



MASTER AGREEMENT

BY AND BETWEEN

THE MERRIMACK SCHOOL BOARD

AND THE

MERRIMACK TEACHERS ASSOCIATION

JULY 1, 2019 – JUNE 30, 2022

LEVEL D

Date Submitted to Arbitration:

Signature

Date

LEVEL B

Date received by Principal or Superintendent: _____

If K-8, Superintendent receives Grievance (If additional space is required, attach additional sheet.)

If 9-12, Principal Receives Grievance
Answer given by Principal or Superintendent:

Signature

Date

Position of Grievant:

Signature

Date

LEVEL C

Received by Superintendent: _____

Answer given by Superintendent:

Signature

Date

Position of Grievant:

Signature

Date

**MASTER AGREEMENT
BY AND BETWEEN THE
MERRIMACK SCHOOL BOARD
AND THE
MERRIMACK TEACHERS ASSOCIATION
JULY 1, 2019 – JUNE 30, 2022**

GRIEVANCE REPORT FORM

Grievance No. _____

MERRIMACK SCHOOL DISTRICT

To: _____
Principal or Department Head

Complete in Triplicate with copies to:
1. Principal/Department Head
2. Superintendent
3. Association

SCHOOL:

NAME OF GRIEVANT:

DATE FILED:

LEVEL A

Date of Grievance: _____

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

1. Relief Sought:

Signature

Date

Answer given by Principal or Department Head:

Signature

Date

Position of Grievant:

Signature

Date

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APPENDIX C

MERRIMACK SCHOOL DISTRICT
DUES DEDUCTION AUTHORIZATION FORM

NAME: _____
(Please Print)

I hereby authorize the Merrimack School District to withhold from my salary the sum of

\$ _____ membership dues as follows:

For membership in the Merrimack Teachers Association, the sum of \$ _____ per year;

For membership in the NEA-New Hampshire, the sum of \$ _____ per year;

For membership in the National Education Association, the sum of \$ _____ per year;

For donations to NEA-PAC, the sum of \$ _____ per year;

For donations to NHEPAC, the sum of \$ _____ per year.

The sums thus to be deducted shall be deducted in twenty (20) equal installments over twenty (20) consecutive pay periods and are hereby assigned by me to the Merrimack Teachers Association. If there are fewer than 20 pay periods remaining in the school year, I authorize the Merrimack School District to equally disburse the above amount to the Treasurer of the Association over the remaining pay periods. These sums are to be remitted by the Merrimack School District to the Treasurer of the Association, and having done so, the Board shall be held harmless from any claim(s) in connection with the provisions of this Appendix C. It is further agreed that the Board assumes no financial liability except to forward at each payroll period those funds which have been properly authorized and deducted that payroll period.

This authorization and assignment shall continue in full force and effect for the balance of the school year in which the deductions are to be made or until revoked by me. Such revocation shall be effected by written notice to the School District and the Association, giving thirty (30) day notice of my desire to revoke same.

Signature: _____

Date: _____

Employee Number

AGREEMENT

This Agreement entered into this 6th day of May, 2019 by and between the Merrimack School Board hereinafter called the "Board," and the Merrimack Teachers' Association affiliated with the NEA-New Hampshire and the National Education Association, hereinafter call the "Association."

WITNESSETH:

WHEREAS, the Board and the Association recognize and declare that providing a quality education for the children of the Merrimack Schools is their mutual aim and that the character of such education depends predominantly upon the quality and morale of the teaching service; and,

WHEREAS, the members of the teaching profession are particularly qualified to assist in the formulation of policies and programs designed to improve educational standards in an advisory capacity; and,

WHEREAS, the Board, under the laws of the State of New Hampshire, has the exclusive responsibility to determine the policies of the Merrimack School District; and,

WHEREAS, the Board has an obligation to bargain under the provisions of RSA 273-A; and,

WHEREAS, the parties have reached certain understandings which they desire to confirm in this Agreement; and,

WHEREAS, the parties specifically agree that this Agreement page and Witnesseth provision shall not be subject to the grievance and arbitration procedures hereinafter set forth;

In consideration of the following mutual covenants, it is hereby agreed as follows:

ARTICLE I
RECOGNITION

1.1 The Board recognizes the Association as exclusive representation for collective bargaining purposes concerning the terms and conditions of employment for all full time and part time contracted classroom teacher personnel based upon a Public Employee Labor Relations Board (PELRB) decision 93-02, January 18, 1993, and under the provisions of RSA 273-A.

The bargaining unit shall include librarians, school counselors and "teaching specialists," which shall include learning disabilities specialists, occupational therapists, speech therapists, reading specialists, behavioral specialists, and nurses, but excluding all other employees.

1.2 Unless otherwise indicated, the term "teachers," when used hereinafter in this Agreement, shall refer to all professional employees, represented by the Association in the negotiating unit as above defined.

1.3 Unless otherwise indicated, the term "administrator," when used hereinafter in this Agreement, shall refer to those professional employees who serve in an administrative and/or supervisory capacity full-time or more than half-time.

1.4 Part-time employees for purposes of leaves, salaries, health, and dental benefits shall receive such benefits on a pro-rata basis and for purpose of retirement shall receive benefits in accordance with the eligibility requirements of the New Hampshire Retirement System. However, part-time employees must meet the eligibility requirements found in Section 12.4 regarding Long Term Disability.

APPENDIX B – NURSES
MERRIMACK SCHOOL DISTRICT
36 MCELWAIN STREET
MERRIMACK, NEW HAMPSHIRE
NURSE CONTRACT

Date:

Nurse:

The following are the conditions for your employment with the Merrimack School District

for the _____ school year.

187 Days per year

Salary

Date of hire

Benefits for this position are listed in the Master Contract negotiated between Merrimack Teachers Association of NEA-NH and the Merrimack School Board.

Please sign both copies and return one copy to the building principal. Your signature acknowledges receipt of this contract.

Superintendent of Schools

Nurse

Employee Number

Date

APPENDIX A

MERRIMACK DISTRICT SCHOOL BOARD
TEACHER'S CONTRACT

ARTICLES OF AGREEMENT made this _____ day of _____, 20_____, by and between Merrimack District School Board of Merrimack, party of the first part, and _____ of _____, party of the second part, hereinafter called "Teacher," witnesseth:

1. That the party of the first part agrees to and does hereby employ said party of the second part to teach for the _____ - _____ school year not to exceed one hundred eighty-seven (187) school days, inclusive of the time spent in service of the District as set forth in Article VII, Section 7.2 of the Master Agreement, beginning the Monday before Labor Day at an annual salary of \$ _____, payable in bi-weekly installments. Said party of the first part reserves the right to make such changes of assignment as the exigencies of the school may require.
2. Said party of the second part declares that he/she holds a New Hampshire certificate, license, or permit, to teach from the Commissioner of Education, and agrees to conform to and carry out all lawful regulations which may be prescribed relative to the conduct of the school, and to carry out any and all duties, assigned by the building principal, required for the operation of the complete school program.
3. It is mutually agreed:
 - (a) That the party of the first part may, without liability to itself or the District, terminate this contract in accordance with RSA 189:13 (1955); and said contract becomes void subject to appeal if the teacher is removed by the Superintendent or if his/her license or permit is revoked by the Commissioner of Education.
 - (b) That, except as given in (a), this contract may not be terminated at any time prior to its expiration without the consent of both parties, and any request for its termination, except for urgent personal need, shall be by written notice of at least four (4) weeks, or the date of hiring a suitable replacement for the individual, whichever date is later.

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands and seals the day and year first above written.

MERRIMACK DISTRICT SCHOOL BOARD

By _____
Superintendent of Schools

Employee Number

By _____
Teacher

Budget Account Number

Position Number

ARTICLE II

MANAGEMENT CLAUSE

The Association agrees that, except as specifically abridged or limited by the provisions of this Agreement or any agreement that may hereafter be made, all of the rights, powers and authority of the Board and its agents to manage, direct or supervise all of the operations of the Merrimack School District and its employees in all its phases and details shall be retained by the Board and its agents and the exercise of any such right as set forth in this Article shall not be subject to the grievance or arbitration provisions of this Agreement.

The parties agree that neither the Board nor the Superintendent may lawfully delegate powers, directions and authority which by law are vested in them.

ARTICLE III

PROFESSIONAL DEVELOPMENT

3.1 The Board agrees to appropriate:

Two Hundred Twenty-five Thousand Dollars (\$225,000) for each year of the contract.

for professional development activities which are approved by the Merrimack School District Professional Development Committee.

This amount of money is to be divided in the following manner:

A. Up to Fifty Thousand Dollars (\$50,000) for each year of the contract.

for general professional development activities, such as district workshops, seminars and other activities. This portion shall be used to reimburse teachers only after expenses for these general professional development activities have been met.

B. Up to Seventy-five Thousand Dollars (\$75,000) for each year of the contract.

will be reimbursed for individual certified teachers for professional growth activities after approval by the Professional Development Committee.

C. Up to One Hundred Twenty Thousand Dollars (120,000) for each year of the contract will be provided for individual certified teachers for professional growth to be applied to graduate studies after approval by the Professional Development Committee.

D. Professional development funding will guarantee cost of substitute for two days for each member of the professional staff. Professional activities attended at the request of administration will not be subject to this provision

3.2 The Board agrees to appropriate:

Up to One-Hundred Fifty Thousand Dollars (\$150,000) for each year of the agreement.

For individual certified teachers to receive training to meet the needs of the District as determined by the Superintendent or his/her designee.

IN WITNESS WHEREOF, the parties have executed this Agreement on this 6th day of May, 2019, as of the date and year first written above.

MERRIMACK SCHOOL BOARD

MERRIMACK TEACHERS ASSOCIATION

By Shannon M. Barnes
Shannon M. Barnes
School Board Chair

By Donald W. Chisholm
Donald W. Chisholm
President, MTA

By Marjorie C. Chiafery
Marjorie C. Chiafery
Superintendent of Schools

By William P. Maniotis Jr.
William P. Maniotis Jr.
Chief Negotiator, MTA

ARTICLE XXI

DURATION OF AGREEMENT

- 21.1 This Agreement shall continue in full force and effect until twelve o'clock midnight June 30, 2022 and from year to year thereafter unless written notice of desire to terminate or modify this Agreement is given by either party to the other by registered or certified mail on or before October first (1st) of any year.
- 21.2 This Agreement may be extended from time to time beyond its expiration date by written mutual agreement of the representatives of the Merrimack School Board and the Merrimack Teachers Association.

ARTICLE IV

PROCEDURE FOR NEGOTIATION OF SUCCESSOR AGREEMENT

- 4.1 On or before September fifteenth (15th) of the prior year I which this Agreement expires, and subject to compliance with Article XX, the Association may, in writing by certified mail return receipt requested, notify the Board of its desire to terminate or modify the terms and conditions of this Agreement and shall submit, no later than October first (1st) at a meeting with the Board, its proposals. The parties shall, no later than October fifteenth (15th), meet, confer and negotiate in a good faith effort to reach a mutual understanding and agreement.
- 4.2 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.
- 4.3 The Board agrees to supply the Association with such non-confidential information as is in the Board's possession and is requested by the Association.
- 4.4 Any agreement reached shall be reduced to writing and signed by the Board and 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. The Board shall make a good faith effort to secure the funds necessary to implement said agreements.
- 4.5 If, after discussion of all negotiable matters proposed by either party, the parties fail to reach agreement, either party may declare an impasse. In the event of an impasse, either party may request the American Arbitration Association to appoint a mediator for the purpose of assisting them in reconciling their differences and resolving the controversy on terms which are mutually acceptable. The American Arbitration Association will, within ten (10) days after the receipt of such request, appoint a mediator in accordance with rules and procedures prescribed by it for making such appointment. The mediator will meet with the parties forthwith, either jointly or separately, in order to persuade the parties to resolve their differences and effect a mutually acceptable agreement.
- 4.6 If the mediator is unable to effect settlement of the controversy within fifteen (15) days after his/her appointment, either party may, by written notification to the other, request that their differences be submitted to fact finding. Within five (5) days after receipt of the aforesaid written request, either party may request the American Arbitration Association to designate a fact finder. The American Arbitration Association will, within five (5) days after receipt of such request, designate a fact finder in accordance with rules and procedures prescribed by it for making such designations.
- 4.7 The fact finder will, within five (5) days after his/her appointment, meet with the parties or their representative, or both, forthwith, either jointly or separately, make inquiries and investigations, hold hearings, or take such other steps as he/she deems appropriate. Any such hearings will be held in closed session. The Board and the Association will furnish the fact finder, upon his/her request, all records, papers and information in their possession relating to any matter under investigation by or in issue before the fact finder. If the dispute is not resolved prior thereto, the fact finder shall make findings of fact and make terms of settlement regarding the disputed matters submitted to him/her. The fact finder may make his/her report public pursuant to the provisions of RSA 273-A:12(I).

- 4.8 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.
- 4.9 Determinations and/or recommendations under the provisions of Sections 4.6 and 4.7 of this Article IV will not be binding upon the parties.
- 4.10 During negotiations, the committee of the Board and the Committee of the Association will present relevant data, exchange points of view, and make proposals and counterproposals.
- 4.11 A copy of any agreement reached hereunder will be filed with the PELRB within fourteen (14) days of its execution.
- 4.12 If the monies to fund the economic provisions are not appropriated as provided in this Article IV, Section 4.4, and/or if either party rejects recommendations as set forth in this Article IV, Section 4.9, 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 will vote to accept or reject so much of his/her recommendation as is otherwise permitted by law.
 - C. If either the full membership of the employee organization or the Board of the public employer rejects the neutral party's recommendations, the economic impact of 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, but only with respect to economic matters submitted to it under this Article.
 - 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.
- 4.13 The parties may, by mutual agreement, pass over mediation and go directly to fact finding.

ARTICLE XX

EXPENDITURE OF PUBLIC FUNDS

- 20.1 Any agreement reached which requires the expenditure of public funds for its implementation shall not be binding upon the Board unless, and until, the necessary specific annual appropriations have been made. If such funds are not forthcoming, the Board and the Association shall resume negotiations regarding the matters affected in accordance with RSA 273-A:3(II)(b).

ARTICLE XIX

FINAL RESOLUTION

- 19.1 This Agreement represents the entire agreement and the final resolution of all matters in dispute between the parties, and shall not be changed or altered unless the change or alteration has been agreed to and evidenced in writing by the parties hereto.

ARTICLE V

ASSOCIATION RIGHTS

- 5.1 The Association will have the right to use school buildings at reasonable times for meetings. Request for the use of buildings will be made in writing to the principal in advance. The Association shall, however, pay any additional cost incurred by the Board in granting this use.
- 5.2 The Association will be given an opportunity at building faculty meetings to present brief reports and announcements.
- 5.3 The Association will, upon request, be given a place on the agenda of the Orientation Program for new teachers, as well as a place on the agenda at the general meeting for all teachers on the first day of school.
- 5.4 The Association will have the right to post notices on its activities and matters of teacher concern on teacher bulletin boards located in teachers' rooms only and shall have the right to place material (subject to review by the principal) in teacher mailboxes and via the District's e-mail distribution list. The Association agrees to hold the Merrimack School District, Board and all its agents harmless from any and all claims which may result from the posting and/or placement of any such material.
- 5.5 The Dues Deduction Authorization Form set forth herein as Appendix C shall be available in the Central Office and may be picked up by the Association at reasonable times during office hours.
- A. Teachers who are employed on or before September first (1st) of any school year and who return the Dues Deduction Authorization Form properly executed on or before September first (1st) of that school year shall be entitled to dues deductions beginning in September. If a properly executed dues deduction form is returned after September 1st and before November 1st, then dues deductions will commence in November. Teachers hired after October 1st of any school year shall be entitled to dues deductions provided that a properly executed dues deduction form is given to the Central Office within thirty (30) school days of employment. All dues deductions shall be made in twenty (20) equal installments over twenty (20) consecutive pay periods. If there are fewer than 20 pay periods remaining in the school year, the Merrimack School District will equally disburse the designated amount to the Treasurer of the Association over the remaining pay periods. Should there be a dispute between a teacher and the Association and/or the Board relating to any dues deduction, the Association agrees to defend, indemnify and hold the Merrimack School District and the Board and its agents and employees harmless in any such dispute.
- B. Such deductions shall be transmitted to the Association Treasurer each payroll period. The Board shall be held harmless from any and all claims in connection with the transmittal of dues
- C. By May first (1st), each year, the Association shall notify the Central Office of the rates for dues, if determined. In the event the dues rates have not been established by May first (1st) the Association shall make notification as soon as possible, after the dues rates have been set.
- 5.6 The Association may, with permission from the building principal, use school equipment normally used by teachers, for Association activities. However, expendable material will be at the expense of the Association.

- 5.7 Rights granted to the Association under this Article V shall not, in the judgment of the Board or the Administration, be disruptive or injurious to the Merrimack 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 or the Administration shall not be arbitrary nor capricious.
- 5.8 During the term of this Agreement, the rights and privileges set forth in this Article shall not be granted to any other bargaining agent.
- 5.9 During the term of this Agreement, up to seven (7) Association Delegates shall be allowed a paid professional day to attend the annual NEA-NH, NEA Assembly of Delegates. The Association will make an effort to insure that the number of Delegates attending from each school are pro-rated fairly among the schools in Merrimack.
- 5.10 The President of the Association or the President's designee shall be granted a total of four (4) days of paid leave per year for the purpose of conducting Association business.

ARTICLE XVIII

STRIKES AND SANCTIONS

- 18.1 The Association and the Board subscribe to the principle that differences shall be resolved by peaceful and appropriate means without interruption of the operations of the Merrimack School District. The Association, therefore, agrees that, during the life of this Agreement, it will not sponsor, support or instigate any strike, sanction, work stoppage, or other concerted refusal to perform work or curtailment of any of the operations of the Merrimack School District by teachers covered by this Agreement, nor shall the Board engage in any form of lockout against teachers.

ARTICLE XVII

NOTICE UNDER AGREEMENT

- 17.1 Whenever written notice to the Board is provided for in this Agreement, such notice shall be addressed to chairperson of the school board at his/her current address and at the same time a copy will be sent to the Superintendent of Schools, 36 McElwain Street, Merrimack, NH 03054.
- 17.2 Whenever written notice to the Merrimack Teachers Association is provided for in this Agreement, such notice shall be addressed to the President, Merrimack Teachers Association, at his/her then current address. The Association shall promptly notify the Superintendent in writing of any such address.

ARTICLE VI

EVALUATION AND PERSONNEL FILES

- 6.1 The parties recognize and agree that teacher evaluations are the sole responsibility of the Board and Administration and that the purpose of evaluations is to foster on-going reflection and professional growth as outlined in the district's teacher evaluation model.
- 6.2 Each new teacher to the Merrimack school system shall be made aware of the School District's evaluation plan either at the School District's orientation day, or within thirty (30) days of employment, including criteria, goals, and objectives of any such plan (including new plans) and the Association shall have the right to contribute input. Such input should be submitted in writing to the Superintendent and consideration will be given to any such input.
- 6.3 A teacher shall be given a copy of any formal evaluation observation within ten (10) school days of its occurrence and shall be entitled to file a written response on the form within five (5) school days of receipt of any such evaluation by the teacher. The teacher shall sign the evaluation to indicate only that he/she has seen same and received a copy. If requested, the evaluator shall hold a discussion with the affected teacher within a reasonable time of any such request. The request must be in writing. Further, any input resulting from informal observation shall be shared with the teacher as deemed appropriate by the evaluator.
- 6.4 No material relating to a teacher's conduct, service, character, or personality shall be placed in his/her personnel file unless the teacher has had an opportunity to review the material. The teacher will acknowledge that he/she had an opportunity to review such material by affixing his/her signature to the copy to be filed, with the express understanding that such signature in no way indicates agreement with the contents thereof. The teacher will also have the right to submit a written answer which shall be attached to such file material. There shall be no obligation on the part of the Administration or Board to respond to the teacher's comments and if no response is made, it shall not be deemed or construed to be an acceptance of or an agreement with the teacher's comments. This Section shall not apply to material of a confidential nature, that is, employment reference, et cetera, secured in employing any teacher.
- 6.5 A teacher will have the right, upon request, to review and make copies of non-confidential contents of that teacher's personnel file, at reasonable times, provided that the Board shall be held harmless from any and all claims in connection with the permission granted to any such teacher under the provisions of this Section. Except in an emergency situation where time is of the essence, a teacher wishing to utilize the provisions of this Section shall notify the Superintendent in writing at least twenty-four (24) hours in advance. A record will be kept in the files on material removed from that file.
- 6.6 It is the intent of the parties that every reasonable effort shall be made for each teacher to be evaluated as stated in the district's teacher evaluation model. This shall not prevent other appropriate administrators from evaluating teacher performance as necessary.
- 6.7 Teachers, (including nurses hired after July 1st, 2019), who are without continuing contract may not grieve the provisions of Article VI, nor shall this Article be applicable to the non-renewal of any such teacher or nurse.

- 6.9 If, in the opinion of the administration, a deficiency exists in a teacher's performance which could lead to remediation and non-renewal of the teacher, the administration will so inform the teacher in writing, stating the specific deficiencies and specific suggestions for improvement. The teacher shall be provided a minimum of six months within a school year(s) to correct said deficiencies. The six month period shall commence at the first meeting between the teacher and the remediation team at which time the remediation plan is initiated. Included on the remediation team shall be a teacher mutually agreed upon by the administration and the affected teacher.

ARTICLE XVI

MISCELLANEOUS PROVISIONS

- 16.1 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.
- 16.2 The Board and Association agree that there shall be no discrimination 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 teachers, or in the application or administration of this Agreement on the basis of race, creed, color, religion, national origin, sex, domicile, marital status, membership and/or activity in the Association.
- 16.3 Copies of this Agreement shall be printed at the expense of the Board within thirty (30) days after the Agreement is signed and presented to all teachers now employed, hereafter employed, or considered for employment by the Board
- 16.4 Any individual contract (Appendix A attached hereto) between the Board and an individual teacher heretofore or hereafter executed shall be subject to and consistent with the terms and conditions of this Agreement. If an individual contract contains any language inconsistent with this Agreement, it shall be considered invalid and this Agreement, during its duration, shall be controlling.

The cut-off date to gain additional graduate credits for purposes of this Article will be the last school day in October of the contract year. The Merrimack School District will create and distribute an updated ranking for all employees included in the collective bargaining unit by November 1st. Teachers will be responsible for submitting official transcripts for graduate credits by the last school day in October of the contract year.

- 15.5 In the event of a reduction in force within a department, Article 15.4 (B) & (C) are intended to require that the District select for layoff the teacher in the department with the lowest total points using the point system described in 15.4 provided such selection does not negatively impact the District's curriculum, instruction or educational programs.

It is understood that eliminating the teacher in the department with the lowest total points may result in other teachers being reassigned, at the District's discretion, to different subject areas. If this cannot be accomplished without negatively impacting the district's curriculum, instruction or educational programs, the District may eliminate the teacher with the next lowest total points. The District shall not act arbitrarily or capriciously in determining whether its curriculum, instruction or educational programs are negatively impacted.

- 15.6 When two or more teachers have the same point count and are being considered for Reduction in Force, the teacher with lesser academic preparation will be laid off first. If the point count remains equal, the teacher who signed the District's conditional offer of employment last will be laid off first. Signed conditional offers of employment will be marked with the date and time upon receipt by the office of the Superintendent of Schools.

- 15.7 Teachers shall be recalled in reverse order of layoff for any position within the classification in which the layoff occurred.

1. Laid off teachers shall be eligible for recall for a fifteen (15) month period following their final date of employment.
2. Teachers shall be responsible for notifying the superintendent in writing of their current address. Recall notices shall be mailed certified, return receipt requested.
3. Teachers shall have five (5) business days following acknowledgement of receipt of recall notice, to respond in writing to said recall notice. Failure to accept recall shall terminate the teacher's rights under this article.
4. No new employees shall be hired for any vacancy within a classification while there are laid off personnel from those classifications available to fill those positions.
5. Teachers who are recalled shall retain previously accrued benefits, including seniority and sick leave.
6. Teachers who have completed 15 years of service under the Merrimack Teachers' Association Master Agreement and are not recalled within the fifteen (15) month period shall receive a severance benefit equal to twenty percent (20%) of his/her per diem pay at the time of Reduction In Force for each day of unused accumulated sick leave.

TEACHER EMPLOYMENT

- 7.1 The Board agrees to hire only those teachers who are certifiable by the New Hampshire State Department of Education for every regular teaching assignment and registered nurses for every nursing assignment, except, this provision shall not apply in the instance where, in the determination of the Superintendent, availability of personnel is critical and an appropriate waiver, if required, is granted.

- 7.2 For teachers, and for the purpose of this agreement, the period of service shall not be more than one hundred eighty-seven (187) days, between the Monday before Labor Day of one year and June thirtieth (30th) of the next year, as set forth in an individual contract (see Appendix A attached hereto) between the Board and each teacher, to be allocated as follows:

Teaching Days: Up to one hundred eighty (180) days
In-Service Days: A minimum of seven (7) in-service days in school years, with at least four (4) days reserved for workshops and building meetings and one (1) day for classroom preparation prior to the beginning of school for students, and the equivalent of (2) two days for parent conferences.

Teaching Days: Up to one hundred eighty (180) days
In-Service Days: A minimum of eight (8) in-service days in school years, with at least four (4) days reserved for workshops and building meetings and one (1) day for classroom preparation prior to the beginning of school for students, and the equivalent of two (2) days for parent conferences and one (1) day for new hire district and building orientation.

In the event that designated make-up days exceed the allotted time on the annual calendar, and, students have met their required instructional hours, but teachers have not met his/her contracted days, the District reserves the right to require teachers to complete the contracted days for professional development and building meetings at the end of the school year. Make up days will not exceed June 30th.

Any professional development or building meetings scheduled after the teachers' contracted day, must be mutually agreed upon by the President of the Merrimack Teachers' Association and the Superintendent of Schools or his/her designee.

- 7.3 The Association and its members recognize that each teacher has a professional responsibility to provide the best possible opportunity to each and every student and that this responsibility carries beyond the normal school day.

- 7.4 Teachers are expected to put in whatever time is necessary to carry out their professional duties including (but not limited to) faculty meetings, conferences with administration, as required. Such meetings shall be of reasonable duration. The Association will cooperate with and provide input to the principal and superintendent in planning in-service programs.

- 7.5 For the term of this agreement, it is understood that high school teachers will not be assigned parking lot duties. Further, no more than fifteen high school teachers shall be assigned each day to morning hall duty (before 1st period). Elementary teachers shall not be assigned lunchroom duty. In the event of an emergency, when all other avenues (administrators, substitute monitors) are exhausted, a teacher from the back-up roster will cover in lieu of another duty for which that teacher is responsible or assigned. When required, the teacher covering for an absent lunchroom monitor will be notified as soon as possible. This article (7.5) does not apply to nurses.

- 7.6 It is the intent of the Board that duty will be assigned to teachers covered under this agreement in a substantially equitable manner in each building. Teachers who are assigned to an individual building less than half-time will be excluded from the substantially equitable requirement. Further, the term "substantially equitable" only applies to the teachers in an individual building and does not provide for comparisons between buildings. It is not the intent of the Board to increase the amount of time spent on non-instructional duties for teachers, unless it becomes necessary to do so in order to maintain student safety. This article (7.6) does not apply to nurses.
- 7.7 Nurses will not be assigned duties.
- 7.8 The Board agrees that each teacher will have a minimum of a thirty (30) minute duty-free lunch period.
- 7.9 The Board acknowledges that planning time is important. As a result, each administrator will ensure that adequate planning time is provided for all teachers. Should an unanticipated need arise that would cause a teacher to miss his/her planning time, the principal or his/her designee will make reasonable efforts to provide alternative planning time for that teacher.
- 7.10 Except in unusual circumstances, teachers will be notified of their teaching assignment on or before the last day of the academic school year for the ensuing year.
- 7.11 Reduction in Force and Recall shall be according to Article XV.
- 7.12 A teacher may refuse to accept an assignment different from that which was the basis for his/her acceptance. Such refusal shall constitute termination of services without prejudice.
- 7.13 Board shall notify teachers of their contract and salary status by May first (1st), unless extended by mutual agreement.
- 7.14 Professional staff who have satisfactorily completed approved graduate-level courses related to their current professional assignment and who wish to use such additional credits for the purpose of changing salary tracks at the beginning of the school year must notify the superintendent in writing not later than August 31st. Professional staff may change to a new salary track at the beginning of the second semester, provided notice of intent to change to a new track was given to the superintendent during September of that school year. Only graduate credits documented in official transcripts will be counted for the purpose of movement from one salary track to another. The district will only credit courses that are relevant to the position held or toward any career track role coursework.
- The professional staff member will be tasked with the requirement to provide documentation that the coursework being credited for the upgrade in salary step was not part of the degree earned.
- Time requirements specified in this Section 7.10 may be extended by mutual agreement.
- 7.15 On or before January fifteenth (15th) of each year, the Association shall present to the Board either orally and/or in writing suggestions for the ensuing school year calendar. The Association will also be given an opportunity to provide input in instances where the school calendar may require or undergo modification during the school year. The Board shall have the right to establish the school calendar and to make appropriate changes at any time, and such action by the Board shall not be subject to the Grievance Procedures of this Agreement.

ARTICLE XV

REDUCTION IN FORCE AND RECALL POLICY

- 15.1 If it is necessary to reduce the number of teaching staff covered by this agreement, the following procedure will be utilized:
- 15.2 As soon as a reduction in force is placed on a school board agenda for discussion, the president of the Association shall be notified in writing, specifying the nature of the proposed reduction.
- 15.3 Reductions will first be accomplished by attrition: resignations, retirements, etc.
- 15.4 If further layoffs are necessary, then teachers shall be laid off based on the following classifications:
- A. Grades K-6
 - B. Grades 7-8 (by department, within certification)
 - C. Grades 9-12 (by department, within certification)
 - D. Specialists, grades K-12 by area of specialization, for example, but not limited to, the following subject areas: art, music, physical education, education technology integrator, technology coordinator, library media specialist, and school counselor.
 - E. Special education (by areas of certification)
 - F. Nurses

Within these classifications, teachers will be ranked according to total points earned based on the following criteria:

1. One (1) point for each year of service completed under the Merrimack Teachers' Association collective bargaining agreement.
2. Ten (10) points for a teacher who has earned tenure in the Merrimack School District.
3. Points for Academic Preparation (degree and graduate credits earned):
- 4.

EDUCATION	POINTS	EDUCATION	POINTS
Bachelors	5	Masters	17
Bachelors +3	6	Masters +3	18
Bachelors +6	7	Masters +6	19
Bachelors +9	8	Masters +9	20
Bachelors +12	9	Masters +12	21
Bachelors +15	10	Masters +15	22
Bachelors +18	11	Masters +18	23
Bachelors +21	12	Masters +21	24
Bachelors +24	13	Masters +24	25
Bachelors +27	14	Masters +27	26
Bachelors +30	15	Masters +30	27
		PHD/EDD	30

Within the affected classification(s), teachers will be laid off beginning with the teacher with the lowest total points.

Part-time, partial, and job share staff will accrue seniority on a pro-rated basis.

ARTICLE XIV

MERRIMACK SCHOOL DISTRICT

SALARY SCHEDULE

2021-2022

- * RN 90% of BA
- * Degreed RN 100% of Track

Years of Experience As of 6/30	Step	BA	BA+15	BA+30	MA	MA+15	MA+30/PhD
0	1	\$38,892	\$39,189	\$41,003	\$42,531	\$43,408	\$44,942
1	2	\$39,217	\$40,118	\$41,840	\$43,407	\$44,304	\$46,521
2	3	\$39,517	\$40,386	\$42,248	\$44,316	\$45,370	\$46,970
3	4	\$39,796	\$41,332	\$43,965	\$45,425	\$46,636	\$48,263
4	5	\$41,000	\$42,412	\$45,571	\$46,961	\$48,301	\$49,649
5	6	\$42,432	\$43,641	\$46,889	\$48,518	\$49,863	\$51,220
6	7	\$43,761	\$45,178	\$48,502	\$50,161	\$51,424	\$52,687
7	8	\$45,090	\$46,511	\$50,317	\$51,794	\$53,090	\$54,361
8	9	\$46,523	\$47,945	\$51,628	\$53,160	\$54,547	\$55,933
9	10	\$47,852	\$49,174	\$53,342	\$54,935	\$56,525	\$57,608
10	11	\$49,285	\$50,612	\$54,753	\$56,614	\$58,191	\$59,492
11	12	\$50,613	\$52,146	\$56,467	\$57,935	\$59,752	\$60,959
12	13	\$51,840	\$53,376	\$58,030	\$59,638	\$61,418	\$62,979
13	14	\$53,272	\$54,810	\$59,592	\$61,135	\$62,667	\$64,310
14	15	\$54,499	\$56,040	\$61,306	\$63,035	\$64,541	\$66,091
15	16	\$55,931	\$57,679	\$62,852	\$64,535	\$65,999	\$67,579
16	17	\$57,158	\$58,909	\$64,533	\$66,485	\$67,767	\$69,335
17	18	\$58,999	\$61,778	\$66,045	\$67,835	\$69,330	\$71,223
18	19	\$65,003	\$66,317	\$67,817	\$70,330	\$70,920	\$72,899
19+	20	\$69,784	\$72,423	\$75,919	\$79,057	\$80,180	\$81,808

*PHD/EDD will receive an additional one thousand dollars (\$1,000.00) in addition to his/her salary step. This is not cumulative.

- 7.16 Extra-curricular activity and summer school assignment are voluntary and are not considered part of a teacher's normal duties and/or responsibilities, and shall not constitute a condition of employment under the terms and conditions of this Agreement.
- 7.17 A teacher who has been employed by the Merrimack School District for ninety-one (91) or more teaching days in a given school year will receive credit for one year's experience. This Section does not apply to Article VIII, Section 8.3. Authorized periods of absence shall not interrupt consecutive work days.
- 7.18 Teachers who are required to travel as part of their contracted services shall be reimbursed for incurred travel expenses at the Internal Revenue Service rate.
- 7.19 Board acknowledges its responsibility to provide a safe environment for students and staff. The Association acknowledges the need for a safe environment for students and staff. It is the responsibility of teachers to report in writing any known unsafe or hazardous conditions to the administration. The District agrees it must act in a timely fashion to correct any unsafe or hazardous conditions.
- 7.20 The Board shall attempt to populate classrooms so as not to exceed student teacher ratios as recommended by the New Hampshire Department of Education.

ARTICLE VIII

RATES OF PAY

- 8.1 The Compensation Plan and its application are set forth in Article XIV attached hereto. Employees who are contracted (employed) after the beginning of any school year, shall receive a pro-rated salary for their number of designated days of employment as provided in Article VII of this Agreement.
- 8.2 Teachers covered by this agreement shall receive any salary to which they may be entitled spread over equal pay periods, normally twenty-one (21), between the first (1st) day of any such teacher's contract and June thirtieth (30th), or he/she may request in writing that he/she be paid on the current schedule which provides for a lump-sum summer check. Teachers shall notify the Superintendent in writing no later than August fifteenth (15th) of the contracted school year of his/her intent to change his/her payment schedule.
- Returning teachers who are not changing their pay structure will automatically have the prior year's pay schedule rollover without further notification required. Newly hired teachers will elect his/her preferred pay schedule during a new employee orientation and are not bound in his/her first year of employment to the August fifteenth (15th) deadline.
- 8.3 Upon voluntary termination of employment in the Merrimack School District, a teacher covered by the Merrimack Teachers' Association Master Agreement and who has served at least fifteen (15) years (under the Merrimack Teachers' Association Master Agreement) and who is eligible for benefits under the New Hampshire Retirement System shall receive a severance benefit equal to twenty percent (20%) of his/her current per diem pay for each day of unused accumulated sick leave. The School District payment to any individual teacher with less than twenty (20) years in the District will be capped at \$5,750.00.
- 8.4 Nurses shall be placed on the salary schedule using the same criteria for years of experience as a licensed registered nurse.

ARTICLE XIV

MERRIMACK SCHOOL DISTRICT

SALARY SCHEDULE

2020-2021

- * RN 90% of BA
- * Degreed RN 100% of Track

Years of Experience As of 6/30	Step	BA	BA+15	BA+30	MA	MA+15	MA+30/PhD
0	1	\$38,399	\$38,696	\$40,510	\$41,918	\$42,789	\$44,309
1	2	\$38,699	\$39,600	\$41,322	\$42,769	\$43,660	\$45,863
2	3	\$38,799	\$39,668	\$41,530	\$43,478	\$44,526	\$46,112
3	4	\$39,478	\$41,014	\$43,647	\$44,987	\$46,192	\$47,805
4	5	\$40,682	\$42,094	\$45,253	\$46,523	\$47,857	\$49,191
5	6	\$42,114	\$43,323	\$46,571	\$48,080	\$49,419	\$50,762
6	7	\$43,443	\$44,860	\$48,184	\$49,723	\$50,980	\$52,229
7	8	\$44,772	\$46,193	\$49,999	\$51,356	\$52,646	\$53,903
8	9	\$46,205	\$47,627	\$51,310	\$52,722	\$54,103	\$55,475
9	10	\$47,534	\$48,856	\$53,024	\$54,497	\$56,081	\$57,150
10	11	\$48,967	\$50,294	\$54,435	\$56,176	\$57,747	\$59,034
11	12	\$50,295	\$51,828	\$56,149	\$57,497	\$59,308	\$60,501
12	13	\$51,522	\$53,058	\$57,712	\$59,200	\$60,974	\$62,521
13	14	\$52,954	\$54,492	\$59,274	\$60,697	\$62,223	\$63,852
14	15	\$54,181	\$55,722	\$60,988	\$62,597	\$64,097	\$65,633
15	16	\$55,613	\$57,361	\$62,534	\$64,097	\$65,555	\$67,121
16	17	\$56,840	\$58,591	\$64,215	\$66,047	\$67,323	\$68,877
17	18	\$58,681	\$61,460	\$65,727	\$67,397	\$68,886	\$70,765
18	19	\$64,685	\$65,999	\$67,499	\$69,892	\$70,476	\$72,441
19+	20	\$68,366	\$71,005	\$74,501	\$77,519	\$78,636	\$80,250

*PHD/EDD will receive an additional one thousand dollars (\$1,000.00) in addition to his/her salary step. This is not cumulative.

ARTICLE XIV

MERRIMACK SCHOOL DISTRICT

SALARY SCHEDULE

2019-2020

- * RN 90% of BA
- * Degreed RN 100% of Track

Years of Experience As of 6/30	Step	BA	BA+15	BA+30	MA	MA+15	MA+30/PhD
0	1	\$37,369	\$37,666	\$39,480	\$40,865	\$41,727	\$43,242
1	2	\$37,569	\$38,470	\$40,192	\$41,616	\$42,498	\$44,696
2	3	\$38,469	\$39,338	\$41,200	\$43,125	\$44,164	\$45,745
3	4	\$39,148	\$40,684	\$43,317	\$44,634	\$45,830	\$47,438
4	5	\$40,352	\$41,764	\$44,923	\$46,170	\$47,495	\$48,824
5	6	\$41,784	\$42,993	\$46,241	\$47,727	\$49,057	\$50,395
6	7	\$43,113	\$44,530	\$47,854	\$49,370	\$50,618	\$51,862
7	8	\$44,442	\$45,863	\$49,669	\$51,003	\$52,284	\$53,536
8	9	\$45,875	\$47,297	\$50,980	\$52,369	\$53,741	\$55,108
9	10	\$47,204	\$48,526	\$52,694	\$54,144	\$55,719	\$56,783
10	11	\$48,637	\$49,964	\$54,105	\$55,823	\$57,385	\$58,667
11	12	\$49,965	\$51,498	\$55,819	\$57,144	\$58,946	\$60,134
12	13	\$51,192	\$52,728	\$57,382	\$58,847	\$60,612	\$62,154
13	14	\$52,624	\$54,162	\$58,944	\$60,344	\$61,861	\$63,485
14	15	\$53,851	\$55,392	\$60,658	\$62,244	\$63,735	\$65,266
15	16	\$55,283	\$57,031	\$62,204	\$63,744	\$65,193	\$66,754
16	17	\$56,510	\$58,261	\$63,885	\$65,694	\$66,961	\$68,510
17	18	\$58,351	\$61,130	\$65,397	\$67,044	\$68,524	\$70,398
18	19	\$64,355	\$65,669	\$67,169	\$69,539	\$70,114	\$72,074
19+	20	\$66,936	\$69,575	\$73,071	\$76,064	\$77,174	\$78,782

*PHD/EDD will receive an additional one thousand dollars (\$1,000.00) in addition to his/her salary step. This is not cumulative.

ARTICLE IX

RETIREMENT INCENTIVES

- 9.1 Eligible employees shall be full time professional personnel as listed in Article I. (Refer to Article VII, 7.16 for 91 or more teaching days in a given school year being credited for one (1) year's experience as a definition of full-time professional personnel.)

(See #9.8, this article proposal for additional criteria of eligibility.)
- 9.2 The employee must have completed fifteen (15) in-district years under the Merrimack Teachers' Association Master Agreement.
- 9.3 Eligible employees must be at least fifty-five (55) years of age on or before June 30th of the calendar year in which retirement occurs.
- 9.4 Retirement incentive benefits shall be according to the following schedule:
- | Total Teaching Experience
Accrued by June 30 th of the
School Year of Retirement | Percentage of Final Year's Salary |
|---|-----------------------------------|
| 30 | 50% |
| 29 | 47% |
| 28 | 44% |
| 27 | 41% |
| 26 | 38% |
| 25 | 35% |
| 24 | 32% |
| 23 | 29% |
| 22 | 26% |
| 21 | 23% |
| 15-20 years | 20% |
- 9.5 Only full-time experience, (see #9.1), shall be credited for retirement incentive.
- 9.6 The School District is required to honor a minimum of seven (7) applications for retirement incentive per school year if they receive seven (7) or more applications. The Board, at its discretion, may elect to honor more than the required minimum of applications in the agreement.
- 9.7 Formal written notification for retirement incentive is to be received by the superintendent's office on or before the fifteenth (15th) of November of the school year of retirement.

9.8 Should more than the minimum number of seven (7) eligible employees apply for retirement incentive, the following criteria will be used:

1. First preference will be given to the applicants who have accumulated the most points based on a calculation of age plus years as a contracted teacher plus length of service in district exceeding twenty (20) years. Applicants will receive one (1) additional point for each year served in Merrimack over 20 years.

Example 1:

Age as of June 30th: 58
Total Years of Service: 30
Sub Total Points = 85

Years In District (18):
Additional Points: 0

Total Points = 85

Example 2:

Age as of June 30th: 58
Total Years of Service: 30
Sub Total Points = 85

Years In District (23):
Additional Points: 3

Total Points = 88

2. Should two applicants have the same point value, the determining the criteria shall be date of birth with the oldest applicant having first preference.
3. Should two applicants have the same point value and date of birth, the determining criteria will be the higher salary.

9.9 All applicants who are granted approval for retirement incentive will be notified by March thirtieth (30th) of the contracted school year of retirement and will submit, within five (5) days of receipt of approval notification, a letter to the superintendent indicating their resignation from their position at the completion of that school year.

9.10 The amount granted shall be a single sum payment on or before July fifteenth (15th) of the calendar year in which retirement occurs.

9.11 Employees who are granted the retirement incentive plan shall be treated the same as other retirees, consistent with past practice, as regards to medical and dental insurances.

9.12 In cases of extenuating circumstances (family hardship, sudden illness, etc.) additional retirement incentive applications may be tendered after the November fifteenth (15th) deadline and shall be considered at the sole discretion of the Board.

9.13 Applicants who are denied the retirement incentive and have met the criteria under Article IX and have served at least fifteen (15) years in the District under the Merrimack Teachers' Association Agreement and who are eligible for benefits under the New Hampshire Retirement System shall receive a severance benefit equal to twenty percent (20%) of his/her current per diem pay for each day of unused accumulated sick leave.

13.7 Should an employee of the School District opt out of the health insurance benefit and choose to be covered under a health insurance plan other than one offered by the district, the School District shall pay said employee a sum equal to Three Thousand Dollars (\$3,000.00). Said stipend shall be paid to the employee in equal installments via the employee's paycheck. If during the year said employee experiences a qualifying event that enables them to then be covered under the District's health insurance, the remaining stipend payment will cease. Current employees choosing this benefit must select this option during the annual spring open enrollment period each year. Proof of insurance must be provided to the school district by July first (1st) of each year. Newly hired employees may select this option when hired.

13.8. The Board agrees to pay Ninety Percent (90%) of the monthly premium cost for either the single, two-person or family plan to provide Dental Option 8A of the so-called Delta Dental Plan for teachers covered by this Agreement.

ARTICLE XIII

HEALTH AND DENTAL INSURANCE

13.1 The Board agrees to maintain in effect an insurance plan for all employees so long as they remain on the Merrimack School payroll. A summary of the benefits to be provided under said plan is set forth in Article XIII. The Board and/or the Association reserve the right to investigate a change in the insurance carrier(s). In the event the Board or the Association desires to change the insurance carrier(s) or the design of the current plans, the Board or Association shall notify in writing the other party to discuss the proposed change

The Board, after consultation with the Association no later than January 1st of the preceding plan year, may offer new plan design options during the course of this contract through the same carrier, subject to the same premium contributions in Section 13.2.

The Board and/or Association will lend its resources to facilitate the research of the carrier(s). A research committee will be formed in agreement by both the Association and the Board. The committee shall make a recommendation and present to both parties any proposed changes to the carrier and/or plan designs. Any changes in carrier or plan designs must be approved by both parties by March 1st of the contract year.

The Board will allocate Twenty Thousand Dollars (\$20,000.00) per year for the purpose of facilitating the research referred to the above.

13.2 The Board agrees to provide hospital-medical insurance coverage. The Board shall pay a percentage of the monthly cost of service for either single person, two-person or family hospital-medical insurance plan covering School District employees, or apply the dollar equivalent thereof toward other insurance plans offered to employees by the School District.

The Board agrees to pay:

- 85% of the Health Maintenance Organization Plan (HMO) in 2019-2020
- 85% of the Health Maintenance Organization Plan (HMO) in 2020-2021
- 85% of the Health Maintenance Organization Plan (HMO) in 2021-2022

13.3 Teachers may select single, two (2) person, or family coverage.

13.4 An employee must enroll as a member of one of the selections under the provisions of Section 13.3 above in order to be eligible for benefits or contributions set forth herein.

13.5 The difference between the Board's contribution set forth in Section 13.2 above and the actual cost to the Board to provide the coverage selected by an employee under Section 13.3 above will be payroll deducted from an appropriate payroll period(s) by the Board

13.6 If a married couple is employed by the School District, then only one (1) spouse shall be eligible for the benefits provided in this Section 13.2. The non-enrolled spouse shall be eligible for a lump sum payment equal to One Thousand and Five Hundred Dollars (\$1,500.00). This payment shall take place by December fifteenth (15th) of that school year.

If a married couple is employed by the School District and both employees are covered by this contract, then both employees are eligible for dental benefits as described in Section 13.8.

ARTICLE X

GRIEVANCE PROCEDURE

10.1 Definition

A "grievance" is a claim based upon an event or condition of employment of a teacher or group of teachers based upon the interpretation or application of any of the provisions of this Agreement. An "aggrieved teacher" is the person or persons making the claim. All time limits in this Article X shall mean school days, except under Section 10.8 of this Article.

10.2 Purpose

The parties acknowledge that it is most desirable for an employee and his/her 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 D attached hereto) and referred to the following formal grievance procedure.

10.3 Formal Procedure

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

Level A Within three (3) days of receipt of a formal grievance, the building principal, if at grades K through 8, or the department head, if at grades 9 through 12, shall meet with the aggrieved teacher. Within two (2) days following any such meeting, the principal or the department head 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 five (5) days of the receipt of an answer given at this level.

Level B Within five (5) days of a grievance being referred at this level, the superintendent, if at grades K through 8, or the principal, if at grades 9 through 12, will meet with the participants of Level A and examine the facts of the grievance.

The principal or superintendent shall give his/her answer within five (5) days of any such meeting. If the grievance is not settled at this level, then within five (5) days from receipt of the answer rendered at this level, the grievance may, in the instance of grades K through 8, be referred to Level D. In the instance of grades 9 through 12, the grievance may be referred to Level C.

Level C Within five (5) days of a grievance being referred to this level, the superintendent will meet with the participants of Level B and examine the facts of the grievance. The superintendent shall give his/her answer within seven (7) days of any such meeting. If the grievance is not settled at this level, then within five (5) days from receipt of the answer rendered at this level, the grievance may be referred to Level D.

Level D. If the grievance remains unsettled, then the matter may be referred by the Association to arbitration. The parties shall then apply to the American Arbitration Association, or, if mutually agreed upon, the New Hampshire Public Employees Labor Relations Board, to name an arbitrator under their rules and procedures. No new grounds or evidence shall be presented in arbitration that has not been made known to the Board or Association prior to the arbitration hearing.

The arbitrator shall use his/her best efforts to arbitrate the grievance, including issues of procedural and substantive arbitrability, but he/she shall have no power or authority to do other than interpret and apply the provisions of this Agreement and he/she shall have no power to add or subtract from, alter, or modify any of the said provisions. The arbitrator shall not hold hearings for more than one grievance unless mutually agreed to by both parties. That is, multiple grievances before the same arbitrator will not be allowed; however, the same arbitrator may hear a grievance filed by a group of teachers alleging the identical contract violation. The arbitrator shall thereafter submit a decision to both parties. The parties agree to share equally in the compensation and expense of the arbitrator.

The decision of the arbitrator shall be binding upon both parties. However, both parties shall have a right to appeal to the New Hampshire Courts under the provisions of Revised Statutes Annotated, Chapter 542, as amended. It is hereby specifically agreed by the Board and the Association that this Agreement and Grievance Procedures Article are subject to the provisions of New Hampshire Revised Statutes Annotated, Chapter 542, as amended.

- 10.4 Time periods specified in this procedure may be extended by mutual agreement.
- 10.5 Upon selection and certification by the Association, the Board shall recognize an Association Grievance Committee.
- 10.6 Grievance(s) of a general nature may be submitted to Level B.
- 10.7 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.
- 10.8 In the event a grievance is filed on or after June first (1st), the parties agree to make a good faith effort to reduce the time limits set forth herein so that the grievance procedure may be exhausted prior to the end of the school term, or as soon thereafter as is practicable.
- 10.9 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, except at the Board level. Failure at any level of the procedure to appeal a grievance to the next level within the specified time limits shall be deemed to be acceptance of the decision rendered at that level.
- 10.10 A grievance, in order to be considered under this Article, must be filed within thirty (30) days of its occurrence or reoccurrence.
- 10.11 Subject to the provisions of RSA 273-A:11, I(a), an employee shall be given the right, upon notice to the appropriate supervisor, to have an association representative present with respect to a grievance.
- 10.12 Under the terms of this Agreement, an employee shall not be disciplined except for just cause. Just cause for purposes of this Agreement shall mean that the evidence supports the disciplinary action. Discipline shall include a written reprimand and/or suspension and/or dismissal. An evaluation shall not be considered or construed as a written reprimand and any such evaluation shall not be grieved under the provisions of this Master Agreement. Non-renewal of teachers, excluding nurses, under the appropriate RSA's shall not be subject to the Grievance and Arbitration provisions of this Agreement. Non-renewal of probationary nurses (see Article 6.9) shall not be subject to the Grievance and Arbitration provisions of this Agreement. Non-renewal of non-probationary nurses shall be subject to the Grievance and Arbitration provisions of this Agreement.

ARTICLE XII

INSURANCE

- 12.1 The Board will not itself pay the insurance benefits referred to in Section 12.1 but will obtain policies or contracts from insurance companies which will administer said benefits.
- 12.2 The Board agrees to pay Fifty Thousand Dollars (\$50,000.00) to the named beneficiary or estate of any full time teacher that is a member of the Merrimack Teachers' Association Agreement who dies while employed in the Merrimack School District. It is agreed by the parties that the Board shall have the sole and absolute right to make any such Fifty Thousand Dollars (\$50,000.00) payment from either Merrimack School District monies or from any other source of the Board's choosing.

The Board agrees to pay Fifteen Thousand (\$15,000.00) to the named beneficiary or estate of any part time teacher of the Merrimack Teachers' Association Agreement who dies while employed by the Merrimack School District..
- 12.3 The Board agrees to provide a Long Term Disability Policy for all full time teachers who work thirty (30) or more hours per week during the school year effective July 1, 1991. The Long Term Disability Policy will pay sixty-six and two-thirds (66 2/3) percent of basic monthly earnings to a maximum benefit of Four Thousand Five Hundred (\$4,500.00) per month with a ninety (90) day elimination period or until a teacher has exhausted all of his/her accumulated sick leave, whichever is greater. This benefit covers employees up to the social security normal retirement age or until actual retirement per the terms and conditions of the policy. The specifications for the Long Term Disability policy will be agreed upon by both parties.
- 12.4 The District agrees to continue to purchase Workers' Compensation Insurance at no cost to the employee only as long as it is required by law. When a claim is accepted by Workers' Compensation Insurance, an employee will receive a set portion of wages as determined by law.

Workers' Compensation starts on the fourth day of disability (subject to a three day period) as per RSA 281-A:22. The waiting period is waived if the disability continues for 14 days or longer or if an employee returns to temporary alternative employment within five days.

Employees will be required to utilize accrued sick leave during the first three days of disability. If the employee is paid the initial three days by Workers' Compensation, the employee's accrued leave will be reversed and added back to their total sick leave.

ARTICLE XI

LEAVES OF ABSENCE

3. Request for sabbatical leave must be received by the Superintendent of Schools in writing, in such form as may be required by the superintendent, no later than the fifteenth (15th) of December of the year preceding the school year for which the sabbatical leave is requested.

The superintendent shall inform each applicant in writing of the action to be recommended on the request for sabbatical leave no later than January thirtieth (30th) of the school year preceding the school year for which the sabbatical is requested. The Board shall notify the teacher of its intent relative to the request for sabbatical leave by March 31st.

4. Each teacher must agree to return to service in the Merrimack Public Schools immediately upon termination of sabbatical leave and to continue in such service for a period of three (3) years, unless physical disability makes this impossible or there is mutual agreement to the contrary. A signed statement in the format of a promissory note shall stipulate that failure of the teacher to provide such service shall result in the obligation to reimburse the Merrimack School District a proportional part of the salary paid to him/her during sabbatical leave determined by the fraction of the three (3) years not served following the leave.
5. A complete and detailed outline of work and/or of study to be performed during the period of leave shall be provided in the request for leave.
6. Approval of leave shall specify the work and/or study to be performed and failure to abide by the terms and conditions of such approval shall automatically result in pro-rata adjustment or cancellation of salary, or reimbursement to the Board of all or part of salary paid to date.

- 11.15 Upon return from any paid or unpaid leave, teachers shall return to the same position which they held prior to the leave. If that position no longer exists, the teacher shall be given the next open position for which they are qualified and certified. Teachers shall retain previously accrued benefits including seniority and sick leave to which they are entitled. Leave time under this article shall not be counted towards the attainment of continuing contract

Upon return from such leave, teachers will be paid as follows:

- A. Teachers who worked at least ninety-one (91) days in the school year in which their leave began: They will be paid at the next salary step above that step they were on immediately prior to the commencement of the leave.
- B. Teachers who worked ninety (90) days or less in the school year in which their leave began: They will be paid at the same salary step they were on immediately prior to the commencement of the leave.

- 11.1 It is agreed that the use of leave days will be confined to the legitimate purposes provided in the following schedule. Any teacher found to have violated these restrictions shall be subject to appropriate disciplinary action.

- 11.2 Sick leave shall be available for a disabling physical or mental condition of the teacher, excluding work-connected disability covered by New Hampshire Workmen's Compensation Laws. Mental condition, under this Section, shall mean as determined by Blue Cross/Blue Shield benefits. In addition, up to five (5) days of the current year's allotment may be used to attend to a sick member of the immediate family (child/spouse/parent). If the family member resides outside the household of the teacher, the District may request medical verification for such family illness leave. A teacher who is aware of the need for an extended upcoming disability or sick leave, and who elects not to utilize leave under the *Family and Medical Leave Act of 1993*, shall notify the Superintendent of Schools in writing sixty (60) days prior to the start date of the disability leave if possible.

- 11.3 Teachers will begin the Contract year with a credit of fifteen (15) days sick leave pay at their applicable salary rate regardless of the number of sick days accrued to that point. The Board agrees to permit accumulation of sick leave up to a maximum of one hundred thirty-five (135) days for teachers employed by the Merrimack School District prior to July 1, 1992. The Board agrees to permit accumulation of sick leave up to a maximum of ninety (90) days for teachers hired after June 30, 1992. The immediate supervisor and/or superintendent may request medical evidence from the Board's physician whenever he/she feels it is necessary. Upon written request to the superintendent's office, an employee shall be entitled to receive a written statement of his/her then current accumulated sick leave.

- 11.4 The School District will comply with the provisions of the *Family and Medical Leave Act of 1993*.

- 11.5 The Superintendent of Schools will grant unpaid family care leave without benefits to any teacher on continuing contract for up to two (2) years for the following purposes:

- the adoption of a child by an employee
- the care of an employee's newborn child
- the care of an employee's ill child or spouse
- the care of an employee's ill parent

Subject to the following conditions:

Except in emergency situations, a teacher must submit a written request sixty (60) days prior to the start date. The request must include sufficient medical or other evidence establishing the need for such leave. A teacher may return only at the beginning of the school year, on or before the two (2) year maximum expires. A teacher must notify the Superintendent through registered mail of his/her intent on or before June 1st prior to the beginning of the school year in which he/she desires to return. An extension of the June 1st notification date may be granted by the Superintendent of Schools.

Leave time under this section shall not be counted as years of service to the district.

An employee who has received family care leave in the District must return to work for one full year counted as service to the District before this benefit may again be enacted. Exceptions for hardship may be granted through provisions of Article XI, Section 11.11.

A teacher is not eligible for any other leave under this article while on an approved family care leave.

Hospital-medical and/or dental insurance shall be available to teachers under this Section (11.5) at the teacher's cost subject to the terms and conditions of the insurance carrier. The teacher's cost shall be the same as allowed under COBRA.

- 11.6 The Board will grant parental leave to a teacher (upon request), who meet the eligibility criteria of the Family Medical Leave Act. If eligible, a teacher may receive up to twenty (20) days of the teacher's accrued sick time for the birth/adoption of a child. Such leave may not coincide with the recovery of the birth of a child.
- 11.7 The Board will grant up to three (3) paid personal leave days to teachers as follows: conducting important affairs which cannot be accomplished at any other time; attending to sick relatives; and important Holy Days. Leave under this Section 11.7 shall be with the permission of the superintendent or his/her designee (who shall not act in an arbitrary or capricious fashion) and excludes such things as social affairs, pleasure trips and recreation. To be eligible for paid leave under this section, a district Request for Personal Leave form must be completed and be presented to the respective building principal at least twenty-four (24) hours prior to any such personal leave. Personal leave will not be granted in circumstances involving the day immediately prior to or the day immediately following any holiday/vacation unless extenuating circumstances exist and are approved by building principal, the superintendent or his/her designee.
- Teachers who have unused personal days remaining at the end of the school year, as listed in Article XI, 11.6, will be paid one hundred dollars (\$100.00) per day or fifty dollars (\$50.00) for half days to be paid by June 30th of the contract year.
- 11.8 The Board will grant up to five (5) paid leave days for a bereavement caused by the death of a teacher's spouse and a teacher's or teacher's spouse's parent or child. The Board will grant up to three (3) paid leave days for a bereavement caused by the death of a teacher's or teacher's spouse's sister, brother, grandchild or grandparent. One (1) paid leave day will be granted to attend the funeral of a close acquaintance, provided approval has been obtained from the Superintendent of Schools. In the event of extenuating circumstances, teachers are eligible for up to five (5) additional days.
- 11.9 Military leave of absence shall be granted by the Board in accordance with existing State and Federal Statutes.
- 11.10 An employee called as a juror, or subpoenaed as a witness, as long as it does not involve an action brought by the subpoenaed teacher or the Association against the School Board or School District, will be paid according to either A or B or C below:
- A. His/her regular earnings for the period of jury service. The teacher will turn over to the District any fee received for such jury service.
- B. His/her regular earnings for the period of jury service, minus the amount of the fee received for such jury service. The teacher will keep the fee paid for such service. A receipt or other such evidence indicating the amount paid to the teacher must be submitted to the superintendent's office.

C. His/her regular earnings for the period of jury service, minus the amount of the fee offered for jury service, if the teacher chooses to waive receipt of the fee. Evidence of the amount offered to the teacher must be submitted to the Superintendent's office.

- 11.11 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/her pay for such government service and the amount of earnings lost by him/her for reason of such service, based on the employee's regular daily rate.
- 11.12 Leaves for any and all other reasons, paid or not paid, shall be granted at the discretion of the Superintendent. Unpaid leave must be requested in writing to the Superintendent.
- 11.13 The Board agrees to maintain a Sick Leave Bank (hereafter referred to as the bank) for serious illness or disability. Any sick days remaining in the bank at the end of the one school year shall be carried over to the following school year. New employees shall be required to donate one day, regardless of the number of days currently in the bank. In the event that the bank reaches the level of thirty (30) days or below in any school year, then every teacher shall be required to donate one (1) day from the fifteen (15) days set forth in Section 11.3. Teachers will be notified within two pay periods after the day has been donated. In the event that a teacher does not have a sick day to donate, they will be required to contribute a day on the first day of the following school year. To become eligible to request extended benefits from the bank, a teacher must: have donated a day to the bank; have exhausted all accrued sick leave under Section 11.3 of Article XI; continue to be seriously ill or disabled five (5) work days beyond the exhaustion of sick leave; complete a district Sick Bank Request Application; and gain the approval of the Sick Leave Bank Committee. Any teacher who continues to be seriously ill or disabled beyond the five (5) day work period, and is found eligible for payment under this section, will be paid from the first day of serious illness or disability. The five (5) day delay before bank eligibility shall not apply to those teachers who begin the school year with forty (40) or more accrued days of sick leave. A teacher may draw up to sixty (60) days from the bank in any one (1) year. However, the sixty (60) day allocation will be limited by the long term disability insurance policy. After a total of ninety (90) days of disability, a disabled teacher who is using the bank will be required to receive benefits under the terms and conditions of the long term disability insurance policy. The bank shall be administered by the Sick Leave Bank Committee which shall consist of a teacher appointed by the MTA Executive Board, a teacher mutually agreed upon by the parties, and a person who is the designee of the Superintendent. Twice a year, upon request, the Association will be notified of the status of the bank.
- 11.14 Sabbatical Leave - Upon recommendation by the Superintendent of Schools, a sabbatical leave may be granted to one member of the teaching staff by the Board for teaching related work approved by the superintendent or full-time study in the United States at any regionally accredited graduate school or at a foreign school approved by the superintendent, including study in another area of specialization. The Board agrees to fund at least one (1) sabbatical each year, subject to the following conditions:
1. The teacher has completed at least seven (7) consecutive full school years of service in the Merrimack School System.
 2. All sabbatical leaves shall be for a full Merrimack school year (i.e., July 1st through June 30th), and teachers will be paid by the Board at fifty percent (50%) of the salary rate which they were receiving during the school year immediately prior to the commencement of the leave. Upon return from such leave, teachers will be paid at the next salary step above that step which they were on immediately prior to the commencement of the leave.