

2019 - 2020

AGREEMENT

BURLINGTON BOARD OF SCHOOL COMMISSIONERS

AND THE

B.E.A. PARAEDUCATORS OF THE

BURLINGTON SCHOOL DISTRICT

(August 15, 2019 – August 14, 2020)

TABLE OF CONTENTS

<u>Article</u>	<u>Page Number</u>
Article I: Recognition and Duration of Agreement.....	2
Article II: Other Agreements	4
Article III: Procedure for Negotiation of Successor Agreement.....	6
Article IV: Employment and Job Security	8
Work Year/Work Schedule	8
Probation.....	9
Conditions of Employment	9
Training and Education.....	11
Job Security	12
Evaluations	13
Personnel Files.....	13
Vacancies.....	14
Article V: Grievance Procedure.....	15
Article VI: Leaves, Holidays and Vacations	19
Article VII: Insurance.....	24
Article VIII: Salaries	29
Article IX: Reduction in Force	31
Article X: Miscellaneous Provisions	33
Acknowledgement of Arbitration.....	34
Signature Page	34
Appendix A: Salaries.....	35
Appendix B: Reduction in Weekly Hours Below 20 Hours	37

ARTICLE I

RECOGNITION AND DURATION OF AGREEMENT PREAMBLE

This Agreement entered into by and between the Burlington Board of School Commissioners, hereinafter called the "Board" and the Burlington Education Association Inc. affiliated with the Vermont-NEA and the National Education Association, hereinafter called the "Association".

RECOGNITION

1.1 The Board recognizes the Association as the sole and exclusive representative for collective bargaining purposes concerning the terms and conditions of employment and other matters of mutual concern for all Paraeducators of the Board subject to representation under Chapter 22 of 21 V.S.A. Excluded from recognition are Paraeducators who are engaged as substitutes for periods of less than one full academic year.

PARAEDUCATOR DEFINITION

1.2 The bargaining unit shall consist of all Paraeducators regularly employed by the Burlington School District except for those Paraeducators employed for less than twenty (20) hours per week. All subsequent references to "Paraeducators" under this agreement shall be deemed to include health Paraeducators, computer lab Paraeducators, and technical center Paraeducators, except where specifically treated as separate. If and when the Board of School Commissioners changes the title of the present health Paraeducator, the wording of this article will be changed to include the new title.

1.3 Unless otherwise indicated, the employees in the above unit will be hereinafter referred to as "Paraeducators."

RIGHTS OF THE BOARD

1.4 Except as otherwise specifically provided in this agreement, or otherwise specifically agreed to in writing between the parties, the role of the paraeducator within the Burlington School District is to provide the necessary support for all students and therefore it is the expectation that paraeducators will provide the services for which they were hired to all students, assigned and as well as those not individually assigned; the operation of the schools and the direction of the working force, including the right to plan and assign work to employees, to determine the means, methods, processes, materials, and equipment; to maintain the efficiency of the schools and employees; to determine the manning of jobs; to create, revise, and eliminate jobs; formulate or promulgate regulations, incidental to the management of the Board affecting the public health, safety, and welfare, to hire and terminate; to maintain order, and to suspend, demote, discipline, and discharge employees for just cause are rights solely of the Board.

DURATION AND EXPIRATION OF AGREEMENT

1.5 This Agreement will be effective on August 15, 2019 and will continue for the duration of the contract. This Agreement will expire on August 14, 2020.

1.6 The Association will notify the Board if it does not intend to negotiate, otherwise negotiations for a successor to the Agreement will begin December 1 of the year before this Agreement expires.

1.7 This Agreement may be extended from time to time beyond its expiration date by mutual agreement.

ARTICLE II

OTHER AGREEMENTS

CONDITIONS OF EMPLOYMENT

2.1 This Agreement will set forth rates of pay, hours of work, and other mutually agreed upon conditions of employment.

MODIFICATION OF THE CONTRACT

2.2 The Association and the Board, nor its school administration will not take any action affecting wages, hours, or other mutually agreed upon conditions of employment or any other matter covered by this Agreement unless agreed to.

RESOLUTION OF DIFFERENCES

2.3 The Association and the Board subscribe to the principle that differences should be resolved by peaceful and appropriate means without interruption of the school program. The Association, therefore, agrees that there will be no strike, work stoppage, or other concerted refusal to perform work by Paraeducators covered by this Agreement nor any instigation thereof during the life of this Agreement, nor will the Board engage in or permit any lockout of Paraeducators.

CONSISTENCY WITH THE LAW

2.4 If any provision of this Agreement or any application of this Agreement to any employee is held to be contrary to law, then such provision or application will not be deemed valid and subsisting, except to the extent permitted by law, but all other provisions or applications will continue in full force and effect.

INDIVIDUAL CONTRACTS

2.5 All individual contracts between the Board and individual Paraeducators will be subject to, and consistent with the terms and conditions of this Agreement. If an individual contract contains any language inconsistent with the Agreement, this Agreement will be controlling.

EQUAL TREATMENT

2.6 The Board and the Association agree that there will be no discrimination, and that all practices, procedures and policies of the school system will clearly exemplify that there is not discrimination in the hiring, training, assignment, promotion, transfer, or discipline of Paraeducators in the application or administration of this Agreement on the basis of race, creed, color, religion, national origin, sex, sexual orientation, domicile, marital status or civil union.

NOTICE UNDER AGREEMENT

2.7 The parties will provide written notice addressed to the Chair of the Burlington Board of School Commissioners and to the Superintendent, at 150 Colchester Avenue, Burlington, Vermont 05401, or to the Burlington Education Association, Inc., Burlington High School, 52 Institute Road, Burlington, Vermont 05401. Either party may request a change of their address.

All parties, including the Association, the Board, the Superintendent and Paraeducators will give all agreements, approvals, decisions, notices, notifications, requests, and other communications in writing.

CONFIDENTIALITY

2.8 Paraeducators will not be required to disclose confidential information, except as required by law. Notwithstanding the foregoing, Paraeducators will share otherwise confidential information regarding students with school officials with legitimate educational interest as defined by the Board's Educational Records Policy.

COLLECTIVE BARGAINING RIGHTS

2.9 Paraeducators will have the right to freely organize, join and support the Association for the purpose of engaging in collective negotiations. The Board will not discriminate against Paraeducators with respect to hours, wages, or any terms or conditions of employment by reason of membership in the Association and its affiliates, participation in any activities of the Association, collective negotiations with the Board, or institution of any grievance, complaint or proceeding under this Agreement.

LEGAL RIGHTS

2.10 The Board will not deny or restrict Paraeducators of rights guaranteed by State of Vermont School Laws or other applicable laws and regulations.

RIGHTS OF CITIZENSHIP

2.11 Paraeducators will be entitled to full rights of citizenship. There will be no discrimination, retaliation or disciplinary action taken against those who exercise those rights. However, the preceding sentence shall not entitle Paraeducators to act or teach contrary to the lawful policies of the Board.

ARTICLE III

PROCEDURE FOR NEGOTIATION OF SUCCESSOR AGREEMENT

COMMENCEMENT OF NEGOTIATIONS

3.1 The Board and the Association will meet in a good faith effort by December 1, prior to the expiration of this agreement to negotiate modification of the Master Agreement.

NEGOTIATIONS PROCEDURES

- 3.2 (a) The purpose of negotiations is the exchange of relevant data, points of view and proposals in the best interest of the Association and the Board.
- (b) The Association and Board will submit requests on negotiable matters not later than December 1, prior to the expiration of this Agreement. The Board will provide the Association with complete budgetary information and all pertinent records, data and information as soon as practical. The Association will provide to Board with requested information pertinent to bargaining as soon as practical.
- (c) The parties may consult concerning the contract proposals and the course of negotiations between the Board and other school system bargaining units. Either party may discuss contract proposal between it and another bargaining unit.

AUTHORITY TO NEGOTIATE

3.3 Each party will provide to the other, upon request, a written statement indicating the persons authorized to act in its behalf in regard to all aspects of negotiations and to enter into tentative agreements. It is understood and agreed that each party is entitled to appoint whomever they choose to represent them.

TENTATIVE AGREEMENT

3.4 All items of agreement will be submitted to the Board and the Association for ratification.

RATIFICATION

3.5 A mutually acceptable written agreement will be signed by the Chair of the Board and the President of the Association and by both negotiating teams on ratification by the parties. Said agreement will then be binding upon the parties for its duration.

CONTRACT DOCUMENT

3.6 Copies of this Agreement will be available on the District's website within thirty week days after the Agreement is signed and will be made available to Paraeducators now employed or hereafter employed by the Board.

DECLARATION OF IMPASSE

3.7 Either party may declare impasse if the parties fail to reach agreement after discussion of all negotiable matters. The parties may submit the issues to a mediator or to request fact finding.

MEDIATION

3.8 The parties may select a mediator if impasse is declared. Either party may request the American Arbitration Association to appoint a mediator. Both parties will consent to mediation. The costs for the services of the mediator, will be shared equally by the Association and the Board. If the mediator is unable to effect a settlement, either party may request fact finding.

FACT FINDING PANEL

- 3.9 (a) Either party may implement fact finding. The parties will attempt to designate a third person to serve as chair of the panel. Either party may request the American Arbitration Association to designate a chair. Both parties will consent if the chair is to be the same person appointed as mediator. The costs for the panel will be shared equally by the Board and the Association. All other expenses will be paid by the party incurring them.
- (b) The panel will meet with the parties. All such proceedings will be conducted in accordance with the rules and procedures of the American Arbitration Association. The panel will make findings of fact and recommend terms of settlement. The authority of the panel is limited to findings and recommendations on negotiable subjects. Recommendations will be advisory.
- (c) The panel will make such findings and recommendations public if the issues in dispute are not settled within ten calendar days of the delivery of the report.

ARTICLE IV

EMPLOYMENT AND JOB SECURITY

WORK YEAR/WORK SCHEDULE

4.1 (a) The work year shall be no less than 180 days and is hereafter referred to as the contract year. [Formerly 4.1 l(a)] The normal work year for the Paraeducators shall be the District student days plus not less than two (2) and not more than seven (7) in-service days. All reasonable efforts will be made to schedule one in-service day as the District Orientation day. The parties recognize that the Board has the right to determine the actual number of working days according to the needs of the school district.

The district reserves the right to schedule the first day of work for prior to the start of the student school year for the purpose of in-service training and preparation for the start of school in addition to the 180 workdays. Any additional days will be paid at the appropriate hourly rate.

(b) Holidays as referenced in 6.5 are incorporated into the hourly rate of pay and the pay schedule contained within the Master Agreement.

(c) The school district shall have the right to modify a Paraeducator's work schedule with a one-week notice. A copy of the notice of change will be sent to the Human Resources and the school principal as well as the Paraeducator. This modification shall not decrease their eligible benefits during the current school year.

(d) Temporary increases to the number of hours worked by Paraeducators during the workweek may be made after the date of notification and at the discretion of management. In the event that a Paraeducator's workweek is extended the additional hours worked will be paid at the normal hourly rate of compensation. Such discretion will take into account the operational needs of the school district and the needs and concerns of the Paraeducator whose schedule is to be changed.

(e) There will be no attempt by the Board to reduce the number of bargaining unit members by limiting Paraeducators to less than a 20 hour work week. Provided however, the Board retains the sole right to create, eliminate and reduce the effort of positions to less than twenty (20) hours per week for budgetary, program, and staffing reasons or other reasons it deems in the best interests of the school department.

(f) Those Paraeducators who will be continued into the subsequent school year will receive notice of reemployment by July 22 of each year. The notice will include information as to the number of paid days the Paraeducator will work during the school year, the number of hours to be worked each week, the rate of pay and location. Individual student Paraeducators rehired for the following school year will receive a list of specific duties associated with the student.

PROBATION

4.2 Every newly employed Paraeducator shall serve a probationary period of one (1) full year from the date of hire and must have a successful evaluation at the end of that period to be removed from probation. Termination during the probationary period is not subject to grievance. During the probationary period, a Paraeducator shall not be eligible for the sick bank benefit per 6.1(d).

Paraeducators who separate their employment as a Paraeducator will not be required to serve an additional probationary period if the following criteria are met:

1. The Paraeducator returns to work within 24 months of having separated his/her employment.
2. The initial probationary period was successfully completed prior to separation of employment.
3. Will receive a pay rate taking into consideration their experience with the school district.
4. Prior seniority, benefits and sick leave accrued will be restored upon return within 24 months.

CONDITIONS OF EMPLOYMENT

4.3(a) The Board agrees to make payroll deductions for Association dues and transmit said monies to the Association on a regular basis. Authorizations will be in writing and continuous from year to year as long as the Paraeducator remains employed by the school district unless the Paraeducator notifies the Association in writing prior to September 15 of a year that he/she wishes to withdraw his/her authorization for dues deduction. The Association shall provide the school district with new authorization forms or written directives received prior to September 15 to revoke present authorization by October 20 of each year. Dues deduction shall begin the second (2nd) pay period in October and continue for thirteen (13) consecutive paychecks. Deductions for dues authorizations received by the school district after October 20 shall begin on January 1 and continue for the remainder of the school year.

(b) On or before September 30 of each year, the Board will provide the Association with a list of all members of the bargaining unit. The names of new members of the bargaining unit commencing work during a school-year will be provided to the Association within thirty (30) calendar days of the commencement of employment for the Board.

(c) Paraeducators on a leave of absence, educational or otherwise, or absent, due to illness or accident, shall upon return to the Burlington School System be given the salary, seniority and other benefits they would have had prior to the leave. See Board Policy Parental, Family and Medical Leave Policy for eligible Paraeducators. Such absences will not require the serving of an additional probationary period upon return of the Paraeducator to active employment, provided he/she has already successfully completed a full probationary period.

(d) Paraeducators may be requested to serve as hourly * half day, or full day substitutes for absent or ill teaching personnel within the Paraeducator's area of employment. When requested to serve as a substitute the Paraeducator shall be paid three dollars (\$3.00) an hour above his/her regular rate. Paraeducators who are assigned as a substitute in a higher area for more than 11 consecutive days shall be paid six dollars (\$6.00) per hour above his/her regular rate. *Hourly duty shall be logged and submitted when duty totals five (5) hours. Paraeducators are eligible for substitutes pay only when so directed and confirmed in writing by the building administrator or designee.

(e) Paraeducators shall not be assigned outside his/her area of employment except in case of emergency. Such reassignment shall be at the direction of the building administrator in consultation with Director of Special Services, or his/her designee.

(f) It is the intent of this clause to guarantee all Paraeducators a duty-free lunch period of not less than thirty (30) minutes daily. However, Paraeducators may be assigned on a school by school basis depending upon the particular needs of the individual school to a lunch period of no less than twenty-two (22) minutes per day as long as the Paraeducator is compensated with either a daily reduced work schedule of eight (8) minutes or compensated monetarily for eight (8) minutes per daily work schedule. In the event a Paraeducator is unable to take a thirty (30) minute, duty free lunch; such as when on an all-day field trip, the Paraeducator shall be entitled to compensation per hourly rate for that thirty (30) minutes. This additional time shall be submitted to the building administrative assistant within two (2) school days of the event. The appropriate case manager should also be notified and payment will be subject to their approval.

(g) If a job requires transport or lifting of students or other unusually burdensome duties, such duties will be described in the job posting. If such duties are required to work in an individual student position, the individual student Paraeducator's contract will have a list of the duties attached thereto.

(h) Physical restraint may be used by a Paraeducator to protect himself or another staff member and/or student from possible injury, or in extraordinary cases of breach of discipline, to restrain a disruptive pupil, provided the restraint used is reasonable under the circumstances. Paraeducators shall immediately report cases of assault suffered by them in connection with their employment to their principal or other immediate supervisor. Such notification shall be immediately forwarded to the Superintendent or his designee, who shall comply with any reasonable request from the Paraeducator for information in the possession of the Superintendent relating to the incident or the person involved and shall act in appropriate ways to liaison between the Paraeducator, the police and the courts.

(i) The Board shall give full support to the Paraeducators including legal and other assistance for court action brought by parents or citizens against the Paraeducator while acting in the proper discharge of his/her duties and shall give full support including legal and other assistance for any assault upon the Paraeducator while acting in the proper discharge of his/her duties. Board support, including legal assistance (under this Article) shall mean to

the extent and subject to the conditions set forth in the Liability Insurance coverage provided by the Board for this purpose. The Board will make every effort to obtain for employees the full benefits of this insurance coverage.

TRAINING AND EDUCATION

4.4 (a) Paraeducators may apply to attend courses, workshops and evening programs offered through the school district. Paraeducators will be given access to such courses and programs offered through the school district on a basis equal to that of other employees and on a no additional cost basis to the School District. Notices of courses and program offerings will be emailed to Paraeducators. Notices will include the statement that Paraeducators are eligible to apply. Paraeducators who wish to attend courses should coordinate with their immediate supervisor in making application to attend.

(b) During each school year the Board will establish a fund of \$8,000 for support of educational/training workshops. This fund will be available for college tuition reimbursement and other educational /training workshops.* One-half (1 /2) of the fund will be available during the fall semester (September 1 through December 30) and one half (1/2) during the spring and summer semesters (January 1 through August 30). Any funds not exhausted during the fall semester shall be rolled over to the spring and summer semesters.

(c) Requests for reimbursement for courses/training from these funds will be handled on first come first served basis by the Superintendent of Schools or his/her designee with the provision that such request must have the **PRIOR APPROVAL** of Human Resources. Tuition Reimbursement is available only upon presentation of proof of payment and proof of attendance and/or completion of the course or workshop.

***When a Paraeducator has been reimbursed \$500 during a school year he/she will no longer-be eligible for reimbursement during that school year. If tuition reimbursement funds remain as of August 14, a paraeducator who has received this entitlement may request a second reimbursement for a course or workshop not to exceed \$250. To be approved for reimbursement the educational/training workshop must enhance the Paraeducator's job performance. Paraeducators with less than 90 work days of service will not be eligible for this benefit.**

If there is a problem regarding reimbursement the matter can be appealed to the Superintendent. The matter will not be subject to the grievance procedure outlined in this agreement.

(d) A Paraeducator shall be paid at his/her regular hourly rate for training experiences, and meetings which he/she has been required to attend by the Superintendent of Schools, or designee (including Principals, Directors, etc.), for those hours beyond the regular workday. Meeting time of less than one half (1/2) hour duration will be logged and submitted when duty totals three (3) hours.

(e) A Paraeducator who has completed an initial 45 work days of employment by the District will receive one paid professional day per year. The use of a professional day will be at the discretion of the Paraeducator. The professional development must be relevant to the Paraeducator's assignment and must have prior administrative approval.

(f) A Paraeducator requested to attend workshops, trainings, or conferences by management during the student work day will be compensated at their regular hourly rate. The district will pay the cost of travel and accommodations, unless the para requests special arrangements which are different from the travel and accommodations budgeted for (such as a single room, etc.) in which case the para will pay the additional cost.

(g) All Paraeducators will have proper training to provide appropriate service to all students. Release time will be provided for such training or these trainings shall be done during regularly scheduled district in-service days. Management shall be provided with reasonable time to provide any such training as it deems appropriate and relevant to the Paraeducator's assignment. If Paraeducators attend training or in-service at the direction of or with the advance approval of the District and it occurs after the regularly scheduled workday, Paraeducators will be paid their regular hourly rate for such time. (Reference 4.4)

(h) For the 2019-2020 contract year only, the parties shall establish a Professional Development Advisory Committee. The committee shall meet, at a minimum, once every other month (bi-monthly) and shall include up to five (5) members designated by the union and members of the administration assigned by the Superintendent. The purpose of the Advisory Committee shall be the following:

- i. Provide advice on in services and scheduling of education and training opportunities and providing notice of such to all Paraeducators
- ii. Strengthening educational/training workshops, programs, courses and other professional development
- iii. Provide advice on the annual handbook

JOB SECURITY

4.5 (a) Paraeducators who are not to be rehired due to reduction in force for the subsequent school year will receive written notice of such on or before July 22nd. Paraeducators who have their position reduced will have bumping rights under Article 9.

(b) Written notice will be given on or before April 15 to Paraeducators whose performance may result in non-renewal for performance related reasons. Notice for Paraeducators of non-renewal will be by June 15. Notice will include the reason(s) for non-renewal.

(c) A Paraeducator who has successfully completed his/her probationary period will not have their contract non-renewed, for performance reasons, or be disciplined, reprimanded, reduced in rank or compensation, suspended, or dismissed, or have an adverse evaluation of performance placed in their personnel file without just and sufficient cause. A grievance relating to this provision will be presented at Level 2. Non-renewal of Paraeducators during their probationary period of employment in the school district will not be grievable.

(d) Paraeducators will be promptly notified of any complaints against them and used in any manner in evaluation. The complaint will be promptly investigated and they will be given an opportunity to respond to and/or rebut such complaint.

(e) A Paraeducator shall be entitled to have a representative of the Association present during any disciplinary meeting he/she is required to attend by the Board or the administration. The Paraeducator shall be notified in advance of the reason(s) for the meeting, and the time, date, and place of the meeting. If a meeting is scheduled during the school day by the Board or an administrator, and an Association representative must be excused from his/her regular duties to attend such a meeting, he/she shall be excused without loss of pay or benefits.

(f) A Paraeducator who is suspended shall be entitled to a hearing before the Superintendent within five (5) working days, not including the day of suspension, and if reinstated, he/she shall receive pay for the period of suspension. Such suspension and dismissal shall be subject to the grievance procedure.

EVALUATIONS

4.6 All Paraeducators will be evaluated by May 1st of each year. In addition, paraeducators on probation will be evaluated at least once within the first 90 workdays of employment. A conference to discuss any evaluation reports will be held. Paraeducators are required to sign evaluation reports to demonstrate that the Paraeducator has had the opportunity to review the reports but it is expressly understood that their signature in no way indicates agreement with the contents of the report. No Paraeducators will be required to sign a blank or incomplete evaluation form. No report will be filed in the central office without a conference to discuss the report. Corrective evaluation will adequately provide notification of what is expected of the Paraeducator, follow up observation, and opportunity for corrections of any noted deficiency. Paraeducators' work performance will be monitored, observed or evaluated openly and with their full knowledge.

PERSONNEL FILES

4.7 Paraeducator files will be maintained at the Board's central administrative office and will be considered their personnel file. No materials in any other file will be maintained or cited in any personnel matter. Paraeducators will have the right, to review the contents of their personnel file and to receive a single copy of any document. Paraeducators may provide documents for their file, including written response to other material. No material derogatory to a Paraeducator's conduct, service, character or personality shall be placed in the Paraeducator's personnel file unless the Paraeducator has had an opportunity to review such material. With the exception of performance evaluations, all such derogatory material shall be removed from the files after it becomes three (3) years old at the request of the paraeducator unless there has been a repetition of the same or similar incident. The Paraeducator shall acknowledge that the paraeducator has had the opportunity to review such material by affixing her/his signature to the

copy to be filed with the express understanding that such signature in no way indicates agreement with the contents.

The Superintendent or designee shall remove derogatory material from a paraeducator's personnel file that is at least three years old upon the request of the paraeducator unless there has been a repetition of the same or similar incident during the three-year period or if the Superintendent or designee determines that the derogatory material demonstrates any one or more of the following that the Paraeducator:

- 1) engaged in conduct unbecoming a paraeducator;
- 2) engaged in harassing or discriminatory behavior; or
- 3) failed to carry out reasonable expectations of the job.

The above removal provision is not applicable to performance evaluations.

VACANCIES

4.8 (a) Notification of all job openings regardless of hours for Paraeducators shall be posted for a minimum of ten (10) school days on the District website. An exception to this policy may be made when in the judgment of the Superintendent of Schools the occurrence of the job vacancy will result in a student being denied an opportunity to attend class. In such instances the mandatory posting period will be five (5) calendar days.

(b) The Superintendent will have posted, during the summer months, a list of bargaining unit vacancies on the District Website for a minimum of ten (10) calendar days. However, if a job vacancy occurs on or after August 15 and prior to the beginning of the school year, the posting period will be five (5) weekdays.

(c) A current Paraeducator who is hired into an open position in another group shall be placed on the Pay Scale in the new group in accordance with his/her years of service.

ARTICLE V

GRIEVANCE PROCEDURE

DEFINITION

5.1 A grievance claims a violation, misinterpretation, or misapplication of the terms of this Agreement, including a claim that disciplinary action has been taken in violation of a specific provision of this Agreement without just cause. A grievance may be brought by the Association or Paraeducators.

RESOLUTION AT THE LOWEST LEVEL

5.2 The parties acknowledge that it is usually most desirable for an employee and the immediately involved supervisor to resolve problems through free and informal communications and both parties will cooperate in order to resolve all grievances at the lowest possible Level. When requested by Paraeducators, the Association representative may intervene to assist in this resolution. However, should such informal processes fail to satisfy Paraeducators or the Association, then a grievance may be processed.

RESOLUTION

5.3 A grievance may be withdrawn or settled at any Level prior to an arbitration award without establishing precedent.

ISSUES SUBJECT TO GRIEVANCE

5.4 All provisions of this Agreement will be processed under this Article, except as specifically excluded.

GENERAL PROCEDURES:

PARTY TO A GRIEVANCE

5.5 Paraeducators and/or the Association, may present a grievance at Level 1, 2, or 3.

PARTY TO ARBITRATION

5.6 Only the BEA/Vermont NEA will file for Arbitration.

REPRESENTATION

5.7 Paraeducators will be entitled to Association representation at any meetings, hearings, appeals or other proceedings relating to the grievance. No Paraeducator will be required to discuss any grievance if the Association's representative is not present.

FILING DEADLINES

- 5.8 (a) A grievance will be filed within fifteen school days after either the aggrieved person or the Association had knowledge of the events giving rise to the grievance, whichever is earlier.
- (b) A grievance will be null and void if the Association does not adhere to time limits for filing or appeal, and if the School Board and Administration adhere to all time limits set forth in this Article.

MODIFICATION OF TIME REQUIREMENT

- 5.9 (a) The Association and Board may agree to waivers of time and for recessing hearings.
- (b) The parties may request a Level 1 or Level 2 action at any time. Such a request will require an action within five days of receipt of the request.

NOTICE

5.10 The parties will provide formal communication required by the Agreement as well as copies directly to all principles or designees at their school or office. Grievances, appeals and decisions will be sent certified mail, or will be delivered to the party with a receipt requested.

REPRISALS

5.11 The Board or the School Administration will not take reprisals of any kind against any Paraeducators because of participation in a grievance procedure.

REQUEST FOR INFORMATION

5.12 The parties will cooperate in the investigation of any grievance and will provide information reasonably available for the processing of any grievance.

REPRESENTATION

5.13 Parties will have the right to include witnesses and councilors to develop facts pertinent to the grievance.

RELEASE TIME

5.14 Paraeducators and/or Association representatives who need to be released from a regular assignment to present, or be a witness, will be released without loss of pay or benefits.

DOCUMENTS IN PARAEDUCATOR'S FILE

5.15 Paraeducators will have all documents, communications, and records dealing with the processing of a grievance filed separately from the personnel files.

SELECTION OF GRIEVANCE LEVELS

- 5.16 (a) The Association and the Superintendent may agree to hear a grievance at Level 2.
- (b) Grievances involving an administrator above the building Level may be filed by the Association at Level 2.
- (c) Class grievances involving a district level administrator may be filed by the Association at Level 2.

FILING A GRIEVANCE:

GRIEVANCE HEARING

5.17 Aggrieved Paraeducators, the Association's representatives, and the immediately involved supervisor will be present for the meeting to hear the grievance.

FORMAL GRIEVANCE LEVELS

- 5.18 (a) LEVEL 1 A written grievance may be filed with an immediate supervisor. Procedures: establish a meeting within ten (10) school days; written decision within ten (10) school days; and, make appeal within ten (10) days.
- (b) LEVEL 2 Appeals and waivers of Level 1 grievances and grievances involving district level administrators may be filed with the Superintendent at Level 2. Procedures: establish a meeting within ten (10) school days; written decision within ten (10) school days; and, make appeal within ten (10) days.

LEVEL 3 ARBITRATION

- 5.19 (a) Appeals of Level 2 decisions or if Level 2 time limits expire without the issuance of the Superintendent's written answer, the Burlington Education Association/Vermont National Education Association may submit the grievance to final and binding arbitration under the voluntary Labor Arbitration Rules of the American Arbitration Association which will act as the administrator of the proceedings.
- (b) Upon request of either party, the other will provide a list of all witnesses who may testify at arbitration prior to arbitration and will provide access to all documents to be introduced at arbitration.
- (c) If a demand for arbitration is not filed within thirty school days of the date for the Superintendent's Level 2 reply then the grievance will be deemed withdrawn.
- (d) The arbitrator will decide questions of arbitrability as threshold issues. The arbitrator will have no power to alter the terms of this Agreement. However, it is agreed that the arbitrator is empowered to include in any award such financial reimbursements or other remedies as is judged to be proper.
- (e) Each party will bear the full costs for its representation in the arbitration. The cost of the arbitrator and the AAA will be divided equally between the parties. Should either party request a transcript of the proceedings, the party will bear the full costs for the transcripts.

ARTICLE VI

LEAVES, HOLIDAYS, AND VACATIONS

6.1 (a) Beginning with the 2018-2019 school year, newly hired Paraeducators shall be credited with sick leave days as noted below:

- i) A Paraeducator hired prior to the start of the work year shall be credited with 5 sick leave days in their first pay period of the new school year plus 5 additional days as of first payday in January.
- ii) A Paraeducator hired after the beginning of work year shall be credited with sick leave days based on the month in which they began work in accordance with the chart below.

Begin Work Month	Days allocated before January	Days allocated after January
Aug	5	5
Sep	4	5
Oct	3	5
Nov	2	5
Dec	1	5
Jan	0	5
Feb	0	4
Mar	0	3
Apr	0	2
May	0	1
Jun	0	0

- iii) Fifteen (15) sick leave days as of the paraeducator's first year anniversary date, pro-rated at a rate of 1.5 sick leave days per month if the anniversary date is after September 1.
- iv) Paraeducators entering their third (3rd) or more year, shall be credited with 20 sick leave days as of their first work day of the school year.
- v) Unused sick leave shall be allowed to accumulate and carryover from year to year to a maximum of 190 days, provided, that a Paraeducator who begins any subsequent school year with a previous maximum accumulation shall, in addition, earn the two (2) days per month to which he/she is entitled for that current school year.
- vi) Upon completing fifteen (15) consecutive years of service and upon retirement, resignation in good standing or death, accumulated sick leave shall be paid at a rate equivalent to 33% the value of the days accumulated up to a maximum of sixty three (63) days, at the current rate of pay. In the event a Paraeducator has completed 15 years of service and dies while still actively employed by the District, the Paraeducator's estate will receive the value of

the prorated sick leave that the Paraeducator would have been entitled to receive.

- vii) Upon completing twenty-two (22) consecutive years of service and upon retirement, resignation in good standing or death, accumulated sick leave shall be paid at a rate equivalent to 50% of the value of the days accumulated up to a maximum of ninety-five (95) days, at the current rate of pay. In the event a Paraeducator has completed 22 years of service and dies while still actively employed by the District, the Paraeducator's estate will receive the value of the prorated sick leave that the Paraeducator would have been entitled to receive.
- viii) Upon completing thirty (30) consecutive years of service and upon retirement, resignation in good standing or death, accumulated sick leave shall be paid at a rate equivalent to 66 2/3% the value of the days accumulated up to a maximum one hundred twenty-seven (127), at the current rate of pay. In the event a Paraeducator has completed 30 years of service and dies while still actively employed by the District, the Paraeducator's estate will receive the value of the prorated sick leave that the Paraeducator would have been entitled to receive.

* Should a paraeducator's regularly scheduled hours be reduced below 20 hours per week, see Appendix B for sick leave day administration.

- (b) After five (5) consecutive or seven (7) non-consecutive days of illness, a Paraeducator may be required to deliver a doctor's certificate of proof of illness to the principal or Human Resources if such certificate is required by the Superintendent or designee.
- (c) Up to 10 days of a Paraeducator's accumulated sick leave will be granted for serious illness of a member of a Paraeducator's immediate family, as defined in 6.4, below, living within or outside the household, and parents living outside the household. Illness of an immediate family member living outside the Paraeducator's household must be validated by a doctor's certificate in order to receive the benefits of this clause.
- (d) The district will establish a sick leave bank of up to a maximum of 300 days completely made up of donated personal days. To be eligible to participate in the sick leave bank, the paraeducator must contribute at least one of her/his personal days prior to requesting access to the sick leave bank and must have completed the probationary period, per section 4.2. All paraeducators, except those who have not completed their first year probationary period, may donate personal days during two donation periods per school year. The first donation period shall be between September first and September 30. The second donation period shall be between June first and June 15. The District will only make any such donations effective in the pay period after the donation period has closed. Should the sick leave bank drop below 100 days, contributing members may contribute another personal day to replenish the sick leave bank. The sick leave bank shall only be available in extraordinary circumstances, as determined by the sick leave bank committee, for employee's personal health only. The Sick Bank Committee will be comprised of four (4) members, two (2) to be designated by the Association and two (2) to be designated by the Board.

A paraeducator who wishes to utilize the Sick Bank must make a written request to the Superintendent which demonstrates that such paraeducator has contributed unused personal days to the Sick Bank, has exhausted all available leave or disability benefits provided for by this Agreement, and explains why he/she believes the request meets the "extraordinary circumstances" standard. A paraeducator who is receiving statutory disability benefits may supplement such benefits by the use of the Sick Bank. However, the Sick Bank may not be accessed for less than a one-half day increment, and the necessary adjustments will be made so as to ensure that no paraeducator receives more than his or her normal net pay as a result of disability benefits and Sick Bank utilization.

The Sick Bank Committee will meet to consider all requests. Requests will only be granted if the above preconditions are met and the Committee unanimously votes to grant the request. No request may be granted for more than one hundred sixty (160) school days without the further approval of the Committee. Notwithstanding the foregoing, a paraeducator cannot use the Sick Bank in combination with other leaves so as to be absent for more than a total of two (2) school years. Notwithstanding anything to the contrary herein, any leave taken through use of the Sick Bank which also qualifies as FMLA leave will be counted towards the annual FMLA leave allocation.

The Sick Bank Committee's decision is final and cannot be grieved. Each decision by the Committee will stand alone and will not be considered precedent for future decisions.

6.2 Burlington Board of School Commissioners' Parental, Medical and Family Care and Leave Policy, as it may be amended by the Board from time to time, is incorporated into this Agreement as if set out in full herein and therefore is applicable to Paraeducators who meet the eligibility standards. The school district agrees to fulfill its obligations under Federal Family & Medical Leave (FMLA), Vermont Parental & Family Medical Leave (VPFLA) and any amendment to those laws and regulations which may occur during the life of this Agreement.

6.3 After successfully completing 45 work days of the probationary period, a first year Paraeducator will be entitled to two (2) days personal leave with pay. Commencing with the second year all Paraeducators shall be entitled to up to four (4) days leave per year with pay to be granted for personal business to be determined at the discretion of the employee. Whenever possible employees will give their building administrator and immediate, if any, supervisor 24 hours- notice of their intent to use a personal day but when, due to an emergency, it is not possible for such notice to be given such requirement will be waived. After May 1, 72 hours prior written notice is required for the use of all personal days. In the event of an emergency, an employee may request to take personal leave without either 24 or 72 hours' notice, as appropriate. The employee must inform the building administrator and immediate supervisor, if any, of the nature of the emergency and be granted the leave by one of them. The employee must also state the nature of the emergency on their leave form for that absence.

6.4 Up to three (3) paid days will be granted by the Board to a Paraeducator for attendance at the funeral of a member of the immediate family. Two (2) additional days may

be granted by the administration to allow for travel or special needs of the Paraeducator. Immediate family shall include the Paraeducator's parents, spouse, children, brother(s), sister(s), grandparents, grandchild(ren) in-laws, step children, aunts and uncles, or a member of the Paraeducator's immediate household.

6.5 This Agreement reflects the approved school calendar and the holidays therein. Holidays that are not workdays are not eligible to be paid.

6.6(a) A Paraeducator shall be entitled to maternity leave of up to six (6) months upon certification by her physician that she is unable to work because of pregnancy or complications resulting from pregnancy or childbirth.

During the period of such leave the Paraeducator shall be entitled to pay only for the portion covered by accumulated sick leave, (up to a maximum of 6 weeks for the temporary medical disability resulting from childbirth) but shall accumulate seniority and be covered by the health insurance offered by the District and selected by the employee and other insurance for the full period, to the extent the Paraeducator is eligible for such insurances. Once a paraeducator has utilized their accrued sick leave up to a maximum of six (6) weeks, the paraeducator must make arrangements to pay the District any contributions required to maintain insurance coverage.

(b) In the event of a serious illness as defined in the Board's Parental, Medical and Family Care and Leave Policy, 11(A), a paraeducator may request medical leave in writing and the appropriate medical certification. Should a paraeducator not be eligible for Federal Family & Medical Leave (FMLA), Vermont Parental & Family Medical Leave (VPFLA) and/or leave as provided in the Board's Policy, the school district retains the right to approve or disapprove leave requested.

If the Paraeducator is eligible for leave under Federal Family & Medical Leave (FMLA), Vermont Parental & Family Medical Leave (VPFLA), the Burlington Board of Commissioners Parental Medical and Family Care and Leave Policy, then laws and/or the provision of that Policy shall supersede this section. See Section 6.2.

(c) A Paraeducator who returns after her/his period of paid sick leave shall be reassigned to a position of comparable salary and benefits; and to the extent practicable, she/he will be reassigned to her/his former position, if the reassignment is in the best interest of the student(s), or to a substantially equivalent position. The reassignment of a Paraeducator who seeks to return after her/his period of paid sick leave in June may be delayed until the beginning of the following school year. If the Paraeducator is eligible for leave under the Burlington Board of Commissioners Parental Medical and Family Care and Leave Policy, then the provision of that Policy shall supersede this section. See Section 6.2.

6.7 All Paraeducators shall automatically become eligible for and be guaranteed an unpaid one school year leave of absence after five (5) years of service in the Burlington School District.

A maximum of two (2) Paraeducators each year shall be granted such leave, if so requested. Requests for such leaves must be received by the Superintendent, in writing, no later than June 15, of the school year prior to the commencement of the leave. If more than two (2) eligible Paraeducators apply for such leave, the granting of such leaves will be determined by the Paraeducator's seniority in the bargaining unit. The Superintendent shall respond in writing to the request by July 1st. No Paraeducator shall be eligible for the benefit for two continuous years and must work a full school year (whatever a Paraeducator is scheduled to work) before becoming eligible to apply for another leave. Continuous service shall not be deemed broken in regard to the resumption of salary, seniority, and other benefits upon the Paraeducator's return to the system. (Example: A Paraeducator with five (5) years of continuous service who is on said leave during his/her sixth (6th) year will resume salary, seniority, and benefits beginning at the sixth (6th) year level).

Paraeducators with five (5) years of continuous service may request an unpaid leave of less than one year's duration due to extraordinary circumstances beyond the control of the Paraeducator.

Paraeducators who have been employed by the District in the same position for five or more years prior to the beginning of a leave shall be guaranteed reassignment into his/her old position if the reassignment is in the best interest of the student(s).

Paraeducators on leave will not enjoy guarantees of employment beyond those enjoyed by Paraeducators who are not on leave.

Exceptions for unpaid leave may be made by the Superintendent, on an individual basis for Paraeducators with less than five (5) years of continuous service due to extraordinary* circumstances beyond the control of the Paraeducator. Such exceptions shall not be made arbitrarily or capriciously. *Extraordinary circumstances is intended to include, but not limited to, medical issues for immediate family or personal emergency.

Paraeducators will not be guaranteed reassignment to his/her position after an unpaid leave of less than one (1) year duration for personal professional advancement. Such Paraeducators may apply for an open position.

6.8 Jury Duty Leave

Paraeducators who, despite having made good faith efforts to be relieved from the same, are required to perform jury service will be paid their salary during their jury service. They will sign over to the district any amounts received from the government as compensation for jury service.

ARTICLE VII

INSURANCE

7.1 (a) _

For the 2019-2020 contract year and until this coverage is replaced by the health insurance negotiated for Vermont school employees on a state-wide basis pursuant to Act 11 of the 2018 Session of the General Assembly, eligible Paraeducators¹ * shall be entitled to a single, two adult, parent/children or family membership in the health care plan carried by the teachers or the majority of the employees, inclusive of any riders to such plans.

Such coverage shall be subject to the waiting periods, application procedures, transfer and reapplication requirement of the insurance provider.

In no event will the Board be obligated to directly provide or pay for such medical coverage, but instead shall be responsible for making such insurance coverage available.

Health Insurance Premium –

Eligible paraeducators shall pay the premiums in accordance with the following table A:

Table A

Coverage Type	Employee % of premium	Employer % of premium
Single	10%	90%
Parent & Child, < 11 years of service	55%	45%
Parent & Child, >= 11 years of service	43%	57%
2 Adult, < 11 years of service	55%	45%

¹ Eligible Paraeducators are those who are employed for 30 hours (or more) per week, and who have completed 45 work days as a Paraeducator.

2 Adult, >= 11 years of service	43%	57%
Family, < 11 years of service	63%	37%
Family, >= 11 years of service	59%	41%

The Board's cash contribution shall be **based on the Gold CDHP Plan** in accordance with the table above, regardless of which Platinum, Gold, Gold CDHP, Silver CDHP "Plan" is selected by the Paraeducator.

In addition to the current percentage premium share paid by the Board as outlined in the table above, the Board will also provide an additional contribution to each employee who elects Parent & Child, 2 Adult or Family coverage in the following amounts:

- i. Parent & Child: \$1,200.00
- ii. 2 Adult: \$1,600.00
- iii. Family: \$2,000.00

BSD may adjust the premium schedule to ensure that an employee's total deductions do not exceed their gross pay.

Health Reimbursement Arrangement – The Board will continue its HRA on behalf of paraeducators participating in the health insurance coverage offered by the Board to assist with out-of-pocket ("OOP") expenses. With regard to out of pocket (OOP) expenses, the Board shall establish and be responsible for the administrative costs of a Health Reimbursement (HRA), and shall be responsible for the administrative decisions of such HRA. The District will authorize the third-party administrator to establish auto-payment to providers in lieu of employee reimbursements, subject to the rules and conditions established by the third-party administrator.

For medical claims, the paraeducator is responsible for first-dollar OOP costs up to the amounts listed in the table below (Table B). The Board is then responsible for OOP (via the HRA) in accordance with the table below (which is based on the Gold CDHP plan) and irrespective of which Plan is selected by the paraeducator. Any out-of-pocket costs beyond the Board's responsibility are the responsibility of the paraeducator.

For prescription claims, the Board shall pay first-dollar out-of-pocket (OOP) expenses and shall also ensure that a debit card is available to paraeducators for such prescription purposes. The Board will also enable the use of a debit card for Flexible Spending Account (FSA) spending where permitted by law.

Table B

Coverage Type	EE First Dollar Responsibility	ER Next Dollar Responsibility
Single	\$300	\$2,200
Parent & Child, < 11 years of service	\$700	\$4,300
Parent & Child, >= 11 years of service	\$700	\$4,300
2 Adult, < 11 years of service	\$700	\$4,300
2 Adult, >= 11 years of service	\$700	\$4,300
Family, < 11 years of service	\$700	\$4,300
Family, >= 11 years of service	\$700	\$4,300

(b) The Board will provide new Paraeducators with insurance application forms and said insurance shall be effective as soon as practicable in accordance with the regulations of the carrier. Paraeducators who waive coverage upon eligibility or drop coverage at a later date may obtain coverage during the yearly open enrollment period established by the insurance carrier. Individuals who have completed one full year of service to the Burlington Schools at not less than thirty (30) per week in a single position in the year immediately prior to becoming a Paraeducator shall not be subject to the one year waiting period to be eligible for health insurance benefits under this contract.

(c) The Board will reimburse Paraeducators who currently qualify for individual health care coverage and who waive coverage as follows:

An eligible Paraeducator, other than a Paraeducator whose spouse is entitled to coverage under the Board's medical health insurance plan by virtue of such spouse's employment by the Board, shall on or before the first of July following the school year be paid 25% (twenty-five percent), less 25% of the applicable employee contribution of the premium cost, of the amount for

insurance for which the Paraeducator was eligible under the rules of the carrier and pursuant to this agreement.

7.2 Paraeducators employed for at least 20 but less than 30 hours per week who have completed one (1) year of service may purchase single, two (2) person, parent with child(ren) or family health care coverage at the current group health care rate. The cost of this coverage will be paid entirely by the Paraeducator.

7.3 Liability insurance coverage as provided by the Board of School Commissioners for its employees shall pertain to Paraeducators.

7.4 The Board will provide group life insurance protection for each eligible Paraeducator, as defined in section 7.1 above, in the face amount of \$25,000 to be paid to the Paraeducator's estate or designated beneficiary. In the event of accidental death the insurance will pay double the specified amount. The Board will pay the full annual cost of the premiums. After retirement, Paraeducators can buy into the group life insurance policy, consistent with terms and policies as set by the provider.

7.5 The Board agrees to provide eligible Paraeducators, in their second year of employment*, with single coverage in a dental insurance program as currently offered by the Board. The Board will pay the full cost of the single coverage.

*Second year of employment is defined as having been contracted to work at not less than twenty (20) hours per week, consistently in a paraeducator position until not less than the first anniversary of employment as a paraeducator contracted to work not less than twenty (20) hours per week.

Paraeducators who work at least 20 hours a week may also purchase, at their own cost, single, two person and family coverage in their second year of employment. Paraeducators currently employed and eligible as of the signing of this contract will be given an opportunity to purchase this insurance as soon as arrangements can be made with the insurance carrier.

Eligible Paraeducators who waive coverage upon becoming eligible will be able to obtain future coverage during open enrollment periods as established by the insurance carrier.

During the life of this agreement, the Board will not reduce the benefit levels of the insurance as currently offered by the Board without the mutual agreement of the Paraeducators. However, changes in coverage caused by changes in the plans of the insurance purchased by the Board shall not be considered impermissible changes under this section.

7.6 If the regular pay of a Paraeducator exceeds the cost of that employee's insurance premiums, the District will, upon the employee's request, automatically deduct the employee's premium cost from the employee's paycheck.

7.7 The District will establish a 125 plan through which Paraeducators may make payments of health and dental insurance premiums which the Internal Revenue Service may allow to be made on a pre-tax basis.

7.8 A Paraeducator retiring after twenty (20) years of continuous employment *and* at or above age fifty-five (55) shall be entitled to coverage, as described below, as applicable under the health care coverage provided by the Board, with the Board paying twenty-five percent (25%) of the cost of such coverage until such Paraeducator has reached the age of Medicare eligibility. To be eligible for this benefit, the Paraeducator must have worked through the end of the school year prior to retirement, and have notified the administration of the intention to retire no later than December 1 of that school year. The Board at its sole discretion may permit a Paraeducator who has met the age and length of employment requirements to receive the benefits of this section without compliance with the requirements of the immediately preceding sentence. A Board decision on this issue shall be non-grievable.

(a) To be eligible for SINGLE coverage, the Paraeducator must have been enrolled for health care benefits during each of the final five (5) years of service with the District.

(b) To be eligible for TWO PERSON coverage, the Paraeducator must have purchased and been enrolled in two-person health care benefits during each of the final five (5) years of service with the District.

7.9 Paraeducators whose hours have been reduced below thirty (30) hours, but not less than twenty (20) hours, due to budgetary reasons shall be entitled to single membership in the health care plan and dental insurance program currently offered by the Board. To be eligible for this coverage the Paraeducator must have been enrolled in the health care plan and dental plan prior to the budgetary reduction of hours.

Paraeducator premium contribution in the health care plan will be equal to the Paraeducator contract agreement.

ARTICLE VIII

SALARIES

8.1 Salaries and longevity pay for Paraeducators covered by this Agreement are set forth in Appendix A which is attached hereto and made a part hereof. For 2019-2020, the rate of pay shall be increased by three and one-half percent (3.5%) for those paraeducators who are employed as of August 15, 2019.

Paraeducators shall be paid bi-weekly, on a day to be determined by the District, and will be paid in bi-weekly installments throughout their contractual year.

At its discretion, BSD may transition to paying Paraeducators by the hour as determined by the hours actually worked by the Paraeducator during the pay period. The hours worked shall be calculated by the District's pay system based upon the time documented by each Paraeducator on their time cards (or by whichever medium the Board utilizes for employees to report time).

If a regularly scheduled school day is canceled or interrupted for any emergency, a Paraeducator shall receive his/her regular rate of pay for that day. In the event, however, that the day must be made up at a later date the Paraeducator will make the time up without additional pay.

8.2(a) **All new Paraeducators** shall be placed on the salary scale as indicated in Appendix A. New Paraeducators may be given credit at their initial hiring for experience or education, as indicated in Appendix A.

(b) Paraeducators who are employed by the district are eligible for credit for experience or education. All course/workshops for salary movement of employees *require prior approval*. Each pay rate adjustment will require successful completion of eight (8) credits. These may include a combination of college or workshop credits. Each workshop credit will require 7.5 hours of contact time. Upon successful completion, an eligible Paraeducator shall receive an additional pay rate increase equal to the annual increase for that year. Any one Paraeducator is eligible for no more than two (2) educational/experience increases during this contract period.

(c) Paraeducators who accumulate additional credits sufficient to adjust their pay rate must provide a written report of such credits to the Superintendent of Schools on or before September 30 of any year to receive an appropriate salary increase effective at the start of the school year. All such increases shall be made only at the start of the school year, no adjustments shall be made mid-year.

(d) A flat dollar premium rate will be added to the Paraeducator hourly pay rate for the hours a Paraeducator actually works with an intensive special needs (ISN) student, as defined below; such premium rate will not be paid on days or times the Paraeducator is not working with the ISN student, including personal and sick leave days per the schedule below:

2019-2020: \$2.00 hr.

DEFINITION OF INTENSIVE SPECIAL NEEDS (ISN) includes "medical/health care" such as feeding tubes, catheters, etc.; and not necessarily the IEP/504 definition of ISN and/or personal care. The definition does not include intensive cognitive and/or autism only intensive medical/health assistance. A committee of the Director of Special Services, the case manager and the Director of Human Resources retains sole authority to determine those positions eligible for this premium pay, the decision is final and non-grievable. The District will develop a list of qualifying tasks.

8.3 Computer Lab Paraeducators and Learning Center Paraeducators: All new Paraeducators in these groups will receive the entry level pay rate as indicated in Appendix A.

8.4 Planning Room monitors/Alternative Room Paraeducators: All new Paraeducators in these groups will receive the entry level pay rate as indicated in Appendix A.

8.5 Health Paraeducators: All new Paraeducators in this group will receive the entry level pay rate as indicated in Appendix A.

8.6 BTC Paraeducators: All new Paraeducators in this group will receive the entry level pay rate as indicated in Appendix A.

ARTICLE IX

REDUCTION IN FORCE:

9 (a) In making layoffs, or reductions on hours below 30/20, for the following school year, the least senior Paraeducators District wide in each of the below listed classification groups shall be laid off first.

- 1 – Classroom (includes Title 1, Special Education)
- 2 – Computer
- 3 – Health Paraeducator/LPN's
- 4 – Learning Center
- 5 – Planning Room/Alternative Room or Program
- 6 – Burlington Technical Center (BTC)
- 7 – Essential Early Education
- 8 – Classroom - not otherwise classified (Includes academic paraeducators such as BHS music, etc.)

(b) A Paraeducator whose position has been eliminated at the end of a school year will be guaranteed a transfer to a vacant position within his/her group. In the event that there is no vacant position, the Paraeducator will have the right to displace the least senior Paraeducator within his/her functional group (where qualified) with the same number of hours within the district. The second Paraeducator so affected shall then have displacement rights to the least senior Paraeducator position with the same or less number of hours within the district. Notice to exercise displacement rights must be received by the District within five (5) school days from notice of the position elimination.

(c) When a specific Paraeducator position has ended during the school year, including but not limited to when a student no longer is required to have the services of a Paraeducator or there is a bona fide funding cut, that position is eliminated, and the Paraeducator in that position is reduced in force. Such Paraeducator will be guaranteed a transfer to a vacant position within his/her group within the district. In the event that there is no vacant position, the Paraeducator will have the right to displace the least senior Paraeducator within his/her functional group (where qualified) with the same number of hours within the district. The second Paraeducator so affected shall then have displacement rights to the least senior Paraeducator position with the same or less number of hours. Notice to exercise displacement rights must be received by the District within five (5) school days from notice of the position elimination.

(d) Should the Paraeducator choose not to continue in the current or future assignment, the Paraeducator may apply for a voluntary transfer to an open position. Transfer to such position is not guaranteed and no bumping rights exist.

(e) Should the Administration determine that it is in the best interest of the student, the Paraeducator will be reassigned to another position within that Group. Administration may make this reassignment to an open position or anticipated open position within the building. Should the Paraeducator not be reassigned within the building, the Paraeducator will be involuntarily

transferred to an open position within the district. If no such open position exists, the Paraeducator will be reduced in force and may exercise displacement rights per 9(b), above.

(f) Management may exempt specific Paraeducator positions from the above layoff procedure when the Paraeducator in the position has skills necessary to meet the special needs of a specific child.

(g) In the event that a vacancy in any of the eight (8) groups of Paraeducator's positions should occur while there is a Paraeducator within that group on layoff, the most senior of the Paraeducators in that group will be recalled to the vacant position by written notice. A Paraeducator given such recall notice and who fails to respond within five (5) weekdays from the receipt of the notice shall lose all seniority and recall rights under this agreement. A Paraeducator who is on layoff and is offered reemployment and refuses without reasonable cause shall lose all seniority and recall rights under this agreement. The District shall determine what constitutes reasonable cause.

Should there be no eligible Paraeducator on the recall list, the posting procedures outlined in Section 4.8 of this agreement will be followed and notice of position vacancies will be posted on the school district website and provided to the BEA.

(h) Seniority shall be computed from the first day of work of the Paraeducator's most continuous employment in the school district as a Paraeducator with not less than twenty (20) hours per week, and will not be broken by paid or unpaid leave of absence. Seniority shall include seniority accrued prior to a break in service only if the break in service is not more than 24 continuous months. (Please see section 4.2(5).) A Paraeducator on layoff shall retain previously earned seniority for a period of twenty-four (24) months.

(i) In the event that an opening occurs in a group which does not have a Paraeducator with recall rights, Paraeducators in other groups who are laid off will be given an individual notice of opening at the same time the position is posted. If the Paraeducator on layoff wishes to apply for the vacant position and applies within the posting period he/she will be guaranteed first consideration for the position and will be guaranteed an interview for the position. A Paraeducator who is reduced in force and is hired into an open position in another group shall be placed on the Pay Scale in the new group in accordance with his/her years of service.

(j) Except as stated in sections 9(g) above, all rights of recall and/or guarantees of interview as stated in paragraphs (a) through (i) above will be limited to a 24 month period from the date the layoff began.

(k) Paraeducators who are involved in a staff reduction, shall upon return to the Burlington School System within twenty-four (24) months of having begun the layoff, have all previously accrued benefits reinstated.

(l) A Paraeducator returning to work within the 24 month period will receive only those benefits appropriate to the position to which the Paraeducator returns.

(m) Paraeducators on layoff will not accumulate seniority, for any purpose, during the period of layoff.

ARTICLE X

MISCELLANEOUS PROVISIONS

10.1 If any provision of this agreement or any application of this agreement to any employee or group of employees is held to be contrary to law, then such provision or application shall not be deemed valid and subsisting, except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.

10.2 The provisions of this agreement shall be applied equally to all employees in the bargaining unit without discrimination as to age, sex, marital status, civil union, domestic partnership, race, color, creed, national origin, or political affiliation. The Association shall share equally with the employer the responsibility for applying this provision of the agreement.

The employer agrees there shall be no discrimination and further agrees not to interfere with the rights of employees to become members of the Association because of Association membership or because of the employees activity in an official capacity on behalf of the Association.

10.3 In the event of any job action, strike, work stoppage, or work slowdown by a union or association representing employees of the Burlington School District, no employee covered by the terms of this agreement shall be requested or required to perform the bargaining unit work of personnel engaging in said dispute. The above language will not prohibit the administration from making known to the Paraeducators the availability of work in cases of job action, strike, work stoppage, or work slowdown. Paraeducators will not be reprimanded or disciplined for any refusal of a request by the administration to perform a job.

10.4 All written notices to the Paraeducators Association or the Board will be deemed to have been properly given if delivered to the Superintendent of Schools, 150 Colchester Avenue, Burlington, VT 05401, or the President of the BEA, Burlington High School, 52 Institute Road, Burlington, VT 05401. For purposes of reopening negotiations or initiating grievance, notices shall be by certified mail. Either party by written notice may change the address at which future written notices to it shall be given.

10.5 Paraeducators who are eligible for retirement benefits under the City of Burlington's Retirement System **must** enroll in the System consistent with its conditions. See City of Burlington Code of Ordinances, Article II, Retirement System. A Paraeducator who works at least 1200 hours in a 12 month period may be eligible for enrollment in the System. The school district will bear the costs of any medical examination that may be required as a

condition of enrollment. This Agreement will automatically be amended to comply with any future changes in City's Retirement System.

10.6 This agreement may not be modified in whole or in part by the parties except by and instrument in writing duly executed by both parties.

ACKNOWLEDGMENT AND AGREEMENT OF ARBITRATION

In accordance with the Vermont Arbitration Act, we understand that this Agreement between the Burlington Board of School Commissioners and the Burlington Education Association contains an agreement to arbitrate. After signing this document, we understand that we will not be able to bring a lawsuit concerning any dispute that may arise which is covered by the Arbitration Agreement, unless it involves a question of constitutional or civil rights. Instead, we agree to submit any such dispute to an impartial arbitrator in accordance with provisions contained in this Agreement.

IN WITNESS WHEREOF, the parties hereunto have set their hands and seals this 12th day of August, 2019.

In Presence of:

BURLINGTON BOARD OF SCHOOL
COMMISSIONERS

Bonnie L. Ryder

[Signature]

Chair, Duly Authorized Agent

In Presence of:

B.E.A. PARAEDUCATORS OF THE
BURLINGTON SCHOOL DISTRICT

[Signature]

By: Michael M. Leonard

APPENDIX A
PARAEDUCATORS' PAY SCALE

ALL AGREEMENT YEARS:

Group 1: Classroom; Special Education; Title; EEEEC
Group 2: Learning Center; Computer Lab
Group 3: Planning Room; Alternative Programs
Group 4: BTC Health Paraeducator

***BA Degree:** One (1) step credit for newly hired Paraeducators with a Bachelor's degree.

***Prior Experience:** Newly hired Paraeducators, up to three (3) years credit (step 3) for prior applicable experience.

***BA Degree and Prior Experience** cannot exceed initial placement of Step 3 for Newly Hired Paraeducators.

Longevity: 20+ years of service = \$.30 per hour

2019-2020

STEP	Group 1	Group 2	Group 3	Group 4
1	\$15.99	\$16.72	\$17.96	\$18.90
2	\$16.17	\$16.92	\$18.18	\$19.12
3	\$16.38	\$17.13	\$18.40	\$19.37

Annual increase for returning Paraeducators:

2019-2020 - 3.5%

Hourly Premium - per section 8.4(d), a flat dollar premium rate will be added to the Paraeducator hourly pay rate for the hours a Paraeducator actually works with an intensive

special needs (ISN) student, as defined below; such premium rate will not be paid on days or times the Paraeducator is not working with the ISN student, including personal and sick leave days per the schedule below:

2019-2020: \$2.00 per hour

DEFINITION OF INTENSIVE SPECIAL NEEDS (ISN) includes "medical/health care" such as feeding tubes, catheters, etc.; and not necessarily the IEP/504 definition of ISN and /or personal care. The definition does not include intensive cognitive and/or autism only intensive medical/health assistance. A committee of the Director of Special Services, the case manager and the Director of Human Resources retains sole authority to determine those positions eligible for this premium pay, the decision is final and non-grievable. The District will develop a list of qualifying tasks.

APPENDIX B

Should Paraeducator regularly scheduled weekly hours be reduced below 20 hours per week, and therefore the Paraeducator is no longer included in the Paraeducator Bargaining Unit, the following conditions shall apply:

- a) If the reduction in hours is involuntary, i.e., at the request of the Administration, then the Paraeducator shall have continued access to accrued sick leave day but shall not continue to accrue sick leave days.
- b) If the reduction in hours is voluntary, i.e., at the request of the Paraeducator, then the Paraeducator shall not have access to or continue to accrue sick leave days for such period as the Paraeducator continues to be regularly scheduled to work less than 20 hours per week.
- c) If at the time the regularly scheduled hours are involuntarily or voluntarily reduced below 20 hours per week, the Paraeducator is eligible for the "golden handshake" as described in section 6.1(a) subparagraphs (vi), (vii) or (viii), the Paraeducator may at that time elect to take the cash out amount. Upon accepting the cash out amount, the Paraeducator agrees that all accrued sick leave days are therefore depleted and to forfeit any future right to the "golden handshake" as described in section 6.1(a) subparagraphs (vi), (vii) or (viii). The decision to take the cash out amount must be made at the time the Paraeducator returns the signed contract for the reduced hours.

Should the Paraeducator decide not to take the cash out amount, the accrued sick leave days will remain on hold until such time as the Paraeducator returns to a regular schedule of more than 20 hours per week or leaves the employ of the Burlington School District.