



MONADNOCK SCHOOL DISTRICT  
MONADNOCK EDUCATION SUPPORT  
STAFF AGREEMENT (MESSA)

FOR THE YEARS 2026-2029

START JULY 1, 2026  
ENDS JUNE 30, 2029

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## **AGREEMENT**

This agreement entered into this 1st day of July, 2026, by and between the Monadnock Regional School District Board, hereinafter called the "Board" and the Monadnock Educational Support Staff Association, affiliated with the New Hampshire Education Association and the National Education Association, hereinafter called the "Association." Except as otherwise provided herein, the parties agree to negotiate subject to the provision of RSA 273-A.

## **DEFINITIONS**

**SCHOOL:** The term “School,” as used in this Agreement, means any work location or functional division maintained by the Board where instruction or supervision as assigned by the District, as required by the State, is offered to the children enrolled in the Monadnock Regional School District.

**EMPLOYEE:** The term “Employee,” as used in this Agreement, means a person employed by the Board as defined in Article 1, Section 1, of this Agreement.

**REPRESENTATIVE:** The term “Representative,” as used in this Agreement, means the Association Representative(s).

**PERSON:** The term “Person,” as used in this Agreement, means a person employed by the Board as defined in Article 1, Section 1, of this Agreement.

**PELRB:** The term “PELRB,” as used in this Agreement, means the New Hampshire Public Employee Labor Relations Board.

**BARGAINING UNIT:** The Monadnock Educational Support Staff Association as certified by the PELRB.

**NON-BARGAINING UNIT:** Employees of the School District who are not included in the group of employees included in the PELRB certification.

**ARTICLE I  
RECOGNITION**

- 1.1 For purposes of collective negotiations, the Board recognizes the Association as the exclusive representative of all employees of the Monadnock Regional School District as certified by the PELRB.
- 1.2 Unless otherwise indicated, the term “employee,” when used in this Agreement, shall refer to employees represented by the Association in the negotiating unit as defined in Section 1.1 of this Article 1, and reference to male employees shall include female employees.
- 1.3 Except as otherwise provided in this Agreement, or otherwise agreed to in writing between the parties, the determination of policy, the operation and management of schools, and the control, supervision, and direction of the staff are vested exclusively in the Board.
- 1.4 If any new employee position is created during the life of this Agreement and the parties cannot mutually agree whether the position should be included in the bargaining unit, either party may request a clarification and determination from the New Hampshire Public Employee Labor Relations Board.

**ARTICLE II**  
**SCOPE OF AGREEMENT**

- 2.1 The parties understand that the Board and the Superintendent may not lawfully delegate powers, discretion and authorizations which by law are vested exclusively in them and this Agreement shall not be construed so as to limit or impair their exclusive statutory powers, discretion and authorities. Agreements reached pursuant to Article III hereof shall not constitute a waiver of and shall not be construed in derogation of such powers, discretion and authorities.
- 2.2 The Board's personnel policies, regulations, and procedures concerning the functions, programs, methods, organizational structure, and direction of personnel which are in effect and are incorporated herein, provided that they are not in conflict with this Agreement. Such policies, regulations, and procedures may be amended by the District, provided they are not in conflict with this Agreement or modifications mutually agreed to in writing by the parties and with the understanding that this provision does not constitute a waiver of the Association's right to bargain over substantive changes in terms and conditions of employment which may result from such amendment(s), in accordance with RSA 273-A

**ARTICLE III  
NEGOTIATION PROCEDURE**

- 3.1 On or before September 1 of the prior year in which this agreement is to expire either party may initiate negotiations in accordance with RSA 273:A. The parties shall meet not later than September 15<sup>th</sup>, at which time the Association shall submit its proposals, unless another date is mutually agreed to by the parties.
- 3.2 The Negotiating Committee of the Board and the Negotiating Committee of the Association shall have authority to reach a complete agreement, subject to ratification by the Board and the qualified voting members of the Association covered by this Agreement.
- 3.3 Any agreement reached shall be reduced to writing and signed by the Board and the Association. Any agreement reached which requires the expenditure of additional public funds for its implementation shall not be binding on the Board, unless and until the necessary appropriations have been made by the Annual School District Meeting. The Board shall make a good faith effort to secure the funds necessary to implement said agreements.
- 3.4 If, after discussion of all negotiable matters, the parties fail to reach agreement, either party may declare impasse. In the event of impasse, the rules and procedures for “Resolution of Disputes” as outlined under RSA 273: A-12 shall be followed.
- 3.5 The cost for the services of the mediator and/or fact finder including per diem expenses, if any, will be shared equally by the Board and the Association.
- 3.6 Determinations and/or recommendations under the provision of Section 3.4 of this Article III will not be binding on the parties in accordance with RSA 273: A
- 3.7 If the monies to fund the economic provisions are not appropriated as provided in this Article III, Section 3.3 and/or if either party rejects the recommendations set forth in this Article III, Section 3.6, then the parties shall do the following:
  - A. The appropriate party shall notify the other party of its intent to renegotiate the provisions of this Agreement, and:
  - B. If either negotiating team rejects the neutral party’s recommendations, his/her findings and recommendations shall be submitted to the full membership of the employee organization and to the Board of the public employer, which shall vote to accept or reject so much of his/her recommendations as is otherwise permitted by law.
  - C. If either the full membership of the employee organization or the public employer rejects the neutral party’s recommendations, his/her findings and recommendations shall be submitted to the legislative body of the public employer, which shall vote to accept or reject so much of his/her recommendations as otherwise is permitted by law.

- D. If the impasse is not resolved following the action of the legislative body, negotiations shall be reopened. Mediation may be requested by either party and may involve the Board of the public employer if the mediator so chooses.
- 3.8 The parties may, by mutual agreement, pass over mediation and go directly to fact finding.
- 3.9 Neither party in any negotiations shall interfere with the selection of the negotiating or bargaining representatives of the other party.

**ARTICLE IV  
ASSOCIATION RIGHTS**

- 4.1 The Association will have the right to use school buildings at reasonable times, without cost, for meetings. Request for the use of buildings will be made to the Principal in advance.
- 4.2 The Association, upon request, will be scheduled on the agenda at building meetings or orientation programs as determined by the Principal to present brief reports and announcements.
- 4.3 The Association will have the right to post notices on its activities and matters of employee concern in employee workrooms and shall continue to have the use of the district mail box system.
- 4.4 Upon notification by an employee the Board shall deduct association dues and forward such deductions to the Association treasurer. The Board shall be held harmless from any and all claims in connection therewith.
- 4.5 The Association may, with permission from the Building Principal, use school equipment normally used by employees for Association activities. However, expendable material will be at the expense of the Association and shall in no event exceed the actual costs to the District as determined by the Superintendent. If the Association uses school district copiers for Association business, the Association shall log the number of copies and reimburse the District at the rate of two (2) cents per copy. Payment shall be made within thirty (30) days of using the copier and payment shall be made to the SAU 93 Business Office.
- 4.6 Rights granted to the Association under this Article IV shall not, in the judgment of the Board, be disruptive or injurious to the Monadnock education system, its students, the faculty, or administration, nor in violation of any of the provisions of this Agreement. In making judgments under this section, the Board shall not be arbitrary or capricious.
- 4.7 During the term of this Agreement, the rights and privileges set forth in this Article shall not be granted to any other bargaining agent.
- 4.8 Request under the provisions of this Article shall mean permission and shall be made to the Building Principal, or his designee. Rights exercised under this article shall be coordinated by the Building Principal or his/her designee.
- 4.9 Employees shall suffer no loss of pay in the conduct of negotiations which occur during normal working hours or in the filing or processing of grievances under the Agreement. Employees shall provide notification to their supervisor when substitutes are required.
- 4.10 Paid administrative leave shall be granted to employees for the purpose of attending the NEA-New Hampshire Delegate Assembly Convention, the NEA – New Hampshire Fall Conference, and/or the NEA – New Hampshire Spring Conference. This shall be limited to one paid day per school-year for up to four (4) employees and no more than two (2) employees from any small elementary school. A small elementary school is defined as any elementary school having ten

(10) or fewer employees. Employees shall be granted an additional day of unpaid leave to attend a second conference subject to the limitations set forth above.

The Association President or designee shall be granted two (2) additional days of paid administrative leave for purposes of conducting MESSA business. The Association President or designee shall provide twenty-four (24) hours' notice to his/her immediate supervisor prior to taking such leave.

- 4.11 New employees shall receive a copy of the collective bargaining agreement and a copy of the dues deduction form when they are provided with their employment packet.
- 4.12 Upon authorization from the bargaining unit member, the district shall deduct dues and contributions to the Association from the employee's paycheck.
- 4.13 The district shall provide the Association with the names of bargaining unit employees by September 15 of each year.

## ARTICLE V EVALUATION

- 5.1 The parties recognize the importance and value of a procedure for assisting and evaluating the progress and success of both newly employed and experienced employees for the purpose of improving work performance and when work performance is below acceptable standards, to establish a record for the purposes of taking remedial and/or disciplinary action.
- 5.2 The employee will be given a copy of the initial written evaluation report prepared by the evaluator by June 1<sup>st</sup> of each year. If the employees submit a request in writing within 48 hours of receiving the initial evaluation, the evaluator shall meet with the employee to discuss the report before it finalized. Before final copies are forwarded to an SAU administrator, the employee shall have the right to append a rebuttal. The forms will then be signed by the employee and forwarded to an SAU administrator. Such signature shall indicate only that the report has been read by the employee and in no way indicates agreement with the contents thereof.
- 5.3 The parties recognize and agree that, subject to the provision of this Article V, evaluation is a supervisory function. Any performance issue shall be brought to the attention of the employee within a reasonable timeframe, whether or not discipline will be imposed.
- 5.4 By September 30 of each school-year, each employee in the bargaining unit shall be made aware of the school district's current evaluation plan, provided with a copy of current evaluation form, and notified of the criteria, goals, and/or objectives upon which they will be evaluated. The Association shall have the right to contribute input and to meet and confer regarding any change to the plan; but in any event, the Board shall make the final determination with respect to any plan. The Board will apply the same plan throughout the district.
- 5.5. Each employee shall be entitled to access his personnel file during regular office hours upon notice to the Superintendent or his designee except in an emergency situation, in which event the information will be made available as soon as is reasonably possible.
- 5.6 The employee shall be notified when material is placed in his/her personnel file. The employee shall have the right to make appropriate response to any material contained in his personnel file and such response shall be made a part of the said personnel file. The employee has the right to make a copy.

**ARTICLE VI  
TERMS OF EMPLOYMENT**

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

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

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

6.2 Employees who work during the academic year and whose work extends beyond the academic year up to 239 days shall be called extended-year employees.

The typical work day for regular, full-time extended-year Building and Grounds employees and Trades employees hired before July 1, 2019, as well as Administrative Assistants, shall be eight and a half (8.5) hours, which includes a 30 minute paid lunch. Paid lunch will not be considered hours worked for purposes of determining overtime. Regular, full-time extended-year Building and Grounds employees and Trades employees hired before July 1, 2019 may permanently elect an eight (8) hour work day by notifying the District in writing by July 1st of any year. Any such employee electing the eight (8) hour work day shall be provided with a one-time \$2,000 stipend. Such election shall be irrevocable.

The typical work day for regular, full-time extended-year Buildings and Grounds employees and Trades employees hired on or after July 1, 2019 shall be eight (8) hours, which includes a 30 minute paid lunch. Paid lunch will not be considered hours worked for purposes of determining overtime.

6.3 Employees who work 240 or more days during the calendar year shall be called calendar-year employees.

The typical work day for regular, full-time calendar-year Building and Grounds employees and Trades employees hired before the July 1, 2019, as well as Administrative Assistants, shall be eight and a half (8.5) hours, which includes a 30 minute paid lunch. Paid lunch will not be considered hours worked for purposes of determining overtime. Regular, full-time calendar-year Building and Grounds employees and Trades employees hired before July 1, 2019 may permanently elect an eight (8) hour work day by notifying the District in writing by July 1st of any year. Any such employee electing the eight (8) hour work day shall be provided with a one-time \$2,000 stipend. Such election shall be irrevocable.

The typical work day for regular, full-time calendar-year Buildings and Grounds employees and Trades employees hired on or after July 1, 2019 shall be eight (8) hours, which includes a 30

- minute paid lunch. Paid lunch will not be considered hours worked for purposes of determining overtime.
- 6.4 Overtime compensation for employees shall be as follows:
- A. Hours worked, including holidays and vacation days, but excluding paid breaks (including lunch) and Paid Leave days, in excess of forty (40) hours per week shall be compensated at one and one half times the employee's regular straight rate of pay.
  - B. There shall be no pyramiding of overtime pay.
  - C. In the event that the employer offers compensatory time off in lieu of overtime payment, the election of time off or pay shall be the employee's.
- 6.5 An employee shall receive a minimum of three (3) hours pay whenever he/she is called into work to handle an emergency. For the purposes of this section, a delayed opening or early release, which may impact a van driver's schedule, is not considered an "emergency."
- 6.6 No later than the last day of school each year, the superintendent shall notify, in writing, all education support personnel and non-certified school district employees who have completed their probationary employment period of the intent to continue or not to continue that employment into the next school year. Except for unusual circumstances, if possible, employees shall be notified of their assignments for the next year no later than the last day of school.
- 6.7 The Association may submit suggestions regarding the school calendar on or before November fifteenth (15<sup>th</sup>) of the preceding year. The Association may also submit suggestions in the event that the Board determines that the calendar may be modified. The Board shall have the right to establish the school calendar and to make appropriate changes at any time. Such action by the Board shall not be subject to the grievance procedures of this Agreement.
- 6.8 The District may require an employee to attend a course or workshop, District-sponsored or otherwise, at no cost to the employee. Employees will be compensated for attending required District-sponsored workshops at their normal wage. Employees are encouraged, but not required to attend courses and workshops outside the normal work day. Van drivers shall be required to attend at least eight (8) hours of mandatory paid training each year.
- 6.9 (A) The Board will set aside an annual fund of \$20,000 for the purpose of funding staff Development for support staff, including courses and workshops which are relevant to the employee's classification.
- (B) The Request shall be made to the employee's supervisor who shall review the request with the curriculum coordinator, the Assistant Superintendent or the Student Services Director if appropriate.
- (C) If the request is denied, the employee has the right to appeal the decision to the

Superintendent whose decision shall be final.

(D) The employee must satisfactorily complete the course or workshop in order to receive reimbursement. In the event the employee takes a college course, he or she must receive a "C" or better or a "pass" if the course is taken pass-fail. In the event that an employee does not satisfactorily complete the course or workshop, he/she shall repay the district for any funds advanced. If the employee leaves district employment during the year in which the costs were encumbered, the refunded costs may be deducted from the last paycheck.

(E) Employees seeking reimbursement for a course or workshop must apply for reimbursement in advance of taking the course or workshop, and must provide proof of attendance or reimburse the District for funds advanced. Initial disbursement of funds will be limited to \$750.00 and allocated on a first come, first served basis. In the event that all funds are not encumbered by June 1 of any year, any employee who has qualified expenses beyond \$750.00 may apply for additional funds up to an additional \$1000. In the event that post-June 1 applications exceed funds available, those funds will be paid on a pro-rated basis.

(F) The Board shall pay the cost of required job related recertification and/or licensing fees. The Board shall pay the cost of the initial fee(s) for licenses/certifications that are minimum qualifications(s) for the employee's assigned position, as well as associated background check fees, but the employee shall be obligated to repay the District for the cost of such fees if the employee voluntarily leaves employment within one (1) year of receiving the license/certification. Such employee must sign an agreement acknowledging this repayment obligation and the repayment will be deducted from the employee's final paycheck.

6.10 (A) Vacancies and Promotions: For purposes of this Section 6.10, a vacancy shall mean any opening which the Board has decided to fill and which is covered by this Agreement. This shall include any new positions, openings due to separation from service, transfers, and promotions. In the event that two or more employees apply for a vacancy, criteria for placement will include a combination of seniority, evaluation and experience in the job classification.

(B) During the school year, as soon as the Board determines if a vacancy exists, notices will be posted on the official bulletin board in each school as soon as the administration is aware of such vacancies. Such notice shall remain posted for ten (10) consecutive days, excluding Saturday and Sunday. Such notice shall contain the date of posting, job title, and the name of the person to which the application is to be submitted. After July first (1<sup>st</sup>), notices will be posted in the School Administrative Unit Office. A copy of all vacancies shall be forwarded to the Association as soon as the administration is aware of such vacancies. The Association shall be responsible for notifying the administration where to send said notices.

(C) Voluntary Transfers: Whenever a bargaining unit position becomes vacant and the Superintendent/Board decides to fill the position, the positions shall be posted internally for 5 business days and qualified bargaining unit members within the District may apply to be transferred to the open position. The Superintendent or designee shall first consider the request for transfer of a qualified bargaining unit member from within the District, to fill the position.

If a qualified bargaining unit member does not apply within 5 business days or is not transferred into the position, the position shall be opened to external candidates.

(D) Involuntary Transfers: In the event the position is not filled by a voluntary transfer or by hiring an external candidate, the Superintendent may involuntarily transfer a bargaining unit member into the open position.

The Superintendent shall notify the bargaining unit member, in writing, the reason for the transfer. Employees will be selected for involuntary transfer based on classification seniority, as defined in Article 11, with the least senior employee in the classification first to be involuntarily transferred, unless the Superintendent or designee determines in their sole discretion to select a more senior employee for transfer. If the Superintendent or designee determines that a more senior employee will be transferred, the reason(s) that the employee was selected shall be documented in writing and provided to the employee and the Association. The bargaining unit member shall have the right to request to meet and confer with the Superintendent or designee to discuss the involuntary transfer. No involuntary transfers will be done for arbitrary or capricious reasons. Any employee selected for an involuntary transfer may instead resign from the District without prejudice or shall be permitted to retire and receive any benefits for which they are qualified according to the criteria and procedures set forth in Article XIV of this Agreement.

E) Employees who are transferred (voluntarily or involuntarily) to a new position or worksite shall be provided orientation. At the District's sole discretion, such orientation may include job shadowing, planning meetings with a supervisor/team member, and/or explanation of applicable policies and procedures. Reasonable effort will be made to provide orientation within five (5) work days of the employee's first day in their new position or worksite.

6.11 Employees shall not transport students in their personal vehicles.

6.12 Employees shall not be required to work in unsafe or hazardous conditions.

6.12.1 When an employee believes that their life or safety has been threatened by a student, the employee shall immediately notify a school administrator and seek assistance. The administrator may require written information regarding the threat but may not require it before processing the incident and taking appropriate action, as determined within the District's discretion, to protect the employee.

6.12.2 The District's current safety plan shall be easily accessible to employees through the District's website.

6.13 Saturday and Sunday work will be paid at time and a half.

6.14 Nursing-related tasks shall not be assigned in a manner inconsistent with the state regulations applicable to school nurses (Nur 404.01 et seq.).

6.15 Employee Assistance in Deepfake Policy Enforcement

“Deepfake” means a video, audio, or any other media of a person in which their face, body, or voice has been digitally altered so that they appear to be someone else, they appear to be saying something that they have never said, or they appear to be doing something that they have never done.

If a student, other employee, or other member of the school community knowingly creates, distributes, or presents any likeness in video, audio, or other media of an employee that constitutes a deepfake for the purpose of embarrassing, harassing, entrapping, defaming, extorting, or otherwise causing any financial or reputational harm to the employee, the District shall support the employee by enforcing applicable District policies to the fullest extent, as determined within the sole discretion of the District. Alleged violations of this provision shall not be subject to grievance or arbitration under Article IX of the parties’ CBA.

**ARTICLE VII  
RATES OF PAY**

- 7.1 The Compensation Plan and its application are set forth in Appendix A, B, C and D attached hereto.
- 7.2 Employees new to the District will be paid no later than the first full district pay period that they work.
- 7.3 As allowed by RSA 275:43 and upon approval by the Department of Labor, employees who work during the school year, other than van drivers, and who have been employed by the District for at least two (2) years, will have the option to choose one of the following payment schedules, with or without credit union deductions:
1. Bi-weekly, for hours actually worked, over twenty-one (21) pay periods during the period of service; or,
  2. Bi-weekly in equal pay amounts prorated on their annualized wages, over twenty-two (22) pay periods. Specifically, 21 equalized pay periods (“Equalized Pay”) and one final pay period (the “Reconciliation Pay Period”) for the Equalized Pay amount plus or minus any over or under payment of wages that occurred during the year. Equalized Pay shall be calculated on the employee’s base pay alone. Any additional compensation earned (e.g. overtime, differential pays, substitute pay, etc.) will be recorded on the employee’s timecard and paid out in the next pay period. The Union and Employees understand that the Reconciliation Pay Period could be an amount less than the Equalized Pay amount, including a possible zero balance, depending on the circumstances.
  3. Eligible school year employees shall notify the School Administrative Unit Office, in writing, no later than August 15th, of their method of payment for the coming year. Their selection will be in effect for that school year.
- 7.4 Employees who are required to perform work during the weekend hours (12:01AM Saturday through 11:59PM Sunday) shall receive a \$0.50 shift differential. Employees assigned to the following positions shall receive a differential in accordance with the applicable rate set forth below:
- |  |                 |
|--|-----------------|
| MRMHS Lead Evening Building and Grounds: | \$1.00 per hour |
| Evening Shift Building and Grounds:      | \$0.50 per hour |
- 7.5 If an employee agrees to work in a posted Long-Term Substitute position outside the bargaining unit, the employee shall suffer no loss of pay, shall be permitted to return to their previous bargaining unit position with no loss of seniority or accrued leave (except the extent accrued leave is utilized while working in the Long-Term Substitute position), and may remain enrolled in health insurance and other benefits provided in this Agreement during the Long-Term Substitute assignment.

- 7.6 Employees assigned to substitute for at least ½ of a school day will receive their regular hourly rate or 50% of the substitute rate for the time spent substituting, whichever is greater. Employee assigned to substitute for 100% of a school day will receive their regular hourly rate or 100% of the substitute rate for the day, whichever is greater. Paraprofessionals assigned as a 1:1 to assist a student will not be required to substitute while simultaneously performing their 1:1 responsibilities.
- 7.7 To the extent the District announces a delayed open and/or early dismissal, paraprofessionals and/or administrative assistants will be paid for their regularly scheduled work day, even to the extent they are permitted to report late and/or leave early. This section will not be interpreted to provide paraprofessionals or administrative assistants with an entitlement to additional pay if they are instructed to work their regular schedule on any work day, nor does it apply in the event a school day is cancelled.
- 7.8 Paraprofessionals assigned by the District as either a designated Behavior Paraprofessional or Library/Makerspace Paraprofessional will receive a \$1,000 stipend per school year, paid in two equal installments in December and June. Assignment to either role shall be within the sole discretion of the District and excluded from the parties' grievance procedure.

**ARTICLE VIII  
INSURANCE**

- 8.1 The Board agrees to maintain in effect single, two (2) person and family insurance plans as selected by the employees so long as they remain employed by the Monadnock Regional School District. Changes in the carrier may be made by mutual agreement. A summary of the benefits to be provided under said plan is set forth in Appendix E hereto.
- 8.2 For the length of this Agreement, the Board agrees to provide sufficient liability coverage so that every employee is insured up to one million dollars (\$1,000,000.00) for each incident.
- 8.3 The Board shall provide, without cost to the employee, group term life insurance in a sum of one time the employee's yearly wage up to the nearest thousand, with a minimum coverage of ten thousand dollars (\$10,000.00).
- 8.4 An employee on unpaid, non-FMLA qualifying leave shall have the option of continuing his/her insurance coverage(s) at the group rate, provided that she/he pays the District for the appropriate premiums where such coverage is not prohibited by the carrier. Employees on FMLA qualifying leave shall be entitled to continue insurance coverage in accordance with FMLA regulations.

## ARTICLE IX GRIEVANCE PROCEDURE

### 9.1 Definition

A “grievance” is a claim based upon an event or condition which affects the welfare and/or terms and conditions of employment of an employee or group of employees based upon the interpretation, application, or violation of any of the provisions of this Agreement. An “aggrieved employee” is the person or persons making the claim. All time limits specified in this Article shall mean calendar days.

### 9.2 Purpose

The parties acknowledge that it is more desirable for an employee and his immediately involved supervisor to resolve problems through free and informal communications. Grievances which are not satisfactorily settled in an informal way shall be reduced to writing (see Appendix F attached hereto) and referred to the following formal grievance procedure (and a copy shall be sent to the immediate supervisor).

### 9.3 Right of Representation

An employee covered by this Agreement shall, under this Article, have the right to have an Association representative present at any time, subject to his requesting such representation.

### 9.4 Time Limit

A grievance to be considered under this procedure must be initiated in writing by the employee within 45 calendar days of its occurrence, or within 45 calendar days of when the employee should have known of its occurrence.

### 9.5 Formal Procedure

The grievance shall state the specified alleged violation or condition with proper reference to the contract Agreement. It shall also set forth names, dates and any other related facts which will provide a sound basis for a complete understanding of any such grievance.

LEVEL A. Within seven (7) days of receipt of a formal grievance, the Building Principal shall meet with the aggrieved employee. Within ten (10) days following any such meeting the Principal shall give his/her answer in writing. If the grievance is not settled at this level, then it may be referred to Level B within ten (10) days of the receipt of an answer given at this level.

LEVEL B: Within ten (10) days of a grievance being referred to this level, the Superintendent (or his/her designee) shall meet with the participants of Level A and examine the facts of the grievance. The Superintendent shall give his/her answer within ten (10) days of any such meeting.

If the grievance is not settled at this level, then within ten (10) days from receipt of the answer rendered at this level, the grievance may be referred to the School Board.

LEVEL C: The Board or committee thereof shall meet with the participants of Level B and examine the facts of the grievance. The School Board shall meet with the Association at its next regularly scheduled Board meeting following the receipt of the grievance or within thirty (30) days of the receipt of the grievance, whichever is sooner. The Board shall submit its written response within fifteen (15) days of the meeting.

LEVEL D: If the grievance remains unsettled, then the matter may be referred by the Association to arbitration. If the matter is referred to arbitration, then the parties shall first attempt to mutually agree upon an arbitrator. If the parties are unable to agree, they shall apply to the New Hampshire Public Employee Labor Relations Board to appoint one. The arbitrator shall use his/her best efforts to arbitrate the grievance, but he/she shall have no power or authority to do other than interpret and apply the provision of this Agreement and he/she shall have no power to add to or subtract from, alter, or modify any of the said provisions. The arbitrator's decision shall be advisory on both parties. The parties agree to share equally in the compensation and expenses of the arbitrator.

- 9.6 Time periods specified in this procedure may be extended by mutual agreement.
- 9.7 Upon selection and certification by the Association, the Board shall recognize an Association Grievance Committee.
- 9.8 Grievance(s) of a general nature, or involving the Superintendent, may be submitted by the Association to Level B. A copy will be given to the building principal
- 9.9 A grievance, in order to be considered further, must be forwarded to the next appropriate level within ten (10) days from receipt of the answer given at the preceding level.
- 9.10 Failure at any step of this procedure to communicate the decision on a grievance within the specified time limits (unless extended by mutual agreement) shall permit the aggrieved person to proceed to the next level.
- 9.11 The parties agree that employees covered by this Agreement shall enjoy freedom from restraint, interference, coercion, discrimination or reprisal in presenting or appealing any personal grievance(s).
- 9.12 Grievances shall not be made a part of any employee's personnel file or used in making employment references.

**ARTICLE X  
LEAVES OF ABSENCE**

10.1 It is agreed that the use of leave days will be confined to purposes provided in this Article X.

10.2 PAID LEAVE

A. Allotment: Employees shall be awarded Paid Leave days on July 1 of each year according to the following:

Calendar year employees	15 per year up to a total of 90*
Extended year employees	14 per year up to a total of 90*
School year employees	13 per year up to a total of 90*
Van Drivers	5 days per year

Paid Leave accrual will be prorated according to the number of hours for which the employee is regularly scheduled.

B. Use of Paid Leave Days: These days are for use in the event of personal or family illness; important religious obligations; the death of a close friend or relative not covered under Section 10.6 of this contract; for personal or legal business, or household or family matters that cannot be accomplished outside the normal school day or contract year, and unexpected situations that demand immediate action and for which no other leave provision applies.

C. Notice of Leave: Employees shall provide notice of anticipated leave in writing, on a form provided by the Superintendent, at least two (2) weeks in advance of the need for leave or as soon as practicable if the need for leave arises less than two (2) weeks in advance of the start of the leave.

- i. Paid Leave will generally not be permitted on professional development days and days immediately preceding the start of a school vacation or long weekend and the first day of school following a school vacation or long weekend (Thanksgiving break, December/January break, February break, and April break). Exceptions to this restriction shall be granted in case of illness or bona fide emergency, and, within the Principal's or Supervisor's discretion, may also be granted for uncommon and nonrecurring events. Employees may be required to provide documentation substantiating the need for leave on these days. The Principal's or Supervisor's decision regarding requests for such exceptions shall be final and not subject to the grievance procedures set forth in Article IX.

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

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

(F) Van drivers will be compensated for any unused Paid Leave days remaining as of the van drivers' last scheduled work day at the rate of twenty-five (\$25) per day, prorated for partial days, which shall be paid with the final payroll of the school year.

### 10.3 PREGNANCY AND CHILD-REARING LEAVE AND LACTATION ACCOMMODATIONS

- A. Timing of Request for Leave: An Employee who expects to take a leave of absence under this section shall, except in cases of emergency, notify the SAU Personnel Coordinator in writing ninety (90) days prior to the expected start date of the leave. In the event of an emergency, an employee who expects to take a leave under this section shall provide the SAU Personnel Coordinator with as much notice as practicable.
- B. Pregnancy-Related Leave: As required by law, a leave of absence shall be granted to employees who are unable to perform their duties due to temporary disability related to their own pregnancy, child birth or related medical conditions. The District may request supporting medical documentation for such leaves as permitted by law. Such leave shall run concurrently with the employee's FMLA leave consistent with the District's FMLA policy, if applicable, and shall otherwise fall under the guidelines of state law. Such leave shall be unpaid, except to the extent that it runs concurrently with other paid leave days provided in Article X and Article 17.2-17.5 (if applicable), including Paid Leave, Paid Child-Bonding leave, and Vacation.
- C. Child-Rearing Leave: Following the birth or adoption of a child, an Employee may take a leave of absence for up to eighteen (18) months, which shall run concurrently with the employee's FMLA leave period, if applicable, and any other leave of absence.
- i. Leave Conditions: In order to be and remain eligible for Child-Rearing Leave, an employee must communicate their unequivocal intent to return to work upon completion of their leave and thereafter cooperate with District requests to confirm such continuing intent. An employee shall not engage in other employment inconsistent with their leave status during Child-Rearing Leave and the District may consider an Employee's failure to refrain from such employment to be a tender of resignation.
  - ii. Concurrent Use of All Paid Benefits: Employees shall concurrently use all paid leave benefits to which they are otherwise eligible with unpaid Child-Rearing leave, including Paid Child-Bonding leave, Paid Leave, and Vacation, if applicable.
  - iii. Unpaid Status: Following the exhaustion of all paid leave benefits, the remainder of the leave shall be unpaid. An Employee shall not accrue additional leave while in unpaid status. An Employee shall be eligible to continue participating in District-sponsored insurance benefits during their leave, but will be responsible to cover one

hundred percent (100%) of the premium costs for such insurance while in unpaid status.

- iv. Reinstatement: To the extent an employee on unpaid child-rearing leave communicates an unequivocal intent to return to their position following their approved leave and thereafter cooperates with District communications regarding their ongoing intention to return, the employee's position shall be held for the duration of their approved leave. If for any reason that employee's position is eliminated while on leave and a vacant position exists at the time they seek to return to work that they are certified and qualified to fill, that employee shall be offered the available position.

- D. Paid Child Bonding Leave: Following the birth or adoption of a child that occurs during or within twenty-one (21) calendar days immediately prior to the school year, School-Year and Extended-Year employees are entitled to receive twenty (20) consecutive work days of paid child rearing leave during the first twenty (20) work days after the qualifying birth or adoption of a child. Calendar year employees are entitled to receive twenty (20) consecutive work days of paid child rearing leaving immediately following the birth or adoption of a child.

In the case of adoptions, eligibility for Paid Child Bonding will be based on when the child is physically turned over to the employee or earlier if required by circumstances.

In the event both parents work for the District and are eligible for Paid Child Bonding Leave, the parents have the option to either take their Paid-Child-Rearing Leave during the first twenty (20) consecutive school days after the qualifying birth or adoption or one parent can opt to start their twenty (20) consecutive work days at any time during the first six weeks after the date of the birth or adoption of a child, with the scheduling approved by the Superintendent.

In addition to the twenty (20) days of Paid Child Bonding Leave, an employee shall use other paid leave to which they are otherwise eligible to the extent available for the duration of the employee's FMLA leave period.

- E. Lactation-Related Accommodations: The District shall provide reasonable break periods to employees who need to express milk for a child for a period of one (1) year from the date of birth of the child. The employee shall notify the District at least two (2) weeks prior to needing reasonable break periods and sufficient space for expression of milk during work hours. The Employee shall propose a schedule of reasonable breaks, which will generally use the employee's lunch period, to their Principal or Supervisor, which shall not be unreasonably denied.

#### 10.4

Employees shall be entitled to up to five (5) paid bereavement days per occurrence for a death in the immediate family. Immediate family as used in this Section shall mean mother, father, brother, sister, spouse, children, grandparent, grandchild, and significant others of employee and the same relatives of the employee's spouse and the same step-relatives. To be eligible for

leave under this Section, written request shall be presented to the Superintendent at least twenty-four (24) hours prior to any such leave, except for extenuating circumstances when the Superintendent may waive such notice. Additionally, employees shall be entitled to use Paid Leave days for bereavement in the event of the death of a close friend or relative not covered under this Section (Article 10.2).

- 10.5 An employee who is absent due to a work-connected illness or accident (Worker's Compensation) shall, if requested by such employee, receive their net difference between Worker's Compensation payments and their full pay at their applicable wage rate and such payment by the Board shall continue until any such employee has used all of their accumulated Paid Leave days. Thereafter, they shall continue to receive only those monies paid to them under the provision of the Worker's Compensation Law of the State of New Hampshire. Amounts paid by the Board under the provisions of this Section shall be subject to usual and customary payroll deductions (taxes, et cetera). In no event shall any employee receive monies in excess of the regular net earnings to which they were entitled prior to any such Worker's Compensation claim. Deductions to the employee's Paid Leave shall be pro-rated as follows: one half (1/2) day if the net difference is less than fifty percent (50%), and one (1) full day if fifty percent (50%) or more. Proration is based upon the employee's normal workday.
- 10.6 Military leave of absence shall be granted by the Board in accordance with state and federal statutes.
- 10.7 An employee called as juror or subpoenaed as a witness in their capacity as a District employee will receive his/her normal paychecks and will sign over to the district his/her juror earnings.
- 10.8 An employee called to serve not more than a fourteen (14) day annual training tour of duty with the National Guard or Armed Forces Reserves will be paid the difference between his pay for such government service and the amount of earnings lost by him for reason of such service based on the employee's regular daily rate.
- 10.9 Employees will be encouraged to take professional or training days for the benefit of the school district. District-directed professional or training days shall be paid and shall be granted at the sole discretion of the Superintendent of Schools, or the Superintendent's designee.
- 10.10 Leaves for any and all other reason(s), paid or not paid, shall be granted at the discretion of the Board.
- 10.11 SICK BANK

The Board agrees to implement a sick-leave bank for employees covered by this Agreement for the purposes of providing long-term coverage due to disability or illness. By September 30<sup>th</sup> of each contract year, each employee in the bargaining unit shall have the option to join the sick leave bank by donating one (1) day from their accrued Paid Leave set forth in section 10.2 of Article X to be deposited in said bank. Employees hired during the school year must choose

whether or not to join the sick bank by contributing an accrued Paid Leave day within 30 days of the start of employment. If the sick bank falls below forty (40) days during any contract year, each employee who elected to participate in the sick bank for the applicable contract year shall have the option to donate additional accrued Paid Leave day(s) to the sick leave bank until the bank contains at least forty (40) days. To become eligible for extended benefits from the sick leave bank employees must:

- (A) Have exhausted all of their accumulated leave days under Article X and Article 17.2-17.5 (if applicable).
- (B) Have presented satisfactory medical evidence of disability or illness to the Review Board which shall make the final decision.
- (C) An employee may draw up to sixty (60) days from said bank in any one (1) year. If an employee is using partial sick bank days to gross up workers' compensation payments, such employee may only use sick bank for up to sixty (60) days of actual absence from school.
- (D) Have opted to participate in the sick bank for the contract year in which they are seeking benefits.
- (E) Have brought to the MESSA Executive Board the employee's application for use of the sick bank in order that the Executive Board may confirm eligibility and validity before passing valid and complete applications forward to the Review Board for final approval.

Review Board: to be determined by the parties. For the term of this agreement, the committee shall consist of two (2) Board representatives and two (2) Association representatives.

Members of the Review Board shall keep medical information confidential and shall use such information only to determine that leave bank applicants meet the criteria set forth herein for use of the leave bank. For purposes of this section, "day" shall mean the number of hours that equals the withdrawing employee's normally scheduled work day (e.g. 8 hours, 7.5 hours, etc.).

**ARTICLE XI  
SENIORITY, LAY OFF AND RECALL**

- 11.1 No later than sixty (60) days following the ratification of this agreement, and by every September 30 thereafter, the employer shall prepare a seniority list. Seniority is defined as length of unbroken service within the bargaining unit and shall be computed from the employee's first day of work. In the circumstance of more than one (1) individual having the same first day of work, all individuals so affected will participate in a drawing to determine placement on the seniority list.
- 11.2 The seniority list shall be prepared by the Employer and verified by the Association. A copy of the list shall be available in all buildings of the district by November 1<sup>st</sup> of each year. A copy of the seniority list and subsequent revisions shall be forwarded to the Association.

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

- A. Paraprofessionals: Tutors, Instructional Assistants, and Library Assistants
  - B. Buildings and Grounds: custodial, mechanical, and grounds maintenance
  - C. Administrative Assistants
  - D. Trades
  - E. Van Drivers
- 11.3 All seniority, excepting as provided below, is lost when employment is severed by resignation, retirement, or discharge. However, seniority is retained if severance of employment is due to layoff (RIF) or approved leaves of absence. In cases of layoff, employees so affected shall retain all seniority accumulated as of the effective date of layoff or leave of absence.
- 11.4 (A) When the School Board makes a decision to reduce the number of employees within one or more of the bargaining unit classifications, employees within that classification or classifications shall be laid off based on their seniority as described in 11.1 above, unless a less senior employee is demonstrably more qualified than the senior employee. In the case of paraprofessionals who are tutors, the evaluation of qualifications shall include an analysis of the student's needs as set forth in the student's IEP. Demonstrably more qualified will be defined and measured by evaluations, experience in the position within the job classification, and professional growth/development.
- (B) Employees who have previously worked in another classification shall have the option to fill a vacant position in that classification instead of being laid off. He/she shall retain the right to be recalled to their original position for twenty-four (24) months.

- 11.5 Recall rights shall be consistent with the criteria established for layoffs.
- A) Recall rights shall be for a period of twenty-four (24) months from the last date of employment in the district.
  - B) To be eligible for recall, each employee shall be responsible for notifying the district of their wish to remain on the recall list. The District shall attach the recall notice form to the employee layoff notice and the employee must return the form to the District within fifteen (15) days of the notice of layoff.
- 11.6 Refusal of an offer from the Employer of a like position from which the employee was laid off or failure to respond within fifteen (15) days of the receipt of a written offer of a position made by the Employer shall be cause for termination of recall rights.
- 11.7 Notifications of recall shall be in writing. The notification shall be sent by certified mail to the employee's last-known address. It shall be the employee's responsibility to notify the Employer of any change of address.
- 11.8 Recalled employees shall be entitled to all benefits as provided herein. Any accrued Paid Leave days and/or vacation days that were forfeited without compensation at the time a recalled employee was laid off will be restored to the employee upon recall.

**ARTICLE XII**  
**STRIKES AND SANCTIONS**

- 12.1 The Association and the Board subscribe to the principle that differences shall be resolved without interruption of the school program. The Association, therefore, agrees that it will not sponsor or support any strike, sanction, or work stoppage, nor will the Association sponsor or support any other concerted refusal to perform work by the employees covered by this Agreement, nor will the Association sponsor or support any instigation thereof, during the life of this Agreement, nor shall the Board engage in any form of lockout against employees. The terms and conditions of this Article shall apply only to this school district.

**ARTICLE XIII**  
**MISCELLANEOUS PROVISIONS**

- 13.1 If any provision of this Agreement or any application of this Agreement to any employee or group of employees is held to be contrary to law, then such provision or application shall not be deemed valid and subsisting, except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.
- 13.2 The Board and the Association agree that there shall be no discrimination against employees as prohibited by law and that all practices, procedures and policies of the school system shall clearly exemplify that there is no discrimination in the hiring, training, assignment, promotion, transfer or discipline of employees, or in the application or administration of this Agreement. Where a legal process exists to adjudicate employee claims of discrimination, this provision is excluded from the parties' grievance procedure.
- 13.3 Copies of the Agreement shall be posted on the School District's website and available at the SAU office within thirty (30) days after the Agreement is signed. Employees may print copies using District equipment and expendable materials (e.g. paper and ink). The District shall provide each newly hired employee with a copy of Collective Bargaining Agreement along with the employee's individual employment agreement.
- 13.4 No employee will be formally disciplined without being afforded prior notice of the alleged infraction, an adequate opportunity to respond and rebut the allegations, and Association representation. The District will adhere to the principle of progressive discipline, provided that lesser forms of discipline may be omitted in cases of serious misconduct. A grievance alleging a violation of this provision may be appealed in accordance with Article IX. Formal discipline shall be administered in a sufficiently private location, except in cases of emergency.
- 13.5 Newly hired employees shall serve a probationary period of ninety (90) days during which time an employee may be dismissed or discharged without an explanation and with no recourse to the grievance and arbitration provision. Probationary employees shall be covered by benefits and salary, except for health insurance as set forth in Appendix E. All newly hired employees shall be provided with worksite and job-specific orientation.
- 13.6 One pair of steel/composite toed shoes or boots (up to \$150) and five (5) uniforms shirts will be provided for each Trades and/or Building and Grounds employee by the District on an annual basis. Any specialized work clothing determined by the District to be necessary will be provided on a department usage allocation.

**ARTICLE XIV  
RETIREMENT**

- 14.1 After ten (10) or more years of service in the District, employees who retire from the District effective June 30<sup>th</sup> of any contract year shall receive \$50.00 for each unused accrued leave day, and after twenty (20) or more years of service in the District, employees who retire from the District effective June 30<sup>th</sup> of any contract year shall also receive \$250.00 for each year of service. This payment shall be made by July 1 and shall be considered wages for the employee's last year of employment. This bonus shall be included in the employee's last paycheck as wages and is considered salary for NH Retirement System's calculations. Employees who are planning on retiring notify the Board of such eighteen (18) months before the day they plan to retire. Employees who provide less than eighteen (18) months' notice of retirement, but who provide notice by March 15<sup>th</sup> of the year of retirement, shall receive payment eighteen (18) months from the date of notice. The Board may waive the notice requirements of this Article in its discretion. At its sole discretion the Board may permit an employee to rescind notice of intent to retire upon satisfactory demonstration of change in circumstances. However, no employee will be permitted to rescind notice of intent to retire more than once, and Board decisions to deny an employee's request to rescind shall not be subject to the grievance procedure. The Superintendent may waive the effective retirement date of June 30<sup>th</sup> in the event an employee demonstrates a need to retire sooner due to ill health, personal emergency, family crisis, or when the retirement is at the request of the District. Requests for waiver shall not be unreasonably withheld.

**ARTICLE XV  
DURATION**

- 15.1 Unless otherwise specified, this Agreement and its terms shall become effective on the date ratified and executed by the parties thereto, and shall continue and remain in force and effect to and including June 30, 2029, when it shall expire unless an extension is agreed to by both parties in writing prior to such date.
- 15.2 This Agreement may be extended from time to time beyond its expiration date by written mutual agreement of the representative of the Monadnock Regional School District and the Monadnock Educational Support Staff Association.

**ARTICLE XVI**  
**NOTICE UNDER AGREEMENT**

- 16.1 Whenever written notice to the Board is provided for in this Agreement, such notice shall be addressed to the Monadnock Regional School District Board Chairman, 600 Old Homestead Highway, East Swanzey, New Hampshire 03446
- 16.2 Whenever written notice to the Monadnock Educational Support Staff Association is provided for in this Agreement, such notice shall be addressed to the President of the Monadnock Educational Support Staff Association at his/her current address.
- 16.3 Either party, by written notice, may change the address to which future written notices shall be sent.

**ARTICLE XVII  
HOLIDAYS AND VACATIONS**

- 17.1 (A) Employees are eligible for holiday pay at their appropriate rate pro-rated for the number of hours that they would regularly be scheduled to work.
- (B) Calendar year employees shall receive the following (12) paid holidays and (1) floating holiday: Independence Day, Labor Day, the day before Thanksgiving, Thanksgiving Day, the day after Thanksgiving, Christmas Day, New Year's Day, Dr. Martin Luther King Day, President's Day (Observed), Memorial Day, Columbus Day, Veteran's Day and (1) floater.
- (C) School year and extended year employees, including Van Drivers, shall receive the following (10) paid holidays: Labor Day, Thanksgiving Day and the day after, Christmas Day, New Year's Day, Dr. Martin Luther King Day, President's Day, Memorial Day, Columbus Day and Veteran's Day.
- (D) Employees who are required to work on a holiday not part of their regular schedule shall receive one and one-half (1 1/2) times their appropriate straight time rate, plus their holiday pay. The Board reserves the right to pay employees in lieu of any holiday time off.
- (E) In the event any of the holidays specified in this Article is observed during the week before a regularly scheduled school vacation week, the employee shall be entitled to the holiday during the school vacation week.
- 17.2 Effective 2005-2006, Calendar year round employees (240 days or more) shall earn vacation days per year at the following rates:
- |               |         |
|---------------|---------|
| 0 – 5 years   | 10 days |
| 6 – 10 years  | 15 days |
| 11 - 14 years | 20 days |
| 15+ years     | 25 days |
- 17.3 Calendar-year employees shall be granted vacation for times which they request, subject to the essential operating needs of the District. In making decisions regarding essential operating needs, the supervisor shall be fair and shall not be arbitrary or capricious.
- 17.4 In the event that two or more employees request vacation for the same time and essential operating needs require that an employee(s) not be granted vacation, the most senior employees shall receive vacation.
- 17.5 Employees may carry vacation over from one year to the next provided that no more than five (5) days may be carried over in one year. However, an employee who is requested to work and

who otherwise would lose vacation days shall be permitted to carry over more than five (5) days from one year to the next.

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

- A. The compensation, for purposes of this Agreement, is set forth below in this Appendix. Effective the first paycheck of the 2026/2027 school year, each employee on the Salary Schedule will advance one step on the 2026/2027 Salary Schedule and off-step employees will receive a 7% wage increase..
- B. Effective the first paycheck of the 2027/2028 school year, each employee on the Salary Schedule will advance one step on the 2027/2028 Salary Schedule and off-step employees will receive a 5% wage increase.
- C. Effective the first paycheck of the 2028/2029 school year, each employee on the Salary Schedule will advance one step on the 2028/2029 Salary Schedule, and off-step employees will receive a 4.5% wage increase.
- D. Notwithstanding Sections A-C of this Appendix, effective the first paycheck of each school year covered by this Agreement, any van driver employed by the District as of October 1, 2025 shall receive wages consistent with Step 12 on the Van Driver lane of the Salary Schedule applicable to the particular school year.
- E. Newly-hired employees without experience, hired during the term of this Agreement, will be placed by the Superintendent at their appropriate compensation level set forth herein.
- F. Newly hired employees with experience, hired during the term of this Agreement, will be placed by the Superintendent at the same salary as all other employees then currently employed who have the same experience. Experience is defined as work experience in an equivalent position and shall be evaluated as follows:
  - 1.) In public education or with a licensed childcare facility: year for year placement.
  - 2.) Other in the private sector: will ordinarily be one (1) year placement for every two (2) years' experience. However, exception for placement based on experience and qualifications may be determined by the Superintendent.
  - 3.) Off Schedule Placement for Paraprofessionals. A paraprofessional vacancy may be placed off the standard wage schedule when qualifications for student services call for a special wage adjustment. While the Board retains the right to assign an adjusted wage, the Board agrees to meet and confer with the Association prior to assigning the wage. Any position scheduled for off-schedule placement shall be subject to internal posting.
  - 4.) All new hire forms and relevant information used for step placement will be sent to the Association with one (1) week of hiring a new employee.
- G. Steps on the compensation schedule equals years of experience, except for the paraprofessional lane and except as outlined in Section D of this Appendix. Steps on the compensation schedule

in the paraprofessional lane equal years of experience for employees hired on or after July 1, 2021.

<b>2026/2027</b>											
	<b>Year 1</b>	<b>SY AA</b>	<b>Year 1</b>	<b>SY PARA</b>	<b>Year 1</b>	<b>FY BG</b>	<b>Year 1</b>	<b>FY TRADE</b>	<b>Year 1</b>	<b>FY VD</b>	<b>Year 1</b>
AAFY.1	\$ 16.64	AA.1	\$ 16.64	PP.1	\$ 16.59	BG.1	\$ 17.12	T.1	\$ 25.00	VD.1	\$ 15.00
AAFY.2	\$ 16.96	AA.2	\$ 16.96	PP.2	\$ 16.80	BG.2	\$ 17.39	T.2	\$ 25.35	VD.2	\$ 15.85
AAFY.3	\$ 17.28	AA.3	\$ 17.28	PP.3	\$ 17.01	BG.3	\$ 17.66	T.3	\$ 25.70	VD.3	\$ 16.70
AAFY.4	\$ 17.60	AA.4	\$ 17.60	PP.4	\$ 17.23	BG.4	\$ 17.92	T.4	\$ 26.05	VD.4	\$ 17.55
AAFY.5	\$ 17.92	AA.5	\$ 17.92	PP.5	\$ 17.44	BG.5	\$ 18.19	T.5	\$ 26.40	VD.5	\$ 18.40
AAFY.6	\$ 18.24	AA.6	\$ 18.24	PP.6	\$ 17.66	BG.6	\$ 18.46	T.6	\$ 26.75	VD.6	\$ 19.25
AAFY.7	\$ 18.56	AA.7	\$ 18.56	PP.7	\$ 17.87	BG.7	\$ 18.73	T.7	\$ 27.10	VD.7	\$ 20.10
AAFY.8	\$ 18.89	AA.8	\$ 18.89	PP.8	\$ 18.08	BG.8	\$ 18.99	T.8	\$ 27.45	VD.8	\$ 20.95
AAFY.9	\$ 19.21	AA.9	\$ 19.21	PP.9	\$ 18.30	BG.9	\$ 19.26	T.9	\$ 27.80	VD.9	\$ 21.80
AAFY.10	\$ 19.53	AA.10	\$ 19.53	PP.10	\$ 18.51	BG.10	\$ 19.53	T.10	\$ 28.15	VD.10	\$ 22.65
AAFY.11	\$ 19.85	AA.11	\$ 19.85	PP.11	\$ 18.73	BG.11	\$ 19.80	T.11	\$ 28.50	VD.11	\$ 23.50
AAFY.12	\$ 20.17	AA.12	\$ 20.17	PP.12	\$ 18.94	BG.12	\$ 20.06	T.12	\$ 28.85	VD.12	\$ 24.35
<b>2027/2028</b>											
<b>A</b>	<b>Year 2</b>	<b>SY AA</b>	<b>Year 2</b>	<b>SY PARA</b>	<b>Year 2</b>	<b>FY BG</b>	<b>Year 2</b>	<b>FY TRADE</b>	<b>Year 2</b>	<b>FY VD</b>	<b>Year 2</b>
AAFY.1	\$ 18.00	AA.1	\$ 18.00	PP.1	\$ 17.75	BG.1	\$ 18.50	T.1	\$ 26.00	VD.1	\$ 16.00
AAFY.2	\$ 18.25	AA.2	\$ 18.25	PP.2	\$ 17.95	BG.2	\$ 18.75	T.2	\$ 26.35	VD.2	\$ 16.85
AAFY.3	\$ 18.50	AA.3	\$ 18.50	PP.3	\$ 18.15	BG.3	\$ 19.00	T.3	\$ 26.70	VD.3	\$ 17.70
AAFY.4	\$ 18.75	AA.4	\$ 18.75	PP.4	\$ 18.35	BG.4	\$ 19.25	T.4	\$ 27.05	VD.4	\$ 18.55
AAFY.5	\$ 19.00	AA.5	\$ 19.00	PP.5	\$ 18.55	BG.5	\$ 19.50	T.5	\$ 27.40	VD.5	\$ 19.40
AAFY.6	\$ 19.25	AA.6	\$ 19.25	PP.6	\$ 18.75	BG.6	\$ 19.75	T.6	\$ 27.75	VD.6	\$ 20.25
AAFY.7	\$ 19.50	AA.7	\$ 19.50	PP.7	\$ 18.95	BG.7	\$ 20.00	T.7	\$ 28.10	VD.7	\$ 21.10
AAFY.8	\$ 19.75	AA.8	\$ 19.75	PP.8	\$ 19.15	BG.8	\$ 20.25	T.8	\$ 28.45	VD.8	\$ 21.95
AAFY.9	\$ 20.00	AA.9	\$ 20.00	PP.9	\$ 19.35	BG.9	\$ 20.50	T.9	\$ 28.80	VD.9	\$ 22.80
AAFY.10	\$ 20.25	AA.10	\$ 20.25	PP.10	\$ 19.55	BG.10	\$ 20.75	T.10	\$ 29.15	VD.10	\$ 23.65
AAFY.11	\$ 20.50	AA.11	\$ 20.50	PP.11	\$ 19.75	BG.11	\$ 21.00	T.11	\$ 29.50	VD.11	\$ 24.50
AAFY.12	\$ 20.75	AA.12	\$ 20.75	PP.12	\$ 19.95	BG.12	\$ 21.25	T.12	\$ 29.85	VD.12	\$ 25.35
<b>2028/2029</b>											
<b>A</b>	<b>Year 3</b>	<b>SY AA</b>	<b>Year 3</b>	<b>SY PARA</b>	<b>Year 3</b>	<b>FY BG</b>	<b>Year 3</b>	<b>FY TRADE</b>	<b>Year 3</b>	<b>FY VD</b>	<b>Year 3</b>
AAFY.1	\$ 18.50	AA.1	\$ 18.50	PP.1	\$ 18.15	BG.1	\$ 19.00	T.1	\$ 27.00	VD.1	\$ 17.00
AAFY.2	\$ 18.75	AA.2	\$ 18.75	PP.2	\$ 18.35	BG.2	\$ 19.25	T.2	\$ 27.35	VD.2	\$ 17.85
AAFY.3	\$ 19.00	AA.3	\$ 19.00	PP.3	\$ 18.55	BG.3	\$ 19.50	T.3	\$ 27.70	VD.3	\$ 18.70
AAFY.4	\$ 19.25	AA.4	\$ 19.25	PP.4	\$ 18.75	BG.4	\$ 19.75	T.4	\$ 28.05	VD.4	\$ 19.55
AAFY.5	\$ 19.50	AA.5	\$ 19.50	PP.5	\$ 18.95	BG.5	\$ 20.00	T.5	\$ 28.40	VD.5	\$ 20.40
AAFY.6	\$ 19.75	AA.6	\$ 19.75	PP.6	\$ 19.15	BG.6	\$ 20.25	T.6	\$ 28.75	VD.6	\$ 21.25
AAFY.7	\$ 20.00	AA.7	\$ 20.00	PP.7	\$ 19.35	BG.7	\$ 20.50	T.7	\$ 29.10	VD.7	\$ 22.10
AAFY.8	\$ 20.25	AA.8	\$ 20.25	PP.8	\$ 19.55	BG.8	\$ 20.75	T.8	\$ 29.45	VD.8	\$ 22.95
AAFY.9	\$ 20.50	AA.9	\$ 20.50	PP.9	\$ 19.75	BG.9	\$ 21.00	T.9	\$ 29.80	VD.9	\$ 23.80
AAFY.10	\$ 20.75	AA.10	\$ 20.75	PP.10	\$ 19.95	BG.10	\$ 21.25	T.10	\$ 30.15	VD.10	\$ 24.65
AAFY.11	\$ 21.00	AA.11	\$ 21.00	PP.11	\$ 20.15	BG.11	\$ 21.50	T.11	\$ 30.50	VD.11	\$ 25.50
AAFY.12	\$ 21.25	AA.12	\$ 21.25	PP.12	\$ 20.35	BG.12	\$ 21.75	T.12	\$ 30.85	VD.12	\$ 26.35

## APPENDIX E INSURANCE

### I. HEALTH AND ACCIDENT INSURANCE

- (A) Employees who work less than 30 hours per week shall not be eligible to receive health insurance benefits. The District agrees that it will not hire employees to work less than 30 hours per week in order to avoid paying benefits.
- (B) All employees working 30 hours or more per week may enroll in health insurance coverage through one of the following health care plan options:
  - a. Open Access 10 – RX 10/20/45
  - b. AB20IPDED – RX 10/20/45
  - c. AB5 – RX 10/20/45

For eligible employees who enroll in health insurance through the District, the District will pay eighty-one percent (81%) of the premium costs for the Open Access 10 – RX 10/20/45 plan; eighty-eight percent (88%) of the premium costs for the AB5 – RX 10/20/45 plan; or, ninety-four percent (94%) of the premium costs for the AB20IPDED – RX 10/20/45 plan.

- (C) Employees may elect single, two (2) person or family coverage of plans offered.
- (D) An employee must enroll as a member of one of the selections under the provision of B above in order to be eligible for benefits or contributions set forth herein.
- (E) The difference between the Board's maximum contribution set forth and the actual cost to the Board to provide the coverage selected by an employee will be payroll deducted from the appropriate payroll period(s) by the Board.
- (F) Coverage shall be effective the first month following an eligible employee's date of hire.
- (G) Any employee who chooses not to be enrolled in a District sponsored health insurance plan shall receive a yearly cash disbursement of \$5,000 to be paid in equal installments divided between the number of bi-weekly payments for which the employee is eligible per Article 7.3, upon proof of coverage through an alternate employer-sponsored health insurance plan being provided to the Business Office. The disbursement amount shall be prorated for any employee who was not enrolled on alternative coverage through another employer-sponsored plan for the entire fiscal year.
- (H) If any employee is enrolled in District health insurance through another District employee (i.e., where one employee is the primary subscriber and the second employee is enrolled under the primary employee's plan), the non-subscribing employee shall be eligible to receive a disbursement amount equal to the premium cost share paid by the subscribing employee, up to the cash disbursement amount that the non-subscribing employee would be eligible to receive if they were enrolled in non-District health insurance

2. DENTAL

- (A) Effective July 1, 2002, the Board agrees to pay each year 90% of the current year's Delta Dental Insurance Plan for all employees working at least 30 hours per week. Employees who were hired to work at least 17.5 hours on or before July 1, 2002, shall receive 90% of the current year's cost of single premium and 50% of dependent coverage paid by the Board. Employees who work less than 30 hours per week shall not be eligible to receive health insurance benefits. The District agrees that it will not hire employees to work less than 30 hours per week in order to avoid paying benefits.
- (B) In addition, the Board will be moving employees who currently work 6.5 hours per day to 7 hours per day. The hours shall be set for each school in consultation with the Association. This will make employees eligible for New Hampshire retirement.

3. DISABILITY

- (A) Long Term Disability: The board agrees to pay for a long-term disability insurance policy, with a 90 day waiting period, with benefits to age 65, affording 60% of pay to a maximum of \$3,500.00 per month.
- (B) In order to be eligible for long term disability, an employee must first have exhausted their own Paid Leave.

4. VISION

The District agrees to offer eligible employees vision coverage through EyeWorks. To the extent there is a cost associated with such coverage, the District will contribute 82% of the premium cost for such coverage for all employees working at least 30 hours per week. Employees who work less than 30 hours per week shall not be eligible to receive vision benefits.

Effective July 1, 2019, the District shall also make VSP Choice Plan B vision insurance available to eligible employees at 100% employee cost.

**APPENDIX F  
GRIEVANCE REPORT FORM**

Grievance No. \_\_\_\_\_ School District \_\_\_\_\_

To \_\_\_\_\_  
(Name of Principal/Supervisor)

Complete in triplicate with copies to:

1. Principal/Supervisor
2. Superintendent
3. Association

School: \_\_\_\_\_

Name of Grievant: \_\_\_\_\_

Date Filed: \_\_\_\_\_

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LEVEL A

Date of Grievance \_\_\_\_\_

Statement of Grievance (Be sure to include the specific violation or condition with proper reference to the contract agreement.)

Relief Sought:

Signature \_\_\_\_\_

Answer given by Principal:

Date \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Position of Grievant:

Signature \_\_\_\_\_

Date \_\_\_\_\_

**LEVEL B**

Date received by Superintendent \_\_\_\_\_

Answer given by Superintendent:

Signature \_\_\_\_\_

Date \_\_\_\_\_

Position of Grievant:

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**LEVEL C**

Date submitted to School Board \_\_\_\_\_

Answer given by School Board:

Signature \_\_\_\_\_

Date \_\_\_\_\_

Position of Grievant:

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**LEVEL D**

Date submitted to Advisory Arbitration \_\_\_\_\_

Disposition of Arbitrator:

Signature \_\_\_\_\_

Date \_\_\_\_\_

Position of Grievant:

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

1. The District shall provide school-year MESSA bargaining unit members, other than van drivers, who lose work opportunities as a result of the 1<sup>st</sup> and/or 2<sup>nd</sup> snow days the school year through scheduled District professional development programs, as identified on the school district calendar.
2. The District shall provide professional development for up to three (3) snow days for school-year MESSA bargaining unit members, other than van drivers, who lose work opportunities as the result the 3<sup>rd</sup>, 4<sup>th</sup>, and/or 5<sup>th</sup> snow day of each school year. The professional development offered shall be established within the sole discretion of the District.
3. School-year MESSA bargaining unit members who wish to have the opportunity to utilize the professional development provided by this Agreement shall notify the District on or by the first day of the school year of the school year in which they would like to participate. Employees who fail to make a timely notification shall be ineligible to participate in the professional development offered pursuant to this Agreement for that school year. Employees who choose to perform professional development in accordance with this Agreement agree to comply with the District's reasonable rules and expectations related to the professional development and shall sign a form to that effect. Failure to comply with the District's rules and expectations may result in discipline.
4. Any costs associated with the professional development provided under this Agreement, up to \$2,000, shall be paid through the professional development funds allocated in accordance with Article 6.9 of the parties' collective bargaining agreement. Only costs related to professional development provided by outside sources shall be eligible to be paid out of the Article 6.9 funds under this paragraph, such as costs of books, materials, online programming, or outside speakers.
5. The District reserves the right to discontinue the Snow Day Make-Up program, as outlined in this Appendix, by providing the Association with thirty (30) calendar days' written notice prior to the beginning of any school year. If the District discontinues the Snow Day Make-Up program as outlined in this Appendix, it shall engage in bargaining as required by law.

IN WITNESS WHEREOF the parties have executed this agreement on this \_\_\_<sup>th</sup> day of \_\_\_\_\_, 2026.

**MONADNOCK REGIONAL SCHOOL BOARD BY:**

*Elizabeth J. Jakes*  
*Jill Steadman*

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**MONADNOCK EDUCATION SUPPORT STAFF ASSOCIATION BY:**

*Lyndee Dow*

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