

AGREEMENT

BETWEEN

WINDHAM SOUTHEAST SCHOOL DISTRICT
Brattleboro – Dummerston – Guilford – Putney

WINDHAM SOUTHEAST SUPERVISORY UNION

AND

WINDHAM SOUTHEAST EDUCATION ASSOCIATION
VERMONT-NEA/NEA

EDUCATIONAL SUPPORT STAFF UNIT

JULY 1, 2022 – JUNE 30, 2025

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ACKNOWLEDGMENT OF ARBITRATION

In accordance with 12 V.S.A. § 565(b), the Board and the Association understand that this Agreement contains an agreement to arbitrate. After signing the Agreement, the Board and Association understand that they will not be able to bring a lawsuit concerning any dispute that may arise, which is covered by the arbitration agreement, unless it involves a question of constitutional or civil rights. Instead, the parties agree to submit any such dispute to an impartial arbitrator.

AGREEMENT

This AGREEMENT is made and entered into by and between the Windham Southeast School District (Brattleboro, Dummerston, Guilford, and Putney) Board of School Directors and the Windham Southeast Supervisory Union Board of School Directors, hereinafter called the "BOARD," and Windham Southeast Education Association, Vermont-NEA/NEA, hereinafter called the "ASSOCIATION."

ARTICLE I

PURPOSE AND INTENT

The purpose of the Board and the Association in entering into this labor agreement is to set forth their agreement on rates of pay, wages, hours of work, and other conditions of employment so as to promote orderly and peaceful relations with the Boards' employees, to achieve uninterrupted operations, to achieve the highest level of employee performance consistent with safety, good health, and sustained effort, and to maintain the highest level of service to the Board and the educational community of the districts served.

ARTICLE II

ASSOCIATION RECOGNITION

2.1 The Board hereby recognizes the Association as the sole and exclusive representative of its employees (as defined below) for the purpose of collective bargaining with respect to rates of pay, wages, hours of employment, and other conditions of employment, pursuant to Title 21, Sections 1721-1734 of the Vermont Statutes Annotated, of a unit consisting of all secretarial, clerical, instructional and non-instructional paraeducators, custodial, maintenance, and food service workers employed by the Board, but excluding those employees who are employed as secretaries to the building principals as stipulated by the parties and in accordance with the order of certification of the Vermont Labor Relations Board, Docket Numbers 80-51, 79-92R, and 80-81 as amended, the Food Service Supervisor and employees who are employed and paid under specific state or federal educational grant programs.

2.2 The term "employee" as used in this Agreement applies to all individuals occupying classifications of work covered by this Agreement, but excluding probationary employees, temporary employees, and supervisors, as defined in Title 21, Sections 1721-1734 of the Vermont Statutes Annotated, excluding confidential employees as provided in the order of certification, dated March 7, 1980 in Docket Number 79-92R and employees hired to work less than twenty (20) hours per week or less than ninety (90) days in a school year.

ARTICLE III

BOARD RIGHTS

3.1 The operation of the District, the direction of the work force, including the right to plan, direct and control department activities; schedule and assign work to employees; determine the means, methods, processes, materials, and equipment; maintain the efficiency of employees; determine the manning of jobs; to create, revise and eliminate jobs; to establish and require reasonable rules and regulations; hire and terminate; maintain order, and suspend, demote, discipline, and discharge employees for just cause are rights solely of the Board, except as otherwise specifically agreed to in writing between the parties.

ARTICLE IV

ASSOCIATION ACTIVITIES

4.1 The Board will not interfere with, restrain, or coerce its employees because of membership or activity on behalf of the Association as defined in this Agreement. The Board will not discriminate with respect to hire, tenure of employment, or any term or condition of employment against any employee because of membership or activity on behalf of the Association, nor will it discourage or attempt to discourage membership in the Association.

4.2 Employees shall be entitled to attend membership meetings of the Association without loss of pay; provided, however, that there shall be not more than three (3) membership meetings each year which require employees to take time off from work, that these meetings shall be scheduled for times other than those times for regularly scheduled Board meetings in the building and not earlier than 3:00 in the afternoon; and provided further, that advance notice of each such membership meeting shall be given to each building principal at least five (5) days prior to such meetings. An employee whose work day requires them to work at the time of a membership meeting shall be permitted to attend such membership meeting without loss of pay; provided, however, that said membership meeting does not require an employee to be away from their job for more than two (2) hours.

4.3 The Board recognizes the right of the Association to designate a Shop Steward from the Board's employees covered by this Agreement and to handle such Association business as may from time to time be delegated to them by the Association. The Association shall designate three Shop Stewards from Brattleboro; one from among the employees at the Academy School, one from among the employees at the Oak Grove School and one from among the employees at the Green Street School. The Association shall designate four Shop Stewards from BUHS #6; one for the clerical employees, one for the instructional and non-instructional paraeducators, and one each from the custodial night and day shifts. The Association shall designate one Shop Steward from Dummerston, one Shop Steward from Putney, and one Shop Steward from Guilford. The Association shall keep each building principal informed at all times of the name of the Shop Steward who has been designated by the employees of their building. Shop Stewards shall be afforded reasonable time during the workday to engage in the processing of grievances.

4.4 Up to three (3) Association designated representatives shall have available an annual bank of ten (10) Association business days for the purpose of allowing the representatives to act on behalf of the Association without loss of compensation. The representative shall give the Superintendent ten (10) days' advance notice of the scheduling of the use of such time.

4.5 Upon receipt of a written request in a form provided by the Association, the Board will withhold from the wages of each employee who is a member of the Association amounts certified by the Association for the employee's dues, local, state, and national. The amount of each employee's dues shall be withheld in substantially equal installments from each of the employees' paychecks. The Association will give the Board written certification, with respect to each employee, of the total amount to be withheld within ten (10) days prior to the first deduction. The Superintendent's Office will remit to the Association the total amount withheld from all employees within thirty (30) days of each withholding date. An employee who elects to discontinue such deductions shall, prior to October 1st of any year, submit a signed deduction authorization revocation form as provided by the Association to the Superintendent.

4.6 In recognition of the Association's duty and obligation to provide representation to each and every member of the bargaining unit, without regard to organizational affiliation or membership, in matters of collective bargaining and grievance procedures under the provisions of Title 21, VSA, Chapter 20, the Board and the Association agree that, as a condition of employment, all members of the bargaining unit who are not members of the Association shall have deducted from their earnings a sum of money equivalent to the Association's costs for representation of each member of the bargaining unit. Such service fee shall be no more than current Association dues and assessments and such fee shall be certified by the Association by October 1st of each school year to the Board. Any such service fee shall be deducted in ten (10) equal installments on or after the 30th day following the termination of the initial probationary period or the effective date of this Agreement, whichever is later, and such fee shall be transmitted to the Association upon two (2) weeks' notice of request by the Association. The Association shall notify the Board by the 30th day following the termination of the initial probationary period as to which members of the bargaining unit are not members of the Association. However, any member of the bargaining unit shall be eligible for membership in the Association according to the Association's Bylaws, and upon joining the Association the Board shall discontinue service fee deductions.

ARTICLE V

EMPLOYMENT AND LAYOFF

5.1 A new employee shall be a probationary employee for a period of ninety (90) working days from the date of hiring and may be discharged within that period in the sole discretion of the Superintendent without recourse on the part of the employee discharged or the Association, and such discharge shall not be the subject of a grievance pursuant to the provisions of Article VII hereof. All new employees are required to have a physical examination report from a qualified physician indicating that they are able to perform the essential functions of the position for which a conditional offer of employment has been made, with or without reasonable accommodations.

5.2 The seniority of each employee covered by this Agreement shall be computed from the employee's most recent date of hire. Part time employees in each job classification shall accrue seniority on a pro rata basis. The seniority of an employee on a leave of absence authorized under this Agreement shall not be broken or lost except as provided in subparagraphs (a) through (g) of this paragraph; however, an employee shall cease to accrue seniority while on an unpaid leave of absence authorized under this Agreement. An employee shall lose all seniority and their seniority shall cease to accrue upon the occurrence of any one of the following events:

(a) They voluntarily terminate their employment.

(b) They are discharged for just cause.

(c) They fail to return to work within four (4) working days after being recalled following a layoff, unless due to illness or accidental injury. The Board shall send notice of recall to an employee by certified mail to the last known address of that employee. The employee shall be responsible for notifying the Board of any change of their address. If they fail to do so, the Board's responsibility with respect to such notice is discharged by mailing the same as hereinabove provided.

(d) They are absent for three (3) consecutive work days without notice to the Board, unless such notice is impossible due to illness or accidental injury.

(e) They fail to return to work at the end of a leave of absence authorized hereunder, unless due to illness or accidental injury.

(f) They fail to return to work for a period of twelve (12) months from the date of their layoff for any reason; provided, however, that such period may be extended by agreement between the Association and the Board in the event that the employee's failure to return as aforesaid shall be caused by illness or accidental injury.

(g) Their retirement.

5.3 No work presently performed by the employees shall be performed by temporary or casual employees, shall be contracted out, or shall be performed for hire by a person who is not an employee so long as an employee in that classification is on layoff.

5.4 When in the sole and exclusive judgment of the Superintendent it becomes necessary to lay off an employee or a number of employees, the employee or employees to be laid off shall be determined on the basis of ability, special qualifications and seniority within the District (seniority group) and classification. There shall be the following seniority groups for the purpose of layoffs:

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WSESU District Programs

When in the Superintendent's judgment two or more employees possess equal ability, seniority shall be the determining factor.

5.5 Employees shall be recalled in reverse order of layoff. An employee who is recalled but does not return to work shall remain on the recall list for a period provided in section 5.6 of this Article.

5.6 Employees laid off under this Article shall be recalled to fill a vacant position in that school district (seniority group) within their classification and wage grade or a lower wage grade within the same classification provided they have the qualifications and skills based on job requirements. Said employees shall retain their rights to recall for a period of twelve (12) months following any such layoff; provided, however, that such twelve (12) month period may be extended as provided in Section 5.2(f) hereinabove.

5.7 The one-to-one paraeducator who has been laid off as a result of a student no longer needing paraeducator services shall be recalled to any paraeducator position for which they are qualified and deemed appropriate by the Superintendent.

ARTICLE VI

DISCIPLINE AND DISCHARGE

6.1 An employee who has completed their probationary period shall not be disciplined, suspended, or discharged except for just cause.

6.2 In connection with the discipline, suspension, or discharge of an employee, the Building Principal shall give the employee reasonable notice or a reasonable warning of the specific complaints with respect to the employee's performance; provided, however, that neither prior notice nor warning shall be required in connection with the discipline, suspension, or discharge of an employee for any of the reasons set forth in Section 6.3 herein.

6.3 Just cause for discipline, suspension, or discharge of an employee shall include, but not be limited to, (a) the stealing of school property or the property of a fellow employee or of any other persons on the school premises; (b) being under the influence of alcohol or drugs while on the school premises; (c) assaulting a fellow employee or any other person on the school premises; (d) insubordination; (e) failure to promptly report an accident on the school premises; (f) recklessness in the performance of their duties which recklessness shall result in an accident; (g) calling or participating in an unauthorized strike, work slowdown, or other concerted activity in violation of this Agreement; or (h) the commission of any illegal act for which they could be charged with a felony under the criminal laws of the state.

6.4 An employee reporting late for, or absenting themselves from, work without good and sufficient reason shall be subject to appropriate disciplinary action not inconsistent with any other provisions of this Agreement.

6.5 If an employer has reasons to reprimand an employee, it shall be done in a manner that will not embarrass the employee before other employees or the public.

6.6 The Board may establish such rules, as it deems necessary or reasonable provided that such rules are not in conflict with the terms and provisions of this Agreement. Any controversy between the Board and the Association concerning the establishment or observance of said rules shall be considered a grievance and handled in accordance with the grievance and arbitration procedures of this Agreement.

6.7 In the event that an employee's employment is voluntarily terminated, the Board shall pay all monies due the employee on the payday following their termination.

6.8 An employee shall have the right, upon request, to review the contents of their Central Office personnel file and to receive copies of any documents contained therein. Requests shall be made at least twenty-four (24) hours in advance of such review. During such review, the employee may be accompanied by an Association representative. No material derogatory to an employee shall be placed in their file unless the employee has an opportunity to review such material and attach a written response. The employee shall place their signature on any such material only as an indication that they have been made aware of such and may respond. Should an employee find material in their file which they feel is outdated, arbitrary or capricious, or which has no basis in fact, they may request that such material be removed. The final decision rests with the Superintendent.

ARTICLE VII

GRIEVANCE AND ARBITRATION PROCEDURE

7.1 A grievance is a claim by an employee, a group of employees, or the Association that there has been a violation, misinterpretation, or misapplication of the terms of this Agreement.

7.2 It is the intention of the parties that grievances be settled at the lowest step possible. The parties are encouraged to settle grievances informally as circumstances allow.

7.3 For the purpose of this Article VII, when an action is required to be taken within one (1) working day, that action shall be taken prior to the end of the employee's shift on the day following the day upon which the event occurred from which the time limitation runs. "Within two (2) working days" shall require action prior to the end of the employee's shift on the second day following the day upon which the event occurred from which the time limitation runs, etc.

7.4 No grievance shall be considered unless it is presented to the Building Principal within fifteen (15) working days of the occurrence of the act, or failure to act, of which the employee complains.

7.5 Step 1 – The employee shall present a written statement of their grievance to the Building Principal. Thereafter, the grievance shall be discussed by the grievant, their Shop Steward, and the Building Principal or their designee, and if the Building Principal or their designee rejects the grievance, they shall so inform the grievant and the Shop Steward in writing within five (5) working days from the date of the discussion.

7.6 Step 2 – In the event that the grievance is rejected by the Building Principal or their designee, the grievant shall within ten (10) working days of the receipt of such rejection give written notice of their appeal of such rejection to the Superintendent of Schools or their designee. Such notice of appeal shall have attached to it a copy of the grievant’s written statement of the grievance and a copy of the Building Principal’s written rejection thereof. Thereafter, within ten (10) days of the receipt of the grievance, the Superintendent of Schools or their designee shall arrange for a conference for the purpose of resolving the grievance which shall include the grievant, the Building Principal, or their designee, and a representative of the Association. In the event that the grievance is not resolved, the Superintendent shall so inform the parties, in writing, within (5) working days of the conference.

7.7 Step 3 – In the event that the grievance is rejected by the Superintendent or their designee, the Association shall within fifteen (15) days of the receipt of such rejection give written notice of its appeal of such rejection to the School Board. The School Board shall promptly, and in no event more than twenty (20) days from the date of its receipt of the Association's notice of appeal, schedule a hearing at which a representative of the Association and the Building Principal or their designee shall have the opportunity to present evidence and argument in support of their respective positions. In the event that the Board rejects the grievance, it shall so notify the Association and the Building Principal or their designee within five (5) working days of the date of the hearing.

7.8 Step 4 – If the Association does not accept the decision of the Board, it may request that the grievance be submitted to binding arbitration. In the event that the Association requests binding arbitration, such request shall be in writing, include the remedy sought, and be delivered to the Superintendent, or mailed to them via certified mail, return receipt requested, within fifteen (15) working days after receipt by the Association of the decision of the Board. The Board and the Association shall thereupon select an arbitrator to whom the dispute shall be submitted provided, however, that in the event that the Board and the Association are unable to agree within ten (10) working days on an arbitrator who will hear the matter, the matter shall be submitted to the American Arbitration Association pursuant to the provisions of the American Arbitration Association’s Voluntary Arbitration Rules.

7.9 In the event that the Board and the Association submit the matter of the arbitration to an arbitrator of their own choice and not to the American Arbitration Association, the arbitration shall be conducted pursuant to the Vermont Uniform Arbitration Act and the Voluntary Labor Arbitration Rules of the American Arbitration Association in the form existing at the time the arbitration is initiated, and the cost of the arbitration shall be borne equally by the Board and the Association.

7.10 The arbitrator shall be limited to ruling on the interpretation or the application of the provisions of this Agreement and they may not add to, detract from, or in any way alter the provisions of this Agreement. The arbitrator shall not require, as a part of their award, the commission of an act prohibited by law or the commission or omission of an act in violation of the terms of this Agreement. The arbitrator may, as part of their award, require the payment of

monies by the Board to the grievant or by the grievant to the Board, as the case may be, to implement the resolution of the dispute giving rise to the grievance.

7.11 No grievance shall be processed except in strict compliance with the procedures set forth in this Article VII. Failure of the grievant or the Association to comply with the requirements and the time limits specified herein shall result in the dismissal of the grievance. Failure of the Board or its representatives, as the case may be, to comply with the requirements and the time limits specified herein shall be construed as a denial of the grievance and shall automatically advance the grievance to the next step provided no grievance shall be moved to Step 4 except with the express approval of the Association. One or more steps in the grievance procedure may be by-passed or the time limits may be extended by agreement by and between the persons directly involved at the step or steps to be by-passed or at the step with respect to which the time limitation is to be extended. Said agreement shall be in writing, and it shall be signed by the persons directly involved prior to the expiration of the time limits for the presentation of the grievance or the rejection of the grievance in the step or steps to be by-passed or of the time limitation to be extended. A grievance may be withdrawn by the grievant at any time; except a grievance can only be withdrawn at the levels of Step 3 and Step 4 with written approval of the Association.

7.12 Neither the Board nor the Association shall resort to litigation with respect to any grievance during the processing or arbitration of the same provided, however, that the parties reserve the right ultimately to litigate the question of arbitrability of any alleged grievance.

ARTICLE VIII

JOB CLASSIFICATION

8.1 (a) All employees shall be provided with a written job description indicating the specific duties, responsibilities, assignments, and performance expectations of their assignment. Any changes to such job description may be made only after a meeting for consultation between the employee's supervisor, the affected employee, and an Association Representative.

8.1 (b) A paraeducator working under the direct supervision of a teacher (or designated supervisor) shall not plan or create instructional activities, including lesson plans. The paraeducator shall only provide assistance with the instructional activities which are planned and provided by the teacher and/or supervisor.

8.2 Newly created positions shall be assigned a particular wage grade by the Superintendent, or their designee, after consultation with the Association. No position or job classification shall be moved from one wage grade to another wage grade without consultation with the Association.

ARTICLE IX

HOURS OF WORK AND OVERTIME

9.1 Upon hire, promotion or transfer, all employees will be notified in writing of the number of hours per day, the number of days per week, and in the case of "school year" employees the number of days per year that they are expected to work. Unless mutually agreed by the employee, Association, and administration, no reduction in the work hours or the work year of an employee shall take effect without an advance notice of at least one (1) calendar month. During the notice period, the administration will, upon request, meet with the Association to discuss the change and explore alternatives.

The paraeducator work year shall consist of at least one hundred ninety-one (191) days a year, including the day immediately before the beginning of the student attendance year and the day after school ends, one hundred seventy-six (176) school days and nine (9) holidays, five (5) days a week, Monday through Friday, except for the BUHS science laboratory paraeducator who shall work one hundred ninety-nine (199) days, including one hundred ninety (190) work days and nine (9) holidays.

Paraeducators shall additionally be employed for four (4) in-service days with mandatory participation in training programs sponsored and offered by the Superintendent or their designee after consultation with the Association.

9.2 Each employee shall be entitled to a duty-free, unpaid meal period of at least thirty (30) continuous minutes during a shift. A meal period shall be paid if the employee remains at the work site and is on call at the request of the administration. Each employee shall be entitled to two (2) ten (10) minute rest periods during a work shift that consists of six (6) hours or more. All record keeping, clerical, material preparation, consultation, other instructional activities shall be completed only during paid work hours. Any employee who is required by the administration to participate in training that takes place outside the employee's workday (i.e., HazMat, Blood Borne Pathogen, etc.) shall be compensated at their regular rate of pay. Participation in field trips that extend beyond the normal work day shall be on a voluntary basis.

9.3 Custodians assigned to the second and third shifts may, when schools are closed due to weather and during regular and summer vacation periods, begin their work shift earlier in the day, provided an evening activity or work project is not scheduled in the building that would require their attendance. An employee who would like to work an earlier shift in the above situation shall ask their supervisor for approval to change work shifts, and such approval shall not be unreasonably denied.

9.4 An employee shall work reasonable overtime hours in addition to the minimum time as provided in section 9.1 hereinabove. Except for emergencies, at least three (3) days' notice shall be given for overtime requests. Time and one-half (1 1/2) shall be paid for hours worked in excess of forty (40) hours in any one work week or for any hours worked on a holiday, in addition to holiday pay. Hours paid for but not worked shall be counted for overtime pay.

Overtime shall be paid and not credited for compensatory time off except by mutual agreement between the employee, Association, and Administration. Custodians required to work a non-school function on Sunday, over and above their 40-hour work week, shall be paid double time.

9.5 The administration will attempt to distribute overtime work fairly among qualified employees, and it will give preference to regular full-time employees if they are readily available to work overtime. The administration shall seek volunteers for overtime work from qualified and available on-duty employees in the building before any overtime work is assigned. Overtime hours refused by an employee shall be counted toward the equalization of overtime.

9.6 Nothing contained in this Article shall be construed as a guarantee of hours of work per day, of hours of work per week, or days of work per year.

9.7 School-year employees shall not be required to report to work on days when school is cancelled due to weather or other conditions. On work days when the opening of school is delayed, employees shall report to work as soon as safe driving conditions allow, but not later than 30 minutes before the school day is to begin. Compensation shall be equal to the normal work day with no loss of wages due to a delay or an early release.

ARTICLE X

WAGES

10.1 During the term of this Agreement, each employee shall be paid an hourly wage based in accordance with the schedule set forth in Appendix A. Employees covered under this Agreement who are new to the District and without relevant experience, education, or training shall be paid at the contractual starting rate of pay. Employees who are new to the District with relevant experience, education, or training shall not receive a higher hourly rate than a current employee with similar experience, education, and training in the same job category that is covered by the Agreement.

10.2 All employees shall be paid bi-weekly on every other Friday in twenty-six (26) equal installments, with the exception that in fiscal year 2023 there will be twenty-seven (27) equal installments. However, a school employee may request, in writing, that they be paid on a bi-weekly basis in substantially equal payments over the school year provided that the request is made upon hire or when the employee signs their annual contract.

10.3 No new employee shall receive their first pay later than fourteen (14) days after their date of hire. In the event that an employee's check is incorrect, an adjustment shall be made within forty-eight (48) hours after the error is brought to the attention of the Business Office.

10.4 An employee who voluntarily terminates employment from the district after ten (10) years of service shall receive a severance benefit of four thousand five hundred (\$4500) dollars. An employee who voluntarily terminates employment from the district after fifteen (15) years of

service shall receive a severance benefit of six thousand five hundred (\$6500) dollars. To be eligible for the benefit, notification of intent to leave the district must be given, in writing, to the administration and the Central Office by January 15 of the school year in which the employee is to voluntarily terminate employment. Once an employee has received a separation benefit, if the employee returns to work and voluntarily terminates employment again, the first separation benefit is subtracted from any additional separation benefit earned.

10.5 The Board will provide funds annually to reimburse employees in the bargaining unit for tuition, fees, and other approved expenses incurred in taking courses, workshops, or other training programs approved in advance by the Superintendent. Reimbursement will require prior approval and shall be limited to no more than \$500 per employee per year and restricted to budgeted amounts per district as follows:

	<u>WSESD</u>	<u>WSESU</u>
2022-2023	\$17,500	\$4,000
2023-2024	\$18,000	\$4,500
2024-2025	\$18,000	\$4,500

ARTICLE XI

BENEFITS

11.1 During the term of this Agreement, each employee shall be provided with benefits, in addition to their wages, the cost of said benefits to be fully paid by the Board, as follows:

(a) Health Insurance and HRA Benefits: Effective January 1, 2021, the district shall offer employees health insurance and HRA and HSA benefits as described in ACT 11, Title 16 Education, Chapter 061, V.S.A. 2101 et seq, Commission on Public School Health Benefits.

Note: New employees will be pro-rated from the effective month through the end of the fiscal year.

(b) Employees who do not participate in the District's health insurance plan shall be eligible for a payment of two thousand five hundred dollars (\$2,500) per year to be distributed in two equal payments, one in December and one in May to pay for health insurance coverage not funded by WSESU, its member districts or another school district or supervisory union within the State of Vermont under Vermont Education Health Initiative (VEHI).

(c) Term Group Life Insurance coverage rounded to the next \$5,000 increment above the employee's annual base compensation.

(d) The CIGNA Group Dental Plan, or a substantially equivalent plan acceptable to the Association, single, two person, or family membership coverage fully paid by the employer.

(e) Mandatory enrollment into the Vermont Municipal Employees Retirement System Defined Benefit plan (VMERS DB) Group A is required for employees hired after July 1, 2007. Employee and employer contribution amounts are set forth by the State of Vermont Office of the State Treasurer. (For the fiscal year 2022 the employee contribution is set at 3.25% and the employer contribution is set at 4.75%.) Enrollment in VMERS DB Group A for employees hired prior to July 1, 2007 is optional. Employees who enroll in a 403(b) and do not participate in VMERS DB Group A will receive the 4% Board contribution into their 403(b) account provided that the employee contributes at least one percent (1%) of their gross biweekly wages into the same account. All employees are eligible to make employee contributions into a 403(b) retirement plan offered by their employer.

(f) Worker's Compensation Insurance coverage.

(g) Unemployment Compensation Insurance coverage.

(h) Social Security Insurance (FICA) coverage.

(i) Public Liability Insurance coverage for each employee during the performance of their assigned duties.

(j) Employee Assistance Plan (EAP).

(k) The Board shall provide an IRS § 125 Plan for employees who elect to tax shelter uncovered medical expenses and childcare expenses. The employees' health insurance co-payment costs shall be tax-sheltered using a Premium Only Plan, if available. Tax-sheltered payments shall be allowed to the fullest extent allowed by law.

(l) Beginning July 1, 2004, eligible employees will be covered by a Long-Term Disability Insurance Plan that provides the same percentage of wages and waiting periods as found in the plan for the districts' teachers.

ARTICLE XII

HOLIDAYS

12.1 For all 52-week employees, the following ten (10) days shall be paid holidays:

4th of July
Labor Day
Veterans Day
Thanksgiving Day
The Day After Thanksgiving Day
The Day Before Christmas Day, Except When Christmas Falls on a Monday
Christmas Day
New Year's Day
Memorial Day
Juneteenth

In addition, there shall be two (2) additional paid holidays during each year covered by this Agreement, the selection of which shall be made by the employees within a specific job title within their classification. These days will also be chosen within each building. The employees within a specific job title shall inform their building administrator by September 1 of the school year. No additional paid holiday may be scheduled on a day when school is in session.

12.2 For all other employees, the following nine (9)* days shall be paid holidays.

Labor Day
Indigenous People's Day
Veterans Day
Thanksgiving Day
The Day After Thanksgiving Day
Christmas Day
New Year's Day
Martin Luther King, Jr. Day
Memorial Day
Juneteenth * If contract extended to or beyond the holiday then there would be
10 paid holidays

12.3 In order to receive holiday pay, an employee shall have worked the scheduled working day preceding and following the paid holiday provided, however, that an authorized absence from work under any other provisions of this Agreement shall be deemed a day worked for the purposes of this Section 12.3.

12.4 Each employee shall be paid holiday pay in an amount equal to their hourly rate of pay for the number of hours constituting their workday. An employee who is required to work on a paid holiday shall, in addition to their holiday pay, be paid at the rate of time and one-half for all work performed on said holiday.

12.5 Whenever a paid holiday or an additional paid holiday falls on a Sunday, it shall be observed on the following Monday. Whenever a paid holiday or an additional holiday falls on a Saturday, it shall be observed on the preceding Friday. Whenever a paid holiday is observed on different days under state and federal law, the Board shall determine upon which date the holiday shall be observed for the purposes of this Agreement. When a paid holiday or an additional paid holiday occurs during the period during which an employee is on vacation, they shall be paid holiday pay in addition to their vacation pay.

ARTICLE XIII

VACATIONS

13.1 On their anniversary date of hire each year, each 52-week employee shall become entitled to a paid vacation based on the length of their continuous employment as follows:

LENGTH OF EMPLOYMENT	VACATION
6 months but less than 1 year	5 days
1 year but less than 5 years	10 days
5 years but less than 10 years	15 days
10 years or more	20 days

13.2 Each employee that intends to use three (3) or fewer consecutive vacation days shall give written request to the Superintendent or their designee at least ten (10) days prior to the first day being requested. Vacation requests of more than three (3) consecutive days shall be requested at least thirty (30) days prior to the days being requested. Vacation requests may be made for any time during the year except, the last of week of summer, the opening week of school, and the week of graduation. Any vacation requests approved by the superintendent or their designee cannot be rescinded without the employee's consent. In the event that the Superintendent or their designee fails to respond to a vacation request of more than three (3) consecutive days after five (5) days of the receipt of the request, said request shall be deemed approved. During the school year, employees may not take more than ten (10) work days of vacation unless five of the days fall on a school break.

During the school year no more than one person can use vacation during a week school is in session. No more than ten (10) consecutive work days shall be used. If an employee wishes to use more than ten (10) consecutive days they may request in writing to the Superintendent. If an employee wishes to use more than ten (10) consecutive days it would be expected that one of the weeks falls on a week in which there is no school.

13.3 Vacation requests will be considered and granted in the order in which they are received. Management reserves the right to limit the number of staff on vacation dependent upon the time of year and departmental needs. In the event two employees request vacation at the same time, seniority will be the determining factor in approval.

13.4 Vacation time may not be accumulated from year to year, and each employee shall take the vacation to which they are entitled on July 1 of each year prior to June 30 of the following year. Annual vacation leave shall be calculated using the employee's anniversary date on a pro-rata basis when applicable.

13.5 An employee whose employment is terminated for any reason or who resigns shall be paid for all vacation time to which they are entitled but which they have not taken at the time of their separation. Such payment shall be part of the employee's final wage payment and in the case of separation by virtue of the employee's death shall be paid to their estate.

ARTICLE XIV

LEAVES OF ABSENCE

14.1 (a) **PERSONAL LEAVE** – Each employee shall be entitled to up to three (3) paid personal leave days in a school year. An employee who intends to take a personal leave day shall give written notice to the Superintendent at least five (5) days in advance unless such advance notice is impossible. An employee requesting paid personal leave shall not be required to state a reason for such request unless the request is not made five (5) days in advance. All requests for personal leave shall be approved by the Superintendent, or their designee, for the sole purpose of reasonable scheduling of the day(s). Personal leave days shall be taken only for the purposes of attending to personal or business matters which cannot be scheduled during non-school hours. Personal leave may not be taken for pleasure trips, vacations, shopping trips, other recreational purposes, or for the purpose of extending a school vacation. Notwithstanding the limitations set forth above, each employee may use one (1) of the three (3) personal leave days as a discretionary day provided that at least five (5) days advance written notice is given to the Superintendent. The Superintendent, in their discretion, may grant an employee personal days in excess of the three (3) days to which they are entitled in the school year.

(b) **UNPAID PERSONAL LEAVE** – An employee who requests an unpaid personal day shall submit a written request to the Superintendent at least ten (10) days in advance, unless such advance request is impossible. An employee requesting an unpaid personal day shall state the reason for their request. All requests for unpaid personal days shall be reviewed by the Superintendent, or their designee, and may be granted at the discretion of the Superintendent, or their designee. Unpaid personal days may be requested only for the purpose of attending to personal or business matters which cannot be scheduled during non-working hours. Unpaid personal days may not be taken for pleasure trips, vacations, shopping trips, other recreational purposes, or for the purposes of extending a school vacation, a long weekend, or a holiday break. Any unused personal days at the end of the fiscal year shall be purchased by the District at one half the equivalent of the substitute daily rate and be paid in the last check of the fiscal year.

14.2 **DEATH IN THE FAMILY** – An employee shall be entitled to up to five (5) consecutive paid leave days for the purpose of attending the funeral of the employee’s father, mother, sibling, equivalent in-laws, spouse or qualified domestic partner, child, grandchild, foster parent, foster child, step-parent, step-child, grandparent, aunt, uncle, or member of the household. Such pay will be based upon the employee’s hourly rate of pay for the number of hours constituting their workday. An employee requesting leave for the purposes of this Section, 14.2, shall make such request in writing to the Building Principal twenty-four (24) hours in advance of the first day of leave, if possible, and shall indicate the expected, but not mandatory, day upon which the employee will return to work.

14.3 **JURY DUTY** – An employee who is summoned to serve as a juror shall be granted a leave of absence for such jury duty. For each day of jury duty, an employee shall be paid at the employee’s hourly rate of pay for the number of hours constituting their workday less the amount of compensation paid them for such service.

14.4 LEAVE FOR ASSOCIATION DUTIES – An employee who is elected to a full time paid office in the Vermont-NEA shall be entitled to a leave of absence, without pay, for the duration of their term of office.

14.5 MILITARY LEAVE – An employee who enters the military service shall be entitled to a leave of absence, without pay, for the duration of such service in accordance with state and federal law.

14.6 NATIONAL GUARD OR RESERVE LEAVE – An employee who is a member of the National Guard or the Armed Forces Reserve who is called to active duty shall be entitled to a leave of absence of up to fourteen (14) calendar days, and they shall be paid the difference between their pay for such military service and the amount they would have earned as an employee. Said amount is based on their daily rate for the period of their active duty.

14.7 SICK LEAVE

(a) A new fifty-two (52) week employee shall earn paid sick leave days at the rate of one and one-half (1 1/2) days a month during their first three (3) months of employment. Upon completion of their first three (3) months of employment, the employee will be credited with whatever remains of their fifteen (15) days of annual sick leave. In subsequent years, the employee shall be credited with their annual allotment of sick leave on their first workday of the new school year.

(b) A new school year employee shall earn paid sick leave days at a rate of one (1) day a month during their first three (3) months of employment. Upon completion of their first three (3) months of employment, the employee will be credited with whatever remains of their twelve (12) days of annual sick leave. In subsequent years, the employee shall be credited with their annual allotment of sick leave on their first workday of the new school year.

(c) An employee who uses all or part of the sick leave days credited to them for the school year and terminates their employment prior to the beginning of the school year shall reimburse the Board for days used but not earned.

(d) An employee may accumulate sick leave to a maximum of sixty (60) days. Employees with greater than sixty (60) days of accumulated sick leave as of June 30, 2022 may retain their benefit.

(e) An employee may use up to five (5) of their sick leave days each year to attend to an illness of their spouse, child, grandchild, parent, significant other, or a member of the household.

(f) An employee who is absent from work by reason of illness shall be entitled to be paid for such days of absence up to the number of days earned and accumulated.

(g) An employee on sick leave shall be paid for each day of sick leave to which they are entitled at the employee's hourly rate of pay for the number of hours constituting their workday.

(h) In the event that an employee uses more than five (5) paid sick leave days consecutively, the employee's illness shall be verified by a letter to the Superintendent from the employee's physician provided, however, that the Superintendent may require a letter from a doctor chosen jointly by the employee and the Superintendent in the event that the Superintendent reasonably questions the proper use of any paid sick leave days by the employee.

(i) An employee on Workers' Compensation or other medical leave may, with the approval of their physician and subject to reasonable medical restrictions, be assigned to light duty.

14.8 MATERNITY/PATERNITY LEAVE – A pregnant employee shall be granted maternity leave for a period not to exceed six (6) months provided, however, that a pregnant employee shall give written notice to the Principal of their intention to take maternity leave at least two months prior to the date upon which they intend to begin such leave of absence. The notice shall also set forth the date upon which said leave is to commence and the date upon which the pregnant employee intends to return to work. Employees may utilize an additional sick leave benefit as defined in article 14.7 of two weeks paid Maternity/Paternity Leave.

An employee who adopts a child who has not attained their sixth birthday shall be entitled to a leave of absence for a period not to exceed six (6) months for the purpose of caring for the young child provided, however, that no employee shall be entitled to adoption leave unless their spouse shall be employed on a full time basis during the period of their adoption leave.

14.9 CHILD CARE LEAVE – An employee who becomes the father of a child shall be entitled to a leave of absence for a period not to exceed six (6) months for the purpose of caring for the young child.

14.10 UNPAID LEAVE – An employee may make written application for an unpaid leave of absence of up to one (1) year. The Superintendent, within their sole discretion, may grant or deny such application upon the terms and conditions they deem appropriate; provided, however, that in the event an employee is granted such a leave of absence, unless otherwise agreed, they shall be re-employed upon their return at the end of the leave of absence to the same position in which employed at the time the leave of absence began. Except in the case of emergency, an employee proposing to take an unpaid leave of absence shall make application therefore at least ten (10) days in advance of the date upon which they propose to commence the leave. All unpaid leaves of absence granted under this Section 14.10 shall commence on the first work day of the employee's regular work year and have a duration of one (1) entire work year.

14.11 Leaves under the provisions of this Agreement which are eligible for coverage under the Family and Medical Leave Act (FMLA) shall run concurrently as both FMLA and contractual leave, and the more liberal of the provisions shall apply.

ARTICLE XV

REPORTING IN AND CALL-IN PAY

15.1 An employee who is scheduled or requested to report for work and who does in fact report for work shall be paid a minimum of four (4) hours pay at their hourly rate without regard to the number of hours less than four (4) actually worked unless the employee is notified not to report at least one (1) hour prior to the time they were scheduled to report for work.

ARTICLE XVI

SAFETY AND HEALTH

16.1 Employees shall immediately, not later than the end of their workday, report any and all defects of equipment or other unsafe conditions to the Principal on the forms to be made available by the Principal. A copy of the report shall be given by the Principal to the Shop Steward.

16.2 Employees shall within forty-eight (48) hours report any accident and any physical injury or property damage resulting therefrom to the Principal on forms to be made available by the Principal. Such accident reports shall be in addition to any accident report required by law and shall include all information available to the employee with respect to the accident and the names and addresses of all witnesses.

16.3 Employees shall not be required to work under unsafe or hazardous conditions or to perform work, which will endanger their health, safety, or well being.

16.4 The forestry paraeducator, health paraeducator, and science paraeducator shall be reimbursed for the reasonable cost of such uniform or special protective clothing as they may be required to wear.

16.5 (a) BUHS #6 custodian/maintenance and maintenance/custodian employees shall use or wear protective devices or clothing when required to do so by the Plant Engineer or Night Supervisor. The Plant Engineer shall prescribe the uniform to be worn by all employees, and all employees shall wear such uniform during working hours. BUHS #6 shall provide each employee with a sufficient number of uniforms and shall provide for the tailoring, laundering, and dry-cleaning of same. Uniforms shall remain the property of the Board or of the company from which the Board rents or otherwise obtains the same, and each employee shall be responsible for the uniforms with which they are provided.

(b) Every year schools within the WSESU will budget up to \$100.00 to reimburse the cost of shoe replacements for positions listed in Appendix A as follows: all Custodians,

Maintenance/Custodians, Groundskeepers, Facilities Managers, Maintenance Mechanics Receipts must be turned in to the schools' administration for approval and reimbursement.

16.6 An employee who is required to use their personal motor vehicle as a requirement of their employment contract shall be reimbursed for such travel on a mileage basis at the rate per mile currently allowed by the Internal Revenue Service, and, in the event they are required to transport students as a condition of employment, they shall be reimbursed for the excess premium related to the increased liability and vehicle insurance expense. Each employee who is required to use their personal vehicle in the performance of their duties shall receive a written annual statement from the school district advising the employee of the extent of their personal liability, insurance requirements, and the proper procedure to report an accident that occurs when the employee is transporting students.

ARTICLE XVII

EMPLOYEE EVALUATION AND ASSIGNMENT

17.1 Experienced employees shall normally be observed and evaluated every third year, and a list scheduling the year each employee is to be observed and evaluated shall be distributed on or before October 1, annually. An employee may be placed on the observation-evaluation cycle out of their normal sequence provided the reasons for the change are not arbitrary or capricious. Any evaluation shall be in writing and shall indicate satisfactory or unsatisfactory performance in assigned duties; suggest methods of improvement, if necessary, and a reasonable period for such improvement, and the procedures for further performance review. Each employee shall be entitled to a copy of any evaluation within five (5) days of its completion and prior to its inclusion in the employee's personnel file. Within ten (10) days of receipt of an evaluation, an employee may endorse the original of the evaluation indicating they have reviewed the same and may attach thereto a written rebuttal or statement as to matters contained therein. If the employee refuses to endorse the original, the Administrator preparing the report shall so note thereon. The employee may request, and shall be granted, a conference with the Administrator who prepared the evaluation within ten (10) days of receipt of the written report.

17.2 Any complaint or accusation made by any person, that could result in adverse action against an employee shall be in writing, shall indicate the complainant or accuser, and shall be promptly investigated by the Building Principal or Supervising Administrator, unless requested to do otherwise by law enforcement or other agency. The Building Administrator shall notify the employee that there has been a complaint made, they are investigating it, and there will be a meeting with the employee upon completion of the investigation.

If deemed necessary by the district, a letter documenting the complaint and findings of the investigation may be placed in the employee's file.

Any retaliation toward the complainant will result in discipline up to, and including, termination of employment.

17.3 All vacancies in the WSESU shall be posted via written notice in work areas and on a designated Association bulletin board for a minimum of five (5) days prior to the filling of the position. During the summer recess a copy of such postings shall be emailed to the Association President.

17.4 Each new position in the bargaining unit for the following school year shall be posted for at least ten (10) days in each school building before the position is advertised. Positions that are new or become vacant during the school year may be simultaneously posted in the school buildings and advertised. The posting shall include a job description, wage rate, number of hours per day, and number of days per year. Current employees shall be given first consideration for the new position. The Board reserves the right to hire an applicant who is not an employee if that applicant is better qualified than those applicants who are members of the bargaining unit. In the event that two or more applicants are equally qualified, the Board shall hire the applicant who is a member of the bargaining unit or member with the most seniority.

17.5 In the event an employee transfers employment between the school districts covered by this Agreement, the employee shall retain any accumulated rights and benefits previously accrued or earned as conditions of their employment with the former employing school district.

ARTICLE XVIII

NON-RENEWAL OF EMPLOYEES OTHER THAN 52 WEEK EMPLOYEES

18.1 In the event that the Board determines that an employee, other than a 52-week a year employee, is not to be re-employed for the following school year, it shall give written notice of such decision to the employee on or before May 1.

ARTICLE XIX

NO STRIKE AND NO LOCKOUTS

19.1 During the term of this Agreement, there shall be no strikes, no slowdowns, no work stoppages, or other concerted refusals to work by the Association, and there shall be no lockouts by the Board. In the event of a strike, slowdown, work stoppage, or other concerted refusal to work on the part of other persons working within or around the school building, neither the Association nor the employees subject to the term of this Agreement shall refuse, during working hours, to cross a picket line, refuse to work, or take any other action in sympathy or in cooperation with said strike, slowdown, work stoppage, or other concerted refusal to work. In the event of a strike, slowdown, work stoppage, or other concerted refusal to work on the part of other persons working within or around the school building, the Building Principal will not assign work to the employees other than the work to be performed by the employees pursuant to the terms of this Agreement.

ARTICLE XX

MAINTENANCE OF STANDARDS

20.1 Except as otherwise specifically provided in this Agreement, all conditions of employment and all benefits enjoyed by the employees covered by this Agreement prior to the effective date thereof, as established by any rule, regulation, or past practice, shall continue in force during the terms of this Agreement.

ARTICLE XXI

MISCELLANEOUS

21.1 There shall be no discrimination, interference, restraint, or coercion by the Board or the Association against any employee as a result of that employee's membership or non-membership in the Association. There shall be no discrimination, interference, restraint, or coercion against any employee by the Board or its representatives by reason of that employee's actions in an official capacity as an officer, agent, or Shop Steward of the Association; provided, however, that said actions are consistent with and in compliance with the terms of this Agreement. There shall be no discrimination on the part of either the Board or the Association against any employee on any basis by reason of that employee's race, creed, color, national origin, age, sex, domicile, marital status, sexual orientation, or handicap or disability status. The Board may take all steps that it deems necessary in accordance with the Americans With Disabilities Act.

21.2 Any individual contract between the Board and employee, heretofore or hereafter executed, shall be deemed subject to and shall be consistent with the terms of this Agreement.

21.3 For the purposes of this Agreement and the time limits set forth herein, the term "days" shall mean (a) during the school year the days upon which the schools of the Windham Southeast School District (Brattleboro, Dummerston, Guilford, and Putney) and Windham Southeast Supervisory Union are in session and (b) during vacation periods, all days exclusive of Saturdays, Sundays, and the holidays set forth in Subsection 371 of Title I, VSA. In computing any period of time prescribed in this Agreement, the day of the act, event, or occurrence from which the designated period of time begins to run shall not be included.

21.4 Upon the ratification of this Agreement by the Board and the Association, the Board shall have the final form of the Agreement reproduced and shall, at its expense, furnish the Association with one hundred (100) copies thereof and thereafter with a similar number of copies of any amendments thereto. Representatives of the Board and the Association shall confer prior to the reproduction of the Agreement, as aforesaid, and with respect to the format thereof.

21.5 If any provision of this Agreement or the application thereof to any employee or group of employees is held to be contrary to law by a court of competent jurisdiction, such provision shall be deemed separate, distinct, and independent from the remainder of the Agreement, and such

invalidity shall in no way affect the validity of the remainder of this Agreement which shall continue in full force and effect.

21.6 All written notices to the Board, except as otherwise specifically provided herein, shall be addressed to the Board, care of the Superintendent of Schools, Windham Southeast Supervisory Union, 53 Green Street, Brattleboro, Vermont 05301. All written notices to the Association, except as otherwise specifically provided herein, shall be addressed to the President, Windham Southeast Education Association, at their then current address. Either party, by written notice to the other, may change the address to which future written notice is to be sent.

ARTICLE XXII

LABOR AND MANAGEMENT COMMITTEE

22.1 The Association and the Board agree to establish a joint labor-management committee for the purpose of enhancing communication between the Association and the District, employees, and supervisors, and to provide all parties with an ongoing forum to discuss work rules, practices, and other matters of District operation. Within thirty (30) days of execution of this Agreement the Superintendent and the Association President shall make those arrangements necessary for the implementation of committee meetings.

ARTICLE XXIII

ENTIRE AGREEMENT

23.1 This Agreement contains the entire agreement between the Board and the Association with respect to the Association's representation of the Board's employees for the purposes of collective bargaining and any understanding or representation respecting the same not expressly set forth herein is of no binding effect on the parties hereto. This Agreement may be amended, altered, or modified during its term only by means of a written amendment thereto signed by authorized representatives of the Board and Association.

ARTICLE XXIV

DURATION

24.1 This Agreement shall take effect as of 12:01 a.m., July 1, 2022, and it shall continue in full force and effect until 12:00 midnight, June 30, 2025, and from year to year hereafter unless written notice of an intention to terminate or modify this Agreement is given by either party to the other by registered or certified mail on or before the October 1, prior to the expiration of this Agreement or in the event of its continuance thereafter, on or before October 1 of any year thereafter.

IN WITNESS WHEREOF, the parties executed this Agreement on the date(s) set forth below.

WINDHAM SOUTHEAST SCHOOL DISTRICT BOARD OF SCHOOL DIRECTORS

Kellymyal
CHAIRMAN

04/12/22
DATE

WINDHAM SOUTHEAST SUPERVISORY UNION BOARD OF SCHOOL DIRECTORS

Muller M C
CHAIRMAN

4-13-22
DATE

WINDHAM SOUTHEAST EDUCATION ASSOCIATION, VERMONT-NEA/NEA

Peggy Mansfield
PRESIDENT

4-15-22
DATE

**APPENDIX A
WAGE GRADES / CLASSIFICATIONS**

WAGE GRADE 1 – ELIMINATED	WAGE GRADE 4 (CONTINUED)
	CLASSIFICATION 12 (CONTINUED)
WAGE GRADE 2	ATTENDANCE CLERK
CLASSIFICATION 3	GUIDANCE ADMINISTRATIVE ASSISTANT
CUSTODIAN	BUHS ADMINISTRATIVE ASSISTANT
MAINTENANCE / CUSTODIAN	DEPARTMENT SECRETARY
FOOD SERVER	CLASSIFICATION 13
CLASSIFICATION 4	SECURITY / NIGHT WATCHMAN
BUHS RECEPTIONIST	CLASSIFICATION 14
	SAFETY OFFICER
WAGE GRADE 3	
CLASSIFICATION 5	WAGE GRADE 5
INSTRUCTIONAL PARAEDUCATOR I	CLASSIFICATION 15
CLASSROOM PARAEDUCATOR	FACILITIES MANAGER
SPECIAL ED. PARAEDUCATOR	CLASSIFICATION 16
JOB COACH	PLANNING ROOM PARAEDUCATOR
CLASSIFICATION 6 & 7	CLASSIFICATION 17
REASSIGNED	REASSIGNED
CLASSIFICATION 8	CLASSIFICATION 18
CLERICAL / ADMINISTRATIVE	CLERICAL / ADMINISTRATIVE
CLERK / ELEMENTARY	REGISTRAR
OFFICE ASSISTANT	CLASSIFICATION 19
CLASSIFICATION 9	INSTRUCTIONAL PARAEDUCATOR III
GROUNDSKEEPER	REGISTERED BEHAVIOR TECH (RBT)
ELEMENTARY NIGHT CUSTODIAN	LICENSED PRACTICAL NURSE (LPN)
	INTENSIVE SERVICES PARAEDUCATOR
WAGE GRADE 4	CLASSIFICATION 20
CLASSIFICATION 10	TECHNOLOGY ASSISTANT
INSTRUCTIONAL PARAEDUCATOR II	CLASSIFICATION 21
SPECIAL ED STEP PARAEDUCATOR	BOOKKEEPER
SPECIAL EDUCATION INTERN	CLASSIFICATION 22
ABA SPECIAL EDUCATION INTERN	AUDIO VISUAL MANAGER
CAREER CENTER PARAEDUCATOR	
HEALTH PARAEDUCATOR	WAGE GRADE 6
CLASSIFICATION 11	CLASSIFICATION 23
REASSIGNED	CERT. OCC. THERAPY ASSISTANT *
CLASSIFICATION 12	SPEECH LANGUAGE ASSISTANT *
CLERICAL / ADMINISTRATIVE	EDUCATIONAL INTERPRETER *
BUHS LIBRARY CLERK	HEAD GROUNDSKEEPER
	MAINTENANCE MECHANIC

Note: The three Appendix A – Wage Grade 6 positions marked with an * require a professional certification through the State of Vermont. A four year degree is not required.