

**BARNSTEAD SCHOOL DISTRICT  
Support Staff**

1. Support Staff Definitions:

The term “support staff” shall include all non-instructional personnel, secretaries, clerical personnel, school lunch personnel, custodians and aides.

2. Support Staff Categories and Agreements:

Category #1: Full-time personnel working minimum of eight hours per day (40 hours a week ) for 52 weeks.

Category #2: Personnel working a minimum of six and a half (or more) hours daily (32.5 hours a week) for 180 days or more.

Category #3: All other part-time personnel.

3. Agreement:

A. The employee agrees to work for the District, and agrees to conform to and carry out all laws pertaining to the School District and lawful rules and regulations which may be enacted by the School Board relative to the school and employees.

B. The work of the employee is to be done under the direction of the Building Principal or designee.

4. Support Staff Compensation:

A. Computation: Bi-weekly salaries will be computed at the agreed rate for the hours actually worked and reported on by annual salary, as determined by the Board. Authorized hours beyond forty (40) hours per week will be paid at time and one-half.

B. Overtime: The employee shall be paid not less than time and one-half for additional duties required and authorized by the Principal, including overtime resulting from the rental of school facilities.

5. Support Staff Working Exceptions:

Support staff are not required to work on days when school is canceled because of weather or other emergency reasons. If the employee does not report to work because of the weather or emergency, a leave benefit day may be used and the employee will be paid. If, the employee’s benefit days are not available, or not used, he/she will not be paid for that day.

6. Support Staff Fringe Benefits:

<u>ITEM</u>	<u>CATEGORY #1</u>	<u>CATEGORY #2</u>	<u>CATEGORY #3</u>
<b>Health Insurance</b>	Yes	Yes*	No
<b>Dental</b>	Yes	Yes*	No
<b>Buy-Out Provision</b>	Yes	No	No
<b>Retirement</b>	Yes	Yes	No
<b>Sick Leave</b>	1 day per mo. Cum: 60 days	1 day per mo. Cum: 60 days	1 day per mo. Cum: 20 days
<b>Emergency Leave</b>	2 days	2 days	2 days
<b>Personal Leave</b>	2 days	None	None
<b>Vacation</b> (Taken only after 6 months on the job.)	**	None	None
<b>Paid Holidays</b>	10 days	2 days	2 days
Number as determined by the school calendar	New Years' Day Washington's B'Day Civil Rights Day Memorial Day Independence Day Labor Day Veterans Day Thanksgiving Day (2) Christmas Day	Memorial Day Veterans Day	Memorial Day Veteran's Day

\* Category Two employees eligible for health and dental benefits after three years of continuous service.

\*\* Vacation for Category 1 - An employee in Category 1 is eligible for Vacation Leave under the following system:

1-4 years .833 days per month cumulative to 10 days  
 5-9 years 1.25 days per month cumulative to 15 days  
 10-15 years 1.667 days per month cumulative to 20 days

Employees may move from Category to Category as reclassification determines. Employees who move from Category 2 to Category 1 will be credited with accrued service to the district in respect to vacation benefit.

7. Creation of Support Staff Positions

The School Board shall create, through the adoption of a budget or specific vote, all support staff positions.

8. Appointment, Supervision and Dismissal

The Superintendent shall, in accordance with New Hampshire State Board of Education Regulation, ED 302.02 appoint, supervise and dismiss, when necessary, all support staff personnel.

9. Health Insurance Coverage

Category #1

The Barnstead Elementary School will provide a health insurance plan to all employees who are placed under Category #1 of the Support Staff Agreement.

The District shall pay 85% of a single plan chosen, the single premium plus 70% of the additional premium for the two-person or family plan chosen or the single premium plus 76% of the additional premium for the family plan chosen through payroll deduction.

The District reserves the right to modify the health insurance plan or the employee contribution on or about the anniversary date or renewal date (July 1<sup>st</sup>) of the health insurance plan.

Effective July 1, 2001, any Category Number 1 employee who is eligible for health insurance and elects not to take the health insurance will be compensated by the District in the amount of \$1,000.00 per year. The compensation will be pro-rated and added to each paycheck. The eligible employee will be required to provide proof of outside health insurance coverage at the beginning of each contract year.

Category #2 (Commencing July 1, 1998)

The Barnstead School District will provide a health insurance plan to all employees who are placed under Category #2 of the Support Staff Agreement who have had three (3) years of continuous employment.

The employee who has had three (3) years of continued employment with the District will be eligible for the District's health insurance plan. The employee must contribute 25% towards the cost of the premium for the health insurance plan.

The District reserves the right to modify the health insurance plan or the employee contribution on or about the anniversary date or renewal date (July 1<sup>st</sup>) of the health insurance plan.

Termination of Health Insurance Categories #1 and #2

The Employer makes monthly premium payments for Health Insurance for their employees. The Employer wants the employee to have yearly coverage.

Should an employee leave the School District after the monthly premium has been paid by the Employer, the employee will either reimburse the School District through

the payroll deduction procedure, or reimburse the Employer by writing the Employer a check for the monthly premium payment.

10. Dental Insurance

The District will pay for 100% of the premium single coverage for the Health Trust Dental plan Option 1A. Note: This contribution is required by Health Trust.

11. Municipal Retirement

Any employee who works thirty five (35) or more hours per week, will be contributing to the New Hampshire Retirement System.

12. Support Staff Termination of Employment:

The employment agreement may be terminated by mutual consent of both parties by giving a two weeks' notice.

13. Support Staff Pool Of Applicants:

The Principal shall advertise vacancies and recruit support staff personnel. In carrying out this responsibility, the goal will be to develop and maintain a current pool of persons interested in support staff positions in the Barnstead School District. Interested persons will be provided with an opportunity to keep a current support staff application on file with the Principal.

Whenever a vacancy occurs and is filled, either from the existing pool or new persons applying in response to specific advertising, all persons who are not selected for the position will be notified, in writing, by the Principal, that they have not been selected for the position, as soon as the person selected has completed all application procedures and been appointed.

(Proposed: 05/01/90)  
(Adopted: 06/05/90)  
(Amended: 11/06/90)  
(Adopted: 06/04/96)  
(Amended: 12/03/96)  
(Amended: 08/21/01)  
(Amended: 05/07/02)  
(Amended: 05/21/02)  
(Amended: 07/19/05)