

**LITCHFIELD SCHOOL BOARD'S TENTATIVE AGREEMENT
WITH LITCHFIELD SUPPORT STAFF ASSOCIATION**

December 12, 2019

The School Board makes the following tentative agreement with the Association. This tentative agreement calls for no changes to the parties' 2017-19 collective bargaining agreement, except for those provisions that are expressly referenced herein or in the tentative agreements dated November 4, 2019 and November 18, 2019. Items in bold are to be added and items struck-through are to be deleted.

ARTICLE 7 - DISCIPLINARY PROCEDURES

Add new Section 7.5:

"Prior to any meeting with the administration, an employee shall be notified of the purpose of the meeting."

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ARTICLE 8 - LETTER OF AGREEMENT

Add a new sentence to the end of Section 8.1:

"Paraprofessionals will be notified via U.S. Mail of their anticipated work assignment by August 15."

Add a new sentence to the end of Section 8.3:

"Once an employee receives a notice of anticipated assignment, should a change be made by the District, the employee will be notified in writing of the change before it is made; during the summer such notification of change will be via U.S. Mail, and during the school year it will be via email."

ARTICLE 9 – WAGES AND HOURS

Replace Section 9.1 with:

"The following employees shall be paid wages at regular hourly rates in accordance with the wage schedules that are attached hereto as Appendix A: administrative assistants, receptionists, instructional paraprofessionals, food service technicians, lead custodians, custodians, and grounds maintenance employees."

Replace Section 9.1.3 with:

"A continuing employee who is not yet on the top step of the wage schedule and who received credit for one full year of service in the prior

year shall advance as follows on the wage schedule: 1 step in ~~2017-18~~
~~2020-21~~ and 1 step in ~~2018-19~~ **2021-22.**"

Replace Section 9.2 with:

"Monitors shall be paid wages at the rate of ~~\$12.22~~ **\$12.93** per hour in
~~2017-18~~ **2020-21** and ~~\$12.55~~ **\$13.32** per hour in ~~2018-19~~ **2021-22.**"

Amend the first sentence in Section 9.3:

"An employee, except for a monitor, who is ~~in the second or~~
~~subsequent year~~ on the top step of the applicable wage schedule and
has completed at least 10 years of service to the School District by
July 1 at the start of that contract year, will receive the following
longevity stipend:"

Replace Section 9.6 with:¹

"Lunch. Employees who work more than five consecutive hours will
receive a 30-minute lunch. The lunch period will be unpaid, except for
full-time ~~full-year~~ employees. Each employee must remain on-site
during lunch unless the immediate supervisor gives the employee
permission to leave and the employee clocks-out. Effective July 1,
2017, the practice of providing free meals to employees shall cease."

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Replace Section 9.8 with:

"Minimum Custodial Staffing. Generally, the School District will make a reasonable
effort to assign a minimum of one custodian to each school building while school is in
session. **During snow removal from a school roof, a minimum of two (2)
custodians will be assigned to the school.**"

Replace Section 9.12 with:

"~~Delayed Opening/Early Release~~ **Professional Development.**
~~Paraprofessionals who do not work hours because of a delayed opening~~
~~or early release will be offered the opportunity to make up the hours~~
~~later with professional development time shall attend seven hours of~~
in-District professional development during the student
instructional year, in addition to any professional development on
work days before the start of the student instructional year. That
professional development will be pre-planned and scheduled
before the start of the school year."

ARTICLE 9 - WAGES AND HOURS

¹ Full-time employees are those who work at least 7 hours per day, so food service leads will receive paid lunches if they continue to work at least 7 hours per day.

Add new Section 9.13:

I. **"Coverage for Lead Custodians and Food Service Leads.** Custodial and food service workers who are directed in writing by the administration to cover a lead position's duties and responsibilities for a shift will be paid the lead position's hourly wage rate for that shift."

ARTICLE 10 – INSURANCE

Replace Sections 10.1-10.1.2 with:

"10.1 **Health Insurance.** Employees who are regularly scheduled to work at least 30 hours per week may participate in one of the following health insurance plans offered by the School District: **in 2020-21, School Care Red or School Care Green; in 2021-22, School Care Yellow with Choice Fund or School Care Yellow without Choice Fund.** The Green plan will include \$20 office visit copayments. The Green and Red plans will include Rx10/30/65.

10.1.1 For employees who are regularly scheduled to work at least 30 hours per week, but less than 35 hours per week, the employee's participation in one of these plans will be entirely at the employee's expense.

10.1.2 For employees who are regularly scheduled to work at least 35 hours per week, the School District and the employee will pay the following percentages of the premium for the plan with whichever coverage (single, two-person, or family) the employee selects:

2017-2018

<u>Plan</u>	<u>School District</u>	<u>Employee</u>
Green	82%	18%
Red	84%	16%

2018-2019 2020-21

<u>Plan</u>	<u>School District</u>	<u>Employee</u>
Green	80.5% 80%	19.5% 20%
Red	82.5% 82%	17.5% 18%

2021-22

<u>Plan</u>	<u>School District</u>	<u>Employee</u>
Yellow with Choice Fund	88% 90%	0 12% 10%"

**Yellow without Choice
Fund**

Add new Section 10.5:

"Flexible Spending Accounts (FSAs). The District will make separate flexible spending accounts (FSAs) available for reimbursement of health expenses and for reimbursement of childcare expenses, as provided under Section 125 of the Internal Revenue Code. Employees will be allowed to contribute by payroll deduction to the FSAs. The health FSA will allow for a \$500 rollover from year to year. The FSAs will include a debit/credit card at the employee's choice."

ARTICLE 11-LEAVES AND HOLIDAYS

Replace Section 11.2 with:

"Sick Leave. Sick leave may be used for the personal illness, injury or medical/dental appointments of the employee or the employee's spouse, parents or children. Unused sick leave will not be compensated when the employee's employment ends or at any other time. The administration may require the employee to supply a doctor's note if an employee takes sick leave for three or more consecutive days. **Employees may use sick leave in fifteen (15) minute increments. Employees shall receive the following accruals of sick leave each contract year and the following maximum carryovers of unused sick leave to the next contract year:"**

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Replace Section 11.3.1 with:

"The sick bank shall apply to a disability or illness (excluding work related accident in the course of employment by the School District or by any other employer) which causes an employee to be unable to perform his/her contractual obligations for 10 contract days or more."

Replace Section 11.3.2 with:

"Members of this bargaining unit shall donate days from their individual sick leave to be deposited into the

sick bank, as follows. ~~Each member of the bargaining unit initially shall donate one day on the first day of school in 2017-18 and one day on the first day of school in 2018-19.~~ A person who begins as a member of the bargaining unit after the first day of school in ~~2017-18~~ initially shall donate one day on the first day of school in each of his/her first two full school years as a member of the bargaining unit. After these initial donations, each member of the bargaining unit shall donate one day on the first day of school each year only if the number of days remaining in the sick bank is less than the number of employees in the bargaining unit. The sick bank will not be replenished at any time other than the first day of school each year."

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Replace Section 11.3.3 with:

"To be eligible to receive benefits from the sick bank, a member of this bargaining unit must: (a) either be in or have completed his/her first full school year of employment in this bargaining unit;¹ (b) have donated days to the sick bank as described herein; (c) have exhausted all of his/her individual sick leave; (d) present satisfactory medical evidence of disability or illness (excluding work related accident **in the course of employment by the School District or by any other employer**) which causes the employee to

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¹ An employee who begins in the bargaining unit after the first day of school will not be eligible to receive benefits from the sick bank until the following school year.

be unable to perform his/her contractual obligations for 10 contract days or more; and
(e) get approval of the Superintendent or his/her designee."

Replace Section 11.3.4 with:

"An eligible employee may draw up to a maximum of ~~45~~ 30 days from the sick bank in any one contract year."

Replace Section 11.3.6 with:

"The Superintendent, with input from the Human Resources Director, ~~principals~~ and the Association, shall have final authority to grant or deny all sick bank requests. Sections 11.3 - 11.3.6 of the Agreement shall not be grievable."

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Replace Section 11.5 with:

"Funeral Bereavement Leave. Employees in all leave classifications may take three days to ~~attend a funeral to~~ **attend to funeral arrangements and activities within one year after the death** of an immediate family member. "Immediate family" means spouse, parents, children, brothers, sisters, in-laws, grandparents, and grandchildren. Bereavement leave of one (1) day shall be granted for any other relative or close friend of the employee. Additional ~~funeral bereavement~~ **bereavement** leave may be granted with the permission of the Superintendent of Schools. Unused ~~funeral bereavement~~ **bereavement** leave may not be carried over to the next contract year, and will not be compensated when the employee's employment ends or at any other time. **Circumstances requiring more time than one year between the death and the use of the bereavement leave will be evaluated by the Superintendent on a case by case basis."**

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Replace Section 11.8.3 with:

An employee is required to work the scheduled day prior to and following any holiday to receive holiday pay, but exceptions may be made by the immediate supervisor in cases of pre-scheduled/approved absences on either day. Holidays will be designated for observance on the payroll calendar as determined by the Superintendent of Schools; however, if the employee's services are required on a holiday, the holiday benefit will be rescheduled ~~the~~ **as a floating holiday at a time mutually agreeable to the employee and the Superintendent or his/her designee.**"

ARTICLE 13 - REDUCTION IN FORCE

Replace Section 13.4 with:

"Employees who are laid off shall be offered recall to vacancies in the job category from which they were laid off, in reverse order of layoff. There shall be a two-year limit on recall rights. Recall notices shall be mailed by the School District via Priority Mail with a receipt for delivery. Each employee shall be responsible for notifying the Superintendent in writing of his/her current address. An employee will have 10 days to respond to a recall notice. If an employee does not accept the offered recall within the 10 days, the employee shall be removed from the recall list. **An employee who is recalled shall retain all seniority that the employee held at the time of layoff.**"

ARTICLE 14 – MISCELLANEOUS

Amend Section 14.1:

"The School District shall post on a bulletin Board in each school notices of vacant positions within this bargaining unit. Except in an emergency, each notice shall be posted a

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minimum of three calendar days in-house before any external posting prior to filling the position, other than with a substitute for at least five calendar days before the School District fills a position. Employees who wish to apply for such positions may submit their names and the position for which they are applying to the Director of Human Services or his/her designee."

Amend Section 14.9.2:

"Total reimbursement to an employee shall not exceed \$200 \$300 per year. Each year the Board will budget twice the amount expended for course reimbursement in the previous year, up to a maximum of \$15,000. Course reimbursement shall not occur unless the employee completes the course, receives a grade of "B" or better in the course, and submits documentation of that to the Superintendent or his/her designee."

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Add new Section 14.9.2.1:

"Course reimbursement. Employees, as defined in Section 2.1, taking a course(s) shall receive reimbursement for their tuition, provided the course(s) has been approved by the Superintendent prior to the first class. After the employee signs a prepayment course reimbursement contract and provides documentation of the tuition for the approved course, the District will pay 50% of eligible tuition to the employee. Reimbursement of the other 50% of eligible tuition will be made after the employee presents evidence of successful completion of the course (B or better) and a receipt indicating tuition charges paid by the employee. As a condition on prepayment, the employee shall execute a promissory note and agreement with the District to repay the District's prepayment through payroll deductions in the event that the employee fails to complete the course with a grade of B or better."

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Add new Section 14.9.2.2:

"As of June 1 each year, unencumbered course reimbursement funds shall be used to reimburse employees who took pre-authorized courses, workshops or conferences that exceeded the initial \$300 reimbursement. Employees may request the use of these unencumbered funds on a first-come first-served basis

by submitting a letter and associated documentation to the Superintendent by June 15. The Superintendent or his/her designee will decide whether to approve such requests, but the Association will be informed of the decisions."

Amend Section 14.9.3:

"The District will pay for one clerical employee from each school to attend the annual NHAEO Conference. The district will pay for one custodial employee from each school to attend the annual NNEFMC Conference. The first ~~\$200~~ **\$300** paid for each such employee will count against that employee's reimbursement under Section 14.9.2, and any excess over ~~\$200~~ **\$300** must be pre-approved by the Superintendent or his/her designee."

ARTICLE 16 – DURATION

The Board counter-proposes to replace Section 16.1 with:

"This Agreement shall be in full force and effect from July 1, ~~2017~~ **2020** through June 30, ~~2019~~ **2022**."

APPENDIX A – WAGE SCHEDULES

Replace the wage schedules for 2017-19 in Appendix A with the wage schedules for 2020-22 that are attached hereto.

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Revised TA Wage Schedule and Longevity 12-23-19

**APPENDIX A1 – WAGE SCHEDULES FOR
PARAPROFESSIONALS**

2019-20

Step	Non-Certified			Certified		
	HS Diploma	Associates Degree	Bachelors or Higher Degree	HS Diploma	Associates Degree	Bachelors or Higher Degree
1	\$13.34	\$13.73	\$14.15	\$13.99	\$14.43	\$14.85
2	\$13.74	\$14.15	\$14.57	\$14.41	\$14.86	\$15.29
3	\$14.16	\$14.57	\$15.00	\$14.85	\$15.30	\$15.75
4	\$14.58	\$15.00	\$15.46	\$15.29	\$15.77	\$16.22
5	\$15.01	\$15.46	\$15.92	\$15.75	\$16.24	\$16.70
6	\$15.47	\$15.92	\$16.39	\$16.22	\$16.72	\$17.21
7	\$15.93	\$16.39	\$16.89	\$16.70	\$17.23	\$17.72
8	\$16.40	\$16.89	\$17.39	\$17.21	\$17.75	\$18.26
9	\$16.90	\$17.39	\$17.92	\$17.72	\$18.28	\$18.81
10	\$17.41	\$17.92	\$18.46	\$18.26	\$18.83	\$19.37
11	\$17.93	\$18.46	\$19.01	\$18.81	\$19.40	\$19.95
12	\$17.93	\$18.46	\$19.01	\$19.37	\$19.97	\$20.55

2020-21

Step	Non-Certified			Certified		
	HS Diploma	Associates Degree	Bachelors or Higher Degree	HS Diploma	Associates Degree	Bachelors or Higher Degree
1	\$13.34	\$13.73	\$14.15	\$13.99	\$14.43	\$14.85
2	\$13.74	\$14.14	\$14.57	\$14.41	\$14.86	\$15.30
3	\$14.15	\$14.57	\$15.01	\$14.84	\$15.31	\$15.75
4	\$14.58	\$15.00	\$15.46	\$15.29	\$15.77	\$16.23
5	\$15.01	\$15.45	\$15.93	\$15.75	\$16.24	\$16.71
6	\$15.46	\$15.92	\$16.40	\$16.22	\$16.73	\$17.22
7	\$15.93	\$16.39	\$16.90	\$16.71	\$17.23	\$17.73
8	\$16.41	\$16.89	\$17.40	\$17.21	\$17.75	\$18.26
9	\$16.90	\$17.39	\$17.92	\$17.72	\$18.28	\$18.81
10	\$17.41	\$17.91	\$18.46	\$18.26	\$18.83	\$19.38
11	\$17.93	\$18.45	\$19.02	\$18.80	\$19.39	\$19.96
12	\$18.47	\$19.01	\$19.59	\$19.37	\$19.97	\$20.56
13	\$18.47	\$19.01	\$19.59	\$19.95	\$20.57	\$21.17

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2021-22

Step	Non-Certified			Certified		
	HS Diploma	Associates Degree	Bachelors or Higher Degree	HS Diploma	Associates Degree	Bachelors or Higher Degree
1	\$13.34	\$13.73	\$14.15	\$13.99	\$14.43	\$14.85
2	\$13.74	\$14.14	\$14.57	\$14.41	\$14.86	\$15.30
3	\$14.15	\$14.57	\$15.01	\$14.84	\$15.31	\$15.75
4	\$14.58	\$15.00	\$15.46	\$15.29	\$15.77	\$16.23
5	\$15.01	\$15.45	\$15.93	\$15.75	\$16.24	\$16.71
6	\$15.46	\$15.92	\$16.40	\$16.22	\$16.73	\$17.22
7	\$15.93	\$16.39	\$16.90	\$16.71	\$17.23	\$17.73
8	\$16.41	\$16.89	\$17.40	\$17.21	\$17.75	\$18.26
9	\$16.90	\$17.39	\$17.92	\$17.72	\$18.28	\$18.81
10	\$17.41	\$17.91	\$18.46	\$18.26	\$18.83	\$19.38
11	\$17.93	\$18.45	\$19.02	\$18.80	\$19.39	\$19.96
12	\$18.47	\$19.01	\$19.59	\$19.37	\$19.97	\$20.56
13	\$19.02	\$19.58	\$20.17	\$19.95	\$20.57	\$21.17
14	\$19.02	\$19.58	\$20.17	\$20.54	\$21.19	\$21.81

Revised TA Wage Schedule and Longevity 12-23-19

**APPENDIX A2 – WAGE SCHEDULES FOR
LEAD CUSTODIANS, CUSTODIANS AND
GROUNDS MAINTENANCE EMPLOYEES**

2019-20

Step	Custodian & Grounds	Lead Custodian
1	\$13.81	\$15.19
2	\$14.22	\$15.64
3	\$14.64	\$16.12
4	\$15.09	\$16.60
5	\$15.54	\$17.10
6	\$16.00	\$17.61
7	\$16.49	\$18.14
8	\$16.98	\$18.68
9	\$17.49	\$19.24
10	\$18.01	\$19.82
11	\$18.55	\$20.42
12	\$19.11	\$21.02

2020-21

Step	Custodian & Grounds	Lead Custodian
1	\$13.81	\$15.19
2	\$14.22	\$15.65
3	\$14.65	\$16.12
4	\$15.09	\$16.60
5	\$15.54	\$17.10
6	\$16.01	\$17.61
7	\$16.49	\$18.14
8	\$16.98	\$18.68
9	\$17.49	\$19.24
10	\$18.01	\$19.82
11	\$18.55	\$20.41
12	\$19.11	\$21.02
13	\$19.68	\$21.65

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2021-22

Step	Custodian & Grounds	Lead Custodian
1	\$13.81	\$15.19
2	\$14.22	\$15.65
3	\$14.65	\$16.12
4	\$15.09	\$16.60
5	\$15.54	\$17.10
6	\$16.01	\$17.61
7	\$16.49	\$18.14
8	\$16.98	\$18.68
9	\$17.49	\$19.24
10	\$18.01	\$19.82
11	\$18.55	\$20.41
12	\$19.11	\$21.02
13	\$19.68	\$21.65
14	\$20.27	\$22.30

**APPENDIX A3 – WAGE SCHEDULES FOR
FOOD SERVICE**

2019-20

Step	FS Technician	Food Service Lead
1	\$10.27	\$13.28
2	\$10.58	\$13.68
3	\$10.90	\$14.09
4	\$11.22	\$14.51
5	\$11.56	\$14.94
6	\$11.91	\$15.39
7	\$12.26	\$15.86
8	\$12.63	\$16.33
9	\$13.01	\$16.82
10	\$13.40	\$17.33
11	\$13.80	\$17.85
12	\$14.22	\$18.38

2020-21

Step	FS Technician	Food Service Lead
1	\$10.27	\$13.28
2	\$10.58	\$13.68
3	\$10.90	\$14.09
4	\$11.22	\$14.51
5	\$11.56	\$14.95
6	\$11.91	\$15.40
7	\$12.27	\$15.86
8	\$12.64	\$16.33
9	\$13.02	\$16.82
10	\$13.41	\$17.33
11	\$13.81	\$17.85
12	\$14.22	\$18.38
13	\$14.65	\$18.93

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2021-22

Step	FS Technician	Food Service Lead
1	\$10.27	\$13.28
2	\$10.58	\$13.68
3	\$10.90	\$14.09
4	\$11.22	\$14.51
5	\$11.56	\$14.95
6	\$11.91	\$15.40
7	\$12.27	\$15.86
8	\$12.64	\$16.33
9	\$13.02	\$16.82
10	\$13.41	\$17.33
11	\$13.81	\$17.85
12	\$14.22	\$18.38
13	\$14.65	\$18.93
14	\$15.09	\$19.50

APPENDIX A4 – WAGE SCHEDULES FOR
ADMINISTRATIVE ASSISTANTS AND RECEPTIONISTS

2019-20

Step	Receptionist	Admin. Asst. 1	Admin. Asst. 2
1	\$13.80	\$14.21	\$15.57
2	\$14.23	\$14.63	\$16.02
3	\$14.64	\$15.05	\$16.52
4	\$15.06	\$15.53	\$17.00
5	\$15.54	\$15.97	\$17.52
6	\$15.98	\$16.48	\$18.04
7	\$16.49	\$16.96	\$18.60
8	\$16.97	\$17.47	\$19.15
9	\$17.48	\$17.98	\$19.73
10	\$18.00	\$18.54	\$20.31
11	\$18.54	\$19.10	\$20.92
12	\$19.10	\$19.66	\$21.55

2020-21

Step	Receptionist	Admin. Asst. 1	Admin. Asst. 2
1	\$13.80	\$14.21	\$15.57
2	\$14.21	\$14.64	\$16.04
3	\$14.64	\$15.08	\$16.52
4	\$15.08	\$15.53	\$17.01
5	\$15.53	\$15.99	\$17.52
6	\$16.00	\$16.47	\$18.05
7	\$16.48	\$16.97	\$18.59
8	\$16.97	\$17.48	\$19.15
9	\$17.48	\$18.00	\$19.72
10	\$18.00	\$18.54	\$20.32
11	\$18.54	\$19.10	\$20.92
12	\$19.10	\$19.67	\$21.55
13	\$19.67	\$20.26	\$22.20

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2021-22

Step	Receptionist	Admin. Asst. 1	Admin. Asst. 2
1	\$13.80	\$14.21	\$15.57
2	\$14.21	\$14.64	\$16.04
3	\$14.64	\$15.08	\$16.52
4	\$15.08	\$15.53	\$17.01
5	\$15.53	\$15.99	\$17.52
6	\$16.00	\$16.47	\$18.05
7	\$16.48	\$16.97	\$18.59
8	\$16.97	\$17.48	\$19.15
9	\$17.48	\$18.00	\$19.72
10	\$18.00	\$18.54	\$20.32
11	\$18.54	\$19.10	\$20.92
12	\$19.10	\$19.67	\$21.55
13	\$19.67	\$20.26	\$22.20
14	\$20.26	\$20.87	\$22.87

Revised TA Wage Schedule and Longevity 12-23-19

Monitors Wage Rates

2019-20	
Monitors	\$12.55

2020-21	
Monitors	\$12.93

2021-22	
Monitors	\$13.32

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