

Proposal for Changes to the Collective Bargaining Agreement between the Dover Paraeducators' Association and the Dover School District

~~September 1, 2020 – August 31, 2023~~ **September 1, 2023 – August 31, 2026**

Additions are generally noted by **bold and underlined typeface**. Deletions are generally noted by ~~striking through~~.

ARTICLE V: WORKING CONDITIONS

A. LUNCH PERIOD

2. **If the District requires or permits an employee to work during their lunch period, the District shall pay the employee for the 30-minute lunch period.**
3. **Within each building, the District shall provide a student-free space with tables and chairs where employees may eat their lunch.**

B. WORK DAY

3. **The District shall schedule special education paraprofessionals for an additional 30 minutes per week beyond their regular work schedule, when they are not responsible for a student or assigned to other duties, to complete work-requires paperwork, meet with case managers, respond to work-related email, and perform other work-related activities.**

L. EMERGENCY SCHOOL CLOSING

2. When schools are closed because of inclement weather or emergencies, employees shall not report to work. ~~and they shall not be paid.~~

M. SAFETY

1. **Safety Committee (Provided by Peter Miller)**

Safety of employees is of paramount concern to the School District. The Association President shall appoint three members to the District's **Joint Loss Management Committee (Safety Committee)**, one from the elementary level, one from the Middle School and one from the High School. **The minutes of each meeting shall be posted in each building in a location (or locations) accessible to all bargaining unit members within seven work days of the meeting's conclusion.** ~~The District's Safety Committee is in the process of developing District-wide protocols for addressing employee needs after an incident of student aggression. The Committee plans to finish its protocols by August~~

~~31 for District-wide implementation during the 2020-2021 school year. When finalized, the protocols will be implemented for all bargaining unit members, and may be supplemented as needed.~~

2. Safety Training (Provided by Peter Miller)

~~Consistent with Article V.A.1, t~~The District will provide the following trainings **over the course of one or more** on a professional development days:

- a. Avoid, Deny, Defend or comparable program
- b. Bloodborne pathogens
- c. Pupil Safety and Violence Prevention
- d. Title IX
- e. Title VII
- f. Acceptable ways to address typical student behavior
- g. First Report of Injury (FRO) Reporting

3. Injury and Student Aggression Reporting (Provided by Peter Miller)

The Association will appoint two representatives to serve on the Restraint Review Committee. Employees will receive pay to attend meetings. The Restraint Review Committee shall determine the frequency of its meetings.

- a. Any employee who suffers from aggression by a dysregulated student shall report the incident on the form in Appendix B. (Provided by Peter Miller)
- b. The incident report and, if applicable, the FROI report shall be completed before the employee returns to work with a student. (Provided by Peter Miller)

4. New Hire Orientation (Provided by Peter Miller)

The District shall provide at least two days of orientation to every newly-hired paraeducator before the employee begins a normal work schedule. The orientation shall be developed by the administration with input from the Association.

5. Miscellaneous Safety Provisions (Provided by Peter Miller)

- a. No paraeducator shall be required to enter a bathroom with a student, without another adult present in the bathroom.
- b. The District shall reimburse employees for personal property damaged by students.

ARTICLE VI: COMPENSATION

H. LONGEVITY

- ~~2.— Said payment shall be made during the month of December.~~

ARTICLE VII: FRINGE BENEFITS

A. HEALTH BENEFITS (order of #'s, and combination of paragraphs were provided by Peter Miller)

1. The School Board ~~District~~ agrees to provide to those Paraeducators employed for a combined schedule of thirty (30) hours or more per week, health insurance as follows: ~~2- Sixty~~ **Seventy-two** percent ~~(60%)~~ of **the monthly premiums for single coverage of the SchoolCare Yellow plan without Choice Fund plus \$100** ~~a single coverage of the premiums of the School Care HMO Option or the equivalent.~~ ~~3- Paraeducators may use the dollar amounts of the above coverage and apply them to~~ **two person or family coverage** ~~other options and coverage with the Paraeducator paying the dollar difference.~~
 - a. The employee's contribution will be paid by the individual Paraeducator through payroll deductions.
 - b. The parties agree that all employee health contributions shall be made in accordance with and pursuant to Internal Revenue Service Regulation 125.
2. ~~4-~~ Those eligible employees who do not enroll in the District's health insurance program and provide documentation that he/she is covered by another employer-sponsored group health plan or a federal or state sponsored plan (other than a plan through a "health insurance exchange" under the Affordable Care Act) shall be paid \$300 each year. Said payment shall be made during the month of December.
3. ~~5-~~ Paraeducators employed for less than 30 hours per week may opt to participate and purchase at their own expense, health insurance coverage under Schoolcare, provided that such employee is eligible for coverage under that plan (i.e., regularly scheduled to work at least fifteen hours per week).
4. **The District will make available to all eligible employees an IRS Section 125 Flexible Spending Account Plan ("FSA"). Employees will be allowed to voluntarily contribute by payroll deduction to the Section 125 Plan up to the limit allowed by law. These funds may be used to offset any medical, childcare, or other expenses allowed by law.**

F. ~~TAX-DEFERRED ANNUITY~~ **RETIREMENT**

1. The School Board agrees to allow paraeducators to take advantage of the federal law concerning tax-deferred annuities. Any new group must have at least ten (10) members.
2. **The District shall contribute \$5 per paycheck, up to \$100 annually, to a 403(b) account for each employee.**

G. REQUIRED TRAINING, PROFESSIONAL DEVELOPMENT, AND CERTIFICATION

- 2. If an employee wants to attend a workshop or other professional development activity related to their work responsibilities, the employee may submit a funding request to their principal or immediate supervisor. If funds are available and the supervisor believes that the activity would benefit the District, the District will approve the request. The District will pay workshop fees in advance, or employees may pay and be reimbursed in accordance with the District procedures.**
- 3. The District shall post for a Paraeducator representative to the Professional Development Committee (if active) or the Teaching and Learning Department to develop meaningful professional development for paraeducators. The representative will be paid at their hourly rate for up to fifty (50) hours each school year, unless additional hours are authorized by the Superintendent or designee. The District shall develop a job description for the position prior to posting.**
- 4. For employees who hold teaching credentials from the New Hampshire Department of Education, the District will sign off on successfully completed professional development hours with the Department of Education.**

ARTICLE VIII: LEAVES

A. EARNED LEAVE

1. ACCRUAL & USAGE

The District shall grant employees thirteen days of earned leave annually. A "day" shall correspond to the number of hours in the employee's typical work day. **For non-probationary employees, t**~~he~~ **District shall grant five days of earned leave on the first day of work, and employees will earn one (1) day per month up to (thirteen) 13 earned days with full pay annually. For probationary employees, the District shall grant 1.3 days per month for ten months.** Employees may carry over a maximum of one hundred (100) earned days annually.

E. ASSOCIATION LEAVE

- 2. The District shall grant an unpaid leave to any employee who is elected to a state-wide office of NEA-New Hampshire or the National Education Association and who requires a leave of absence to perform their duties. The employee's leave will last for the duration of the employee's time serving in office. An employee on leave under this paragraph who wishes to return to District employment shall notify the District by April 1 of the calendar year when the employee intends to return to work.**

Employees may use earned leave in half-hour increments for the employee's personal illness, illness of a family member, or for personal matters that cannot be accomplished outside the work day, or to continue pay during an emergency school closing .

ARTICLE IX: HOLIDAYS

2. ~~Columbus Day~~ Indigenous Peoples' Day (the second Monday in October)

12. Juneteenth shall be a paid holiday if the State of New Hampshire designates the day as a paid holiday.

APPENDIX A: WAGE SCHEDULES

Dover Paraeducators' Association

2023-2024

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
CLASS 1	\$12.40	\$13.02	\$13.52	\$14.47	\$15.18	\$16.23	\$16.57
CLASS 2	\$15.32	\$16.07	\$16.61	\$17.56	\$18.48	\$19.76	\$20.15
CLASS 3	\$18.29	\$19.13	\$19.96	\$21.42	\$22.48	\$24.06	\$24.53
CLASS 4	\$21.24	\$22.30	\$22.99	\$24.22	\$25.46	\$27.27	\$27.82

2024-2025

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
CLASS 1	\$12.90	\$13.54	\$14.06	\$15.05	\$15.79	\$16.88	\$17.24
CLASS 2	\$15.93	\$16.71	\$17.28	\$18.26	\$19.22	\$20.55	\$20.95
CLASS 3	\$19.02	\$19.89	\$20.76	\$22.28	\$23.38	\$25.02	\$25.52
CLASS 4	\$22.09	\$23.19	\$23.91	\$25.18	\$26.48	\$28.37	\$28.93

2025-2026

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
CLASS 1	\$13.41	\$14.08	\$14.63	\$15.65	\$16.42	\$17.56	\$17.93
CLASS 2	\$16.57	\$17.38	\$17.97	\$18.99	\$19.99	\$21.37	\$21.79
CLASS 3	\$19.79	\$20.69	\$21.59	\$23.17	\$24.32	\$26.02	\$26.54
CLASS 4	\$22.97	\$24.12	\$24.87	\$26.19	\$27.54	\$29.50	\$30.09