

NEGOTIATIONS AGREEMENT

between

THE BOARD OF EDUCATION

and

THE OFFICE STAFF ASSOCIATION

of

**SOUTH HUNTINGTON UNION FREE
SCHOOL DISTRICT**

July 1, 2020 - June 30, 2023



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NOTE: Reference to females and/or the usage of female pronouns is done throughout the contract for ease of writing. The substitution of male and/or male pronouns is appropriate in each circumstance in accordance with federal or state regulations.

NEGOTIATIONS AGREEMENT
between
THE BOARD OF EDUCATION
and
THE OFFICE STAFF ASSOCIATION
of
SOUTH HUNTINGTON UNION FREE SCHOOL DISTRICT

AGREEMENT, made this ____ day of October 2021, between the Board of Education, having its principal place of business at 60 Weston Street, Huntington Station, New York, as employer and the Office Staff Association of South Huntington Union Free School District, an organization having as its primary purpose the improvement of terms and conditions of employment of clerical employees of South Huntington Union Free School District.

WITNESSETH

WHEREAS, the Board of Education, South Huntington Union Free School District, has recognized the Association as the sole and exclusive bargaining representative for all clerical employees of South Huntington Union Free School District, except those removed from the bargaining unit as "confidential employees"* under the PERB definition of confidentiality; and

WHEREAS, THE Office Staff Association of South Huntington Union Free School District represents all clerical employees of the school district; and

WHEREAS, the Association was on the 6th day of December 1967, recognized by the Board of Education of South Huntington Union Free School District as the representative for the purpose of collective bargaining of the employees; and

WHEREAS, the Association has affirmed in writing that it does not assert the right to strike against the school district, to assist or participate in any such strike, or to impose an obligation to conduct, assist or participate in such strike; and

WHEREAS, the parties desire to enter into a collective bargaining agreement setting forth the amount of wages to be paid to the employees and the terms and conditions under which the employees work and perform their duties; and

* Individuals designated as confidential employees by mutual agreement are the Superintendent's Secretary (1), Board of Education Secretary (1), Secretary to Assistant Superintendent for Personnel and District Services (1), Assistant Superintendent for Business's Secretary (1), Secretary to the Assistant Superintendent for Instruction and Curriculum, Secretary to the Deputy Superintendent (or equivalent position if the title changes) or any other individual designated confidential by PERB.

WHEREAS, all the terms and conditions of employment of the clerical employees except those specifically set forth herein shall be subject and comply to the written expression of the Board set forth in rules, Board policies and former Handbook pertinent hereto in effect as of the date of this Agreement; and

WHEREAS, except where a provision of this Agreement supersedes an existing benefit or practice, no provision of this Agreement shall be construed so as to diminish the prior wages and terms and conditions of employment in effect on June 30, 1971, which have been officially sanctioned by the Board; and

WHEREAS, except as otherwise superseded by this Agreement, existing written Board personnel policies and written administrative regulations shall remain in effect;

NOW, THEREFORE, this Agreement shall not be amended during the term of this Agreement, unless all parties mutually agree thereto.

OFFICE STAFF ASSOCIATION
SOUTH HUNTINGTON UNION
FREE SCHOOL DISTRICT

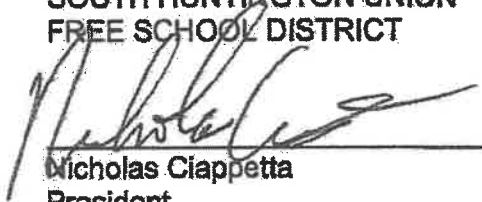


Susan Kiesel
Co-President



Karen Cruz-Carrillo
Co-President

BOARD OF EDUCATION
SOUTH HUNTINGTON UNION
FREE SCHOOL DISTRICT



Nicholas Ciappetta
President



Dr. Vito D'Elia
Superintendent of Schools

ARTICLE 1 WORK WEEK

The normal work week shall be thirty-five (35) hours per week, seven (7) hours per day, Monday through Friday. The work week covers the period from Sunday midnight to the following Sunday midnight.

The work day for 12-month employees for July and August through the second Thursday prior to Labor Day, and on days when schools are closed except for Superintendent's Conference Days, shall be six (6) hours exclusive of lunch. On Fridays during July and August through the Friday before Labor Day and when schools are closed for less than a full week the work day will consist of four and one-half (4½) hours of work. From September through June, when schools are closed for a full work week, the Friday work day shall be four (4) hours of work. The work day for July and August and when schools are closed shall start at 8 a.m.

Ten (10) month employees are not scheduled to work on days when schools are closed except Superintendent's Conference Day(s). The work year for the ten month employees shall extend from and include the full week (Monday through Friday) prior to Labor Day through the last day of June.

Clerical staff assigned to non-public schools shall work the calendar of the non-public school. In the event the work days are less than the work days for district staff, the non-public staff will be assigned additional days by the Superintendent or designee to equal district calendar work days.

ARTICLE 2 COMPENSATION FOR WORK WEEK

Clerical employees who work in excess of forty (40) hours per week will be paid time and one-half. The employee must have worked the forty (40) hours during the week to be eligible for the time and one-half payment except in the instance of an emergency closing due to weather conditions - such time shall be included in hours worked that week (holidays, sick leave, vacations, etc., paid time do not count as work time). However, with respect to overtime performed for the annual district budget vote(s), or in connection with kindergarten registration, the time and one-half overtime rate shall be paid after 35 hours per week. An employee obliged to work overtime on a Saturday, Sunday or holiday shall be assured of a minimum of four (4) hours work and shall be paid time and one-half for said work. However, the immediate supervisor must obtain prior approval of the Assistant Superintendent for Business for such overtime.

In the case of death of an employee, the beneficiary or estate shall be compensated for earned overtime.

If school is open on a day which was previously scheduled as closed, ten (10) month employees will be compensated at their regular daily rate of pay. *

ARTICLE 3 PAY DAYS

Pay days shall be every other Friday, except when the scheduled Friday pay day shall be on a school holiday or school closing. In such event, the pay day shall be on the last scheduled work day immediately preceding the otherwise scheduled pay day.

Ten (10) month full-time employees will have the option of having 22 or 26 checks. The option of 26 checks must be selected and Payroll advised prior to June 1 each year to be in effect for the following year. This selection must be made annually to continue.

ARTICLE 4 PAYROLL DEDUCTIONS

- A. All full-time and part-time employees may purchase through payroll deductions a minimum of one (1) savings bond per month in denominations listed below:

\$50.00 for one \$100 bond

- B. ~~Dues shall be deducted in ten equal monthly payments.~~
- C. Tax sheltered annuity payments are deducted in 20 or 24 payments. They are forwarded monthly to the designated carrier.
- D. Credit Union deductions shall be in 22 or 26 deductions. Credit union changes may be made at any time during the school year.
- E. Part-time employees shall be eligible for credit union deductions.
- F. Deductions shall be allowed for participation in the NYSUT Benefit Trust program.

ARTICLE 5 SCHOOL CALENDAR

The calendar, as adopted by the Board of Education, will be observed by the Office Staff employees. However, an employee shall have the option to work or take a vacation day on the day schools are closed and which is designated as a regular working day.

* This provision is only applicable to ten (10) month full-time employees who work any days in addition to the total number of days designated by the school calendar

The school calendar for the following year will be given to the Association as soon as the calendar or subsequent revisions have been adopted by the Board of Education.

One (1) representative of the Office Staff Association will be a member of the District's calendar development committee.

ARTICLE 6 JURY DUTY

Days will be granted to an employee for jury duty when such attendance is required by law. Such time is not to be deducted from sick leave or vacation time. Any remuneration received by an employee on a per diem basis for jury duty shall be refunded to the school district, excluding the mileage reimbursement for her transportation.

ARTICLE 7 PERSONNEL RECORDS

Any employee shall have the right to review all material placed in her individual folder upon written request twenty-four (24) hours in advance, with the exception of pre-employment references which shall be treated as confidential. No material questioning the performance of the employee will be placed in the employee's file unless she has had the opportunity to review it. Upon said review, the employee must sign the material as acknowledgment of review. The employee shall have the right to respond in writing to the material and to have copies of such material. Refusal or failure by the employee to sign said material shall not prevent the material from being placed in the personnel file.

ARTICLE 8 USE OF SUBSTITUTES

A substitute list will be established by the Administration for use in the event that an Office Staff Association member is absent.

ARTICLE 9 SECURITY

Another employee shall be present in a building whenever practicable within reasonable proximity to location where an Office Staff Association member is working.

ARTICLE 10 BENEFIT CHANGES

No existing fringe benefits (Health, Dental, Life, LTD1) shall be unilaterally changed.

**ARTICLE 11
ADMINISTRATIVE CLOSING OF SCHOOLS**

Twelve-month clerical employees will not be expected to work on snow days or emergency days when schools are designated as closed and teachers, students and ten-month clerical employees are not expected to be in attendance. The only exception to the procedure would be:

In those offices where the immediate supervisor determines that a critical work situation exists which makes the attendance of twelve-month employees essential on the snow or emergency day (e.g., preparation of payroll, reports with immediate deadlines, etc.). In these cases, the decision to call in these employees must have prior approval from the Superintendent's office. A school district vehicle will pick-up the employee(s) called in under these circumstances and transport them home at the end of the work period. It is further agreed that clerical employees who are called in on a snow or emergency day to perform critical work shall be compensated at the normal hourly rate for a minimum of 3 and 1/2 hours, in addition to their normal daily compensation.

If the Board of Education closes schools on a designated day (e.g., unused snow day) in the event that schools have not been closed due to emergencies, weather conditions, etc., during the school year, the Superintendent will determine whether the same day will be given the twelve-month employees or whether the offices will remain open and a day added to the vacation accrual of each employee who works. The determination of who works or not is the District's responsibility.

In the event that students are dismissed early because of weather conditions, the school clerical staff will be allowed to leave, where feasible, at the same time the teaching staff is dismissed. District office employees, where feasible, shall be allowed to leave after dismissal of the latest school to close.

**ARTICLE 12
STAFF REDUCTION PROCEDURES**

Civil Service rules and regulations shall be followed in the event of staff reductions.

Part-time Employees

Seniority, as a principle, shall govern in case of the necessity to reduce staff; provided, however, that the more senior employee who remains is capable of performing the then available work.

**ARTICLE 13
GRIEVANCE PROCEDURE**

It is the declared objective of the parties involved in this contract to encourage the prompt and informal resolution of employee complaints as they arise and to provide recourse to orderly procedures for the satisfactory adjustment of grievances in accordance with the following procedures.

- A. Definition of Grievance - A grievance shall mean any claimed violation, misinterpretation or inequitable application of the various provisions of this negotiated agreement.

- B. Should a grievance be claimed there shall be no suspension of work on the part of either party on account of such grievances, but an earnest effort shall be made to settle such differences immediately in the manner described in the following paragraphs:
 - 1. The aggrieved person shall present her grievance, in writing, within thirty (30) working days of the alleged contract violation, to her immediate supervisor, who shall discuss the matter with her and her representative if she so chooses. If, after initial discussions, the person wishes to be accompanied by a representative of the Office Staff Association, she may request and shall be granted such a meeting. The immediate supervisor shall render her determination in writing to the aggrieved person within three (3) school days after the grievance has been discussed by the parties concerned. If such grievance is not satisfactorily resolved at this stage, the aggrieved person may appeal in writing to the Superintendent within five (5) school days of receipt of the immediate supervisor's decision. The appeal shall set forth the nature of the grievance and alleged violation.

 - 2. The Superintendent, or his designee, shall meet with the aggrieved and her representative within five (5) school days of receipt of the appeal. The Superintendent shall have ten (10) school days from receipt of the appeal to render a written determination of his findings. If the grievance is not satisfactorily resolved at this stage, it may be forwarded to the next appropriate stage.

 - 3. The Superintendent, upon request, shall submit a written report to the Board of Education concerning the grievance and the decision he reached. The Board of Education will consider the grievance at a special meeting held within fifteen (15) days with the aggrieved and her representative and a report rendered within five (5) days after the meeting. Such action shall be final and binding.

ARTICLE 14 TRANSFERS

All bargaining unit vacancies will be posted electronically. An employee who will be affected by a transfer will be notified in writing of the basis for transfer as soon as practicable prior to the transfer and shall continue to receive all benefits. No employee will be assigned outside the scope of their classification without their consent. The transferred employee may meet with the Superintendent, or his designee, upon request, prior to the transfer.

An employee who temporarily performs the duties of, or is promoted to, a position in a higher paying classification, shall be compensated, beginning with the Monday following such transfer or promotion, at the rate of the higher classification at the step the employee attained in the lower classification.

An employee requesting a transfer, having applied for a posted position, will receive an interview for the position.

ARTICLE 15 PROBATIONARY PERIOD

For the first six (6) months of employment with the District, employees are considered to be in a probationary status. All employees shall be subject to the appropriate Civil Service probationary period. Promotions to higher classifications shall carry the applicable Civil Service probationary period.

ARTICLE 16 PART-TIME EMPLOYEES

All employees who are classified as Civil Service and who are employed for more than twenty (20) hours per week shall be paid proportional to the number of scheduled hours. All other part-time employees, classified under Civil Service or not, shall receive the hourly compensation as indicated in Article 30.

ARTICLE 17 COMPLETION OF PROMOTIONAL EXAMINATION

If the job so warrants and upon successful completion of a promotional examination, an increment shall be given to the employee following appointment through Civil Service. The increment will place the employee on the appropriate salary schedule at the same step to that from which the employee transfers, e.g., Steno on Step 5 promoted to Sr. Steno goes to Step 5.

Upon completion of a promotional examination and the employee's request in writing to upgrade the position, the Supervisor will inform the employee within the following thirty

B. Conditions

Sick leave is granted:

1. For self, when the employee is physically incapacitated and unable to work.
2. For family care, when the employee is required to provide necessary care for an ill or injured member of the immediate family, but only when the facts clearly justify the action. Immediate family for sick leave purposes is defined as the unit member's spouse, domestic partner, children, parents or other relatives living in the household.

C. Sick Leave Credits

Accumulation:

1. No sick leave payment is made during the first three (3) months of service.
2. Commencing with the fourth (4th) month of employment the full-time employee is credited with 1-1/2 days per month from the date of employment pro-rated through June 30. Thereafter, twelve-month employees are credited with an advance of eighteen (18) days per year effective July 1 and ten-month employees are advanced fifteen (15) days per year effective July 1. Upon termination, sick leave usage is reviewed for the period since July 1 to allow 1/2 days per month to date of termination. If the sick leave used is greater than the monthly accrual allowed, deductions will be made from the final check to compensate the District for the advanced sick leave.
3. Full-time employees may use and report sick leave in units of one-half (1/2) day.
4. Part-time employees will be granted ten (10) days of sick leave per year as follows with unlimited accumulation.

0 - 5 years service	-	7 days
6 + years service	-	10 days

D. Use of Credits

1. The Assistant Superintendent for Business may require such proof of illness or he may designate a physician to examine the employee at the expense of the School District.
2. Abuse or falsification of sick leave credits may be cause for disciplinary action.

E. Continuation of Credits

The School District may require an employee who has been absent because of personal illness, prior to and as a condition of her return to duty, to be examined at the expense of the District, by a physician designated by the Assistant Superintendent for Business, to establish that she is not disabled from the performance of her normal duties and that her return to duty will not jeopardize the health of others. When an employee is terminated, upon reemployment she begins a new sick leave accrual. When an employee is terminated due to a layoff and subsequently reemployed, her sick leave accrual will be restored. This rule shall not apply to part-time employees.

F. Doctor and Dentist Visits

Employees are expected, insofar as possible, to arrange for doctor or dentist appointments outside of normal working hours.

G. Termination

An employee is not paid for any sick leave credit unused at time of termination.

**ARTICLE 23
LEAVES**

1. Requests for unpaid leave days for up to fifteen (15) days may be granted by the Assistant Superintendent for Personnel upon submission of written request provided the leave does not seriously inconvenience the district nor disrupt the academic program. Requests for leave days to be used as vacations will not be considered when school is in session.

This absence will not be construed as an interruption of continuous service, and no other provision of this article apply thereto.

2. Child Bearing

Under normal circumstances, the use of accumulated paid sick leave after delivery shall be limited to six (6) calendar weeks. Extension of the use of such paid sick leave beyond the six (6) week period will be contingent on the recommendation of the attending physician with verification by the District physician, if requested by Administration.

3. Child Rearing

An unpaid child care leave of absence shall be granted for a period of six (6) months, which may be extended by the Board for up to twelve (12) months. Such

request will not be unnecessarily denied.

4. Medical Needs

Personal medical leave may be granted for a maximum of one (1) year, if medically necessary and upon documentation thereof.

5. Non-Medical

A leave of absence for non-medical needs of the individual may be granted for a maximum of six (6) months. A maximum of three such leaves may be granted during an individual's employment with the District.

6. All non-medical leaves require a thirty (30) day advance written request and approval by the Board of Education. The thirty (30) day notice will be waived if there are extenuating circumstances that prevented the employee from providing such notice. Written notification must be given to the Personnel Office at least fifteen (15) days prior to the end of the leave as to the individual's intent to return. A lack of such notice after the commencement of the fifteen (15) day period shall result in the termination of employment with the district, unless extenuating circumstances prevented the employee from providing such notice.

7. Where applicable, leaves will be granted in accordance with the Family Medical Leave Act.

8. An employee returning from leave may not be entitled to return to the same building, assignment or shift held at the time of the leave-taking. The District may require medical documentation certifying that the employee is fit to continue employment.

9. An employee on leave of absence accrues no sick leave credit or vacation credit.

10. An employee on leave may not engage in other employment without prior written approval.

ARTICLE 24 VACATIONS

Vacation Entitlements

Vacation time will be determined from the first business day of the month to the last business day of the month for all employees. Twelve (12) month employees shall be entitled to vacation days for the school year beginning July 1 after employment based on accrual of 1 and 1/4 days per full month of completed service (e.g., hired February 15 will accrue 1 and 1/4 days as of April 1). This accrual method is applicable only during the employee's first year of employment.

Completion of five (5) years continuous service on or before July 31 will entitle individual to 20 days vacation.

Completion of one (1) to four (4) years continuous service on or before July 31 will entitle individual to 15 days vacation.

Completion of one (1) year of service on or before July 1 by twelve (12) month part-time employees will entitle individual to six (6) days vacation. Vacation entitlement will be based on the starting date for full-time employment.

Twelve (12) month full-time employees with ten (10) years of service or more who have exhausted all allotted vacation leave may use up to two (2) sick days per year as vacation. These days may not be carried over to a subsequent school year.

Vacation Guidelines

1. Vacation requests are subject to approval of the employee's supervisor.
2. Under normal circumstances substitutes will not be employed for vacation coverage, making pre-planning of vacations a necessity.
3. The Administration will inform the officers of the Office Staff Association, at the earliest practicable time, of any possible impending vacation schedule changes.
4. No vacation schedule may exceed four (4) weeks.
5. Vacation cannot be granted in advance of its being earned, unless it is to the mutual benefit of the District and the employee.
6. A holiday falling within a vacation period shall not constitute a vacation day.
7. A full-time employee may not accrue vacation credits while working in an additional part-time or intermittent position. Vacation credits are earned in full-time position only.
8. Part-time (12 month) classified service employees on biweekly compensation will be granted vacation on a pro rata basis of time served.
9. Under normal conditions, employees must take all their vacation within a fiscal year (July 1 - June 30). Vacation days not used may be taken the following year provided the immediate supervisor and the Assistant Superintendent for Business have approved the employee's written request to do so. Unused vacation days will be paid to the employee if not scheduled for carry over.

10. Tentative vacation schedules must be approved first by the immediate supervisor (building principal or department head) then forwarded, no later than April 1, to the Business Office for final approval. Vacation schedules should not be changed without the approval of the individual and a justifiable need by the District. Circumstances of personal nature or conditions existing in the District beyond the control of the Board of Education or Administration may necessitate postponement of an employee's annual vacation.
11. Part of the annual vacation may be scheduled during the Christmas and spring recess or any other day school is not in session.
12. A. Accrual of vacation days continues:
 1. when on disability compensation.
 2. when on temporary military leave.
 3. during and after a change in position or status without a break in service.
 4. when under temporary authorization, limited term, or emergency appointment. This time may be counted as service under permanent appointment because continuity of service rather than status is the determining factor.
- B. Accrual of vacation days is discontinued:

during a leave of absence without pay, other than military leave.
13. Vacation pay is determined by the salary schedule in effect at the time of vacation.
14. No payment may be made for vacation days until said days have been earned.
15. Any clerical employee who is unable to take vacation time convenient to the Administration during the year in which the vacation is earned will be compensated in salary for each day of unused vacation time. However, prior to occurrence the employee must obtain the approval of the Assistant Superintendent for Business.
16. Vacation credits may be applied to the following special uses only after approval by the Assistant Superintendent for Business in response to a written request.
 - A. As sick leave when the balance of an employee's regular sick leave has been exhausted.

- B As sick leave prior to the commencement of a leave of absence without pay due to illness.
- C To charge off unauthorized absences, but only when extenuating circumstances exist.

17. Hospitalization During Vacation

If an employee is hospitalized by illness or injury while on vacation, her absence during hospitalization may be charged to sick leave and not vacation, upon approval of the Superintendent's office. The word "hospitalized" may be construed to mean confinement at a place other than a hospital if the confinement is due to an illness or injury serious enough normally to require hospitalization).

18. Ten (10) month clerical employees, having a minimum of one (1) full year of service in South Huntington, who are required or volunteer to transfer to twelve (12) month positions, shall receive vacation credits as follows:

- A. Those transferring between July and December 31 - two (2) weeks vacation credit during that fiscal year.
- B. Those transferring between January 1 and April 30 - one (1) week vacation credit during that fiscal year.
- C. Commencing with the next fiscal year after their transfer, vacation time will include 10 month service.

However, in the event the ten-month transfer to a twelve month position returns to a ten-month position within a calendar year of the vacation taken, such vacation pay will be returned to the District through payroll deductions over a period not to exceed six (6) months.

- 19. Full-time employees may use and report vacation time in units of one-half (1/2) day.
- 20. An employee will not be charged for a vacation day if there is a snow day on a scheduled vacation day,

21. Vacation Pay Upon Termination

- A. An employee will be paid for all accrued vacation days at a rate determined by the applicable salary schedule in effect at the time of termination.
- B. If termination of employment occurs as a result of the death or retirement of the employee, payment for all accrued vacation days will be made to the estate or beneficiary of the employee, or in the case of retirement, to the

employee. The rate will be determined by the applicable salary schedule in effect at the time of death or retirement.

ARTICLE 25 HOLIDAYS

Full-Time Employees

Twelve-month employees will be guaranteed thirteen (13) paid holidays. Designated holidays will be announced by June 1 each year after consultation with the Association.

Whenever a holiday falls on a Saturday, Sunday or a scheduled school day, it shall be rescheduled at the discretion of the Administration and the Office Staff Association.

If the day before Christmas Day and the day before New Year's Day fall on a work day, twelve-month employees shall be required to report to their respective buildings for a work period three and one-half (3.5) hours exclusive of lunch.

A holiday observed by the District occurring during an employee's authorized vacation will not be charged to vacation credit.

If a holiday occurs while an employee is absent on authorized sick leave, that day will not be charged as sick leave.

The closing of schools due to a snow day, in lieu of a snow day, or an early closing due to an administrative decision, is not considered a holiday as such.

Part-Time Employees

Part-time employees will receive paid holidays in accordance with the following schedule. Payment will be based on the employee's rate of pay and scheduled work hours per day.

6 paid holidays - (Thanksgiving, Christmas, New Year's, M.L. King, Memorial Day and Presidents Day)

ARTICLE 26 WORKERS' COMPENSATION

Employees are covered by Workers' Compensation as governed by the State of New York. For employees who are injured in the line of duty, this added protection provides for payment of medical expenses and for loss of time.

When personnel have time deducted from accumulated sick leave due to on-the-job

"Temporary Disability" and have been paid by the District for such time taken, all reimbursement received from Workers' Compensation for such disability must be returned to the school district. In such instances, sick leave credit will be made on a proportionate basis.

When a claim is made for "Permanent (partial or full) Disability" under Workers' Compensation, Social Security, Retirement Benefits, State Disability, private and/or School Financial Disability policies and payment is received, this money is to be retained by the claimant. On receipt of such payment for "Permanent (partial or full) Disability" the claimant will file a report of settlement with the Business Office.

ARTICLE 27 INSURANCE BENEFITS

Full-time twelve (12) and ten (10) month employees may participate in the following District benefit plans:

Health Insurance

1. Employees hired prior to July 1, 2012 shall pay fifteen (15%) percent of the premium cost of their health insurance whether individual or family coverage.

Employees hired on or after effective July 1, 2012 shall contribute twenty (20%) percent towards health insurance premiums.

2. Any employee who opts to cancel their health insurance policy will receive quarterly cash payments equal to 50% of the District's contribution for single or family premium. Such payment will commence with the first full quarter after such declaration.

Effective July 1, 2020, current unit members who declined health insurance coverage during the 2020/2021 school year and received a monetary benefit shall receive declination payments based on the current terms and conditions of this Article through June 30, 2023. Thereafter, the unit member's declination payment will be fixed at the 2022-2023 declination dollar amount, and the 50% formula shall no longer be in effect. If at any point a unit member who received a declination payment in 2020/2021 discontinues his or her declination of insurance, thus creating an interruption, and then subsequently seeks to receive the declination payment again, then he or she shall only be eligible to receive a declination payment at the rates set forth in the following paragraph.

Unit members hired prior to January 1, 2021 who did not opt out of health insurance coverage during the 2020/2021 school year, and any unit member hired on or after January 1, 2021 shall receive a declination payment at the following rates:

Family: \$3,000
Individual: \$1,000

3. Any employee who voluntarily switches to single coverage for health insurance when the employee is eligible for family coverage will receive the applicable declination amount (\$3,000/\$1000) set forth in Section 2 above.

4. Any employee who selects the opt out option shall have the right to re-enter the health insurance plan upon 90 days notice to the District.

5. Benefits for ten (10) month employees are contingent upon employment by the District through September 30 (except for health issues), otherwise reimbursement may be sought.

6. Upon retirement the District shall contribute 60% of the cost for health insurance premium, and the employee shall contribute 40%.

7. The District, in its sole discretion, may offer an optional alternative health insurance plan and/or health savings account program to unit members eligible for health insurance. Participation in the alternate plan in lieu of the health insurance plan offered by NYSHIP shall be voluntary, at the unit member's election. The District, at its discretion, may also choose to provide an incentive program. The District shall consult with the Association prior to implementing any optional alternatives. Unit members' contribution rates shall not exceed the percentage premium contribution rates paid by unit members under the NYSHIP plan.

8. Unit Members not eligible for Health Insurance. The District, in its sole discretion, may offer unit members not eligible for health insurance pursuant to the parties' collective bargaining agreement health insurance coverage. The selection of a health care plan, its benefits and provisions, contribution levels and the choice of a provider shall be at the District's sole discretion. If a unit member currently ineligible for the District's health insurance enrolls in this alternate health insurance plan and subsequently becomes eligible for the District's health insurance pursuant to current Article 27, this employee may enroll in the District's health insurance pursuant to current Article 27 and subject to NYSHIP rules.

Dental Insurance

The District agrees to continue 100% payment for individual and family dental insurance for all employees. The dental insurance plan shall be the same as in effect for the teachers.

Life Insurance

The District agrees to continue 100% payment for employee life insurance coverage

(see schedule below) for all employees on the payroll as of January 16, 1980.

For employees hired after January 16, 1980, the District will pay the annual premium for life insurance coverage up to a maximum of the rate listed below. Any amount in excess of this listed annual premium rate will be paid by the employee as a biweekly deduction.

\$3.54/\$1,000 per year (includes AD & D)

<u>Annual Salary</u>	<u>Basic Life Insurance</u>	<u>AD & D</u>
Less than \$ 5,000	2,000	2,000
5,000 less than 7,500	3,000	3,000
7,500 " " 10,000	5,000	5,000
10,000 " " 12,500	8,000	8,000
12,500 " " 15,000	10,000	10,000
15,000 to 19,999	12,000	
20,000 to 29,999	12,500	
30,000 to 39,999	17,500	
40,000 and over	\$30,000	

A supplemental life insurance plan is optional and the cost is assumed by the employee. Employees shall be eligible to enroll in this option at the time of hire or between September 1st and October 1st of each school year.

Long Term Disability Insurance

The District agrees to continue 100% payment for employee long term disability insurance coverage for all employees.

Change of Carriers

The District shall have the right to change insurance carriers, including self-insurance, as long as the benefits in existence at the time of the change do not decrease for the duration of the contract.

Flexible Benefits Program

Full-time employees may participate in the program.

Excess Major Medical Coverage

Unit members shall have the option of electing excess major medical coverage at one hundred (100%) percent cost to the employee.

ARTICLE 28
TERMINAL PAY BENEFIT

An employee who indicates her intention to retire under the New York State Employees' Retirement System, or whose retirement is mandatory under such system, shall have the option, upon retirement, to have compensation for vacation time, overtime, and pass time forwarded to address submitted each payroll period rather than in one lump sum on the date of retirement.

Office Staff members are eligible for terminal leave pay upon retirement if they have completed a minimum of fifteen (15) continuous years of service in South Huntington and have advised the District in writing by April 1 or three (3) months in advance of their pending retirement, under the New York State Retirement System. A letter of resignation must be submitted with the retirement notice.

Terminal pay shall be calculated on the basis of the following formula:

The employee's accumulated sick leave as of the end of the school year in which she retires, up to a maximum of 200 days, times fifty percent (50%), times the daily rate of pay.

~~Notwithstanding the foregoing, employees who retire during the 2020/2021 school year shall receive terminal leave based upon a seventy (70%) percent rate; and employees who retire during the 2021/2022 school year shall receive terminal leave based upon a sixty (60%) percent rate, up to a maximum of 200 days. Thereafter, the percentage rate shall revert back to a fifty (50%) percent rate.~~

All payments shall be made in the form of non-elective employer §403(b) contributions.

ARTICLE 29
TRAVEL - IN DISTRICT

Individuals who are authorized to receive travel allowance will be reimbursed in one lump sum at year end at the following rate: \$230 per year.

ARTICLE 30
SALARY SCHEDULES

- A. Salary schedules shall be as indicated on Appendices A1 - A3 in accordance with the following:
1. 2020/2021: The salary schedules shall be increased by 1.25% (effective January 1, 2021).

2021/2022: The salary schedules shall be increased by 1.25% (effective July 1, 2021) .

2022/2023: The salary schedules shall be increased by 1.75% (effective July 1, 2022).

Regular increment shall be provided for each year of the agreement.

2. The percentage increases set forth above shall apply to the part-time employees.
 3. A 13-step salary schedule shall be in effect for employees hired with a start date of July 1, 2012 and thereafter. For such employees, steps 7 and 8 shall be the same, steps 9 and 10 shall be the same, and steps 11 and 12 shall be the same.
- B. After ten (10) years of service in South Huntington, an employee will be paid an additional one thousand one hundred fifty (\$1,150) dollars annually above the basic salary. Such amount shall increase to \$1,225 effective July 1, 2021.
- C. After fifteen (15) years of service in South Huntington an employee will be paid an additional one thousand six hundred fifty(\$1,650) dollars annually above the base salary. This total of \$1,650 dollars includes the longevity amount paid for ten (10) years of service (see B above). Such amount shall increase to \$1,725 effective July 1, 2021.
- D. After twenty (20) years of service in South Huntington an employee will be paid an additional two thousand one hundred fifty (\$2,150) dollars annually above the base salary. This total of \$2,150 dollars includes longevity amounts paid for ten (10) and fifteen (15) years of service (see B and C above). Such amount shall increase to \$2,225 effective July 1, 2021.
- E. After twenty-five (25) years of service in South Huntington, an employee will be paid an additional two thousand six hundred fifty (\$2,650) dollars annually above the base salary. This total of \$2,650 dollars includes the longevity amounts paid for ten (10), fifteen (15), and twenty (20) years of service (see B, C, and D above). Such amount shall increase to \$2,725 effective July 1, 2021.

- F. Payment of the "longevity amount" in B, C, D, and E above is based on full time employment (interrupted service included) pro-rated from the first of the month in which the anniversary date occurs to the following June 30. The total amount of the longevity payment shall be paid as a separate check on the last pay day in June.
- G. Effective July 1, 2021, part-time employees shall receive a longevity payment equal to one (1%) percent of their hourly rate after serving ten (10) years in the District.
- H. Hourly employees will receive the following rates of compensation:

Effective January 1, 2021	Effective July 1, 2021	Effective July 1, 2022
\$20.42	\$20.68	\$20.93

When hourly employees are assigned to "fill-in" for a full-time employee, the hourly rate of pay will increase by \$1.00/hour for 5-30 days, retro to day 1 and \$2.00/hour for 31-60 days. Such fill-in days are not accumulative.

- I. The work year for the ten month employees shall extend from and include the full week (Monday through Friday) prior to Labor Day through the last day of June. Additional compensation will be paid for any work performed in July and August. Superintendent's Conference Days are regular work days for ten month employees. In addition, the Computer Laboratory Assistant will work an additional one week in August, at a per-diem rate of pay, as determined by the District. The District will notify the Computer Laboratory Assistant in writing no later than June 15 which week in August they are expected to work. If the Computer Laboratory Assistant is not notified by June 15, the Computer Laboratory Assistant will not be required to work this additional work week.
- J. New employees may be given credit for prior experience up to a maximum of three (3) years. Such prior credit will be dependent on several factors, type of experience, present employee's salaries, etc., and shall not be automatic.
- K. Employees hired on or after February 1, will maintain the same step on the salary schedule for the next fiscal year. Upon the adoption of a new salary schedule for the next fiscal year, those employees hired on or after February 1 will be transferred to the same step on the new schedule at that rate of pay.
- L. The Board of Education may, upon recommendation of the Administration, withhold automatic increments, or hold an employee on step, or both, within the provisions of the laws of the State of New York.

All employees who have been on maximum step for one year or more shall be paid on the last payroll period in the following June, the lump sum of one percent (1%) of the salary then in effect. (For example, an employee on Step 8 on July 1, 1996 who has been on Step 8 since July 1, 1994 (or earlier) shall receive in June of 1996, the lump sum of 1% of the Step salary in effect on June 15, 1996).

- M. Part-time employees whose assignment becomes full-time will be placed on Step 1, not Step A, subject to Civil Service approval.
- N. All unit members shall receive compensation payments in the form of direct deposit.

**ARTICLE 31
ASSOCIATION RIGHTS**

- 1. The President or Co-Presidents, as applicable, of the Association shall receive a tentative agenda of the School Board meetings.
- 2. Upon request, the Association shall be given consideration for an early place on the agenda.
- 3. The Association shall have the right to use school buildings for meetings provided that such use does not interfere with the school program.

**ARTICLE 32
LABOR MANAGEMENT COMMITTEE**

A Labor/Management Committee consisting of three (3) representatives from each party shall be formed and meet as requested by either party for the purpose of discussing matters of mutual concern and interest. Decisions and/or actions of the committee are not subject to grievance or litigation and shall be by consensus of the full committee.

**ARTICLE 33
SICK LEAVE BANK**

The District and Association have developed a voluntary sick leave plan for all 10 and 12 month full-time members. Members opting to contribute and to participate shall contribute one (1) sick day per year. After ten (10) consecutive years of contributions, members become vested and are not required to contribute additional days unless the Sick Bank balance falls below 500 days. Rules and regulations shall include the following:

- 1) Only contributors to the Sick Leave Bank are eligible to apply for such assistance.
- 2) A cap on the maximum of days to any one individual (sixty [60] days).
- 3) Medical certification by the applicant's physician.

The Sick Leave Bank has been implemented in the District.

A member who is absent from their responsibilities due to a medically certifiable illness or injury resulting in a temporary disability shall be eligible to apply for assistance

from the Sick Leave Bank after they have exhausted their own sick leave accumulation.

In order to be eligible for participation in this Sick Leave Bank plan, a member will be required to provide medical certification from their own physician. If approved, the member may be granted not more than sixty (60) work days in any situation from a bank which will be established by irrevocable voluntary contributions from staff of one (1) sick day per year per donating member.

This initial determination would not preclude the individual from reapplying to the Sick Bank for additional days under extenuating circumstances which the committee in its discretion may grant.

Members who have exhausted all of their sick leave accumulation will be eligible to apply for the Sick Bank plan if they comply with the following procedures:

A. the member shall submit an application to the Superintendent accompanied by medical certification from their own physician. The Superintendent or his/her designee will contact the President of the Association prior to processing the application.

B. Periodic verification of the continued illness or disability may be required by the District from the member's physician.

C. The application and the medical certification shall be reviewed by a committee consisting of three (3) representatives of the Association and three (3) representatives of the District, appointed by the Superintendent of Schools and the Co-Presidents of the Association each year to administer the Sick Leave Bank.

D. The committee shall make a determination as to the eligibility of the applicant to receive sixty (60) days of sick time and any extension from the bank. A majority vote of the committee shall constitute approval of the request.

E. No sick leave may be used any time during the months of July and August for 10-month employees.

F. The Sick Bank may not grant any sick time to any member for any disability or illness which may have resulted from a job-related injury which claim has been filed and approved under the New York State Workers' Compensation regulations.

G. Any unused sick time as may be accumulated in the Sick Leave Bank shall be carried over into the subsequent school year.

H. Days donated to the Sick Bank shall not be included in any retirement reimbursement program.

I. Contributions to the Sick Bank shall be made through the Office of Personnel during the life of the agreement. The Personnel Office will canvas the members of the staff in order to determine the number of members willing to contribute a day of their sick time to

the sick bank. This process will be completed by returning a signed form to the Personnel Office from each individual authorizing the sick time to be deducted from their accumulated sick leave. Requests for donations to the Bank shall be made only once each year in June. During the balance of the year, no donations will be accepted.

**ARTICLE 34
GENERAL OBLIGATION OF THE ASSOCIATION**

The Association obligates itself for its members and for all clerical employees of the school District for whom it is the recognized bargaining representative, that it and each of such members and employees will faithfully perform all the terms and conditions of this Agreement on their respective parts to be performed, and same shall be applicable from July 1, 2020 through June 30, 2023, the term of this Agreement.

**ARTICLE 35
SAVINGS PROVISIONS**

If any provision of this Agreement or any application of this Agreement shall be found 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.

OFFICE STAFF ASSOCIATION											
Salary Schedule for 2020 - 2021: Move Step, 0% increase											
	PRIN					*10 MO		OFFICE ASST	*10 MO		
	OFFICE					SENIOR	SENIOR	BILINGUAL/	OFFICE		
	ASST.					OFFICE	OFFICE	OFFICE ASST	ASST.		
						ASST.	ASST.				
	PRIN			ACCT					*10 MO		
	CLERK		12 MO	CLERK				CLK TYP/	CLK TYP/		
	TYPIST/	*10 MO	SENIOR	TYPIST/	STENO/	*10 MO		BILINGUAL	COMPUT		
	PRIN	SENIOR	SENIOR	ACCT	ACCT	SR CLK	SR CLK	DP	LAB	12 MO	
STEP	STENO	STENO	STENO	CLERK	CLERK	TYPIST	TYPIST/	OPER	12 MO	ASST	CLERK
A	50,871	47,623	40,040	49,241	46,287	44,964	37,538	43,209	41,807	34,885	40,183
B	51,714	48,451	40,746	50,082	47,130	45,810	38,389	44,056	42,649	35,737	41,028
1	52,559	49,294	41,459	50,927	47,975	46,653	39,239	44,900	43,495	36,588	41,871
2	55,059	51,755	43,525	53,407	50,348	48,940	41,168	47,180	45,602	38,357	44,192
3	57,710	54,208	45,591	55,959	52,723	51,237	43,098	49,657	47,880	40,277	46,505
4	60,572	57,024	47,959	58,799	55,268	53,520	45,020	51,930	50,356	42,355	49,032
5	63,617	59,840	50,327	61,729	57,821	55,801	46,939	54,049	53,057	44,634	51,741
6	66,748	63,189	53,141	64,968	61,126	59,069	49,690	56,738	55,754	46,906	54,458
7	70,577	66,065	55,565	68,322	64,000	61,934	52,100	59,423	58,406	49,133	57,125
8	74,401	68,941	57,981	71,672	66,867	64,795	54,504	62,063	60,978	51,315	59,732
* 10 Month's position, September 1 - June 30 plus full week prior to Labor Day paid based on total number of days designated by the school calendar.											
PLEASE NOTE: NEW CIVIL SERVICE TITLE: 'OFFICE ASST.' REPLACES 'CLERK TYPIST' TITLES											

OFFICE STAFF ASSOCIATION											
Salary Schedule for 2020 - 2021: Stay on Step - Mid-Year Increase eff 1/1/2021- 1.25% increase											
	PRIN					*10 MO		OFFICE ASST	*10 MO		
	OFFICE					SENIOR	SENIOR	BILINGUAL/	OFFICE		
	ASST.					OFFICE	OFFICE	OFFICE ASST	ASST.		
						ASST.	ASST.				
	PRIN			ACCT					*10 MO		
	CLERK		12 MO	CLERK				CLK TYP/	CLK TYP/		
	TYPIST/	*10 MO	SENIOR	TYPIST/	STENO/	*10 MO		BILINGUAL	COMPUT		
	PRIN	SENIOR	SENIOR	ACCT	ACCT	SR CLK	SR CLK	DP	LAB	12 MO	
STEP	STENO	STENO	STENO	CLERK	CLERK	TYPIST	TYPIST/	OPER	12 MO	ASST	CLERK
A	51,507	48,218	40,541	49,857	46,866	45,526	38,007	43,749	42,330	35,321	40,685
B	52,360	49,057	41,255	50,708	47,719	46,383	38,869	44,606	43,182	36,184	41,541
1	53,216	49,910	41,977	51,564	48,575	47,236	39,729	45,461	44,039	37,045	42,394
2	55,747	52,402	44,069	54,075	50,977	49,552	41,683	47,770	46,172	38,836	44,744
3	58,431	54,886	46,161	56,658	53,382	51,877	43,637	50,278	48,479	40,780	47,086
4	61,329	57,737	48,558	59,584	55,959	54,189	45,583	52,579	50,985	42,884	49,645
5	64,412	60,588	50,956	62,501	58,544	56,499	47,526	54,725	53,720	45,192	52,388
6	67,582	63,979	53,805	65,780	61,890	59,807	50,311	57,448	56,451	47,492	55,139
7	71,459	66,891	56,260	69,176	64,800	62,708	52,751	60,165	59,136	49,747	57,839
8	75,331	69,803	58,706	72,568	67,703	65,605	55,185	62,838	61,740	51,956	60,479
* 10 Month's position, September 1 - June 30 plus full week prior to Labor Day paid based on total number of days designated by the school calendar.											
PLEASE NOTE: NEW CIVIL SERVICE TITLE: 'OFFICE ASST.' REPLACES 'CLERK TYPIST' TITLES											

OFFICE STAFF ASSOCIATION												
Salary Schedule for 2020 - 2021: Move Step - 0% increase												
FOR NEW HIRES - HIRED ON OR AFTER JULY 1, 2012												
	PRIN						*10 MO		OFFICE ASST	*10 MO		
	OFFICE					SENIOR	SENIOR		BILINGUAL/	OFFICE		
	ASST.					OFFICE	OFFICE		OFFICE ASST.	ASST.		
						ASST.	ASST.		12 MO			
	PRIN			ACCT						*10 MO		
	CLERK		12 MO	CLERK					CLK TYP/	CLK TYP/		
	TYPIST/	*10 MO	SENIOR	TYPIST/	STENO/	*10 MO			BILINGUAL	COMPUT		
	PRIN	SENIOR	SENIOR	ACCT	ACCT	SR-CLK	SR-CLK	DP	CLK TYP/	LAB	12 MO	
STEP	STENO	STENO	STENO	CLERK	CLERK	TYPIST	TYPIST/	OPER	12 MO	ASST	CLERK	
1	50,871	47,623	40,040	49,241	46,287	44,964	37,538	43,209	41,807	34,885	40,183	
2	51,714	48,451	40,746	50,082	47,130	45,810	38,389	44,056	42,649	35,737	41,028	
3	52,559	49,294	41,459	50,927	47,975	46,653	39,239	44,900	43,495	36,588	41,871	
4	55,059	51,755	43,525	53,407	50,348	48,940	41,168	47,180	45,602	38,357	44,192	
5	57,710	54,208	45,591	55,959	52,723	51,237	43,098	49,657	47,880	40,277	46,505	
6	60,572	57,024	47,959	58,799	55,268	53,520	45,020	51,930	50,356	42,355	49,032	
7	63,617	59,840	50,327	61,729	57,821	55,801	46,939	54,049	53,057	44,634	51,741	
8	63,617	59,840	50,327	61,729	57,821	55,801	46,939	54,049	53,057	44,634	51,741	
9	66,748	63,189	53,141	64,968	61,126	59,069	49,690	56,738	55,754	46,906	54,458	
10	66,748	63,189	53,141	64,968	61,126	59,069	49,690	56,738	55,754	46,906	54,458	
11	70,577	66,065	55,565	68,322	64,000	61,934	52,100	59,423	58,406	49,133	57,125	
12	70,577	66,065	55,565	68,322	64,000	61,934	52,100	59,423	58,406	49,133	57,125	
13	74,401	68,941	57,981	71,672	66,867	64,795	54,504	62,063	60,978	51,315	59,732	
				* 10 Month's position, September 1 - June 30 plus full								
				week prior to Labor Day paid based on total number of days								
				designated by the school calendar.								

OFFICE STAFF ASSOCIATION											
Salary Schedule for 2020 - 2021: Stay on Step - Mid Year Increase eff 1/1/2021 1.25%											
FOR NEW HIRES - HIRED ON OR AFTER JULY 1, 2012											
	PRIN						*10 MO		OFFICE ASST	*10 MO	
	OFFICE					SENIOR	SENIOR		BILINGUAL/	OFFICE	
	ASST.					OFFICE	OFFICE		OFFICE ASST.	ASST.	
						ASST.	ASST.		12 MO		
	PRIN				ACCT						*10 MO
	CLERK		12 MO	CLERK					CLK TYP/	CLK TYP/	
	TYPIST/	*10 MO	SENIOR	TYPIST/	STENO/	*10 MO			BILINGUAL	COMPUT	
	PRIN	SENIOR	SENIOR	ACCT	ACCT	SR CLK	SR-CLK	DP	CLK TYP/	LAB	12 MO
STEP	STENO	STENO	STENO	CLERK	CLERK	TYPIST	TYPIST/	OPER	12 MO	ASST	CLERK
1	51,507	48,218	40,541	49,857	46,866	45,526	38,007	43,749	42,330	35,321	40,685
2	52,360	49,057	41,255	50,708	47,719	46,383	38,869	44,606	43,182	36,184	41,541
3	53,216	49,910	41,977	51,564	48,575	47,236	39,729	45,461	44,039	37,045	42,394
4	55,747	52,402	44,069	54,075	50,977	49,552	41,683	47,770	46,172	38,836	44,744
5	58,431	54,886	46,161	56,658	53,382	51,877	43,637	50,278	48,479	40,780	47,086
6	61,329	57,737	48,558	59,534	55,959	54,189	45,583	52,579	50,985	42,884	49,645
7	64,412	60,588	50,956	62,501	58,544	56,499	47,526	54,725	53,720	45,192	52,388
8	64,412	60,588	50,956	62,501	58,544	56,499	47,526	54,725	53,720	45,192	52,388
9	67,582	63,979	53,805	65,780	61,890	59,807	50,311	57,448	56,451	47,492	55,139
10	67,582	63,979	53,805	65,780	61,890	59,807	50,311	57,448	56,451	47,492	55,139
11	71,459	66,891	56,260	69,176	64,800	62,708	52,751	60,165	59,136	49,747	57,839
12	71,459	66,891	56,260	69,176	64,800	62,708	52,751	60,165	59,136	49,747	57,839
13	75,331	69,803	58,706	72,568	67,703	65,605	55,185	62,838	61,740	51,956	60,479
* 10 Month's position, September 1 - June 30 plus full week prior to Labor Day paid based on total number of days designated by the school calendar.											
PLEASE NOTE: NEW CIVIL SERVICE TITLE: 'OFFICE ASST.' REPLACES 'CLERK TYPIST' TITLES											

OFFICE STAFF ASSOCIATION											
Salary Schedule for 2022 - 2023: Move Step - 1.75% increase											
FOR NEW HIRES - HIRED ON OR AFTER JULY 1, 2012											
	PRIN						*10 MO		OFFICE ASST	*10 MO	
	OFFICE					SENIOR	SENIOR		BILINGUAL/	OFFICE	
	ASST.					OFFICE	OFFICE		OFFICE ASST.	ASST.	
						ASST.	ASST.		12 MO		
	PRIN			ACCT						*10 MO	
	CLERK		12 MO	CLERK					CLK TYP/	CLK TYP/	
	TYPIST/	*10 MO	SENIOR	TYPIST/	STENO/	*10 MO			BILINGUAL	COMPUT	
	PRIN	SENIOR	SENIOR	ACCT	ACCT	SR CLK	SR CLK	DP	CLK TYP/	LAB	12 MO
STEP	STENO	STENO	STENO	CLERK	CLERK	TYPIST	TYPIST/	OPER	12-MO	ASST	CLERK
1	53,063	49,675	41,766	51,363	48,282	46,902	39,156	45,071	43,609	36,388	41,915
2	53,943	50,539	42,502	52,240	49,161	47,784	40,043	45,954	44,487	37,277	42,796
3	54,824	51,418	43,246	53,122	50,043	48,664	40,930	46,835	45,369	38,165	43,675
4	57,432	53,985	45,401	55,709	52,518	51,049	42,942	49,213	47,567	40,010	46,097
5	60,197	56,544	47,556	58,371	54,995	53,445	44,955	51,797	49,943	42,013	48,509
6	63,182	59,482	50,026	61,333	57,650	55,827	46,960	54,168	52,526	44,180	51,145
7	66,359	62,419	52,496	64,389	60,313	58,206	48,962	56,378	55,344	46,558	53,971
8	66,359	62,419	52,496	64,389	60,313	58,206	48,962	56,378	55,344	46,558	53,971
9	69,625	65,912	55,431	67,768	63,760	61,615	51,831	59,184	58,157	48,927	56,805
10	69,625	65,912	55,431	67,768	63,760	61,615	51,831	59,184	58,157	48,927	56,805
11	73,619	68,912	57,960	71,266	66,758	64,603	54,345	61,983	60,923	51,250	59,587
12	73,619	68,912	57,960	71,266	66,758	64,603	54,345	61,983	60,923	51,250	59,587
13	77,607	71,912	60,480	74,761	69,749	67,587	56,853	64,737	63,606	53,526	62,306
* 10 Month's position, September 1 - June 30 plus full week prior to Labor Day paid based on total number of days designated by the school calendar.											
PLEASE NOTE: NEW CIVIL SERVICE TITLE: 'OFFICE ASST' REPLACES 'CLERK TYPIST' TITLES											

Hourly Employees will receive the following rates of compensation:			
Effective	Effective	Effective	Effective
July 1, 2020	January 1, 2021	July 1, 2021	July 1, 2022
\$20.17	\$20.42	\$20.68	\$21.04

APPENDIX B

GUIDELINES FOR BUSINESS DAYS

GROUP A: Activities for which business days will be granted:

1. Child's departure for and arrival from overseas military service
2. House Closing
3. Compulsory court attendance
4. Business with Bureau of Internal Revenue when requested to appear
5. Religious Observances
6. IEP Meetings
7. Wedding of a Child (day of the wedding only)

GROUP B: Activities for which business days will need justification:

1. Transporting children to and from college at the beginning or end of an academic semester
2. Attend graduation of children in college or academy
3. Conference with attorney
4. Moving (one day only)
5. Child's confirmation or communion

GROUP C: Emergency situation for which business day will be granted:

Disaster threatening safety of house or occupants. Examples: fire, fuel or water leaks due to frozen or broken pipes. Repairs after safety measures have been instituted are not covered by business day. Also covered are emergencies due to car accidents or mechanical failure while en route to work, when common carriers or other transportation was clearly unavailable.

