AGREEMENT BETWEEN THE COLCHESTER BOARD OF SCHOOL DIRECTORS AND THE COLCHESTER EDUCATION ASSOCIATION/SUPPORT STAFF UNIT

July 1, 2026 – June 30, 2029

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PREAMBLE

This Agreement is made and entered into by and between the Colchester School District (hereinafter known as the "Board"), and the Colchester Education Association/Support Staff Unit (hereinafter known as the "CEA" or the "Association").

WHEREAS negotiations between the Board and the CEA have resulted in an agreement regarding salaries and terms and conditions of employment, and

WHEREAS, the Board has ratified and approved the Agreement and has authorized the Chairman of the School Board to execute this Agreement, and

WHEREAS, the CEA has ratified and approved the Agreement and has authorized the president of the CEA to execute this Agreement,

This Agreement shall be effective for the period commencing July 1, 2026, and ending June 30, 2029.

ARTICLE I

RECOGNITION

1.1 The Board recognizes the Association, for the purpose of collective negotiations pursuant to 21 V.S.A., Chapter 22, as the exclusive representative of a bargaining unit consisting of all food service employees, non-instructional aides, custodians, maintenance employees, building level administrative assistants I, administrative assistants II, bookkeeper, paraeducators, (including special education, classroom, SLPA, OTA and library) and interventionists (autism, behavior, intensive needs). The bargaining unit shall not include the Central Office personnel (including: Financial Manager, Accounts Payable Bookkeeper, Office Coordinator, Central Office Administrative Assistants, Human Resources, Staff Accountant/Payroll, Medicaid Coordinator and Special Education Secretary), Food Services Director, Maintenance & Custodial Foreman, Director of Technology, Technology Assistants, Network Administrators, CHS Athletic Director or support staff employees who work twenty hours or less per week.

1.2 Unless otherwise indicated, people employed in the above noted bargaining unit will be referred to as "employee, employees or members of the bargaining unit".

1.3 Employees who work more than seventeen and a half (17.5) hours, but fewer than the number of hours worked by a full-time employee, shall be considered "part-time employees".

1.4 Employees who work fewer than ninety (90) days per year shall be considered "temporary employees" and shall not be included in the bargaining unit.

ARTICLE II

DEFINITIONS

2.1 The words and phrases used in this Agreement shall be defined as set forth in this Article unless otherwise noted by this Agreement.

2.2 Full-Time, Full-Year Employees: Employees, who work a minimum of eighteen hundred and twenty (1,820) hours per fiscal year shall be considered full-time, full-year

employees.

2.3 Part-Time, Full-Year Employees: A full-year employee who works greater than seventeen and a half (17.5) hours but less than thirty-five (35) hours per week shall be considered a part-time, full-year employee.

2.4 Full-Time, School-Year Employees: Employees who work a minimum of thirty (30.0) hours per week during the school year for a minimum of 176 days shall be considered full-time, school-year employees.

2.5 Part-Time, School-Year Employees: A school-year employee who works greater than seventeen and a half (17.5) hours but less than thirty (30.0) hours per week shall be considered a part-time, school-year employee.

2.6 Part-time Employees: Employees who work greater than twenty hours, but fewer than the number of hours worked by a full-time employee, shall be considered "part-time employees".

2.7 Benefits and working conditions: Employees benefits and working conditions are defined by whichever group is designated in their letter of hire or intent.

ARTICLE III

NEGOTIATIONS

3.1 Not later than November 1st of the year preceding the expiration of this Agreement, either the Board or the Association may give notice to the other if it wishes to negotiate a successor to this Agreement. Thereafter, the negotiating teams for the Association and the Board shall meet at a mutually agreeable time to begin negotiations for a successor agreement.

3.2 The Board and the Association shall schedule such meetings as it may be necessary to discuss all matters to be negotiated for the subsequent agreement. Negotiations shall take place in good faith to reach agreement upon the subsequent agreement. Within thirty (30) days of the date of the request for a meeting of the negotiating teams, a mutually convenient place and time for the meeting shall be established.

3.3 Consistent with Vermont Statutes, the Board shall make available such public

records necessary for negotiations.

3.4 Despite the reference in this Article, the Board, and the Association each shall have the right to act by Board or by designated representatives, whether or not members, for each party.

3.5 Within thirty (30) days after ratification, copies of this Agreement shall be available on the District's website. Each new employee shall be directed to the Agreement on the website during the employee orientation.

ARTICLE IV

ASSOCIATION AND BOARD RIGHTS

4.1 The Board and the Association hereby agree that each employee has the right freely to organize, join and support the Association and its affiliates for the purposes of engaging in collective bargaining and other activities for mutual benefit. The Board and Association agree that they shall not directly or indirectly discourage, deprive, or coerce any employee in the enjoyment of any rights conferred under Title 21, Chapter 22 of the Vermont Statutes Annotated or the Constitutions of Vermont and the United States. The Board shall not discriminate against any support staff member with respect to hours, wages or any terms or conditions of employment by reason of their membership in the CEA and its affiliates, their participation in any lawful activities of the CEA and its affiliates, collective negotiations with the Board, or their institution of any grievance, complaint, or proceeding under this Agreement or otherwise with respect to any conditions of employment.

4.2 The Board agrees to deduct Associations dues from the paycheck of each employee who individually and voluntarily authorize dues deductions. Employees' authorizations will be in writing in a form agreed upon by the Association and the Board. Said deduction shall be in equal amounts from each paycheck during the contract year. Authorizations shall continue from year to year unless revoked by the employee in writing prior

to June 15th of the previous contract year. Dues deducted from the employees' wages will be transmitted to the Association at regular intervals during the school year. The Association will annually certify to the Board the amount of the Association dues.

4.3 In accordance with the district's Facilities Use Policy, the CEA is permitted to utilize district facilities, provided such use complies with all applicable policies and procedures, including the submission and approval of a building use request form. The CEA's use of district facilities shall be granted, provided the space is available and it does not result in any additional costs to the district.

4.4 Pursuant to 16 V.S.A. 1984, the CEA will have a minimum of 60 minutes to meet with employees during annual new employee orientation. Should the orientation day not be included in the regular workday of new employees, the Association will have the right to meet with a new employee during the employee's regular workday for not less than 60 minutes within 10 days of their date of hire. All employees will be paid to attend this meeting at their regular rate of pay.

Within 10 calendar days after hiring a new employee into the bargaining unit, the Board will provide the Association with the employee's name, job title, worksite location, work telephone number, email address, home address, personal email address, home and personal telephone numbers and the date of hire to the extent that the Board is in possession of such information.

On at least an annual basis, the Board will provide the Association with a complete list in electronic format of all employees in the bargaining unit. The list will include the employee's name, job title, worksite location, work telephone number, email address, home address, personal email address, home and personal telephone numbers and the date of hire to the extent that the Board is in possession of such information.

4.5 The Association shall have the right to use employee mailboxes, district email and one bulletin board per school building to be located in employee lounge area for the posting of notices of its activities and matters of Association concern.

4.6 The Board retains all the rights and functions necessary to effectively manage the District except to the extent that they are expressly and specifically modified or limited by the written provisions of this Agreement. These rights include, but shall not be limited to, the right to plan, direct, schedule, assign, transfer and control employee work assignments and duties; to determine the means, methods, processes, materials and equipment necessary to deliver the services provided by the District; to maintain the efficiency of employees; to create, revise, and eliminate positions; to determine employee work schedules and hours; to establish and require reasonable rules and regulations not in conflict with the terms of this Agreement; to hire and demote employees; to discipline, suspend and discharge employees for just cause.

4.7 The Board shall have the right to subcontract work performed by the bargaining unit in the situations which:

A. The work is for a temporary duration;

B. The work performed by the private contractor is beyond the expertise of bargaining unit employees; or

C. The technology or equipment used by the contractor is not used by the bargaining unit employees.

ARTICLE V

GRIEVANCE PROCEDURE

5.1 Grievance: A "grievance" is a claim by an employee or the Association that there has been a violation, misinterpretation, or misapplication of an express, written term of this Agreement.

5.2 Time Limits: No grievance shall be considered valid unless it is submitted at Step 1 of the procedure herein within fifteen (15) days of the first occurrence or the date the employee should have known of the first occurrence that gave rise to the grievance. Failure by the grievant or the Association to adhere to these procedures within a specified period shall terminate the grievance as invalid. Failure of the Board or its representative to render a decision within a specified time shall be construed as a denial of the grievance and grievant may proceed to the next step. For purposes of this Article, all "days" shall consist of weekdays (Monday through Friday) exclusive of legal holidays as defined by Title I VSA § 371. Time periods specified in this Agreement may be extended by mutual agreement, in writing, between the grievant and the Superintendent.

5.3 Representation: The grievant shall be entitled to Association representation at all steps of the grievance procedure. At no time shall the grievant be represented by an administrative or supervisory official of the District.

5.4 Procedure: Each grievance shall be submitted in writing and shall include a statement of the issues being grieved as well as reference to specific provisions of the Agreement alleged to have been violated and the specific remedy sought. The grievant shall retain the right to withdraw the grievance at any time or at any step of the grievance procedure. The grievance may be withdrawn at any level without establishing a precedent. Nothing contained within this grievance procedure shall be construed as limiting the right of an employee to discuss a complaint informally with their supervisor or having the dispute adjusted without the intervention of the Association, provided such adjustment is consistent with the terms of this Agreement. Should such informal process fail to resolve the grievance, the procedures set forth below shall be initiated:

> Step 1 - The grievant shall present the grievance in writing to their direct supervisor within fifteen (15) days of the first occurrence or the date the employee should have known of the first occurrence that gave rise to the

grievance. A copy thereof shall at the same time, be filed with the Superintendent and the Association. The supervisor shall schedule a meeting with the grievant to take place within five (5) days of the supervisor's receipt of the grievance. The supervisor shall provide the grievant with a written response within five (5) days after said meeting. Such answers shall include the reason(s) upon which the decision is based.

Step 2 - If the grievance is not resolved at Step 1, the grievant may appeal the grievance to the Superintendent within five (5) days of grievant's receipt of the supervisor's decision together with written reason(s) for the grievant's dissatisfaction with the decision of the supervisor. A copy thereof shall at the same time be filed with the Association. The Superintendent shall schedule a meeting with the grievant to take place within five (5) days of receipt of said appeal. The Superintendent shall provide a written response to the grievant, which shall include the reason(s) for which the decision is based, within ten (10) days of said meeting.

Step 3 - If the grievance is not resolved at Step 2, the grievant may, within five (5) days of receipt of the Superintendent's written response, forward the grievance in writing to the Chairman of the Board, together with written reasons for the grievant's dissatisfaction with the Superintendent's decision and remedy sought. Within fifteen (15) days of receipt of the appeal, the Board shall schedule a meeting with the grievant to hear the basis for the grievant's dissatisfaction with the Superintendent's decision. Within ten (10) days of said meeting, the Board shall provide a written decision to the grievant, with copies provided to the Association. Such decision shall include the basis for the Board's decision.

Step 4 - If a grievance is not resolved at Step 3, the Association may, within ten (10) days of the deadline for receipt of the Board's decision, demand binding arbitration of the grievance. Such demand shall be in writing and sent to the Superintendent and shall include the reasons for the grievant's dissatisfaction with the Board's decision and remedy sought. The arbitrator shall be determined by mutual agreement between the Board and the Association. Should the parties be unable to agree upon the selection of an arbitrator within fifteen (15) days after the date of demand for arbitration, the Association shall file its request for arbitration with the American Arbitration Association ("AAA") pursuant to the AAA's voluntary arbitration rules. If arbitration is not requested within the period set forth herein, the grievance shall be deemed resolved pursuant to the Board's decision.

5.5 Arbitrator's authority: The arbitrator's authority shall be limited to interpreting and applying the express written provisions of this Agreement and they shall have no power to add to, subtract from, alter, disregard, or modify any such provisions. The arbitrator shall be limited to the matters raised by the parties.

5.6 Expense of arbitration: The expenses of the arbitrator's services shall be borne equally by the Board and the Association; however, each party shall be responsible for compensating its own representative and witnesses. If either party desires a transcript of the arbitrator, then that party shall bear the full cost of said transcript, including the cost of providing a copy to the other party.

5.7 Reprisals: No reprisals will be taken by the Board or the Association against any person because of their participation in this grievance procedure.

5.8 Investigation of grievance: The Board and the Association will cooperate in the investigation of any grievance and will furnish each other with any information requested which is established to be pertinent to the processing of the dispute presently being grieved.

5.9 Withdrawal of grievance: A grievance may be withdrawn or settled at any level without establishing a precedent.

5.10 Students participation in grievance meetings: Students who are minors shall, under no circumstances, be involved in the grievance meetings noted above unless written consent from a parent and/or legal guardian is filed with the Superintendent at least one day prior to said meeting. The parent and/or legal guardian may be present at such meetings.

ARTICLE VI

EMPLOYEE RIGHTS/CONDITIONS OF EMPLOYMENT

6.1 Employee Representation:

A. Whenever an employee is required to appear before the Superintendent or the Board, with respect to any matter which could adversely affect the continuation of the employee's employment, the employee shall be entitled to Association representation. This provision shall not preclude an impromptu timely discussion to note an unsatisfactory occurrence.

B. Whenever an employee is required to meet with their supervisor regarding the discipline of the employee, the employee shall be entitled to Association representation provided such representation does not unduly impede the scheduling of the meeting. It is understood that this requirement shall not apply to meetings regarding such issues as the evaluation and supervision of employees.

6.2 Job Postings: Employees will be informed of all job openings within the bargaining unit. Should a vacancy occur within the bargaining unit, either through the creation of a new position, or a vacancy in an existing position, the vacancy will be posted. All non-educational support staff positions will be posted internally for five (5) business days before the position is filled. Members of the bargaining unit who apply for said openings will be considered for voluntary transfer into said position, along with the applications of any other individuals who apply for said position.

6.3 Lay Off:

A. If the Board determines, for any reason, it is appropriate to reduce the total annual regular straight-time assignment (hours/days) of an employee(s) said employee shall be notified in writing of such a reduction at least fourteen (14) calendar days in advance of the effective date of the reduction.

B. If an assignment is to be eliminated, employees will be laid off with consideration given to qualifications, past performance and seniority within a given job classification and grade as outlined in Appendix A-1. Employees shall be notified in writing of a layoff at least fourteen (14) calendar days in advance of the effective date of the layoff. Seniority shall be defined as an employee's most recent period of continuous employment with the District in a bargaining unit position.

6.4 Recall Rights: An employee who has been laid off shall retain the right to be recalled to a bargaining unit position for a period of one (1) year from the date of lay off.

Employees shall be recalled based upon the needs of the District, qualifications, past performance, and seniority. Notice of recall shall be provided in writing to the individual's last known mailing address by registered mail. The individual must respond and be available for work within fourteen (14) calendar days or forfeit all rights.

6.5 Physicals: If the Board requires an employee to have a physical examination, the Board shall pay for such examination. The examination shall be with the physician of the employee's choice from a list of physicians consisting of at least one male and one female physician to be determined by the District. In the case of a second opinion, the examination shall be with a physician of the Board's choice.

6.6 Job Descriptions: Job descriptions for each bargaining unit position shall be developed by the Board. Employees shall be provided with a copy of their job description at the time of employment. Current job descriptions will be available at any time on the district's website. The Board or the Board's designee shall biennially review job descriptions. Employees who are required to lift or carry any objects which weigh more than seventy-five pounds as a regular and routine part of their employment shall be so notified.

6.7 Personnel Files:

A. No material derogatory to an employee's conduct, service, character, or personality will be placed in the employee's personnel file unless the employee has an opportunity to review said material. Employees shall acknowledge that they have had an opportunity to review such material by signing any material to be filed in their personnel file with the understanding that such signature merely signifies that they have read the material to be filed. Signing any document does not necessarily indicate agreement with its content. The employee also has the right to submit a written response, which will be reviewed by the administration and included in the employee's personnel file.

B. Once every two (2) school years, employees may request the removal of

documents from their personnel file which they believe are obsolete or otherwise inappropriate for retention. Such request shall be submitted to the Superintendent in writing, and the Superintendent may grant or deny such request, in whole or in part, at their discretion.

C. Upon reasonable request and during non-working time, an employee may review the contents of their personnel file and may receive a copy of such documents, at their expense. An Association representative may accompany an employee during such review.

6.8 Probation: During the first ninety (90) calendar days of employment with the District, an employee shall be on probationary status. During such period, the employee may be disciplined, suspended, or discharged at the discretion of the District and such action shall not be subject to the grievance procedure of this Agreement. An employee's probationary status may be extended for an additional ninety (90) calendar days by mutual agreement between the District and the employee. For school-year employees, summer break will not be counted as part of either 90-day probation period.

6.9 Just Cause: An employee shall not be disciplined, suspended, or discharged without just cause.

6.10 Suspension and Discharge: Consistent with Section 6.9 above, the District shall have the right to suspend or discharge an employee for the violations defined by, but not limited to, the following as they relate to the employee's position in the District:

A. Dishonesty (e.g., theft, falsification of records, etc.).

B. Insubordination (e.g., willful disregard for a manager's direct order).

C. The use of abusive, obscene, profane, harassing, or threatening language to fellow employees, Board members, students, parents, and community members.

D. Being under the influence of, in possession of, distributing, or consuming alcohol or drugs (illegal or unprescribed) while on District premises.

E. Gross negligence in the performance of assigned duties.

F. Excessive absenteeism or tardiness.

G. Willful damage or destruction of District property.

H. Fighting while on District property.

6.11 Overtime:

A. Employees, including Administrative Assistants I & II whose responsibilities include receiving building-based call outs and scheduling of substitutes, shall be paid at a rate of one and one-half (1.5) times their regular hourly rate for all time worked more than forty (40) hours per week. Eligibility for overtime payment shall be based upon working hours only. The District must approve all overtime. Overtime on holidays will result in compensation of 2.5 times their regular hourly rate.

B. Employees required to work on Saturdays, Sundays and holidays shall be guaranteed a minimum of four (4) hours of overtime pay at the above noted rate, provided the time worked is not part of the employee's regularly scheduled work shift.

6.12 Employment: Consistent with all other terms of this Agreement, school-year employees shall be re-employed by the District for successive fiscal years. The district will provide letters of intent to rehire employees by May 15th. Such employees will indicate their intent to return to the District withing fourteen (14) days post issuance of the letter of intent using a form provided by the District. The form noted herein shall identify the employee's projected assignment (job title and building), however, the District retains its right to change said assignment after said notice has been provided to the employee.

6.13 Complaints: Any complaint used to discipline an employee shall be reduced to writing, shall be signed by the complainant, and shall be promptly investigated and brought to

the attention of the employee. This should not limit the right of the District to provide comments to employees regarding performance.

6.14 Equipment/Training: The Board shall provide the equipment necessary to employees, along with training for all such equipment, for all work which they are requested or required to perform by any supervisor(s).

6.15 Substitute Employees: Whenever a support staff member is hired as a substitute for an employee who is on a leave of absence, said substitute shall be employed only for the duration of the employee's leave of absence. Support staff members hired as substitutes for employees on a leave of absence shall be notified in writing of their temporary status at the time of hiring. The notice of temporary hiring status shall indicate the employee they are replacing and the length of the temporary leave of absence involved. Support staff members hired to temporarily replace employees on a leave of absence shall not have any rights to continued or recall employment as provided by this Agreement.

In the event a substitute teacher is hired, a support staff member shall only be required to perform their regular job assignment. When support staff members serve as substitute teachers, they will be paid $5.00/hour over their regular rate of pay. All employees reserve the right to decline a substitute teaching assignment.

6.16 Work Boots: Each bargaining unit maintenance worker will wear steel-toed work boots while on the job. For each bargaining unit maintenance worker, the District will provide financial reimbursement for the actual cost for one pair of steel-toed work boots (to a maximum of $200.00). This reimbursement will be provided on an annual basis with proof of purchase. The Board agrees to reimburse each food service worker and custodian up to fifty ($50.00) dollars per year for the purchase of appropriate footwear following submission of receipts for the articles purchased.

6.17 Pager: When a maintenance worker is directed to carry and respond to a pager

during weekends (from 2:30 p.m. Friday through 6:30 a.m. the following Monday, a total of 64 hours) or holidays, the maintenance worker shall be paid a stipend. The stipend in the first year of the contract will be $100.00 plus a percentage of the $100.00 equal to the new money compensation increase for the first year of the contract. In the second year, the stipend will be the first-year stipend plus the compensation increase for the second year of the contract. In the third year, the stipend shall be the second-year total stipend plus a percentage increase equal to the new money increase for the third year. If the maintenance worker is called in to work during the time they are assigned the duty of carrying and responding to the pager, they will be paid for all time worked. Time worked will include commuting from home to the district, time spent responding to the pager issue and returning home. The Facilities Manager will carry the pager during the week (Monday through Thursday). During vacation or absence of the Facilities Manager, when a maintenance worker is directed to carry and respond to the pager, the compensation will be as shown in the table below.

Number of Days	Stipend
1	$25.00 + percentage of stipend as compounded above
2	$45.00 + percentage of stipend as compounded above
3	$65.00 + percentage of stipend as compounded above
4	$85.00 + percentage of stipend as compounded above

6.18 Uniforms: The Board has the right to require a uniform for the maintenance and custodial staff. When such requirement is made, the Board will provide five (5) shirts for custodians and ten (10) for maintenance.

6.19 Faculty Meetings: Support staff will be paid, at their normal hourly rate, for attending faculty meetings when such attendance is at the request of the supervisor.

6.20 In-service: Support staff are required to attend in-services if requested by their Administrator. Staff will be paid, at their normal hourly rate, for attending any in-services, as requested and/or approved by an Administrator in advance.

6.21 Emergency Closing: If school is cancelled after employees are required to be at school, employees will be paid for two (2) hours or for the actual time worked, whichever is greater. If the District calls an emergency/snow day, with building principal approval, all employees whose work can reasonably be accomplished at home shall not be required to go to the work site.

6.22 Exit Interviews: Human Resources will offer all exiting employees a choice of a confidential exit survey or interview.

ARTICLE VII

LEAVES

7.1 Sick Leave:

A. At the beginning of each fiscal year, full-year employees will be given ten (10) upfront sick days. School year employees will be given seven (7) upfront sick days. Additionally, all employees will accrue one (1) day of sick leave for each full month they work from September through June. The maximum possible sick leave accumulation in one year is twenty (20) days for full year employees and seventeen (17) days for school year employees. Employees hired mid-year will receive prorated upfront and monthly accruals based on their start date. Up to fifty (50) days of accumulated and unused sick leave will be carried over annually.

In year one of the contract, sick days will not accrue in April, May, and June for school year employees to offset the three (3) paid days during February break.

B. Support staff employees may use available sick leave to care for immediate family who are sick or injured.

C. Employees utilizing sick leave must notify the District of their intention to do so daily pursuant to Board policy.

D. An employee who is absent from work due to injury or illness sustained in the course of employment is subject to and paid in accordance with the State of Vermont

Workers' Compensation Law. Employee absences during the mandatory statutory waiting periods for Workers' Compensation may be charged to an employee's earned and accrued leave, as follows:

a) The employee will use any of their accrued paid sick leave.

b) If an employee has no accrued paid sick leave, the employee may use their accrued vacation, discretionary or floating holiday time.

c) If the employee has no accrued paid sick time, vacation, discretionary or floating holiday leave the first three (3) days will be unpaid.

d) Payment for time after the three (3) day waiting period will be consistent with Workers' Compensation coverage requirements.

E. Employees shall not earn sick leave or vacation time while on disability leave and sick leave shall not be used concurrent with long-term disability insurance benefits.

7.2 Accrual of Vacation:

A. Each full-time, full-year employee shall be entitled to paid vacation as set forth herein. Vacation time earned during any fiscal year will be available to use during that year. Five (5) days of vacation may be carried over into the following fiscal year automatically if not utilized. When employees move between jobs, they retain the number of years' service for calculation of vacation. However, during an employee's first year of service, said employee shall be deemed to have earned a pro-rated portion of vacation, effective with the first day of the new fiscal year (July 1st) that occurs during their first year of service.

Continuous Years of Service	Days
1 - 5 years	10
6 - 10 years	15
11 - 20 years	20
20+ years	25

B. Utilization - Vacations shall be scheduled and utilized subject to administration approval. Employees are entitled to utilize days at the completion of the fiscal year in which they are earned. Employees who have worked less than a full fiscal year shall be entitled to utilize the pro rata portion of leave earned as of the first day of the fiscal year (July 1st) that occurs during the employee's first year of service. Employees who are on vacation shall not be allowed to convert vacation days to sick leave days unless the employee is hospitalized in which case the number of days of hospitalization shall be converted to sick leave to the extent that an entitlement to sick leave exists. Vacation time can be taken in no less than ½ day increments.

7.3 Holidays:

A. Each full-year employee shall receive twelve (12) paid holidays per calendar year.

B. Each school-year employee shall receive seven (7) paid holidays per year.

C. When a holiday falls on a Saturday, it shall be observed on the preceding Friday. When a holiday falls on a Sunday, it shall be observed on the following Monday. These holidays are as follows:

	EMPLOYEE TYPE	
HOLIDAY	FULL YEAR	SCHOOL YEAR
Independence Day	X	
Labor Day	X	X
Thanksgiving Day	X	X
Day after Thanksgiving Day	X	X
Christmas Day	X	X
Day preceding or day after Christmas Day (as determined by the District)	X	X
New Year Day	X	X
One "floating" holiday (in lieu of Presidents' Day) to be scheduled by the employee, subject to district approval, when school is not in session	X	
One day in February as determined by the District	X	
One day in April as determined by the District	X	
Memorial Day	X	X
One "floating" holiday (in lieu of Veteran's Day) to be scheduled by the District when school is not in session	X	
TOTAL	12	7

7.4 Employee Discretionary Leave: Each employee shall be entitled to two (2) days of paid leave to be used at the discretion of the employee. Employees who have completed their fifteenth (15) year working for the District shall be entitled to three (3) days of paid leave. Discretionary days cannot be used the day before or the day after a holiday or vacation period. All requests for time off must be approved by the principal or a building administrator at the principal's designation so that the scheduling of the leaves does not unduly impede the operation of the District. If the principal or a designated building administrator is unavailable, approval will be the responsibility of a central office administrator. Discretionary leave must be

scheduled at least 24 hours in advance. Days may be taken in half-day increments. Employees will be permitted to carry one (1) discretionary day over to the subsequent year. This carryover day must be used no later than March 1st of the following year. In no event shall more than ten percent (10%) of the combined total number of interventionists and paraeducators in each building, rounding that number up to the nearest full person, be approved for discretionary days on any one (1) school day.

7.5 Compassionate Leave: If a member of a support staff member's immediate family dies, upon notification of the Superintendent or designee, the Superintendent shall grant the support staff member a leave of absence up to five (5) school days without loss of compensation. If a support staff member's and/or support staff member's spouse/partner's aunt or uncle dies, upon notification of the Superintendent or designee, the Superintendent shall grant the support staff member up to two (2) school days of leave without the loss of compensation. The Superintendent my grant additional leave as they deem appropriate.

Upon approval by the Superintendent on a case-by-case basis, other people may be considered "immediate family" for the purpose of compassionate leave.

7.6 Jury Duty: Any employee who is required to serve on jury duty shall receive their wages for their normal workday. When an employee is released from jury duty during the employee's regular workday, they shall notify their supervisor and may be required to report to work.

7.7 Other Leave: At the sole discretion of the Board, an employee may be granted a leave of absence, with or without pay, for up to one (1) year for reasons as allowed by the Board. Such leaves which are of a five (5) day or less duration shall be granted at the sole discretion of the Superintendent. Employees granted such leave shall be allowed to continue coverage in the insurance plans provided by this Agreement, subject to the regulations of the carrier and the employee paying the full premium cost to the District in sufficient time for the District to pay the

group premiums when due. Provided the position still exists, the Board will restore the employee to the position occupied before such leave was granted or to any other substantially equivalent position for which the employee is qualified; if the employee is assigned to their previous position, the Board has the right to terminate any individual hired to replace the employee who was granted such a leave.

7.8 Professional Development Leave: Upon request by the employee, each employee may be granted, with the approval of their supervisor, paid leave to attend a seminar, workshop or similar educational activity which is related to the employee's current job assignment. Employees shall be paid for the actual time spent participating in the above-noted activities.

7.9 Military Leave: The Board shall grant an unpaid leave and re-employment rights as required by federal and state law to any employee who enters the Armed Forces of the United States, whether by draft or voluntary enlistment.

7.10 Family Leave: The District shall provide such leave and re-employment rights as required by state and/or federal law for family leave purposes. This shall include leave required due to pregnancy or childbirth to the extent such occurrences are covered by said state or federal law. Where eligible under FLMA and/or VPFLA, each employee is entitled to utilize up to twelve (12) weeks (60 contracted days) of the employee's accrued sick time for maternity/paternity leave after the birth/adoption of a child.

7.11 Sick Leave Request: In the event of a prolonged illness, the Superintendent, Business and Operations Manager and Association Representative will collectively determine if additional sick leave with pay to a maximum of twenty (20) days annually (school-year calendar) will be granted for each eligible individual. Eligible individuals will have been employed by the District for more than three (3) years, will have used all available sick, vacation, and discretionary time available and will fill out the appropriate form and include a Doctor's certification of prolonged illness. Part-time employees will be granted days on a pro-rata basis.

7.12 Exceeded Time Off: Any employee who exceeds their total allotted time off (discretionary, sick, vacation, etc.) will be subject to disciplinary action to include termination.

7.13 Organizational Leave: Upon request of the CEA, one (1) support staff member from the District shall be granted a leave of absence, without compensation, for a period not to exceed one (1) school year for the purpose of engaging in activities of the CEA and/or its affiliates.

Should a member of the bargaining unit, however, serve as the President of the Vermont National Education Association, they shall be granted a leave of absence, without compensation, for the period of two (2) school years, that they hold that office. Leaves under this subsection shall be for a full school year and may be extended at the discretion of the Board.

Employees granted such leave shall be allowed to continue in the insurance plans provided by this Agreement subject to the regulations of the carrier and the employee paying the full premium cost to the District in sufficient time for the District to pay the group premiums when due. Provided the position still exists, the Board will restore the employee to the position occupied before such leave was granted or to any other substantially equivalent position for which the employee is qualified. If the employee is assigned to their previous position, the Board has the right to terminate any individual hired to replace the employee who was granted such a leave.

ARTICLE VIII

EVALUATIONS

8.1 Employees shall be provided with a copy of any formal performance review completed by the Administration. The performance review will be placed in the employee's personnel file at the Central Office. Employees will be provided with a copy of any evaluation report prepared by the administration and will be entitled to a conference to discuss said reports.

Reports will not serve as a basis for any action adverse to the employee unless the

employee has had an opportunity to participate in said conference. The employee will acknowledge that they have had an opportunity to review the report by affixing their signature to the filed copy with the express understanding that such signature does not indicate agreement with the document's content. Employees will have the right to submit a written response to such material. Said response will be reviewed by the administrator and included in the employee's personal file.

Any final evaluation prepared by the administration and any conference to discuss said report shall be conducted by a member of the administration. However, it is expressly understood that teachers may be asked to provide information for an evaluation report and may be asked to participate in a conference with an employee to discuss said report if deemed appropriate by the administration.

ARTICLE IX

NO STRIKE - NO LOCKOUT

9.1 The Association and the Board subscribe to the principle that differences should be resolved by peaceful and appropriate means without interruption to the school program. Therefore, during the life of this Agreement, the Association agrees that there shall be no strike, work stoppage, slow down, or other concerted refusal to perform work by the employees, nor any instigation thereof, and the Board shall not engage in or permit any lockout of employees.

ARTICLE X

SEVERABILITY

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.

ARTICLE XI

COMPLETE AGREEMENT

11.1 This Agreement incorporates the entire understanding of the parties on all matters which were the subject of negotiations. During the terms of this Agreement neither party will be required to negotiate with respect to any such matter whether or not covered by this Agreement.

ARTICLE XII

COMPENSATION

12.1 Wages: Employee compensation will be based on job classification (grade), education (paraeducators only), and relevant experience. Compensation ranges for all employees governed by this agreement are outlined in Appendix A. The matrices used for compensation placement are shown in Appendices B1 through B6. Existing employees will receive an increase in their hourly pay through step movement as noted in the Appendices. Employees at or exceeding the maximum step in any year will receive the same increase as those receiving a step increase. New employees will be placed on the appropriate step based on grade, education (paraeducators only), and experience. Employees hired with 0 – 2 years of experience will be placed on step 3 and moved to step 4 at the start of the subsequent school year. Employees hired during a fiscal year before March 1st shall be credited with a full year of employment on July 1st of the following year.

Full-time school year employees will be compensated for three (3) days during the February break at their regular daily compensation. In exchange, employees will have three (3) sick days removed from their front-loaded sick day allotment thus bringing their starting allotment down to seven (7) days.

12.2 Insurance: The Board agrees to provide insurance coverage for employees set forth herein, subject to the eligibility requirements of the individual insurance carrier. The Board shall be held harmless for all costs or claims if the insurance carrier denies coverage of such

claim. Further, the Board shall not be liable for any act or omission of any insurance carrier, its employees or agents, or any person furnishing professional services provided pursuant to the insurance coverage set forth in this Agreement. The Board and the Association may mutually agree to change the insurance carrier or plan set forth herein at any time.

A. Medical Insurance

Pursuant to 16 V.S.A. chapter 61 (Commission on Public School Employee Health Benefits) health care benefits and coverage, excluding stand-alone vision and dental benefits, but including health reimbursement arrangements and health savings accounts, shall be governed by the written agreement incorporating the terms of the statewide health insurance bargaining agreement.

B. Dental Insurance: For full-time, full-year employees, the Board shall continue to provide and pay for the group dental insurance plan currently in existence. For full-time, school-year employees, the school board will pay 100% of the premium cost of the single, two-person, and family plan for the group dental insurance plan. The Board agrees to hold a master policy for a dental insurance plan approved by the Association, which will include orthodontia.

C. Life Insurance: For full-time, full-year and full-time school year employees, the Board shall provide term life insurance coverage in the face amount of Fifty Thousand Dollars ($50,000) for each such employee.

D. Long Term Disability Insurance: For full-time, full-year employees, the District shall provide and pay one hundred percent (100%) of the premium cost for a long-term disability insurance plan to be selected by the Board. Said plan will provide sixty percent (60%) of an employee's regular straight time wages for a period of up to age sixty-five (65). The specific details of the plan shall be as provided by the insurance carrier's eligibility requirements.

E. Vision: The District will offer a comprehensive insured vision product that includes hardware coverage, such as DeltaVision or a product like what DeltaVision offered in its 2026 plan.

12.3 Mileage: An employee, who utilizes their personal vehicle for District business, as authorized by the District, shall be reimbursed at the IRS approved rate.

12.4 Tuition Reimbursement: If the request is made, the Board shall prepay full-time support staff members who requests payment for an accredited college or university course or any equivalent workshop/conference that has been approved by the superintendent in advance that is deemed related to their instructional responsibilities at least thirty (30) days in advance.

The Board will reimburse any support staff member who requests reimbursement for an accredited college or university course or any workshop/conference that has been approved by the superintendent in advance that is deemed related to their instructional responsibilities if the request is made less than thirty (30) days in advance.

Payment shall be limited to an annual amount equal to the cost of a maximum of three (3) credits at the prevailing in-state tuition rate for the University of Vermont plus deferred tuition charges if applicable. Reimbursement for workshops and conferences may be provided at the discretion of the superintendent and will include the cost of registration, materials and travel.

To invest in our employees, the Board will allow full-time support staff members to enroll in a college or university for reimbursement for up to the total cost of six (6) credits at the prevailing in-state tuition rate for the University of Vermont with prior approval from the Superintendent. The purpose of providing this opportunity to full-time support staff is done with the intent of retaining current district staff in the system as much as possible.

If a course is offered for "grade credit," the support staff member must earn at least a grade of B to qualify for reimbursement. If the course is offered only on a "pass/fail" basis, the teacher must pass the course to qualify for reimbursement.

If a course, workshop, or conference is taken based on a prepayment plan and a grade of B is not achieved or they do not receive a "pass" in a pass/fail situation, the district will request the full payment to be returned to the district. The employee will have thirty (30) days to return the payment. If the payment is not returned in thirty (30) days, the district will garnish wages to recover payment.

Each support staff member who has applied for tuition reimbursement has 90 days following the completion of the course to request reimbursement. Failure to submit a timely (within 90 days) request for reimbursement will result in the forfeiture of the benefit unless there is a mitigating situation completely outside the control of the employee.

12.5 Longevity:

FTFY:

- After fifteen (15) consecutive years with the district, the employee shall receive a $400 payment in years sixteen (16) through twenty (20). The payment will be made as part of the first payroll in July.
- After twenty (20) consecutive years with the district, the employee shall receive a $500 payment in years twenty-one (21) through twenty-five (25). The payment will be made as part of the first payroll in July.
- After twenty-five (25) consecutive years with the district, the employee shall receive a $600 payment in years twenty-six (26) through retirement. The payment will be made as part of the first payroll in July.

FTSY:

- After fifteen (15) consecutive years with the district, the employee shall receive a $300 payment in years sixteen (16) through twenty (20). The payment will be made as part of the first payroll in September.
- After twenty (20) consecutive years with the district, the employee shall receive a $400 payment in years twenty-one (21) through twenty-five (25). The payment will be made as part of the first payroll in September.
- After twenty-five (25) consecutive years with the district, the employee shall receive a $500 payment in years twenty-six (26) through retirement. The payment will be made as part of the first payroll in September.

ARTICLE XIII

DURATION

13.1 The provisions of this Agreement will take effect July 1, 2026, and shall continue in full force and effect until June 30, 2029. Said Agreement shall automatically be renewed and continue in full force and effect for the additional period of one (1) year, unless the provisions of Article III are invoked.

IN WITNESS WHEREOF, the parties set their hands and seals.

Colchester School Board ~~Chair~~ CLERK

By: _____ Date: 10/22/26

Colchester Education Association/Support Staff Unit

By: _____ Date: 13 Nov 26

Grade	Job Classification	2026 - 2027		2027 - 2028		2028 - 2029	
Compensation Range		Min	Max	Min	Max	Min	Max
Grade A	Food Service Worker	$19.11	$22.71	$19.28	$23.92	$20.46	$25.19
	Non-Instructional Aide	$19.11	$22.71	$19.28	$23.92	$20.46	$25.19
	Custodian	$19.11	$22.71	$19.28	$23.92	$20.46	$25.19
Grade B	Administrative Assistant I	$20.30	$25.53	$20.48	$26.81	$21.73	$28.16
	Lead Custodian	$20.30	$25.53	$20.48	$26.81	$21.73	$28.16
	Head Cook	$20.30	$25.53	$20.48	$26.81	$21.73	$28.16
Grade C	Administrative Assistant II	$22.00	$27.49	$22.20	$28.87	$23.55	$30.32
	Bookkeeper	$22.00	$27.49	$22.20	$28.87	$23.55	$30.32
	Maintenance Worker	$22.00	$27.49	$22.20	$28.87	$23.55	$30.32
Grade 1	Paraeducator	$20.00	$26.49	$20.18	$27.90	$21.41	$29.37
Grade 2	Paraeducator - Associates	$20.59	$27.23	$20.78	$28.67	$22.05	$30.18
Grade 3	Paraeducator - Bachelors	$21.47	$28.34	$21.66	$29.83	$22.98	$31.40
Grade 4	Paraeducator - Masters	$22.07	$29.08	$22.26	$30.61	$23.62	$32.21
Grade 5	Paraeducator - License	$22.94	$30.17	$23.14	$31.76	$24.56	$33.42
Grade 6	Interventionist (All)	$26.19	$34.26	$26.43	$36.04	$28.04	$37.90

1. The head cooks at MBS/CMS will get paid an additional $1.00/hour. The CHS head cook and the lead custodian will be paid an additional $2.00/hour.

2. Cafeteria workers covering for the head cook will receive an additional $1.00/hour.

3. The promotion of a food service worker to head cook or a custodian to lead custodian will result in at least a 10% increase. The employee's existing hourly compensation will be multiplied by 110% and moved from Grade A to Grade B and placed in the closest step that permits at least a 10% increase.

Colchester School District			
2026-2027 Support Staff Wages			
Step	Grade A	Grade B	Grade C
3	$19.11	$20.30	$22.00
4	$20.25	$21.50	$23.31
5	$20.43	$21.99	$23.77
6	$20.61	$22.44	$24.21
7	$20.79	$22.81	$24.57
8	$21.02	$23.09	$24.82
9	$21.25	$23.44	$25.20
10	$21.49	$23.79	$25.58
11	$21.73	$24.13	$25.97
12	$21.97	$24.48	$26.35
13	$22.21	$24.83	$26.73
14	$22.46	$25.18	$27.11
15	$22.71	$25.53	$27.49

Note: All employees with 0-2 years of experience will start on step 3 and willl move to step 4 at the start of the subsequent school year.

Colchester School District			
2027-2028 Support Staff Wages			
Step	Grade A	Grade B	Grade C
3	$19.28	$20.48	$22.20
4	$20.35	$21.62	$23.43
5	$21.56	$22.90	$24.82
6	$21.75	$23.42	$25.32
7	$21.95	$23.90	$25.78
8	$22.14	$24.29	$26.16
9	$22.38	$24.59	$26.43
10	$22.63	$24.96	$26.84
11	$22.88	$25.33	$27.25
12	$23.14	$25.70	$27.65
13	$23.40	$26.07	$28.06
14	$23.66	$26.44	$28.47
15	$23.92	$26.81	$28.87

Note: All employees with 0-2 years of experience will start on step 3 and willl move to step 4 at the start of the subsequent school year.

Colchester School District			
2028-2029 Support Staff Wages			
Step	Grade A	Grade B	Grade C
3	$20.46	$21.73	$23.55
4	$20.54	$21.82	$23.64
5	$21.67	$23.03	$24.95
6	$22.96	$24.39	$26.44
7	$23.17	$24.94	$26.97
8	$23.37	$25.45	$27.45
9	$23.58	$25.87	$27.87
10	$23.84	$26.19	$28.15
11	$24.10	$26.59	$28.58
12	$24.37	$26.98	$29.02
13	$24.64	$27.37	$29.45
14	$24.92	$27.77	$29.88
15	$25.19	$28.16	$30.32

Note: All employees with 0-2 years of experience will start on step 3 and willl move to step 4 at the start of the subsequent school year.

Colchester School District
2026-2027 Paraeducator Wages

		Associates	Bachelors	Masters	Licensed Teacher	Interventionist
Step	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6
3	$20.00	$20.59	$21.47	$22.07	$22.94	$26.19
4	$21.19	$21.82	$22.74	$23.38	$24.30	$27.75
5	$21.68	$22.31	$23.23	$23.85	$24.77	$28.18
6	$22.14	$22.77	$23.67	$24.29	$25.20	$28.58
7	$22.54	$23.15	$24.05	$24.66	$25.56	$28.90
8	$22.93	$23.52	$24.42	$25.02	$25.90	$29.19
9	$23.22	$23.83	$24.75	$25.35	$26.25	$29.62
10	$23.52	$24.14	$25.07	$25.69	$26.61	$30.04
11	$23.82	$24.45	$25.40	$26.03	$26.97	$30.46
12	$24.11	$24.76	$25.73	$26.37	$27.32	$30.88
13	$24.41	$25.07	$26.05	$26.71	$27.68	$31.30
14	$24.71	$25.38	$26.38	$27.05	$28.04	$31.73
15	$25.01	$25.69	$26.71	$27.39	$28.39	$32.15
16	$25.30	$25.99	$27.03	$27.72	$28.75	$32.57
17	$25.60	$26.30	$27.36	$28.06	$29.10	$32.99
18	$25.90	$26.61	$27.69	$28.40	$29.46	$33.41
19	$26.19	$26.92	$28.01	$28.74	$29.82	$33.84
20	$26.49	$27.23	$28.34	$29.08	$30.17	$34.26

Note: All employees with 0-2 years of experience will start on step 3 and willl move to step 4 at the start of the subsequent school year.

Colchester School District
2027-2028 Paraeducator Wages

		Associates	Bachelors	Masters	Licensed Teacher	Interventionist
Step	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6
3	$20.18	$20.78	$21.66	$22.26	$23.14	$26.43
4	$21.30	$21.93	$22.86	$23.50	$24.43	$27.89
5	$22.56	$23.24	$24.22	$24.90	$25.88	$29.55
6	$23.09	$23.76	$24.74	$25.40	$26.38	$30.01
7	$23.58	$24.25	$25.21	$25.87	$26.84	$30.44
8	$24.00	$24.65	$25.61	$26.26	$27.22	$30.78
9	$24.42	$25.05	$26.01	$26.64	$27,58	$31.09
10	$24.73	$25.38	$26.35	$27.00	$27.96	$31.54
11	$25.05	$25.71	$26.70	$27.36	$28.34	$31.99
12	$25.37	$26.04	$27.05	$27.72	$28.72	$32.44
13	$25.68	$26.37	$27.40	$28.08	$29.10	$32.89
14	$26.00	$26.70	$27.75	$28.45	$29.48	$33.34
15	$26.31	$27.03	$28.09	$28.81	$29.86	$33.79
16	$26.63	$27.36	$28.44	$29.17	$30.24	$34.24
17	$26.95	$27.68	$28.79	$29.53	$30.62	$34.69
18	$27.26	$28.01	$29.14	$29.89	$31.00	$35.14
19	$27.58	$28.34	$29.49	$30.25	$31.38	$35.59
20	$27.90	$28.67	$29.83	$30.61	$31.76	$36.04

Note: All employees with 0-2 years of experience will start on step 3 and willl move to step 4 at the start of the subsequent school year.

Colchester School District
2028-2029 Paraeducator Wages

		Associates	Bachelors	Masters	Licensed Teacher	Interventionist
Step	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6
3	$21.41	$22.05	$22.98	$23.62	$24.56	$28.04
4	$21.49	$22.13	$23.07	$23.71	$24.65	$28.14
5	$22.68	$23.36	$24.35	$25.03	$26.02	$29.71
6	$24.03	$24.75	$25.80	$26.52	$27.57	$31.47
7	$24.59	$25.31	$26.34	$27.05	$28.09	$31.96
8	$25.12	$25.82	$26.85	$27.55	$28.58	$32.41
9	$25.56	$26.25	$27.27	$27.97	$28.99	$32.78
10	$26.01	$26.68	$27.70	$28.37	$29.37	$33.11
11	$26.34	$27.03	$28.07	$28.76	$29.78	$33.59
12	$26.68	$27.38	$28.44	$29.14	$30.18	$34.07
13	$27.02	$27.73	$28.81	$29.53	$30.59	$34.55
14	$27.35	$28.08	$29.18	$29.91	$30.99	$35.03
15	$27.69	$28.43	$29.55	$30.29	$31.39	$35.51
16	$28.03	$28.78	$29.92	$30.68	$31.80	$35.98
17	$28.36	$29.13	$30.29	$31.06	$32.20	$36.46
18	$28.70	$29.48	$30.66	$31.45	$32.61	$36.94
19	$29.04	$29.83	$31.03	$31.83	$33.01	$37.42
20	$29.37	$30.18	$31.40	$32.21	$33.42	$37.90

Note: All employees with 0-2 years of experience will start on step 3 and willl move to step 4 at the start of the subsequent school year.