MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding is made by and between the Hollis Education Support Staff Association/NEA-NH ("Union") and the Hollis School Board ("Board") (collectively, the "Parties").

WHEREAS, the Board and the Union are parties to a collective bargaining agreement, effective July 1, 2025 through June 30, 2028 ("CBA");

WHEREAS, Article 10.3 of the CBA provides bargaining unit employees with specified pay for each full day of substitution performed; and

WHEREAS, the Parties desire to modify Article 10.3 and provide bargaining unit employees with a specified shift differential rate for each full day of substitution performed.

NOW THEREFORE, the Parties agree as follows:

1. The Parties agree that, effective upon execution of this Memorandum, Article 10.3 in the Parties' CBA will be replaced, in its entirety, with the following:

   10.3 Any staff member who substitutes for a teacher or librarian and is the only supervising adult in the classroom shall be paid a wage differential per hour above their regular rate of compensation, with a 15-minute minimum and prior approval from administration. The wage differential is equal to 75% of the current certified daily substitute rate divided by 6 school hours.

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

2. The Parties agree that revised Article 10.3, as specified in Paragraph 1 herein, shall be automatically incorporated into the Parties' successor collective bargaining agreement without the necessity of further bargaining.

3. The Parties execute this Memorandum of Understanding voluntarily with full understanding of its terms.

Signed and Agreed to on this 4th day of Nov., 2026.

Hollis School Board

Hollis Education Support Staff Association/NEA-NH