

AGREEMENT

BETWEEN THE

MILFORD SCHOOL BOARD

AND THE

MILFORD TEACHERS ASSOCIATION

JULY 1, 2019

TO

JUNE 30, 2023

**MILFORD SCHOOL DISTRICT
PROFESSIONAL AGREEMENT
TABLE OF CONTENTS**

ARTICLE I -- RECOGNITION2

ARTICLE II -- JURISDICTION & AUTHORITY OF THE BOARD2

ARTICLE III -- NEGOTIATION PROCEDURE.....3

ARTICLE IV -- TEACHERS' SALARY SCHEDULE3

ARTICLE V -- EMPLOYEE BENEFITS.....5

ARTICLE VI -- EARLY RETIREMENT.....7

ARTICLE VII -- LEAVE OF ABSENCE.....8

ARTICLE VIII -- PROFESSIONAL DEVELOPMENT12

ARTICLE IX -- GRIEVANCE PROCEDURE.....12

ARTICLE X -- PEACEFUL RESOLUTION OF DIFFERENCES14

ARTICLE XI-- RIGHTS OF THE PARTIES.....15

ARTICLE XII -- TEACHER EVALUATIONS.....16

ARTICLE XIII -- WORKING CONDITIONS17

ARTICLE XIV -- TEACHER HANDBOOK17

ARTICLE XV -- SCHOOL CALENDAR/TEACHER WORK YEAR.....17

ARTICLE XVI -- PAYROLL DEDUCTIONS.....18

ARTICLE XVII -- EDUCATIONAL NEEDS AND STAFFING19

ARTICLE XVIII -- TRANSFERS.....20

ARTICLE XIX -- VACANCY NOTICE21

ARTICLE XX -- MISCELLANEOUS21

ARTICLE XXI -- DURATION AND RENEWAL.....22

APPENDICES A-E3 - WAGE SCALES..... 23-30

APPENDIX F - GRIEVANCE RECORD.....31

**MILFORD SCHOOL DISTRICT
PROFESSIONAL AGREEMENT**

AGREEMENT, made 3/12/19, 2019 by and between the School Board of the Milford School District, Milford, New Hampshire (hereinafter called the "Board") and the Milford Teachers' Association (hereinafter called the "Association").

ARTICLE I -- RECOGNITION

- A. The Board recognizes the Association as the representative of all permanent full-time and part-time teachers employed by the Milford School District for the purpose of negotiating with the Board with respect to salaries and fringe benefits and other terms of employment in accordance with RSA 273-A. The Board agrees to meet, confer, and negotiate with representatives of the Association concerning such matters in accordance with the provisions of RSA 273-A and the procedures outlined below.
- B. The Association agrees to represent equally teachers covered by this Agreement without regard to membership in the Association.
- C. This Agreement shall not prevent the Board from communicating or consulting with any individual teacher or group of teachers for any purpose the Board shall deem desirable in the discharge of its responsibilities, nor shall it preclude any teacher from appearing before the Board in his/her own behalf on matters relating to his/her employment by the Board.
- D. The term "teacher" as used in this Agreement shall mean all permanent teachers, certified librarians, registered nurses, guidance counselors, school psychologists, director of athletics, speech/language pathologists, reading teachers and occupational therapists employed by the Milford School District. Superintendents, assistant superintendents, principals, assistant principals, directors not included above, business administrators, curriculum coordinators or persons employed by the State Board of Education are excluded.
- E. The terms "he" or "his" in the Agreement are understood to apply to either gender.
- F. Unless otherwise noted, the term "teacher" shall apply to all members of the aforementioned bargaining unit.

ARTICLE II -- JURISDICTION & AUTHORITY OF THE BOARD

- A. The Board, subject only to the language of this Agreement, reserves to itself full jurisdiction and authority over matters of policy and retains the right in accordance with applicable laws and regulations (a) to direct and manage all activities of the school district; (b) to direct the work of their employees; (c) to hire, promote, demote, transfer, assign, and retain employees in positions within the public agency; (d) to suspend or discharge employees for proper cause; (e) to maintain the efficiency of governmental operations; (f) to relieve employees from duties because of lack of work or for other legitimate reasons; (g) to take actions as may be necessary to carry out the mission of the agency in emergencies; and (h) to determine the methods, means, and personnel by which operations are to be carried on.

3/28/19
m

Age
3/26/19
pa

- B. The parties understand that the Board may not lawfully delegate the power or authority which, by law, is vested in it, nor may the Superintendent lawfully delegate the power or authority which, law, is vested in him/her; and this Agreement shall not be construed so as to constitute a delegation of the power or authority of either.

ARTICLE III -- NEGOTIATION PROCEDURE

The parties agree that negotiations for any successor to this Agreement shall be conducted pursuant to RSA 273:A and that either party may request to start the negotiations process at any time after May 1 of the year prior to the last year of the existing Agreement. The parties shall make every effort to secure funds necessary to implement said Agreements. If such funds are not forthcoming, the Board and the Association shall resume negotiations in accordance with the provisions of this Agreement.

ARTICLE IV -- TEACHERS' SALARY SCHEDULE

- A. All teachers hired into a bargaining unit position before July 1, 2019 will be paid in accordance with salary schedules in Appendix A, B, C, or D. Salaries will be determined in accordance with appendix A attached to this agreement. Appendix A (the salary schedule for the 2019-2020 school year) reflects a 1% increase, on July 1, 2019, applied to the salary schedule for the 2017-2018 school year. Salaries will be determined in accordance with appendix B attached to this agreement. Appendix B (the salary schedule for the 2020-2021 school year) reflects a 2% increase, on July 1, 2020, applied to the salary schedule for the 2019-2020 school year. Salaries will be determined in accordance with appendix C attached to this agreement. Appendix C (the salary schedule for the 2021-2022 school year) reflects a 2% increase, on July 1, 2021, applied to the salary schedule for the 2020-2021 school year. Salaries will be determined in accordance with Appendix D attached to this agreement. Appendix D (the salary schedule for the 2022-2023 school year) reflects a 2.0% increase, on July 1, 2022, applied to the salary schedule for the 2021-2022 school year.

- B. All teachers hired into a bargaining unit position on or after July 1, 2019 will be paid in accordance with the salary schedules in Appendix E1, E2, and E3.

pd *c/c* *pd* *c/c*
C. Method and Time of Salary Payment -- The annual salary of a teacher on a one hundred eighty-seven day contract shall be computed on the basis of twenty six (26) bi-weekly installments commencing no later than the second week of school and shall be payable in twenty one (21) bi-weekly payments and a final payment in June, equaling five (5) bi-weekly installments. A teacher, upon written request, may have the annual salary computed and paid on the basis of twenty-one (21) nearly equal payments. This election must be made in writing at least one week prior to the first day of work for the school year to which the election applies (e.g. prior to the first day on which the employee must report to school for the school year). The election, once made, is irrevocable for that school year. Late submissions cannot and will not be accepted in order to comply with IRS Code 409(A). In the event that a timely election is not made, payments to the employee will default to the regular bi-weekly pay period schedule for the applicable school year

3/25/19
ML
3/26/19
pd

published by the school district/SAU by which the employee is employed. In the event of the voluntary separation from service, retirement, or death of an employee who has made such an election, all deferred amounts of compensation due will be paid to the employee at the end of the pay period in which the event occurs. In the event of an involuntary separation from service, all deferred amounts of compensation due will be paid to the employee in accordance with the laws of the State of New Hampshire.

- D. Teachers hired for less than ninety-five (95) days shall not receive credit for step advancement for the following school year.
- E. Any teacher required by the Administration to work contracted days beyond the regular 180 days, plus 5 days, specified in his/her individual contract, shall be paid at the rate of:
 - a. \$30.00 per hour, except as provided in the paragraph below.
- F. Any teacher in the following positions: certified librarians, registered nurses, guidance counselors, and director of athletics working in excess of one hundred eighty-five (185) days, will be paid on a per-diem basis.
- G. Any teacher required by the Administration to work extensive time after school hours devoted to special education cases, with the prior approval of the superintendent and director of special education, shall be paid at the rate of \$30.00 per hour.
- H. Nurses with a bachelor's degree or higher in nursing shall receive 100% of the applicable wage schedule. All other nurses with an associate degree in nursing shall receive 93% of the BA schedule.
- I. Stipends for job responsibilities and extra duties as defined in each position's job description will be determined by the following: Guidance Counselor -- \$750; Special Education Teacher -- \$1,000.
- J. Graduate credits received prior to a Masters degree which were not used as part of a Masters degree program may be applied for horizontal movement on the salary schedule beyond the Masters degree. To be applied, the graduate courses need to have been taken while employed by the Milford School District with advance approval from the Superintendent of Schools, as outlined in Article VIII B in this Agreement, whether the course qualifies for reimbursement or not. These credits will be counted as one-half credit for each graduate credit earned.
- K. Initial placement on the salary schedule shall be in accordance with a teacher's experience and certification. In unusual circumstances, no more than once per school year, candidates with experience above step 10 may be hired at a step no lower than step 7 upon mutual agreement with the candidate and the Superintendent, with notice of such hiring under this provision being promptly provided to the President of the MTA.

3/28/19
nr

Cje
3/26/19
pd

ARTICLE V -- EMPLOYEE BENEFITS

A. HEALTH INSURANCE

1. Any full-time teacher employed by the Milford School District, in a position covered by this Agreement, may elect coverage on the SchoolCare Consumer Driven Health Plan (CDHP) with Choice Fund for either single, two-person, or family coverage. Regardless of the level chosen, the District's premium contribution will be as follows:

2019-2020: 93%

2020-2021: 92%

2021-2022: 92%

2022-2023: 91%

2. Upon providing proof of alternative employer-sponsored coverage from outside the District, the District will pay bargaining unit members electing no health insurance coverage through the District an annual payment of \$1,000 for single coverage, \$2,000 for two-person coverage, and \$3,000 for family coverage, to be evenly distributed over the pay schedule then in place.
3. If both husband and wife are employed by the District, in any full-time position, one hundred percent (100%) of the total premium cost will be paid for one member.
4. The District may change medical insurance carriers provided comparable coverage is offered and provided that the Board and the Executive Board of the Association agree to the change.
5. In the event any employee's coverage is assessed with a "Cadillac Tax," whether directly assessed on the employer or assessed indirectly through increased health insurance premiums, the tax will be shared by the District and any employee who elects coverage generating the Cadillac Tax in the same percentage as they share the cost of health insurance premiums.

B. DENTAL INSURANCE

1. During the term of this Agreement, the School District will calculate its employer contribution in accordance with the yearly rates set by Delta Dental Plan Option 3b. The School District will contribute 70% of the total premium cost of a single, two-person or family membership of Delta Dental Plan Option 3b.
2. The District may change dental insurance carriers provided comparable coverage is offered and provided that the Board and the Executive Board of the Association agree to the change.

C. DURATION OF INSURANCE COVERAGE

During the term of this Agreement, the School District shall make payments of insurance premiums as outlined in Sections A, B, and C above to assure insurance coverage for a

3/28/19
m
Cjs
3/26/19
pd

twelve (12) month period commencing September 1 and ending August 31 of each school year for all teachers who complete their contractual obligations for each such year.

D. TERMINATION OF BENEFITS

A teacher's benefits under this Article shall expire on the last day of the month in which s/he terminates his/her contractual obligation or is terminated during the school year.

E. LIFE INSURANCE

1. During the term of this Agreement, the School District will pay 100% of the premium cost of group term life insurance and Accidental Death & Dismemberment (AD&D) to an amount equal to the nearest \$1,000 of their annual salary for all full-time teachers.
2. During the term of this Agreement, the School District will make supplemental life insurance available to full-time teachers. Supplemental life insurance will be available for purchase in increments of one times (1X) salary rounded to the nearest \$1,000, to a maximum of five times (5X) salary or \$500,000, whichever is less. A newly hired employee, or an employee electing to increase his/her supplemental life insurance during an open enrollment period, may elect 1X salary in supplemental life insurance without evidence of insurability, provided that the total supplemental life insurance election for the employee does not exceed a \$200,000 guaranteed issue amount. Any supplemental life elections that would result in a total supplemental life insurance benefit in excess of \$200,000 or elections greater than 1X salary may be subject to the evidence of insurability and underwriting processes. Teachers will be responsible for 100% of the premiums.

F. LONG-TERM DISABILITY

During the term of this Agreement, the School District will pay 100% of the premium for a group Long-Term Disability plan for all full-time teachers.

G. FLEXIBLE BENEFITS

The School District will establish a Section 125 premium conversion account as well as medical/dental and dependent care employee reimbursement account. The employee contribution limit for the medical/dental account is set at two thousand dollars (\$2,000). The employee contribution limit for the dependent care account is set at the statutory limit of five thousand dollars (\$5,000). If the statutory limits are reduced below the amounts stated herein for these accounts, the limits will be the statutory limits.

H. RETIREMENT BENEFIT

1. A teacher, upon termination, who has fifteen (15) years teaching in Milford and is eligible for retirement, shall be compensated for all accumulated sick days. Such compensation shall be equal to 40% of the teacher's per diem pay for each day of said teacher's accumulated sick days to a maximum of one hundred ten (110) days and paid to the teacher within thirty (30) days of his/her last day of employment. Any teacher laid off from the Milford School District will receive \$200 per year of service to the Milford School District.

3/28/19
per
CJH
3/28/19
per

2. After June 30, 2023, any full-time teacher who has taught a minimum of twenty (20) years for the Milford School District and has or will reach age 55 at the time of retirement (July 1) may submit a request for retirement payment to the Board. This request for retirement payment shall be dated and signed by the teacher submitting it, shall be submitted by November 1 of the year preceding the year in which the retirement shall commence, and shall specify the date selected by the teacher for retirement, which shall be at the end of a teaching year (June). The Board shall act upon the request by January 1st.
 - a. Up to ten (10) eligible teachers per year shall be approved by the School Board. Those teachers with the greatest seniority within the District will be given first consideration.
 - b. If approved, the District shall pay teachers \$600 for each year of teaching for Milford. This is a one-time payment.
 - c. The request for this retirement payment shall be treated as a voluntary termination, and the teacher shall have no right to continue teaching in the District after that date.
 - d. Salary pay out will be consistent with existing procedures contained in Article IV-B as one lump-sum payment during July of the fiscal year following the date of the teacher's retirement notice.

ARTICLE VI -- EARLY RETIREMENT

- A. Any full-time teacher who has taught a minimum of twenty (20) years, of which at least fifteen (15) have been within the Milford School District, is at the top of his/her salary track at the time of his/her statement of intent to retire early and has or will reach age 55 at the time of retirement (July 1) may submit a request for early retirement to the Board. This request for early retirement shall be dated and signed by the teacher submitting it, shall be submitted by December 1 of the year preceding the year in which the retirement shall commence, and shall specify the date selected by the teacher for retirement, which shall be at the end of a teaching year (June). The Board shall act upon the request by January 1st.
- B. If there are applicants, at least four (4) requests for early retirement per year shall be approved by the Board, except that the Board is not obligated to grant any requests received after December 1, 2022 and this entire Article will expire on that date. Those teachers with the greatest seniority within the District will be given first consideration.
- C. If approved, the District shall pay teachers taking early retirement twenty (20%) of the teacher's last salary annually for a five-year period. Medical coverage will be provided by the District pursuant to Article V-A for a single or two-person plan only for a maximum period of seven years. The approval of early retirement shall be treated as a voluntary termination, and the teacher shall have no right to continue teaching in the District after that date.
- D. Salary pay out will be consistent with existing procedures contained in Article IV-B.
- E. Any employee who is eligible for reimbursement from the State of New Hampshire Retirement System towards their health insurance costs shall timely apply for said reimbursement and assign it to the District. The amount received by the District shall reduce the gross cost of health care coverage for the employee and the parties shall

3/28/19
ner *ajg*
3/26/19
pd

share the balance of the costs in the same proration as the District contributes toward health care for regular employees. If an employee does not receive any reimbursement from the State of New Hampshire Retirement System, the parties shall share the cost of health care coverage in the same proration as the District contributes toward health care coverage for regular employees.

ARTICLE VII -- LEAVE OF ABSENCE

A. SICK LEAVE

1. Each full-time teacher will be entitled to twelve (12) days of sick leave each school year for personal or family illness. For purposes of this paragraph, sick leave may be taken to care for the teacher's ill mother, father, spouse, son or daughter. Unused sick leave days may accrue from year to year up to a maximum accumulation of one hundred ten (110) days.
2. The Board agrees to establish a sick leave bank for teachers covered by this Agreement in the event of a long-term illness. The sick leave bank shall be administered by a committee composed of four (4) members [three (3) members of the Association appointed by the President and one (1) member appointed by the Superintendent hereinafter called the Administrative Committee. Each member shall serve for one (1) year and until a successor shall be appointed. The Administrative Committee shall meet at least monthly. A majority of the members present shall constitute a quorum, and a majority vote of those present and voting shall decide all questions.
 - a. The Board agrees to establish a sick leave bank by contributing a day for each full-time teacher. The days in the bank shall not be carried over from one school year to the next.
 - b. A teacher shall become eligible to request extended benefits from the sick leave bank after an incapacitating illness or disability, excluding family illness, provided the teacher has exhausted all accrued sick leave.
 - c. Upon presentation of satisfactory medical evidence of disability or illness to the Administrative Committee and approval by said Committee, the Committee shall forward its recommendation to the Superintendent. Upon recommendation of the Superintendent and approval of the Board, a teacher may be granted up to forty-five (45) days in addition to the regular sick leave. During such additional sick leave, any and all benefits normally provided shall continue.
 - d. Guidelines for application to the sick leave bank shall be determined by the Administrative Committee and published by said Committee.
3. Upon utilization of all sick leave to which a teacher is entitled, additional sick leave with pay or without pay or other benefits may be granted upon recommendation by the Superintendent and approval by the Board.
 - a. For an employee who begins his/her work at any time other than at the beginning of his/her normal work year (either because of illness or late appointment), the sick

3/20/19
me

3/26/19
me

leave entitlement shall be directly proportionate to the amount of time served in the District.

$$\text{Pro-rated Sick Leave} = \frac{\text{a. Number of Days Worked} \times 12}{\text{b. Number of Days in Contract}}$$

4. To be eligible for sick leave payments, an employee may be required to furnish satisfactory medical proof of illness or disability for him/herself or his/her immediate family.
5. A teacher with an accumulation of the maximum number of sick leave days (110), who also has eight (8) or more unused sick leave days during the school year, shall be paid a sum of \$250, payable before July 31 of each year.

B. BEREAVEMENT LEAVE

1. Up to three (3) days bereavement leave during the school year shall be granted with pay to any teacher who requests such leave for each occurrence of a death in his/her or her spouse's immediate family. "Immediate Family" shall mean husband, wife, son, daughter, father, mother, brother, sister, grandparent, or grandchild of the employee, or any person living in the household of the employee.
2. Up to one (1) day bereavement leave may be granted with advance approval by the Superintendent for the purpose of attending the funeral or memorial service of a relative other than a member of the employee's immediate family.
3. Up to one (1) day bereavement leave shall also be granted to attend the funeral of a colleague, student or close relative of a colleague or student when the teacher is designated by the superintendent as a school representative. Unused bereavement leave may not be carried over to the succeeding school years.

C. PERSONAL LEAVE

1. Each teacher shall be eligible for three (3) days non-cumulative leave of absence with full pay for any of the following matters which require absence during the school day; i.e. leave of absence for personal or legal business, household or family matters which cannot be accomplished outside the normal school day. Personal leave is to be used only for sound pressing reasons. Each teacher shall certify that the personal leave taken will be used in accordance with the terms of this Agreement. Any request shall state the general reasons for the leave. Personal leave shall not be used to extend a holiday or vacation, except that a total of two personal days over the term of this contract may be used by each teacher to extend a holiday or vacation for extenuating family or household circumstances. Unused personal leave shall be paid to the teacher by July 31st of each year at the rate of substitute teacher compensation.
2. It is understood that the personal leave provision shall not extend to after school hour activities which lead to financial gains and/or to Association business.
3. Except in the case of an emergency, the teacher shall make application through the District's time off management system for such leave at least twenty-four (24) hours in

3/28/19
ner
3/28/19
FD

advance. In emergencies, the teacher shall notify the Principal as soon as possible. Application for such leave shall be made to the Superintendent via the Principal.

4. As an exception to Paragraph C.2 above, a total of up to ten (10) individual teacher days with pay will be granted to the Association to be allocated by the Executive Board to members of the Association who have been elected or appointed or approved as representatives to attend NEA or NEA of N. H. functions directly related to advancing the education of children of the District. In each such instance, the Executive Board will notify the Superintendent not less than twenty-four (24) hours before the leave is to commence, the name(s) of the representative(s), the dates they will be absent and the activity at which they will represent the Association.
5. Up to seven (7) full days release time, with pay, shall be granted to the President of the Milford Teachers' Association during a school year, upon twenty-four (24) hours' notice to the Superintendent of Schools, to conduct Association business within the Milford School District.

D. ABSENCE

1. For all absences other than those specifically authorized by the Superintendent or for which provision is made in Sections A, B, C, or D above, a deduction will be made for each day of absence according to the following formula:

$$\text{Deduction} = \frac{\text{Salary}}{\text{Number of Contract Days}}$$

2. Unpaid absences may be taken only for the most pressing personal emergency when all personal leave has been exhausted. Unpaid absences shall not be used to plan extensions to vacations or holidays. If possible, a written explanation of the reason for the unpaid absence along with any supporting documentation shall be submitted to the Superintendent in advance; otherwise a written explanation shall be submitted to the Superintendent as soon as possible thereafter.
3. Under no circumstances should any teacher be absent from school without the advanced knowledge of the building principal's office.

E. EXTENDED LEAVE OF ABSENCE

1. The Board will consider requests for leaves of absence, without pay or benefits, submitted by teachers who have completed three (3) years of service in the Milford School District.
2. Any teacher with at least three (3) years' service in the Milford School District who has a child or adopts a child (under two (2) years of age) may be granted a leave of absence for up to the balance of the school year in which the leave commenced and one (1) additional year without pay or benefits. Such leave shall commence upon receiving de facto custody of said infant, or earlier, if necessary to fulfill the requirements of the adoption.

3/28/19
nm
eg
3/26/19
ra

3. Return from leave of absence shall coincide with the expiration date indicated on the teachers leave request as approved by the Board, providing the teacher shall present a physician's certificate of physical fitness to return to normal teaching duties.
4. Military Leave of Absence without pay or benefits shall be granted to any teacher who is drafted or enlists in any branch of the Armed Services of the United States for the period of his/her induction or initial enlistment.
5. A leave of absence of up to two (2) years (Per NEA-NH by-law article IV, section 3-B) without pay or benefits shall be granted to a teacher with three (3) or more years of service in the District to serve as an elected NEA of N.H. officer or elected NEA officer.
6. All benefits to which a teacher was entitled at the time his/her leave of absence commenced, and which are currently in effect for teachers, including unused accumulated sick leave, shall be restored to him/her upon his/her return; and s/he shall be assigned within the scope of his/her certification. Failure to return from leave of absence at its expiration will be considered as a resignation unless such leave has been extended by the Board.
7. Other requests for leave of absence may be granted at the discretion of the Board.
8. Extensions, renewals, or modifications of leaves may be granted upon the teacher's written request to the Superintendent, the Superintendent's recommendation to the Board, and subsequent Board approval. Said leave, if granted, shall be in writing.

F. FAMILY MEDICAL LEAVE ACT

1. Subject to the definitions and requirements provided in the School District's Family and Medical Leave Act (FMLA) Policy, an eligible employee may request and will be granted up to twelve (12) work weeks of unpaid family or medical leave during any twelve (12) month period for those events covered by the FMLA.
2. The employee must request leave by contacting the Superintendent's Office thirty (30) days in advance when the leave is foreseeable. If the leave was not foreseeable, the employee must provide as much notice as practicable. When permitted by law, the employee shall substitute paid leave under School District policy for unpaid FMLA leave.
3. The employee may elect to continue health, dental and life insurance during the period of such leave and, with some exceptions, is entitled to return to the same or equivalent position upon completion of the leave.
4. Nothing contained herein shall be interpreted to deny any employee rights under the Family Medical Leave Act or this Agreement.

3/28/19
m
Cj
3/24/19
pd

ARTICLE VIII -- PROFESSIONAL DEVELOPMENT

The District shall reimburse individuals who have completed one (1) year of service in the Milford School District up to 2/3 (two-thirds) of the current UNH (University of New Hampshire) rate per credit to a maximum of sixteen (16) credits during the contract year.

- B. In order to be eligible for reimbursement, the following conditions must be met: (1) the course(s) taken is for graduate credit or is not offered for graduate credit in the teacher's field of certification; (2) the course(s) is directly applicable to the teaching assignment as determined by the Superintendent; (3) a grade of "B" or better for the course; (4) prior approval of the course(s) by the Superintendent; (5) receipt indicating the tuition charges paid by the teacher. The Superintendent shall, in the first instance, exercise judgement under the provision of this section and said judgement shall be subject to the grievance procedure.
- C. Reimbursement will be made within thirty (30) days of submission of the approved paperwork and successful completion of the approved course.
- D. The District will continue its current practice of providing substitutes and professional days for preapproved workshops and conferences that directly relate to a teacher's job responsibilities. Reimbursement for conferences and workshops will be for tuition, registration and travel costs only.

The District shall annually reimburse bargaining unit members \$400.00 each for workshops and seminars, subject to the recommendation of the principal/director and approval of the superintendent. Teachers who have exceeded the \$400.00 professional development allotment may apply to the District no later than the 3rd Friday in May for additional reimbursement. The amount that each teacher shall be given will be either (1) the amount that s/he applied for (if there are sufficient funds available to satisfy the request), or (2) a percentage of what s/he applied for. The percentage will be obtained by dividing the excess funds by the total of all requests. In no case shall such payment from unused funds for any teacher exceed \$500.00 per year.

ARTICLE IX -- GRIEVANCE PROCEDURE

Definition:

A "grievance" shall mean a complaint by a member of the bargaining unit of the public school system or the Association President that there has been to the grievant(s) a violation, misinterpretation or inequitable application of any of the provisions of this Agreement governing said employees, except a grievance shall not be:

- a. Any matter for which a specific method of review is prescribed and expressly set forth by law or any rule or regulation of the State Commissioner of Education; or
- b. A complaint of a probationary teacher which arises by reason of his/her not being re-employed.

3/28/19
for
Cye
3/26/19
pd

A grievance to be considered under this procedure must be initiated in writing on the form as contained in Appendix F by the employee within thirty (30) calendar days of its occurrence, or within thirty (30) calendar days of when the employee should have known of its occurrence.

Procedure:

- Step 1 - Any member of the bargaining unit who has a grievance shall discuss it first with his/her Principal in an attempt to resolve the matter informally at that level. The Principal shall communicate his/her decision to the grievant within five (5) school days in writing.
- Step 2 - The grievant may appeal the decision of the Principal to the Superintendent within five (5) school days after receipt of the decision at Step 1. The appeal to the Superintendent must be made in writing specifying: (a) the nature of the grievance; (b) the nature and extent of the injury or loss; (c) the results of previous discussions of the grievance; (d) his/her dissatisfaction with decisions previously rendered.

The Superintendent shall attempt to resolve the matter as quickly as possible, but within a period not to exceed ten (10) school days from the receipt of the appeal. The Superintendent shall communicate his/her decision in writing to the grievant, to the Association, and to the Principal involved at the previous step of the grievance procedure.

- Step 3 - If the Superintendent's decision does not resolve the grievance to the Grievant's satisfaction, the Grievant may request a review by the Board. Such request must be made within five (5) school days after receipt of the Superintendent's decision and shall be submitted, in writing, through the Superintendent, who shall attach all related papers and forward the request to the Board. The Board, or a committee thereof, shall review the grievance and, at its option, may hold a hearing with the employee grievant. Within twenty (20) calendar days of the receipt of the appeal, or, if a hearing is granted, within twenty (20) calendar days of the date of the hearing, the Board shall render a decision, in writing, and forward copies of the decision to the grievant and to the Association.
- Step 4 - If the decision of the Board does not resolve the grievance to the satisfaction of the employee grievant and s/he wishes a review by an arbitrator, and if the Association determines that the matter should be reviewed further, it shall so advise the Superintendent within twenty (20) school days of receipt of the Board's decision.

The following procedure shall be used to secure the services of an arbitrator:

- a. The parties shall have 10 calendar days to mutually agree upon an arbitrator.
- b. If the parties are unable to select a mutually satisfactory arbitrator, the Association shall request the American Arbitration Association to submit a roster of persons qualified to serve.
- c. If the parties are unable to determine a mutually satisfactory arbitrator from the submitted list, they may request the American Arbitration Association to submit a second roster of names.

3/28/19
or
3/26/19
FD

- d. If the parties are unable to determine a mutually satisfactory arbitrator from the second submitted list within ten (10) school days following its submission, either party may request the American Arbitration Association to designate an arbitrator.
- e. The arbitrator shall limit him/herself to the issues submitted and shall consider nothing else. The arbitrator should be bound by and must comply with all of the terms of this Agreement. The arbitrator shall have no power to add to, delete from, or modify in any way the provisions of this Agreement. The recommendation of the arbitrator shall be forwarded to the Association and Board.
- f. The costs for the services of the arbitrator, including per diem expenses, if any, and actual and necessary travel, subsistence expenses and the cost of the hearing room shall be borne equally by the Board and the Association. Any other expenses incurred shall be paid by the party incurring same.

Step 5 - The Board and the Association shall have up to 14 days to review the arbitrator's recommendation to resolve the grievance to the parties' mutual satisfaction. If the parties are unable to mutually agree during the 14 days, then the recommendation of the arbitrator becomes binding. Either party may appeal the arbitration recommendation in accordance with RSA 542.

General:

It is understood that any employee grievant shall, during and notwithstanding the pendency of any grievance, continue to observe all assignments and applicable rules and regulations of the Board until such grievance and any effect thereof shall have been duly determined.

Failure at any step of this procedure to communicate the decision on a grievance within the specified time limits shall permit the grievant to proceed to the next step. Failure at any step of this procedure to appeal a grievance to the next step within the specified time limits shall be deemed to be a waiver of further appeal of the decision.

ARTICLE X -- PEACEFUL RESOLUTION OF DIFFERENCES

In consideration of this Agreement and its terms and conditions, the Association, its officers, representatives and members shall not, during the term of this Agreement, engage in or condone any strike, slow down, work stoppage or other concerted refusal to perform any assignment on the part of any employee(s) represented hereunder, nor shall the Association or its members take part in or condone "sanctions" against the Board or the School District.

3/28/19
M
CJ
3/26/19
PA

ARTICLE XI-- RIGHTS OF THE PARTIES

A. Association Rights

1. The Association and its representatives shall have the right to use school buildings at all reasonable hours for meetings with advance approval of the Superintendent/ designee.
2. Duly authorized representatives of the Association and their respective affiliates shall be permitted to transact official Association business on school property during lunch periods and after school hours with advance approval of the Principal.
3. The Association shall have the right to use school facilities and equipment; including computers, printers, other duplicating equipment, calculating machines, and audio-visual equipment at reasonable times when such equipment is otherwise not in use, provided the Milford School District is reimbursed for consumable supplies used and with the prior approval of the Principal.
4. The Association shall have the exclusive right to post notices of activities and matters of Association concern on designated bulletin boards. The Association may use employee mailboxes for communication to Association members.

B. Individual Rights

1. There shall be no reprisals taken against any teacher by reason of his/her membership in the Association or participation in its lawful activities, nor shall reprisals be taken against a teacher as a result of his/her processing of a grievance. Nor shall the Association or its members engage in reprisals against the Board or the Administration.
2. The Board shall, upon request, make available to the Association, Board information which is in the public domain.
3. No continuing contract member shall be disciplined -- including written warnings, reprimands, suspensions, reductions in rank or professional advantage, discharges, non-renewal or other actions of a disciplinary nature -- without cause. The specific grounds forming the basis for disciplinary action will be made available to the Association member in writing.
4. The Board will not discriminate against members of the bargaining unit on the basis of any classes protected under State or Federal law.
5. No derogatory material will be placed in his/her personal file until the member is notified. An Association member may submit a written notation regarding any material in their file, including complaints, and the same shall be attached to the file copy of the material in question. When an Association member is requested to sign material placed in their file, such signature shall be understood to indicate his/her awareness of the material, but shall not be interpreted to mean agreement with the content of the material.
6. An Association member engaged during the school day in mediation or fact finding on behalf of the Association with any representative of the Board, or participating in his/her

3/20/19
CJ
3/24/19
pd

grievance, including arbitration, shall be released from regular duties without loss of salary.

ARTICLE XII -- TEACHER EVALUATIONS

- A. Each Association member, upon employment or at the beginning of the school year, whichever is later, shall be apprised of his/her job description. Association members will be informed of the procedure to be used in evaluations.
- B. It is recognized by the parties that evaluation of teacher performance is the responsibility of the school administration.
- C. As in the past, observation of the work performance of a teacher will be conducted openly. Formal observation sessions shall be with full knowledge of the teacher. All other observations of the teachers work performance, which are to be made part of his/her file, will be made known to the teacher and should be completed before May 15th as part of the evaluation system developed by the Superintendent.
- D. A teacher shall be given a copy of any class visit or evaluation report prepared by his/her evaluators within five (5) school days after the observation. The teacher shall acknowledge that s/he has read such evaluation by affixing his/her signature on the actual copy to be filed, with the understanding that such a signature merely signifies that s/he has read the material to be filed. Such signature does not necessarily indicate agreement with the content nor shall the refusal to sign prevent such material from being placed into and remaining in the file. The teacher shall return to the evaluator the actual signed copy to be filed within three (3) school days after receiving it.
- E. After any written evaluation, a conference will be held upon request of either party to the evaluation to discuss the report with the teacher involved within four (4) school days following the receipt of the report.
- F. Each teacher shall be entitled to knowledge of and access to his/her file of teacher evaluations upon twenty-four (24) hours' notice. The teacher shall have the right to answer any non-confidential material filed in his/her evaluation file, and his/her answer shall be reviewed by the Superintendent, and the answer shall be attached to the file copy.
- G. No material derogatory to a teacher's employment shall be placed in a teachers personnel file unless that teacher has had the opportunity to review such material. Review of such material by the teacher shall be indicated by having that teacher sign any such copies to be filed. No anonymous complaint will be placed in the teachers file.
- H. If a staff member has failed to adequately address identified deficiencies in job performance, the staff member may be placed on a Teacher in Need of Assistance Plan that shall be reviewed at the beginning of each semester. Any steps that would normally be awarded during the term of the plan may be withheld pending the satisfactory completion of the plan. Any step or steps so withheld shall be reinstated upon satisfactory completion of the plan.

3/28/19
rw
Cj
3/26/19
pa

- I. Any complaints against an Association member or person for whom the Association member is administratively responsible by any parent, student or other person will be promptly called to the attention of the Association member. Complaints shall not be incorporated into the Association members evaluation or personnel file unless the Association member has been informed of the complaint.
- J. A Committee of eight (8) members will be formed to address the evaluation process. The Committee will be made up of four (4) Association members, two (2) Administrators and two (2) Board members or their designees. The charge of this Committee will be to assess the evaluation process and to address any concerns raised by members of the Bargaining Unit regarding the instrument and use of evaluations.

ARTICLE XIII -- WORKING CONDITIONS

- A. **Planning Time**
Each member of the bargaining unit shall have a minimum of two hundred (200) minutes of unencumbered planning time per week, such planning time to occur during the student school day. Part-time teachers will receive planning time on a pro-rata basis to continue current practice.
- B. **Duty-Free Lunch**
All bargaining unit members shall have a minimum of twenty (20) minutes duty-free lunch time daily.

ARTICLE XIV -- TEACHER HANDBOOK

- A. The Board shall prepare and distribute to all teachers a handbook summarizing pertinent student regulations, teacher regulations, Board regulations, and those State Laws pertaining to schools and education which shall be updated annually as revisions are made. The Executive Board of the Association will have the right to review the contents of all handbooks prior to printing.
- B. Teachers shall adhere to the regulations and requirements set forth therein.
- C. The Board shall determine in its sole discretion the teacher handbooks after consultation with the Executive Board of the Association.

ARTICLE XV -- SCHOOL CALENDAR/TEACHER WORK YEAR

- A. Except as noted herein, the Board shall determine in its sole discretion the school calendar after consultation with the Executive Board of the Association.
- B. The teacher work year shall not exceed one hundred and eighty-five (185) teacher work days. Teacher work days include the meetings described in paragraph G below. The teacher work year includes the number of days students attend school as determined by the board, plus at least five (5) teacher workshop days (at least two of which will occur before students return

3/28/19
m
Cj
3/26/19
pa

to school), plus up to two (2) paid days in exchange for open house (one-half day maximum) and parent-teacher conferences (one and one-half days maximum).

- C. During the first two days of the contract period, prior to the students' first day of the school year, teachers will be allowed a contiguous (4) hour period of uninterrupted time to prepare their classroom/office space.
- D. Part-time teachers will work on a pro-rata basis.
- E. The regular work day of teachers will begin fifteen minutes before the starting time for students.
- F. Teachers recognize and accept the responsibility of providing adequate extra-help and make-up opportunities for their students and attending parent conferences when appropriate after the close of the regular work day at times mutually convenient to all parties to the meeting.
- G. Each teacher will participate in curriculum committees, study groups, building administrative groups, and Professional Learning Communities (PLC). As members of these groups, they will contribute to the improvement of instruction and overall culture in the schools. These groups will meet one time per month during the school year on days that students are released early and one hour will be added to the teacher workday for these days. These monthly meetings will be dedicated to collaborative work to enable grade level and curriculum collaboration among teaching staff. This meeting time will be coordinated with the building Principal, Curriculum Leaders and/or Department Heads and will be in addition to the other monthly administrative meeting.
- H. For teachers who travel between buildings during the school day, a reasonable amount of time as determined by the Superintendent shall be scheduled and allowed for breakdown, travel and set up. Each school building shall have a designated parking area for traveling teachers.

ARTICLE XVI -- PAYROLL DEDUCTIONS

- A. The Board agrees to deduct from the salaries of its employees covered under this Agreement dues for the Milford Teachers' Association, the National Education Association of New Hampshire, and the National Education Association, as said teachers individually and voluntarily authorize the Board to deduct and to transmit the monies promptly to the Milford Teachers' Association.
 - 1. The President of the Association agrees to provide annually, by September 10, a list of those individuals who have authorized deductions and the amounts of these deductions.
 - 2. The Board will discontinue such deductions only if such notice of withdrawal is filed prior to September 30 of the year in which such deductions are to cease.
 - 3. The parties agree that once the dues have been deducted and paid over to the Association, all further responsibility on the part of the Board for said funds shall cease

3/28/19
nr
cj
3/24/19
pa

and the Association agrees that the Board and/or its officers shall have no further liability with regard to the same.

- B. The Board agrees to deduct from the salaries of its employees covered under this Agreement other monies to be used for Credit Union, Insurance, and Annuities.

ARTICLE XVII -- EDUCATIONAL NEEDS AND STAFFING

- A. It is recognized that the Board is responsible for determining the relevant education needs of the School District and retains the right to reduce the number of teachers on its staff.
 - 1. The order in which reduction in force shall occur will be based upon seniority within areas of certification. For the purpose of this Article, the least senior staff person within that area of certification shall be laid off first. The parties agree that the individual laid off, if certified in another area, shall have the right to assume the position of a less senior person within the same area of certification limited to positions within the grade levels K through 5, or 6 through 8, or 9 through 12.
 - 2. Seniority is defined as the total years of service to the Milford School District by members in a bargaining unit position.
 - 3. All certification shall be determined as of the beginning of the contract year in which a notice of reduction is issued.
- B. If it is necessary to layoff any members of the teaching staff, the following procedure will be utilized:
 - 1. The Board shall prepare a seniority list which indicates the starting date of employment of all members of the bargaining unit. In the event of a tie in seniority between two or more employees, the following factors will be considered in the order stated:
 - a. Date of election by the Board
 - b. Date of signing individual contract by the staff member
 - 2. As soon as layoffs are being considered by the Board, the President of the Association shall be notified, in writing, of the proposed layoffs.
 - 3. Layoffs will be first accomplished by attrition: resignations, retirement, etc.
 - 4. If further layoffs are necessary, then teachers shall be laid off based on the least senior teacher within the area of certification affected.
- C. Teachers shall be recalled in reverse order of layoff for any open position within the certification area in which the layoff occurred.
 - 1. Laid off teachers shall be eligible for recall for a fifteen-month period following their final date of employment.

3/28/19
M

CE
3/26/19
FD

2. Teachers shall be responsible for notifying the Superintendent, in writing, of their current address. Recall notices shall be mailed overnight next day delivery to the current address on file.
 3. Teachers shall have ten (10) calendar days to respond to any recall notice. The day before the mailing of the recall notices the Superintendent will attempt to telephone those being notified of recall and the Association President or his/her representative. In addition a copy of the notification of recall will be sent to the Association President. The response shall be in writing, mailed certified return receipt requested. Failure to accept recall shall terminate the teacher's rights under this Article.
- D. No new employees shall be hired for any vacancy within a certification area while there are laid off personnel from those certification areas to fill those positions.

ARTICLE XVIII – TRANSFERS

- A. A transfer is defined as the movement of a teacher from building to building. The Board and Executive Board of the Association recognize that some transfer of teachers may be desirable and/or necessary. They also recognize that frequent transfer of teachers could be disruptive to the educational process and/or interfere with optimum teacher performance.
- B. When transfers are necessary, qualified volunteers will be transferred first, on approval of the Superintendent or his/her designee.
- C. If no qualified volunteers acceptable to the Superintendent are forthcoming, a qualified teacher may be involuntarily transferred by the administration.
- D. When an involuntary transfer is necessary, a teacher's area of competence and certification, major or minor fields of study and other factors deemed appropriate by the Superintendent or Principal, as the case may be, shall be considered in determining which teachers will be transferred.
- E. Notice of intent to transfer shall be given to teachers in writing. Before a teacher is transferred involuntarily, he/she will be given a written statement setting forth in detail the reason for his/her transfer. Any involuntary transfer shall be made only after a meeting between the teacher involved, appropriate principal(s) and the Superintendent, with the understanding that the Superintendent's decision is final.
- F. In the case of an involuntary transfer, that teacher shall have the first right of refusal to return to his/her former or equivalent position should a vacancy occur in that area within twenty-four (24)_months of the transfer occurring.
- G. No teacher shall be involuntarily transferred for disciplinary reasons.
- H. Any teacher involuntarily transferred may resign his/her position in the district without prejudice.

3/28/19
m
3/26/19
ca
ra

ARTICLE XIX -- VACANCY NOTICE

The Superintendent will notify the Association President, in writing, of all administrative, teacher, and extra/co-curricular vacancies, as well as vacancies for curricular or instructional projects initiated by the administration for extra compensation reasonably expected to exceed \$750 in one contract year. The notice will include, if known, the title of the position, qualifications, salary, and deadline for application. The Superintendent's Office will be responsible for electronic distribution to all staff.

ARTICLE XX -- MISCELLANEOUS

- A. If any provision of this Agreement or any application of this Agreement to any employee or groups of employees is held to be contrary to law, then such provision or application shall not be deemed valid and subsisting, except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.
- B. It is understood that both parties have had an opportunity to make proposals during negotiations and that the Agreement reached as a result represents the total of all understandings between the parties for the contract term.
- C. A member of the Board and the Superintendent or his/her representative agree to meet with up to six (6) representatives of the Milford Teachers' Association (i.e. two (2) from the high school, one (1) from the middle school, and one (1) from each elementary school) twice a year during non-school hours to discuss any changes or additions to Board Policy.
- D. A teacher who breaches his/her contract after August 1st will owe the District the sum of two hundred fifty dollars (\$250) and shall reimburse the District for any professional development expenses for which the District paid during the previous school year.

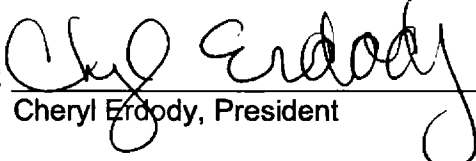
3/28/19
m
cj
3/29/19
pd

ARTICLE XXI -- DURATION AND RENEWAL

- A. This Agreement shall become effective as of July 1, 2019 and shall continue until June 30, 2023.
- B. Any extension shall be mutually agreed upon in writing by the parties, and unless such extension is agreed upon, this Contract shall expire on the date indicated therein.

IN WITNESS WHEREOF, the parties have caused this Agreement to be signed by their respective President/Chairperson and Secretaries.

MILFORD TEACHERS' ASSOCIATION

BY: 
Cheryl Erdoody, President

DATE: 3/26/19

MILFORD SCHOOL BOARD

BY: 
Ron Carvell, Chairperson

DATE: 3/28/19

NEGOTIATIONS COMMITTEE

BY: 
Paula Durand, Chief Negotiator

DATE: 3/26/19

3/28/19
M
3/26/19
CS
PA

**APPENDIX A
MILFORD SCHOOL DISTRICT
SALARY SCHEDULE
2019-2020**

STEP	BA	BA+15	BA+30	MA	MA+15	MA+30
0	42,784	43,897	44,993	46,793	47,916	49,017
1	44,195	45,346	46,477	48,338	49,499	50,635
2	45,654	46,842	48,011	49,933	51,131	52,307
3	47,160	48,385	49,596	51,580	52,818	54,032
4	48,718	49,984	51,232	53,282	54,563	55,816
5	50,324	51,632	52,923	55,040	56,361	57,658
6	51,985	53,337	54,670	56,857	58,221	59,561
7	53,701	55,098	56,475	58,735	60,143	61,525
8	55,473	56,915	58,338	60,672	62,128	63,555
9	57,303	58,793	60,264	62,674	64,178	65,653
10	59,195	60,733	62,250	64,741	66,296	67,819
11	61,147	62,736	64,306	66,878	68,483	70,058
12	63,166	64,808	66,428	69,085	70,743	72,370
13	65,249	66,947	68,620	71,366	73,077	74,757
14	67,403	69,157	70,884	73,720	75,489	77,227
15	71,568	73,375	75,162	78,091	79,919	81,713

pendents: Guidance Counselors = \$750, Special education = \$1,000

The salary schedule reflects a 1% increase over the previous year.

A \$500 dollar payment (not an adjustment to base salary) will be made during each year of the contract to teachers who have been on the top step of the salary schedule for at least 1 year.

*3/20/19
M
aj
3/22/19
pa*

**APPENDIX B
MILFORD SCHOOL DISTRICT
SALARY SCHEDULE
2020-2021**

STEP	BA	BA+15	BA+30	MA	MA+15	MA+30
0	43,639	44,775	45,893	47,729	48,875	49,998
1	45,078	46,253	47,407	49,304	50,489	51,648
2	46,567	47,779	48,972	50,932	52,154	53,353
3	48,103	49,353	50,588	52,611	53,874	55,113
4	49,693	50,984	52,257	54,347	55,654	56,932
5	51,331	52,665	53,981	56,141	57,488	58,811
6	53,024	54,404	55,764	57,994	59,386	60,752
7	54,775	56,199	57,605	59,909	61,346	62,756
8	56,583	58,053	59,504	61,885	63,371	64,826
9	58,449	59,969	61,469	63,927	65,462	66,966
10	60,379	61,948	63,495	66,036	67,622	69,176
11	62,370	63,991	65,592	68,216	69,853	71,459
12	64,430	66,104	67,756	70,467	72,158	73,817
13	66,554	68,286	69,993	72,793	74,538	76,252
14	68,751	70,540	72,301	75,194	76,999	78,771
15	72,999	74,843	76,665	79,653	81,518	83,347

Stipends: Guidance Counselors =\$750, Special education = \$1,000

The salary schedule reflects a 2% increase over the previous year.

A \$500 dollar payment (not an adjustment to base salary) will be made during each year of the contract to teachers who have been on the top step of the salary schedule for at least 1 year.

*3/28/19
m* *cj
3/26/19
pa*

**APPENDIX C
MILFORD SCHOOL DISTRICT
SALARY SCHEDULE
2021-2022**

STEP	BA	BA+15	BA+30	MA	MA+15	MA+30
0	44,512	45,670	46,811	48,684	49,852	50,998
1	45,980	47,178	48,355	50,290	51,499	52,681
2	47,498	48,734	49,951	51,951	53,197	54,420
3	49,065	50,340	51,600	53,664	54,952	56,215
4	50,687	52,003	53,302	55,434	56,768	58,071
5	52,357	53,718	55,061	57,264	58,638	59,987
6	54,085	55,492	56,879	59,154	60,574	61,967
7	55,870	57,323	58,757	61,107	62,573	64,011
8	57,714	59,214	60,694	63,123	64,638	66,123
9	59,618	61,168	62,698	65,206	66,771	68,305
10	61,587	63,187	64,765	67,357	68,975	70,559
11	63,618	65,271	66,904	69,580	71,250	72,888
12	65,718	67,426	69,111	71,876	73,601	75,293
13	67,885	69,651	71,393	74,249	76,029	77,777
14	70,126	71,951	73,748	76,698	78,539	80,347
15	74,459	76,340	78,199	81,246	83,148	85,014

Stepends: Guidance Counselors =\$750, Special education = \$1,000

The salary schedule reflects a 2% increase over the previous year.

A \$500 dollar payment (not an adjustment to base salary) will be made during each year of the contract to teachers who have been on the top step of the salary schedule for at least 1 year.

3/28/19
m
CJ
3/26/19
pa

**APPENDIX D
MILFORD SCHOOL DISTRICT
SALARY SCHEDULE
2022-2023**

STEP	BA	BA+15	BA+30	MA	MA+15	MA+30
0	45,402	46,583	47,747	49,657	50,849	52,018
1	46,900	48,122	49,322	51,296	52,529	53,735
2	48,448	49,709	50,950	52,990	54,261	55,508
3	50,046	51,347	52,632	54,737	56,051	57,339
4	51,700	53,043	54,368	56,543	57,903	59,232
5	53,405	54,793	56,162	58,409	59,811	61,187
6	55,167	56,602	58,017	60,337	61,785	63,206
7	56,988	58,470	59,932	62,330	63,825	65,291
8	58,869	60,398	61,908	64,385	65,931	67,445
9	60,811	62,392	63,952	66,510	68,107	69,672
10	62,818	64,451	66,061	68,704	70,354	71,971
11	64,890	66,576	68,242	70,972	72,675	74,346
12	67,033	68,774	70,494	73,314	75,073	76,799
13	69,243	71,045	72,821	75,734	77,549	79,333
14	71,529	73,390	75,222	78,232	80,110	81,954
15	75,948	77,867	79,763	82,871	84,811	86,715

Stipends: Guidance Counselors = \$750, Special education = \$1,000

The salary schedule reflects a 2% increase over the previous year.

A \$500 dollar payment (not an adjustment to base salary) will be made during each year of the contract to teachers who have been on the top step of the salary schedule for at least 1 year.

3/28/19
m
CJ
3/26/19
PO

**APPENDIX E1
MILFORD SCHOOL DISTRICT
SALARY SCHEDULE
2019-2021**

STEP	BA	BA+15	MA	MA+15	MA+30
0	43,000	44,250	45,500	47,000	48,500
1	44,000	45,250	46,500	48,000	49,500
2	45,000	46,250	47,500	49,000	50,500
3	46,000	47,250	48,500	50,000	51,500
4	47,000	48,250	49,500	51,000	52,500
5	48,000	49,250	50,500	52,000	53,500
6	49,000	50,250	51,500	53,000	54,500
7	50,000	51,250	52,500	54,000	55,500
8	51,500	52,750	54,000	55,500	57,000
9	53,000	54,250	55,500	57,000	58,500
10	54,500	55,750	57,000	58,500	60,000
11	56,500	57,750	59,000	60,500	62,000
12	60,000	61,250	62,500	64,000	65,500
13				65,500	67,000
14				67,000	68,500

Supplements: Guidance Counselors = \$750, Special education = \$1,000

For employees hired on or after 7/1/2019

A \$500 dollar payment (not an adjustment to base salary) will be made during each year of the contract to teachers who have been on the top step of the salary schedule for at least 1 year.

*3/28/19
rel* *Q8
3/26/19
pa*

**APPENDIX E2
MILFORD SCHOOL DISTRICT
SALARY SCHEDULE
2021-2022**

STEP	BA	BA+15	MA	MA+15	MA+30
0	43,860	45,135	46,410	47,940	49,470
1	44,880	46,155	47,430	48,960	50,490
2	45,900	47,175	48,450	49,980	51,510
3	46,920	48,195	49,470	51,000	52,530
4	47,940	49,215	50,490	52,020	53,550
5	48,960	50,235	51,510	53,040	54,570
6	49,980	51,255	52,530	54,060	55,590
7	51,000	52,275	53,550	55,080	56,610
8	52,530	53,805	55,080	56,610	58,140
9	54,060	55,335	56,610	58,140	59,670
10	55,590	56,865	58,140	59,670	61,200
11	57,630	58,905	60,180	61,710	63,240
12	61,200	62,475	63,750	65,280	66,810
13				66,810	68,340
14				68,340	69,870

Stipends: Guidance Counselors =\$750, Special education = \$1,000

The salary schedule reflects a 2% increase over the previous year.

A \$500 dollar payment (not an adjustment to base salary) will be made during each year of the contract to teachers who have been on the top step of the salary schedule for at least 1 year.

6/12/19
pd
yg
HM

**APPENDIX E3
MILFORD SCHOOL DISTRICT
SALARY SCHEDULE
2022-2023**

STEP	SA	BA+15	MA	MA+15	MA+30
0	44,737	46,038	47,338	48,899	50,459
1	45,778	47,078	48,379	49,939	51,500
2	46,818	48,119	49,419	50,980	52,540
3	47,858	49,159	50,459	52,020	53,581
4	48,899	50,199	51,500	53,060	54,621
5	49,939	51,240	52,540	54,101	55,661
6	50,980	52,280	53,581	55,141	56,702
7	52,020	53,321	54,621	56,182	57,742
8	53,581	54,881	56,182	57,742	59,303
9	55,141	56,442	57,742	59,303	60,863
10	56,702	58,002	59,303	60,863	62,424
11	58,783	60,083	61,384	62,944	64,505
12	62,424	63,725	65,025	66,586	68,146
13				68,146	69,707
14				69,707	71,267

*Ad
6/12/19
[Signature]*

Stipends: Guidance Counselors = \$750, Special education = \$1,000

The salary schedule reflects a 2% increase over the previous year.

A \$500 dollar payment (not an adjustment to base salary) will be made during each year of the contract to teachers who have been on the top step of the salary schedule for at least 1 year.

APPENDIX F
GRIEVANCE RECORD
(For Use at Steps 2 and 3)

Grievance No.: _____ Step: _____

Name of Grievant: _____ Date Filed: _____

Building: _____ Assignment: _____

Date of Alleged Violation: _____

Article of Agreement Allegedly Violated: _____

Statement of the Grievance: _____

Nature and Extent of the Injury or Loss Involved _____

Results of Previous Discussions of the Grievance: _____

Grievant's Dissatisfaction with Decisions Previously Rendered: _____

Remedy Sought: _____

Signature of Grievant: _____ Date: _____

Disposition By: _____ Principal _____ Superintendent Date: _____

Signature of Principal / Superintendent: _____

Grievant Settled on the Basis of Principal's / Superintendent's Answer: _____

Signature of Grievant: _____ Date: _____

3/28/19
M

ajg
3/26/19