Nashua School District

Non-Union Affiliated Employee Handbook

2021-2022 & 2022-2023 Edition

General Guide to Personnel Policies
and Salary/Benefit Compensation
for Non-Union Affiliated Employees

Approved by the Board of Education:

March 14, 2022

Nashua School District
SAU 42
141 Ledge Street
Nashua, NH 03060

NASHUA
SCHOOL DISTRICT
Gateway to Opportunity

Nashua School District

Non-affiliated Employee Handbook
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Nashua School District
Non-affiliated Employee Handbook

Introduction

This handbook is intended to serve as a general guide to personnel policies, and salary and benefit compensation for non-affiliated staff of the Nashua School District ("NSD"). This handbook is not intended for those staff whose positions are otherwise covered through collective bargaining agreements.

We depend on the dedicated efforts of District employees working together to provide the best possible education for Nashua students. The NSD has developed a strong culture and reputation as a caring, hardworking and innovative educational institution. Critical to this success is a strong sense of teamwork, open communication, and respect for the rights and feelings of fellow employees, students and families. The contributions of each employee, regardless of position, are vital in continuing the tradition of providing a quality education for all students.

Employees are encouraged to read this handbook carefully. Should you have any questions please feel free to contact the Human Resources Department at 966-1000.

At-Will Employment

Employment with the NSD is on an at-will basis, except to the extent limited by an employment contract. The NSD may terminate the employment of any at-will employee for any reason or no reason, with or without notice. Likewise, the NSD recognizes the right of any employee to terminate or discontinue employment with the NSD.

Non-Discrimination and Equal Opportunity Employment

Under New Hampshire law and Board policy, no person shall be excluded from, denied the benefits of, or subjected to discrimination because of their age, sex, gender identity, sexual orientation, race, color, marital status, familial status, disability, religion or national origin. Discrimination, including harassment, on the basis of any of the above classes, or person's creed, is prohibited. Finally, there shall be no denial to any person of the benefits of educational programs or activities, on the basis of any of the above classes, or economic status.

The School District is an Equal Opportunity Employer. The District ensures equal employment opportunities without regard to age, color, creed, disability, gender identity, marital status, national origin, pregnancy, race, religion, sex, or sexual orientation. The District will employ individuals who meet the physical and mental requirements, and who have the education, training, and experience established as necessary for the performance of the job as specified in the pertinent job description(s).

Discrimination against and harassment of school employees because of age, sex, race, creed, religion, color, marital status, familial status, physical or mental disability, genetic information, national origin, ancestry, sexual orientation, or gender identity are prohibited. Additionally, the District will not discriminate against any employee who is a victim of domestic violence, harassment, sexual assault, or stalking.

Any inquiries, complaints, or other communications relative to this policy and applicable laws and regulations should be directed to the Director of Human Resources. See Board of Education Non-Discrimination, Equal Opportunity Employment and District Anti-Discrimination Plan - Policy AC for complete policy.

Personnel File

Employees are entitled to review their personnel files during normal office hours with an advance appointment with the Department of Human Resources. Employees shall have the right to comment on any material contained in their respective personnel files, and their comments shall be affixed to the pertinent material.

Probationary Status

New employees in administrative/support positions shall be considered probationary employees for the first sixty (60) calendar days of employment. New employees in technical/management positions shall be considered probationary employees for the first one hundred twenty (120) calendar days of employment. At the discretion of the superintendent a probationary period may be extended for an additional thirty (30) calendar days based on reasons such as extended leave time or a change in supervisors. A listing of administrative/support positions and technical/management positions can be found under Position Classifications in Appendix A.

The purpose of the probationary period is to provide a reasonable period of time for an employee to learn the fundamental requirements of the position, and for management to assess an employee's potential for successful performance in the position. Supervisors shall provide close supervision of employees during their probationary period.

The Superintendent may dismiss an employee during the initial probationary period for any reason. An employee who was employed with the District immediately prior to assuming a new position may be returned to his or her former position or a comparable position if such a position is available.

Discipline

The NSD has the right to discipline or discharge employees for cause. Discipline shall be corrective in nature and ordinarily utilized progressively. Disciplinary actions normally follow the order of (1) verbal warning, (2) written warning, (3) suspension without pay, and (4) discharge. The severity of any particular infraction may warrant an immediate disciplinary consequence at a higher level, up to and including termination. All disciplinary actions shall be placed in the employee's personnel file.

In those instances when an employee's job performance consistently fails to meet minimum performance expectations despite prior counseling and/or warnings from the employee's supervisor, the employee may be placed on a written plan of remediation. Failure of the employee to meet the requirements for improvement in performance outlined in the plan will result in discharge from employment.

Resolution of Complaints

The NSD encourages employees to bring forward concerns about work-related issues to their supervisors, with the hope that direct communication and constructive conversations can lead to the informal resolution of disagreements at the lowest possible level. However, should an employee be unable to resolve a concern with his or her supervisor, a formal supervisory complaint procedure is available to the employee. It is the purpose of the supervisory complaint procedure to provide for a fair review of the employee's concerns, and seek to identify solutions to resolve those concerns.

Resolution of Complaints; Supervisory Complaint Procedure

1. An employee shall seek first to informally resolve a complaint with his or her supervisor within ten (10) days of the event giving rise to the complaint. If the complaint cannot be resolved at this informal level, the employee shall proceed as follows:

2. The employee shall file a written complaint with his or her supervisor within twenty (20) working days of the event (10 days later after step 1) giving rise to the complaint, citing the specific nature of the complaint;

the nature and extent of the alleged injury, loss or inconvenience; and the desired remedy. The supervisor shall have ten (10) working days to render a written response to the employee.

3. If the employee is dissatisfied with the written decision of his/her supervisor, the employee within ten (10) working days of receipt of the decision may file a written complaint with the Superintendent of Schools. The Superintendent shall have ten (10) working days to render a written response to the employee.

4. If the employee is dissatisfied with the written decision of the Superintendent, the employee within ten (10) working days of receipt of the decision may file a written complaint with the President of the Board of Education. The Board shall have twenty (20) working days to render a written response to the employee. The decision of the Board of Education shall be final.

Performance Evaluations

All non-affiliated employees shall receive annual performance evaluations by the end of each school year, based on the signed job description they signed before being hired. During their orientation, all non-affiliated staff will receive and sign a copy of their job description. The evaluation process shall include establishing performance goals for the ensuing year. The Superintendent shall be responsible for establishing the format and process for evaluations by position classification.

Resignations/Retirements

Employees in support positions shall provide no less than twenty-one (21) calendar days' notice of resignation or retirement.

Employees in management positions shall provide no less than thirty (30) calendar days' notice of resignation or retirement. All non-affiliated staff are encouraged to plan their resignations or retirements to coincide with the end of the school year if at all possible.

Hiring and Compensation

An employee's initial level of compensation shall be based on such factors as level of education, span of responsibility, number of employees supervised, discretion in making independent decisions, technical expertise, certification requirements, and industry standards. Consistent with POPPS policies BDEB and GCF, the Superintendent shall recommend the hiring and initial salary of a candidate for the positions of director or above to the Board of Education, as specified in Appendix A.

The Superintendent shall hire and establish the initial salary for other non-affiliated employees. The hiring process for employees appointed to interim positions shall be determined in the same manner as employees appointed to regular positions.

Consistent with POPPS policy BDEB, The Board of Education Human Resources Committee and/or the Board of Education will interview candidates for positions which require hiring approval by the Board of Education.

Annual salary increases, if any, shall be determined by the Board of Education, and will normally be effective July 1st of each year.

An employee who terminates his or her employment with the Nashua School District after receiving compensation for a portion of time not worked shall reimburse the School District for the amount of the unearned compensation.

The Board of Education must approve any new non-affiliated position along with the associated position specification based upon the recommendations of the Superintendent. The Superintendent shall provide an initial job description to the Board of Education at the time of his or her recommendation.

Longevity

Longevity payments shall be provided to qualifying individuals in the employ of the District based on the Longevity Schedule listed in Appendix B.

Severance – Administrative/Support Positions

Upon the retirement or death of a full or part time employee who has at least ten (10) years seniority in the District, the District shall pay to that employee or the employee's estate, in the case of death, $50 per day of accumulated sick leave, up to a maximum of one hundred (100) days; upon the resignation or layoff of a full or part time employee who has at least ten (10) years seniority in the District, the District shall pay to that employee $25 per day of accumulated sick leave, up to a maximum of one hundred (100) days.

Severance for part-time employees will be prorated based on the Standard Hours for the position. Secretaries in the employ of the District prior to July 1, 2011 shall be grandfathered on the severance schedule contained in the NTU Clerical Contract.

Severance – Technical/Management Positions

Upon the retirement or death of a full or part time employee who has at least ten (10) years seniority in the District, the District shall pay to that employee or the employee's estate, in the case of death, a per diem rate based on 60% of the employee's current daily per diem salary, per day of accumulated sick leave up to a maximum of one hundred (100) days; upon the resignation or layoff of a full or part time employee who has at least ten (10) years seniority in the District, the District shall pay to that employee a per diem rate based on 35% of the employee's current daily per diem salary per day of accumulated sick leave, up to a maximum of one hundred (100) days. Employees in technical/management positions in the employ of the District prior to July 1, 2011 shall be grandfathered in at a maximum accrual of 185 sick days for the purpose of severance calculations.

Severance for part-time employees will be prorated based on the Standard Hours for the position.

Hourly Employees - Overtime & Compensation Time

Overtime shall only be provided to non-exempt employees upon prior approval from their supervisor, at a rate of time and one-half, for over forty (40) hours in a week as required by federal and state Department of Labor requirements.

Non-exempt employees may accrue and use compensation time, subject to advance approval by the supervisor and documentation through the payroll system. Accrual of compensation time cannot exceed the number of weekly hours an employee is routinely scheduled to work. Any unused accrued compensation time will be paid out to the employee upon termination of employment.

Leave Time

Vacation

An employee is entitled to use accrued vacation leave which is approved in advance by his/her supervisor. Supervisors should consider the operational needs of the School District in approving vacation time.

Vacation leave is accumulated annually as follows for full-year employees in administrative/support positions:

- Less than ten (10) years: Fifteen (15) days
- Ten (10) or more years: Twenty (20) days

Vacation leave is accumulated at twenty (20) days annually for employees in technical/management positions.

Employees may accumulate and carry over up to forty (40) accrued vacation days on August 1st of each year. Any additional accrual of vacation days will be forfeited. However, the Superintendent may approve an additional

accrual of vacation days in instances where unusual District requirements reasonably prevent an employee from taking vacation time.

Accrued, but not used vacation time up to a maximum of forty (40) days, shall be paid in a lump sum when an employee terminates employment with the district or transfers into another position not eligible for vacation.

Vacation leave and accruals for part-time employees will be prorated based on the Standard Hours for the position. School year employees do not receive vacation leave. Secretaries in the employ of the District on June 30, 2011 shall be grandfathered on the vacation schedule contained in the NTU Clerical Contract.

Sick Leave

Employees shall be entitled during each fiscal year to annual sick leave as follows:

- Fifteen (15) days cumulative to one hundred sixty-five (165) days for full year employees
- Eleven (11) days cumulative to one hundred forty (140) days for school year employees

Employees in technical/management positions in the employ of the District on June 30, 2011 shall be grandfathered in at a maximum accrual of one hundred eighty-five (185) sick days.

Sick leave may be used for absences caused by illness or accidents of the employee, or the employee's spouse, children or parents.

For employees starting mid-year, sick leave accruals will be prorated in the first year to the closest full day. Sick leave and accruals for part-time employees will be prorated based on the standard hours for the position.

Sick Bank

Employees may elect to participate in a non-affiliated sick leave bank. The terms and conditions of membership in the bank are attached as Appendix C.

Family Medical Leave Act

Family and medical leave is granted for the serious health condition of the employee; in order for the employee to care for a spouse, child, or parent who has a serious health condition; the birth of a child and care of the newborn child; or placement of a foster/adoptive child. Military family leave entitlements allow leave for qualifying exigencies and/or the care of a covered service member with a serious illness or injury received in the line of duty or active duty. An employee who has been employed for at least twelve (12) months and worked at least one thousand two hundred fifty (1,250) hours during the prior twelve (12) month period is eligible for twelve weeks of leave during the twelve (12) month period measured forward from the day leave begins. FMLA occurs concurrently with any paid leave policies included herein. The District requires an employee to use any eligible accrued leave time available while on FMLA Leave. Employees shall notify the District of his/her request for leave, if foreseeable, at least thirty (30) days prior to the date when the leave is to begin, or if not foreseeable, as soon as practical. Employees should notify their supervisor and contact Human Resources for the need to take leave and receive guidance.

Holidays

Full year employees shall receive eleven (11) paid holidays per year, as follows:

July 4th	Day before Thanksgiving	New Year's Day
Labor Day	Thanksgiving	Martin Luther King Day
Indigenous Peoples' Day	Day after Thanksgiving	Memorial Day
Veteran's Day	Christmas Day	

School-year employees do not receive paid holidays. Full year employees (including part time employees) shall receive those paid holidays falling on their regular work schedules.

Personal Days

During each fiscal year, full year employees shall be entitled to four (4) paid personal days; school-year employees shall be entitled to three (3) paid personal days (for days in which they are scheduled to work).

While this list is not all inclusive, paid personal days may be taken for the following reasons:

- Marriage of children, parents, or immediate family members
- Graduation exercises or college events of employee's children or spouse
- Required court appearances
- Observance of a recognized religious holiday of a recognized religion practiced by the employee
- Compelling personal business that cannot be accomplished outside of the employee's work day
- Snow days when conditions create concerns for the safety of travel

For employees starting mid-year, personal day accruals will be prorated in the first year to the closest full day. Personal days must be approved in advance by the employee's supervisor. Personal leave for part-time employees will be prorated based on the standard hours for the position. Personal days are not accruable to the next fiscal year.

Bereavement Leave

Employees are entitled to bereavement for seven (7) days for the death of a spouse, partner or child; three (3) days for the death of immediate family members; and up to three (3) days in any fiscal year for the death of close relatives. "Immediate family members" include mother, father, brothers, sisters, and grandparents, as well as in-laws and step-relations to these members.

Full-time school-year employees are entitled to the above for deaths that occur during the school year.

Jury Duty

Employees called to jury duty will be paid the difference between compensation earned for jury duty and their regular salary. Employees must submit evidence of service as a juror and any compensation for jury duty to the Payroll Office.

Military Service Leaves

An employee who voluntarily or involuntarily enters into the Armed Forces is entitled to a leave of absence for the duration of the compulsory service, but may not exceed five (5) years with exceptions as noted in the Uniformed Services Employment and Reemployment Rights Act. The employee upon discharge is entitled to reinstatement to his or her previous position or a position of like stature, provided the employee makes application within sixty (60) days after his or her discharge from such service, unless the employee is discharged with a physical disability. In the event of a physical disability, a period of no longer than one (1) year after discharge is extended to recuperate to the extent that the employee will be able to perform his or her previous responsibilities. No employee is entitled to reinstatement in the event of dishonorable discharge. Upon reinstatement the employee is entitled to any increases in compensation and to any promotion or advantage which would have accrued to the employee had he or she continued in employment. However, the employee will only be entitled to the sick leave accrued at the time of his or her entry into the armed forces.

Employees called to serve in the National Guard or Armed Forces Reserve are entitled to a leave of absence for their tours of duty. Employees serving under this provision shall receive the difference between their military pay and what they would have earned had they not been called to service, and while on active duty. Pension contributions, as well as health and dental benefits will continue at the current employee and employer share of the premium of the respective plan while on active duty.

Employees serving in the National Guard or as a Reservist, called to service for annual training to engage in military drill, training or other temporary duty will be entitled to not more than fifteen (15) days leave of absence with pay in any one year.

An employee will be required to give advance notice of leave, unless unable to provide advance notice due to military orders, and submit verification of leave orders as evidence of the amount of pay received.

Extended Leaves

An employee may apply for an unpaid extended leave of absence for the purpose of rearing the employee's natural or legally adopted child, provided that such leave shall be limited to the child's first two years of life. An employee may be granted an unpaid extended leave of absence for other reasons for up to two full semesters, except that no leave of absence will be granted for the purpose of accepting employment outside of the Nashua School District, or for self-employment.

For employees in administrative/support positions such leave may be granted by the Superintendent. For employees in technical/management positions such leave may be granted by the Board of Education upon recommendation of the Superintendent.

For purposes of salary placement the employee, upon return, will be granted credit for length of service earned as of the last day of active service prior to the beginning of the leave, but shall not accrue additional length of service during said leave.

Insurance Benefits

Provided below is a summary of insurance benefits available to non-affiliated employees. More detailed benefits information is available on the District's website (for health and dental insurance), or through the District's Human Resources Office (for all insurances). Changes in insurance coverage can generally only by made during annual enrollment periods or when qualifying events occur (such as a death or marriage).

Health Insurance

The District shall provide, upon the request of a non-affiliated employee, the benefits of an individual, two (2) person or family coverage under one of the following plans offered by the Board of Education, or a comparable plan as determined by the Board:

a. Point-of-Service (POS) Plan;
b. HMO Plan; or
c. High Deductible Health Plan (HDHP) with Health Savings Account (HSA);
d. High Deductible Health Plan without Health Savings Account (HSA).

Health care plan options are at the sole discretion of the Board, and the Board reserves the right to change a health insurance carrier providing comparable benefits. The District shall have the right to provide prescription benefits through a separate provider managed by a pharmacy benefits manager.

Any non-affiliated employee requesting initial membership in a plan may enter during a specified enrollment period. Any eligible non-affiliated employee desiring to select a different plan may make such a change only during the annual enrollment period or a qualifying event.

The group health insurance of any non-affiliated employee terminating employment with the District for whatever reason - resignation, retirement, lay-off, discharge or unpaid leave of absence other than sick leave - shall expire on

the last day of the month following the month the non-affiliated employee terminates employment with the District.

The District shall contribute seventy (70%) of the premium for a point-of-service plan, and eighty (80%) of the premium for an HMO and High Deductible plans. All plans offered by the district shall have the following co-pays and deductibles:

1. POS and HMO:

a. Twenty Dollars ($20.00) per medical visit;
b. One Hundred Dollars ($100.00) per emergency room visit;
c. Two Hundred Fifty Dollars ($250.00) per person, Five Hundred Dollars ($500.00) per two (2) person/Family Inpatient/Outpatient Facility Deductible; and
d. Three (3) Tier Pharmacy Benefit of five dollars ($5)/fifteen dollars ($15)/thirty-five dollars ($35). Mail order: five dollars ($5/thirty dollars ($30)/seventy dollars ($70).

The following co-pays and deductibles below will become effective on July 1, 2022.

a. Twenty-five Dollars ($25.00) per medical visit;
b. One Hundred Dollars ($100.00) per emergency room visit;
c. One Thousand Five Hundred Dollars ($1500.00) per person, Three Thousand Dollars ($3000.00) per two (2) person/family Inpatient/Outpatient Facility Deductible; and
d. Three (3) Tier Pharmacy Benefit of ten dollars ($10)/thirty dollars ($30)/fifty dollars ($50). Mail order: twenty dollars ($20)/sixty dollars ($60)/one hundred dollars ($100).

2. Anthem HDHP with Health Savings Account (HSA):

a. Deductibles for the HDHP are two thousand dollars ($2,000) single and four thousand dollars ($4,000) two-person/family;
b. Annual - one thousand five hundred dollars ($1,500) single and $3,000 (two-person/family) contribution to the HSA;
c. Prorating of HSA contribution based upon enrollment date – Employees who join the HDHP with HSA at any time other than July 1 will receive a pro-rated city contribution of one hundred twenty-five dollars ($125) monthly for a single plan and two hundred fifty dollars ($250) monthly for two (2) person or family plan for each full month remaining in that fiscal year.
d. Annual disbursement of HSA contribution in two (2) installments (July and October) – The Board's contribution will be distributed in two (2) installments, one on or about July 1 and one on or about October 1, provided however that if an employee is required to pay more towards his/her deductible than the initial fifty percent (50%) contribution, upon presentation of suitable documentation, the City will contribute the remaining fifty (50%) before October 1.

Specific provisions of each plan, including pharmacy benefits, will be provided to each employee at the time of hire, upon request, or in advance of any changes to the benefits provided by a plan.

The parties agree to reopen the contract only on the issue of health insurance in the event that the Cadillac Tax is ever implemented.

The BOARD's contribution for part-time employees shall be fifty percent (50%) of the contribution made for full-time employees who are scheduled to work twenty (20) hours per week and one hundred percent (100%) for employees who are scheduled to work thirty hours per week, with the Board's contribution prorated for

employees working between twenty (20) and thirty (30) hours per week. Health insurance is not available for employees working less than twenty (20) hours per week.

Specific provisions of each plan, including pharmacy benefits, will be provided to each employee at the time of hire, upon request, or in advance of any changes to the benefits provided by a plan.

Dental Insurance – Administrative/Support Positions

The District shall provide, upon the request of an employee working twenty (20) hours or more per week, single person dental coverage. Additional coverage for two-person or family plans may be purchased by the employee at his/her own expense.

Employees in administrative/support positions in the employ of the District on June 30, 2011 who are currently receiving two (2) person or family dental plans at district expense shall be grandfathered to maintain this benefit.

Dental Insurance – Technical/Management Positions

The District shall provide upon the request of an employee, at no cost to the employee, single person, two (2) person or family plans for dental coverage.

Vision Insurance

The District shall provide upon the request of an employee working fifteen (15) hours or more per week, at no cost to the employee, vision coverage for a single, two (2) person, or family plan.

Long-Term Disability

The District shall pay for long-term disability insurance to all employees working twenty (20) hours or more per week.

Life Insurance

All employees in administrative/support positions are eligible for life insurance at one (1) times an individual's annual salary.

All employees in technical/management positions are eligible for life insurance at one and one-half (1 ½) times an individual's annual salary, to a limit of one hundred thousand dollars ($100,000).

Workers' Compensation Insurance

Employees will be subject to the provisions of the New Hampshire Workers' Compensation Act.

Other Benefits

New Hampshire Retirement System

Employees shall be subject to the provisions of the New Hampshire Retirement System.

Course Tuition Reimbursement

With advance approval from the Superintendent (or designee), an employee may be reimbursed eighty (80%) of the tuition cost for completing a worked-related accredited college or university course(s), but not exceeding one thousand dollars ($1,000) annually. Employees enrolled in a worked-related accredited college or university degree program may be reimbursed eighty (80%) of the tuition costs for completing courses required for the degree program, but not exceeding one thousand seven hundred fifty dollars ($1,750) annually. The

Superintendent (or designee) may also approve reimbursement up to eighty (80%) per course or workshop sequence offered by colleges or other training centers leading to certificates of study in areas directly related to the work of the employee, but not to exceed one thousand dollars ($1,000) annually.

Reimbursement will only be made for courses completed with a grade of "B" or better at the undergraduate level, a "B" or better at the graduate level, or a grade of "pass" if a course is offered only on a pass/fail basis.

Membership Dues

The Superintendent (or designee) may approve the cost of membership dues to recognized professional associations directly supporting an employee's area of responsibility, contingent upon available funds.

Mileage Reimbursement

Employees who are authorized by their supervisors to use private vehicles on school business shall be reimbursed at the prevailing IRS rate by following established Business Office procedures. Any employee using his or her private vehicle for school business must maintain auto liability insurance coverage.

State Statutes and Contracts

Some non-affiliated employees, including the superintendent, may receive individual contracts for employment with the Nashua School District. Employment rights to these positions are also governed by state statutes which may not apply to other non-affiliated positions. In any instance where these non-affiliated personnel policies conflict with federal or state statute, rule or regulations or the provisions of any individual employment contract held by an employee, the statute, rule, regulation or contract provision shall prevail.

Annual Review of Personnel Policies

Not later than March 1st of each year the Superintendent shall recommend to the Board of Education any changes to these Non-affiliated Employee Personnel Policies and salary increases for non-affiliated employees for the ensuing fiscal year. Not later than April 1st of each year the Board of Education Human Resources Committee shall offer an open forum to all non-affiliated employees to provide them with an opportunity to comment on the Superintendent's recommendations, or any other changes to non-affiliated personnel policies. Following this open forum, but not later than May 1st, the Human Resources Committee shall recommend to the Board of Education any changes to personnel policies and salaries of non-affiliated employees for the ensuing fiscal year.

Approved by the Board of Education: 03/14/2022

Appendix A
Non-Affiliated Employees Position Specifications

Job Title	Classification	# EE	Board Approval for Hiring	SY/FY	Standard Hrs/Week	Exempt/Non-Exempt	Days/Yr
Assistant Superintendent	Management	2	Yes	FY	40	E	260
Career Center Coordinator	Support	1	No	SY	35	E	194
Chief Operating Officer	Management	1	Yes	FY	40	E	260
Director - Human Resources	Management	1	Yes	FY	40	E	260
Food Service Delivery Coordinator	Support	1	No	SY	40	N	187
HR Specialist	Support	2	No	FY	40	N	260
Licensed Practical Nurse (LPN)	Support	3	No	SY	35	N	180
Human Resources Manager	Management	1	No	FY	40	E	260
Panther Pre-School Coordinator	Support	1	No	SY	35	N	183
Outreach Worker (ELL Liaison)	Support	1	No	SY	35	N	190
School Psychologist Intern	Intern	3	No	SY	35	E	180
Secretary	Support	5	No	FY	37.5	N	260
Secretary to the Superintendent	Management	1	No	FY	40	E	260
Sign Language Interpreter	Support	7	No	SY	35	N	180
Site Coordinator 21st Century	Support	7	No	SY	35	E	205
Student Activity Coordinator	Support	2	No	SY	20	N	180
Speech Language Assistant	Support	1	No	SY	32.5	N	180
Technology Integration Assistant	Support	9	No	SY	30	N	180
Title I Home-School Coordinator	Support		No	SY	25-34.5	N	180
Lunch Monitors	Support	60	No	SY	10-15	N	180
Crossing Guards	Support	24	No	SY	10-15	N	180
Interpreters	Support		No	SY	Per Hr	N	180
21st Century Program Assistant	Support		No	SY	10-15	N	180
21st Century Academic Enrichment Teacher	Support	13	No	SY	10-15	N	180
21st Century Enrichment Instructors	Support	35	No	SY	10-15	N	180
21st Century Title 1 Teacher	Support		No	SY	10	N	180
Title 1 Tutor	Support	1	No	SY	20 (10)	N	180
Adult Ed Instructors	Support		No	SY	10-15	N	180
Title I Parent Educator	Support		No	SY	15	N	180
Tutors - ELL, SPED	Support		No	SY	Per Hr	N	180
ELL Liaisons	Support	4	No	SY	10-15	N	180
Instrumental Music	Support		No	SY	10-15	N	180
Title I Homeless Liaison	Support	1	No	SY	37.5	N	191

SY = School Year; FY = Full Year
The “Support” classification includes administrative/support positions; The “Management” classification includes technical/management positions.

Appendix B
Longevity Payment Schedule

The schedule for longevity payments below applies to individuals in the employ of the District prior to July 1, 2011 for only those positions noted.

Position Held on January 1	Years of Continuous Employment at July 1	Payment
Administrators (district-wide) (see *Note*) Assistant Superintendent 21st Century Building Coordinators Career Center Coordinator	15 20 25	$500 $1,200 $1,700
Secretaries (based on the NTU Clerical contract)	10 15 20	$750 $1,250 $1,750

Note: District-wide administrative positions include director of HR, HR specialists, HR manager, and Chief Operating Officer.

Appendix C
Non-Affiliated Employees Sick Bank Operational Rules

The purpose of the sick leave bank (the "bank") for non-affiliated employees is to offer income protection to contributing members who must be absent from their jobs for an extended period of time or intermittently because of prolonged or continuing illness or an incapacitating accident qualifying as a serious health condition of the employee by FMLA standards. The bank may not be utilized for absence due to a serious health condition of any family member including a spouse, child or parent.

Employees will be eligible for membership in the bank if they are not affiliated with any collective bargaining unit (Union). An eligible employee may elect to participate and remain enrolled in the bank by making an initial contribution of one day on the date the person begins employment and then annually every year during a call for replenishment. Annual contributions of one day per member will be made during the month of September unless the bank has a balance in excess of one thousand two hundred (1,200) days.

Employees who elect not to join the bank when hired or who elect not to continue their membership in this bank may join the bank during the next call for replenishment.

A Committee of three (3) non-affiliated employees selected by the Superintendent shall carry out the operations of the bank, including approving withdrawals from the bank. The Committee shall furnish written records of deposits and withdrawals to the Superintendent. In all cases the decision(s) rendered by the Committee shall be final and binding. The process for requesting and accessing days from the bank includes the following:

(1) The Committee shall meet on a timely basis in person or by email, but no later than five (5) working days of the receipt of a written request for withdrawal.

(2) A member of the bank shall be eligible for withdrawal from the bank after exhausting all of his/her available accrued time, including sick, personal, and vacation days.

(3) The Committee shall render a decision on a request for withdrawal as soon as possible to avoid unpaid days to the applicant, but not later than ten (10) working days from the date all documentation and information requested by the Committee has been submitted.

(4) Bank days may be granted retroactively to the next working day following the working day on which the applicant has exhausted all of his/her accumulated sick, personal and vacations days. The applicant must have been continuously absent for at least fifteen (15) working days to be eligible for withdrawal.

(5) In all instances a statement by a licensed physician must be provided either through the FMLA process or accompany a request for withdrawal in order to verify the serious health condition of the applicant before bank days may be awarded. The Committee may also require periodic statements. Statements by a licensed physician shall specify:

   a. The nature of the illness or incapacitating accident;

   b. The date of initial occurrence of the illness or incapacitating accident;

   c. Certification the individual is medically unable to perform his/her normal job responsibilities;

   d. The anticipated period during which the individual will be medically unable to perform his/her normal job responsibilities.

(6) Should it be determined that the eligible member can resume his/her normal job responsibilities at a date earlier than originally estimated, any remaining bank days granted will be rescinded and returned to the Bank.

(7) In no instance shall the physician's estimate of the period during which the individual may be medically unable to perform his/her normal job responsibilities be considered binding.

(8) No withdrawals may be granted during the period an eligible member is on an unpaid authorized leave of absence.

(9) Withdrawals shall be granted only for scheduled working days missed because of continuous illness or an incapacitating accident.

Applicants are encouraged to apply to the bank as soon as they become aware they will require a prolonged leave of absence for medical reasons and may require days from the bank. Approved withdrawal of days from the bank will only begin after the exhaustion of other available accrued time as outlined in (2) above, or on the day of approval of withdrawal from the bank by the Committee, whichever comes later.

Enrollment Forms and Withdrawal Applications for withdrawal should be forwarded to the Human Resources Office at the Nashua School District's Administrative Offices.

Member Entitlement:

For a single prolonged or continuing illness or incapacitating accident within a fiscal year:

Years of Service Completed	Number of Days
1-3	25
4-6	50
7-9	75
10+	100

No provisions contained herein shall be interpreted or applied so as to conflict with the provisions of any other Board of Education policies, and/or federal or state laws, regulations or rules.