

AGREEMENT
BETWEEN THE

ONTEORA CENTRAL SCHOOL DISTRICT
BOARD OF EDUCATION
AND THE

ONTEORA NON-TEACHING EMPLOYEES ASSOCIATION

JULY 1, 2022 – JUNE 30, 2025

TABLE OF CONTENTS

ARTICLE I
Recognition.....1

ARTICLE II
Association Rights1

ARTICLE III
Employee Protection3

ARTICLE IV
Observation and Evaluation.....4

ARTICLE V
Employee Personnel Files5

ARTICLE VI
Grievance Procedure6

ARTICLE VII
Paid and Unpaid Absence9

ARTICLE VIII
Employee Benefits14

ARTICLE IX
Retirement.....21

ARTICLE X
Reduction in Force and Resignation22

ARTICLE XI	
Right of Confrontation	23
ARTICLE XII	
Posting of Vacancies and Extra Pay.....	23
ARTICLE XIII	
School Closing for Bad Weather, Delayed Openings and Snow Days.....	24
ARTICLE XIV	
Snow Day or Emergency Day Compensation	26
ARTICLE XV	
The Work Week	26
ARTICLE XVI	
Travel Allowance.....	28
ARTICLE XVII	
Salary	29
ARTICLE XVIII	
Workers' Compensation	32
ARTICLE XIX	
Drug/Alcohol & Substance Testing	32
ARTICLE XX	
Miscellaneous	32

ARTICLE XXI

Duration of Agreement.....34

SALARY SCHEDULES35

INDEX..... LAST

**ARTICLE I
RECOGNITION**

- A. The District recognizes the Onteora Non-Teaching Employees Association (ONTEA) as the exclusive representative of all those employees in the appropriate bargaining unit as described below, including but not limited to Typist, Senior Typist, Database Program Specialist, Parent Peer Trainer, Certified Occupational Therapist Assistant, Behavioral Interventional Assistant, Monitor, Custodial Worker, Groundskeeper, School Chauffeur, Stores Clerk, Head Custodian, Custodian, Building Maintenance Mechanic, Auto Mechanic, Bus Driver/Dispatcher, Auto Mechanic Helper, Maintenance Mechanic Helper, School Bus Driver, Head Bus Driver, Cook Manager, Cook, Food Service Helper, Network Systems Specialist, Network Support Specialist and Teaching Assistant.
- B. The appropriate bargaining unit shall exclude the following personnel: All employees included as part of bargaining units represented by the OAA (Onteora Administrators Association), the OTA (Onteora Teachers Association), and ONTSA (Onteora Non-Teaching Supervisors Association). In addition, thereto, the District shall be allowed to designate a maximum of twelve (12) employees to serve as confidential personnel.

**ARTICLE II
ASSOCIATION RIGHTS**

- A. Meetings
1. The Association is authorized to conduct meetings on District properties, subject to District policy regarding the use of said property, except that it shall not be necessary for the Association to file an application to the Board of Education for such use. It must, however, clear the use of any building with the appropriate building administrator. Association business will be conducted outside the workday.
- B. Notices
1. The District shall provide bulletin boards for the posting of Association notices and vacancies that exist within the District as follows:
 - a) Two bulletin boards in the high school;
 - b) One bulletin board in each elementary school;
 - c) One bulletin board in the Transportation department;
 - d) One bulletin board in the Buildings & Grounds department.
 2. The Association has the right to use school machines and equipment for the production of materials to be distributed to members of the bargaining unit.

C. Board Proceedings

1. The District will provide the Association with an agenda for each official Board meeting, as soon as they become available. The District also agrees to provide the Association with minutes of each meeting, as soon as they become available for distribution.

D. Dues Deduction and Agency Fee

1. No later than September 30 of each year, the Board will provide the Association (ONTEA) with a list of those employees who have voluntarily authorized the Board to deduct dues. Any employee desiring to have the Board discontinue deductions he/she had previously authorized must notify the Board and the Association concerned in writing.
2. The Board agrees to deduct from the salaries of its non-teaching staff member's dues for the Onteora Non-Teaching Employees Association. Employees' authorizations will be made in writing in the form set forth below:

PAYROLL DEDUCTION AUTHORIZATION		
Social Security Number _____		
Last Name _____	First Name _____	M.I. _____
Employer Name _____		
Organization _____		
To the Employer: I hereby authorize you, according to arrangements agreed upon with the above organization, to deduct from my salary and transmit to said organization, dues as certified by said organization. I hereby waive all right and claim to said monies so deducted and transmitted in accordance with this authorization and relieve the Employer and all its officers from any liability therefor. I revoke any and all instruments heretofore made by me for such purposes. This authority shall remain in full force and effect for all purposes while I am employed in this school system, or until revoked by me in writing between September 1st and September 15th of any given year.		
Member Signature: _____		Date: _____



3. The Association will certify to the Board in writing the current rate of membership dues of the Association named above. The Association will give the Board thirty (30) days written notice prior to the effective date of such change.

4. Deductions referred to above will be made in twenty (20) equal installments during the school year. The Board will not be required to honor, for any month's deduction, any authorizations that are delivered to it later than one (1) week prior to the distribution of the payroll from which deductions are to be made.
5. The Board agrees that it will not accord dues deductions or similar check-off rights to any other organization until and unless such organization has been duly recognized or certified according to law.
6. The Board agrees to make an agency fee deduction for those individuals who are not members of the Association, such deduction to equal the amount deducted for those individuals who are members of the Association unless a lesser amount is established by the Association.

E. Fair Practices

1. No reprisals of any kind will be taken against any employee by reason of his/her membership in the Association or participation in any of its activities.

F. Union Business

1. The Union President or his/her designee shall be given a bank of fourteen (14) days for Union business which may be used in full or half day increments. The Union will notify the District no later than July 1 of the identity of the Union President. The President will notify the Superintendent or his/her designee, no less than twenty-four (24) hours in advance of the date(s) requested.

**ARTICLE III
EMPLOYEE PROTECTION**

A. Safety Practices

1. The parties recognize the necessity of following good safety practices in all job classifications. The District will provide adequate equipment and maintain both equipment and working conditions in a safe manner. Any condition which is felt to be unsafe shall be reported to the Administration, promptly investigated and corrections made where required. ONTEA members should follow the proper channel and bring concerns to their department union representative.
2. All employees shall have safe and healthful conditions under which to carry out their duties.

B. Assault, Accident or Injury

1. If an employee is assaulted, the school attorney shall advise the employee of the employee's rights upon request. The safe-harmless provisions of Education Law shall apply if such assault on an employee results in loss of time. The employee shall be paid in full for such loss of time for a period of up to available sick leave not to exceed six (6) months following the assault. Such paid absence shall not be deducted from any sick leave to which such employee is entitled under this Agreement. Worker's Compensation, if any, shall be payable to the School District.
2. Employees will immediately report all cases of assault, accident, injury, loss of property or illness suffered by them in connection with their employment to their principal or immediate supervisor. The report will then be forwarded to the Superintendent or his/her designee of the District and the Association president.

**ARTICLE IV
OBSERVATION AND EVALUATION**

- A. The purpose of observation and evaluation is the improvement of employee performance. Observation in and of itself is a continuous on-going process. To this end, the guidelines as set forth below shall be understood to be a minimum.
- B. All observations of work performance of employees shall be conducted openly, with full knowledge of the employees that they are being observed or evaluated. This shall not preclude the District from including in the annual evaluation documented instances which have occurred as a result of routine supervision. Additionally, surveillance and/or monitoring equipment may be used for investigations into theft and/or Worker's Compensation fraud and/or on school buses.
- C. Evaluation forms will be completed by Administrators or other Supervisory personnel where applicable. Only an Administrator/Supervisor can conduct evaluations. These personnel, however, may be assisted in the preparation of the evaluation form by supervisory personnel in the ONTEA unit, i.e., Head Custodian, Head Cook, etc. Supervisory personnel in the ONTEA unit will not be involved in any disciplinary proceedings affecting other members of the unit. Teachers may provide input for Teaching Assistant and Classroom Monitor evaluations.
- D. In the event a written evaluation report is rendered on any visitation, the Administrator/Supervisor shall first confer with the employee in order to ascertain levels of difficulty associated with the job and other pertinent factors.

- E. Employees will be given a copy of any evaluation report of any observation by their Administrator/Supervisor and will be required to sign the office copy to indicate that they have received same.
- F. Within five (5) working days following any evaluation, the evaluated employee and the employee's Administrator/Supervisor will meet to discuss the observation. All such conferences will be held in private.
- G. Effort shall be made by the administration or supervising personnel to help an employee if there is evidence of need for such assistance.
- H. Should the District conclude the unsatisfactory performance exists on part of any employee, a conference shall be held. The attendance at such conference shall include the employee and the employee's representative, at the employee's option, the employee's immediate Administrator/Supervisor and the Superintendent or the Superintendent's designee. The purpose of such conference will be to suggest means and methods of performance improvement so that if implemented by the employee, the employee may remain in the employ of the District in the same capacity.
- I. The rated employee has the right to write a reaction to the evaluation, which will be included with the office copy. The Administrator/Supervisor, in order to indicate that he/she has received such, will affix his/her signature to such written reaction.
- J. The Association hereby consents to the District's implementation of an Annual Professional Performance Review and Teaching Assistant Improvement Plan which is consistent with the regulations of the Commissioner. The APPR and TAIP shall be incorporated into the collective bargaining agreement.
- K. Evaluation Form
 - 1. A separate and applicable form for each service department shall be drafted separately by a joint committee from each department consisting of the Administrator/Supervisor and two (2) Association representatives from each department.

**ARTICLE V
EMPLOYEE PERSONNEL FILES**

- A. There will be one official district employee personnel file which shall be maintained in the central office. Employees shall have the right, upon request, to review the contents of their files excluding confidential references pertaining to hiring or promotion. Any employee shall be entitled to have a personally selected representative accompany him/her during such review.

- B. Employee files shall contain routine financial information and matters of factual nature which relate to the job performance of an employee.
- C. No material except confidential references pertaining to promotion shall be filed unless the employee has had an opportunity to examine the material. Employees shall be given an opportunity to affix their signature on the actual copy to be kept with the understanding that such signature merely signifies that they have examined the materials. Such signature does not necessarily indicate agreement with its content. The employee shall have the right to reply in writing to any material placed in the personnel file. The reply shall be attached to the material and filed in the official District personnel file. While the failure to reply shall not be construed as a waiver of a defense in any case, employees shall ordinarily be expected to reply in ten (10) days of the placement of any unusual material in a file.
- D. Upon receipt of a written request, the employee shall be furnished a reproduction of any material at the employee's own expense, excluding confidential references pertaining to hiring or promotion.
- E. No material which is inaccurate, not based on facts or unjust shall be placed in the employee's personnel file.

**ARTICLE VI
GRIEVANCE PROCEDURE**

- A. A grievance shall mean a complaint by an employee in the bargaining unit that:
 - 1. There has been a misapplication, misinterpretation, violation of this Agreement.
 - 2. There has been a violation, misapplication or misinterpretation of, or inequitable treatment under established past practice, policy or rules and regulations of the Board of Education affecting the terms and conditions of employment of members of the bargaining unit. As used in this Article, the term employee shall mean:
 - a. An individual employee, or;
 - b. A group of employees, or;
 - c. The Association.
- B. This procedure shall not be used to adjust a complaint where the law requires a specific procedure and method of redress inconsistent with this procedure.

C. A grievance shall be deemed waived unless it is submitted in writing within thirty (30) calendar days after the aggrieved knew or should have known of the events or conditions on which the grievance is based. The grievance shall be in writing at Step 2 and above.

D. STEPS:

1. Step 1:

a) The employee shall discuss the matter with his/her Administrator/Supervisor. The employee may be represented by a representative of the Association or any other representative. The Administrator/Supervisor shall give the employee a written answer within ten (10) calendar days. A copy of the answer shall be given to the Association.

2. Step 2:

- a. If the grievance is not resolved at Step 1, the employee or the employee's representative may, within ten (10) calendar days, submit the grievance, in writing, to the Superintendent or his/her designee. The Superintendent or his/her designee shall set-up a conference to be held within ten (10) calendar days of submission of the grievance. The employee and/or the employee's representative shall be present at the conference to meet with the Superintendent and/or the Superintendent's designee to discuss the grievance in an attempt to resolve it. If the employee is not represented by the Association, the Superintendent or his/her designee shall notify the Association of the conference. The Association shall be entitled to be present at the conference and to state its views on the matter.
- b. The Superintendent or his/her designee shall furnish the employee and the Association with the decision, in writing, within ten (10) calendar days of the conference.

3. Step 3:

- a. If the answer from Step 2 is not satisfactory, the Association may file an appeal in writing with the Board of Education within ten (10) calendar days after receiving the decision at Step 2.
- b. Within ten (10) calendar days after receipt of an appeal, the Board of Education shall hold a hearing on the grievance. Here, the employee and/or the employee's representative shall be present. If the employee is not represented by the Association, the Board shall notify the Association

of the hearing. The Association shall be entitled to be present at the hearing and to state its views on the matter.

- c. The Board of Education shall furnish the employee and the Association its decision, in writing, within ten (10) calendar days of the hearing.

4. Step 4:

- a. If the Board's answer from Step 3 is not satisfactory, the Association may submit the matter to arbitration within ten (10) calendar days of the receipt of the written answer. If no answer is received by the Association within ten (10) calendar days of the Step 3 conference, the Association may submit the matter to arbitration.
 - b. Any grievance proceeding to arbitration shall be submitted to the following arbitrators on a rotating basis: Howard C. Edelman, Dennis Campagna and Martin Scheinman. If they are unable to serve, and if the parties are unable to agree upon another arbitrator, the grievance shall then be referred to the American Arbitration Association for arbitration under its Voluntary Labor Arbitration Rules.
 - c. The arbitrator's hearing shall be held in the Ontario Central School District. The arbitrator shall hear and decide the case, or cases, that were set before him/her by the notice of arbitration. The arbitrator shall be bound by this Agreement. The arbitrator shall have no power to delete or modify the provision of this Agreement.
 - d. The arbitrator shall have the power to make awards, to fix back pay or other compensations. The arbitrator's decision and award shall be in writing and shall be submitted to the parties within thirty (30) calendar days of the conclusion of the hearing.
 - e. The decision and award of the arbitrator shall be binding. Fees and expenses of the arbitrator shall be shared equally by the Association and the Board of Education.
- E. Time units in this section may be extended or shortened by mutual consent of the parties. However, it is understood that the purpose of this procedure is to resolve grievances as quickly and equitably as possible.
- F. Nothing in this Article shall be construed to deny employees of their rights under the Civil Service Law or the Education Law.

- G. When any hearings or conferences are held, under this section, on school time, employees who are entitled to be present at the hearing or conferences shall be excused with pay for that purpose, without loss of sick or personal days.
- H. If at any step in the grievance procedure, the representative of the Board of Education fails to respond within the time limits prescribed by this Article, the Association shall assume that the answer is unsatisfactory and may immediately go to the next step in the process.
- I. If a grievance affects a group or class of employees, it may be submitted directly at Step 2 by the Association.
- J. In the event a grievance is filed on or after June 1 upon request by or on behalf of the grievant, the time limits set forth herein will be reduced pro rata so that the grievance procedure may be exhausted prior to the end of the school term, or as soon thereafter as is possible.
- K. All documents, communications and records dealing with the processing of a grievance shall be filed separately from the personnel file of the participant.
- L. Should the Association represent an individual in any stage of the aforementioned procedure necessary witnesses shall be provided by the Association to the District.

**ARTICLE VII
PAID AND UNPAID ABSENCE**

A. Sick Leave

- 1. Each 12 month non-teaching staff member shall be granted eighteen (18) days per year for sick leave for personal illness or serious illness in the immediate family as defined below. Each 10 month non-teaching staff member shall be granted sixteen (16) days per year for sick leave for personal illness or serious illness in the immediate family as defined below. Each year, the eighteen (18) or sixteen (16) sick leave days will be credited to each non-teaching staff member following the staff member's first day of service. If a staff member does not complete a full year of service in the district, the staff member's sick leave benefit shall be pro-rated proportionately. Sick leave may be accumulated to a maximum of 275 days. Medical check-ups or annual physical examinations are considered sick leave.
- 2. For the purposes of serious illness in the immediate family, immediate family shall be defined as husband, wife, child, stepchild(ren), father, mother, step-parent, grandchild, brother, sister and domestic partner (as defined consistent with the DEHIC Alternate PPO definition). Serious illness leave requires that the immediate

family member be under a physician's care. Staff members will be required to provide medical verification when requested by the District.

3. Sick leave days may be used, with prior approval, in ¼ day increments.
4. Should members of ONTEA use four or more consecutive sick leave days, the District may require a physician's note.

B. Personal Leave

1. Each non-teaching staff member shall be granted four (4) days with pay for conducting personal business that cannot be conducted at any other time. Personal leave is not to be considered as vacation days but implies that the situation warranting use of these days is considered to be more important than the employee's responsibilities to the school district.
2. Personal leave must be requested in writing to the immediate supervisor five (5) days in advance, except in the case of emergency. Upon return from emergency leave, the non-teaching staff member must file a request in writing.
3. When requested by the Superintendent of Schools or his/her designee a reason must be provided for the use of a personal day falling on a Monday, Friday, the day before or the day after a holiday.
4. Any personal leave unused by the end of each school year will be transferred to the employee's accumulated sick leave not to exceed the established maximum per Article VII-A-1 of this Agreement.
5. Personal leave days may be used, with prior approval, in ¼ day increments.

C. Bereavement Leave

1. Staff members will be permitted five (5) days emergency leave with pay, per occurrence, for death in the immediate family as defined in "A" above. A maximum of two (2) emergency leave days per occurrence, not to exceed four (4) day per year with pay shall be granted for death of non-immediate family as follows: father-in-law, mother-in-law, sister-in-law, brother-in-law, employee's grandparents, uncle and aunt. Documentation must be provided when requested by the District. Part-time non-teaching staff members shall be provided with two (2) days paid leave annually for an immediate family member and one (1) day paid leave annually for a non-immediate family member.

D. Other Leaves

1. Absence from duties necessitated by subpoena of any court or any official body having the legal power to compel attendance shall not be charged to any form of leave and salary shall be paid in full. Where actions are brought against the District by ONTEA, this provision shall be limited to only those subpoenas which are necessary.
2. Any employee subpoenaed will be paid his/her regular salary while serving as a juror, provided that within five (5) business days of completing the jury assignment, the employee submits documentation from the court substantiating the absence.

E. Sick Leave Bank

1. Employees may be allowed to contribute up to two (2) days from their accumulated Sick Leave to the Sick Bank. Only contributing employees may be members of the Bank. Six (6) months of service is required to be eligible for utilization of the sick leave bank. The Bank shall be for use in cases of prolonged serious illness or injury after accumulated sick leave has been exhausted. There shall be automatic renewal when the Bank is exhausted and use by an individual is limited to sixty (60) days per school year. Withdrawals, additions and the general use shall be regulated by a committee of three (3) administrators and three (3) employees who are members of the Sick Bank.

F. Vacation Leave

1. Each full-time twelve (12) month employee shall earn and accrue vacation leave with pay at the rate of one (1) day for each month worked beginning with the third month of employment through to June 30th of the current school year. Commencing on the July 1 after the date of appointment, all employees accumulate vacation leave with pay as per the schedule that follows:

After Full Years of Service	Vacation Days Earned
1	10 work days
2	11 work days
3	12 work days
4	13 work days
5	14 work days
6	15 work days
7	16 work days
8	17 work days
9	18 work days

10	19 work days
11	20 work days

2. Employees leaving the service of the Onteora Central School District shall be entitled to this classification of leave on a pro-rated basis. At least eleven (11) days must be worked in the starting month and in the ending month in order to receive respective full month credit.
3. Employees holding ten (10) month Clerical positions in the system earn and accrue vacation pro-rated at eight (8) days for the full work year extending from September 1 through June 30 (or the equivalent thereof) to be taken after earned during the Winter and/or Spring recesses. Employees completing five (5) years of service will accrue vacation leave pro-rated at ten (10) days for the full work year as described above. Employees completing ten (10) years of service will accrue vacation leave prorated at twelve (12) days for the full work year as described above. Eligible employees shall take vacation leave during the month of July and/or August, periods when school is closed, or when school is in session, as may be approved by the Superintendent or his/her designee. In determining vacation schedules, the seniority of employees shall be honored whenever practicable. At least ten (10) days notice will be given prior to an employee being granted vacation.
4. Should an employee's vacation become interrupted due to a death in the immediate family, vacation time will be converted to the appropriate bereavement leave.
5. Employees may carry over up to a maximum of ten (10) days or fifty percent of their accrued vacation from one year to the succeeding year. However, they may never have more than thirty (30) vacation days available.
6. Twelve month employees shall not request vacation or personal leave during the week prior to the first week of school and the first week of school as well as the last week of school while students are present. Supervisors and the Superintendent or his/her designee shall provide special consideration to events that could arise and are requested at least ten days in advance.

G. Parental Leave of Absence

1. An unpaid leave of absence shall be granted to an employee for the purpose of child rearing as follows:
 - a. An employee shall be entitled upon request to a leave to begin within one (1) year of delivery or adoption of a child up to five (5) years of age. Said

employee shall notify the Superintendent or his/her designee in writing of intent to take such leave and, except in case of emergency, shall give such notice at least (30) days prior to the date on which said leave is to begin.

2. An employee who is granted such leave of absence, pursuant to Section G-1 above, shall have the following re-employment rights:
 - a. An employee shall be returned to the same position or a position similar and within the employee's own area upon sixty (60) days notice to the District of intent to return. Child care leave of up to one (1) year shall be allowed to all employees with rights to extend for one (1) year more.
 - b. Upon return to service an employee shall have restored the same benefits accrued at the time the leave commenced.
3. Parental leave policies shall be consistent with current Federal and State laws.
4. It shall be assumed that when leave is granted for a period of time as requested by the applicant for such leave, a mutual contract shall be deemed to exist between the District and the employee as to the time of leave. It is understood, however, that such mutual contract shall be open to review by the Board where undue hardship exists on behalf of the employee. An undue hardship shall include, but is not limited to, termination of pregnancy, death, or any other reason that would necessitate the employee returning to work.

H. Service Leave

1. Any regular employee requesting leave as a member of the Peace Corps, Vista or any service program will receive a leave of absence with full employment right at the termination of such duty. This shall exclude voluntary service in excess of four (4) years. No salary shall be paid during this leave of absence if the duty time extends beyond fifteen (15) days.
2. The District will grant employees paid leave while on ordered military duty in accordance with Section 242 of the New York Military Law.
3. Personnel on leave as a member of the Peace Corps or any service program shall be advanced on the salary and shall receive full credit for such service.

I. Part-Time Leave Benefits

1. Part-time employees shall be provided with three (3) paid leave days which may be used for illness or personal leave. Requests for personal leave that are not of

an emergency nature must be submitted three (3) work days in advance of the requested time off.

**ARTICLE VIII
EMPLOYEE BENEFITS**

A. Holidays

1. The following holidays are granted with pay, per school calendar, for the duration of this contract: Juneteenth, Fourth of July, Labor Day, Rosh Hashanah (provided school is closed), Yom Kippur (provided school is closed), Columbus Day, Veteran's Day, Thanksgiving Day and the day following, Christmas (2 days), New Year's Day, Martin Luther King, Jr. Birthday, President's Day, Good Friday, and Memorial Day.
2. A weekday requested by ONTEA and approved by the Superintendent of Schools or his/her designee, will be granted in lieu of a holiday falling on a weekend.

B. Health Insurance

1. Effective July 1, 2015, the District's total liability for health insurance for all unit members enrolled in health insurance with the district shall not exceed the cost of eighty-eight percent (88%) (within two-tenths of a percent) of the premiums of the DEHIC Alternate PPO. Subject to the provisions of the health insurance plan, family shall include domestic partner. The current employee options for HMO Plans shall be unaffected by the Agreement.
2. Effective September 23, 2014, or as soon as can be arranged after ratification, the EPO 20 Plan shall be offered as a plan option for all unit members. The District shall fund the cost of eligible unit members selecting coverage under the EPO 20 plan up to an amount not to exceed eighty-eight percent (88%) of the premiums of the DEHIC Alternate PPO.
3. Unit members selecting coverage under the DEHIC Alternate PPO shall contribute eight percent (8%) of the premiums of that plan, unless modified pursuant to paragraph six (6) below.
4. Effective September 23, 2014, any unit member who as of July 1, 2014 is enrolled in either MVP or CDPHP shall continue to be offered that particular plan as a health insurance option. No other unit members shall be offered MVP or CDPHP as a health insurance plan option.
5. Unit members selecting coverage under MVP and CDPHP (in accordance with paragraph four (4) above) shall contribute eight percent (8%) of the premiums of

that plan, unless modified pursuant to paragraph six (6) below, in addition to the difference between the plan selected and the DEHIC Alternate PPO should MVP and/or CDPHP be more expensive than the DEHIC Alternate PPO.

6. In the event that after the annual open enrollment, the total percentage contribution of all unit members participating in District health insurance plans does not provide for an average unit member contribution of twelve percent (12%) (within two-tenths of a percent) of the DEHIC Alternate PPO premiums, then those unit members enrolled in the DEHIC Alternate PPO, CDPHP and MVP plans shall have their contribution adjusted upward so that the end result for the District is that the average unit member contribution for all unit members enrolled in District provided health insurance is twelve percent (12%) (within two-tenths of a percent).
7. Any increase in employee contributions toward health insurance premiums as provided for in paragraph 6 above shall be shared equally among the unit members enrolled in DEHIC Alternate PPO, CDPHP and MVP.
8. Unit members who commence employment after the annual open enrollment and who select the DEHIC Alternate PPO plan shall contribute the same percent contribution as those unit members enrolled in the DEHIC Alternate PPO plan as set forth in paragraphs three (3) and six (6) above.
9. Effective with the 2014-2015 school year, the District shall contribute \$850 into a Health Reimbursement Account for each unit member that enrolls in the DEHIC EPO 20 to offset any additional out of pocket insurance costs. The District's contribution for the 2014-2015 school year shall be made by no later than February 1, 2015.
10. Probationary Period
 - a. Employees hired on or after November 15, 1999 and before September 23, 2014, must be regularly scheduled to work at least 28 hours per week and complete six (6) months of service with the District in order to be eligible for health insurance coverage with the District. Employees still completing his/her six months of service with the District as of September 23, 2014, shall be eligible for health insurance coverage on the ninety-first (91st) calendar day after he/she began employment with the District or September 23, 2014, whichever is later.
 - i) The six (6) month period as a probationary full-time employee shall commence from the date of hire;
 - ii) Time spent as a substitute shall not count towards the completion of the six (6) month period;

- iii) Summer months and periods in which school is not in session and the employee was not required to report to work shall not count towards the completion of the six (6) month period;
 - iv) Any period of time during which an employee is out of work in excess of two (2) weeks shall not count towards the completion of the six (6) month period.
 - b. Employees hired on or after September 23, 2014, who are regularly scheduled to work at least 28 hours per week, shall be eligible for health insurance coverage with the District after ninety (90) calendar days.
 - i) The ninety (90) day period as a probationary full-time employee shall commence from the date of hire;
 - ii) Time spent as a substitute shall not count towards the completion of the ninety (90) day period.
- 11. It is further understood that this change will provide to all retirees, all rights and benefits as those currently provided for under the collective bargaining agreement in the event the District changes health insurance carriers.
- 12. Employee contributions will automatically be deducted by the District through a Section 125 IRC plan.
- 13. Buyout
 - a. Except for employees subject to mandatory buyout (see Section 14-c below), employees opting to waive coverage and receive payout in lieu of insurance shall be entitled to an annual payment of \$2,000 for family and \$1,500 for individual.
 - b. Employees withdrawing for a full year as of July 1 will be paid one-half the amount in December and one-half the amount in the following June. Employees withdrawing at other times will receive pro-rated payments. Any individual electing this option may revert to the plan of previous enrollment subject to the provisions of each individual plan.
 - c. The health insurance buyout will be mandatory for District employees whose spouse or domestic partner as defined by the applicable plan is also a District employee. The employee opting out will receive \$2,500. Payment will be made in semi-annual installments in December and in June of each year.
 - d. Retirees and employees who become ineligible for the buyout because of death or divorce will be immediately reinstated to the District health

insurance plan or HMO option. The reinstatement of the retiree or employee will cause the buyout to be prorated for that year.

14. The District and the ONTEA will explore alternative health insurance options. If the ONTEA requests the District withdraw from the DEHIC Alternate PPO Plan and/or HMO options in order to provide alternative health insurance options, the District will not unreasonably withhold its permission.
15. Part-time employees shall be able to purchase health insurance through the District health insurance plan, subject to the provisions of the plan.
16. Health insurance coverage for employees resigning at the end of the school year shall be terminated as of August 31 of that school year. Employees resigning during the school year will be covered for one (1) month following the month in which their resignation takes place.
17. Employees who are absent on account of illness and who have exhausted their accumulated sick leave or sick bank allocation shall continue to receive full health insurance benefits, to be paid by the District for that period of illness not to exceed a total of ninety (90) days.

C. Benefit Trust

1. The Onteora Non-Teaching Employees Association will maintain a Benefit Trust. In addition, the District will fund the Onteora Non-Teaching Employees Association Benefit Trust at a rate of:
Benefit Trust:
Effective July 1, 2022 \$1,655
Effective July 1, 2023 \$1,680
Effective July 1, 2024 \$1,705
2. Employees hired after November 15, 1999 must be regularly scheduled to work a 28 hour work week and complete six (6) months of service with the District to be eligible for a District Benefit Trust contribution.
3. The Trust shall be administered by Trustees appointed by the President of the Association. The Trust shall provide adequate fiduciary safeguards.
4. The District shall make payments to the Trust semi-annually; one-half (50%) on October 1, and one-half (50%) on March 15, for the total amount.
5. Financial reports, which shall be subject to audit, of the monies shall be made available to the District for periodic review. The Trustee shall forward to the Board

copies of the Trusts' financial report, pursuant to the Agreement and Declaration of Trust.

6. Monies shall be used solely to purchase or to provide benefits to participants of the Trust. No Trust monies can be used by any participant, or by the Trust itself, in any litigation against the Onteora Central School District.
7. The District shall make payments to the Benefit Trust as per section (1) one above for all eligible unit members. The ONTEA agrees to permit all Central Office Administrators, and all Confidential/Managerial Personnel to participate in the Benefit Trust.

D. IRS Code 125

1. The District will implement an IRS code 125 flexible benefits plan for the purpose of health related expenditures. The ONTEA will establish a committee to meet with the District for implementing this plan.

E. Educational Training

1. The District recognizes the importance of continuing education of all its employees. To encourage such, the District will make workshops and training programs relating to their employment. Should any employee decide to attend such, they shall do so at District's expense, suffering no loss of pay or accumulated leave. A stipend of \$50.00 shall be paid when the course is taken during non-working hours.
2. Employees may be directed to attend workshops or training programs mandated by law, required by the District or necessary to maintain certification. Employees attending such shall suffer no loss of accumulated leave if the workshop or training program is taken during working hours. Employees shall be paid at their hourly rate calculated on a straight time basis if the workshop training session is taken during non-working hours. Salary payment shall only be made after the employee has submitted proof that he/she has successfully completed the workshop or training session.
3. All courses must be pre-approved by the Superintendent or his/her designee. Payment of the stipend shall only be made after the employee has submitted proof that he/she has successfully completed the course.
4. An employee may attend a conference or professional development course that is functionally related to their job responsibilities within the District upon pre-approval by the Superintendent or his/her designee. A written request with a

description of the conference or professional development course must be submitted at least thirty (30) days in advance, when possible, and must include a justification of its value to the employee's job responsibilities. Should any employee attend such, they shall suffer no loss of pay or accumulated leave. The Superintendent may authorize the reimbursement of the reasonable and necessary expenses of attendance at such a conference or professional development course. Such reimbursement shall be consistent with Board policy.

G. Uniforms

1. Maintenance, Grounds, Custodial and Transportation Personnel

- a. Uniform allowances shall consist of four (4) articles [shirts and pants] with a minimum order of two (2) shirts. New Hires shall receive five (5) shirts, five (5) pants, an outer jacket or a lightweight jacket. This will begin their cycle.

Shirts may either be long sleeve or short sleeve.

- b. Pants may be either work pant or jean style.
- c. Individuals may choose to wear their own blue jeans provided the pants are in good condition. (No sweat pants shall be worn). Supervisor may request that a different pair of pants shall be worn if condition is not acceptable.
- d. Outer jacket for Maintenance, Grounds, Custodial and Transportation personnel shall be purchased on a three (3) year cycle. Garment subject to replacement from damage at work if approved by Supervisor.
- e. Lightweight jacket (windbreaker) or vest for Maintenance, Grounds, Custodial and Transportation personnel shall be purchased on a two (2) year cycle.

Cannot purchase both if cycle coincides-individual choice

- f. District patch and name to be embroidered onto garments and not removed by individual.
- g. Uniforms are to be worn by all personnel.
- h. District reserves final determination of styles and colors.

- i. Uniforms damaged at work may be replaced upon approval of the Supervisor.
- j. The District shall provide two sets of safety apparel for each building to Maintenance, Custodial and Transportation personnel to carry out job responsibilities including but not limited to: coveralls, gloves, rain gear and safety goggles.
- k. The District shall research and purchase full coverage shoe protection for staff members that strip floors.
- l. For Maintenance, Grounds and Auto Mechanic, the District shall reimburse for, or arrange for the purchase of safety boots once per calendar year for a total not to exceed \$125 per employee. Employees must provide a receipt of purchase in order to receive reimbursement.

2. Cafeteria Staff

- a. The District agrees to provide two (2) replacement uniforms (any four (4) units) each year to cafeteria staff. All Cafeteria staff employees will be required to wear the uniforms provided to them by the District. New hires shall receive five (5) shirts and five (5) pants.
- b. Uniforms are to be worn by all personnel.
- c. District reserves final determination of styles and colors.
- d. The District shall reimburse for, or arrange for the purchase of safety shoes with non-slip soles once per calendar years for up to \$70 for each employee. Employees must provide a receipt of purchase in order to receive reimbursement.

H. Uniforms – Summer (summer shall be defined as starting the day after High School graduation in June and ending the last day before all staff returns for the new school year)

1. Maintenance, Grounds, Custodial and Auto Mechanic

- a. Shall be allowed to wear a more comfortable shirt other than a uniform shirt during the summer when school is not in session provided that the garment presents a professional image. Final determination on whether a garment is suitable for work shall be made by the Department Supervisor.

Non-suitable garments include, shirts with no sleeves, torn fabric and offensive words or logos. This is not to be considered an all-inclusive list.

2. Summer Bus Drivers

- a. Summer bus drivers shall not be required to wear school year uniforms during the summer. The District shall provide the drivers with two (2) lightweight shirts each summer that they work.
- b. The District name and staff member's name shall be embroidered onto the lightweight shirts and not removed by the staff member.

I. Safe Drive Incentive

District School Bus Drivers and School Chauffeur will be eligible for a safe driving incentive award to be paid to each qualifying employee on the next available payroll after June 30th of each year. The award shall be given to those drivers who for the identified period of time were not the cause in any manner whatsoever of personal, vehicular or property damage while operating a District-owned vehicle or while acting in an employee capacity. The incentive awards amounts shall be as follows:

a.	3 consecutive years of safe driving	\$ 500.00
b.	5 consecutive years of safe driving	\$ 700.00
c.	10 consecutive years of safe driving	\$1,000.00
d.	15 consecutive years of safe driving	\$1,500.00
e.	20 consecutive years of safe driving	\$2,000.00

Safe driving records using the above-stated criteria shall be maintained prospectively by the District effective July 1, 2020 to determine eligibility for the incentive with the first eligible award date of June 30, 2023.

The payment of the incentive is a one-time bonus not added to base salary.

**ARTICLE IX
RETIREMENT**

- A. The District shall provide eligible employees with the improved Non-Contributory Retirement Plan (Section 75-i). Employees hired on or after July 1, 1976, desiring to participate in the retirement plan provided by the District may do so pursuant to Article 14 of the Retirement and Social Security Law of the State of New York.

- B. A retirement incentive in the amount of \$8,750 will be made available to anyone who retires in their first year of eligibility without penalty if the employee completed fifteen (15) years of credited service in the District.
- C. Additional benefits will be granted to eligible members of the New York State Employees Retirement System through the provision of Section 41j and 34j allowing application for unused sick leave as additional service credit upon retirement.
- D. Any employee eligible for retirement with either ERS or TRS shall be paid sixty (\$60.00) dollars per day up to a maximum of 275 days for unused sick days.
- E. Retiree Health Insurance
 - 1. Employees hired on or before 10/20/03 must complete five (5) years of service with the District and meet the retirement eligibilities of ERS and/or TRS in order to be eligible for retiree health insurance. Any employee hired subsequent to 10/20/03 must complete fifteen (15) cumulative years of service with the District and meet the eligibility requirements of ERS and/or TRS in order to be eligible to receive retiree health insurance.
 - 2. Health insurance premium payments for retirees shall be 100% for individuals and 50% of the difference between the individual and family premium costs. Effective July 1, 2000, retiree family coverage increases to 60% for employees retiring after June 30, 2000.

**ARTICLE X
REDUCTION IN FORCE AND RESIGNATION**

- A. The following language shall apply to any layoff or reductions in the work force for all positions covered by this bargaining unit:
 - 1. Every effort shall be made to meet the reduction by attrition (i.e., retirement, etc.).
 - 2. If the incumbent where the position is abolished is qualified for vacancy either in the area of the incumbent's employment or in another area:
 - a. The employee shall be reassigned the vacancy in the employee's area of employment, but if this is not possible, then
 - b. The employee will be moved to any other area in which the employee may be qualified.

3. In lieu of layoff, the district may reduce the hours of affected personnel.
 4. Excessed employees will be paid for their accumulated vacation time at the salary in effect at the time of the excessing.
 5. The parties agree that in the event the need arises to layoff a Teaching Assistant, all part-time Teaching Assistants shall be laid off prior to the layoff of any full-time Teaching Assistants.
- B. When resigning from the District, ONTEA members will provide the District with two week's notice.

**ARTICLE XI
RIGHT OF CONFRONTATION**

- A. All non-teaching employees shall have the right to confront any person who registers a complaint against them with the administration if any disciplinary action is to be taken against them. If the person registering the complaint refuses such confrontation, no action may be taken against the employee, except in those cases where the Superintendent or the Superintendent's designee has sufficient additional substantiation to warrant independent disciplinary action. If any disciplinary action is contemplated, the employee has the right to representation of the employee's own choosing.

**ARTICLE XII
POSTING OF VACANCIES AND EXTRA PAY**

- A. Notice of and Application for Vacancies
1. From time to time during each school year, or as they occur, the Superintendent shall have posted on all Association bulletin boards in all school buildings a list of the known vacancies for the then current and the following school year, including but not limited to non-teaching, promotional, extra pay positions. Said notices shall clearly set forth a description of and the qualifications for the position including the duties and salary.
 2. Such notices shall be posted as far in advance as practicable, ordinarily at least ten (10) days before the final date when applications must be submitted and in no event less than five (5) days before such date. In the case of vacancies occurring during the summer vacation, the notice thereof shall be posted in the administration offices of the Onteora Central School District and a copy thereof shall be sent to the Association. Such list of vacancies shall include all vacancies of any type whatsoever occurring within the employer-employee negotiating unit represented by the Association President or designee.

3. Employees who desire to apply for any such vacancy shall submit their applications in writing to the Superintendent within the time limit specified.
4. Any Part-Time employee applying for and deemed qualified for such a vacancy shall be guaranteed an interview.

B. Qualifications for Assignment

1. Factors taken into consideration by the District shall include qualifications, experience and seniority in all appointments and assignment to any and all vacancies and openings. Unsuccessful applicants who are existing employees of the District in the negotiating unit represented by the Association shall, upon request, be furnished with a written explanation as to why they did not receive the appointment of such vacancy.

C. New Positions

1. The provisions hereof shall apply to new positions created within the school system as well as vacancies occurring in the existing positions.

ARTICLE XIII

SCHOOL CLOSING FOR BAD WEATHER OR AN EMERGENCY, SCHOOL CLOSED DURING THE WORKDAY FOR BAD WEATHER OR AN EMERGENCY, SCHOOL OPENING DELAYED FOR BAD WEATHER OR AN EMERGENCY

A. School Closed for Bad Weather or an Emergency

1. When school is closed because of bad weather or an emergency, non-teaching employees will not be expected to report to work. Further, all such employees shall suffer no loss of pay of accumulated leave time.
2. For the purposes of snow removal and/or securing the buildings, employees under ordinary circumstances are required to report for work.
3. In all other cases, employees may be requested to work on such a day when school is closed for bad weather or an emergency, after the immediate supervisor has secured permission from the Superintendent or his/her designee.
4. Cafeteria staff who report to work when school is closed because of inclement weather shall be entitled to a guarantee of a minimum of four (4) hours at the employee's regular hourly rate if they are a full time cafeteria employee and two

(2) hours at the employee's regular hourly rate if they are a part-time cafeteria employee.

B. School Closed During the Workday for Bad Weather or an Emergency

1. When school is closed during the workday due to bad weather or an emergency, non-teaching personnel may be dismissed early as follows:
 - a. Teaching Assistants, Monitors, Parent Peer Trainer, Behavior Intervention Assistant, Certified Occupational Therapy Assistant and Clerical Staff may be dismissed at the discretion of the individual building administrator or appropriate supervisor no later than one (1) hour following teacher dismissal.
 - b. For the purpose of securing the cafeterias, the Superintendent or his/her designee may require cafeteria employees to remain up to one (1) hour after teachers have been dismissed due to bad weather or an emergency.
 - c. Transportation personnel and Bus Attendants may be released at the discretion of the Director of Transportation no later than one half hour following completion of all bus runs.
 - d. Custodial, Maintenance and Grounds personnel shall be released by the Director or Assistant Director of Facilities & Operations upon the completion of their normal daily job assignments. Other shifts shall be called in by the Director or Assistant Director of Facilities & Operations within one (1) hour after the dismissal of children. The maximum amount of time required by 2nd and 3rd shifts shall be no greater than what was performed by the 1st Shift.
 - e. Any employee requested to perform additional work beyond the dismissal time when school is closed during the work day for bad weather or an emergency will be compensated on an overtime (time and one-half) basis computed to the nearest quarter hour. There shall be no guarantee of minimum time at this rate.

C. School Opening Delayed for Bad Weather or an Emergency

1. On delayed opening days, employees may be required to report to work at their normal times, under normal circumstances. Employees working the delay time will not get extra pay. This applies to Custodial, Maintenance, Grounds and Cafeteria employees.

**ARTICLE XIV
SNOW DAY OR EMERGENCY DAY COMPENSATION**

- A. Custodial, Maintenance and Grounds employees are eligible for snow day pay. Snow day pay is defined as regular payment plus a minimum of four (4) hours paid at time and one-half or time and one-half for actual hours worked, whichever is greater.
- B. Transportation employees who report to work for the purpose of moving buses and clearing snow for buses shall be eligible for snow day pay. Snow day pay is defined as regular payment plus a minimum of four (4) hours paid at time and one-half or time and one-half for actual hours worked, whichever is greater.
- C. The District may rearrange the work schedule so that it coordinates with the employee's regularly scheduled shift. Also, the District may reassign employees to other schools if necessary.
- D. In the event it is necessary for the District to call in a person out-of-shift, that person will receive time and one-half overtime.

**ARTICLE XV
THE WORK WEEK**

- A. During summer, spring and winter recess, all employees may be scheduled for a day shift with no loss of night differential. However, this scheduling shift shall not be made where it would cause personal hardship.
- B. Any employee (other than a Teaching Assistant), working less than twenty-eight (28) hours per week shall be considered a part-time employee. The parties agree that a full-time Teaching Assistant is one who works thirty-two and one-half (32.5) or more hours per week.
- C. Full-time Cafeteria employees, Teaching Assistants, Bus Attendants, Monitors, Parent Peer Trainer, Behavior Intervention Assistant, Certified Occupational Therapy Assistant and School Bus Drivers (10 mos.) will be scheduled to work on all days on which teachers report, not to exceed 184 days.
- D. For twelve month clerical personnel, the work week will consist of 37½ hours or 40 hours per week, except for winter and spring recess and between July 15 and August 15, when the work week will be either 35 hours and 37½ hours respectively. For ten (10) month clerical personnel, the work week will consist of 37½ hours except for winter and spring recess when it will be 35 hours.

E. For Custodian, Custodial Worker, School Bus Dispatcher, Head Bus Driver, School Chauffeur, Stores Clerk, Auto Mechanic, Auto Mechanic Helper, Bus Driver (12 mos.), Building Maintenance Mechanic and Building Maintenance Mechanic Helper, the work week will consist of forty (40) hours.

1. A Custodial Worker whose regular work week includes Saturday will be given Monday as their regular day off. If school is closed on Monday for any reason, the worker will receive a comp day, so not work more days than anyone within the same title. The comp day must be taken within the week and must be agreed upon between the Supervisor and the employee. The comp day will be their regular day off so the employee will suffer no loss of pay or accumulated leave. During the summer months, such employee shall be assigned to work Monday through Friday.

F. For Cook Managers and Cooks, the work day shall be a seven (7) hour work day. For Food Service Workers, the work day shall be a six (6) hour work day. Certain employees may work a shorter or longer work day and be paid proportionately.

G. The District shall have the sole discretion to determine Bus Driver work schedules. Straight time shall be paid for all hours worked regardless of when scheduled, provided the employee has not worked more than a forty (40) hour work week or eight (8) hours per day. The daily schedule may include the first late run which shall be no later than 5:15 PM.

H. Hourly Bus Driver

1. The hourly bus driver shall be available to drive short runs. The Hourly Bus Driver shall not be meant to displace current full time drivers. The hourly bus driver may be utilized to cover full time driver routes to allow for full time drivers to be assigned to extra runs for field/sports trips during the week. The hourly bus driver shall be paid at an hourly wage based upon Step 1 of the 10 month bus driver work schedule.

I. Field Trips

1. In the instance of field trips, the following conditions will prevail unless subcontracted.

a. Employees will receive compensation at the overtime rate of pay after completing an eight (8) hour workday Monday through Friday excluding holidays.

b. On weekends and holidays overtime will be paid.

- c. The driver will be required to check in and check out before the delivery and return of trip.
 - d. It is understood between the parties that all trips fourteen (14) hours or less will be conducted on a total duration basis as per past practice.
 - e. For any field or sports trip scheduled as "drop only" on a weekend, drivers shall be compensated for three (3) hours minimum.
- J. The District shall allow state required refresher courses for transportation employees and bus attendants to be conducted on Superintendent Conference Days when such courses shall not interfere with planned professional development by the District, not to exceed four hours in a year. On these days, employees shall be allowed to attend state refresher courses without loss of pay.

**ARTICLE XVI
TRAVEL ALLOWANCE**

- A. Upon written request to the Superintendent of Schools or his/her designee, permission may be granted to all personnel to travel at District expense on school business. Maximum reimbursement of expenses incurred by District personnel while on such school business is as follows:
- B. Food and hotel room not to exceed \$100 (single room) per diem and the rate of \$50 per diem should prevail when two persons of the same sex can share the same room.
- C. The mileage rate for use of private transportation when no District-owned vehicles are available will be the IRS mileage rate in effect as of July 1 of that year of the contract. When school employees use their personal truck for hauling school supplies beyond the normal capabilities of an automobile, they will be compensated at the IRS mileage rate in effect as of July 1 of that year of the contract.
- D. Personnel required to travel outside the School district will be allotted the meal allowance as listed below. Transportation personnel shall be allowed to purchase prepared food at establishments including but not limited to super markets and convenience stores. To obtain reimbursement, personnel shall submit detailed receipts at the prevailing meal allowance with the name of the establishment and the date coinciding with the date of travel.

Breakfast	up to	\$8.00
Lunch	up to	\$13.00
Dinner	up to	\$20.00

- E. An employee shall be guaranteed a full refund of all expenses incurred, as listed above. Such refund shall be determined by the surrendering of receipts, (excluding mileage) by the employee.

**ARTICLE XVII
SALARY**

- A.
 - 1. All unit members eligible for step advancements shall progress one step on the schedule;
 - 2. The salary schedules shall be increased by 2.5% in each year of the contract;
 - 3. For the 2022-2023 school year only, there shall be a one-time market adjustment equal to 2.5% to all salary schedules. This market adjustment is being made for the purpose of making salaries across the unit more competitive when compared to similar titles in other school districts in the area;
 - 4. Each longevity tier shall be increased by 5% in 2022-2023, 2.5% in 2023-2024; and 2.5% in 2024-2025;
 - 5. For each year of the contract, any unit member on top step of the salary schedule for a second consecutive year shall receive an additional 2.0% off-schedule increase which shall be added to their base salary;
 - 6. The following salary schedules shall be adjusted so that steps 1, 2 and 3 are eliminated and a new top step will be added in each year of the contract at a value equal to the dollar value of the increment between the top step and the step immediately below top step:

Typist

Senior Typist

Building Maintenance Mechanic and Auto Mechanic and Bus Driver/Dispatcher.

- B. Non-teaching employees, excluding supervisory personnel, shall be paid at the rate of time and one-half the employee's normal hourly rate for services performed in excess of eight (8) hours in any one day providing a work week of forty (40) hours, including approved leave, has been completed. Holiday work shall be construed as overtime. When and where administratively feasible, the employee may opt for compensatory time off.
- C. Overtime will not be paid during the normal work week when an employee utilizes approved or disapproved unpaid leave. Overtime work immediately following a vacation week (Monday through Friday) will not be paid at the overtime rate of pay without prior written approval from the District. If an employee is working overtime immediately following vacation (as above), he/she must notify the District before commencing vacation period. If an employee is working overtime immediately following vacation period (as above), then overtime must include weekend time (Saturday or Sunday). If

there is approved paid leave prior to overtime, the District may require a doctor's note for a sick leave absence. This requirement will not apply for all other approved paid leave.

- D. Any employee regularly scheduled for a Monday through Friday shift shall be compensated on an overtime basis when assigned to weekend work.
- E. Ten month positions shall be paid on 10/12 of annual salary.
- F. Custodians and Head Custodians are responsible for making a daily check of their respective building seven (7) days a week. In the event that they are away from the area, another Custodian or Head Custodian shall be assigned the responsibility for this building check by the Director of Facilities & Operations or the Assistant Director of Facilities & Operations or the Assistant Director of Facilities & Operations. Custodial workers will also be allowed to conduct building checks with training and a check list. They will be assigned at the discretion of the Director or Assistant Director of Facilities and Operations. Building checks will be offered to those Custodial Workers normally assigned to a building first. If coverage is not obtained from a staff member from within the building, the building check may be assigned to staff members from other buildings.
- G. People working nights will receive a stipend as listed in the salary schedule.
- H. Straw Boss
 - 1. In the high school building one (1) custodial worker on the afternoon shift and one (1) custodial worker on the evening shift and one (1) maintenance worker on the afternoon shift shall be designated as straw boss and receive a stipend as listed in the salary schedule.
- I. The Ontario Central School District agrees that the addition of another step to the salary schedule will not be asserted to create the right of the District to add steps in the future or freeze employees on step as an alternate method of payment without Union consent.
- J. Step advancement for part-time hourly employees will commence on July 1 and January 1 for 12 month employees following accumulation of 840 hour increments as per current practice.
- K. Step advancement for part-time hourly employees will commence on September 1 and February 1 for 10 month employees following accumulation of 840 hour increments as per current practice.
- L. In lieu of stipend an employee, promoted, appointed or who assumes the responsibilities of a higher grade shall receive payment as per the adopted salary schedule as set forth herein for work done in that higher grade. An employee assuming the responsibilities for

a higher grade for five (5) consecutive working days or more will be paid at the salary grade of the person being replaced.

- M. Teaching Assistants at the elementary level who are assigned by the Building Principal to cover the class of a teacher as a substitute teacher shall receive the following addition to their regular compensation: thirty dollars (\$30.00) for half day and sixty dollars (\$60) for a full day. Half day shall be considered up to half of the scheduled work day. Full day shall be considered any time beyond half of the scheduled work day.
- N. Teaching Assistants at the secondary level who are assigned by the Building Principal to cover the class of a teacher as a substitute teacher shall receive the following addition to their regular compensation: thirty dollars (\$30.00) for half day and sixty dollars (\$60) for a full day. Half day shall be considered up to half of the scheduled work day. Full day shall be considered any time beyond half of the scheduled work day.
- O. Teaching Assistants who are Therapeutic Crisis Intervention (TCI) trained and assigned to the MAPs program will receive an annual stipend of six hundred and fifty dollars (\$650). The stipend is paid as long as the assignment to the MAPs program is in effect and is non-cumulative. TCI training will be provided at District expense.
- P. For the 2021-2022 school year, a Head Custodian, Custodian, or Building Maintenance Mechanic who is requested, based on guidance from the District of Facilities, to show up at a school building due to an alarm or a emergency call when the building is closed, shall be entitled to a minimum of 2 hours of overtime or overtime for actual hours worked, whichever is greater.
- Q. Payroll Savings
 - 1. Tax sheltered annuities are available for any non-teaching staff member upon request to the Board of Education. Payments for these annuities will be deducted automatically by the school district from each pay check.
- R. Longevity
 - 1. Calculation of longevity will be based on actual service with fractional service added to yield full time equivalent service. For purposes of longevity eligibility, length of service must be continuous. "Continuous" shall be described to mean no break in employment (e.g. resignation or termination). Any service that precedes a break in service shall not be counted toward the calculation of longevity.
 - 2. Longevity will commence on July 1 and January 1 following the anniversary date for 12 month employees.

3. Longevity will commence on September 1 and February 1 following the anniversary date for 10 month employees.
- S. Any Building and Grounds employee who is called-in to work by the Director of Facilities during an employee's off-duty hours when the building is closed, due to an emergency or an alarm call, shall be paid for a minimum of two (2) hours at time and one-half for all hours worked, provided that such hours are not contiguous to the employee's regular shift.

**ARTICLE XVIII
WORKERS' COMPENSATION**

- A. An employee who is absent due to a Worker's Compensation injury and who is disabled from his/her performance of duty to the District, may use his/her accumulated leave during the period of the Worker's Compensation injury. Any Worker's Compensation award will be received by the District with the employee receiving credit for loss of sick leave. The credit will be compiled to the nearest day by dividing the reimbursement received from the Worker's Compensation carrier by the employee's daily rate of compensation in effect at the time of the injury.

**ARTICLE XIX
DRUG/ALCOHOL & SUBSTANCE TESTING**

- A. Employees required by law to have an annual physical will be subject to a provision for a Drug/Alcohol/Substance test at no cost to the employee.
- B. Any District employee who in the normal course of his/her work is either: (a) required to drive a vehicle on district business; or (b) utilize any machines or mechanical equipment (including Custodial Workers, Custodians, Maintenance Mechanics, Maintenance Mechanic Helper, and Stores Clerk), shall be subject to the same random controlled substance and alcohol testing policy and procedure(s) during the course of the regular work day that apply to employees with commercial drivers licenses (CDL).
- C. Employees required to hold CDLs for employment with the District shall be subject to the District's CDL Drug and Alcohol testing policy.

**ARTICLE XX
MISCELLANEOUS**

- A. The District agrees that any past practice, existing policy or employee benefit not modified, eliminated or superseded by any provision of this contract shall remain in full force and effect for the life of this contract.

- B. With respect to matters not covered by this Agreement, the District agrees that it will make no changes affecting the terms and conditions of employment of its employees without appropriate good faith negotiations with the Association.
- C. Any individual arrangement, agreement, or contract between the Board and an individual employee concerning matters which are covered by this Agreement, shall be subject to and consistent with the terms and conditions of this Agreement.
- D. This Agreement shall supersede any rules, regulations or practices of the District relating to terms and conditions of employment and the administration of grievances which shall be contrary to or inconsistent with its terms.
- E. If any provisions of this Agreement or any application of the Agreement to any employee or group of employees shall be found contrary to law, then such provision or application shall not be deemed valid and subsisting except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.
- F. Any individual who fills the position of Teaching Assistant with the District shall continue to be governed by the terms and conditions of employment set forth in the contract between the District and the Association, unless such provision would be contrary to law in light of the individual holding the position of Teaching Assistant or modified by this Agreement.
- G. Copies of this Agreement shall be printed at the expense of the District and given to all employees now employed or hereafter employed by the District.
- H. A joint labor management committee shall be established to address concerns of either party and shall meet on a monthly basis, as needed. Each party shall designate its representatives.
- J. IT IS AGREED BY AND BETWEEN THE PARTIES THAT ANY PROVISION OF THIS AGREEMENT REQUIRING LEGISLATIVE ACTION TO PERMIT ITS IMPLEMENTATION BY AMENDMENT OF LAW OR BY PROVIDING THE ADDITIONAL FUNDS THEREFOR, SHALL NOT BECOME EFFECTIVE UNTIL THE APPROPRIATE LEGISLATIVE BODY HAS GIVEN APPROVAL.

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**ARTICLE XXI
DURATION OF AGREEMENT**

This Agreement shall be effective as of July 1, 2022 and shall continue in effect until and through June 30, 2025.

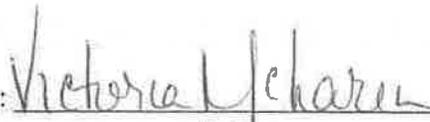
DATED THIS 37 DAY OF 7, 2022

ON BEHALF OF THE ASSOCIATION

ON BEHALF OF THE BOARD OF EDUCATION

By: 

Ray Clinton
President

By: 

Victoria McLaren
Superintendent of Schools

Typist 10-Month

(37.5 hours/week- 215 days)

Civil Service Title: Typist

	2021-22	2022-23	2023-24	2024-25
Current		5.00%	2.50%	2.50%
Step 1	21,059			
Step 2	22,582			
Step 3	24,102			
Step 4	25,624	26,905	27,578	28,267
Step 5	27,149	28,506	29,219	29,949
Step 6	28,666	30,099	30,852	31,623
Step 7	30,190	31,699	32,492	33,304
Step 8	31,711	33,297	34,129	34,982
Step 9	33,231	34,893	35,765	36,659
Step 10	34,757	36,494	37,407	38,342
Step 11	36,277	38,090	39,043	40,019
Step 12	37,794	39,684	40,676	41,693
Step 13	38,416	40,337	41,345	42,379
Step 14	39,036	40,988	42,012	43,063
Step 15	39,655	41,638	42,679	43,746
Step 16	40,250	42,263	43,319	44,402
Step 17		42,887	43,960	45,059
Step 18			44,600	45,715
Step 19				46,371
Longevity after continuous years				
15	3,074	3,228	3,308	3,391
17	1,506	1,581	1,621	1,661
20	965	1,013	1,039	1,065
25	965	1,013	1,039	1,065

Typist 12-Month

(37.5 hours/week)

Civil Service Title: Typist

	2021-2022	2022-23	2023-24	2024-25
	Current	5.00%	2.50%	2.50%
Step 1	25,612			
Step 2	27,438			
Step 3	29,265			
Step 4	31,089	32,644	33,460	34,296
Step 5	32,917	34,563	35,427	36,313
Step 6	34,743	36,480	37,392	38,327
Step 7	36,569	38,397	39,357	40,341
Step 8	38,394	40,314	41,322	42,355
Step 9	40,267	42,281	43,338	44,421
Step 10	42,047	44,149	45,253	46,384
Step 11	43,874	46,067	47,219	48,400
Step 12	45,695	47,979	49,179	50,408
Step 13	46,470	48,794	50,013	51,264
Step 14	47,242	49,604	50,844	52,115
Step 15	48,018	50,419	51,679	52,971
Step 16	48,738	51,175	52,454	53,766
Step 17		51,930	53,228	54,559
Step 18			54,002	55,352
Step 19				56,146
Longevity after continuous years				
15	3,074	3,228	3,308	3,391
17	1,818	1,909	1,957	2,006
20	965	1,013	1,039	1,065
25	965	1,013	1,039	1,065

Typist 12-Month

(40.0 hours/week)

Civil Service Title: Typist

	2021-22	2022-23	2023-24	2024-25
Current		5.00%	2.50%	2.50%
Step 1	27,321			
Step 2	29,267			
Step 3	31,215			
Step 4	33,163	34,821	35,692	36,584
Step 5	35,114	36,870	37,791	38,736
Step 6	37,058	38,911	39,884	40,881
Step 7	39,007	40,957	41,981	43,031
Step 8	40,955	43,003	44,078	45,180
Step 9	42,950	45,098	46,225	47,381
Step 10	44,850	47,093	48,270	49,477
Step 11	46,798	49,138	50,366	51,626
Step 12	48,740	51,177	52,456	53,768
Step 13	49,568	52,046	53,348	54,681
Step 14	50,392	52,912	54,234	55,590
Step 15	51,220	53,781	55,126	56,504
Step 16	51,988	54,587	55,952	57,351
Step 17		55,393	56,778	58,197
Step 18			57,604	59,044
Step 19				59,890
Longevity after continuous years				
15	3,074	3,228	3,308	3,391
17	1,818	1,909	1,957	2,006
20	965	1,013	1,039	1,065
25	965	1,013	1,039	1,065

Senior Typist 12-Month

(40.0 hours/week)

Civil Service Title: Senior Typist

	2021-22	2022-23	2023-24	2024-25
Current		5.00%	2.50%	2.50%
Step 1	31,912			
Step 2	33,887			
Step 3	35,861			
Step 4	37,836	39,728	40,721	41,739
Step 5	39,812	41,803	42,848	43,919
Step 6	41,786	43,875	44,972	46,096
Step 7	43,761	45,949	47,098	48,275
Step 8	45,735	48,022	49,222	50,453
Step 9	47,711	50,097	51,349	52,633
Step 10	49,686	52,170	53,475	54,811
Step 11	51,660	54,243	55,599	56,989
Step 12	53,629	56,310	57,718	59,161
Step 13	54,404	57,124	58,552	60,016
Step 14	55,180	57,939	59,387	60,872
Step 15	55,954	58,752	60,220	61,726
Step 16	56,793	59,633	61,123	62,652
Step 17		60,514	62,026	63,577
Step 18			62,929	64,503
Step 19				65,428
Longevity after continuous years				
15	3,074	3,228	3,308	3,391
17	1,818	1,909	1,957	2,006
20	965	1,013	1,039	1,065
25	965	1,013	1,039	1,065

Database Program Specialist/ School District Computer Technician
37.5 Hrs

Civil Service Titles: School District Database Program Specialist

School District Computer Technician

	2021-22	2022-23	2023-24	2024-25
Current		5.00%	2.50%	2.50%
Step 1	37,373	39,242	40,223	41,228
Step 2	38,984	40,933	41,957	43,005
Step 3	40,596	42,626	43,691	44,783
Step 4	42,211	44,322	45,430	46,565
Step 5	43,822	46,013	47,163	48,343
Step 6	45,435	47,707	48,899	50,122
Step 7	47,046	49,398	50,633	51,899
Step 8	48,656	51,089	52,366	53,675
Step 9	50,271	52,784	54,104	55,457
Step 10	51,883	54,477	55,839	57,235
Step 11	53,495	56,170	57,574	59,013
Step 12	55,106	57,861	59,308	60,791
Step 13	55,726	58,512	59,975	61,474
Step 14	56,345	59,162	60,641	62,157
Step 15	56,965	59,814	61,309	62,842
Step 16	57,819	60,710	62,228	63,783
Longevity after continuous years				
15	3,074	3,228	3,308	3,391
17	1,506	1,581	1,621	1,661
20	965	1,013	1,039	1,065
25	965	1,013	1,039	1,065

Network Systems Specialist II

(40.0 hours/week)

Civil Service Titles: Network Systems Specialist II Network Support Specialist II

	2021-22	2022-23	2023-24	2024-25
	Current	5.00%	2.50%	2.50%
Step 1	55,076	57,830	59,276	60,758
Step 2	56,688	59,522	61,010	62,536
Step 3	58,301	61,216	62,746	64,315
Step 4	59,914	62,910	64,482	66,094
Step 5	61,528	64,604	66,219	67,875
Step 6	63,139	66,295	67,953	69,652
Step 7	64,749	67,987	69,686	71,429
Step 8	66,362	69,680	71,422	73,208
Step 9	67,974	71,373	73,157	74,986
Step 10	69,588	73,067	74,894	76,766
Step 11	71,199	74,759	76,628	78,544
Step 12	72,809	76,449	78,361	80,320
Step 13	74,423	78,144	80,098	82,100
Step 14	76,034	79,836	81,832	83,877
Step 15	77,646	81,528	83,566	85,655
Step 16	78,811	82,752	84,820	86,941

Longevity after continuous years

15	3,074	3,228	3,308	3,391
17	1,506	1,581	1,621	1,661
20	965	1,013	1,039	1,065
25	965	1,013	1,039	1,065

Certified Occupational Therapist Assistant
Behavioral Interventional Assistant

(32.5 hours/week)

Civil Service Titles: Occupational Therapy Assistant Behavior Intervention Specialist

	2021-22	2022-23	2023-24	2024-25
		5.00%	2.50%	2.50%
Step 1	37,373	39,242	40,223	41,228
Step 2	38,984	40,933	41,957	43,005
Step 3	40,596	42,626	43,691	44,784
Step 4	42,211	44,322	45,430	46,565
Step 5	43,822	46,013	47,163	48,343
Step 6	45,435	47,707	48,899	50,122
Step 7	47,046	49,398	50,633	51,899
Step 8	48,656	51,089	52,366	53,675
Step 9	50,271	52,785	54,104	55,457
Step 10	51,883	54,477	55,839	57,235
Step 11	53,495	56,170	57,574	59,013
Step 12	55,106	57,861	59,308	60,791
Step 13	55,726	58,512	59,975	61,474
Step 14	56,345	59,162	60,641	62,157
Step 15	56,965	59,813	61,309	62,841
Step 16	57,819	60,710	62,228	63,783

Monitor - Full Time

(32.5 hours/week)

Civil Service Titles: School Monitor, School Bus Attendant

	2021-22	2022-23	2023-24	2024-25
	Current	5.00%	2.50%	2.50%
Step 1	19,175	20,134	20,637	21,153
Step 2	19,997	20,997	21,522	22,060
Step 3	20,825	21,866	22,413	22,973
Step 4	21,648	22,730	23,299	23,881
Step 5	22,474	23,598	24,188	24,792
Step 6	23,298	24,463	25,074	25,701
Step 7	24,123	25,329	25,962	26,611
Step 8	24,946	26,193	26,848	27,519
Step 9	25,771	27,060	27,736	28,429
Step 10	26,598	27,928	28,626	29,342
Step 11	27,157	28,515	29,228	29,958
Step 12	27,714	29,100	29,827	30,573
Step 13	28,274	29,688	30,430	31,191
Step 14	28,829	30,270	31,027	31,803
Step 15	29,388	30,857	31,629	32,419
Step 16	29,829	31,320	32,103	32,906
Longevity after continuous years				
15	3,074	3,228	3,308	3,391
20	965	1,013	1,039	1,065
25	965	1,013	1,039	1,065

Monitor - Full Time

(35.0 hours/week)

Civil Service Titles: School Monitor, School Bus Attendant

	2021-22	2022-23	2023-24	2024-25
Current		5.00%	2.50%	2.50%
Step 1	20,651	21,684	21,167	22,226
Step 2	21,537	22,614	22,075	23,179
Step 3	22,424	23,546	22,985	24,134
Step 4	23,314	24,480	23,897	25,092
Step 5	24,203	25,413	24,808	26,048
Step 6	25,090	26,345	25,717	27,003
Step 7	25,977	27,276	26,626	27,958
Step 8	26,865	28,208	27,537	28,914
Step 9	27,755	29,142	28,449	29,871
Step 10	28,645	30,077	29,361	30,829
Step 11	29,244	30,706	29,975	31,474
Step 12	29,845	31,337	30,591	32,121
Step 13	30,448	31,970	31,209	32,770
Step 14	31,049	32,601	31,825	33,416
Step 15	31,648	33,230	32,439	34,061
Step 16	32,123	33,729	32,926	34,572
Longevity after continuous years				
15	3,074	3,228	3,308	3,391
20	965	1,013	1,039	1,065
25	965	1,013	1,039	1,065

Monitor - Full Time

40 Hours

Civil Service Titles: School Monitor, School Bus Attendant

	2021-22	2022-23	2023-24	2024-25
	Current	5.00%	2.50%	2.50%
Step 1	23,600	24,780	25,399	26,034
Step 2	24,614	25,845	26,491	27,153
Step 3	25,631	26,912	27,585	28,275
Step 4	26,646	27,978	28,678	29,395
Step 5	27,662	29,045	29,771	30,515
Step 6	28,673	30,107	30,859	31,631
Step 7	29,688	31,172	31,952	32,751
Step 8	30,704	32,239	33,045	33,871
Step 9	31,721	33,307	34,140	34,993
Step 10	32,736	34,373	35,232	36,113
Step 11	33,425	35,096	35,974	36,873
Step 12	34,110	35,816	36,711	37,629
Step 13	34,797	36,537	37,450	38,387
Step 14	35,485	37,259	38,191	39,145
Step 15	36,170	37,979	38,928	39,901
Step 16	36,713	38,549	39,512	40,500

Longevity after continuous years

15	3,074	3,228	3,308	3,391
20	965	1,013	1,039	1,065
25	965	1,013	1,039	1,065

Monitor (Hourly)

	2021-22	2022-23	2023-24	2024-25
	Current	5.00%	2.50%	2.50%
Step 1	16.22	17.03	17.46	17.89
Step 2	16.90	17.74	18.19	18.64
Step 3	17.60	18.48	18.95	19.42
Step 4	18.29	19.20	19.68	20.18
Step 5	19.00	19.95	20.45	20.96
Step 6	19.69	20.68	21.20	21.73
Step 7	20.39	21.41	21.94	22.49
Step 8	21.09	22.15	22.70	23.27
Step 9	21.79	22.88	23.45	24.03
Step 10	22.48	23.60	24.19	24.80
Step 11	22.95	24.10	24.70	25.32
Step 12	23.43	24.60	25.21	25.84
Step 13	23.90	25.09	25.72	26.36
Step 14	24.37	25.59	26.23	26.89
Step 15	24.84	26.08	26.73	27.40
Step 16	25.21	26.47	27.13	27.81

Custodial Worker/ School Chauffeur/ Groundskeeper I

(40 Hrs)

Civil Service Titles: Custodial Worker, School Driver/Messenger, Groundkeeper I

	2021-22	2022-23	2023-24	2024-25
	Current	5.00%	2.50%	2.50%
Step 1	30,397	31,917	32,715	33,533
Step 2	32,069	33,672	34,514	35,377
Step 3	33,739	35,426	36,312	37,219
Step 4	35,411	37,182	38,111	39,064
Step 5	37,081	38,935	39,908	40,906
Step 6	38,754	40,692	41,709	42,752
Step 7	40,424	42,445	43,506	44,594
Step 8	42,094	44,199	45,304	46,436
Step 9	43,766	45,954	47,103	48,281
Step 10	45,437	47,709	48,902	50,124
Step 11	47,107	49,462	50,699	51,966
Step 12	48,785	51,224	52,505	53,817
Step 13	49,624	52,105	53,408	54,743
Step 14	50,461	52,984	54,309	55,666
Step 15	51,297	53,862	55,208	56,589
Step 16	52,066	54,669	56,036	57,437
Night Differential	1,594	1,594	1,594	1,594
Straw Boss	1,333	1,333	1,333	1,333
Longevity after continuous years				
15	3,074	3,228	3,308	3,391
17	1,942	2,039	2,090	2,142
20	965	1,013	1,039	1,065
25	965	1,013	1,039	1,065

Custodian (Elementary School)

(40 Hrs)

Civil Service Title: Custodian

	2021-22	2022-23	2023-24	2024-25
	Current	5.00%	2.50%	2.50%
Step 1	37,451	39,324	40,307	41,314
Step 2	39,212	41,173	42,202	43,257
Step 3	40,976	43,025	44,100	45,203
Step 4	42,740	44,877	45,999	47,149
Step 5	44,504	46,729	47,897	49,095
Step 6	46,270	48,584	49,798	51,043
Step 7	48,030	50,432	51,692	52,985
Step 8	49,798	52,288	53,595	54,935
Step 9	51,563	54,141	55,495	56,882
Step 10	53,325	55,991	57,391	58,826
Step 11	55,090	57,845	59,291	60,773
Step 12	56,843	59,685	61,177	62,707
Step 13	57,685	60,569	62,083	63,636
Step 14	58,520	61,446	62,982	64,557
Step 15	59,359	62,327	63,885	65,482
Step 16	60,249	63,261	64,843	66,464
Longevity after continuous years				
15	3,074	3,228	3,308	3,391
17	1,942	2,039	2,090	2,142
20	965	1,013	1,039	1,065
25	965	1,013	1,039	1,065

Senior Inventory Control Assistant

(40.0 hours/week)

Civil Service Title: Senior Inventory Control Asst.

	2021-22	2022-23	2023-24	2024-25
	Current	5.00%	2.50%	2.50%
Step 1	43,000	45,150	46,279	47,436
Step 2	44,290	46,505	47,667	48,859
Step 3	45,619	47,900	49,097	50,325
Step 4	46,988	49,337	50,571	51,835
Step 5	48,398	50,818	52,088	53,391
Step 6	49,850	52,343	53,651	54,992
Step 7	51,346	53,913	55,261	56,643
Step 8	52,886	55,530	56,919	58,342
Step 9	54,473	57,197	58,627	60,092
Step 10	56,107	58,912	60,385	61,895
Step 11	57,790	60,680	62,196	63,751
Step 12	59,523	62,499	64,062	65,663
Step 13	61,309	64,374	65,984	67,633
Step 14	63,149	66,306	67,964	69,663
Step 15	65,043	68,295	70,003	71,753
Step 16	66,994	70,344	72,102	73,905
Longevity after continuous years				
15	3,074	3,228	3,308	3,391
17	1,942	2,039	2,090	2,142
20	965	1,013	1,039	1,065
25	965	1,013	1,039	1,065

Custodian (High School)

40 Hrs/Wk

Civil Service Title: Custodian

	2021-22	2022-23	2023-24	2024-25
Current		5.00%	2.50%	2.50%
Step 1	38,206	40,116	41,119	42,147
Step 2	40,096	42,101	43,153	44,232
Step 3	41,983	44,082	45,184	46,314
Step 4	43,875	46,069	47,220	48,401
Step 5	45,765	48,053	49,255	50,486
Step 6	47,655	50,038	51,289	52,571
Step 7	49,546	52,023	53,324	54,657
Step 8	51,431	54,003	55,353	56,737
Step 9	53,323	55,989	57,389	58,823
Step 10	55,210	57,971	59,420	60,905
Step 11	57,101	59,956	61,455	62,991
Step 12	58,981	61,930	63,478	65,065
Step 13	59,821	62,812	64,382	65,992
Step 14	60,656	63,689	65,281	66,913
Step 15	61,496	64,571	66,185	67,840
Step 16	62,418	65,539	67,177	68,857
Night Differential	1,594	1,594	1,594	1,594
Longevity after continuous years				
15	3,074	3,228	3,308	3,391
17	1,942	2,039	2,090	2,142
20	965	1,013	1,039	1,065
25	965	1,013	1,039	1,065

Head Custodian

(40.0 hours/week)

Civil Service Title: Head Custodian

	2021-2022	2022-2023	2023-2024	2024-2025
		5.00%	2.50%	2.50%
Step 1	39,734	41,721	42,764	43,833
Step 2	41,700	43,785	44,880	46,002
Step 3	43,662	45,845	46,991	48,166
Step 4	45,630	47,912	49,109	50,337
Step 5	47,596	49,976	51,225	52,506
Step 6	49,561	52,039	53,340	54,674
Step 7	51,528	54,104	55,457	56,843
Step 8	53,488	56,162	57,566	59,006
Step 9	55,456	58,229	59,685	61,177
Step 10	57,418	60,289	61,796	63,341
Step 11	59,385	62,354	63,913	65,511
Step 12	61,340	64,407	66,017	67,668
Step 13	62,214	65,325	66,958	68,632
Step 14	63,082	66,236	67,892	69,589
Step 15	63,956	67,154	68,833	70,553
Step 16	64,915	68,161	69,865	71,611
Longevity after continuous years				
15	3,074	3,228	3,308	3,391
17	1,942	2,039	2,090	2,142
20	965	1,013	1,039	1,065
25	965	1,013	1,039	1,065

Building Maintenance Mechanic & Auto Mechanic
& Bus Driver/Dispatcher

12 Mos- (40 Hrs)

Civil Service Titles: Building Maintenance Worker II, Automotive Mechanic,

School Bus Driver/Dispatcher

	2021-22	2022-23	2023-24	2024-25
Current		5.00%	2.50%	2.50%
Step 1	36,949			
Step 2	38,668			
Step 3	40,383			
Step 4	42,098	44,203	45,308	46,441
Step 5	43,817	46,008	47,158	48,337
Step 6	45,505	47,780	48,975	50,199
Step 7	47,254	49,617	50,857	52,129
Step 8	48,970	51,419	52,704	54,022
Step 9	50,690	53,225	54,555	55,919
Step 10	52,406	55,026	56,402	57,812
Step 11	54,124	56,830	58,251	59,707
Step 12	55,839	58,631	60,097	61,599
Step 13	56,676	59,510	60,998	62,523
Step 14	57,514	60,390	61,899	63,447
Step 15	58,350	61,268	62,799	64,369
Step 16	59,225	62,186	63,741	65,334
Step 17		63,105	64,683	66,300
Step 18			65,624	67,265
Step 19				68,230
Night Differential	1,594	1,594	1,594	1,594
Longevity after continuous years				
15	3,074	3,228	3,308	3,391
17	1,942	2,039	2,090	2,142
20	965	1,013	1,039	1,065
25	965	1,013	1,039	1,065

Auto Mechanic Helper &
Maintenance Mechanic Helper &
School Bus Driver (12-Month)
(40 Hrs)

Civil Service Titles: Automotive Mechanic Helper,

Building Maintenance Worker I, Groundskeeper II School Bus Driver

	2021-22	2022-23	2023-24	2024-25
	Current	5.00%	2.50%	2.50%
Step 1	31,654	33,237	34,068	34,919
Step 2	33,577	35,256	36,137	37,041
Step 3	35,501	37,276	38,208	39,163
Step 4	37,424	39,295	40,278	41,285
Step 5	39,349	41,316	42,349	43,408
Step 6	41,273	43,337	44,420	45,531
Step 7	43,195	45,355	46,489	47,651
Step 8	45,120	47,376	48,560	49,774
Step 9	47,045	49,397	50,632	51,898
Step 10	48,967	51,416	52,701	54,019
Step 11	50,892	53,436	54,772	56,141
Step 12	52,813	55,453	56,840	58,261
Step 13	53,651	56,334	57,742	59,185
Step 14	54,488	57,212	58,643	60,109
Step 15	55,325	58,091	59,544	61,032
Step 16	56,155	58,963	60,437	61,948
Night Differential	1,594	1,594	1,594	1,594
Longevity after continuous years				
15	3,074	3,228	3,308	3,391
17	1,942	2,039	2,090	2,142
20	965	1,013	1,039	1,065
25	965	1,013	1,039	1,065

School Bus Driver (10-Month)

(40 Hrs)

Civil Service Title: School Bus Driver

	2021-22	2022-23	2023-24	2024-25
Current		5.00%	2.50%	2.50%
Step 1	26,097	27,402	28,087	28,789
Step 2	27,697	29,082	29,809	30,554
Step 3	29,303	30,768	31,537	32,326
Step 4	30,982	32,531	33,344	34,178
Step 5	32,508	34,133	34,987	35,861
Step 6	34,110	35,816	36,711	37,629
Step 7	35,712	37,498	38,435	39,396
Step 8	37,316	39,181	40,161	41,165
Step 9	38,917	40,863	41,884	42,932
Step 10	40,521	42,547	43,611	44,701
Step 11	42,126	44,232	45,338	46,472
Step 12	43,725	45,912	47,060	48,236
Step 13	44,346	46,564	47,728	48,921
Step 14	44,966	47,214	48,395	49,605
Step 15	45,587	47,866	49,063	50,290
Step 16	46,271	48,585	49,799	51,044
Longevity after continuous years				
15	3,074	3,228	3,308	3,391
17	1,506	1,581	1,621	1,661
20	965	1,013	1,039	1,065
25	965	1,013	1,039	1,065

School Bus Driver (Hourly)

Civil Service Title: School Bus Driver

	2021-22	2022-23	2023-24	2024-25
		5.00%	2.50%	2.50%
Step 1	17.92	18.82	19.29	19.77
Step 2	19.02	19.97	20.47	20.98
Step 3	20.12	21.13	21.65	22.20
Step 4	21.28	22.34	22.90	23.48
Step 5	22.32	23.44	24.02	24.62
Step 6	23.43	24.60	25.22	25.85
Step 7	24.52	25.75	26.39	27.05
Step 8	25.63	26.91	27.58	28.27
Step 9	26.73	28.07	28.77	29.49
Step 10	27.83	29.22	29.95	30.70
Step 11	28.93	30.38	31.14	31.91
Step 12	30.04	31.54	32.33	33.14
Step 13	30.46	31.98	32.78	33.60
Step 14	30.89	32.43	33.25	34.08
Step 15	31.31	32.88	33.70	34.54
Step 16	31.78	33.37	34.20	35.06

Cook Manager - 35 Hrs

Civil Service Title: Cook Manager

	2021-22	2022-23	2023-24	2024-25
	Current	5.00%	2.50%	2.50%
Step 1	25,341	26,608	27,273	27,955
Step 2	27,106	28,461	29,173	29,902
Step 3	28,866	30,309	31,067	31,844
Step 4	30,632	32,164	32,968	33,792
Step 5	32,394	34,014	34,864	35,736
Step 6	34,156	35,864	36,760	37,679
Step 7	34,776	36,515	37,428	38,363
Step 8	35,396	37,166	38,095	39,047
Step 9	36,015	37,816	38,761	39,730
Step 10	36,635	38,467	39,428	40,414
Step 11	37,257	39,120	40,098	41,100
Step 12	37,816	39,707	40,699	41,717

Longevity after continuous years

15	3,074	3,228	3,308	3,391
20	965	1,013	1,039	1,065
25	965	1,013	1,039	1,065

Cook Manager

(37.5 hours/week)

Civil Service Title: Cook Manganer

	2021-22	2022-23	2023-24	2024-25
Current		5.00%	2.50%	2.50%
Step 1	27,153	28,511	29,223	29,954
Step 2	29,043	30,495	31,258	32,039
Step 3	30,928	32,475	33,286	34,119
Step 4	32,820	34,461	35,323	36,206
Step 5	34,707	36,442	37,353	38,287
Step 6	36,597	38,427	39,388	40,372
Step 7	37,260	39,123	40,101	41,104
Step 8	37,925	39,821	40,817	41,837
Step 9	38,591	40,521	41,534	42,572
Step 10	39,253	41,215	42,246	43,302
Step 11	39,919	41,915	42,963	44,037
Step 12	40,518	42,544	43,607	44,698

Longevity after continuous years

15	3,074	3,228	3,308	3,391
20	965	1,013	1,039	1,065
25	965	1,013	1,039	1,065

Cook - Full Time

(30.0 hours/week)

Civil Service Title: Cook

	2021-22	2022-23	2023-24	2024-25
		5.00%	2.50%	2.50%
Step 1	17,835	18,727	19,195	19,675
Step 2	18,593	19,523	20,011	20,511
Step 3	19,778	20,767	21,286	21,818
Step 4	20,964	22,012	22,563	23,127
Step 5	22,150	23,258	23,839	24,435
Step 6	23,016	24,167	24,771	25,390
Step 7	23,884	25,078	25,705	26,348
Step 8	24,412	25,633	26,273	26,930
Step 9	24,944	26,191	26,846	27,517
Step 10	25,478	26,752	27,421	28,106
Step 11	26,008	27,308	27,991	28,691
Step 12	26,540	27,867	28,564	29,278
Step 13	26,938	28,285	28,992	29,717

Longevity after continuous years

15	3,074	3,228	3,308	3,391
20	965	1,013	1,039	1,065
25	965	1,013	1,039	1,065

Cook - Full Time

(32.5 hours/week)

Civil Service Title: Cook

	2021-22	2022-23	2023-24	2024-25
	Current	5.00%	2.50%	2.50%
Step 1	19,321	20,287	20,794	21,314
Step 2	20,142	21,149	21,678	22,220
Step 3	21,425	22,496	23,059	23,635
Step 4	22,711	23,847	24,443	25,054
Step 5	23,997	25,197	25,827	26,472
Step 6	24,937	26,184	26,838	27,509
Step 7	25,872	27,166	27,845	28,541
Step 8	26,426	27,747	28,441	29,152
Step 9	27,024	28,375	29,085	29,812
Step 10	27,598	28,978	29,702	30,445
Step 11	28,175	29,584	30,323	31,081
Step 12	28,748	30,185	30,940	31,714
Step 13	29,179	30,638	31,404	32,189

Longevity after continuous years

15	3,074	3,228	3,308	3,391
20	965	1,013	1,039	1,065
25	965	1,013	1,039	1,065

Cook - Full Time

(35.0 hours/week)

Civil Service Title: Cook

	2021-22	2022-23	2023-24	2024-25
	Current	5.00%	2.50%	2.50%
Step 1	20,805	21,845	22,391	22,951
Step 2	21,691	22,776	23,345	23,929
Step 3	23,074	24,228	24,833	25,454
Step 4	24,459	25,681	26,324	26,982
Step 5	25,844	27,136	27,815	28,510
Step 6	26,853	28,196	28,901	29,623
Step 7	27,862	29,255	29,986	30,736
Step 8	28,483	29,907	30,655	31,421
Step 9	29,100	30,555	31,319	32,102
Step 10	29,721	31,207	31,987	32,787
Step 11	30,342	31,859	32,656	33,472
Step 12	30,961	32,509	33,322	34,155
Step 13	31,425	32,996	33,821	34,667

Longevity after continuous years

15	3,074	3,228	3,308	3,391
20	965	1,013	1,039	1,065
25	965	1,013	1,039	1,065

Food Service Helper - Full Time

(30.0 hours/week)

Civil Service Title: Food Service Helper

	2021-22	2022-23	2023-24	2024-25
		5.00%	2.50%	2.50%
Step 1	16,791	17,631	18,071	18,523
Step 2	17,656	18,539	19,002	19,477
Step 3	18,737	19,674	20,166	20,670
Step 4	19,921	20,917	21,440	21,976
Step 5	20,999	22,049	22,600	23,165
Step 6	22,081	23,185	23,765	24,359
Step 7	22,623	23,754	24,348	24,957
Step 8	23,168	24,326	24,935	25,558
Step 9	23,708	24,893	25,516	26,154
Step 10	24,251	25,464	26,100	26,753
Step 11	24,794	26,034	26,685	27,352
Step 12	25,166	26,424	27,085	27,762

Longevity after continuous years

15	3,074	3,228	3,308	3,391
20	965	1,013	1,039	1,065
25	965	1,013	1,039	1,065

Food Service Helper (32.5 Hrs)

Civil Service Title: Food Service Helper

	2021-22	2022-23	2023-24	2024-25
Current		5.00%	2.50%	2.50%
Step 1	18,190	19,100	19,577	20,066
Step 2	19,124	20,080	20,582	21,097
Step 3	20,298	21,313	21,846	22,392
Step 4	21,579	22,658	23,224	23,805
Step 5	22,750	23,887	24,484	25,096
Step 6	23,921	25,117	25,745	26,389
Step 7	24,509	25,734	26,377	27,037
Step 8	25,097	26,352	27,011	27,686
Step 9	25,686	26,971	27,645	28,336
Step 10	26,272	27,586	28,275	28,982
Step 11	26,860	28,203	28,908	29,630
Step 12	27,263	28,626	29,342	30,075

Longevity after continuous years

15	3,074	3,228	3,308	3,391
20	965	1,013	1,039	1,065
25	965	1,013	1,039	1,065

Food Service Helper (35 hrs)

Civil Service Title: Food Service Helper

	2021-22	2022-23	2023-24	2024-25
		5.00%	2.50%	2.50%
Step 1	19,588	20,567	21,082	21,609
Step 2	20,597	21,627	22,168	22,722
Step 3	21,862	22,955	23,529	24,117
Step 4	23,242	24,404	25,014	25,640
Step 5	24,499	25,724	26,367	27,026
Step 6	25,761	27,049	27,725	28,418
Step 7	26,394	27,714	28,407	29,117
Step 8	27,028	28,379	29,089	29,816
Step 9	27,662	29,045	29,771	30,516
Step 10	28,293	29,708	30,450	31,212
Step 11	28,927	30,373	31,133	31,911
Step 12	29,361	30,829	31,600	32,390

Longevity after continuous years

15	3,074	3,228	3,308	3,391
20	965	1,013	1,039	1,065
25	965	1,013	1,039	1,065

Food Service Helper (Hrly)

Civil Service Title: Food Service Helper

	2021-22	2022-23	2023-24	2024-25
	Current	5.00%	2.50%	2.50%
Step 1	15.38	16.15	16.55	16.97
Step 2	16.16	16.97	17.39	17.83
Step 3	17.17	18.03	18.48	18.94
Step 4	18.24	19.15	19.63	20.12
Step 5	19.23	20.19	20.70	21.21
Step 6	20.22	21.23	21.76	22.31
Step 7	20.72	21.76	22.30	22.86
Step 8	21.22	22.28	22.84	23.41
Step 9	21.72	22.81	23.38	23.96
Step 10	22.20	23.31	23.89	24.49
Step 11	22.70	23.84	24.43	25.04
Step 12	23.04	24.19	24.80	25.42

Teaching Assistants - Full Time (32.5 hrs)

	2021-22	2022-23	2023-24	2024-25
	Current	5.00%	2.50%	2.50%
Step 1	21,889	22,983	23,558	24,147
Step 2	22,829	23,970	24,569	25,184
Step 3	23,770	24,959	25,582	26,222
Step 4	24,713	25,949	26,597	27,262
Step 5	25,653	26,936	27,609	28,300
Step 6	26,594	27,924	28,622	29,337
Step 7	27,537	28,914	29,637	30,378
Step 8	28,478	29,902	30,649	31,416
Step 9	29,420	30,891	31,663	32,455
Step 10	30,363	31,881	32,678	33,495
Step 11	31,001	32,551	33,365	34,199
Step 12	31,635	33,217	34,047	34,898
Step 13	32,275	33,889	34,736	35,604
Step 14	32,911	34,557	35,421	36,306
Step 15	33,548	35,225	36,106	37,009
Step 16	34,051	35,754	36,647	37,564

Longevity after continuous years

15	3,246	3,408	3,494	3,581
20	1,009	1,059	1,086	1,113
25	1,009	1,059	1,086	1,113

Teaching Assistants - Full Time (35 hrs)

	2021-22	2022-23	2023-24	2024-25
	Current	5.00%	2.50%	2.50%
Step 1	23,570	24,749	25,367	26,001
Step 2	24,586	25,815	26,461	27,122
Step 3	25,601	26,881	27,553	28,242
Step 4	26,617	27,948	28,647	29,363
Step 5	27,632	29,014	29,739	30,482
Step 6	28,647	30,079	30,831	31,602
Step 7	29,663	31,146	31,925	32,723
Step 8	30,661	32,194	32,999	33,824
Step 9	31,678	33,262	34,093	34,946
Step 10	32,693	34,328	35,186	36,065
Step 11	33,384	35,053	35,930	36,828
Step 12	34,062	35,765	36,659	37,576
Step 13	34,753	36,491	37,403	38,338
Step 14	35,445	37,217	38,148	39,101
Step 15	36,121	37,927	38,875	39,847
Step 16	36,663	38,496	39,459	40,445

Longevity after continuous years

15	3,246	3,408	3,494	3,581
20	1,009	1,059	1,086	1,113
25	1,009	1,059	1,086	1,113

INDEX

	Page		Page
Accident	4	Notice of vacancies	23
Acting in higher grade	30	Notices	1
Agency fee	2	Observation	4
Alcohol testing	32	Overtime	29
Application for vacancies	23	Overtime - After dismissal	25
Assault	4	Overtime - Snow day	26
Association rights	1	Overtime - Weekend	30
Benefit Trust	17	Paid and unpaid leave	9
Benefits	14	Parental leave	12
Bereavement leave	10	Part-time leave	13
Board proceedings	2	Payroll deduction authorization	2
Bus Driver, Field Trip	27	Payroll savings	31
Bus Driver, Hourly	27	Personal leave	10
Buyout, Health Insurance	16	Personnel files	5
Closing for bad weather	24	Posting of extra pay	23
Delayed openings	25	Posting of vacancies	23
Drug testing	32	Probationary period - Health Ins	15
Dues deductions	2	Qualifications for assignment	24
Duration of agreement	34	Recognition	1
Early Dismissal	25	Reduction in force	22
Educational training	18	Refresher course	28
Emergency Day	24	Resignation	23
Employee personnel files	5	Retiree health insurance	22
Employee protection	3	Retirement	21
Evaluation	4	Retirement incentive	22
Evaluation form	5	Retirement sick day payout	22
Fair practices	3	Right of confrontation	23
Field trips, Bus Driver	27	Safe driver incentive	21
Grievance	6	Safety practices	3
Guarantee (4 hrs)	26	Salary	29
Guarantee (4 or 2 hrs) - Cafeteria	24	School closing	24
Health insurance	14	Service leave	13
Health insurance buyout	16	Sick leave	9
Health insurance - Retiree	22	Sick leave bank	11
Health insurance - waiting period	15	Snow day	24
Holidays	14	Snow day compensation	26
Hourly bus driver	27	Step Advancement - Part time	30
Injury	4	Straw Boss	30
IRS Code 125	18	Substance testing	32
Leave Bank, Sick	11	Tax-sheltered annuity	31
Leave, Bereavement	10	Teaching assistant class coverage	31
Leave, Other	11	Testing - Drug, Alcohol, Substance	32
Leave, Parental	12	Training, Educational	18
Leave, Personal	10	Travel allowance	28
Leave, Service	13	Uniforms - Cafeteria	20
Leave, Sick	9	Uniforms - Custodial	19
Leave, Vacation	11	Uniforms - Maintenance	19
Longevity	31	Uniforms - Summer	20
Meal allowance	28	Uniforms - Transportation	19
Meetings	1	Union business	3
Mileage	28	Vacancies	23
Miscellaneous	32	Vacation leave	11
New positions	24	Work week	26
Nights	30	Workers' compensation	32