

Approved By Jackson School Board - May 11, 1993
Revised 10-16-96, 10-30-96, 5-15-00, 10-15-01
(updated June of 1998 to conform with Board actions)
Revised 3-18-02, 4-21-03, 6-15-06, 9-17-07, 6-16-08,
5-18-09, 6-8-10, 6-14-11, 2-8-12.)
Revised February 5, 2014 (to be effective July 1, 2013)
Revised – June 15, 2015 (to be effective July 1, 2015)
Revised – November 16, 2015 (to be effective Dec. 1, 2015)
Revised – November 21, 2016 (to be effective July 1, 2017)
Revised – June 18, 2018 (to be effective July 1, 2018)
Revised – February 7, 2019 (to be effective July 1, 2019)
Revised – December 16, 2019 (to be effective July 1, 2020)
Revised – January 19, 2021 (to be effective July 1, 2021)
Revised – February 3, 2022 (to be effective July 1, 2022)

PERSONNEL POLICIES

FOR

CONTRACTED EMPLOYEES

OF

JACKSON SCHOOL DISTRICT

Effective July 1, 2022

TABLE OF CONTENTS

	<u>Article No.</u>	<u>Page</u>
Equal Opportunity Employment	1	3
Staff Protection	2	3
Staff/Student Relations	3	3
Staff/Community Relations	4	4
Political Activities	5	4
Gifts	6	4
Records	7	4
Pay Deductions	8	5
Health Insurance	9	5
Delta Dental Insurance	10	6
Life Insurance	11	6
Professional Compensation	12	6
Assignment of Professional Personnel	13	8
Evaluation	14	8
Promotion	15	9
Separation	16	9
Resignation	17	9
Travel Expenses	18	9
Professional Development Stipend	19	10
Time Requirement	20	10
Personal Leave and Absences	21	10
Illness Leave Bank	22	12
Leave of Absence	23	13
Complaints Against a Teacher	24	13
Employee Obligation for Tuition Reimbursement	25	14
Early Retirement	26	14
Retirement	27	14
Retirement Health Insurance	28	15
Reduction in Force	29	15
 Appendix A – Salary Schedule for Hiring		 16

ARTICLE 1
EQUAL OPPORTUNITY EMPLOYMENT

It shall be the policy of the School Board to recruit and select for employment the best qualified applicant for each position without regard to race, color, creed, sexual orientation or national origin; nor shall any person be denied employment solely because of age, sex, handicap, or marital status. Age shall be considered only with respect to minimums set by law and retirement as specified by the State or policies of the Board.

ARTICLE 2
STAFF PROTECTION

The school district will be vigorous in its protection of all teachers from physical abuse. Any teacher who is threatened with harm is to notify his/her head teacher or supervisor immediately, and steps are to be taken at once to protect the teacher's safety. Further, the school district shall protect its teachers through a comprehensive liability insurance program; and the school district shall hold harmless and defend any district teacher from claims for damages caused or alleged to have been caused in whole or in part by that teacher while performing assigned duties as a teacher of the district under the provisions of the district's liability policy, whether or not that person is employed by the district at the time the claim is made, provided that the district shall not be obligated to assume any costs or judgments held against the teacher when such damages are proved to be due to the teacher's willful negligence, violation of law, or criminal act as determined by a court of law.

ARTICLE 3
STAFF/STUDENT RELATIONS

The Board accepts the principle that the relationship between the teacher and the pupil should be one of cooperation, understanding, and mutual respect. As the director of learning experiences within the classroom, the teacher is expected to exercise good interpersonal relationships with the pupils. The teacher has a responsibility to provide an atmosphere conducive to learning, to help the pupil to develop an open and inquiring mind, and to motivate each pupil to perform at his/her capacity.

The teacher should seek an understanding of the individual pupil's interests, talents, and abilities; and strive to motivate him/her to the highest possible intellectual, moral, and physical development. This should include the development of an ability to study issues without prejudice, to withhold judgments while facts are being collected, assembled, weighed and relationships seen before drawing inferences or conclusions.

The teacher shall strive to secure individual and group discipline by leading the pupils into interesting classroom activities and by forming the proper room environment. Although kindness and sympathetic understanding shall prevail in handling and disciplining children, it should be backed by firmness. The two should be used together realistically.

ARTICLE 4
STAFF/COMMUNITY RELATIONS

The continued support of public education depends upon the confidence which the public at large has in its schools, the awareness of the importance of education, and of the educational needs of the children.

ARTICLE 5
POLITICAL ACTIVITIES

Employees of the school district engaging in political activity shall make it clear that their utterances and actions are theirs as individuals and that they in no manner represent the views of the School Board or school administration. Employees shall not engage in political activity on school premises during school hours.

A teacher seeking an extended leave of absence for office holding or other time consuming responsibilities connected with government shall make written request to the School Board for such leave of absence. Each request for leave of absence for political office holding shall be considered on its own merits, and the Board shall give the teacher a written reply to his/her request for a leave of absence. Employees should realize that one of the main factors in the Board's decision to grant the leave of absence will be the success that the Superintendent of Schools meets in trying to find a replacement, equal in experience, adjusted ability, and training, for the employee during his/her leave of absence, as determined by the School Board.

ARTICLE 6
GIFTS

No staff member may accept from a student or parent any gift which is elaborate or unduly expensive. The School Board recommends to students and parents that in most cases a letter expressing gratitude and appreciation is more appropriate than a gift.

ARTICLE 7
RECORDS

Such records as the Board deems necessary for the proper administration of the school system shall be kept on each teacher. Upon written request, each teacher shall have the right to review, at a time mutually convenient, the contents of his/her file in the central office, excepting, however, any confidential references. At the teacher's request, a witness of his/her choice may accompany the teacher in review. The review shall be made in the presence of the administrator responsible for the safekeeping of such files. The teacher may use the copy machine in the central office and pay base machine cost per copy for such contents and records as concerns his/her work or himself/herself.

A teacher shall have the right to answer in writing any complaints filed in his/her personnel file within ten (10) days of the teacher's receipt of a copy of the complaint. The answers shall be attached to the complaint and reviewed by the Superintendent of Schools or his/her designated representative.

ARTICLE 8
PAY DEDUCTIONS

Payroll deductions, in addition to those required by law, are possible under the following conditions.

(A) The purchase of tax sheltered annuities is possible for all full-time teachers. Each participant authorizes the school district to withhold the premiums for the annuity from his/her salary.

(B) Teachers electing payroll deductions for a School Board approved credit union shall notify the business office on the form provided for the necessary payroll authorization. The business office will transmit credit union deductions monthly to the authorized credit union.

ARTICLE 9
HEALTH INSURANCE

9.1 (A) Effective July 1, 2021 - Eligible employees may select the Harvard Pilgrim program that best meets their needs. The Jackson School District reserves the right to select the insurance carrier for all insurances required by this agreement, provided that: (1) All such carriers shall be licensed to do business in New Hampshire; (2) The coverage of such insurance policies is substantially equivalent of the existing policies offered; (3) The Jackson School District will inform its employees of any prospective change of carrier ninety (90) calendar days in advance.

Plan options will include: NH Interlocal Trust / Harvard Pilgrim HMO SUPER \$1500.

The plan includes a deductible in the amount of \$2000 for a single, \$4000 for a two person and \$4000 for a family plan. An employee shall participate and complete a mutually agreed upon program in which the NHIT shall contribute \$1000 for a single, \$2000 for a two person plan and \$2000 for a family plan.

The insurance program year will run from July 1 – June 30. There will only be one deductible applied per contract year.

The District shall provide an Internal Revenue Code Section 125 Plan for medical expenses effective July 1, 2010. Under the Section 125 Medical Reimbursement Account (MRA), the District will provide reimbursement according to the schedule below for eligible Flexible Spending Account (FSA) expenses to all eligible individual employees and the employee's eligible dependents. The District reserves the right to contract with a third-party administrator for the processing and reimbursement of these allowed expenses.

- Employee Only: up to \$500 per contract year
- Employee plus one: up to \$1,500 per contract year
- Employee plus two or more: up to \$1,500 per contract year

Health insurance benefits will be available to all employees who regularly work 30 hours or more per week. Employees who work part-time (less than 30 hours per week) will be provided similar coverage at a prorated rate.

(B) Effective December 1, 2015, full-time (30 hours per week or more) employees who would otherwise be eligible for district health insurance, who elect to take health coverage under their spouse's plan or another comparable insurance plan, shall receive an insurance waiver payment equal to 50% of that portion of the premium the Board would otherwise have to pay for coverage for the employee not to exceed the 2 person premium rate. To be eligible for this benefit, employees must meet the following criteria:

- (1) have and show proof of their coverage in a comparable plan;
- (2) initially, attend an informational seminar to explain the effect of the waiver; and
- (3) sign a "waiver of insurance" to decline or discontinue health insurance with the district.

ARTICLE 10 **DELTA DENTAL INSURANCE**

The Jackson School Board agrees to pay 95% of the premium cost of a single, 2-person, or family membership in a dental plan for all full-time employees, with no deductible, which includes: A-100%; B-70%; C-50%. Dental benefits will be available to all employees who regularly work 30 hours or more per week. The employee will be responsible for the remaining 5% of the premium cost. Employees who work part-time (less than 30 hours per week) may buy into the plan at their option. All existing employees as of July 1, 1989, who work less than 30 hours and are presently covered by this benefit, will continue to be covered.

ARTICLE 11 **LIFE INSURANCE**

The Board agrees to pay the cost of a group Term Life and Accidental Death and Dismemberment Insurance Policy (\$35,000 life insurance/\$35,000 accidental death and dismemberment). The selection of this group Term Life and Accidental Death and Dismemberment Policy will be at the sole discretion of the Jackson School Board. Life insurance benefits will be available to all employees who regularly work thirty (30) hours or more per week and who have been employed by the District for one year.

ARTICLE 12 **PROFESSIONAL COMPENSATION**

(A) The Board's salary schedule for the purpose of hiring is provided in Appendix A. Annual salary increases, if any, are based on performance evaluations in accordance with the Jackson School District Professional Evaluation System. The salary schedule for all certified professional employees employed by the District as covered by this policy is set forth in Appendix A.

Eligibility for any salary increase is based on supervisor's evaluation of teacher performance. Effective July 1, 2013, all teachers will receive performance pay increases based on their rating as measured by the Jackson School District Professional Evaluation System approved by the Jackson School Board (December 16, 2013) as follows:

2021-2022 school year

Unsatisfactory (0%-42%) – \$0.00

Basic (43%-59%) - \$1,150 * (cumulative)

Proficient (60%-84%) - \$2,100 * (cumulative)

Distinguished (85%-100%) - \$500 (one-time bonus)

* NOTE – Board policy is subject to change at the discretion of the Jackson School Board.

The salary schedule for hiring (Appendix A) effective July 1, 2019 is for the purpose of placing teachers on a schedule, making appropriate adjustments, and to assure that no new employee's salary can exceed the salary of a veteran employee with the same qualifications and experience, plus the addition of the appropriate proficient pay raise.

(B) The teacher work year shall be no more than 180 + 7 days. Three of these days shall be the three days prior to the opening of school in September unless that day is a Saturday, Sunday or holiday, and one day will be the day following the students' last day. The other days shall be used for programs which provide meaningful professional growth. These days may occur prior to the opening of school, or they may occur on any day provided for this purpose in the SAU #9 calendar.

(C) A teacher's salary shall be divided into 22 or 26 biweekly payments. The balance of salary will be paid in a lump sum on the last payment in June.

(D) Teaching experience within SAU #9 shall be evaluated at full credit. Teaching experience outside SAU #9 may be approved for full credit upon the recommendation of the Superintendent and approval by the Jackson School Board.

(E) The School Board reserves the right, on recommendation of the Superintendent, to hold a teacher at the same salary if his/her performance, as determined by the evaluation process, falls below the professional standards of the school district. The teacher shall be notified by the Superintendent concerning a recommendation, all prior to the recommendation to the School Board. A teacher, within two (2) weeks, may appeal in writing the decision of the School Board.

(F) Longevity – Effective July 1, 2009, teachers who have taught, or been employed in a professional position, continually in the Jackson School District will receive a longevity payment of \$500 commencing in the 8th year, an additional \$1,000 (total \$1,500) commencing in the 12th year, an additional \$1,000 (total \$2,500) commencing in the 20th year, and commencing in the 30th year an additional \$500 longevity payment will be made in the year of the teacher's retirement. Longevity will be prorated by full-time equivalency, and will be included in the annual teacher contract.

(G) The Jackson School District shall pay teachers severance payment upon death, resignation, retirement, and/or layoff. The teacher shall be paid \$20 per day for all unused, accumulated sick leave days to a limit of one hundred and fifty (150) days.

(H) The Jackson School District shall pay teachers who are requested or required by the administration to work beyond the contractual obligation or reasonable expectation of the job at a rate of \$30.00/hour.

(I) Once teachers are on schedule, they will remain in the same track until they qualify for another track. When they qualify for another track they proceed to the next track. If teachers expect to qualify for another track for the coming school year, they must notify the Superintendent by November 1 of the year preceding that in which the qualification will occur. In September of each year, teachers with the appropriate number of credits for a track change will proceed to the appropriate track effective the beginning of that school year provided that the teachers affected submit proof of credits earned or the equivalent to the Superintendent of Schools by October 1 of the school year in which the track change is effective. During the remainder of the school year, one (1) additional salary track change shall be allowed and will become effective as of February 1 of that school year, provided the teacher submits proof of credits earned or the equivalent to the Superintendent of Schools by February 1 of said school year. Mid-year track changes are pro-rated to the effective date. To qualify for any of the "Bachelor plus" tracks, the credits beyond a Bachelor's degree must be in the teaching field or subject matter area. To qualify for the Master's track, a Master's degree must be in the teaching field or subject matter area. To qualify for the Master's plus thirty track, thirty (30) credits must be in the teaching field or subject matter area. To qualify for the Master's plus sixty, 60 credits must be in the teaching field or subject matter area. All courses in these tracks must have prior approval of the Superintendent of Schools.

ARTICLE 13
ASSIGNMENT OF PROFESSIONAL PERSONNEL

The basic consideration in the assignment of professional personnel is the overall well being of the program of instruction.

It is the policy of the Board that instructional personnel be assigned on the basis of their qualifications, the needs of the district, and their expressed desires. When it is not possible to meet all three conditions, personnel shall be assigned first in accordance with the needs of the school district, second where the administration feels the employee is most qualified to serve, and third as to expressed preferences of employees. Under no circumstances will a professional employee be assigned to a position for which he/she is not qualified and certifiable.

ARTICLE 14
EVALUATION

(A) The parties recognize the importance and value of an evaluation procedure. Teacher evaluation is a function of the Board and its administrators.

(B) Appraisal of teaching service should serve four purposes; (1) to raise the quality

of instruction and educational service to the children of our community; (2) to aid the individual teacher to grow professionally; (3) to identify teachers' strengths and weaknesses; and (4) to aid the School Board in making a decision in regard to reelection.

(C) All formal classroom observations of the teaching performance of any teacher shall be conducted openly and with the full knowledge of the teacher. No teacher shall receive adverse comments from any observer in the presence of the pupils.

(D) Each teacher shall be given his/her evaluation report and shall have the opportunity to discuss such report with his/her head teacher. After such discussions, the teacher shall sign the report, but the teacher's signature does not necessarily indicate agreement with its contents. If the teacher disagrees with the evaluation or report, he/she may so indicate in writing within one week of receipt of the evaluation report; and upon written request, the written statement of disagreement shall be placed in his/her personnel file and attached to the relative documents. At the time of signing, the teacher shall be given a copy of his/her evaluation.

ARTICLE 15 **PROMOTION**

When an administrative position becomes vacant, the School Board and the Superintendent of Schools will give careful consideration to members of the staff who might be qualified for the position.

ARTICLE 16 **SEPARATION**

In case of dismissal or failure to be renominated or reelected, a teacher's rights are specified in Sections 189:13, 189:14, 189:14a, and 189:14b of the Revised Statutes Annotated relating to public schools.

ARTICLE 17 **RESIGNATION**

Any teacher wishing to resign shall give thirty (30) days written notice to the chairperson of the School Board. Any teacher who resigns after July 1 may be required to teach in the next academic year until the Superintendent of Schools can find a replacement who is elected by the School Board.

ARTICLE 18 **TRAVEL EXPENSES**

The School Board agrees to pay reasonable expenses incurred for school activities which shall include, where applicable, mileage at the Federal allowable rate per mile when teachers are requested to use their own vehicles for such activities. Such activities and expenses must be approved by the Superintendent of Schools and will be at his/her sole discretion. Except in

unusual or emergency situations, such approval shall be obtained in advance.

ARTICLE 19
PROFESSIONAL DEVELOPMENT STIPEND

It is the School Board's policy to encourage contracted professional staff to avail themselves of professional development opportunities. To this end, the district shall reimburse contracted teachers an amount not to exceed the current credit hour cost of the University of New Hampshire, and in no instance more than the actual cost involved equal to the amount of two graduate credit courses. Approved professional development opportunities will be interpreted to be consistent with the SAU #9 Master Plan for Staff Development and that the Head teacher and Superintendent of Schools has determined that the professional opportunity has direct and meaningful application to the position held by the teacher. The professional opportunity must be completed, and a certificate of completion must be given for reimbursement.

ARTICLE 20
TIME REQUIREMENTS

As a professional, each teacher is expected to devote to his/her work the time necessary to accomplish the task at hand. Each teacher recognizes that he/she has a professional responsibility to provide the best possible opportunity to each student, and that responsibility carries beyond the normal school day. This responsibility includes availability: (a) to students and parents; (b) for attendance at department and other staff meetings designed to provide meaningful professional growth or to clarify school business in general; and (c) to participate in other school related activities at the request of the administration. However, the teacher's day usually shall not exceed one hour beyond the student's normal day (usually one-half hour prior to the opening of school and one-half hour after the closing of school).

Teachers shall be free to act with professional discretion relative to their time of arrival at school and their time of departure; but in the use of this discretion, the teachers must comply with the time of the teacher and pupil day as established by the local board.

ARTICLE 21
PERSONAL LEAVE AND ABSENCES

(A) Child Care Leave - Child care leave may be granted to any staff member covered by the contract. The leave may be terminated by the Board prior to its expiration upon written request of the teacher and written approval of the attending physician. At the expiration of the leave granted by the Board, the teacher must return to duty or lose all right, title, and interest in and to the teaching position. The absence of either action will result in termination of employment. Upon returning to service, the teacher shall be assigned to the same duties, or those of a similar nature as determined by the School Board, as were performed prior to the beginning of the absence.

A teacher returning to the employment of the public schools from child care leave shall be regarded as retaining the period of probationary service achieved prior to the child care leave, but none of the time on child care leave shall count toward continuing contract rights.

For nonprobationary teachers, any contribution toward medical benefits which the district pays would be continued for the first year of the leave. After, the teacher may opt to stay on the medical plan at the cost of the teacher. The teacher must return to the District for at least one (1) year following the leave. In the event the teacher leaves the District before that time, they will be required to reimburse the District for the District's contribution to medical and dental benefits. Probationary teachers may opt to stay on the medical plan at the teacher's expense.

If a teacher does not return to teach by the employment date set forth in the preceding paragraph, all employment rights of the teacher in the district shall cease.

(B) Personal Illness - All teachers employed on a ten month basis shall be entitled to thirteen (13) days sick leave per year with full pay. Unused sick leave shall be accumulative from year to year up to a maximum of one hundred and fifty (150) days. Up to thirty (30) days per immediate family member per school year of sick leave may be used to attend to an ill family member. The definition of the immediate family for the purposes of this policy shall be as follows: the immediate family includes father, mother, wife, husband, children, brothers, sisters, grandparents, mother and father-in-law, sister and brother-in-law. If, in the opinion of the supervising principal a relationship exists similar to that of the family relationship, this leave may be granted.

After a teacher has accumulated the maximum number of sick days, teachers will be paid \$20.00 for each unused day past the maximum at the end of the school year.

Absence due to injury incurred by a teacher in the course of employment shall not be charged against the teacher's sick leave days. The Board shall pay to such teacher the difference between his/her salary and benefits received under Workmen's Compensation Act for the duration of the teacher's individual contract and refers to only the dollar difference payment and not to the terms of the Workmen's Compensation policy which could extend beyond the terms of the individual teacher's contract.

(C) Personal/Business Leave - The Board will grant personal leave to teachers up to four (4) days in any one year, such leave not to be cumulative from year to year. Personal leave under this article is intended to indicate the conducting of business or personal affairs which cannot be accomplished with reasonable planning at any other time. Leave under this article shall be with at least forty-eight hours' notice to the principal. The notification time required may be waived by the principal in unusual or emergency circumstances. Use of personal leave shall only be granted with the approval of the principal, but approval shall only be withheld in such instances as in the judgment of the principal will severely hamper the school in its ability to fulfill its educating function. Personal leave shall not be allowable or used for such purposes as social affairs, pleasure trips, and matters of a similar nature. All teachers will be required to ensure that leave is for approved reasons only at the time of each request.

Personal leave requests immediately before or after a holiday (vacation breaks, long weekend,

state and federal required school closing) shall be considered only under extenuating circumstances and shall require the approval of the Superintendent on an individual basis. Appropriate documentation may be required.

Personal leave requests after May 31st shall be granted only under extenuating circumstances, to be determined by the Superintendent. The reasons listed below are examples of extenuating circumstances but are not to be considered an all-inclusive list. Appropriate documentation may be required. The definition of the immediate family for the purposes of this policy shall be as follows: the immediate family includes father, mother, wife, husband, children, brothers, sisters, grandparents, mother and father-in-law, sister and brother-in-law. If, in the opinion of the supervising principal, a relationship exists similar to that of the family relationship, this leave may be granted.

- graduation or promotion (immediate family)
- weddings
- legal matters
- college orientation
- family emergency (immediate family)

(D) Bereavement Leave – A maximum of five (5) days will be granted each teacher for each death in the immediate family. These days, if used, shall not be deducted from sick leave. The definition of the immediate family for the purposes of this policy shall be as follows: the immediate family includes father, mother, wife, husband, children, brothers, sisters, grandparents, mother and father-in-law, sister and brother-in-law. If in the opinion of the supervising principal a relationship exists similar to that of the family relationship, this leave may be granted.

(E) Legal - If it is necessary for a teacher of the school district to serve as a juror or as a witness, the teacher shall be reimbursed the difference between his/her regular pay and jury pay.

(F) Other Leaves - Other leaves of absence with pay may be granted by the School Board for good reason. Every leave so granted, whether treated individually or collectively over a number of years, shall not be considered as custom, habit, or precedent to justify the rights to be granted leave of the same type in the future.

ARTICLE 22

ILLNESS LEAVE BANK

The Board agrees to establish an Illness Leave Bank to cover contracted and noncontracted employees in the event of a long term illness or injury. The Board will provide an initial ten (10) day contribution to the Bank. The Illness Leave Bank plan is provided as part of a comprehensive disability protection plan created in lieu of short-term and long-term disability insurance programs.

In order for an employee to qualify for the use of these days, he/she must have exhausted all accumulated sick leave and personal leave, must have donated a day to the Illness Leave Bank,

and must produce medical verification of disability.

Employee participation in the Illness Leave Bank plan is voluntary. Donation of days to the Bank is final and not returnable. The Illness Leave Bank shall be administered by a committee composed of three (3) staff members appointed by the Principal. This committee shall hereinafter be called the Illness Bank Administrative Committee (Administrative Committee). The maximum number of days that may be accumulated in the Illness Leave Bank will be 100 days. Days for part-time employees will be pro-rated in accordance with the percentage of employment.

ARTICLE 23 **LEAVE OF ABSENCE**

(A) Leave of absence without pay for a period of up to one (1) year may be granted at the discretion of the Board to teachers who have taught five (5) or more years in the Jackson School District.

(1) Leave of absence will normally be for one (1) year in length commencing in September. Leave request will be submitted in writing by April 1 for leave commencing September 1. Notification of intent to return in September of the following school year (after the leave) must be submitted in writing to the Superintendent at the time of application for leave. The applicant will also verify to the Superintendent his/her desire to return prior to February 15.

(2) A teacher returning from a leave of absence shall be placed on the same step and track of the salary schedule he/she was when the leave commenced. Teachers taking such leaves shall retain all accrued benefits which were their entitlement at the time of the leave, but not be entitled to any benefits normally available to teachers while on leave.

(3) On return from a leave of absence, a teacher will be assigned to the same position which he/she had at the time said leave commenced, if available, or if not, to a substantially equivalent position as determined by the Board.

(B) Personal leave for any and all other purposes or reasons may be granted by the Board at its sole discretion.

ARTICLE 24 **COMPLAINTS AGAINST A TEACHER**

Anyone who has concerns about a teacher must first meet with that teacher to discuss those concerns, and then, if dissatisfied, with the head teacher, and if still dissatisfied, with the Superintendent of Schools. As an exception to this procedure, anyone who desires to make a charge of moral turpitude against a teacher may do so to the Superintendent of Schools. However, no action shall be taken on such a charge until the accused teacher has been notified of the charge, been given an opportunity to make a statement regarding it, to face his/her accuser, to produce witnesses or other evidence in his/her behalf, to be represented by counsel and to take any other action which is his/her right under the rules of due process.

The Board will not meet with any person wishing to complain about any member of the staff

until that person has gone through the proper administrative channels.

ARTICLE 25
EMPLOYEE OBLIGATION FOR TUITION REIMBURSEMENT

Any employee who receives tuition reimbursement shall agree to remain as an employee of the Jackson School District for at least one year from the beginning of classes for which the employee is reimbursed. If the employee leaves the employ of the Jackson School District within that period, the District may require the amount of the tuition to be reimbursed.

ARTICLE 26
EARLY RETIREMENT

Any full-time teacher who has taught in the Jackson School District at least fifteen (15) years may submit a request for early retirement to the Board. This request for early retirement shall be dated and signed by the teacher, shall be submitted by November 15 (i.e., November 15, 2011 for retirement in June of 2012) 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 no later than December 31 of the year submitted.

All requests for early retirement will be placed on a list in order of seniority in the Jackson School District. The Board shall approve the first one (1) on the list and may approve others in order of seniority.

If approved, the District shall pay teachers granted early retirement on the following schedule:

Teachers ages 55-58 years, 30% of the teacher's last salary annually for a five year period.

Teachers ages 59-63 years, 25% of the teacher's last salary annually until age 65.

Early retirement shall be treated as a voluntary separation, and the teacher shall have no right to continue teaching in the District after that date.

ARTICLE 27
RETIREMENT

In recognition of a teacher's years of service to the District, the Board has established the policy of providing a system of severance pay. A teacher must retire from the School District in order to receive this benefit. Teachers who opt for Early Retirement or who leave for employment elsewhere will not qualify for severance pay. Severance pay will be paid to the teacher on the following formula: Number of years of service in the District x $\frac{3}{4}$ of one percent (1%) of the base salary (Bachelor, Step 1) at the time of retirement.

Example: BASE Salary (Bachelor, Step 1)----- \$40,000
 Years of Experience in Jackson ----- 30

$\frac{3}{4}$ of 1% of \$40,000=	\$300
\$300 x 30 years =	\$9,000

ARTICLE 28
RETIREMENT HEALTH INSURANCE

Employees who have taught in the Jackson School District at least fifteen (15) years and retiring after June of 2012, and eligible to receive benefits from the New Hampshire Retirement System, will be eligible for the health insurance plan available to active employees consistent with the terms of the Personnel Policies at the same co-pay as active employees. If the retired teacher is eligible for and desires to have two-person or family coverage rather than single coverage, the retired teacher is responsible to pay any difference in cost which an active teacher must pay for the additional coverage. This difference is the co-payment. The retiree's share of the insurance premium is to be paid to the district office in advance of the due date of payment to the health insurance carrier. If the retiree fails to pay the retiree's share as specified, the coverage will lapse without liability to the Jackson School District. Coverage will continue to age 65, after which the Board will pay on the same basis toward membership in the appropriate Medicare Supplemental program offered by the District's insurance carrier.

ARTICLE 29
REDUCTION IN FORCE

The Jackson School Board has the right to decrease the number of contracted employees and to decide who shall be laid off or reduced in hours. When making that decision, the Board shall first consider part-time employees, staff reassignment, and then performance (using the Jackson School District Performance Evaluation System; total points earned for an average of no more than the past three years of evaluations). In the event that the three years or less averaging of two individuals are within 5 points of each other, the individual to be laid off first will be determined by a recommendation of the principal and approval of the School Board. In the event that ECE is established, the position(s) of ECE staff will be considered separately.

During a 12 month period after a lay-off due to a reduction in force, such contracted employees who were evaluated Proficient or Distinguished in his/her last year with the District in order of greatest seniority shall be renominated and elected. The recalled individual will have 2 weeks from date of notification to notify the District that they will return. Such renomination shall not result in the loss of credit for prior years of service, and all years of service shall be considered consecutive.

Any contracted employee to be laid off will be given notice of the reduction in force on or before April 15th of the year prior to the reduction taking effect.

APPENDIX A

Jackson School District

STEP \$1,500

2022-23 Salary Schedule for Hiring

Step	B	B+6	B+12	B+18	B+24	B+30	M	M+30	M+60
1	44,000	44,528	45,056	45,584	46,112	46,640	47,168	49,368	51,568
2	45,500	46,046	46,592	47,138	47,684	48,230	48,776	51,051	53,326
3	47,000	47,564	48,128	48,692	49,256	49,820	50,384	52,734	55,084
4	48,500	49,082	49,664	50,246	50,828	51,410	51,992	54,417	56,842
5	50,000	50,600	51,200	51,800	52,400	53,000	53,600	56,100	58,600
6	51,500	52,118	52,736	53,354	53,972	54,590	55,208	57,783	60,358
7	53,000	53,636	54,272	54,908	55,544	56,180	56,816	59,466	62,116
8	54,500	55,154	55,808	56,462	57,116	57,770	58,424	61,149	63,874
9	56,000	56,672	57,344	58,016	58,688	59,360	60,032	62,832	65,632
10	57,500	58,190	58,880	59,570	60,260	60,950	61,640	64,515	67,390

TRACK CHANGE

	B6	B12	B18	B24	B30	M	M30	M60
Factor of previous	0.012	0.011858	0.011719	0.011583	0.01145	0.011321	0.046642	0.044563