made within 30 days of completion of the course or training as applicable.

8.1.2 IT employees may be reimbursed up to three courses per year, not to exceed the UNH rate per course. Courses eligible for reimbursement under Section 8.1.2 must be job-related and approved in advance by the Superintendent.

8. Current language in Sections 9.1-9.1.3 will govern IT employees' health insurance benefits (e.g., insurance plans, contributions to premiums, and buy outs).

9. Current language in Section 9.3 will govern IT employees' term life insurance benefit (e.g., the cap will be \$100,000).
10. The Memorandum of Agreement for vision care insurance dated April 12, 2023, will govern IT employees' vision care insurance.
11. Amend Section 12.1:

12.1.1 Non-IT Employees (Classifications S1-S4, C2, C5, C6):

Effective July 1, 2023, the wage scale set forth in Appendix A of this Agreement for classifications S1-S4, C2, C5 and C6 shall be in effect. Employees shall advance one step on July 1, annually. Effective July 1, 2024, the wage scale will increase by 2.0%. Effective July 1, 2025, the wage scale will increase by 1.5%.

12.1.2 IT Employees (Classifications T1-T4):

Effective July 1, 2024, the wage and salary scales set forth in Appendix A for classifications T1-T4, and the step placements and wages and salaries set forth in Appendix C, shall be in effect. The hourly wage employees in classifications T1-T2 shall advance one step and receive the 1.5% COLA shown on the wage scale on July 1, 2025. The salaried employees in classifications T3-T4 shall receive the 3.5% COLA shown on the salary scale on July 1, 2025.

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12. Amend Section 12.2:

Bargaining unit members will continue to receive longevity pay as follows:

12.2.1 Hourly wage employees shall be entitled to a \$0.50 per hour pay differential after completing 15 years of continuous service in the District, and shall be entitled to an additional \$0.50 per hour pay differential after completing 20 years of continuous service in the District.

12.2.2 Salaried employees shall be entitled to a \$1040 annual pay differential after completing 15 years of continuous service in the District, and shall be entitled to an additional \$1040 (\$2080 total) annual pay differential after completing 20 years of continuous service in the District.

13. Current language in Section 12.3 will govern IT employees' retirement incentive benefit.
14. Current language in Section 12.4 will govern IT employees' severance pay benefit (e.g., the payment to IT employees will increase from \$15 to \$20 per unused sick day after 15 years, and from \$20 to \$25 per unused sick day after 20 years).
15. The Union has withdrawn its proposal to add a new Section 12.5 (education/certification stipend).
16. Add new Section 12.5:

In addition to salary, the Senior Technology Support Specialist-AV shall receive stipends of \$225 for the set-up, use of, and break-down of equipment to record

each of the following activities when directed by his/her supervisor to do so on weekends or evenings:

- School Board meeting
- Budget Committee meeting
- School District deliberative session
- Public hearing
- 8th Grade graduation
- High School graduation
- School activities (e.g., honor societies, awards, club events, etc.)
- School District events for parents and families (e.g., forums, etc.)

In the event that the Senior Technology Support Specialist-AV is unavailable for any of said activities and a different IT employee is directed by his/her supervisor to substitute for the activity, the \$225 stipend will be paid to the substitute instead of to the Senior Technology Support Specialist-AV.

17. Amend Appendix A by adding the wage and salary schedules and classifications for IT employees in 2024-26 that are attached hereto.
18. Add new Appendix C (step placements, wages and salaries for IT employees in 2024-26) as attached hereto.
19. Following ratification by the full memberships of the Board and the Union, and approval by the District's legislative body (voters) at the March 2024 Annual School District Meeting, this Memorandum of Agreement shall be signed and appended to the parties' 2023-26 CBA.

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FOR THE TIMBERLANE REGIONAL SCHOOL DISTRICT

By: [Signature]
Title: School Board Chair
Date: 4/18/24

FOR TEAMSTERS LOCAL #633 (ADMINISTRATIVE ASSISTANTS/SECRETARIES AND SKILLED MAINTENANCE EMPLOYEES)

By: [Signature]
Title: _____
Date: _____

APPENDIX A -- WAGE AND SALARY SCHEDULES

2024-26 Hourly Wage Schedules				2023-24		2024-25		2025-26	
				Worksheet		COLA= 2.00%		COLA= 1.50%	
Step	T1 (.63 step diff)	T2 (.89 Step Diff)		T1	T2	T1	T2	T1	T2
1	\$22.12	\$30.36		\$22.56	\$30.97	\$22.90	\$31.43	\$22.90	\$31.43
2	\$22.75	\$31.25		\$23.21	\$31.88	\$23.55	\$32.35	\$23.55	\$32.35
3	\$23.41	\$32.14		\$23.88	\$32.78	\$24.24	\$33.27	\$24.24	\$33.27
4	\$24.09	\$33.03		\$24.57	\$33.69	\$24.94	\$34.20	\$24.94	\$34.20
5	\$24.79	\$33.92		\$25.29	\$34.60	\$25.67	\$35.12	\$25.67	\$35.12
6	\$25.51	\$34.81		\$26.02	\$35.51	\$26.41	\$36.04	\$26.41	\$36.04
7	\$26.25	\$35.70		\$26.78	\$36.41	\$27.18	\$36.96	\$27.18	\$36.96
8	\$27.02	\$36.59		\$27.56	\$37.32	\$27.97	\$37.88	\$27.97	\$37.88
9	\$27.81	\$37.48		\$28.37	\$38.23	\$28.79	\$38.80	\$28.79	\$38.80
10	\$28.63	\$38.37		\$29.20	\$39.14	\$29.64	\$39.72	\$29.64	\$39.72
11	\$29.47	\$39.26		\$30.06	\$40.05	\$30.51	\$40.65	\$30.51	\$40.65
12	\$30.34	\$40.15		\$30.95	\$40.95	\$31.41	\$41.57	\$31.41	\$41.57

IT Classifications

T1	Technology Support Specialist
T2	Technology Specialist - Data Systems
T3	Senior Technology Support Specialist - AV, Senior Technology Specialist - Network
T4	Principal Technology Specialist - Network

2024-26 Salary Schedules		2025-26	
2024-25		COLA= 3.50%	
T3	T4	T3	T4
4.00% increase over previous year's salary		3.50% increase over previous year's salary	

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Beard Wage and Salary Proposal, 11-9-23 (2)

APPENDIX C – STEP PLACEMENTS, WAGES AND SALARIES FOR IT EMPLOYEES

Employee	Position	Classification	2024-25			2025-26		
			Step	Hourly Rate	Salary	Step	Hourly Rate	Salary
<u>Salaried</u>								
Kevin Peck	Principal Tech. Spec.-Network	T4			\$107,922			\$111,699
Dean Zanello	Senior Tech. Support Spec.-AV	T3			\$79,195			\$81,967
Raymond Matzeke	Senior Tech. Spec.-Network	T3			\$79,129			\$81,899
<u>Hourly</u>								
Cheryl Wallace	Technology Spec-Data Systems	T2	2	\$31.88		3	\$33.27	
Jeffrey Krauss	Technology Support Spec.	T1	7	\$26.78		8	\$27.97	
Martin Lewis	Technology Support Spec.	T1	6	\$26.02		7	\$27.18	
Julie Lynch	Technology Support Spec.	T1	4	\$24.57		5	\$25.67	
Brandyn Tse	Technology Support Spec.	T1	2	\$23.21		3	\$24.24	

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