



HOPKINTON SCHOOL DISTRICT
School Administrative Unit 66

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Above All, Care

*Frequently Asked Questions:
Hopkinton School Board/Hopkinton Educational Support Staff
Collective Bargaining Agreement
January 5, 2016*

1. *What positions does the Hopkinton Educational Support Staff (HESS) contract include?*

Four classifications and five levels of employees (54 employees in total) are included in the HESS agreement:

- Office Staff (Clerical, Office and Administrative Assistants)
- Food Service Staff (General Worker, Cook, Manager)
- Student Support Staff (Instructional, Student Specific, Behavior, Learning Center, and Speech Language Assistants)
- Library Media Assistants

2. *What were the guiding objectives/goals in the negotiation of this contract?*

- To ensure that staff participates in training to meet the complex needs of students.
- To create a stronger link between compensation and qualifications.
- To provide a safeguard against the district being subject to the Affordable Care Act's excise tax.

3. *How long is the proposed contract?*

The agreement is for three years. (2016-2019)

4. *What is the recent history regarding salary increases for HESS members?*

Year	Increase	Notes
2011 - 2012	Step or \$275 COLA	First year of two-year contract
2012 - 2013	Step or \$275 COLA	Second year of two-year contract
2013 - 2014	No base increase, revised salary schedule	First year of a three-year contract
2014 - 2015	No base increase, revised salary schedule	Second year of three-year contract
2015 - 2016	2% increase to base, step	Third year of three-year contract

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5. *What is the percent increase supported in the proposed contract?*

There is a 2% increase to the base each year of the contract.

6. *Are there additional financial/compensation related items in the proposed contract?*

Yes, the goal was to create a stronger link between compensation and qualifications.

- New/recently hired employees are required to be certified within a year of employment.
- The compensation connected to educational attainment has changed. Salary tables, by educational attainment, have been created to increase transparency.
 - Para Educational II Certification remains \$0.50/hour
 - A new level, Associate’s degree, \$0.75/hour has been created
 - A new level, Bachelor’s degree, \$1.00/hour has been created

7. *What is the salary range of the positions included in the proposed HESS Contract?*

The salary range is depicted in the table below:

Year	Range
One	\$9.98 (without certification - level 1) - \$20.36 (with a Bachelor’s Degree - level 5)
Two	\$10.13 (without certification – level 1) - \$20.75 (with a Bachelor’s Degree - level 5)
Three	\$10.28 (without certification - level 1) - \$21.14 (with a Bachelor’s degree - level 5)

The ranges above include the educational attainment values in FAQ #6 and span one year to eight years experience.

8. *How does the contract address health insurance costs?*

The goal was to ensure that the Hopkinton School District not be subject to the Affordable Care Act excise tax.

- The number of plans was reduced. The most affordable plan, the Health Maintenance Organization Plan, is the only plan offered.
- A Flexible Savings Account (FSA) limit has been established.
- An automatic opener is included to address health insurance costs that may trigger the Affordable Care Act excise tax.

9. *Are there any other cost related items in this contract?*

Yes, the previously established Cost of Living Adjustment (COLA) has been included in each year of the contract and the individual college course reimbursement level has been capped at New Hampshire Technical Institute’s six-credit value.

10. What is the total cost of the CBA on the warrant?

Year One: \$ 72,457.81
Year Two: \$ 39,102.85
Year Three: \$ 42,853.69

11. Are there significant language changes in this contract?

Yes, the table below describes the significant language changes.

Item		Notes
1.	The development of an evaluation instrument has been declared a management responsibility.	The process requires soliciting input from the membership and designates a timeline, but the responsibility for the development of an evaluation instrument is a management prerogative.
2.	The number of bereavement days has increased from 3 to 5.	Provides increased support for employees during a difficult time.
3.	The posting of open positions procedure has been revised.	The district will post open positions to an employment website and email openings to HESS leadership.
4.	Overall editing of the contract.	Clarity and consistency increased.

12. What happens if the contract does not pass?

- The District and HESS would re-enter negotiations.
- HESS staff members would not receive step raises.
- As Cost of Living Adjustments (COLAs) are not automatically renewed, staff members would not receive COLAs (their compensation would be reduced).
- Negotiated health care revisions could not be implemented.