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ARTICLE 1

RECOGNITION

Section 1 - CSEA Sole Representative

A. The Burnt Hills-Ballston Lake Central School Board of Education, hereinafter referred to as the "District or "Board of Education", recognizes the Civil Service Employees Association, Inc., Local 1,000 American Federation of State, County and Municipal Employees Union, AFL-CIO, for the Burnt Hills-Ballston Lake CSD Unit of the Schenectady County Local 886 hereinafter referred to as the "Unit", "Union" or "CSEA" as the sole and exclusive representative for all employees whose titles are covered by this agreement for the purpose of collective negotiations to determine compensation benefits and other terms and conditions of employment, and the administration of grievances.

B. The District agrees that all positions within the bargaining unit, as listed in Appendix C, shall remain within the unit until such time as mutual negotiations or a PERB finding may alter them.

Section 2 - No Strike Certification as Mandated by Law

The Unit affirms that it does not assert the right to strike against the District, and the Union shall not cause, instigate, encourage or condone a strike.

Section 3 - Permission to Fulfill Obligations

A. The Unit shall have available as necessary a total of 210 hours per year for Union business during a non-negotiating year and 240 hours during a negotiating year free from regular duties to fulfill contract obligations. The President of the Unit or designee shall decide by whom the time will be used and will transmit such information to the Assistant Superintendent for Support Services or designee. In each instance the immediate supervisor shall be notified and approved such absence.

B. It shall be understood that these obligations have as their purpose the maintenance of harmonious and cooperative relations between the District and the employees and the uninterrupted operation of government.

C. The Unit shall have use of the facilities and equipment of the school district to hold meetings and copy materials for its members.

Section 4 - 10 or 12 Month Employment

Employment within the CSEA bargaining unit will be for a 12-month annual period or for a lesser number of days as stipulated at the time of employment.

A. 12-month employees will work 5 days per week for a 52-week work year less holidays and vacation entitlement as defined elsewhere in this agreement. Salary calculations will be based on a 261 day work year.

B. Other employees will be classified as 10-month employees and will be scheduled the number of days indicated in Appendix C. Compensation for actual time worked beyond the BHBL District calendar will be paid after the hours are submitted.

For purposes of this agreement, in no way shall extra work outside the school year for ten (10) month employees constitute twelve (12) month employment status.

ARTICLE 2

RECIPROCAL RIGHTS

Section 1 - Fair Administration

The Board of Education shall so administer its obligations under this contract in a manner which will be fair and impartial to all employees and shall not discriminate against any employee by reason of sex, nationality, race, creed, marital status or disability. In addition, the Board shall observe all the conditions imposed by Article 14 of the New York State Civil Service Law, as amended.

Section 2 - Right to Communicate

The Union shall have the right to post notices and other communications on exclusive CSEA bulletin boards, maintained by the Unit on the premises and facilities of the Employer.

Section 3 - List of Employees

The District agrees to furnish the CSEA Unit President on or before October 1st of each year of the current contract, a complete listing of the names, present job titles, and work location within the District of all current unit employees.

ARTICLE 3

EMPLOYMENT CONDITIONS

Section 1 - Filling and Changing Positions

A. Posting of positions

For purposes of this section work days shall be work days on the twelve (12) month calendar. The Human Resource Director shall forward to a designated CSEA official in each building, postings for CSEA bulletin boards and post on the staff intranet, all new openings, vacancies and promotional opportunities. The postings on CSEA bulletin boards will be for a minimum of ten (10) work days prior to being filled. Such postings shall include job title, location/building, number of hours per work day, number of work days per year, shift if other than Monday through Friday or day shift, and the duties and responsibilities required.

For positions posted which are the result of another employee receiving either an increase in hours or promotion within the same job classification or department, there will be a five (5) work day posting period.

B. Selection process

The District and Union recognize the value of filling all open, vacant and promotional opportunity positions with the best qualified personnel available. The District and Union also recognize that a consistent, fair and objective procedure should be followed with respect to candidate interviews and filling such positions: Based on these mutually agreed upon principles, the parties hereby agree as follows:

i. Interview committees convened for purposes of filling full time (4 hour/day or more) open, vacant and promotional opportunity positions (excluding Bus Drivers) shall consist of both District and CSEA representatives. The committee shall include at least two (2) CSEA members assigned by the Unit President or designee. The District and CSEA shall have equal members on the committee, not including the District Chair. All members of the committee shall be voting members, but with the intent that committee action achieve consensus whenever possible. The committee shall use as part of its interview and evaluation process, the support staff performance evaluation. The committee will also be authorized to consider other factors such as attendance records, any disciplinary record and other facts or circumstances that the committee shall deem appropriate in making its evaluation and recommendation.

ii. In processing the application for open positions referenced above, employees who apply will be interviewed. Following the completion of all interviews and committee review, a recommendation will be made as to the most qualified candidate to fill the open position as follows:

1. The committee will be polled for consensus. If consensus is achieved, the candidate will be recommended for appointment.

2. If consensus is not achieved, the committee will vote by majority rule to determine if candidates are relatively equal in qualifications. If they are determined to be relatively equal, the most senior employee will be recommended for appointment.

3. If candidates are not determined to be relatively equal, the chair shall conduct a vote and

4. If a super majority cannot be achieved, the more senior candidate will be recommended for appointment.

iii. The decision of the committee following the procedures set forth in this provision shall be binding upon the District and CSEA. There shall be no grievance or arbitration of any committee decision other than a challenge to a procedural defect during the decision process. Following the selection process defined herein, the Chairman of the committee shall collect all member evaluation data and retain it for a period of one year following the committee recommendation.

Section 2 - Layoff and Recall Procedures

A. In all cases of layoffs, a reduction of forces and re-employment the employer shall go strictly by seniority as follows:

1. Non-competitive or Labor Class classification: Seniority begins with the first day of employment as a permanent employee, not as a substitute, provisional, temporary, or per diem employee, following the procedures specified in sub-section D of this section.

First day of employment refers to the first day worked as a regular employee.

2. Competitive classification: Seniority in competitive job classifications is based on the first day of permanent appointment as specified by the Civil Service Commission. Retention rights in a competitive job classification are according to seniority lists provided by the Schenectady County Civil Service Commission and as specified by Civil Service Law.

B. The President of the Unit or a designee shall be informed prior to any and all anticipated layoffs.

C.

1. In the event of reduction of forces in a competitive Civil Service job classification the employee who has the least job seniority on the seniority lists provided by the Schenectady County Civil Service Commission shall be removed from the job first.
2. If the employee working in a competitive Civil Service job classification has held a permanent appointment in another job classification, said employee will have the bumping rights specified in Civil Service Law.
3. In the event of a reduction in force in a non-competitive or labor class classification, the reduction shall be accomplished by job classification. The employees having the least District-wide service currently encumbering said classification shall be reduced (laid off) first. For the purpose of this section, service shall mean time served in the job classification where the reduction is to be made.

It is the District's responsibility to develop a tentative seniority list annually by March 10. The seniority list will be provided to the Unit President and designated building representatives who will, prior to April 10, point out any errors the President thinks exist in the District's seniority list. A labor/management meeting will be held prior to April 10 to attempt to resolve any differences of opinion about the accuracy of the seniority list after the Unit's original input has been studied. It is the District's responsibility to publish a final seniority list annually within thirty (30) days of the labor/management meeting noted in the previous sentence. In addition, the Unit President shall be advised of all changes to this list during the school year.

4. If the employee referred to in 3. above worked previously in another non-competitive classification on a regular basis, said employee shall have the right to transfer back into the previous job classification, providing the employee has more total district-wide seniority than the least senior person in that classification.
5. Seniority is determined on the basis of continuous service as a regular employee within the job classification except as stipulated in #4 immediately above or when Civil Service Law stipulates otherwise. Interruptions of continuous service (Example: unpaid leave of absence) are not counted toward seniority except in competitive classifications. Under certain conditions some interruptions are required to be credited toward seniority by Civil Service Law.

D. In the event of recall, the laid-off employee shall be given notice of recall by registered mail with return receipt, sent to the address last given the employer by the employee. Within three (3) calendar days after tender of delivery of the employee's notice at such address, the employee must notify the employer by registered mail with return receipt, or in person, of the intent to return to work. Said employee must actually report to work within seven (7) calendar days of the employer's letter return receipt date. If the employee fails to comply with the above provision, said employee shall lose all seniority rights under this agreement and shall be considered a voluntary termination.

E. Any employee who has been excessed shall be eligible for recall to the job classification from which excessed as prescribed in sub-sections A through E of this Section. The period of eligibility shall not exceed 4 years from the original date of such employee's termination as provided in Civil Service Law.

Section 3 - Staffing Levels, Location, Assignment of Hours and Time Allocation

Employee staffing levels, location, assignment of hours and time allocation is a management prerogative. A staff member of the bargaining unit may make his/her views known to the Assistant Superintendent for Support Services or designee concerning these matters, and these views will be considered in arriving at a judgment about the level of staffing for a particular task. The District reserves the right to make final and binding decisions regarding levels, location, assignment of hours and time allocation of staff. In those situations where other provisions of this negotiated agreement affect staffing levels, location, assignment of hours or time allocation, such provisions shall govern the determination of the matter.

Section 4 – Extra Hours/Overtime

A. Extra hours/Overtime shall be offered to employees in each classification on a rotating basis. Employees will be expected to participate in extra hours/overtime work periods when necessary, except for good cause such as prior business or personal commitment which cannot be altered. In circumstances where a high degree of individual judgment may have to be exercised, or where community considerations need to be met, the supervisor will have the right to make a non-rotational assignment. An employee who is called in to work for overtime purposes will be paid a minimum of two (2) hours pay if the actual work time is less than two (2) hours. If the employee works more than two (2) hours, he/she will be paid for actual hours worked.

B. All paid leave is considered as time worked.

Section 5 - Job Description, Classification and Reclassification Procedure

A. Employees will be expected to perform duties related to their basic work function and their personal skills as is deemed necessary by the District and provided by the Civil Service job specifications. Supervision and/or training will be provided for the employee asked to perform new or unfamiliar technical functions.

B. Employees who sincerely believe they are continually performing out-of-title work or improperly allocated work, shall have the right to file an appeal for reclassification in accordance with Rule XXIII of the Rules for the Classified Civil Service of Schenectady County.

Section 6 - Inclement Weather and Other Emergency Conditions

If the School district or any of its buildings or offices are closed to staff because of inclement weather, an energy shortage, and epidemic or hazardous working conditions which shall include but not be limited to temperatures which are not conducive to performing duties, affected employees who are covered under this agreement shall receive the day off without loss of pay or deduction of any type of leave credits.

Any employee required to work or remain at work on such day(s) in an affected building shall receive a total of two and one half times the employee's rate of pay for the day(s). Employees will be paid their regular biweekly pay for the day, and in addition will receive one and one half times their regular rate of pay for actual hours worked on the day. For the purposes of this section, inclement weather shall be defined as those conditions which make it impossible to travel district roads safely as determined by the Superintendent. If a problem arises over hazardous working conditions in a building(s) or office(s) of the District as provided in this section, the parties to this agreement agree to meet immediately to resolve the matter of hazardous working conditions. Buildings for the above provision shall include schools of

the District.

Any ten month employee required to work on a day building or offices are closed to students but not to twelve month staff for inclement weather, etc., shall receive a total of 2 times the rate of pay for any hours where work is required on such a day(s). Employees will be paid their regular biweekly pay for the day, and in addition will receive their regular rate for actual hours worked on the day.

Any employee who is required to report to work on a day when there is inclement weather conditions or on a day when the Superintendent declares the roads to be unsafe and who will be late because of unavoidable delay shall notify the supervisor of such delay. Failure to do so could result in the deduction of pay as provided herein for the time absent from work.

If school is delayed due to weather conditions and is subsequently closed prior to the start of the school day, the following conditions apply:

- a. When school is on a delay, the official status of the District is “open”.
- b. Staff in the following titles will report to work at their regular start time: all Custodial titles (10 and 12 month), Teacher Assistants, School Nurses, School Monitors, Food Service, Security Monitors, and all Clerical titles (10 and 12 month). Staff in these titles who are unable to report at the regular start time must notify their supervisor as per Article 3 Section 6.
- c. Staff in the following titles will adjust their start time based on the delay and will start 1 or 2 hours after their regular start time: School Bus Driver, Playground Monitor, Bus Monitor.
- d. Staff who work second shift will work their regular schedule.

For 10 month staff, if the District is on a delay and it becomes necessary to close school, staff will be released and will receive pay for the entire work day. Those staff who are REQUIRED to continue to complete their work after school is officially closed will receive payment for such hours worked according to this section.

Section 7 - Rules and Regulations

Employees will abide by and comply with District and building rules and regulations appropriate to their areas of responsibilities. The Unit President will be provided with copies of intended changes in District policy and administrative regulations prior to their effective dates. The building representative of the Unit will be given copies of changes in building rules and regulations prior to their effective date.

Section 8 - Lockers

Lockers or other provisions will be provided to accommodate clothing that may be needed by custodians, maintenance personnel, and mechanics to perform necessary tasks in all schools within the District.

Section 9 – Structuring and Posting of Bus Runs

For purposes of Article 3, Section 9 and 10, a “conflict” will be defined as when there is not sufficient time from the last scheduled drop-off of students from one run to arrive at the scheduled pick-up time for the next run.

A. A regular bus run is the time required to complete a particular bus run including pre and post trip and regulatory requirements, rounded to the next fifteen (15) minute interval.

1. A regular bus run is a run that is made each day transporting students from home or a designated location to school every morning and from school to home or a designated location every afternoon.

2. Mid-day bus runs occur during the middle of the day, separate from existing regular bus runs and are calculated using the procedures set forth in Article 3, Section 9, and may or may not last the school year. Such mid-day bus runs are offered by seniority as determined by procedures stated in Article 3, Sections 9-11 provided it does not conflict with a driver's regular bus run or with the time previously awarded in another mid-day bus run. Mid-day bus runs shall include but are not limited to kindergarten, work study, corporate sponsor, special needs students, votec or any other similar run established during the school day.

B. By Tuesday prior to Labor Day, Drivers and Monitors will select their hours by seniority. The District shall list all bus driver and monitor hours on the first day of school and on the first day of the summer session.

C. During the school year the district shall post all new bus runs separately for a minimum of ten (10) work days. Any posting required for additional bus run openings that result from the filling of the initial new run shall be posted for a minimum of five (5) work days. The district will provide the CSEA President with a copy of all personnel board agendas which will reflect any increase in hours. Drivers will not be allowed to submit an extra 15 minutes for more than the time required to properly evaluate the run without a board appointment. Any additional 15 minute increments will require a posting for the same run if requested within the same school year. All runs except those involving kindergarten and special education children shall be awarded to the most senior applying bus driver as determined by procedures stated in Section 2A. Drivers and Bus Monitors for kindergarten and special education runs shall be selected on the basis of their qualifications as well as their seniority. If the qualifications of two or more applying drivers are relatively equal, the driver with the most seniority will be given the run. This provision does not apply to extra bus trips which are covered under Section 10 of the article.

New bus runs are defined as follows:

1. Bus runs that are made available by the departure of a regular bus driver for reasons of retirement or resignation.
2. Situations where the total daily hours of a scheduled bus run are increased by 1/2 hour or more.
3. A completely new scheduled bus run not previously in force.

D. For mid-day runs which include corporate sponsors, Transitions program or any other related program for students who require transportation mid-day to job or work experiences, runs will be posted and awarded according to seniority. Postings will include start time, end time and location. Employees will be paid for all scheduled hours and runs will be adjusted for any permanent changes that occur.

E. 10 month permanent drivers and 10 month permanent bus monitors shall be assigned summer work within their respective job titles only, by seniority. In the event that the school bus monitor list is

exhausted, qualified permanent employees shall have the ability to apply for school bus monitor assignments and will be assigned by district seniority.

Section 10 - Rotation of Extra Bus Trips

For purposes of this section the following definitions will apply:

1. School year rotation lists are in effect from the Monday of the first full week of school to June 30th.
 2. Summer session rotation lists are in effect from July 1 to the Monday of the first full week of school.
- A. Extra work is defined in Article 3, Section 9A, 2. Mid-day substitute work is paid at regular rate. The District shall establish substitute rotation lists based on seniority for mid-day work. Those lists shall go by acceptance or declination and shall rotate accordingly; status regarding offered work will be posted bi-weekly beginning with the first Monday of the first full week of school. Employees will let the Transportation Supervisor know if interested in such added work on a regular basis.
- B. The District shall establish rotation lists for Sport and Field Trips based on seniority of drivers. These lists shall apply for each school year as defined above. The District will establish an additional list for extra work during the summer session. The lists shall reference day, evening and weekend trips.
- C. Each initial list shall be based on seniority of those drivers requesting to be placed on each list. The initial rotation of drivers through each list shall be by seniority. After the initial rotation extra bus trips shall be offered in the order of the fewest hours worked and/or offered, to drivers who apply and remain on each list. Drivers who do not remain on the list for the entire school year are not subject to this provision. Drivers who request to be put on the list after the initial seniority lists have been established shall be credited with hours equal to the driver with the most credited hours. Assignment of extra bus runs that conflict with regular runs, will be made at the discretion of the Transportation Supervisor. Status regarding hours worked and/or offered will be posted bi-weekly beginning with the first full week of school.
- Drivers may not be assigned a sports or field trip that conflicts with the completion of his/her regular run as scheduled, regardless of the number of hours of the sports or field trip.
- D. Only permanent drivers who have completed one (1) year of service are eligible for placement on the rotation lists for extra work. If the rotation lists have been exhausted and no driver with more than one (1) year of service is available to accept the work, then drivers with less than one (1) year of service will be offered extra work in order of seniority.
- E. The Transportation office will have the right to offer work out of rotation if the previously assigned work was turned back with less than one (1) hours' notice, or where requests for trips are received less than 24 hours from the time for a trip, the Transportation Supervisor will have the right to make a non-rotational assignment. When offering work out of rotation, the District agrees to make a reasonable effort to utilize the most senior driver available at the time. Assignment of extra bus runs that conflict with regular bus runs will be made at the discretion of the Transportation Supervisor. Once a conflict with the regular run has ended the Transportation Supervisor will offer extra work to Drivers from the rotation lists, except in such cases where it would be impractical to do so. (Whenever practical, the Transportation Supervisor will offer extra work from the lists once the conflict with the regular run has ended).
- F. The Transportation Supervisor will continue on through the list regardless of acceptance or declination. A person declining will not go to the top of the list or change position on the list for the

purpose of current assignments.

Section 11 - Compensation for Bus Runs

A. All bus runs, other than field trips, and inter-scholastic sports trips, shall be compensated for the same rate as regular runs. For the purpose of clarification, such regular run payment shall include those trips to the pool, bowling alley and bicycle safety trips. The District will agree to pay bus drivers 1.5 times their regular rate of pay for work performed on the federally designated following holidays: Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day (not the day after), Martin Luther King Jr. Day, and Memorial Day. The district will agree to pay bus drivers 1.5 times their regular rate of pay for work performed on the following actual or federally observed holidays: July 4, December 25, and January 1.

B. All mid-day work will be paid at a minimum of one (1) hour unless work is contracted and can be added as an extension to an existing run. Consequently, when added to an existing run, time will revert to actual time, paid accordingly and rounded to the next fifteen (15) minute interval.

C. When extra work has been cancelled upon arrival at the transportation department the driver/monitor will be compensated one (1) hour show up pay.

Section 12 - Bus Driver and Monitor Meetings

Bus drivers shall be compensated at their regular rate of pay for time spent at meetings and seminars required by the District and State with the following exceptions:

a) Payment for State required in-service for Drivers during first year of service will be \$375 paid at completion of the course. Payment for State required in-service for Monitors during first year of service will be \$125. Payment is for in-service time only and travel time is not compensated. Mileage reimbursement is subject to District policy.

b) Payment for bi-annual 19-A evaluations and annual 19-A physical examinations will be based on actual time required for the evaluation outside the normal work schedule subject to approval by the Supervisor of Transportation.

Section 13 - Bus Driver Provisions Relating to State or Federal Mandated Certifications

Where the District requires employees to obtain State or Federal certification (i.e. Commercial Driver's License) the District shall pay the employee's hourly rate for training necessary to qualify for examinations associated with such certifications. Travel time will not be compensated. Mileage reimbursement is subject to District policy.

Section 14 - Custodial Hours

A. Assignment to shifts and locations is a management prerogative. Custodians/Cleaners/Labor Class may express their preference and interest before an assignment is made. Among the factors to be considered in assigning custodial personnel are the employee's interest, seniority, and the needs of the District.

B. Custodians/Cleaners/Labor Class assigned to the day shift will be provided with a continuous or unbroken one-half hour lunch period.

C. In the event a district supervisor makes a change in staffing which requires an employee to change shifts (other than for voluntary, short term/emergent coverage) from day to evening or evening to day, the following definitions will apply and a posting will be required:

- i. Day shift - a shift that begins in the morning and ends in the afternoon.
- ii. Evening shift - a shift that begins in the afternoon and ends in the evening.
- iii. Open/Vacant position - a position which is currently available due to one of the following:
 - 1. Retirement.
 - 2. Resignation.
 - 3. Leave of absence.
 - 4. Involuntary termination.
 - 5. A position which is available due to the initial transfer of an employee from one shift to a different shift (as per shift definitions above) due to management prerogative.
 - 6. A position not previously in force.

a. For transfers which do not involve a change in shift, identified employees may make his/her views known to District management as per Article 3, Section 3.

b. The District reserves the right as per Article 3, Section 3 to make an initial transfer of an employee. The employee maintains all rights to let his/her views be known as per the section of the negotiated Agreement. This initial transfer can be based solely on management prerogative and can be for reasons stated in Article 3, Section 3, as well as work performance of the employee. At the time that the initial transfer is made, the open/vacant position of the employee that is to be moved shall be posted and applications accepted.

c. The process described in Article 3, Section 1 will apply for full time (4 hour/day or more) positions, and a candidate will be selected. If no candidates apply for the position, the following will occur:

- i. The District will identify the employee with the least seniority in a job classification. For the purposes of this Memorandum of Agreement, 10 month employees and 12 month employees will be treated separately with respect to seniority status. For example, if a 10 month position is posted, it will be the least senior 10 month person assigned. 10 or 12 month status will not be used as separate categories to determine seniority in any other situation governed by the current negotiated Agreement, such as reduction in force determinations. The least senior employee will be notified of the transfer. In the event that the District and CSEA shall determine that a particular situation has extenuating circumstances, such as discipline or safety/security issues, the parties may agree to the assignment of the next least senior employee.
- ii. During the posting and interview period, an employee will be temporarily assigned to the open position in order to ensure coverage in the building affected by the transfer. Once the posting and interview process is completed, the selected employee will be assigned to the open position and the employee on temporary assignment will be returned to his/her position.

- iii. Any District assignments of a staff person to a particular position will require a minimum five day notice prior to the commencement of the new assignment.

D. Summer school night work will be arranged by requesting volunteers from the regularly assigned cleaners and custodians. When sufficient volunteers are not available, a rotating assignment will be arranged from those regularly assigned night custodians and cleaners.

E. Shippers will be notified that deliveries will not be accepted after 2:00 PM during July and August.

Section 15 - Employee Vacation Schedules

Each employee must consult with his/her immediate supervisor in scheduling any vacation entitlement, in order to insure that services will continue in a timely manner and that unwarranted burdens are not imposed on other employees.

ARTICLE 4

SALARIES AND BENEFITS

Section 1 - Salaries

A1. A schedule of step salaries and hourly rates by job classification to be paid in each of the five years of this negotiated agreement is attached as Appendix C to this agreement.

A2. The district and CSEA agree that the district reserves the right to pay all CSEA employees either biweekly or 2 times per month providing it is done District-wide.

B. Employees will advance one step per year of employment on the salary schedule until they reach the top step (Step 6) of the Schedule. An employee who is on an unpaid leave of absence for 50% or more of the school year will not advance to the next step of the salary schedule until July 1 of the following year.

C. One way sport and field trips whereby a run is intended to only drop off or pick up students will be paid at the driver's regular rate with a minimum of two (2) hours. All other sport and field trips will be paid at Step One of this agreement. When a full day sports or field trip is awarded and becomes a one way trip with less than 24 hours' notice, the driver will be paid as originally awarded. Only the Transportation Supervisor or designee shall have authority to change a round trip to a one way trip.

D. On half days when drivers are required to come in mid-day, they will receive an additional one (1) hour of pay.

E. Effective July 1, 1994, the District will purchase a \$75,000, \$250 deductible insurance rider to add Auto Mechanics tools to those district items covered in the event of loss.

F. Maintenance of valid certification is the Teacher Assistant's responsibility. Teacher Assistants must make every reasonable effort to obtain and maintain valid Teacher Assistant certification. The district may discipline or discharge Teacher Assistants who do not maintain valid certification.

G. Teacher Assistants who do not maintain certification within the guidelines set forth by the New York State Education Department will be held on step until such time that deficiencies are met. Teacher Assistants who are retained on a previous year's step but at the current salary schedule for that step will be given regular step placement on the current salary schedule upon meeting the deficiency noted above. Such placement will begin on the day following receipt of meeting the above requirements and shall not be retroactive.

H. Effective July 1, 2006, CSEA staff who serve on district committees as noted below will be paid his/her regular rate of pay for the time actually served on the committee:

- A. Staff development- CSEA staff that are assigned and serve on the staff development committee will be paid at his/her regular rate of pay for hours worked outside of his/her normal work schedule.
- B. CSEA interview committee- CSEA staff who are assigned to an interview committee as set forth in article 3, section 1 of this agreement by the union president or his/her designee, will be paid at his/her regular rate of pay for hours served on interview committees in the summer only, and outside his/her normal work schedule.

For purposes of this sub-section wages are defined as those under Article 4 Salaries - Sections 1 and 2. Also included in the definition of wages in this sub-section is Article 5 - Welfare.

IA. A committee will be convened for the purpose of specifically outlining the required set of tools to be supplied by each Auto Mechanic. All other tools will be provided by the District. The committee will consist of equal members of CSEA and District staff. The list will be finalized by the expiration of the agreement.

IB. The District agrees to provide the sum of \$100 for outside winter clothing for Custodians, Senior Custodians, Head Custodians, Maintenance Workers, Maintenance Helpers, and Mechanic Supervisor and Bus Mechanics. The \$100 will be paid in the employee's last paycheck of the school year.

Section 2- Longevity Payments

A. All employees who have completed ten (10) full years of regular service shall be granted a longevity increment 4% of their current highest salary rate not including longevity.

All employees who have completed fifteen (15) full years of regular service shall be granted a longevity increment of 4% of their current highest salary rate.

All employees who have completed twenty (20) full years of regular service shall be granted a longevity increment of 4% of their current highest salary rate.

All employees who have completed twenty (25) full years of regular service shall be granted a longevity increment of 4% of their current highest salary rate.

Longevity payments shall take effect during the pay period in which the employee becomes eligible and shall be prorated for the remainder of the fiscal year.

Unpaid leave or other unpaid interruption of service shall not be used to accumulate such service.

Employees who have breaks in service due to termination, resignation or retirement for a period of more than one year will not receive credit toward prior service and will start over for purposes of salary, seniority and longevity. Employees who are rehired within one year will maintain salary level, seniority and longevity credit at the level at which they left.

B. Employees currently receiving such compensation on a different basis will be held harmless, until the application of the 4% method produces a higher longevity payment. At that time, the employee will receive the higher amount.

C. One year of regular service shall be credited regardless of whether an employee works on a ten (10) month or twelve (12) month basis for longevity purposes.

D. Twelve (12) month employees whose appointment by the Board of Education to a regular, not a substitute, position was effective after December 31 of any year will not receive an increment until July 1 of the year in which they have completed twelve (12) months of service.

E. Ten (10) month employees whose appointment by the Board of Education to a regular, not a substitute, position was effective after January 31 of any year will not receive an increment until July 1 of the year in which they have completed (10) months of service.

Section 3 - Temporary Transfer Pay Rate

When an employee is transferred from one job classification to another for a period not to exceed 12 months, such employee's step shall remain the same if the temporary classification is lower rated or equivalent to the employee's permanent classification. If the temporary classification has a higher rate, the procedure will be the same as that followed under Section 4 below, for the period of transfer.

Section 4 - Promotion Pay Rate

A. When an employee moves from one classification to another having a higher rate of pay and/or working a different number of hours or annual days, the employee shall be placed on the step schedule for the new position at that step which would at least be the equivalent of the increment that the employee would have received if moved up a step on the former schedule. An employee on the last step of a former salary schedule would receive at least the equivalent of an increment of the former schedule but in no case more than the top step of the new schedule.

B. For promotional purposes only, employees who have reached a longevity milestone, receive the equivalent longevity step on the new schedule.

C. Changes in assignment of less than a full working year will be prorated.

Section 5 - Vacation - 12 Month Employees

A. Employees hired after April 1 will not be eligible for paid vacation during the ensuing school year beginning July 1.

B. One week paid vacation will be granted on July 1 to those first year employees hired after December 31 but before April 1.

C. One (1) week paid vacation will be granted to those employees hired prior to December 31 and who have completed 6 months of service. An additional week will be granted on July 1 of the following

school year. Employees will continue to accrue 2 weeks paid vacation throughout each school year until they reach 4 years.

D. Eligible part-time, substitute, or ten (10) month employees will have prior service accumulated on a pro-rata basis for vacation credit when becoming twelve (12) month employees.

E. Each full time salaried employee who has completed four (4) years of service by June 30 of each year of the contract shall be entitled to the following vacation to be taken after July 1:

- 4 years -- 11 days
- 5 years -- 12 days
- 6 years -- 13 days
- 7 years -- 14 days
- 8 years -- 15 days
- 9 years -- 16 days
- 10 years -- 17 days
- 11 years -- 18 days
- 12 years -- 19 days
- 13 years -- 20 days

Furthermore, employees who have completed twenty (20) or more years of district service shall receive paid vacation as follows:

- 20 years -- 21 days
- 21 years -- 22 days
- 22 years -- 23 days
- 23 years -- 24 days
- 24 years -- 25 days

In addition to the above, employees may accumulate unused vacation credit to a maximum of ten (10) days to be used within the following fiscal year. Employees must comply with the conditions set forth in Article 3, section 15 regarding the scheduling of employee vacation.

F. If a holiday(s) falls within the vacation period of an employee(s), the vacation period of such employee(s) shall be extended by the holiday(s) falling within the vacation period of such employee(s).

G. Upon death, retirement or other type of separation from service, the employee, the employee's beneficiary, or estate shall be paid for all unused vacation days earned in a previous school year as well as any earned unused vacation which the employee carried over from the fiscal year in which it could have been used. In addition, vacation earned in the school year in which one of the above events occurs shall be pro-rated in accordance with the number of months worked by the affected employee and shall be added to the employee's vacation credits which were not used.

The employee, the employee's beneficiary, or estate shall be paid for the vacation time at the employee's current rate of pay when the death, retirement or other type of separation of service takes place.

H. If a death occurs in the immediate family of an employee while such employee is on vacation, the employee shall be allowed to use bereavement leave and have vacation leave credited with the number of bereavement leave days used, provided the employee notifies the supervisor of the bereavement within one (1) day of returning to work. In the above instance, the employee(s) shall be allowed to reschedule their vacation.

I. Each employee must consult with his/her immediate supervisor in scheduling any vacation entitlement, in order to insure that services will continue in a timely manner and that unwarranted burdens are not imposed on other employees.

Section 6 – Sick and Bereavement Time

There will be a total of 20 days per year of sick and bereavement leave for 12 month employees and 17 days per year of sick and bereavement leave for 10 month employees. Employees will have his/her time prorated based on date of hire, and will be limited to five (5) days of sick or bereavement leave in the first six (6) months of employment in a temporary or permanently appointed position. Following the completion of six (6) months of such employment, employees will be eligible to take the remaining designated number of days as set forth in this provision. Employees may charge their cumulative sick and bereavement leave bank as follows:

- a) Personal Illness: Maximum to the number of days in the employee's sick and bereavement leave bank.
- b) Family Illness maximum of 10 days per year.
- c) Family Death: Up to four days in any school year for each death of a member of the employee's family. In the event the employee must travel a considerable distance to attend to such matters, the Human Resource Director may approve additional time for such travel upon request of the employee.

In situations where death in the family of an individual occurs more than once during a single year and he or she has exhausted his or her sick, bereavement and personal time, the Human Resource Director may grant him or her an additional four (4) days unpaid leave.

Section 7- Personal Leave Time

A. In any one year a maximum of three (3) days in addition to those described in section 6 may be used for personal leave time which cannot be transacted during times other than the employee's work hours and also subject to the following:

1. Cannot be used to work in another compensated situation except as requested or approved by the school district.
2. Cannot be used before or after a school holiday, winter and spring recesses, vacation, leave of absence, resignation, or retirement except under emergency circumstances approved by the Human Resource Director.
3. Newly hired employees will be credited with Personal leave time which will be prorated based on date of hire.
4. Personal days cannot be used as vacation days.

B. The use of a personal business day in any of the following circumstances will require a 12-hour advance approval by the Human Resource Director; the day before or after a holiday, vacation, or recess; and the day or days immediately preceding a leave of absence, resignation, or retirement. In an unplanned situation where the employee is unable to communicate with the Human Resource Director in advance, immediately upon return the employee should communicate the reason for the use of the day.

C. If an employee does not use personal leave during the employment year, the unused personal leave remaining shall be added to the employee's sick and bereavement leave accumulation.

Section 8 - Immediate Family Defined

Husband, wife, children, step children and other related members of the employee's immediate household, father, mother, sister, brother, sister-in-law, brother-in-law, grandfather, grandmother, grandchild, father-in-law, mother-in-law, grandfather-in-law, grandmother-in-law, aunt, uncle, niece, nephew, step-father, step-mother, son-in-law, daughter-in-law, aunt-in-law, uncle-in-law, and a person with whom the employee lived for a period of time as part of household and to whom the employee looked as a parent-in-fact.

Section 9 - Leave Time

Twelve month employees may take leave time as specified in Sections 6 and 7 of Article 4 at any time during the calendar year. Leaves specified under these sections may be taken by ten month employees on days where school is in session and on days outside the school calendar where a substitute would be required in the employee's absence.

When all compensated leave time set forth above has been used, there shall be no further absences (compensated or uncompensated) unless authorized by the Assistant Superintendent or designee, or as required by regulatory requirements.

Section 10 - Worker's Compensation

A. Whenever a school employee is absent from employment and unable to perform their duties as a result of personal injury occurring in the course of their employment and receives workers' compensation payments for such absence, the employee will be paid the difference between the award and the employee's salary for a period up to a maximum of 12 months of the person's disability.

B. In any absentee situation under consideration by Workers' Compensation, a person's sick leave bank will be charged, pending determination by the Compensation Board. If the person's disability is approved for compensation, sick days will be restored according to the following formula:

$$\frac{\text{Total Worker's Compensation Benefits}}{\text{Average Daily Rate}} = \frac{\text{Sick Leave days to be}}{\text{Reimbursed}}$$

C. A person approved for Workers' Compensation award will be permitted to participate in the Health, Dental and Prescription program on a shared cost basis with the District up to a maximum time of 12 months from the beginning date of the award. Thereafter the person will be responsible for full payment of premiums. However, in no case should a person's coverage under the District Health, Dental and Prescription program exceed 2 years from the date that the person is removed from the payroll.

Section 11 - Paid Holidays

A. Twelve (12) month personnel working on a twelve month basis shall be guaranteed fifteen paid holidays in accordance with the school calendar.

B. Twelve month employees shall be requested to indicate their preference among the available dates through the Union.

C. Each employee covered under this agreement except those whose presence is required to provide student services or as requested by a District Supervisor shall be allowed to leave the work location early on the workday before a holiday without loss of pay or benefits. If an employee remains at work he or she will be paid for actual hours worked in addition to the provisions described in this section.

Staff that leave one (1) hour early on the workday before a holiday include: all Custodial titles, Senior Steno, Maintenance Worker and Helper, Cleaner, Mechanic and Mechanic Supervisor, and Typist.

Staff that leave one half (1/2) hour early on the workday before a holiday include: Registered School Nurse, Facilities Coordinator and Administrative Assistant.

Staff that work their regular work schedule on the workday before a holiday include: Senior Typist, Teacher Aide/Monitor, Dispatcher, Teacher Assistant, Library Clerk, All Food Service titles, School Bus Drivers, Security Monitor, Computer Technician, and Playground Monitors.

On the days before the 4th of July and Labor Day, Sr. Typists and Dispatchers shall be allowed to leave one (1) hour early.

(For the titles Administrative Assistant, Senior Typist, Registered Nurse and Library Clerk, increase 1999-00 hourly rate by four cents before adjustment. For titles Dispatcher, Food Service staff, Teacher Aide, Teacher Assistants, and Security Monitor, Increase hourly rate by eight cents.)

Section 12 - Per Diem Employees

Employees hired under a per diem or hourly contract for special and limited services are not entitled to the leave provisions of this Article.

Section 13 - Recruitment Pay Rates

It shall be affirmed that all newly hired employees with the District shall be recruited at the entrance level to the job classification in which that employee is hired. However, in cases where the District has difficulty in recruiting at such level, or if the District feels justified in recruiting above the entrance level, the Unit President shall be notified, having the right to confer or make recommendations to the District regarding this action.

Section 14- Leave of Absence

A. Leave for Rest, Travel, or for Employment outside an employee's regular job

The Board of Education upon the recommendation of the Superintendent of Schools may grant leaves of absence without pay from 6 months to 1 year for rest, travel or for employment outside an employee's regular job. Such a leave of absence may be considered only when such leave is recommended as in the best interest of the District by the Superintendent of Schools.

B. Leave for Personal Reasons

The Board of Education upon the recommendation of the Superintendent of Schools may grant a leave of absence without pay for up to one (1) year for personal reasons.

C. Leave for Health/Medical Reasons

The Board of Education upon the recommendation of the Superintendent of Schools may grant a leave of absence without pay for up to two (2) years for health reasons.

D. Leave for Family Care

The Board of Education upon the recommendation of the Superintendent of Schools may grant a leave of absence without pay for up to two (2) years for family care.

E. Leave for Military Service

Military leave of absence will be granted upon presentation of military orders for active duty and a written request from the employee stating dates of required military service.

The BH-BL Board supports the responsibility of its employees to respond to military obligations. The Board of Education will provide the following salary and benefits to employees called up for active duty upon presentation of military orders to the Human Resource Office.

Medical Benefits: After 30 days, the district will not provide medical coverage, but will reimburse employee for military sponsored family insurance coverage, if needed, up to the amount negotiated for employer contribution to district family coverage for a period up to 150 days, unless additional days are authorized by the Board of Education. The employee must provide documentation indicating cost for family coverage.

Salary: Following 30 days or 22 work days of full salary per calendar year the district will pay the difference between the normal district salary and the military pay for a period up to 150 days, unless additional days are authorized by the Board of Education. The employee must provide documentation of military compensation.

Seniority: Staff member will continue to accrue seniority time during active duty.

Pay level: Staff member will move to the same salary level upon return as if she/he had been providing district service during activity duty.

Probationary Period: The time he/she is absent on military duty shall be credited as satisfactory service during such probationary period. If the end of such probationary service occurs while a professional is on military duty or within one year following the termination of such military duty, the period of such probationary service may be extended by the local board of education for a period not to exceed one year from the date of termination of such military duty.

F. An employee who has used all accumulated sick leave time and who is unable to return to work because of extended illness, will be placed on an unpaid leave of absence immediately following the date of termination of paid sick leave. It is the employee's responsibility to communicate with the Human Resource Director regarding the length of time he/she will remain out of work and the reason for the absence.

G. All requests for extensions of leave beyond the limits established herein will be requested by the affected employee in writing. Leaves contained in this section may be extended for up to one (1) year upon approval of the Board of Education. The employee shall be notified in writing of the Board's decision.

H. Any employee on leave as stated in A, B, C, D, and E above will be required to notify the Human Resource Director of their intention to return to work at least one (1) month prior to the expiration of the leave. If the Human Resource Director has not received timely notice, the Human Resource Director shall send a letter of inquiry to the employee at his/her home address. Failure to notify the Human Resource Director within two (2) weeks after receipt of such inquiry shall be assumed to constitute a resignation. An employee returning to work after a leave shall be guaranteed a position according to Article 4, Section 1, B. In addition, all leave credits which an employee has accrued up to the date of the leave beginning shall be restored to such employee immediately upon returning to employment, except when the employee has been affected by the layoff procedure contained in Article 3 of this agreement. Leave credit

following a leave of absence will be prorated from return date to June 30.

Section 15 - Social Security

The District shall not remove, change or impair Social Security benefits without the agreement of the Union.

Section 16- Civil Service Examinations

Qualified employees desiring to take a competitive Civil Service Examination(s) for a position existing in the Burnt Hills-Ballston Lake School District shall be permitted to take such examination(s) when it is scheduled without loss of pay or leave time for the actual time of the examination plus two (2) hours travel time.

Section 17- Pay Equity

During the term of this Agreement, the parties agree to conduct a study with the assistance of ESCOT regarding a comparison of salaries for Teaching Assistants with districts considered comparable to the Burnt Hills-Ballston Lake School District. Once this study is complete, the parties agree to meet to discuss implementation of adjustments necessary to correct any inequities that are identified.

Section 18- Attendance Incentive

The District shall pay an attendance incentive of \$100.00 by the first payroll date in October of the following school year for all ten month employees covered by this Agreement who completed the previous year without using any leaves under Sections 7 or 8 of this Article. The District shall pay an attendance incentive of \$150.00 by the first payroll date in October of the following school year for all twelve month employees covered by this Agreement who completed the previous year without using any leaves under Sections 7 or 8 of this Article.

Time taken under the Breast and Prostate Cancer Screening legislation will not affect perfect attendance or eligibility to receive the Attendance Incentive.

Section 19- Sick Leave Bank

A. The purpose of the sick leave bank is to provide a procedure for obtaining additional sick leave that would otherwise exceed the contract authorized eligibility. The sick leave bank would be available for those participating members of the CSEA bargaining unit and district exempt employees who receive CSEA bargaining unit benefits and who have been employed in a permanent position for 6 months or more. This program would be available to those qualified employees who have a prolonged, catastrophic or long term illness and/or injury and who have otherwise exhausted all available personal sick leave eligibility.

The definition of prolonged, catastrophic or long term illness or injury is defined as a medical circumstance which causes the employee to exhaust his/her sick and bereavement and personal leave time. To be deemed prolonged, catastrophic or long term, the length of time the employee is out of work shall exceed his/her annual allotment of leave time as defined by Sections 6 and 7 of this article. To be eligible for Sick Bank time an employee must provide medical documentation that the absence is expected to exceed twenty (20) total days for ten (10) month employees, or twenty three (23) total days for twelve (12) month employees.

The only requests outside of this definition which will be considered will be periodic treatment for chronic illness. The employee must still exhaust all of his/her leave time to be eligible for this request.

If an employee is reimbursed for any leave time used as a result of a worker's compensation decision, the sick bank time will be reimbursed first, followed by the employee's personal sick time.

With respect to employees who use the sick bank for reasons of surgical procedures, documentation from the physician will be required. This documentation will verify that the surgical procedure is not voluntary, and cannot be postponed until such time that it would not interfere with the employees work schedule.

B. Each employee covered by this agreement who chooses to participate in the sick leave bank shall contribute a total number of hours which equal two (2) complete days of such employees work schedule. This contribution shall be made within the first fifteen (15) work days following a permanent appointment. Hours equal to one (1) complete work day are the regular daily hours assigned to the position to which the employee has been appointed. The contribution of these sick leave hours shall be made at the time the employee elects to become a participant in this program. Such employee hours shall become permanently part of the sick leave bank and cannot be withdrawn. Effective 1/1/14, once an employee elects to join the sick leave bank, they cannot withdraw.

Any employee participating in the sick leave bank whose total daily hours are increased or decreased will be required to meet the requirements specified in paragraph 2 above. In order to sustain this requirement, the employee will have additional hours deducted from or added to their personal sick leave eligibility. This deduction or addition will occur on the effective date of such change in hours so that the total contribution to the sick leave bank by said employee equals the required number specified above based upon the additional hours now constituting one (1) complete day of employment.

C. Employees who have not participated in the sick leave bank and who subsequently choose to participate may join during the month of September of any year. Such employees must contribute the same number of hours as would have been contributed had the employee joined the sick leave bank when first hired.

D. The District will contribute the number of hours equal to fifty percent (50%) of the total hours contributed by eligible employees who join the sick leave bank. The District will continue to contribute hours in this ratio as additional employee contributions are made to the bank.

E. When the number of hours in the bank is diminished to one third of the initial total employee and district contribution as described in paragraph 2, future contributions from sick leave bank employees will be required. At the time when this condition occurs, the Sick Leave Bank Committee will determine the rate of additional contributions required to restore the sick leave bank hours, but which additional contribution will not exceed, in hours, the equivalent of two (2) complete days per participant per year.

F. Eligibility to draw from the sick leave bank shall be limited to those participating members who:

1. Have exhausted their own sick and bereavement, and personal leave time in all appointed positions in the District. Vacation time does not have to be exhausted to apply for the sick bank.
2. Provide medical evidence of prolonged, catastrophic, or long term illness or injury acceptable to the Sick Leave Bank Committee.

3. File a written application with the Sick Leave Bank Committee prior to the commencement of the benefit unless the employee is unable to communicate for him or herself.

G. The Sick Leave Bank Committee shall be composed of the President of the CSEA or her/his designee, and the Superintendent of Schools, or his/her designee. The Committee may grant, per each application, a benefit to an individual employee of an amount in hours equivalent to thirty (30) complete work days. An employee who requires additional sick leave benefit in excess of the hourly equivalent of thirty (30) complete days shall be required to make additional applications. An employee will be limited to two (2) thirty (30) day requests per illness or injury unless approved by the review board of the sick leave bank committee described in paragraph H of this section. The decision of the Committee regarding acceptance or rejection of an application will not be subject to the grievance procedure set forth in this contract-

H. In the event the Sick Leave Bank Committee cannot come to agreement regarding any one application, or an applicant is dissatisfied with the decision of the Sick Leave Bank Committee, an appeal can be made to a review board. The review board shall be composed of two members appointed by the Superintendent of Schools, two members appointed by the President of CSEA and one additional member acceptable to both the Superintendent and the CSEA President. The majority decision of this Review Board shall be final and binding and not subject to the grievance procedure set forth in this contract.

I. No eligible employee may receive additional sick leave by the procedures set forth in this article that exceeds the total number of annual hours of work authorized for the employee by Board appointment.

Section 20- Jury Duty

Should a member of the bargaining unit be summoned for jury duty, the member will provide a copy of the notice to the Human Resource Office, and the school district will continue to pay the staff member's salary.

Section 21 - Indemnification

The District shall provide indemnification to all CSEA employees represented by this bargaining unit and in accordance with Sections 3811 and 3023 of the New York State Education Law. This indemnification applies to employees performing their duties within the scope of their employment. Pursuant to Section 3811 of the Education Law, all employees must notify the Board of Education in writing of the commencement of any proceeding against him or her within five (5) days after service of process. Under Section 3023 of the Education Law, employees must deliver a copy of the Summons and Complaint or demand or notice to the Board of Education within ten (10) days of the time the Complaint is served on such person. Delivery to the Board of Education shall be to the Clerk of such Board of Education. Days are defined in this provision as calendar days and not school days.

Section 22 - Nurse's Liability Insurance

The District will reimburse registered nurses who purchase personal liability insurance coverage for the cost of premiums not to exceed \$150 per year. The parties agree to reopen negotiations on this issue if the cost exceeds the amount set forth in this section.

Section 23 - Nurse Coordinator Stipend

Each school year a nurse coordinator will be appointed from among the full time building nurses, who will receive a stipend in the amount of \$1,000 for the year. This assignment will be made beginning with the 09-10 school year based on District seniority, and will be rotated in subsequent years in order of seniority. Should a nurse choose not to accept the assignment, the next most senior nurse will be offered the assignment. Subsequent year's nurse coordinator assignments will continue to rotate by seniority regardless of declination. If no one accepts the assignment, the least senior nurse will be appointed.

Section 24 - Nurse Orientation

The District will reimburse the cost of travel, lodging and registration for all new school nurses hired after 1/1/14 for the New York State School Nurses Orientation.

Section 25- Mileage Allowance

Any employee who is required to use their personal vehicle for District business shall be reimbursed at the rate per mile authorized as a business expense deduction by the Internal Revenue Service rate.

ARTICLE 5

WELFARE

Section 1 - Health, Dental, and Prescription Insurance

A. An Insurance Committee composed of representatives from each bargaining unit proportional to the number of individuals represented by each bargaining unit and chaired by the Assistant Superintendent for Support Services or designee will act in an advisory capacity to the Superintendent and Board of Education on insurance related matters.

B1. The school district will provide the health insurance coverage that was initiated on October 1, 1986 and which was in effect for the 1991-92 school year. This coverage includes the following: hospitalization, doctor, major medical, dental insurance coverage including preventative, restorative, prosthetic, and orthodontic services or devices, and a prescription drug rider, except that the drug rider will require a \$3.00 per prescription co-payment by the employee. Beginning with the 2001-02 school year, prescription co-pays will change to 1) No co-pay for mail order prescriptions, 2) \$3.00 co-pay for generic prescriptions and 3) \$6.00 co-pay for name brand prescriptions. Benefits for other health and for dental services will be maintained at least at October 1, 1986 levels.

B2. An employee appointed in the CSEA bargaining unit continuously employed with no break in service to any regular, non-substitute position or combination of positions prior to 1/1/14, will be eligible for benefits in the event such position or combination of positions is or becomes 20 hours or more.

An employee in the CSEA bargaining unit whose first appointment to a regular, non-substitute position is after 1/1/14 will be eligible for benefits when such position or combination of positions equal 30 hours or more.

C. The School District's contribution toward a member's premium for both hospitalization and dental coverage will be:

Single membership	=	90%
Family membership	=	80%
Retired membership	=	50%

D. Excess premium, that is, the amount remaining after claims have been paid in period of low losses, if any, will be reported to the Insurance Committee who will recommend disposition which may include premium reduction, purchase of added benefits or reserve for premium increases.

E. A person on unpaid leave of absence may continue to participate in the Health, Dental and Prescription program but will be responsible for full payment of premiums. Such participation while on leave will be governed by FMLA, COBRA and any other related regulatory requirements.

F. All CSEA staff whose effective date of employment is after July 1, 2006 will be required to complete 10 (ten) years of service in the district to be eligible for retirement insurance.

Section 2 - Retirement

A1. All eligible Tier I and Tier II employees within the bargaining unit shall be members of the New York State Employees Retirement System Plan 75I, Improved Non-Contributory Plan.

A2. Employees will be covered under, Tier III, Tier IV and Tier V pursuant to law.

B. The District shall provide the guaranteed minimum death benefit, known as the 60-b Plan.

C. The District shall continue to provide option 41-j of the Retirement Law. This plan provides that employees may apply up to 165 days of accumulated unused sick leave credits which an employee has at the time of retirement, towards additional service credit.

For Tier 6 ERS members, the number of unused, unpaid sick leave days that can be credited at retirement has been reduced from 165 days to 100 days. For certain Tier 6 members, if a collective bargaining agreement was in effect on April 1, 2012, and the CBA contains language regarding sick leave credit at retirement, members who join while the CBA is in effect can be credited up to 165 days. Members who join after the contract has expired will be credited with 100 days. This is subject to the review of the CSEA collective bargaining agreement by the Retirement system.

D. The District will provide a retirement payment to members of the bargaining unit, who have earned a minimum of 10 years' service credit as defined by a New York State retirement system or by Board of Education Policy 4360 in a permanent position and who are employed in full or part time service at the time of retirement. Effective 12/15/13 this retirement payment will be in the amount of (4.5%) of the person's final year's salary plus \$50.00 for each day beyond 101 and up to 250 days, and \$90 for each remaining day beyond 250 (2003-04 and thereafter). Employees who opt to apply more than 100 days to the 41j benefit will receive the per diem bonus (\$50 or \$90) only for those days remaining in their accumulated sick and bereavement leave after the 41j deduction has been applied. Final year's salary is defined as the final 10 months of employment for 10 month employees and the final 12 months of employment for 12 month employees and will be based on actual wages for the final twelve (12) months of paid employment. To receive this increment a person who retires, must submit a written statement of resignation to the Superintendent of Schools 60 calendar days prior to the effective retirement date. The retirement increment is to be paid within the 30 calendar days after the effective date of retirement.

All CSEA staff whose effective date of employment is after July 1, 2006 will be required to have completed 10 (ten) years of service in the district to be eligible for the retirement payment.

Effective 7/1/06, for Teacher Assistants only, in addition to the retirement payment of 4.5%, a per diem of \$30 per day for each day up to 101 days in his/her sick and bereavement leave will be paid. Additional days beyond 101 will be paid as set forth in Article 5, Section 2, D.

Employees who meet the requirements set forth above will be required to choose between a lump sum payout, and the conversion of unused sick leave to be established in an account equal to the lump sum payout. This account will be used by the district to pay the difference between the retired employee's total insurance premium and the percentage of the premium paid by the District for the retiree's health insurance. These monies will continue to be used for health insurance premiums until they are completely exhausted. This decision is irrevocable.

All notification requirements set forth above must be met to receive this benefit.

Section 3 - Flexible Benefits Plan

The District will offer a flexible benefits plan as permitted by Section 125 of the Internal Revenue Code, effective January 1, 1993. The plan will permit salary deductions for the employee share of health insurance costs prior to taking deductions for FICA and state and federal income tax.

Effective January 1, 1998, the district will expand the present Section 125 plan to permit salary deductions for dependent care. The plan will require a minimum annual dependent care contribution of \$1,000.

ARTICLE 6 AGENCY FEE

A. The District will assume obligations for the collection of an agency fee from non-union employees eligible for union membership.

B. All members of the Union shall be required to maintain the payment of membership dues when due or pay an agency shop fee. The District shall deduct agency shop fee in the same amount as union dues and transmit the fees, with a list of those employees for whom deductions are made, to CSEA with the regular dues deductions.

The Union shall assume the following obligations:

1. CSEA will provide the District with a list of persons who have withdrawn from membership subsequent to July 1, 1992.
2. CSEA shall comply with all provisions of the law with respect to its obligations for the collection and use of agency fees.
3. Upon receipt from the District, CSEA assumes full responsibility for the proper application of agency fees. The District will have no liability for any CSEA duty or obligation related to agency fees, and the Association will indemnify the District for any expenses arising from CSEA's failure to satisfy its obligations.

C. Agency fee payments shall be based on a sliding scale provided by the CSEA.

ARTICLE 7

PAYROLL INFORMATION

Section 1 - Payroll Dates

All employees will be paid on a bi-weekly basis except employees who have used all but one (1) day or less of leave time. An adjustment will be made for overpayment at that time if necessary. Employees will be paid for hours worked for the remainder of the school year. Payment will be processed on the payroll date following the pay period for which time sheets are submitted to the payroll clerk. Whenever feasible, paychecks will be distributed the last working day prior to a general vacation period of one week or more.

Section 2 - Dues and Other Payroll Deductions

Upon written authorization of each participating employee, the Board of Education shall withhold from each employee's pay the appropriate amount of Union dues and remit such withheld dues as directed by the Union until such time as the employee revokes such authorization in writing. The Board of Education further agrees to deduct from the wages of the employees any other authorized deductions from the employee who signed authorizations permitting such deductions, in the manner and form approved by the Civil Service Employees Association, Inc.

ARTICLE 8

LIAISON WITH THE BOARD OF EDUCATION AND ADMINISTRATION

Section 1 - CSEA District Council

There shall be established a District CSEA Council to assist communication between the Association, the Administration and the Board of Education. The Council shall meet at mutually agreed upon times to discuss, isolate and define problems of concern. The agenda will be mutually determined by the Superintendent and the Unit President.

Section 2- Communication with the Superintendent of Schools

There shall be established a District CSEA Council to assist communication between the Association and the Superintendent of Schools which shall meet at least quarterly.

Section 3- Labor Management Meetings

CSEA and the District Human Resource Director agree to meet at least quarterly in a Labor Management meeting. Agenda items will be submitted by CSEA and the Human Resource Director.

Section 4- Cost Saving Suggestions

Compensation awards will be provided employees who submit suggestions that result in direct cost savings to the School District. Forms will be provided by the District for formal evaluation of suggestions by the District. A period of not less than six months and no more than one year will be used to assess whether a suggestion has, in fact, resulted in a cost savings to the District.

If savings are verified, the employee providing the suggestion will be provided a one-time compensation award of 5% of the assessed savings for a 1 year period up to a maximum of \$300. Payment of the award will follow implementation of the cost saving suggestion.

ARTICLE 9

GRIEVANCE PROCEDURES

Section 1 - Declaration of Basic Principle and Intent

- A. Every employee shall have the right to present a grievance in accordance with the procedure provided herein, free from interference, coercion, restraint, discrimination or reprisal, and shall have the right to be represented by a person of one's own choosing at any or all stages of the grievance procedures.
- B. The District or the designated representative(s) shall hold conferences at appropriate times with the employee representatives.
- C. Proposed new Board Policy or Administrative Regulations affecting the employees of the bargaining unit will be made known to the President of the Unit and the affected employees prior to enactment.
- D. Employees are encouraged to contribute their experiences and their ideas to the solution of problems in the public service and to acquire a feeling of identification with the objectives of their department and school.
- E. It is the intent of this procedure to provide everyone concerned with equitable and reasonable fast determination of grievance. As a matter of good practice, grievances should be settled whenever possible between the employee(s) or group of employees immediately affected by the matter arising as a grievance.

Section 2 - Definitions

- A. District - The Board of Education of Burnt Hills-Ballston Lake Central School District or a designated representative.
- B. Employee- Any member in the bargaining unit who is presenting the grievance, or the employee's representative, or both.
- C. Grievance - Any claimed violation, misinterpretation, discrimination or inequitable application of the existing agreement.
- D. Immediate Supervisor - Employee in authority who assigns and supervises the employee, who is responsible for the employee's action.
- E. Department Head - Next level of supervision above immediate supervisor. (Principal or Assistant Superintendent for Support Services, etc.)

Section 3 - Oral Expression of Grievance - Step 1

- A. The employee may present a grievance to the immediate supervisor. The supervisor shall discuss the grievance with the employee or make any necessary investigation or consultation on an informal basis.

The employee shall have the responsibility of making clear that the matter is a grievance requiring action under Part C below.

B. Failure to present a grievance within thirty (30) working days after the occurrence of the claimed grievable event shall result in a waiver of all rights involved.

C. Within five working days after presentation of the grievance, the immediate supervisor will make the decision known to the employee in writing stating the effective date of any changes required.

Section 4 - Written Declaration of Grievance - Step 2

If the aggrieved employee is not satisfied with the decision under Section 3 above, said employee may request a hearing with his/her department head not more than ten (10) working days after the decision has been rendered under Section 3 above. In cases where there is only one supervisor of a department, the Human Resource Director will hold the hearing at Level 2 and will be responsible for all requirements of the Department Head noted in this section. The request will be written on forms mutually developed by CSEA and the District. The request will state the nature of the grievance, the section or sections of the contract claimed to be violated, what remedy is sought and why the decision at the preceding level was unsatisfactory. A hearing with the Department Head will occur within ten (10) days of the request. The department head will render the decision in writing within ten (10) working days of the hearing.

Section 5 - Hearing with Superintendent - Step 3

A. If the grievance remains unresolved at Step 2, the employee may request a hearing with the Superintendent or designee. Such requests shall be made in writing on forms mutually developed by CSEA and the District within ten (10) working days of receipt of the decision at Step 2 and will contain the same information required at Step 2. A hearing with the Superintendent or designee will occur within twenty (20) days of the request.

B. The Superintendent or designee shall render a decision in writing within twenty (20) working days of the conclusion of the hearing.

Section 6 - Arbitration - Step 4

A. In the event that a grievance is unresolved after being processed through Step 3 of the procedure, CSEA may file an appeal in writing on forms supplied by the District with the Assistant Superintendent for Support Services requesting that the grievance be submitted to arbitration.

B. The request for arbitration must be made within thirty (30) calendar days after the rendering of the decision at Step 3.

C. The question in dispute shall then be referred to an arbitrator selected by the parties from a panel or panels submitted by the Public Employment Relations Board or by a different method mutually agreed upon by both parties.

D. The arbitrator shall not have the power to add to, subtract from, or modify any of the provisions of this agreement.

E. No arbitrator shall decide more than one grievance at the same hearing or series of hearings except by mutual agreement between the parties.

F. No hearing shall be open to the public or persons not immediately involved unless all parties agree to waive this requirement.

G. All time limits set forth in this article may be extended by mutual consent or in the event that a grievance is filed at such time that it cannot be processed through all steps by the end of the school year, and if left unresolved until the beginning of the following year, could result in irreparable harm to a party at interest, the time limits set forth may be reduced by mutual agreement so that the procedures may be exhausted prior to the end of the school year or as soon after as possible.

H. Expenses of arbitration, including the arbitrator's fee, and expenses, a transcript of the hearing, etc., shall be shared equally by the Union and the Board.

I. The decision of the arbitrator shall be final and binding upon both parties and shall be entered in the minutes of the Board of Education in its next regular meeting after the decision has been rendered. Any action required shall be implemented within thirty (30) working days.

J. Copies of the decision shall be simultaneously supplied to all parties concerned.

Section 7 - Continuing Work

Any employee claiming a grievance shall not refuse the grieved work assignments, except where such assignment would be clearly considered dangerous or illegal by a competent judge of the situation and until such grievance shall be finally resolved.

ARTICLE 10

PERSONNEL FILES

Each member of the bargaining unit except School Bus Drivers will be evaluated annually on a form mutually agreed upon by the District and the bargaining unit. (Appendix C) Upon request, any employee shall be permitted to examine one's own personnel file. Material relating to the evaluation of performance or employee discipline, except documents required for employment, shall not be placed in an employee's personnel file, unless that employee has had an opportunity to read the material. The employee shall acknowledge having read such material by signing the actual copy to be filed with the understanding that such signature merely signified that the employee has read the material to be filed and does not necessarily indicate agreement with its contents. Refusal to affix signature on a document shall be witnessed, so noted, and placed in an employee's file. The employee shall have the right to answer any material filed and the answer shall be attached to the file copy.

ARTICLE 11

JOB PROTECTION

All non-competitive and labor-class employees shall be granted job protection as provided in Section 75 of the Civil Service Law after the completion of six (6) months of service with the District.

Any material which is to be placed in the personnel file of an employee that was intended as a disciplinary measure, such as a letter of reprimand, shall not be placed in such file if the employee invokes the right to challenge the disciplinary action through the use of the discipline procedure under

Section 75 of the Civil Service Law. The discipline measure may only be taken if the guilt of the employee is proved as a result of the hearing.

Staff who holds certification through the New York State Education Department shall be granted job protection for disciplinary proceedings as provided by applicable provisions of Education law and other statutes, case law and/or Commissioner's decisions.

ARTICLE 12

TENURE

A. Staff who hold Full time Teacher Assistant positions and hold valid certificates will be eligible for tenure.

B. Procedures for notification regarding the granting or denial of tenure will be as set forth in the applicable provisions of New York State Education law.

ARTICLE 13

SAFETY

A. A District Safety Council shall be formed by one representative from each of the following groups appointed by the President of the Civil Service Employee's Association:

1. Custodial Staff
2. Clerical Staff
3. School Lunch Staff
4. Bus Driving Staff
5. Auto Maintenance Staff
6. Buildings & Grounds Maintenance Staff
7. Nurse
8. Teacher Aides, Teacher Assistants and School Monitors

In addition the Supervisor of Buildings and Grounds and the Assistant Superintendent for Support Services shall be members of the Council.

The Council shall elect its own presiding officer and shall meet at least three times during the school year or as needed for the following purposes:

1. To improve the safety of the total school environment by:
 - a. Reviewing accident reports and worker compensation claims.
 - b. Reviewing the specific concerns of the staff and administration.
 - c. Issuing advisory bulletins to the staff concerning specific safety practices with the editorial assistance of the Assistant Superintendent for Support Services or designee.
2. To recommend to the Superintendent for consideration of those matters which cannot be accommodated at the work location by administrative means.

B. An employee shall not be required to work in a building when no one else is present.

ARTICLE 14

NEGOTIATION PROCEDURES

In the calendar year in which the current negotiated contract expires, both parties shall, by February 14, have arranged a mutually acceptable date to meet for the purpose of opening formal negotiations on a new contract. This initial negotiation session should occur no later than February 28. All items proposed for discussion that would become effective in the next school year shall be submitted in writing by the representative organization and the employer no later than the second meeting.

ARTICLE 15

CONTRACT CONCLUSIONS

Section 1 - Saving Clause

A. If any article or part thereof of this agreement should be decided as in violation of any Federal, State or Local Law or if adherence to or enforcement of any article or part thereof should be restrained by a court of law, the remaining articles of this agreement shall not be affected.

B. The parties agree to re-negotiate a replacement should any part be found unlawful.

Section 2 - Extent of Agreement

This agreement shall constitute the entire agreement between the parties and no additional matters shall be presented for negotiation by either party during the life of this agreement except as specifically stated.

Section 3 - Statement of Civil Service Law

ANY WRITTEN AGREEMENT BETWEEN A PUBLIC EMPLOYER AND AN EMPLOYEE ORGANIZATION DETERMINING THE TERMS AND CONDITIONS OF EMPLOYMENT OF PUBLIC EMPLOYEES SHALL CONTAIN THE FOLLOWING NOTICE IN TYPE NOT SMALLER THAN THE LARGEST TYPE USED ELSEWHERE IN SUCH AGREEMENT:

"IT IS AGREED, BY AND BETWEEN THE PARTIES, THAT ANY PROVISIONS OF THIS AGREEMENT REQUIRING LEGISLATIVE ACTION TO PERMIT ITS IMPLEMENTATION BY AMENDMENT OF LAW OR BY PROVIDING THE ADDITIONAL FUNDS THEREFORE, SHALL NOT BECOME EFFECTIVE UNTIL THE APPROPRIATE LEGISLATIVE BODY HAS GIVEN APPROVAL."

EVERY EMPLOYEE ORGANIZATION SUBMITTING SUCH A WRITTEN AGREEMENT TO ITS MEMBERS FOR RATIFICATION SHALL PUBLISH SUCH NOTICE, INCLUDE SUCH NOTICE IN THE DOCUMENTS ACCOMPANYING SUCH SUBMISSION, AND SHALL READ IT ALOUD AT ANY MEMBERSHIP MEETING CALLED TO CONSIDER SUCH RATIFICATION.

**ARTICLE 16
DURATION AND CONTRACT SIGNATURES**

This contract shall be effective on July 1, 2013 and for language provisions, remain in full force and effect until June 30, 2018.

In witness thereof, the parties have hereunto set their hands this

_____ day of _____ 2014

SUPERINTENDENT OF SCHOOLS
BURNT HILLS-BALLSTON LAKE SCHOOLS

Patrick McGrath, Superintendent of Schools

BURNT HILLS-BALLSTON LAKE UNIT OF
THE CIVIL SERVICE EMPLOYEES ASSOCIATION, INC.

Shari August, President

FOR THE DISTRICT

Robert E. Van Vranken,
Chief Negotiator

Christopher Abdo

Amy Baluch

FOR CSEA

Michael Campon,
Chief Negotiator

Lisa Sauer

Karen Neander

Robert Killeen

SEAL OF THE DISTRICT

APPENDIX A BUS DRIVER AND FOOD SERVICE PROVISIONS

Section 1 - Physical Examinations

- A. Annual physical examinations will be provided bus driver and food service personnel by a school physician at no cost to the employee.
- B. All physical examinations shall be conducted in the manner prescribed by Article 19-A of the New York State Vehicle and Traffic Law and the regulations of the Commissioner of Education.
- C. If any employee fails the physical, as provided under Article 19-A and the regulations of the Commissioner of Education, such employee shall be allowed to use accumulated sick leave until the medical problem is corrected. If the employee's sick leave runs out, the Superintendent of Schools shall meet with the Union to discuss the medical problem(s) of the employee. If the medical problem(s) is correctable, the Superintendent of Schools shall allow the employee an unpaid leave of absence for up to one (1) year. The Superintendent of Schools may grant an extension of the leave beyond one (1) year if extenuating circumstances warrant an extension. If the medical problem is not correctable, see Section 3 of the Appendix.

Section 2 - Biennial Oral or Written Test and Road Test

- A. If an employee is unable to pass a biennial examination(s), the District agrees to grant such employee(s) a leave of absence without loss of pay during the retraining period, if a retraining period is necessary, or during the period which the employee is waiting to take the re-examination (See Section 6.19 of the regulations).
- B. If the employee(s) is unable to pass the biennial examination(s) upon being re-examined, the employee shall be granted an unpaid leave of absence by the Superintendent of Schools for a period of not more than one (1) year. During such period, the employee must pass the biennial examination(s).

Section 3- Bus Drivers- Alternate Employment

When a school bus driver is deemed to be physically ineligible to drive a bus and documentation is presented to the Transportation Supervisor, the following process will be followed:

1. The affected employee will use his/her allotted leave time and would be placed on a medical leave of absence from his/her driving position at the Board of Education meeting following the exhaustion of his/her leave time. The employee will have the ability to apply for any open position within the district for which he/she is qualified provided his/her physician has documented their ability to work in a position other than driving.
2. When the employee is placed on a leave of absence, the employee's run will be posted as temporary with no specific end date noted. Until the employee exhausts his/her paid leave time, the run will be filled by a substitute driver.
3. Following the posting period, a temporary driver will be hired and will be notified in writing upon hire that the position will be temporary pending the regular driver's ability to become re-qualified to drive. The temporary driver will be given as much advance notice as possible as to the end date of the appointment.
4. It will be the affected driver's responsibility to keep the Transportation Supervisor informed as to his/her status. At the time he/she is able to return to work as a driver, he/she must provide

documentation from a physician that he/she can return to work without restriction, and then where necessary, will re-qualify under 19-A.

5. Following the use of all allotted paid leave time when the affected driver is on a leave of absence without pay, he/she will be responsible to pay the full premium for health /dental insurance. The only exception would be if the driver meets eligibility for insurance under the Family Medical Leave Act for a 12 week period of time.
6. If the affected driver applies for and is selected for another position within the district, he/she will be appointed to such position. The rate of pay will be considered under the Temporary Transfer Rate section of the CSEA agreement (Article 4, Section 2). The rate will be assigned at the step in the new position that the employee held in the driver position. (i.e.: step 2 to step 2) and the employee will begin to accrue seniority in that position. Under the provision (Appendix A, Section 3), if the employee is appointed to a position which does not meet the eligibility for health/dental insurance, he/she will be eligible to continue receiving health/dental insurance.
7. If the affected driver does not apply for and/or is not selected for another position in the district, he/she will remain on an unpaid leave of absence for a period of up to 2 years as per the CSEA agreement after all paid leave time has been exhausted. If the driver is not deemed to be physically eligible to drive at the conclusion of the 2 year unpaid leave period, he/she will then resign his/her driving position.
8. If the driver is appointed to another position in the district, he/she will keep his/her seniority as a driver. Any seniority gained in another job category will count toward total district seniority but not toward job specific driver seniority. If a driver is not appointed to another position and then becomes re-qualified to drive within the period of time he/she is on a leave of absence, he/she will return to the driving position with the same amount of seniority he/she held when he/she went on unpaid leave.

Section 4- Food Service- State Regulations

Where NYS Health or Education Department Regulations require or forbid specific items of clothing to be worn by food service workers, the District will provide copies of such regulations to affected workers. Building food service managers will ensure compliance with such regulations. The District will pay for specific items of clothing (such as shirts, aprons, hair nets, or caps) that may be required.

APPENDIX B

A committee mutually agreed upon by the District and CSEA will be developed to review the evaluation form and procedure. The committee shall finalize the process by July 1, 2011.



Support Staff Performance Development Plan

Name: _____ School Year: _____

Title: _____ Evaluator: _____

Building/Department: _____

Part I. Performance Review

A. Quality of Work

1. Technical Knowledge and Competence

___ Commendable ___ Satisfactory ___ Improvement Needed

2. Use of Good Judgment and Common Sense

___ Commendable ___ Satisfactory ___ Improvement Needed

3. Effort

___ Commendable ___ Satisfactory ___ Improvement Needed

Comment:

B. Work Habits

1. Attendance:

___ Commendable ___ Satisfactory ___ Improvement Needed

2. Punctuality

___ Commendable ___ Satisfactory ___ Improvement Needed

3. Focus on Duties

___ Commendable ___ Satisfactory ___ Improvement Needed

4. Need for Direct Supervision

___ Works Well ___ Moderate Need ___ High Need ___
Independently

Comment:

C. Relationship with People

1. Students

___Commendable ___Satisfactory ___Improvement Needed ___N/A

2. Supervisor

___Commendable ___Satisfactory ___Improvement Needed

3. Colleagues

___Commendable ___Satisfactory ___Improvement Needed

4. Parents/Public

___Commendable ___Satisfactory ___Improvement Needed

Comment:

Employee Signature Date

My signature indicates that I have discussed this plan with my supervisor and understand its contents.

Evaluator Signature Date

Associate Input Signature Date

Comments, if any, by employee (within one week of signature date):

**For
Salary
Provisions
See attached
table**

	2012-2013 Hourly	2012-2013 Salary	2013-2014 Hourly	2013-2014 Salary	2014-2015 Hourly	2014-2015 Salary	2015-2016 Hourly	2015-2016 Salary	2016-2017 Hourly	2016-2017 Salary	2017-2018 Hourly	2017-2018 Salary
12 Month Employees												
Typist: (1957.5 Hours) also includes Clerk												
Step												
1	\$14.69	\$28,756	\$14.98	\$29,323	\$15.28	\$29,911	\$15.59	\$30,517	\$15.90	\$31,124	\$16.14	\$31,594
2	\$15.26	\$29,871	\$15.57	\$30,478	\$15.88	\$31,085	\$16.19	\$31,692	\$16.52	\$32,338	\$16.77	\$32,827
3	\$15.86	\$31,046	\$16.18	\$31,672	\$16.50	\$32,299	\$16.83	\$32,945	\$17.17	\$33,610	\$17.42	\$34,100
4	\$16.46	\$32,220	\$16.79	\$32,866	\$17.12	\$33,512	\$17.47	\$34,198	\$17.82	\$34,883	\$18.08	\$35,392
5	\$17.10	\$33,473	\$17.44	\$34,139	\$17.79	\$34,824	\$18.15	\$35,529	\$18.51	\$36,233	\$18.79	\$36,781
6	\$17.77	\$34,785	\$18.13	\$35,489	\$18.49	\$36,194	\$18.86	\$36,918	\$19.23	\$37,643	\$19.52	\$38,210
L10	\$18.48	\$36,175	\$18.85	\$36,899	\$19.23	\$37,643	\$19.61	\$38,387	\$20.00	\$39,150	\$20.30	\$39,737
L15	\$19.22	\$37,623	\$19.60	\$38,367	\$20.00	\$39,150	\$20.40	\$39,933	\$20.80	\$40,716	\$21.12	\$41,342
L20	\$19.99	\$39,130	\$20.39	\$39,913	\$20.80	\$40,716	\$21.21	\$41,519	\$21.64	\$42,360	\$21.96	\$42,987
L25	\$20.79	\$40,696	\$21.20	\$41,499	\$21.63	\$42,341	\$22.06	\$43,182	\$22.50	\$44,044	\$22.84	\$44,709
Senior Typist: (1957.5 Hrs) also includes Steno, Account Clerk, Dispatcher												
Step												
1	\$16.20	\$31,712	\$16.52	\$32,338	\$16.85	\$32,984	\$17.19	\$33,649	\$17.54	\$34,335	\$17.80	\$34,844
2	\$16.83	\$32,945	\$17.17	\$33,610	\$17.51	\$34,276	\$17.86	\$34,961	\$18.22	\$35,666	\$18.49	\$36,194
3	\$17.48	\$34,217	\$17.83	\$34,902	\$18.19	\$35,607	\$18.55	\$36,312	\$18.92	\$37,036	\$19.20	\$37,584
4	\$18.16	\$35,548	\$18.52	\$36,253	\$18.89	\$36,977	\$19.27	\$37,721	\$19.66	\$38,484	\$19.95	\$39,052
5	\$18.87	\$36,938	\$19.25	\$37,682	\$19.63	\$38,426	\$20.02	\$39,189	\$20.43	\$39,992	\$20.73	\$40,579
6	\$19.60	\$38,367	\$19.99	\$39,130	\$20.39	\$39,913	\$20.80	\$40,716	\$21.22	\$41,538	\$21.53	\$42,145
L10	\$20.39	\$39,913	\$20.80	\$40,716	\$21.21	\$41,519	\$21.64	\$42,360	\$22.07	\$43,202	\$22.40	\$43,848
L15	\$21.20	\$41,499	\$21.62	\$42,321	\$22.06	\$43,182	\$22.50	\$44,044	\$22.95	\$44,925	\$23.29	\$45,590
L20	\$22.05	\$43,163	\$22.49	\$44,024	\$22.94	\$44,905	\$23.40	\$45,806	\$23.87	\$46,726	\$24.23	\$47,430
L25	\$22.93	\$44,885	\$23.39	\$45,786	\$23.86	\$46,706	\$24.33	\$47,626	\$24.82	\$48,585	\$25.19	\$49,309
Senior Steno (1957.5 Hours)												
Step												
1	\$17.17	\$33,610	\$17.51	\$34,276	\$17.86	\$34,961	\$18.22	\$35,666	\$18.59	\$36,390	\$18.86	\$36,918
2	\$17.83	\$34,902	\$18.19	\$35,607	\$18.55	\$36,312	\$18.92	\$37,036	\$19.30	\$37,780	\$19.59	\$38,347
3	\$18.52	\$36,253	\$18.89	\$36,977	\$19.27	\$37,721	\$19.65	\$38,465	\$20.05	\$39,248	\$20.35	\$39,835
4	\$19.23	\$37,643	\$19.61	\$38,387	\$20.01	\$39,170	\$20.41	\$39,953	\$20.82	\$40,755	\$21.13	\$41,362
5	\$19.98	\$39,111	\$20.38	\$39,894	\$20.79	\$40,696	\$21.20	\$41,499	\$21.63	\$42,341	\$21.95	\$42,967
6	\$20.76	\$40,638	\$21.18	\$41,460	\$21.60	\$42,282	\$22.03	\$43,124	\$22.47	\$43,985	\$22.81	\$44,651
L10	\$21.59	\$42,262	\$22.02	\$43,104	\$22.46	\$43,965	\$22.91	\$44,846	\$23.37	\$45,747	\$23.72	\$46,432
L15	\$22.46	\$43,965	\$22.91	\$44,846	\$23.37	\$45,747	\$23.83	\$46,647	\$24.31	\$47,587	\$24.68	\$48,311
L20	\$23.35	\$45,708	\$23.82	\$46,628	\$24.29	\$47,548	\$24.78	\$48,507	\$25.27	\$49,466	\$25.65	\$50,210
L25	\$24.29	\$47,548	\$24.78	\$48,507	\$25.27	\$49,466	\$25.78	\$50,464	\$26.29	\$51,463	\$26.69	\$52,246
Cleaner (2088 Hours)												
Step												
1	\$14.93	\$31,174	\$15.23	\$31,800	\$15.53	\$32,427	\$15.84	\$33,074	\$16.16	\$33,742	\$16.40	\$34,243
2	\$15.51	\$32,385	\$15.82	\$33,032	\$16.14	\$33,700	\$16.46	\$34,368	\$16.79	\$35,058	\$17.04	\$35,580
3	\$16.11	\$33,638	\$16.43	\$34,306	\$16.76	\$34,995	\$17.10	\$35,705	\$17.44	\$36,415	\$17.70	\$36,958
4	\$16.73	\$34,932	\$17.06	\$35,621	\$17.41	\$36,352	\$17.75	\$37,062	\$18.11	\$37,814	\$18.38	\$38,377
5	\$17.38	\$36,289	\$17.73	\$37,020	\$18.08	\$37,751	\$18.44	\$38,503	\$18.81	\$39,275	\$19.09	\$39,860
6	\$18.05	\$37,688	\$18.41	\$38,440	\$18.78	\$39,213	\$19.15	\$39,985	\$19.54	\$40,800	\$19.83	\$41,405
L10	\$18.78	\$39,213	\$19.16	\$40,006	\$19.54	\$40,800	\$19.93	\$41,614	\$20.33	\$42,449	\$20.63	\$43,075
L15	\$19.53	\$40,779	\$19.92	\$41,593	\$20.32	\$42,428	\$20.73	\$43,284	\$21.14	\$44,140	\$21.46	\$44,808
L20	\$20.31	\$42,407	\$20.72	\$43,263	\$21.13	\$44,119	\$21.55	\$44,996	\$21.98	\$45,894	\$22.31	\$46,583
L25	\$21.12	\$44,099	\$21.54	\$44,976	\$21.97	\$45,873	\$22.41	\$46,792	\$22.86	\$47,732	\$23.20	\$48,442
Custodian (2088 Hours) also includes Utility Worker and Maintenance Helper												
Step												
1	\$16.20	\$33,826	\$16.52	\$34,494	\$16.85	\$35,183	\$17.19	\$35,893	\$17.54	\$36,624	\$17.80	\$37,166
2	\$16.83	\$35,141	\$17.17	\$35,851	\$17.51	\$36,561	\$17.86	\$37,292	\$18.22	\$38,043	\$18.49	\$38,607
3	\$17.48	\$36,498	\$17.83	\$37,229	\$18.19	\$37,981	\$18.55	\$38,732	\$18.92	\$39,505	\$19.20	\$40,090
4	\$18.16	\$37,918	\$18.52	\$38,670	\$18.89	\$39,442	\$19.27	\$40,236	\$19.66	\$41,050	\$19.95	\$41,656
5	\$18.87	\$39,401	\$19.25	\$40,194	\$19.63	\$40,987	\$20.02	\$41,802	\$20.43	\$42,658	\$20.73	\$43,284
6	\$19.60	\$40,925	\$19.99	\$41,739	\$20.39	\$42,574	\$20.80	\$43,430	\$21.22	\$44,307	\$21.53	\$44,955
L10	\$20.39	\$42,574	\$20.80	\$43,430	\$21.21	\$44,286	\$21.64	\$45,184	\$22.07	\$46,082	\$22.40	\$46,771
L15	\$21.20	\$44,266	\$21.62	\$45,143	\$22.06	\$46,061	\$22.50	\$46,980	\$22.95	\$47,920	\$23.29	\$48,630
L20	\$22.05	\$46,040	\$22.49	\$46,959	\$22.94	\$47,899	\$23.40	\$48,859	\$23.87	\$49,841	\$24.23	\$50,592
L25	\$22.93	\$47,878	\$23.39	\$48,838	\$23.86	\$49,820	\$24.33	\$50,801	\$24.82	\$51,824	\$25.19	\$52,597

	2012-2013 Hourly	2012-2013 Salary	2013-2014 Hourly	2013-2014 Salary	2014-2015 Hourly	2014-2015 Salary	2015-2016 Hourly	2015-2016 Salary	2016-2017 Hourly	2016-2017 Salary	2017-2018 Hourly	2017-2018 Salary
Senior Custodian (2088 Hours)												
Step												
1	\$17.59	\$36,728	\$17.94	\$37,459	\$18.30	\$38,210	\$18.67	\$38,983	\$19.04	\$39,756	\$19.33	\$40,361
2	\$18.27	\$38,148	\$18.64	\$38,920	\$19.01	\$39,693	\$19.39	\$40,486	\$19.78	\$41,301	\$20.07	\$41,906
3	\$18.98	\$39,630	\$19.36	\$40,424	\$19.75	\$41,238	\$20.14	\$42,052	\$20.54	\$42,888	\$20.85	\$43,535
4	\$19.71	\$41,154	\$20.10	\$41,969	\$20.51	\$42,825	\$20.92	\$43,681	\$21.33	\$44,537	\$21.65	\$45,205
5	\$20.48	\$42,762	\$20.89	\$43,618	\$21.31	\$44,495	\$21.73	\$45,372	\$22.17	\$46,291	\$22.50	\$46,980
6	\$21.28	\$44,433	\$21.71	\$45,330	\$22.14	\$46,228	\$22.58	\$47,147	\$23.03	\$48,087	\$23.38	\$48,817
L10	\$22.13	\$46,207	\$22.57	\$47,126	\$23.02	\$48,066	\$23.48	\$49,026	\$23.95	\$50,008	\$24.31	\$50,759
L15	\$23.02	\$48,066	\$23.48	\$49,026	\$23.95	\$50,008	\$24.43	\$51,010	\$24.92	\$52,033	\$25.29	\$52,806
L20	\$23.94	\$49,987	\$24.42	\$50,989	\$24.91	\$52,012	\$25.41	\$53,056	\$25.91	\$54,100	\$26.30	\$54,914
L25	\$24.90	\$51,991	\$25.40	\$53,035	\$25.91	\$54,100	\$26.42	\$55,165	\$26.95	\$56,272	\$27.36	\$57,128
Head Custodian (2088 Hours)												
Step												
1	\$19.17	\$40,027	\$19.55	\$40,820	\$19.94	\$41,635	\$20.34	\$42,470	\$20.75	\$43,326	\$21.06	\$43,973
2	\$19.92	\$41,593	\$20.32	\$42,428	\$20.72	\$43,263	\$21.14	\$44,140	\$21.56	\$45,017	\$21.89	\$45,706
3	\$20.69	\$43,201	\$21.10	\$44,057	\$21.53	\$44,955	\$21.96	\$45,852	\$22.40	\$46,771	\$22.73	\$47,460
4	\$21.50	\$44,892	\$21.93	\$45,790	\$22.37	\$46,709	\$22.82	\$47,648	\$23.27	\$48,588	\$23.62	\$49,319
5	\$22.33	\$46,625	\$22.78	\$47,565	\$23.23	\$48,504	\$23.70	\$49,486	\$24.17	\$50,467	\$24.53	\$51,219
6	\$23.20	\$48,442	\$23.66	\$49,402	\$24.14	\$50,404	\$24.62	\$51,407	\$25.11	\$52,430	\$25.49	\$53,223
L10	\$24.12	\$50,363	\$24.60	\$51,365	\$25.09	\$52,388	\$25.60	\$53,453	\$26.11	\$54,518	\$26.50	\$55,332
L15	\$25.09	\$52,388	\$25.59	\$53,432	\$26.10	\$54,497	\$26.63	\$55,603	\$27.16	\$56,710	\$27.57	\$57,566
L20	\$26.09	\$54,476	\$26.61	\$55,562	\$27.14	\$56,668	\$27.69	\$57,817	\$28.24	\$58,965	\$28.66	\$59,842
L25	\$27.14	\$56,668	\$27.68	\$57,796	\$28.24	\$58,965	\$28.80	\$60,134	\$29.38	\$61,345	\$29.82	\$62,264
Maintenance Worker/ Auto Mechanic (2088 Hours)												
Step												
1	\$19.00	\$39,672	\$19.38	\$40,465	\$19.77	\$41,280	\$20.16	\$42,094	\$20.57	\$42,950	\$20.87	\$43,577
2	\$19.73	\$41,196	\$20.12	\$42,011	\$20.53	\$42,867	\$20.94	\$43,723	\$21.36	\$44,600	\$21.68	\$45,268
3	\$20.50	\$42,804	\$20.91	\$43,660	\$21.33	\$44,537	\$21.75	\$45,414	\$22.19	\$46,333	\$22.52	\$47,022
4	\$21.29	\$44,454	\$21.72	\$45,351	\$22.15	\$46,249	\$22.59	\$47,168	\$23.04	\$48,108	\$23.39	\$48,838
5	\$22.12	\$46,187	\$22.56	\$47,105	\$23.01	\$48,045	\$23.47	\$49,005	\$23.94	\$49,987	\$24.30	\$50,738
6	\$22.98	\$47,982	\$23.44	\$48,943	\$23.91	\$49,924	\$24.39	\$50,926	\$24.87	\$51,929	\$25.25	\$52,722
L10	\$23.90	\$49,903	\$24.38	\$50,905	\$24.87	\$51,929	\$25.36	\$52,952	\$25.87	\$54,017	\$26.26	\$54,831
L15	\$24.86	\$51,908	\$25.36	\$52,952	\$25.86	\$53,996	\$26.38	\$55,081	\$26.91	\$56,188	\$27.31	\$57,023
L20	\$25.85	\$53,975	\$26.37	\$55,061	\$26.89	\$56,146	\$27.43	\$57,274	\$27.98	\$58,422	\$28.40	\$59,299
L25	\$26.88	\$56,125	\$27.42	\$57,253	\$27.97	\$58,401	\$28.53	\$59,571	\$29.10	\$60,761	\$29.53	\$61,659
Auto Mechanic Supervisor (2088 Hours)												
Step												
1	\$22.10	\$46,145	\$22.54	\$47,064	\$22.99	\$48,003	\$23.45	\$48,964	\$23.92	\$49,945	\$24.28	\$50,697
2	\$22.97	\$47,961	\$23.43	\$48,922	\$23.90	\$49,903	\$24.38	\$50,905	\$24.86	\$51,908	\$25.24	\$52,701
3	\$23.86	\$49,820	\$24.34	\$50,822	\$24.82	\$51,824	\$25.32	\$52,868	\$25.83	\$53,933	\$26.21	\$54,726
4	\$24.78	\$51,741	\$25.28	\$52,785	\$25.78	\$53,829	\$26.30	\$54,914	\$26.82	\$56,000	\$27.23	\$56,856
5	\$25.74	\$53,745	\$26.25	\$54,810	\$26.78	\$55,917	\$27.32	\$57,044	\$27.86	\$58,172	\$28.28	\$59,049
6	\$26.74	\$55,833	\$27.27	\$56,940	\$27.82	\$58,088	\$28.38	\$59,257	\$28.94	\$60,427	\$29.38	\$61,345
L10	\$27.81	\$58,067	\$28.37	\$59,237	\$28.93	\$60,406	\$29.51	\$61,617	\$30.10	\$62,849	\$30.55	\$63,788
L15	\$28.92	\$60,385	\$29.50	\$61,596	\$30.09	\$62,828	\$30.69	\$64,081	\$31.30	\$65,354	\$31.77	\$66,336
L20	\$30.07	\$62,786	\$30.67	\$64,039	\$31.28	\$65,313	\$31.91	\$66,628	\$32.55	\$67,964	\$33.04	\$68,988
L25	\$31.28	\$65,313	\$31.91	\$66,628	\$32.54	\$67,944	\$33.19	\$69,301	\$33.86	\$70,700	\$34.37	\$71,765

	2012-2013	2012-2013	2013-2014	2013-2014	2014-2015	2014-2015	2015-2016	2015-2016	2016-2017	2016-2017	2017-2018	2017-2018
	Hourly	Salary	Hourly	Salary	Hourly	Salary	Hourly	Salary	Hourly	Salary	Hourly	Salary
10 Month Employees												
Typist: (182 days, 1365 Hours per year) & Clerk, Attendance Clerk & Telephone Operator												
Step												
1	\$14.76	\$20,147	\$15.06	\$20,557	\$15.36	\$20,966	\$15.66	\$21,376	\$15.98	\$21,813	\$16.22	\$22,140
2	\$15.34	\$20,939	\$15.65	\$21,362	\$15.96	\$21,785	\$16.28	\$22,222	\$16.60	\$22,659	\$16.85	\$23,000
3	\$15.93	\$21,744	\$16.25	\$22,181	\$16.57	\$22,618	\$16.91	\$23,082	\$17.24	\$23,533	\$17.50	\$23,888
4	\$16.55	\$22,591	\$16.88	\$23,041	\$17.22	\$23,505	\$17.56	\$23,969	\$17.91	\$24,447	\$18.18	\$24,816
5	\$17.19	\$23,464	\$17.53	\$23,928	\$17.88	\$24,406	\$18.24	\$24,898	\$18.61	\$25,403	\$18.89	\$25,785
6	\$17.86	\$24,379	\$18.22	\$24,870	\$18.58	\$25,362	\$18.95	\$25,867	\$19.33	\$26,385	\$19.62	\$26,781
L10	\$18.57	\$25,348	\$18.94	\$25,853	\$19.32	\$26,372	\$19.71	\$26,904	\$20.10	\$27,437	\$20.40	\$27,846
L15	\$19.32	\$26,372	\$19.71	\$26,904	\$20.10	\$27,437	\$20.50	\$27,983	\$20.91	\$28,542	\$21.23	\$28,979
L20	\$20.09	\$27,423	\$20.49	\$27,969	\$20.90	\$28,529	\$21.32	\$29,102	\$21.75	\$29,689	\$22.07	\$30,126
L25	\$20.89	\$28,515	\$21.31	\$29,088	\$21.73	\$29,661	\$22.17	\$30,262	\$22.61	\$30,863	\$22.95	\$31,327

Teacher Assistant: (185 days 1202.5 Hours per year) Child Associate & Library Clerk												
Step												
1	\$15.49	\$18,627	\$15.80	\$19,000	\$16.12	\$19,384	\$16.44	\$19,769	\$16.77	\$20,166	\$17.02	\$20,467
2	\$16.10	\$19,360	\$16.42	\$19,745	\$16.75	\$20,142	\$17.09	\$20,551	\$17.43	\$20,960	\$17.69	\$21,272
3	\$16.72	\$20,106	\$17.05	\$20,503	\$17.40	\$20,924	\$17.74	\$21,332	\$18.10	\$21,765	\$18.37	\$22,090
4	\$17.37	\$20,887	\$17.72	\$21,308	\$18.07	\$21,729	\$18.43	\$22,162	\$18.80	\$22,607	\$19.08	\$22,944
5	\$18.04	\$21,693	\$18.40	\$22,126	\$18.77	\$22,571	\$19.14	\$23,016	\$19.53	\$23,485	\$19.82	\$23,834
6	\$18.75	\$22,547	\$19.13	\$23,004	\$19.51	\$23,461	\$19.90	\$23,930	\$20.30	\$24,411	\$20.60	\$24,772
L10	\$19.50	\$23,449	\$19.89	\$23,918	\$20.29	\$24,399	\$20.69	\$24,880	\$21.11	\$25,385	\$21.42	\$25,758
L15	\$20.28	\$24,387	\$20.69	\$24,880	\$21.10	\$25,373	\$21.52	\$25,878	\$21.95	\$26,395	\$22.28	\$26,792
L20	\$21.09	\$25,361	\$21.51	\$25,866	\$21.94	\$26,383	\$22.38	\$26,912	\$22.83	\$27,453	\$23.17	\$27,862
L25	\$21.93	\$26,371	\$22.37	\$26,900	\$22.82	\$27,441	\$23.27	\$27,982	\$23.74	\$28,547	\$24.09	\$28,968

Teacher Aide: (178 days, 1157 Hours) Computer Aide, Bus Monitor(183 days), & Playground Monitor												
Step												
1	\$13.87	\$16,048	\$14.15	\$16,372	\$14.43	\$16,696	\$14.72	\$17,031	\$15.01	\$17,367	\$15.24	\$17,633
2	\$14.40	\$16,661	\$14.69	\$16,996	\$14.98	\$17,332	\$15.28	\$17,679	\$15.59	\$18,038	\$15.82	\$18,304
3	\$14.96	\$17,309	\$15.26	\$17,656	\$15.56	\$18,003	\$15.88	\$18,373	\$16.19	\$18,732	\$16.44	\$19,021
4	\$15.54	\$17,980	\$15.85	\$18,338	\$16.17	\$18,709	\$16.49	\$19,079	\$16.82	\$19,461	\$17.07	\$19,750
5	\$16.14	\$18,674	\$16.46	\$19,044	\$16.79	\$19,426	\$17.13	\$19,819	\$17.47	\$20,213	\$17.73	\$20,514
6	\$16.77	\$19,403	\$17.11	\$19,796	\$17.45	\$20,190	\$17.80	\$20,595	\$18.15	\$21,000	\$18.42	\$21,312
L10	\$17.44	\$20,178	\$17.79	\$20,583	\$18.14	\$20,988	\$18.51	\$21,416	\$18.88	\$21,844	\$19.16	\$22,168
L15	\$18.14	\$20,988	\$18.50	\$21,405	\$18.87	\$21,833	\$19.25	\$22,272	\$19.64	\$22,723	\$19.93	\$23,059
L20	\$18.86	\$21,821	\$19.24	\$22,261	\$19.62	\$22,700	\$20.01	\$23,152	\$20.41	\$23,614	\$20.72	\$23,973
L25	\$19.61	\$22,689	\$20.00	\$23,140	\$20.40	\$23,603	\$20.81	\$24,077	\$21.23	\$24,563	\$21.54	\$24,922

Registered Nurse: (185 days, 1480 Hours per year plus five additional days)												
Step												
1	\$21.98	\$32,530	\$22.42	\$33,182	\$22.87	\$33,848	\$23.33	\$34,528	\$23.79	\$35,209	\$24.15	\$35,742
2	\$22.84	\$33,803	\$23.30	\$34,484	\$23.76	\$35,165	\$24.24	\$35,875	\$24.72	\$36,586	\$25.09	\$37,133
3	\$23.72	\$35,106	\$24.19	\$35,801	\$24.68	\$36,526	\$25.17	\$37,252	\$25.68	\$38,006	\$26.06	\$38,569
4	\$24.64	\$36,467	\$25.13	\$37,192	\$25.64	\$37,947	\$26.15	\$38,702	\$26.67	\$39,472	\$27.07	\$40,064
5	\$25.60	\$37,888	\$26.11	\$38,643	\$26.63	\$39,412	\$27.17	\$40,212	\$27.71	\$41,011	\$28.13	\$41,632
6	\$26.88	\$39,782	\$27.42	\$40,582	\$27.97	\$41,396	\$28.53	\$42,224	\$29.10	\$43,068	\$29.53	\$43,704
L10	\$27.95	\$41,366	\$28.51	\$42,195	\$29.08	\$43,038	\$29.66	\$43,897	\$30.25	\$44,770	\$30.71	\$45,451
L15	\$29.07	\$43,024	\$29.65	\$43,882	\$30.24	\$44,755	\$30.85	\$45,658	\$31.47	\$46,576	\$31.94	\$47,271
L20	\$30.23	\$44,740	\$30.83	\$45,628	\$31.45	\$46,546	\$32.08	\$47,478	\$32.72	\$48,426	\$33.21	\$49,151
L25	\$31.44	\$46,531	\$32.07	\$47,464	\$32.71	\$48,411	\$33.36	\$49,373	\$34.03	\$50,364	\$34.54	\$51,119

Cook I: Secondary Managers (175 days, 1050 Hours per year, plus up to three additional days)												
Step												
1	\$16.47	\$17,294	\$16.80	\$17,640	\$17.14	\$17,997	\$17.48	\$18,354	\$17.83	\$18,722	\$18.10	\$19,005
2	\$17.11	\$17,966	\$17.45	\$18,323	\$17.80	\$18,690	\$18.16	\$19,068	\$18.52	\$19,446	\$18.80	\$19,740
3	\$17.78	\$18,669	\$18.14	\$19,047	\$18.50	\$19,425	\$18.87	\$19,814	\$19.25	\$20,213	\$19.53	\$20,507
4	\$18.47	\$19,394	\$18.84	\$19,782	\$19.22	\$20,181	\$19.60	\$20,580	\$19.99	\$20,990	\$20.29	\$21,305
5	\$19.19	\$20,150	\$19.57	\$20,549	\$19.97	\$20,969	\$20.36	\$21,378	\$20.77	\$21,809	\$21.08	\$22,134
6	\$19.93	\$20,927	\$20.33	\$21,347	\$20.74	\$21,777	\$21.15	\$22,208	\$21.57	\$22,649	\$21.90	\$22,995
L10	\$20.72	\$21,756	\$21.13	\$22,187	\$21.56	\$22,638	\$21.99	\$23,090	\$22.43	\$23,552	\$22.76	\$23,898
L15	\$21.55	\$22,628	\$21.98	\$23,079	\$22.42	\$23,541	\$22.87	\$24,014	\$23.33	\$24,497	\$23.68	\$24,864
L20	\$22.42	\$23,541	\$22.87	\$24,014	\$23.33	\$24,497	\$23.79	\$24,980	\$24.27	\$25,484	\$24.63	\$25,862
L25	\$23.31	\$24,476	\$23.78	\$24,969	\$24.25	\$25,463	\$24.74	\$25,977	\$25.23	\$26,492	\$25.61	\$26,891

	2012-2013	2012-2013	2013-2014	2013-2014	2014-2015	2014-2015	2015-2016	2015-2016	2016-2017	2016-2017	2017-2018	2017-2018
	Hourly	Salary	Hourly	Salary	Hourly	Salary	Hourly	Salary	Hourly	Salary	Hourly	Salary
Cook II: Elementary Managers (175 days,1050 Hours per year, plus up to three additional days)												
Step												
1	\$13.55	\$14,228	\$13.82	\$14,511	\$14.10	\$14,805	\$14.38	\$15,099	\$14.67	\$15,404	\$14.89	\$15,635
2	\$14.08	\$14,784	\$14.36	\$15,078	\$14.65	\$15,383	\$14.94	\$15,687	\$15.24	\$16,002	\$15.47	\$16,244
3	\$14.62	\$15,351	\$14.91	\$15,656	\$15.21	\$15,971	\$15.51	\$16,286	\$15.83	\$16,622	\$16.06	\$16,863
4	\$15.20	\$15,960	\$15.50	\$16,275	\$15.81	\$16,601	\$16.13	\$16,937	\$16.45	\$17,273	\$16.70	\$17,535
5	\$15.78	\$16,569	\$16.10	\$16,905	\$16.42	\$17,241	\$16.75	\$17,588	\$17.08	\$17,934	\$17.34	\$18,207
6	\$16.40	\$17,220	\$16.73	\$17,567	\$17.06	\$17,913	\$17.40	\$18,270	\$17.75	\$18,638	\$18.02	\$18,921
L10	\$17.05	\$17,903	\$17.39	\$18,260	\$17.74	\$18,627	\$18.09	\$18,995	\$18.46	\$19,383	\$18.73	\$19,667
L15	\$17.74	\$18,627	\$18.09	\$18,995	\$18.46	\$19,383	\$18.83	\$19,772	\$19.20	\$20,160	\$19.49	\$20,465
L20	\$18.45	\$19,373	\$18.82	\$19,761	\$19.20	\$20,160	\$19.58	\$20,559	\$19.97	\$20,969	\$20.27	\$21,284
L25	\$19.18	\$20,139	\$19.56	\$20,538	\$19.95	\$20,948	\$20.35	\$21,368	\$20.76	\$21,798	\$21.07	\$22,124

Assistant Cook: Baker (175 days, 875 Hours per year, plus up to three additional days)												
Step												
1	\$12.71	\$11,121	\$12.96	\$11,340	\$13.22	\$11,568	\$13.49	\$11,804	\$13.76	\$12,040	\$13.96	\$12,215
2	\$13.19	\$11,541	\$13.45	\$11,769	\$13.72	\$12,005	\$14.00	\$12,250	\$14.28	\$12,495	\$14.49	\$12,679
3	\$13.70	\$11,988	\$13.97	\$12,224	\$14.25	\$12,469	\$14.54	\$12,723	\$14.83	\$12,976	\$15.05	\$13,169
4	\$14.24	\$12,460	\$14.52	\$12,705	\$14.82	\$12,968	\$15.11	\$13,221	\$15.41	\$13,484	\$15.65	\$13,694
5	\$14.80	\$12,950	\$15.10	\$13,213	\$15.40	\$13,475	\$15.71	\$13,746	\$16.02	\$14,018	\$16.26	\$14,228
6	\$15.37	\$13,449	\$15.68	\$13,720	\$15.99	\$13,991	\$16.31	\$14,271	\$16.64	\$14,560	\$16.89	\$14,779
L10	\$15.99	\$13,991	\$16.31	\$14,271	\$16.64	\$14,560	\$16.97	\$14,849	\$17.31	\$15,146	\$17.57	\$15,374
L15	\$16.62	\$14,543	\$16.95	\$14,831	\$17.29	\$15,129	\$17.64	\$15,435	\$17.99	\$15,741	\$18.26	\$15,978
L20	\$17.29	\$15,129	\$17.64	\$15,435	\$17.99	\$15,741	\$18.35	\$16,056	\$18.72	\$16,380	\$19.00	\$16,625
L25	\$17.98	\$15,733	\$18.34	\$16,048	\$18.71	\$16,371	\$19.08	\$16,695	\$19.46	\$17,028	\$19.75	\$17,281

Food Service Helper: (175 days, 612.5 Hours per year, plus up to three additional days)												
Step												
1	\$11.45	\$7,013	\$11.68	\$7,154	\$11.91	\$7,295	\$12.15	\$7,442	\$12.39	\$7,589	\$12.58	\$7,705
2	\$11.90	\$7,289	\$12.14	\$7,436	\$12.38	\$7,583	\$12.63	\$7,736	\$12.88	\$7,889	\$13.07	\$8,005
3	\$12.35	\$7,564	\$12.60	\$7,718	\$12.85	\$7,871	\$13.11	\$8,030	\$13.37	\$8,189	\$13.57	\$8,312
4	\$12.84	\$7,865	\$13.10	\$8,024	\$13.36	\$8,183	\$13.63	\$8,348	\$13.90	\$8,514	\$14.11	\$8,642
5	\$13.34	\$8,171	\$13.61	\$8,336	\$13.88	\$8,502	\$14.16	\$8,673	\$14.44	\$8,845	\$14.66	\$8,979
6	\$13.86	\$8,489	\$14.14	\$8,661	\$14.42	\$8,832	\$14.71	\$9,010	\$15.00	\$9,188	\$15.23	\$9,328
L10	\$14.41	\$8,826	\$14.70	\$9,004	\$14.99	\$9,181	\$15.29	\$9,365	\$15.60	\$9,555	\$15.83	\$9,696
L15	\$14.99	\$9,181	\$15.29	\$9,365	\$15.60	\$9,555	\$15.91	\$9,745	\$16.23	\$9,941	\$16.47	\$10,088
L20	\$15.59	\$9,549	\$15.90	\$9,739	\$16.22	\$9,935	\$16.54	\$10,131	\$16.88	\$10,339	\$17.13	\$10,492
L25	\$16.21	\$9,929	\$16.53	\$10,125	\$16.86	\$10,327	\$17.20	\$10,535	\$17.55	\$10,749	\$17.81	\$10,909

School Bus Driver: (183 days, 777.75 hours per year)												
Step												
1	\$17.98	\$13,984	\$18.34	\$14,264	\$18.71	\$14,552	\$19.08	\$14,839	\$19.46	\$15,135	\$19.75	\$15,361
2	\$18.67	\$14,521	\$19.04	\$14,808	\$19.42	\$15,104	\$19.81	\$15,407	\$20.21	\$15,718	\$20.51	\$15,952
3	\$19.40	\$15,088	\$19.79	\$15,392	\$20.18	\$15,695	\$20.59	\$16,014	\$21.00	\$16,333	\$21.31	\$16,574
4	\$20.15	\$15,672	\$20.55	\$15,983	\$20.96	\$16,302	\$21.38	\$16,628	\$21.81	\$16,963	\$22.14	\$17,219
5	\$20.93	\$16,278	\$21.35	\$16,605	\$21.78	\$16,939	\$22.21	\$17,274	\$22.66	\$17,624	\$23.00	\$17,888
6	\$21.75	\$16,916	\$22.19	\$17,258	\$22.63	\$17,600	\$23.08	\$17,950	\$23.54	\$18,308	\$23.90	\$18,588
L10	\$22.62	\$17,593	\$23.07	\$17,943	\$23.53	\$18,300	\$24.00	\$18,666	\$24.48	\$19,039	\$24.85	\$19,327
L15	\$23.52	\$18,293	\$23.99	\$18,658	\$24.47	\$19,032	\$24.96	\$19,413	\$25.46	\$19,802	\$25.84	\$20,097
L20	\$24.46	\$19,024	\$24.95	\$19,405	\$25.45	\$19,794	\$25.96	\$20,190	\$26.48	\$20,595	\$26.87	\$20,898
L25	\$25.44	\$19,786	\$25.95	\$20,183	\$26.47	\$20,587	\$27.00	\$20,999	\$27.54	\$21,419	\$27.95	\$21,738

Head Bus Driver (TBD)

Bus Driver Instructors will be compensated at the L25 rate per hour as follows: \$25.95 per hour for 2013-14, \$26.47 per hour for 2014-15, \$27.00 per hour for 2015-16, \$27.54 per hour for 2016-17 and \$27.95 per hour for 2017-18.

Administrative Assistant: (185 days, 1480 Hours per year plus 20 additional days)												
Step												
1	\$20.33	\$30,088	\$20.74	\$30,695	\$21.15	\$31,302	\$21.57	\$31,924	\$22.01	\$32,575	\$22.34	\$33,063
2	\$21.12	\$31,258	\$21.54	\$31,879	\$21.97	\$32,516	\$22.41	\$33,167	\$22.86	\$33,833	\$23.20	\$34,336
3	\$21.94	\$32,471	\$22.38	\$33,122	\$22.83	\$33,788	\$23.28	\$34,454	\$23.75	\$35,150	\$24.10	\$35,668
4	\$22.80	\$33,744	\$23.26	\$34,425	\$23.72	\$35,106	\$24.20	\$35,816	\$24.68	\$36,526	\$25.05	\$37,074
5	\$23.67	\$35,032	\$24.14	\$35,727	\$24.63	\$36,452	\$25.12	\$37,178	\$25.62	\$37,918	\$26.01	\$38,495
6	\$24.85	\$36,778	\$25.35	\$37,518	\$25.85	\$38,258	\$26.37	\$39,028	\$26.90	\$39,812	\$27.30	\$40,404
L10	\$25.85	\$38,258	\$26.37	\$39,028	\$26.89	\$39,797	\$27.43	\$40,596	\$27.98	\$41,410	\$28.40	\$42,032
L15	\$26.88	\$39,782	\$27.42	\$40,582	\$27.97	\$41,396	\$28.53	\$42,224	\$29.10	\$43,068	\$29.53	\$43,704
L20	\$27.96	\$41,381	\$28.52	\$42,210	\$29.09	\$43,053	\$29.67	\$43,912	\$30.26	\$44,785	\$30.72	\$45,466
L25	\$29.07	\$43,024	\$29.65	\$43,882	\$30.24	\$44,755	\$30.85	\$45,658	\$31.47	\$46,576	\$31.94	\$47,271

	2012-2013 Hourly	2012-2013 Salary	2013-2014 Hourly	2013-2014 Salary	2014-2015 Hourly	2014-2015 Salary	2015-2016 Hourly	2015-2016 Salary	2016-2017 Hourly	2016-2017 Salary	2017-2018 Hourly	2017-2018 Salary
Facilities Coordinator: (185 days, 1387.5 Hours per year plus 15 additional days)												
Step												
1	\$19.60	\$27,195	\$19.99	\$27,736	\$20.39	\$28,291	\$20.80	\$28,860	\$21.22	\$29,443	\$21.53	\$29,873
2	\$20.36	\$28,250	\$20.77	\$28,818	\$21.18	\$29,387	\$21.61	\$29,984	\$22.04	\$30,581	\$22.37	\$31,038
3	\$21.15	\$29,346	\$21.57	\$29,928	\$22.00	\$30,525	\$22.44	\$31,136	\$22.89	\$31,760	\$23.24	\$32,246
4	\$21.97	\$30,483	\$22.41	\$31,094	\$22.86	\$31,718	\$23.31	\$32,343	\$23.78	\$32,995	\$24.14	\$33,494
5	\$22.82	\$31,663	\$23.28	\$32,301	\$23.74	\$32,939	\$24.22	\$33,605	\$24.70	\$34,271	\$25.07	\$34,785
6	\$23.71	\$32,898	\$24.18	\$33,550	\$24.67	\$34,230	\$25.16	\$34,910	\$25.66	\$35,603	\$26.05	\$36,144
L10	\$24.65	\$34,202	\$25.14	\$34,882	\$25.65	\$35,589	\$26.16	\$36,297	\$26.68	\$37,019	\$27.08	\$37,574
L15	\$25.64	\$35,576	\$26.15	\$36,283	\$26.68	\$37,019	\$27.21	\$37,754	\$27.75	\$38,503	\$28.17	\$39,086
L20	\$26.67	\$37,005	\$27.20	\$37,740	\$27.75	\$38,503	\$28.30	\$39,266	\$28.87	\$40,057	\$29.30	\$40,654
L25	\$27.73	\$38,475	\$28.28	\$39,239	\$28.85	\$40,029	\$29.43	\$40,834	\$30.02	\$41,653	\$30.47	\$42,277
Cleaner: (182 day at 7 Hrs per day,1274 Hours per year plus 10 days at 8 hours/ day,)												
Step												
1	\$15.05	\$19,174	\$15.35	\$19,556	\$15.66	\$19,951	\$15.97	\$20,346	\$16.29	\$20,753	\$16.53	\$21,059
2	\$15.63	\$19,913	\$15.94	\$20,308	\$16.26	\$20,715	\$16.59	\$21,136	\$16.92	\$21,556	\$17.17	\$21,875
3	\$16.24	\$20,690	\$16.56	\$21,097	\$16.90	\$21,531	\$17.23	\$21,951	\$17.58	\$22,397	\$17.84	\$22,728
4	\$16.86	\$21,480	\$17.20	\$21,913	\$17.54	\$22,346	\$17.89	\$22,792	\$18.25	\$23,251	\$18.52	\$23,594
5	\$17.52	\$22,320	\$17.87	\$22,766	\$18.23	\$23,225	\$18.59	\$23,684	\$18.96	\$24,155	\$19.25	\$24,525
6	\$18.20	\$23,187	\$18.56	\$23,645	\$18.94	\$24,130	\$19.31	\$24,601	\$19.70	\$25,098	\$20.00	\$25,480
L10	\$18.92	\$24,104	\$19.30	\$24,588	\$19.68	\$25,072	\$20.08	\$25,582	\$20.48	\$26,092	\$20.79	\$26,486
L15	\$19.68	\$25,072	\$20.07	\$25,569	\$20.48	\$26,092	\$20.88	\$26,601	\$21.30	\$27,136	\$21.62	\$27,544
L20	\$20.47	\$26,079	\$20.88	\$26,601	\$21.30	\$27,136	\$21.72	\$27,671	\$22.16	\$28,232	\$22.49	\$28,652
L25	\$21.29	\$27,123	\$21.72	\$27,671	\$22.15	\$28,219	\$22.59	\$28,780	\$23.04	\$29,353	\$23.39	\$29,799
Security Monitor:(182 days, 1353 Hrs per year)												
Step												
1	\$16.23	\$21,959	\$16.55	\$22,392	\$16.89	\$22,852	\$17.22	\$23,299	\$17.57	\$23,772	\$17.83	\$24,124
2	\$16.85	\$22,798	\$17.19	\$23,258	\$17.53	\$23,718	\$17.88	\$24,192	\$18.24	\$24,679	\$18.51	\$25,044
3	\$17.51	\$23,691	\$17.86	\$24,165	\$18.22	\$24,652	\$18.58	\$25,139	\$18.95	\$25,639	\$19.24	\$26,032
4	\$18.20	\$24,625	\$18.56	\$25,112	\$18.94	\$25,626	\$19.31	\$26,126	\$19.70	\$26,654	\$20.00	\$27,060
5	\$18.90	\$25,572	\$19.28	\$26,086	\$19.66	\$26,600	\$20.06	\$27,141	\$20.46	\$27,682	\$20.76	\$28,088
6	\$19.64	\$26,573	\$20.03	\$27,101	\$20.43	\$27,642	\$20.84	\$28,197	\$21.26	\$28,765	\$21.58	\$29,198
L10	\$20.42	\$27,628	\$20.83	\$28,183	\$21.24	\$28,738	\$21.67	\$29,320	\$22.10	\$29,901	\$22.43	\$30,348
L15	\$21.24	\$28,738	\$21.66	\$29,306	\$22.10	\$29,901	\$22.54	\$30,497	\$22.99	\$31,105	\$23.34	\$31,579
L20	\$22.09	\$29,888	\$22.53	\$30,483	\$22.98	\$31,092	\$23.44	\$31,714	\$23.91	\$32,350	\$24.27	\$32,837
L25	\$22.97	\$31,078	\$23.43	\$31,701	\$23.90	\$32,337	\$24.38	\$32,986	\$24.86	\$33,636	\$25.24	\$34,150
Computer Technician (185 days, 1387.5 Hrs plus 20 additional days)												
Step												
1	\$16.99	\$23,574	\$17.33	\$24,045	\$17.68	\$24,531	\$18.03	\$25,017	\$18.39	\$25,516	\$18.67	\$25,905
2	\$17.65	\$24,489	\$18.00	\$24,975	\$18.36	\$25,475	\$18.73	\$25,988	\$19.10	\$26,501	\$19.39	\$26,904
3	\$18.35	\$25,461	\$18.72	\$25,974	\$19.09	\$26,487	\$19.47	\$27,015	\$19.86	\$27,556	\$20.16	\$27,972
4	\$19.05	\$26,432	\$19.43	\$26,959	\$19.82	\$27,500	\$20.22	\$28,055	\$20.62	\$28,610	\$20.93	\$29,040
5	\$19.80	\$27,473	\$20.20	\$28,028	\$20.60	\$28,583	\$21.01	\$29,151	\$21.43	\$29,734	\$21.75	\$30,178
6	\$20.78	\$28,832	\$21.20	\$29,415	\$21.62	\$29,998	\$22.05	\$30,594	\$22.49	\$31,205	\$22.83	\$31,677
L10	\$21.61	\$29,984	\$22.04	\$30,581	\$22.48	\$31,191	\$22.93	\$31,815	\$23.39	\$32,454	\$23.74	\$32,939
L15	\$22.48	\$31,191	\$22.93	\$31,815	\$23.39	\$32,454	\$23.86	\$33,106	\$24.33	\$33,758	\$24.70	\$34,271
L20	\$23.38	\$32,440	\$23.85	\$33,092	\$24.32	\$33,744	\$24.81	\$34,424	\$25.31	\$35,118	\$25.69	\$35,645
L25	\$24.31	\$33,730	\$24.80	\$34,410	\$25.29	\$35,090	\$25.80	\$35,798	\$26.31	\$36,505	\$26.71	\$37,060