

MASTER AGREEMENT

BETWEEN

HARWOOD UNIFIED UNION SCHOOL DISTRICT

AND

**HARWOOD UNIFIED EDUCATION ASSOCIATION
EDUCATIONAL SUPPORT PERSONNEL UNIT**

July 1, 2017 ~ June 30, 2020

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ACKNOWLEDGEMENT OF ARBITRATION

In accordance with 12 VSA Section 5652 (b), the Board and the Association understand that this Agreement contains an agreement to arbitrate. After signing this Agreement, the Board and the Association understand that they will not be able to bring a lawsuit concerning any dispute that may arise which is covered by the Arbitration Agreement, unless it involves a question of constitutional or civil rights. Instead, the parties agree to submit any such dispute to an impartial arbitrator in accordance with the provisions contained in Article XII, Grievance.

PREAMBLE

This Collective Bargaining Agreement (hereinafter referred to as "Agreement") is made and entered into by and between the Harwood Unified Union School District (herein after known as the "District" or the "Board"), and the Harwood Unified Education Association Educational Support Personnel Unit (hereinafter collectively known as the "Association").

ARTICLE I RECOGNITION

- 1.1 The Board hereby recognizes the Association for the purpose of collective bargaining negotiations pursuant to Title 21, Chapter 22 of the Vermont Statutes Annotated, as the sole and exclusive representative of the employee bargaining unit of the Harwood Unified Union School District permanent full-time and permanent part-time employees. These bargaining units are composed of the above employee groups but exclude all supervisory, confidential, professional, temporary, seasonal, child care providers in fee-based before, during and after school programs, central office staff and non-permanent status employees and teachers and all employees regularly scheduled to work less than 15 hours per week.
- 1.2 Unless otherwise indicated, persons employed in the above unit will be referred to as "employee," "employees" or "members of the bargaining unit"

ARTICLE II DEFINITIONS

- 2.1 **Administrator.** A person employed by the Board, the majority of whose time is assigned to administrative, managerial or supervisory duties and who is employed as a Superintendent, Assistant Superintendent, Building Administrator, Assistant Building Administrator, Coordinator or Director.
- 2.2 **Association.** Harwood Unified Education Association Educational Support Personnel Unit.

- 2.3 Board. The individual corporate governing body of the School Districts which are parties to this Agreement.
- 2.4
- 2.5 Confidential Administrative Assistant. Confidential assistants, as defined by law, are not covered by the Agreement.
- 2.5 District. Harwood Unified Union School District.
- 2.6 Days. Unless otherwise specified, "days" shall mean calendar days.
- 2.7 Employee. A person employed by the Board, in the bargaining unit, as referenced in 1.1.
- 2.8 Negotiations. The process of meeting, conferring, consulting and discussing in good faith for the purpose of reaching an agreement as to matters of salary, working conditions, benefits, grievance procedures, and other mutually agreed upon subjects not in conflict with laws or statutes of the State of Vermont.
- 2.9 RIF. Reduction in Force.
- 2.10 Singular. Whenever the singular is used in this Agreement, it is to include the plural.
- 2.11 HUUSD Central Office. Harwood Unified Union School District Central Office.
- 2.12 Full-time Employee. The term "full-time employee" as used in this Agreement shall refer to any employee employed by the Board to work regularly at least thirty-five (35) hours per week.
- 2.13 Part Time Employee. The term "part time employee" as used in this Agreement shall refer to any employee hired by the Board to work regularly fifteen (15) or more hours per week but less than full time. All benefits will be pro-rated based on the number of hours worked per week, unless specified differently elsewhere in this Agreement.

Transition: For part-time Harwood employees employed on June 30, 2010, all benefits provided for in this Agreement shall be pro-rated to at least 75% of the full-time benefit.

- 2.14 Full Year Employee. The term "full year employee" as used in this Agreement shall refer to any employee who is hired by the Board to regularly work fifty-two (52) weeks per year. Full year employees may be either full time or part time as defined herein.
- 2.15 Partial Year Employees. The term partial year employee as used in this Agreement shall refer to any employee other than temporary seasonal and non-permanent status employees who is hired by the Board to regularly work fewer than fifty-two (52) weeks per year.
- 2.16 Probationary period: The term "probationary period as used in this Agreement shall refer to the first ninety (90) working days of employment beginning from the most recent date of hire to a regular bargaining unit position within the Association. Within ten (10) days of the employee's first day of work, new employees shall be provided the evaluation

criteria in writing. Evaluations conducted during the probationary period are not subject to the grievance/arbitration provisions of the Agreement. Prior to the end of the probationary period, an employee shall receive notice of whether probation has been successfully completed. During said probationary period an employee shall not be afforded just cause rights as set forth in this Agreement. A Board decision to suspend, dismiss or non-renew the employment of a probationary employee shall not be subject to the grievance and arbitration provisions of this Agreement provided the Board has satisfied the evaluation provisions herein.

- 2.17 Transition: This term is used to highlight specific provisions of this Agreement which have application to a limited number of bargaining unit members and/or sunsets as outlined in the specific provision.

ARTICLE III RIGHTS OF THE PARTIES

3.1. Rights of the Association

- a) The Association will have the right to use such facilities and equipment, including audio-visual equipment, as is normally made available for employees' use within the school. Such use of facilities or equipment will be at unassigned times and upon appropriate request to the building administrator provided such use does not interfere with the employee's work, or interrupt normal business or school operations.
- b) Duly authorized representatives of the Association will be permitted to transact Association business on school property before or at the conclusion of the work day provided such activity will not interfere with the employee's work or assigned duties or interrupt normal business or school operations. This section shall not limit rights of employees to Association representation.
- c) The Association will have the right to post notices of its activities and matters of Association concern, provided no material which is in any manner confidential, derogatory of the Board or any Board member, administrator, supervisor or of any position taken or being taken by the Board, will be so posted.
- d) The Association may use the employees' mailboxes for communications. Subject to District rules and guidelines, the Association may use the District's network for e-mail communications. The Association retains all rights granted by law except as otherwise provided herein.

3.2 Rights of the Board

- A. It is herein agreed, that except specifically as directly modified by the expressed language in a provision of this Agreement or otherwise mutually agreed to, in writing, between the parties, all management functions and responsibilities, including the determination of educational policy, the operation and management of the schools, and control, supervision, and direction of the staff are vested exclusively in the Board. By way of example, these rights include, but shall not be limited to, the sole discretion and authority to:

- i. Establish the curricula, methodology and standard for instruction;
 - ii. Plan, direct, schedule, assign, transfer and control work assignments and duties;
 - iii. Establish evaluation criteria and processes;
 - iv. Establish and modify payroll schedules and methods for recording employee attendance and punctuality;
 - v. Determine the means, methods, processes, materials and equipment necessary to deliver the services provided by the District;
 - vi. Create, revise and eliminate positions;
 - vii. To hire, transfer employees;
 - viii. Discipline, suspend, discharge and not re-employ employees;
 - ix. Establish, modify, implement, and enforce District policies, and personnel rules and regulations not in conflict with the terms of this Agreement.
- B. The Board's exercise of any retained right or function in a particular manner shall not preclude the Board from exercising the same right or function and any other manner which does not expressly violate a specific written provision of this Agreement. The Board's failure to exercise any right or function reserved to it shall not be deemed to be a waiver of its right to exercise such right or function at any future time.
- C. It is understood that the Board may carry out its functions and responsibilities through the Superintendent and his or her staff, as well as other managers, supervisors and the Principals.

ARTICLE IV DUES DEDUCTION

Payroll Deductions. The Board agrees to deduct from the salaries of the employees, dues for the Harwood Unified Education Association, Vermont NEA, and National Education Association, as said employees individually and voluntarily authorize the Board to deduct and transmit the monies to the Harwood Unified Education Association. Employees' authorizations will be in writing or on a form agreed upon by the Board and the Association. Deductions will be made in substantially equal installments on a schedule mutually agreed upon between the Board and the Association, or in the case of the authorization received during the school year, deductions will be in substantially equal installments for the remainder of the year. Payroll deduction authorizations for the Association dues shall be continuous from year to year unless the employee leaves the School District or notifies the Association, in writing, with a copy to the Superintendent, in writing, prior to July 1 of any year to terminate said deductions.

**ARTICLE V
CONTRACT RENEWAL**

- 5.1 The Board will issue a contract of employment to the members of the bargaining unit annually. Contracts for the following school year will be issued on or before April 15 and will be subject to the layoff provisions of this Agreement. Contracts for employment will be signed by each employee and returned to the Superintendent no later than May 1 or the next business day if the 1st falls on a weekend. The failure to return a signed contract by this date will be conclusive evidence that the employee is not returning and shall cause the position to be declared vacant. An initial contract extension requested by an employee may be granted by the Building Administrator for up to two weeks. Further extensions must be requested in writing to the Board.
- 5.2 If negotiations have not been completed and a new Collective Bargaining Agreement ratified by both the Board and the Association by April 15, the Board will forward to each employee, within the bargaining unit, whom the Board intends to employ, a letter of intent which will be signed by the bargaining unit member and returned to the Superintendent no later than May 1 or the next business day if the 1st falls on a weekend. The failure to return a signed letter of intent by this day shall be conclusive evidence that the employee is not returning and shall cause the position to be declared vacant. Such letter will commit the Board to employ and the employee to work subject to the terms of this Agreement and the employee to accept such employment under the provisions of the Agreement.
- 5.3 If an employee wishes to resign a position, the employee shall notify the Building Administrator in writing, giving fourteen (14) calendar days' notice thereof.

**ARTICLE VI
REDUCTIONS IN FORCE, SENIORITY & JOB CATEGORIES**

- 6.1 General RIF Provisions –
- A. In the event that a reduction in force (partial or total) is deemed necessary by the Board, the president of the Association will be notified. Reduction in force will not be made arbitrarily or capriciously.
- B. Elimination of Positions Due to Change in Need for Student Services –
In situations where an employee works with an individual student for the purpose of fulfilling required IEP and/or 504 services, and those services are no longer required, the position will be eliminated, and the seniority provision in the Reduction in Force Article 6.10 will apply immediately with thirty (30) days' notice prior to the date of termination. The employee shall receive all pay and benefits and be subject to the terms of this master agreement during the thirty (30) day term noted in the previous sentence.
- C. Should it become necessary to institute a reduction in force, the procedures below will be followed.

- 6.2 Association Notification – The Association shall be notified in writing of any proposed staff reduction at least thirty (30) calendar days prior to the Board taking any action.
- 6.3 Attrition, Turnover, Voluntary Transfer – No employee will be laid off under the provisions of this Article if the reduction can be accomplished through staff turnover, attrition, or voluntary transfer.
- 6.4 Employee Notification – Notice of layoff under the provisions of this Article to the employee(s) affected will be at least thirty (30) calendar days prior to the Board taking any action. Layoff of an employee will only be issued after a meeting between the employee involved and the Building Administrator, at which time the employee will be notified in writing of the reason(s) for the layoff. The employee may, at his or her option, have a representative of the Association present at such meeting.
- 6.5 Seniority Computation – For purposes of this Article, seniority is computed from the beginning of the employee's most recent period of continuous employment in a job category in the school district, and accrues as of the date of hire. Part-time employees accrue seniority on a pro-rata basis. Seniority shall be calculated by job category for different positions within the bargaining unit.
- 6.6 Leaves of Absence – Seniority will continue to accrue during all paid leaves of absence. Leaves of absence without pay shall not be included in calculating seniority, but still is continued service. Leaves of absence shall not be considered to have interrupted service. Seniority will be established annually as of September 30.
- 6.7 Health Insurance Coverage – The Board will permit a laid-off employee to buy health insurance coverage at the group rate under its policy during the period of layoff, but not to exceed twenty-four (24) months from date of layoff. The employee who elects this benefit must pay for each month's coverage in advance provided this does not conflict with the insurance carrier's regulations.
- 6.8 Recall Rights – Laid-off employees will be recalled in seniority order to vacancies within their job category as defined below in this Article. A laid-off employee shall have job recall rights for one (1) year following the effective day of layoff and if recalled, shall retain all benefits, including seniority, accrued at the time of layoff.
- 6.9 Recall Notice – Notices of recall shall be sent by the Board certified mail/return receipt requested to the last address given to the Board by the employee, and a copy of each recall notice shall be also sent to the President of the Association and the ESP Building Representative. If an employee fails to respond within fourteen (14) days after receipt of the above notice of recall, the employee will be deemed to have refused the position offer, but the employee will remain on the recall list for the period provided herein.

Failure of an employee to accept a recall position with fewer hours or work days from that of the position that the employee was laid off shall not constitute a waiver of recall rights.

6.10 **Job Categories** – Reduction-in-force shall occur within the entire HUUSD. Except as specifically noted below, employees shall be laid off by specific job categories delineated below. Employees shall be laid off in reverse order of seniority, and those who work in more than one job category shall have their seniority calculated in those categories on a prorated basis. Layoffs shall be conducted within the following specific job categories, organized within general service groups:

JOB CATEGORIES
Group: Custodial/Maintenance Job Categories
Job Category: Custodian or Maintenance Worker
Job Category: Buildings and Grounds Maintenance Worker
Group: Food Service Job Categories
Job Category: Food Service Worker (<i>includes Cashier, Food Preparation, Dishwasher</i>)
Job Category: Food Service Cook
Job Category: Baker
Group: Administrative Assistant or Secretarial Job Categories
Job Category: Secretary or Receptionist or Non-Confidential Administrative Assistant
Group: Paraprofessional Personnel Job Categories
Job Category: Instructional Assistant (<i>includes Academic, Teacher, Library, or Planning Room Assistants, Job Coach</i>)
Job Category: Monitor (<i>includes but not limited to Study Hall, Hall Monitor etc.</i>)
Job Category: Personal Care Assistant
Group: Specialist Personnel Job Categories, including but not limited to these categories
Job Category: Learning Center Coordinator
Job Category: Planning Room Coordinator
Job Category: Student Support Specialist
Job Category: Orton-Gillingham Tutor
Job Category: Campus Coordinator
Job Category: Technology Assistant
Job Category: Technology Aide
Job Category: Nurse's Assistant
Job Category: Transportation Aide
Job Category: Speech Language Pathologist Assistant
Job Category: Intensive Specialist Assistant
Job Category: MTSS Specialist
Job Category: Registrar/College Planning Coordinator

6.11 Prior to posting, the Superintendent will notify the Association president/designee via email of new job category, starting wage, and educational requirements. On written request (email) of Association, Superintendent or Designee will provide a report with wage rate, experience credits given, and placement for new hire.

ARTICLE VII REASSIGNMENT

- 7.1 Employees shall be notified of any support staff employee vacancies or new positions within the District. Notification will be via school posting and by regular mail to the President of the Association and the ESP Building Representative or Association's designee. Employees who desire to apply for such vacancies shall submit their request in writing to the Building Administrator within five (5) working days during the school year, otherwise five (5) business days, of the notification. When filling a vacancy any current employee who applies for the position and satisfies the qualifications will be interviewed. Notwithstanding the above, the final employment decision is within the sole discretion of the Board.
- 7.2 If there is a need to reassign an employee to a vacancy, the Superintendent shall first consider a suitable employee willing to fill the position. It shall remain the right of the Superintendent to reassign an employee.
- 7.3 Should an employee need to be reassigned to a vacancy, the employee shall be notified privately and given a five (5) day notice, unless a different process is mutually agreed upon between the Administration and the Association. Orientation shall be given to a reassigned employee in the employee's new position.
- 7.4 If an employee changes job categories, the employee's pay rate will change to be consistent with that of the new job category. If an employee is working in more than one job category, the employee will be paid for hours worked in each job category, the hourly rate applicable to each job category.
- 7.5 An employee assigned to work at more than one campus during the workday will be compensated at employee's regular hourly rate for all scheduled time necessary to transition between campuses and reimbursed for mileage necessary to transition between campuses.

ARTICLE VIII CONDITIONS OF EMPLOYMENT

- 8.1 **Work Year** – The Administration shall determine the school calendar for the School District on an annual basis. Each employee's individual employment contract shall contain the employee's daily hours of work and for partial year employees, the number of work days. On or before August 1, the Board will provide returning employees with a written notice which shall indicate the following: the date, time and place for the employee to report to work; the assignment and building; the normal hours for the position.

Work Year for Partial Year Employees – The normal work year length for partial year employees shall consist of the number of student days, plus holidays, plus additional days as follows. Part-time partial year employees may be scheduled to work a fewer number of days.

HUUSD: Ten (10) days for Secretaries, four (4) days for Food Service, and three (3) days for all others.

Partial year employees may be requested to work additional days at the discretion of the Building Administrator, and hours worked will be paid at the employee's regular rate.

8.2 A. On days when school is cancelled, the District will make reasonable efforts to provide employees notice of said cancellation. Partial year employees will not be paid for days when school is closed. Unless otherwise notified, full year employees are expected to report for work on days when school is closed.

B. Delayed openings and emergency closings: On days when school is delayed in starting, employees will be paid as if their work day had started at the normal time. If school is closed early while in session and the staff is dismissed early from work, they shall receive a full day's wage.

8.3 Employees who, as a work duty or at the request of a teacher or supervisor, are required to change diapers or sanitary napkins, or assist children with any vital personal hygiene functions that require privacy or necessitate physical contact of or near a student's genitalia, will not perform such duties alone. No employee shall be required to administer medication without appropriate training and advance notice.

8.4 Any additional work time required by the Board shall be paid at the employee's hourly rate for the job category within which the employee is incurring the work time. Notice of availability of work in addition to guaranteed work time shall be posted.

8.5 Work Day

HUUSD Schools: The work day for full-time employees shall include a duty-free, continuous one-half (1/2) hour unpaid lunch period. The work day shall also include a paid twenty (20) minute break that may consist of either one (1) period of twenty (20) continuous minutes, or instead, two (2) periods of ten (10) continuous minutes each for each half-day worked. Breaks cannot be used to extend the lunch period. If an employee works more than five (>5) hours consecutively in a day, the work day shall include a duty-free, one-half (1/2) hour unpaid lunch period.

Transition: The workday for full-time Moretown employees employed as of June 8, 2017, shall include a duty-free, ½ hour paid lunch period. This shall include any employees on recall as of this date.

8.6 If required by the district or state law, physicals for employees shall be paid for by the Board.

8.7 Any employee who substitutes for a teacher or another employee for all or half time of the day shall be paid at the substitute rate or their own hourly rate whichever is higher for the time the employee acts as a substitute. All substitute work shall be voluntary.

8.8 Professional Development

A. Each full-time employee shall be eligible to take courses, workshops, seminars, etc., relevant to the employee's job responsibilities, and which meet the needs or goals of the School District, as identified by the employee's supervisor and approved by the Superintendent. Part-time employees shall receive this benefit on pro-rated basis. Such educational training shall be reimbursed at a cost not to exceed \$800. Employees must secure prior approval for all such professional development at least two (2) weeks prior to registration if reimbursement is being sought.

B. Additional professional development monies beyond those provided in this provision may be allotted to an employee at the discretion of the Superintendent.

C. The District shall provide prepayment for approved courses, workshops, seminars, etc., in accordance with the following procedure:

If requested by the employee, the Board will disburse professional development funds or purchase order number in advance to the appropriate provider. If an employee drops or fails a course for which funds have already been paid, the employee will reimburse the Board the full amount disbursed by the end of the contract year (June 30) through equal deductions from the employee's salary or in accordance with another mutually agreeable payment plan.

8.9 Overtime - Employees who are required to work overtime shall be compensated at the rate of one and one half (1 ½) times the employee's normal hourly rate for all overtime worked in excess of forty (40) hours per week. Prior approval of the employee's supervisor is required for all overtime worked. In calculating hours worked for overtime purposes, only time actually worked shall be counted. Time taken for leave, including but not limited to holidays, sickness or vacation, shall not be counted.

8.10 Participation in the Vermont Municipal Employee's Retirement System is mandatory if the employee is a permanent regularly scheduled employee, beginning within the first ninety (90) days of employment.

8.11 The cafeteria will provide up to one hundred dollars (\$100.00) per year for shoes for the cafeteria staff. They will be maintained by the employee and be required to be worn while on duty.

8.12 All cafeteria staff will not have to pay for their lunch.

8.13 The Board will provide up to one hundred dollars (\$100.00) per year for shoes for the custodial staff. They will be maintained by the employee and be required to be worn while on duty.

8.14 Employees who are requested at the discretion of the Administration, to drive their personal automobiles on official school business will be reimbursed at the current IRS rate to be paid monthly. The use of a support staff employee's personal vehicle will not be a condition of employment or a condition of being hired for employment. Employees

who agree to transport students at the request of the Administration will be notified of insurance requirements.

- 8.15 Transition: The maintenance supervisor in Moretown employed on June 30, 2010 shall have a two hundred fifty dollar (\$250.00) clothing allowance for uniforms. Payment for uniforms will be in one lump sum. This provision shall sunset upon the termination of said supervisor's employment with Moretown.
- 8.16 Agreement Dissemination: The Superintendent will be responsible for ensuring that the current Agreement is posted electronically. The Association Representative of each school will be responsible for ensuring that two copies of the current Agreement are available in a designated central location in each building. Additionally, the Building Administrator of each school will ensure that each employee under the Agreement is informed of the electronic location of the Agreement annually. All newly hired employees will be directed to the HUUSD website to obtain a copy of this agreement.

ARTICLE IX EMPLOYEE EVALUATION AND ORIENTATION

9.1 Employee Evaluation

- A. An annual evaluation of each employee shall be conducted by June 1st of that year by a supervisory person. Newly hired Support Staff employees shall be evaluated within the first seventy (70) working days of their employment. The evaluation instrument shall be defined, with criteria stated in writing, and shall be made known in advance to the employee.
- B. In all cases, the evaluation shall be reviewed and approved by the building administrator for accuracy and relevance before the evaluation is placed in the employee's personnel file.

9.2 Each employee will receive a copy of the written evaluation report within five (5) school/work days of the completion of the evaluation. At the request of the employee, a post conference will be conducted to discuss the evaluation, within five (5) school/work days of receipt of the written evaluation.

9.3 The employee has the right to submit a written answer to such evaluation and the employee's answer shall be signed and dated by both the employee and the evaluator, and will become attached to and will become a part of the file copy. The employee shall acknowledge that the employee has had a chance to review the evaluation document by affixing the employee's signature to the copy to be filed, with the expressed understanding that such signature in no way indicates agreement with the contents.

9.4 Training and support for employees shall be provided in situations when they are responsible for a student who might be a safety threat, or who requires lifting or other physical support, or other specialized needs.

ARTICLE X EMPLOYEE FILES

- 10.1 Employees shall have the right, upon request, to review the contents of their personnel file and to make copies of any documents contained therein. Employees shall be entitled to have a representative of the Association accompany him/her during such a review. At least once every year, employees shall have the right to indicate those documents and/or materials in the employee's file that the employee believes for any reason to be inappropriate for retention. The Superintendent shall review said documents in consultation with the Building Administrator. If the Superintendent agrees, in the Superintendent's sole discretion, the documents shall be removed from the personnel file and destroyed.
- 10.2 The Board shall maintain only one personnel file per employee, and said file shall be stored at the HUUSD Central Office. The Board agrees to protect the confidentiality of the contents of employee personnel files, and it shall not establish separate confidential files. It is agreed that the Building Administrator of each school may maintain a working file; however, any document within that working file which does not become part of an employee's official personnel file within one year of the date it was written shall be destroyed.
- 10.3 Each employee personnel file shall have a cover sheet attached to it. The sheet will be formatted to provide for the recording of the following information: the name and title of each person granted access to said file, the signature and date of each inspection of the file by a properly authorized person, and the purpose of each individual inspection.
- 10.4 Material derogatory to an employee's conduct, services, character, or personality shall not be placed in the employee's personnel file unless the employee has had an opportunity to review the material. The employee shall acknowledge that the employee has had a chance to review such material by affixing the employee's signature to the copy to be filed, with the expressed understanding that such signature in no way indicates agreement with the contents. The Support Staff employee also has the right to submit a written answer to the material within thirty (30) days of receipt of the document(s); the employee's answer will be reviewed by the Superintendent, or his/her designee, and attached to the file copy.

ARTICLE XI EMPLOYEE RIGHTS

- 11.1 Whenever an employee is required to appear before the superintendent, principal, supervisor or the School Board concerning any matter which could adversely affect the continuation of that employee or which would result in other disciplinary action, the employee shall have the right to ask for and be entitled to have a representative of the Association present to advise the employee and represent the employee during such meeting or interview. Employees shall receive prior written notice 24 hours in advance of a meeting with the Superintendent (or Superintendent designee) or the School Board.

This provision shall not apply to a supervisor's right to discuss an event, or to otherwise provide supervision to employees.

- 11.2 In any case where the District chooses to suspend an employee during an investigation into such employee's conduct, such suspension shall be with pay. This shall not preclude the District from suspending an employee without pay as a formal disciplinary action.
- 11.3 When any written complaint regarding an employee is made to any member of the administration by any parent, student or other persons, and the complaint is used in any manner against the employee, it must be signed by the complainant and must be promptly investigated and called to the attention of the employee. The employee will be given an opportunity to respond to and/or rebut such complaint.
- 11.4 No employee will be disciplined, suspended, non-renewed or dismissed without just and sufficient cause.
- 11.5 Each employee will be notified that at the time of employment or at the time an employee moves from one job category to another, a copy of the job description for which the employee has been hired can be found on the HUUSD website. Said job description will include an outline of duties or responsibilities, performance expectations, and the position of the person(s) responsible for supervising and evaluating the employee.

ARTICLE XII GRIEVANCE PROCEDURE

- 12.1 Purpose – The purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to grievances that may arise. Both parties agree that these procedures will be kept as informal and confidential as may be appropriate at any level of the procedure.
- 12.2 Definitions.
 - Grievance – A grievance is any claim by an employee(s) or the Association that there has been a violation, misinterpretation, or misapplication of this Agreement.
 - Grievant – A grievant is the employee or the Association claiming the grievance.
 - Days – All time limits consist of calendar days.
- 12.3 Informal Resolution of Grievances – Nothing contained within this grievance procedure shall be construed as limiting the right of any employee or of the Association to discuss a grievable matter informally before filing a formal grievance, and of having the grievance adjusted through informal discussion. Any agreement reached as a result of informal discussion shall be consistent with the terms of this Agreement.

- 12.4 Sharing Information – The grievant(s), Administration, and the Board agree to cooperate in the investigation of any grievance, and to furnish one another with any information that is pertinent to the processing of a grievance.
- 12.5 Association Participation – The Board acknowledges the right of the Association’s grievance representative(s) to participate in the processing of a grievance at any level. An employee has the right to have an Association representative present at any grievance discussion. The Association and its affiliate, VT-NEA, shall be the sole and exclusive representative of the grievant.
- 12.6 Class Grievances – Class grievances may be filed by the Association on behalf of employees.
- 12.7 Procedures –

Time Limits – The number of days indicated at each level shall be considered maximums, and every effort should be made to expedite this process. A grievance shall be filed by the grievant(s) within thirty (30) days following the date at which the grievant(s) became aware of the occurrence that gave rise to the grievance.

The formal filing of a grievance will be in accordance with the following procedure, except as noted under the Abbreviated Grievance Procedure below. A written grievance shall contain a short, plain statement of the facts at issue, shall identify the section(s) of the Agreement alleged to have been violated, and shall identify the remedy sought.

Step 1 – The grievant shall forward a written copy of the grievance to the Building Administrator setting forth the specific problem being grieved and stating the remedy sought. The Building Administrator will arrange for a meeting within seven (7) days after receipt of the grievance and will issue a decision in writing within ten (10) days of the conclusion of the meeting. The decision shall contain the reasons upon which the decision was based.

Note: Upon mutual agreement between the grievant(s) and the Building Administrator, Step 1 of the grievance procedures may be bypassed and the grievance brought directly to Step 2.

Step 2 – If the grievance is not resolved at Step 1, the grievant may, within seven (7) days after receipt of the Building Administrator’s decision, forward a written copy of the grievance to the Superintendent, setting forth the specific problem being grieved and stating the remedy sought. The Superintendent will arrange for a meeting within seven (7) days after receipt of the grievance. The Superintendent will issue a decision in writing within ten (10) days of the conclusion of the meeting. This decision will include the reasons upon which the decision was based.

Step 3 – If the grievance is not resolved at Step 1 or 2, the grievant may, within seven (7) days after receipt of the Superintendent’s decision, forward a written copy of the grievance to the Board indicating the reason(s) for dissatisfaction with the decision of the Superintendent and stating the remedy sought. The Board shall meet within ten (10) days

after receipt of the grievance. The Board shall issue a written decision within ten (10) days after the conclusion of the Step 3 meeting. The Board's decision shall include the reasons upon which the decision was based. The Step 3 meeting shall be conducted in executive session if requested by either the Board or the grievant(s).

For grievances involving non-renewals, suspensions, or dismissals the reference to whether the meeting shall be open or closed shall be governed by the statutory language in 1 V.S.A. Section 313.

Step 4 – If the grievance is not resolved at Step 3 or the time limits expire without the issuance of the Board's written answer, the parties may elect to submit the grievance to mediation. The mediator shall be chosen by the parties; if the parties are unable to agree on a mediator, they shall utilize the services of the Federal Mediation and Conciliation Services (FMCS). The decision to submit a grievance to mediation is strictly optional and must be agreeable to both parties. Any cost for mediation will be shared equally between the parties.

Step 5 – If the Board and the grievant(s) do not submit a grievance to mediation or are unable to reach a mediated resolution at Step 4, the Association may submit the grievance to final and binding arbitration. A written request for arbitration must be filed with the Superintendent's office within thirty (30) days following receipt of the Board's decision at Step 3 or, if mediation is pursued, within thirty (30) days after the conclusion of the unsuccessful mediation process; otherwise, the grievance is considered withdrawn.

The person of the arbitrator shall be determined by mutual agreement between the Board or its designated representative, and the Association. Should the parties be unable to agree upon the person of an arbitrator within thirty (30) days of the demand for arbitration, then the grievance shall be submitted to the American Arbitration Association ("AAA") for selection of the arbitrator in accordance with its rules. If the grievance is not submitted to the AAA within thirty (30) days of the date of the demand for arbitration, the grievance shall be considered to be withdrawn with prejudice. Each party shall bear the full costs for its representation in arbitration. The cost of the arbitrator and the services of the American Arbitration Association will be divided equally between the parties. Any request for transcripts of the proceedings will be paid for by the party requesting it. Should both parties request a transcript, the costs will be divided equally between them.

The arbitrator shall have no power to alter the terms of this Agreement. Neither the Board nor the Association will be permitted to assert any grounds or evidence before the arbitrator that was not previously disclosed to the other party.

- 12.8 Records – All documents, communications and records dealing with the processing of a grievance will be filed separately from the personnel files of the grievant(s).
- 12.9 No Reprisal – No party will experience any reprisals as a result of participation in the grievance procedure.

- 12.10 Precedent – A grievance may be withdrawn or settled at any level without establishing precedent.
- 12.11 Election of a Remedy: An employee who seeks resolution in court or before an administrative agency of a matter which is subject to the Grievance and Arbitration provisions of this Agreement shall be deemed to have waived the employee’s right to arbitrate said issue pursuant to this Article.
- 12.12 Abbreviated Grievance Procedure:
For reduction-in-staff grievances under Article 6 of this agreement or for cases involving the non-renewal, suspension or termination of an employee, a grievance shall be processed according to the following schedule:
1. The grievance must be initially filed at Step 3 within ten (10) days of the date when the grievant became aware of the action that precipitates the grievance.
 2. The Board shall hear the grievance and issue its decision in writing within twenty-one (21) days of the date the grievance was received by the Board.
 3. If the grievance is not resolved within fourteen (14) days from the date of receipt of the Board’s Step 3 response, the Association may request arbitration in writing to the Superintendent. If a timely request for arbitration is submitted, the Superintendent and the Association shall agree upon the services of an arbitrator with or without the assistance of the American Arbitration Association. The arbitrator selected shall hear the grievance and communicate a decision to the parties as soon as it is reasonably possible to do so.
 4. Except as otherwise specifically provided in this abbreviated process, all other provisions of this Agreement relating to the filing and processing of grievances shall be applicable to grievances processed under this abbreviated procedure.

ARTICLE XIII INSURANCE

- 13.1 Insurances - The Board agrees to provide any insurance coverage as provided in this Agreement subject to the rules, regulations and eligibility requirements of the individual insurance carrier unless such eligibility requirements are modified by the terms of this Agreement. The Board shall be held harmless for any and all costs or claims in the event that the insurance carrier denies coverage of such a claim; further, the Board shall not be liable for any act or omission of any insurance carrier, its employees or agents, or any person furnishing professional services provided pursuant to the insurance coverage terms. In the event that both a husband and wife are employed by the Board, the Board will be obligated to provide only one insurance plan for the husband and wife or partners to a civil union, as defined by 15 V.S.A. Chapter 23, and 18 V.S.A. Chapter 106, as a unit (e.g., two-person or family plan). The Board will offer health insurance to each employee and the employee’s dependents. The term “dependent” shall include a person

who is a party to a civil union pursuant to 15 V.S.A. Chapter 23, and 18 V.S.A. Chapter 106.

- 13.2 Health Insurance – Full Year full-time employees. From July 1, 2017 through December 31, 2017, the Board shall provide at the option of the employee a single, two-person or family membership in the Blue Cross/Blue Shield VEHI Dual Option Plan with managed parity. Employee-contributions to the premium cost of this plan for all Districts shall be 10%.

Effective December 31, 2017, all previous VEHI health plan offerings shall sunset and no longer be available. Effective January 1, 2018, the Board shall provide, at the option of the employee, a single, two-person, parent/child(ren), or family membership in any of the following four VEHI health insurance plans to participating support staff:

- (I) VEHI Platinum
- (II) VEHI Gold
- (III) VEHI Gold-CDHP
- (IV) VEHI Silver-CDHP

The Board will provide the value of 85% of the Gold-CDHP premium toward any plan chosen by the employee. An employee electing to enroll in a higher cost plan (Platinum or Gold) will have an additional cost equaling the difference in premium between that plan and the Gold-CDHP plan. An employee electing the Silver CDHP plan will have a reduced cost in premium equaling the difference between the Gold CDHP Plan and the Silver CDHP plan.

H.R.A.: Employees who enroll in a VEHI health plan will be provided the following:

- A. H.R.A. amount is 95% of the Gold-CDHP out of pocket costs including applicable plan co-insurance expenses (\$4,750) for family, two-person, or parent/child(ren); \$2,375 for single plan, for the calendar year, i.e. January 1, 2018, to December 31, 2018.
- B. Covered expenses include applicable plan deductible expenses, and co insurance expenses, including prescription expenses.
- C. The employees on a family, 2-person, or parent/child program are responsible for the first 5% or \$250 of out-of-pocket expenses, including applicable deductible expenses and co-insurance expenses before accessing H.R.A. funds. The employees on a single program are responsible for the first \$125 of out-of-pocket expenses, including applicable deductible expenses and co-insurance expenses before accessing H.R.A. funds.
- D. The employer will pay the administrative charge associated with the H.R.A.
- E. Runout: The amount of time after the end of the plan year in which claims can be submitted is 90 days.
- F. Residual funds unused at the end of each year revert to the employer.
- G. Amount of funding for employees hired for less than a full plan year will be prorated monthly.

There are no contributions to an H.S.A. by the Employer. H.S.A. contributions are not provided.

- 13.3 Health Insurance – Partial Year full-time employees. From July 1, 2017 through December 31, 2017, the Board shall provide at the option of the employee a single or two-person membership in the Blue Cross/Blue Shield VEHI Dual Option Plan. Employee contributions to the premium cost of this plan for all districts shall be 10%. Employees may elect a family membership with the employee paying the full amount of the additional premium cost beyond the two-person plan. An employee currently enrolled in the VEHI JY Managed Benefit Plan may continue their coverage in that plan although no new employees may enroll, and the cost to the Board for this coverage will be limited to the equivalent cost to the Board for the corresponding (single or two-person) VEHI Dual Option Plan with the employee contributing the remaining cost.

Transition: Harwood Union High School Partial Year employees enrolled in a family plan on June 30, 2009 shall be grandfathered and continue to receive District paid family coverage under the terms of this Agreement.

Effective December 31, 2017, all previous VEHI health plan offerings shall sunset and no longer be available. Effective January 1, 2018, the Board shall provide, at the option of the employee, a single, two-person, parent/child(ren) membership in any of the following four VEHI health insurance plans to participating support staff:

- (I) VEHI Platinum
- (II) VEHI Gold
- (III) VEHI Gold-CDHP
- (IV) VEHI Silver-CDHP

The Board will provide the value of 85% of the Gold-CDHP premium toward any plan chosen by the employee. An employee electing to enroll in a higher cost plan (Platinum or Gold) will have an additional cost equaling the difference in premium between that plan and the Gold-CDHP plan. An employee electing the Silver CDHP plan will have a reduced cost in premium equaling the difference between the Gold CDHP Plan and the Silver CDHP plan.

- H.R.A.: Employees who enroll in a VEHI health plan will be provided the following:
- A. H.R.A. amount is 95% of the Gold-CDHP out of pocket costs including applicable plan co-insurance expenses (\$4,750) for two-person, or parent/child(ren); \$2,375 for single plan, for the calendar year i.e. January 1, 2018, to December 31, 2018.
 - B. Covered expenses include applicable plan deductible expenses, and co-insurance expenses, including prescription expenses.
 - C. The employees on a 2-person or parent/child program are responsible for the first 5% or \$250 of out-of-pocket expenses, including applicable deductible expenses and co-insurance expenses before accessing H.R.A. funds. The employees on a single program are responsible for the first \$125 of out of pocket expenses, including applicable deductible expenses and co-insurance expenses before accessing H.R.A. funds.
 - D. The employer will pay the administrative charge associated with the H.R.A.
 - E. Runout: The amount of time after the end of the plan year in which claims can be submitted is 90 days.

- F. Residual funds unused at the end of each year revert to the employer.
- G. Amount of funding for employees hired for less than a full plan year will be prorated monthly.

There are no contributions to an H.S.A. by the Employer. H.S.A. contributions are not provided.

- 13.4 The Board will make premium payments in substantially equal monthly installments to the insurance provider. If an employee chooses a plan that is more expensive than the premium assistance provided by the Board, the excess premium will be deducted through payroll deductions on a prorated basis. Additional premium amounts due will be paid by employees through payroll deduction on a pre-tax basis through a Section 125 plan administered by the district.

Default Plan: Staff who do not complete a new medical insurance enrollment form by November 1, 2017, shall automatically be enrolled in the VEHI Gold-CDHP plan (at the same coverage level they held as of November 1, 2017) until the next open enrollment period at which time the staff member may elect to change plans/coverage.

- 13.5 Part-time Employees – Subject to the eligibility requirements of the carrier, all part-time employees are eligible for insurance and H.R.A. contributions as per partial year employees on a pro rata basis.
- 13.6 Upon proof of comparable health insurance, eligible employees electing not to participate in the health insurance benefit, may request payment in lieu of insurance. Full-time and partial year employees shall be paid - \$1,400 annually. Eligible part-time employees electing not to participate in the health insurance shall be paid a prorated sum equivalent to their FTE. The regulations of the carrier will define eligibility. The sum in lieu of insurance will be an annual option for eligible employees, who must make such election prior to June 1 of the preceding school year on a form available from the Superintendent. Payment disbursements will be made in either one or two installments. An employee so electing payment in lieu of insurance who then seeks to reverse the employee's decision during the health plan benefit year may do so subject to the regulations of the carrier. Prior to such enrollment, such employee shall make pro-rated restitution to the District of any payment(s) in lieu of. Such restitution shall be made in a single payment (not through payroll deduction). New employees who are also eligible for insurance will also be offered this option (on a pro-rated basis if working a partial election year).
- 13.7 The Board shall provide employees term life insurance in the amount of \$10,000 per employee.

13.8 Disability Insurance

- A. Employees shall be entitled to coverage under a long-term disability insurance plan pursuant to the regulations, terms and conditions of the insurance carrier. Said plan shall provide an eligible employee, on a monthly basis, sixty-six and seven tenths percent (66.70%) of said employee's salary up to a maximum payment of Six Thousand Dollars (\$6,000). Said disability plan shall have a ninety (90) calendar day elimination period and will provide benefits pursuant to the plan.
- B. The Board shall contribute one hundred percent (100%) of the premium cost of this long-term disability insurance plan.
- C. Notice of disability shall be given by the employee to the Superintendent as early as determinable. An employee who is disabled shall be allowed to continue in the employee's regular employment as long as the employee is medically able to perform the employee's full and regular duties. It shall be the right of the Superintendent to require periodic medical certification, in writing, from the employee's physician attesting to this fact. At such time as the employee is certified by the employee's physician as no longer able to continue working, the employee shall be entitled to go on sick leave, which may be concurrent with the ninety (90) day elimination period.
- D. Once an employee has been receiving long-term disability benefits pursuant to this Article for a period of nine (9) consecutive months or the end of the school year (August 25 – June 20), whichever is greater, said employee shall no longer be considered an employee of the District, unless doing so is precluded by federal/state law.

- 13.9 Dental Insurance – Full Year Full-Time Employees. The Board shall provide at the option of the employee a single plan of dental insurance coverage. Employee contributions to the premium cost of this plan for all Districts shall be 0%. Employees will be given the option to purchase two-person or family plan and pay the additional premium cost through automatic payroll deduction.

Transition: Harwood Union High School Partial Year employees enrolled in the District's dental insurance plan on June 30, 2010 shall be grandfathered and continue to receive their existing dental benefit subject to the terms of this Agreement.

- 13.10 Transition: Harwood Union custodial and secretarial employees eligible and enrolled in the District's optical insurance on June 1, 2010 shall be grandfathered and the Board shall pay the premium for such eligible employees.

**ARTICLE XIV
LEAVES**

14.1 Employees shall receive sick leave at the following rates:

- A. Full year staff members - All full year employees shall be entitled to twelve (12) paid sick leave days per year, accumulating to a maximum entitlement of ninety (90) days.

Partial year staff members - All school year employees shall be entitled to ten (10) paid sick leave days per year, accumulating to a maximum entitlement of ninety (90) days.

Transition: Harwood employees who were employed on July 1, 2006 and who have excess of ninety (90) days on June 30, 2010 shall be entitled to retain those excess days up to a maximum accumulation of 150 days.

- B. A physician's certification may be required for any temporary or permanent medical disability. Employees who are utilizing paid sick leave shall apply for long-term disability insurance at the earliest appropriate date and shall convert from sick leave to insurance coverage upon the completion of the ninety (90) calendar day elimination period provided by the insurance policy.
- C. The use of sick leave shall only be for bona fide illness of the employee or the employee's family, or to cover medical appointments. After the use of five (5) or more consecutive days, or the Building Administrator or the Superintendent has reason to believe the abuse of sick leave, the Building Administrator or Superintendent may require medical verification of the need for such sick leave. Following the receipt and review of medical evidence and verification for statutory leave, the Superintendent may require the employee to submit to a medical examination by a physician or other health care provider of the Superintendent's choice and at the expense of the District.
- D. An employee returning from leave will be restored to the employee's former position, or a comparable position. No salary increment shall be given for any school year in which the employee has worked less than ninety (90) days. Individuals on sick leave or disability status are subject to reduction in force under the terms of Article 6.

14.2 Absence without loss of pay will be honored by the Administration for religious holidays provided, and only if, attendance at school on such days would inhibit or prevent the employee in the practice of the employee's religion. In the instance of any question over the application of this provision, the employee's clergyman shall be considered the proper authority for resolution. In all instances of absence for religious holidays advance notice shall be given by the employee to the Principal at least forty-eight (48) hours before such absence.

- 14.3 Five (5) days bereavement leave without loss of pay will be approved by the Superintendent for each death in the employee's immediate family which will include spouse, child, sibling, parent, grandparent, in-laws, other person living in the employee's household. Upon request of the employee through the Building Administrator, the Superintendent in Superintendent's discretion may grant extended bereavement leave for other relationships or an extended bereavement leave.
- 14.4 **Personal Leave**
 Personal leave up to the following amounts without loss of pay will be granted for leaves for personal, legal, business or family matters which cannot be reasonably accomplished outside of normal working hours: HUUSD full-year employees - four (4) days and partial-year employees three (3) days. Prior notice and request will be given at least 24 hours in advance to the principal. Such leave will be in addition to any other leave provided in this Article. Personal leave will not be utilized for remunerative activities or for recreation or to extend any vacation or holiday period. On an individual basis, the Superintendent may grant the use of personal leave to extend a vacation or holiday period and/or approve additional days, for extenuating circumstances that are out of the scheduling control of the employee. The Superintendent may require documentation in these extenuating circumstances and has the final say in such decisions. Personal leave will not accumulate from year to year. Employees will be paid for unused personal days at the substitute pay rate.
- 14.5 **Jury Duty**
 Leave will be granted for jury duty. Employees who are called to jury duty will be paid their wages for their normal contracted hours per day for the length of service required by the judiciary. All monies received from the court are turned over to the Board except that the employee will retain monies paid for mileage and expenses.
- 14.6 **Military Leave**
- A. The Board shall comply with the requirements of federal and state law, including the Uniformed Services Employment and Reemployment Rights Act, for employees eligible for military leave. The Board shall comply with the provisions of federal and state law regarding leaves of absence and employee reinstatement.
 - B. When an employee or the spouse of an employee is called to active military duty for a period that will require more than sixty (60) continuous days away from home, the employee shall be entitled to utilize up to three (3) additional personal leave days (beyond the entitlement provided in Article 14.3) to attend to settling personal matters arising as a result of being activated. To be eligible the employee must provide written notification to the Superintendent as early as possible, and if not utilized, these additional personal leave days shall NOT be eligible for compensation as unused days at the end of the school or fiscal year.
- 14.7 **Professional Leave**
 Up to two (2) days of paid professional leave may be granted at the discretion of the Building Administrator with approval of the Superintendent for attendance at workshops, conferences, seminars, or other professional activities which will further District goals

and/or the employee's job assignment. Additional days may be granted only when the days are directed by the Building Administrator and approved by the Superintendent.

14.8 Leave of Absence

A leave of absence, with or without pay, may be granted to employees at the discretion of the Board. An employee granted a leave of absence shall be entitled to maintain the same position the employee held at the time the leave commenced, if available, or to a substantially equivalent position. During the period the employee is on leave, the employee may purchase health insurance coverage under the district plan, provided the employee pays the full premium in monthly installments in advance of the due date. An employee on leave must notify the Building Administrator in writing by March 1st of the employee's intent to return for the following school or fiscal year.

All accrued benefits to which an employee was entitled at the time leave commenced will be restored to the employee upon return from such leave. An employee on leave will be given the opportunity to be involved in necessary planning for the forthcoming year, provided the employee notifies the Building Administrator of the desire to be involved, in writing, at the time the employee's leave commences.

14.9 Statutory Leave

Statutory Leave: To the extent that the following statutory provisions are applicable to the Board, the Board shall comply with the requirements of the Family and Medical Leave Act ("FMLA") and the Vermont Parental and Family Leave Act ("PFLA"). Leave pursuant to each of these Acts shall be provided according to the Board's policies and practices, so long as the Board policies and practices are in accordance with these Acts and the terms of this Agreement. Pursuant to these policies and practices, whenever an employee is entitled to and/or granted paid or unpaid leave pursuant to the terms of this Agreement and the employee is also entitled to leave pursuant to the FMLA and/or PFLA for the same occurrence, both the leave provided pursuant to the Agreement and that which is provided pursuant to the FMLA/PFLA will be provided concurrently. All other matters regarding the administration of leave provided pursuant to the FMLA and the PFLA shall be as provided by the District's policies and practices, so long as the Board policies and practices are in accordance with these Acts and the terms of this Agreement.

In accordance with the provisions of 15 V.S.A. Chapter 23 and 18 V.S.A. Chapter 106, a party to a civil union shall be included in any definition or use of the terms "spouse", "family", "dependent", "next of kin", and other terms that denote a spousal relationship as those terms are used in the leave provisions of this Agreement.

14.10 An employee who is absent due to a work related disability which is covered by Worker's Compensation Insurance may, during the period the employee is covered by the sick leave provisions of this Agreement, receive the employee's full salary and have deducted from the employee's sick leave one-third (1/3) day for each day of absence. Worker's Compensation benefit checks, while the employee is covered by the sick leave provisions of this Agreement, shall be endorsed to the School District.

14.11 Transition: Any Harwood support staff employee who has had continuous employment (or employment interrupted only by authorized leaves of absence) in the school district

for at least ten (10) years, upon termination in good standing, shall receive a payment for one-fourth (1/4) of his/her accumulated sick leave days at the rate of compensation being received at the time. In the case of death, the employee's estate shall receive the payment. Payment shall be paid to the employee in one lump sum in the last paycheck of his/her employment in the district.

This provision (14.11) and the entitlement to payment for unused sick leave will sunset on June 30, 2011, which means that the maximum number of sick days available for buyout payment will be frozen at the number of accumulated sick leave days earned on June 30, 2011 for those employees who are fully vested ("vested") on June 30, 2011. Shortly after June 30, 2011, employees vested in this benefit will be notified by the Superintendent's office of the maximum number of sick days available and a record placed in their personnel file. Thereafter, in accordance with the terms of 14.11 a vested employee shall receive payment for accumulated sick leave at the time of his/her separation from employment.

ARTICLE XV HOLIDAYS AND VACATIONS

15.1 Holidays –

Full Year – Paid holidays for Full Year Employees are as follows:

Labor Day, Thanksgiving Day, day after Thanksgiving, Christmas Day, day after Christmas, New Year's Day, Memorial Day, Independence Day, and three (3) floating holidays.

Partial Year – The holidays for Partial Year Employees are as follows:

Labor Day, Thanksgiving Day, day after Thanksgiving, Christmas Day, day after Christmas, New Year's Day.

Transition: "Extended year" employee employed on June 30, 2016 receives one (1) floating holiday in addition.

Floating holidays. All floating holidays must be scheduled in advance with the employee's supervisor. The supervisor has the right to limit the number of persons taking a floating holiday on a particular day. Employees are not permitted to string together floating holiday time to create extended term absences. A floating holiday break is considered to be the equivalent of the employee's workday schedule.

If a paid holiday falls on a weekend or a day that school is in session, the Superintendent shall designate the day the holiday is observed. Employees shall not be required to work on these holidays.

15.2 Vacation – Full-time full-year employees shall receive paid vacation leave as follows:

0 – 2 years	10 work days
3 – 14 years	15 work days
15 – 24 years	20 work days
25 or more years	25 work days

Earned vacation days may be taken at any time during the year (July 1 to June 30) provided the vacation time has been previously approved by the Building Administrator. Vacation days which have been accumulated but not used may be carried over to the following August 15th. Vacation days are not cumulative and may not be carried forward to the following fiscal year.

**ARTICLE XVI
COMPENSATION**

16.1 Employees will be paid in biweekly installments reflecting the total hours worked beginning with the first School District payday after the employee commences employment. Employees shall have the option to elect direct payroll deposit into the banking institution of the employee's choice.

16.2 Upon request, a payroll deduction in the following areas will be honored:

Health and accident insurance;
Tax sheltered Annuities as authorized by HUUSD;
Credit Union membership;
Dental Insurance;
Section 125 Plan.

16.3 No newly hired employee will be paid a higher rate than a current employee in the same job category (as defined in Article 6) in the school district with equivalent experience, education, and/or credentials.

16.4 Call-in Compensation

Call-in pay compensates custodians and maintenance directors beyond their regularly scheduled hours to respond to school emergencies. Such emergencies include, but are not necessarily limited to, fire alarm, security, unusual weather, heating, electrical, plumbing and related situations, but excluding snow-plowing, snow and ice removal, and other routine weather conditions.

(a) Call-in pay shall be determined as follows: An employee will be eligible for call-in status if the time worked is outside of the employee's normal working schedule, and the employee has been called in.

(b) An employee who works up to three (3) hours will be paid for a full three (3) hours at one and one-half (1.5) times the employee's regular rate per hour.

- (c) Each additional hour after the first three (3) hours will be paid at one and one-half (1.5) times the employee's regular rate per hour.
- (d) Any portion of an hour after the first three (3) hours will be considered a full hour, and it will be paid at one and one-half (1.5) times the employee's regular rate per hour.
- (e) Only the Superintendent, Building Administrator or Superintendent or Building Administrator designee may notify an employee to report for call-in duties.

**ARTICLE XVII
CONTRACT NEGOTIATION PROCEDURES**

- 17.1 Notification — The Association or the Board will notify the other party in writing, of its intention to negotiate a successor agreement no later than October 1 of the contract year preceding the date of expiration of this Agreement. Said notice will be sent to the Superintendent of Schools or the President of the Association as the designated agent of the respective party.
- 17.2 Schedule — A mutually agreeable schedule and meeting place for the first bargaining session will be decided upon within thirty (30) calendar days after the above-referenced notification. Procedures for negotiations and for the resolution of impasse shall be defined in Title 21 V.S.A., Chapter 22, which is hereby adopted and incorporated into this Agreement by reference.
- 17.3 Mediator/Fact Finder — The costs for the services of a mediator and/or fact finder, including per diem expenses and his/her actual travel and subsistence expenses will be shared equally by the Board and the Association.

ARTICLE XVIII

NO STRIKE/NO LOCKOUT

The Board and the Association subscribe to the principle that differences will be resolved by peaceful and appropriate means without interruption of work during the term of this agreement. Neither the Association nor its agents or any employee, for any reason, will authorize, institute, aid, condone or engage in a slowdown, work stoppage, strike, or any other interference with the work and statutory functions or obligations of the Board. During the term of this Agreement, neither the Board nor its agents for any reason will authorize, institute, aid, or promote any lockout of employees covered by this agreement.

ARTICLE XIX GENERAL

- 19.1 Severability - 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 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. Within ten (10) days after such holding, the parties will agree upon a date to meet for the purpose of renegotiating the provisions(s) affected.
- 19.2 Complete Agreement - This Agreement incorporates the entire understanding of the parties on all matters, which were the subject of negotiations. During the term of this Agreement, neither party will be required to negotiate with respect to any such matter whether or not covered by this Agreement.
- 19.3 Fair Practices.
- A. The Association agrees to maintain its obligation to represent all employees continuing to admit persons to membership without discrimination on the basis of race, creed, color, national origin, gender, sexual orientation, or marital status and to represent equally all employees without regard to membership or participation in, or association with, the activities of any employee organization.
 - B. The Board agrees not to discriminate against employees on the basis of race, disability, age, creed, color, national origin, gender, gender identity, marital status, sexual orientation, or membership or participation in, or association with, the activities of any employee organization or any other legally protected status. No grievance involving an alleged violation of this provision may proceed beyond Step 3 of the grievance procedure in this Agreement.

ARTICLE XX DURATION

The provisions of this Agreement shall be effective as of July 1, 2017, and shall continue and remain in full force and effect until June 30, 2020. Said Agreement shall automatically be renewed and shall continue in full force and effect for additional periods of one (1) year unless either the Board or the Association gives written notice to the other no later than October 1, prior to the expiration date or any successor anniversary date thereof of its desire to reopen this Agreement and to re-negotiate over terms of a successor agreement.

Neither party shall be required to re-open this collective bargaining agreement during its effective life, *except* (a) as otherwise provide for in Article XX (Duration) or (b) if the Vermont Education Health Initiative (VEHI) ceases to market, for any reason, health insurance plans to school districts, or (c) the school district is no longer permitted under law to offer VEHI plans. In respect to (a), the parties may re-open this collective bargaining agreement in whole or in part. In respect to (b) and (c), unless otherwise agreed to in writing, the scope of negotiations will be limited exclusively to the issues of health insurance benefits and health insurance cost-sharing, and the impact of any changes on the school budget and employee wages. Nothing in this article shall preclude the parties from re-opening this agreement for other reasons by mutual written consent.

Appendix A – WAGES

The hourly wages of returning employees shall be adjusted as follows:

- July 1, 2017: - Any employee currently earning less than \$13.50 per hour will get a one time adjustment to \$13.50 per hour, plus an additional \$.75 per hour.
- Employees currently earning between \$13.50 per hour and \$15.50 per hour will receive an adjustment of \$.75 per hour.
- Employees earning over \$15.50 per hour receive an increase of 3.25% to the hourly wage inclusive of all increases.
- July 1, 2018: 3% increase to the hourly wage inclusive of all increases.
- July 1, 2019: 3% increase to the hourly wage inclusive of all increases.

Support Staff new to the district will have their experience and education evaluated by the Superintendent. Salary placement will be consistent with that of current support staff with comparable education and experience in that school district. No newly hired employee will be paid a higher rate than a current employee in the same job category (as defined in Article 6) in the school district with equivalent experience, education, and/or credentials.

Night Shift Wage Differential for Custodian or Maintenance Worker: Full year employees who work full time in a Custodian or Maintenance Worker job category shall receive a night shift wage differential of \$.50 per hour, for any shift that is normally scheduled to start at 2:30 p.m. or later. The wage differential will not be paid for a re-scheduled shift that starts before 1:00 p.m., nor when the night shift employees are reassigned to day shift when school is not in session.

Differential for Group Paraprofessional:

A \$.50/hour differential will be given to those in the Group Paraprofessional job categories for a BA degree or higher.

Minimum Hourly Rate for All Schools in Bargaining Unit:

Minimum hourly pay rate for all categories in all schools will be \$13.50.

IN WITNESS WHEREOF, the parties hereunto set their official signature.

Rebecca Auger 6/27/17 C. S. All 6/28/17
Negotiations Committee Date Chair Date
Harwood Unified Education Association Harwood Unified Union School Board

Gregory Shepler 6/27/17
President Date
Harwood Unified Education Association



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Union School District

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Brigid Nease, Superintendent

Michelle Baker, Director of Finance/Operations

Sheila Soule, Director of Curriculum

Donarae Dawson, Director of Student Support Services

Side Letter of Agreement
between the HUUSD Board of Directors and the Harwood Unified Education Association
Educational Support Staff Unit
Presented August 17, 2017

This letter serves to further clarify Article 8.3 on page 11 of the negotiated agreement dated July 1, 2017 through June 30, 2020.

The article now reads: Employees who, as a work duty or at the request of a teacher or supervisor, are required to change diapers or sanitary napkins, or assist children with any vital personal hygiene functions that require privacy or necessitate physical contact of or near a student's genitalia, will not perform such duties alone. No employee shall be required to administer medication without training and advance notice.

The change addressed by this side letter is to add a sentence after duties alone. This does not pertain to students in grades Preschool and Kindergarten.

The article reads with the amendment: Employees who, as a work duty or at the request of a teacher or supervisor, are required to change diapers or sanitary napkins, or assist children with any vital personal hygiene functions that require privacy or necessitate physical contact of or near a student's genitalia, will not perform such duties alone. This does not pertain to students in grades Preschool and Kindergarten. No employee shall be required to administer medication without training and advance notice.

Brigid Nease
Duly Authorized Board Representative

8/22/17
Date

Nancy Myrto
Duly Authorized Association Representative

8/18/2017
Date