

WORKING AGREEMENT

BETWEEN

VERNON BOARD OF EDUCATION

and

**VERNON FEDERATION OF
PARAPROFESSIONALS
AFT-CT, AFL-CIO**

**The duration of this Agreement will be from
July 1, 2011 to June 30, 2014**

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PREAMBLE

This Agreement is negotiated under Section 7-469, 7-470 and 7-471 of the General Statutes of Connecticut as amended, in order (a) to fix for its term the salaries and all other conditions of employment provided herein, and (b) to encourage and abet effective and harmonious working relationships between the Vernon Board of Education, hereinafter known as the Board and the Vernon Federation of Paraprofessionals, AFT-CT, AFL-CIO, hereinafter referred to as the Union in order that the cause of education may be best served in the town of Vernon.

The Board recognizes the Union as the sole and exclusive bargaining agent for the purpose of collective bargaining on matters of wages, hours, and other conditions of employment for all paraprofessionals employed by the Board of Education, excluding supervisory employees.

ARTICLE I MANAGEMENT RIGHTS

- 1.0 Unless expressly and specifically limited, modified, abridged or relinquished by a specific provision of this agreement, and whether exercised or not, the rights, powers and authority heretofore held by the Board pursuant to any charter, general or special statute, ordinance, regulation or other lawful provision over the complete operations, practices, procedures and regulations with respect to employees of the Board, shall remain solely and exclusively in the jurisdiction of the Board.

ARTICLE II UNION SECURITY

- 2.0 The Board agrees to deduct from the pay of all of its employees who authorize such deductions from their wages, such membership dues, initiation fees, and reinstatement fees as may be fixed by the Union. Such deductions shall continue for the duration of this Agreement or any extension thereof.
- 2.1 All employees in the bargaining unit shall, thirty (30) days from the date of their employment by the Board, become and remain members of the Union in good standing in accordance with the Constitution and By-laws of the Union during the term of this Agreement or extension thereof, and a condition of employment.

Employees in the bargaining unit who choose not to become members of the Union as provided in the previous paragraph must, as a condition of employment, pay a service fee to the Union in lieu of Union dues.

Said service fee shall be equal to the proportion of the Union dues uniformly required of Union members to underwrite the cost of collective bargaining, contract administration and grievance adjustment. The amount of said service

fee shall be certified in writing to the Board by the Union. Any requests by the Union to enforce any provisions of the Article with respect to any employee(s) shall be in writing and shall state in reasonable detail the reason for the requests).

- 2.2 Dues deductions shall be made two times each month between September and June and shall be remitted to the treasurer of the Federation, together with a list of names of employees from whose wages such deductions have been made, not later than the first day of the following month. A signed card authorizing the deduction will be provided to the Board, and the Union agrees to hold the Board harmless from damages arising from the making of authorized deductions.
- 2.3 Bulletin board space shall be shared in the vicinity of the administrative office in each school for the posting of official Union notices or announcements. The Federation may designate a reasonable portion of bulletin board space for its own use.
- 2.4 The Board agrees that there will be no lockout of any employee or employees during the life of this Agreement. The Union agrees that there will be no strike or other form of work stoppage during the life of this Agreement.
- 2.5 The Board will provide each employee with a copy of this Agreement within thirty (30) days after the date of the signing of this Agreement; new employees will be directed to the district website to access an electronic copy of this Agreement at the time of hire.
- 2.6 The Board shall prepare a list of employees showing their seniority in length of service with the Board and deliver the same to the Union on December 1st of each year. Unless the Union files a grievance concerning the list within thirty (30) calendar days of receipt of same, the list will be presumed to be correct for all purposes of this contract. Upon completion of their probationary period, new employees shall be added to this list.
- 2.7 New employees shall serve a probationary period of sixty (60) work days and shall have no seniority or grievance rights during this period, but shall be subject to all other provisions of this agreement. The purpose of the probationary period is to permit the Superintendent or his/her designee to determine if the employee has the necessary skills and abilities to retain the position. Employees who complete the probationary period shall acquire length of service records as to the date of their first day of work. Employees are only eligible for the insurance coverage set forth in Section 5.1 upon completion of this probationary period.
- 2.8 The Board will provide the Union President with an electronic list of new hires and separations as they occur.

**ARTICLE III
HOURS OF WORK**

- 3.0 The standard work year for paraprofessionals shall be the student year, subject to the provisions of Article 3.3.
- 3.1 If it fits the needs of the school and the student(s) and there is mutual agreement between the paraprofessional and his or her immediate supervisor, flexible work schedules may be established within the confines of the school day. This agreement must have the approval of the Superintendent and the Federation.
- 3.2 Paraprofessionals are entitled to a thirty (30) minute duty free lunch period for which they will not be paid and the paraprofessional will have the option to leave the building after so notifying the principal or his or her designee. The appropriate time for lunch will be determined by the principal or his or her designee.
- 3.3 Employees under this contract shall be paid for all delayed openings and early closings if they occur within the time that the employee normally works.
- 3.4 Paraprofessionals shall be paid for all hours worked.
- 3.5 Any Paraprofessional shall be paid \$5.00 per hour in addition to his/her regular hourly rate when he/she covers for a teacher who is not present in the classroom, for any coverage in excess of one hour per week and shall be measured in thirty (30) minute intervals. A Paraprofessional who covers for an absent secretary shall receive 80% of the Labor Grade 7 Secretary rate per hour.

**ARTICLE IV
PAID HOLIDAYS**

- 4.0 Paraprofessionals covered by this agreement shall be entitled to the following paid holidays:

Labor Day	New Year's Day
Columbus Day	Martin Luther King Birthday
Veteran's Day	President's Day
Thanksgiving Day	Good Friday
Day after Thanksgiving	Memorial Day
Christmas Day	

Pay for each holiday will be determined by multiplying the hourly rate by the actual number of hours that individual was scheduled to work on that day. To be eligible for holiday pay, an employee must work the last working day before the holiday and the first working day after the holiday, except in cases of approved sick and

personal leave days or in cases of documented emergency. In cases where more than one (1) holiday falls between two (2) consecutive working days, an employee will only forfeit one (1) paid holiday for violation of this eligibility requirement.

ARTICLE V INSURANCE

- 5.1 Eligible employees, as defined in Section 5.3 of this Agreement, will receive, at the rates provided in Section 5.2 of this Agreement, the following insurance: Cigna OAP or Cigna H.S.A, Anthem Basic Dental Plan, Anthem Dental Riders A, B and C, or other comparable coverage available through the Board of Education.
- 5.2 Effective July 1, 2011, employees eligible for the Cigna OAP will pay 25% of the cost of health and 35% of the cost of basic dental insurance. The employees will pay the full cost of any dental riders. Effective July 1, 2013, employees eligible for the Cigna \$20 OAP will pay 25% of the cost of the 2012-13 health insurance premiums, plus 50% of the cost of any increase in premiums for the 2013-14 contract year.

Effective July 1, 2011, employees eligible for the Cigna H.S.A. will pay 20% of health insurance and 35% of the cost of basic dental insurance. The employee will pay the full cost of any dental riders.

5.3 Insurance Eligibility

- 5.3.1 Employees hired prior to July 1, 2011, working twenty (20) hours or more, on a weekly basis as of June 30, 2011, who have completed their probationary period, will be eligible to receive those health insurance benefits referred to in sections 5.1 and 5.2 above. Should such an employee's regular schedule be changed to less than twenty (20) hours per week causing a loss of benefits, and then be changed back to a schedule of twenty (20) or more hours per week, such employee will regain eligibility for benefits referred to in sections 5.1 and 5.2 above. Should such an employee have, on June 30, 2011, a regular weekly schedule of less than twenty (20) hours per week, and then be changed to a regular schedule of more than twenty (20) hours per week, such employee will be eligible to receive only those health insurance benefits of the Cigna H.S.A. plan.
- 5.3.2 Employees hired after June 30, 2011, working twenty-five (25) hours or more, on a weekly basis, who have completed their probationary period, will be eligible to receive only those health insurance benefits in the Cigna H.S.A. plan.
- 5.3.3 Those employees working less than twenty (20) hours per week hired prior to July 1, 2011 and those employees working less than twenty-five

hours per week hired after June 30, 2011 may purchase, at the group rate as allowed by the insurance companies, at his/her own expense and at no cost to the Board of Education, the insurance benefits referred to in sections 5.1 and 5.2.

- 5.4 An employee will have the option to purchase health and life insurance as provided through the Vernon Board of Education at their own expense after retirement if the employee qualified for the provisions of the pension plan of the Town of Vernon. Retired personnel must prepay the cost of such coverage determined by the Director of Business and Finance of the Board of Education.

At the time of retirement, the Vernon Board of Education shall enter into an agreement with the retiree for said coverage. The aforementioned coverage shall be subject to termination in the event of "National Health Program" providing comparable coverage.

Upon eligibility for Medicare, the aforementioned coverage shall be subject to change to Medicare supplemental coverage offered by the Board and at the expense of the retiree.

- 5.5 The Board of Education will provide \$10,000 term life insurance for each employee working twenty (20) or more hours per week. If allowed by the insurance company, all employees shall be eligible to purchase additional insurance at their own expense.

- 5.6 Self-Insurance Option: The Vernon Board of Education may provide health insurance or life insurance coverage for bargaining unit members through alternate carriers or through self-insurance. In no case shall the coverage and benefits provided through alternate insurance carriers, through self-insurance or through a combination of such alternatives be less than the coverages available to paraprofessionals under the group health or life insurance policies described in this section. Should the Vernon Board of Education desire to change carriers and/or self-insure, the paraprofessional's union president shall be first notified and given an opportunity to review the proposed changes. Should the union and the board disagree that the alternative coverages proposed will provide equal coverage to those provided by the group plans described elsewhere in this section, binding arbitration as set forth in Article XI of this contract may be immediately implemented at the request of the union or the Board. Such arbitration shall take place before an impartial arbitrator with expertise in insurance. The implementation of the proposed alternative carrier coverage will not be implemented unless and until a resolution by the aforementioned arbitrator is reached that such change is permissible under the terms of this section. None of the individual coverages set forth in this section shall be subject to a proposed change in carrier and/or the self insurance option more than once per year. Should the Board self insure or change carriers pursuant to this section, the privacy of the members of the unit shall be fully respected.

ARTICLE VI LEAVE PROVISION

6.0 Sick Leave

Employees covered by this agreement shall be entitled annually to ten (10) sick days. When necessary, paraprofessionals may use sick leave in quarter hour increments. Each day is equal to the amount of time one is scheduled to work during the day. Unused sick days may accumulate to a maximum of 70 days. Employees who are at the maximum accumulation and need to use accumulated days in the course of a year can earn back sick days at the rate of one (1) per month during a given school year due to an illness, but at no time can exceed the maximum allowable accumulation of 70 days. In exceptional cases, the Superintendent may grant, with approval of the Board, additional sick leave pay.

6.1 Personal Leave

Up to five (5) days of leave shall be granted annually to each employee for personal reasons when previously approved by the Superintendent. Personal days may not be accumulated. Two (2) additional personal days shall be granted for bereavement purposes for death in the immediate family when and if the employee's five (5) personal days have been used.

Personal reasons shall be defined as absence due to death or illness in the immediate family, religious holidays, legal requirements, and for imperative personal or family business which cannot be conducted effectively outside of scheduled work hours. On the request form for personal days, the paraprofessional shall write personal day as per contract with no additional reason stated unless the personal day is before or after a weekend, holiday, or school vacation, which will require an explanation for requesting such time.

Pay for each personal day will be determined by multiplying the hourly rate by the actual number of hours that the individual was scheduled to work on that day.

6.2 Special Leave

Employees shall be granted special leave of absence with full pay for the following reasons: Employees shall be entitled to full pay at current base rate for absence due to jury duty, and also for absence required by subpoena issued by another governmental agency, provided that reimbursement for same and regular pay together does not exceed employees regular wage.

6.2.1 To attend conferences or programs which will contribute to or increase the knowledge of the employee with regard to the job or position. Attendance must be approved by the Superintendent or

his/her designee.

- 6.2.2 Injury leave. Work related injuries will be governed by the Connecticut Workers' Compensation rules and laws. The Board of Education may in the future start a managed care plan under rules set forth by the Workers' Compensation Commission.

Employees may use any available sick leave to supplement Workers' Compensation Insurance.

- 6.2.3 Military Leave, not to exceed two (2) weeks shall be granted to regular employees when required to serve a period on active reserve or National Guard duty. During this period, the employee shall be paid the difference, if any, between his/her regular and military salary. Copies of orders to active duty shall be provided the Superintendent of Schools. Such leave shall not provide additional compensation beyond what would be the regular compensation for employees.

Employees will be treated in accordance with Federal and State law in effect at the time of the event. The Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA) is the current statute.

6.3 **Maternity Leave**

A paraprofessional who becomes sick or disabled due to pregnancy or childbirth shall, upon her request, be placed on sick leave for child bearing purposes. Any paraprofessional who becomes pregnant shall so notify the superintendent or his designee, at least four (4) months prior to the expected date of commencement of said leave. Leave shall begin when, in the opinion of her doctor, by certificate, she is no longer physically able to work and said leave shall expire when, in the opinion of her doctor, by certificate, she is physically able to return to work.

Except in the case of medical difficulties, sick leave is not normally expected to continue for more than six (6) weeks after delivery.

Accumulated sick leave shall be available for use during periods of such disability.

Disability leave beyond any accumulated sick leave shall be available without pay for such reasonable further period of time as a female employee is determined by her physician to be disabled from performing the duties of her job because of pregnancy or conditions attendant thereto.

Upon her return, the Paraprofessionals shall be assigned to her former position.

Pregnancy or childbirth shall not be the basis for termination of employment or compulsory resignation.

6.4 Childrearing Leave

6.4.1 A paraprofessional shall be entitled to an unpaid twelve (12) month leave of absence for child-rearing purposes immediately following expiration of child bearing leave provided such paraprofessional shall make a written request to the Superintendent before the fifth month of pregnancy or when a reasonable likelihood of adoption arises.

6.4.2 Such leave shall continue for the balance of the school year during which the child was born or adopted and, at the option of the paraprofessional, may continue for the entire next school year.

6.4.3 Such paraprofessional must notify the Superintendent in writing six (6) months before the expiration of the leave if she plans to return to work.

6.4.4 Full year increment credit shall be granted for a paraprofessional who completes five (5) months of work during the school year in which the maternity or adoption leave is granted.

6.5 Other Leave Without Pay

Paraprofessionals wishing to apply for a leave without pay must make application for such leave to the Board through the Superintendent of Schools. Requests for leaves of absence without pay shall be restricted to purposes of medical, personal, educational travel, legal requirements, and education.

Leaves are limited to ten (10) school months in any five (5) year period.

Upon return a Paraprofessional receiving a leave of absence without pay shall be guaranteed that position or a comparable position if available. The paraprofessional on leave pursuant to this section must notify the Superintendent of Schools in writing of her/his intent to return to work at the start of the school year not later than March 1 except in cases where the leave begins after March 1, in which case at least one month's written notice shall be required.

6.6 During the period of a leave without pay, the employee shall not be credited for length of service and shall not be credited with time for purposes of accruing sick leave.

**ARTICLE VII
RETIREMENT**

7.1 Pension Plan

The employee retirement plan of the Town of Vernon, Division 52, is hereby made part of this Agreement. The Union President shall be provided with a copy of the current pension plan on written request to the Director of Business and Finance, and shall also be notified of any changes to the plan.

**ARTICLE VIII
REDUCTION IN FORCE**

8.0 Reduction in work force can occur when sufficient funds do not exist in the local budget, when other than Town funds supporting subsidized programs are decreased or terminated, when student enrollment decreases or when school reorganization occurs, or when there is a need for fewer services. Para-professionals shall receive at least two weeks notice of layoff.

The criteria to determine a reduction in force will be an employee's seniority

Layoffs shall take effect as follows:

- (A) To probationary employees;
- (B) To the employees, with the least seniority first.

In the event that an individual in good standing who is covered under this Agreement is involuntarily terminated such individual shall receive the following compensation for any of his/her unused sick leave.

\$3.00 per day after five (5) years of continuous service to the Vernon school system.

\$5.00 per day after ten (10) years of continuous service in the Vernon school system.

Recall

Employees who are laid off shall have recall rights. Employees with the most seniority shall be recalled first for a period of one year beginning with the effective date of the layoff. If any employee with recall rights rejects any appointment offered or does not respond in writing within ten (10) calendar days, the employee's name shall be removed from the recall list and said employee shall forfeit all recall rights, provided that employees on the recall list may decline (or fail to respond to) one offer of recall without losing their remaining recall rights, in

which case their name will move to the bottom of the recall list. The Board of Education or its designee shall notify a laid-off employee of any available job vacancy by registered mail sent to the employee's last known address. If recalled, an employee will have the option to repay the Board any compensation received for unused sick days. Deductions for repayment may be spread out over the work year. Sick days will only be reinstated when the employee has reimbursed the Board.

- 8.1 In the event of a layoff or recall, the Board shall provide the Federation President with a list of people who have been either laid off or recalled.

ARTICLE IX VACANCIES/PROMOTIONS

- 9.0 Notice of vacancies and/or new positions in the system shall be posted in all schools. General advertisements of said vacancies and/or new positions may be placed at the same time.

Postings shall contain a general description of the position, and a copy of each posting occurring during the school year shall be given to the building representative and Federation Presidents at the time of the posting. The Federation agrees to supply the names of building reps and Presidents to the Superintendent prior to the end of the school year.

Preference for the positions posted will be given to bargaining unit members over external candidates if they are qualified for the position. Current employees will be considered for vacancies for which they may apply. When there are two or more qualified applicants from the bargaining unit, the most senior qualified applicant shall receive the appointment unless a change in assignment during the then current school year would be disruptive to the needs of specified student(s) or to a program. Qualifications are to be determined by the Superintendent or his/her designee.

If the successful candidate holds a position mandated by an IEP (Individual Education Plan), the transfer cannot take effect until the successful bidder's position has been filled.

For any vacancy or new position occurring during the summer months when school is not in session, the Board will notify via certified mail, the president of the Vernon Federation of Paraprofessionals of such openings by July 1 and August 1.

- 9.1 Assignments and transfers of Paraprofessionals will be made by the Superintendent of Schools to best serve the interests of the school system. Whenever possible, affected employees shall be given as much advance notice as possible of reassignments and transfers.

In the event that assignments for the coming year are changed during the summer recess, written notice of the change in assignment will be provided to affected employees as soon as possible. The notice will be sent to the record address of the employees with a copy to the President of the Association.

Employees will be given notice of their Fall assignment by the end of the prior school year where possible.

The Superintendent will make his/her best efforts to follow inverse seniority when making involuntary transfer decisions.

- 9.2 A paraprofessional whose assignment is reduced to below twenty hours per week shall have the opportunity to bump the least senior paraprofessional (system wide) with an assignment of twenty hours or more, provided the more senior employee is qualified to perform the work of the least senior employee.

ARTICLE X SALARY SCHEDULE

Wage scales set forth in this Agreement and its appendices shall be effective July 1, 2011 and shall remain in full force and effect until the 30th day of June 2014.

Current employees as of June 30, 2011, who are not already at maximum, will advance one step on the salary schedule on July 1, 2011.

Employees as of June 30, 2012, will remain on the same step of the salary schedule for the July 1, 2012 – June 30, 2013 contract year.

Employees as of June 30, 2013, who are not already at maximum, will advance one step on the salary schedule on July 1, 2013.

ARTICLE XI GRIEVANCE PROCEDURE

- 11.0 Grievances arising out of matters covered by this Agreement and disputes and consultations of any questions arising out of the employer/employee relationship will be processed in the following manner, at the request of either party:

11.1 Time Limits

Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each step shall be considered as a maximum. The time limits specified may, however, be extended by written agreement of the parties in interest.

If an employee does not file a grievance within thirty (30) calendar days after he/she knew, or should have known, of the act or conditions on which the grievance is based, then the grievance shall be considered to have been waived. Failure by the aggrieved employee at any step to appeal a grievance to the next step within the specified time limits shall be deemed to be acceptance of the decision at that level.

11.2 Step 1 - Informal:

The Union representative and the aggrieved party will discuss the grievance with the principal. The principal shall adjust the grievance at once or notify the union representative of his/her decision within five (5) working days from the day the grievance was presented.

11.3 Step 2 - Principal:

If the grievance is not resolved at step 1, the Union representative may present the grievance in writing to the principal within five (5) working days after receipt of the decision. The principal shall arrange a meeting with all those concerned to review the facts and shall adjust the grievance at once, or so notify the Union representative of his/her decision in writing within five (5) working days from the day the grievance was submitted to him/her.

11.4 Step 3 - Superintendent:

If the Union is not satisfied with the principal's decision, the Union may within five (5) working days after receipt of the decision ask the Superintendent of Schools or his/her designee for a meeting to discuss the grievance further. Such meeting shall be held within five (5) working days after the day of the Union's request and may be attended by a Union representative, the aggrieved party, the Superintendent of Schools, or his/her designee and the building principal. The Superintendent, or his/her designee, shall give written answer to the Union representative and the Union president within ten (10) working days after the day of the meeting.

11.5 Step 4 – Board of Education:

If the Union is not satisfied with the Superintendent's decision, the Union may within five (5) working days after receipt of the decision ask the Board of Education or its designated committee for a meeting. Such meeting shall be held within fifteen (15) working days after the request and may be attended by the Union representative, the Union president, the building principal, the aggrieved party(s), and the Union Vice President. The Board of Education or its designated committee shall give written answer to the Union President within fifteen (15) working days after the day of the meeting.

11.6 Step 5 - Arbitration:

If the Union is not satisfied with the Board of Education's decision, the Union may, within fifteen (15) working days of the decision, submit the grievance in writing to arbitration by the American Arbitration Association. The decision of the arbitrator shall be final and binding. Fees for the arbitration will be equally split between the Union and the Board of Education.

- 11.7 The Union representative and the aggrieved party and one officer of the Union shall be afforded the necessary amount of time without loss of pay for the purposes of attending grievance meetings as listed in Step 1 through Step 5 of the grievance procedure.
- 11.8 The Superintendent or his/her designee and the Union committee for the employees may meet periodically at a time mutually convenient for the purpose of discussing matters of mutual interest, performance of work, employee behavior, and working conditions with the intent to avoid the necessity for individual recourse to the formal grievance procedure and to generally promote a satisfactory relationship.
- 11.9 If the Board of Education or its representative fails at any step of the grievance procedure to respond to any grievance within the applicable time limits where no written extension has been agreed to by the parties, the grievance shall be automatically appealed to the next step and all additional time limits are incumbent upon the Union or the grievant. Time limits contained in this procedure may be extended by written mutual agreement.

ARTICLE XII SAVINGS CLAUSE

Should any article, section, or portion thereof of this Agreement be held unlawful or unenforceable by any court of competent jurisdiction, such decision of the court shall apply only to the specific article, section, or portion thereof directly specified in the decision. Upon the issuances of such a decision, the parties agree immediately to negotiate a substitute for the invalidated article, section or portion thereof.

ARTICLE XIII JUST CAUSE

It may become necessary to discipline Paraprofessionals. In all cases, discipline will be for just cause. Paraprofessionals are subject to discipline for any action which harms a student, a staff member or a member of the public, interferes with the program of a student or which indicates lack of good judgment. It is virtually impossible to list all of the specific instances of employee misconduct for which discipline may be imposed. Therefore, Paraprofessionals facing discipline will be notified of the problem and given an opportunity to explain their position before any decision is made. A paraprofessional

suspected of misconduct who is summoned to an interview with a supervisor which may lead to the imposition of discipline may request the presence of a designated Union representative. Any time discipline becomes necessary, the Paraprofessional will be notified of the problem and advised of the steps necessary for improvement. The penalty imposed in a particular case will depend upon the facts of the case, the employee's previous record and the seriousness of the offense. Possible disciplinary actions include, but are not limited to, verbal reprimands, written reprimands, suspensions without pay, demotions, transfers to other positions and involuntary termination.

ARTICLE XIV DURATION

This agreement shall be effective as of the first day of July 2011, and shall remain in full force and effect until the 30th day of June 2014. It shall automatically be renewed from year to year thereafter, unless either party shall notify the other in writing 120 days prior to the anniversary date that it desires to modify this agreement. In the event that such notice is given, negotiations shall begin not later than 90 days prior to the expiration date; this Agreement shall remain in full force and be effective during the period of negotiations, and until notice of termination of this agreement is provided to the other party in the manner set forth in the following paragraph:

In the event that either party desires to terminate this agreement, written notice must be given to the other party not less than thirty (30) days prior to the desired termination date, which shall not be before the termination date set forth in the preceding paragraph.

The parties agree that should they be unable to negotiate a new contract by July 1, 2014, the contract will continue in effect; provided however the wage rates in effect as of June 30, 2014 will continue until a successor contract becomes effective.

ARTICLE XV MISCELLANEOUS

15.1 The Board shall provide payroll deduction for credit union deposits as allowed per the rules of the credit union. The amount of a given employee's deduction shall not exceed one week's pay per deduction period. The Union agrees to indemnify the Board of Education for any financial loss, due to insufficient funds in an employee's pay that may occur from this credit union payroll deposit arrangement.

15.2 The Board shall post and enforce all universal precautions recommended by OSHA.

15.3 With the authorization of the Assistant Superintendent, and approval of the coordinator of the training, paraprofessionals may voluntarily and with pay attend

inservice training provided by the Board for teachers on a space available basis. The request to attend inservice training must be made two weeks prior to the inservice training.

15.4 Special Assignment. Job Coach. The Board and the Federation recognize a job coach position for the duration of the contract, and one \$250.00 yearly stipend, one half (1/2) of which is to be paid after the first half of the year, and the balance to be paid at the end of the year.

15.5 Paraprofessionals who work one on one with a student may be allowed to participate in that student's PPT meeting.

15.6 Paraprofessionals who work one on one with students requiring lifting and/or moving shall receive training with regard to the lifting and moving of those students.

Paraprofessionals will also be trained for all requirements named in any IEP as scheduled by the Board if they are specifically identified as an implementor in the IEP plan.


15.7 The Board shall provide, at the employee's expense and subject to availability, an influenza immunization shot annually to all bargaining unit members who request one.

15.8 Paraprofessionals who intend to resign must give two (2) weeks notice.


15.9 The Board shall pay the costs of Hepatitis B & C immunizations for all paraprofessionals who are involved in the personal care and toileting of students.

SIGNATURE BLOCK

This Agreement is made and entered into on the 14th day of Sept., 2011, by and between the Vernon Board of Education and the Vernon Federation of Paraprofessionals.



Chairperson, Anne Fischer
Vernon Board of Education



President, Dot Tedeschi
Vernon Federation of Paraprofessionals

**VERNON PARAPROFESSIONALS
APPENDIX A SALARY SCHEDULE**

- A.1 Continuous employment equivalent to one semester or more in a given school year will be credited as a full year for placement on the salary schedule.
- A.2 Any employee who has been laid off due to a reduction in force will be given credit for the previous years of continuous employment and will be placed on the appropriate step of the salary schedule. However, any employee who resigns will return on the first step of the salary schedule.
- A.3 All newly hired paraprofessionals shall be placed on step #1 of the salary schedule.
- A.4 The Board will make its best efforts to process that first payroll in September correctly, but all parties need to understand that such things as last minute hires, changes to work schedules, benefits, or deductions, or missing or incomplete payroll information may mean that some checks may not be processed until the next pay date.

Employees will be paid through the pay date based on scheduled hours, and changes to that normal schedule will result in adjustments in a future pay period.

Step	2011/2012	2012/2013	2013/2014
1	\$10.51	\$10.72	\$10.93
2	\$10.98	\$11.20	\$11.42
3	\$11.29	\$11.52	\$11.75
4	\$11.61	\$11.84	\$12.08
5	\$11.97	\$12.21	\$12.45
6	\$12.39	\$12.64	\$12.89
7	\$12.87	\$13.13	\$13.39
8	\$13.44	\$13.71	\$13.98
9	\$14.49	\$14.78	\$15.08