

AGREEMENT

BY AND BETWEEN THE
BOARD OF EDUCATION
OF THE
HASTINGS-ON-HUDSON
UNION FREE
SCHOOL DISTRICT

AND THE
CIVIL SERVICE
EMPLOYEES ASSOCIATION, INC.
Local 1000, AFSME, AFL-CIO

CSEA
HASTINGS ASSOCIATION OF OFFICE AND AUXILIARY
PERSONNEL UNIT
WESTCHESTER COUNTY LOCAL 860

JULY 1, 2022 - JUNE 30, 2025

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ARTICLE 1 THE AGREEMENT

1.1 Definitions

Definitions as used herein, the following terms shall have these meanings:

"Employer" means the Hastings-on-Hudson Board of Education.

"Union" means the Civil Service Employees Association, Local 1000 AFSCME AFL-CIO for the Hastings Association of Office and Auxiliary Personnel.

1.2 Appropriate Unit

The Appropriate Employer-Employee negotiating unit to which this Agreement applies consists of all employees of the Board of Education listed on the attached salary schedule, except those employees designated as confidential by PERB.

ARTICLE 2 RECOGNITION

2.

The Board recognizes C.S.E.A. as the exclusive representative for collective negotiations with respect to salaries, hours and other terms and conditions of employment.

ARTICLE 3 EMPLOYEE ORGANIZATIONAL RIGHTS

3.1 Payroll Deductions

C.S.E.A. shall have exclusive payroll deductions of membership dues.

The Civil Service Employees Association, Inc., having been recognized or certified as the exclusive representative of employees within the bargaining unit represented by this Agreement shall have deductions made from the wage or salary of employees of said bargaining unit who are not members of the Civil Service Employees Association, Inc., the amount equivalent to the dues levied by the Civil Service Employees Association, Inc. The District shall make such deductions and transmit the amount so deducted, along with a listing of such employees to: Civil Service Employees Association, Inc., 143 Washington Avenue, Albany,

New York, 12210.

C.S.E.A. hereby holds the School District harmless for any funds deducted and transmitted pursuant to this provision and to indemnify the School District from any liability resulting from such deductions. The C.S.E.A. hereby represents that it has instituted a lawful rebate procedure which complies with all statutory and constitutional mandates. If for any reason said rebate procedure is deemed unlawful by a Court of competent jurisdiction, the School District shall no longer have an obligation to deduct agency shop until such time as C.S.E.A.'s rebate procedure is deemed lawful by an appropriate authority.

3.2 Remittance

Dues will be deducted each payroll period and will be transmitted to the Union at its designated address.

3.3 Representative Rights

Employees shall have the right to be represented by the Union, to negotiate collectively with the Employer in the determination of their wages, hours, and terms and conditions of employment and the administration of grievance.

3.4 Bulletin Board

The Board will provide a reasonable amount of exclusive bulletin board space in each building for the purpose of posting bulletins, notices and material issued by the C.S.E.A.

3.5 Meeting Space

Where there is appropriate available meeting space in buildings owned by the Board it shall be offered to C.S.E.A. for specific meetings, provided that request for the use of such space is made in advance in accordance with Board policy.

3.6 Access to Employees

C.S.E.A. representatives shall have access to individual employees and facilities subject to the approval of the Building Supervisor to explain C.S.E.A. membership, services and programs, and to administer the terms of this Agreement. Such access shall not interfere in any way with an employee's work obligations.

3.7 Board Meetings

The C.S.E.A. Unit President shall be furnished with the date, time, place and agenda of all Board Meetings. This will be available in the Board of Education Office or sent through inter-office mail.

3.8 Organizational Leave

C.S.E.A. delegates shall be granted organizational leave with pay to attend C.S.E.A. conventions, seminars and conferences. Personal Leave days may be used for this purpose.

3.9 Mentor Program

Mentor program for all newly hired or newly assigned Unit members. The compensation will be \$500 per half year (16 hours). Mentoring sessions will be outside of the working hours, but may be done on Superintendent Conference Days, half days and/or lunch time.

ARTICLE 4 WORK YEAR - WORK DAY

4.1 Work Year

All 10 month members covered under this Agreement will work in conformance with the school teacher calendar, work will end on the last day for the teachers.

All 11 and 12 month members to end on June 30th. Three vacation days will be added to the bank. These days may be carried over.

For calculation of daily or bi-weekly payroll purposes, the work year shall be defined as follows:

10 months shall equal 200 days

11 months shall equal 220 days

12 months shall equal 240 days

The Districts current practices with respect to payment of salary for work during the recess periods shall be continued.

The work year will not begin prior to teachers for ten (10) month employees.

Summer work shall first be offered to members of the bargaining unit.

4.2 Working Day

The full working day for 11 and 12 month office staff shall be seven (7) hours from September 1 through last day in June for the teachers. The summer working day for office staff will be six (6) hours from July 1 through August 31.

It is agreed that all full time employees working 5 hours or more are entitled to a regularly scheduled lunch period. Lunch time will be scheduled according to assignment and number of working hours (i.e. 30 or 60 minutes).

4.3 School Delays

In the event there is a delay in the opening of school for students, as a result of the weather or other unforeseen event, all employees of the bargaining unit will be able to start on the delayed schedule.

On delayed opening days, Unit Members that are requested to come in at their regularly scheduled time, will be compensated one-for-one.

ARTICLE 5 OVERTIME

5.1 Overtime

Any employee who is assigned to work in excess of forty hours shall be paid at the rate of time and one-half of all hours worked or may, at the discretion of the employee, accrue compensatory time off at the same rate. Such accrued compensatory time may not exceed 240 hours. Employees who are assigned to work beyond their normal work week but do not exceed forty hours will be compensated at straight time for all such hours. Employees will have the option of refusing to work overtime.

5.2 Field Trips and Overnight Trips

Field Trips:

When a nurse is required to go on a field trip, s/he will receive regular compensation for the first seven (7) hours of work. Any time over the 7 hours, s/he will receive overtime payment (time and one-half).

Overnight Trips:

When a nurse is required to go on an overnight trip lasting two days/one night or more, s/he will receive 7 hours of regular pay for each day, teachers chaperone stipend for each day, and a compensatory day (7 hours) for each trip.

ARTICLE 6 OUT OF TITLE PAY

6. When an employee is directed to perform substantial duties of a higher classification for a period of ten consecutive work days, said employee shall, commencing with the eleventh (11) consecutive work day, be paid at least the lowest rate currently paid in such classification, or at least one increment step in the higher classification above the employee's current rate, whichever is higher.

ARTICLE 7 COMPENSATION

7.1 Compensation

Effective July 1, 2022, each step of the salary schedule in effect shall reflect a 2.00% increase. All bargaining members on top step will receive a one time \$500 non-recurring payment. Any employee due an increment shall advance accordingly.

Effective July 1, 2023, each step of the salary schedule in effect shall reflect a 2.00% increase. Any employee due an increment shall advance accordingly.

Effective July 1, 2024, each step of the salary schedule shall reflect a 2.00% increase. Any employee due an increment shall advance accordingly.

Unit members who are responsible for toileting and personal hygiene care of students will receive a hygiene stipend. Off step payment of \$500 to be paid in two half year payments.

7.2 Placement on Salary Schedule

Based upon experience, new employees may be hired up to step four (4) on the salary schedule. A new employee may be hired on step five (5) or above if his/her qualifications, training and experience, in the reasonable opinion of the district, justify such placement on the salary schedule.

Promotions: Whenever a person is promoted from one classification to a higher classification, that person shall be moved to a corresponding salary on the salary guide for the higher classification. On promotion, the

minimum amount of salary increase shall be \$200 or the nearest step thereafter.

7.3 Salary Payment Schedule

Ten-month employees are paid 1/22nd of their annual salary every other week from September through June. A ten-month employee will have the option to elect a 26 pay schedule.

7.4 Longevity Payments

Effective July 1, 2022, a longevity increment shall be granted as follows:

After nine years of service	\$ 1,674
After fourteen years of service	\$ 1,793
After nineteen years of service	\$ 1,913
After twenty-four years of service	\$ 2,147

Effective July 1, 2023, a longevity increment shall be granted as follows:

After nine years of service	\$ 1,707
After fourteen years of service	\$ 1,829
After nineteen years of service	\$ 1,951
After twenty-four years of service	\$ 2,190

Effective July 1, 2024, a longevity increment shall be granted as follows:

After nine years of service	\$ 1,741
After fourteen years of service	\$ 1,866
After nineteen years of service	\$ 1,990
After twenty-four years of service	\$ 2,234

7.5 Broken Eyeglasses

It is agreed that the Board will reimburse employees up to \$100 per pair of glasses broken by students.

7.6 Evaluation

Members of the bargaining unit will be evaluated at least annually and will be given an annual performance appraisal.

ARTICLE 8 HEALTH INSURANCE

8.1 Health Insurance

Members of the bargaining unit shall receive individual or family hospitalization. The Board of Education shall pay the premium, minus the employee's annual premium contribution, for such insurance and any employee who opts for a different health insurance plan, i.e., HMO, shall absorb any additional costs.

Notwithstanding anything to the contrary set forth in this Article, effective July 1, 1997, members of the bargaining unit opting for health insurance coverage under the terms of this Agreement shall be obligated to pay a portion of the premium through payroll deduction. Employee's annual premium contribution shall be as set forth below:

Health Insurance Annual Premium Contribution

Members hired prior to July 1, 2009:

July 1, 2022 – 8% of premium

Members hired after July 1, 2009:

July 1, 2022 – 12% of premium

The above employee contribution to health insurance will be based on the actual premium up to a maximum increase in annual premium of 12%.

For members hired after July 1, 2015 into a full time position the health insurance contribution will be 16%. For any member hired after July 1, 2015, to be eligible for health insurance will work at least 30 hours per week.

Any employee hired between July 1, 2003 – June 30, 2014, who works 25 hours or more but less than 30 hours per week, will contribute 9% of the health insurance premium.

The District reserves the right to change health insurance carriers so long as the benefits being offered by the new insurance carrier or self-insured benefits are comparable to the overall benefits schedule being provided by the District for eligible employees, dependents, and retirees at the time of conversion. However, it is understood and agreed that moderate changes in co-pays and deductibles shall not be considered a change in the overall benefit structure.

The Board of Education reserves the right to change health insurance carriers.

However, the Board of Education agrees to give the Hastings Association of Office and Auxiliary Personnel Unit one hundred twenty (120) calendar days notice prior to a conversion. At the time of such notice, the Board of Education shall also provide details of the plan to which it proposes to change. Within sixty (60) calendar days of such notice, the CSEA shall provide the Board with a statement as to its position on whether the new plan is equal to or better than the overall benefit schedule of the current plan. If the CSEA objects to any portion of the plan it must indicate where the new plan is out of compliance. The parties will work together to resolve areas of alleged non-compliance within thirty (30) calendar days of CSEA submission. Within ninety (90) calendar days of the Board's original notice, the CSEA may immediately demand expedited arbitration by submitting such a demand to American Arbitration Association.

If the CSEA does not demand arbitration within the ninety (90) day period, the Board may convert to the proposed plan. An arbitration date will be set by the arbitrator within thirty (30) days of submission of such demand and an award shall be rendered by the arbitrator within ten (10) days of the final date of hearing with a decision to follow thereafter. If the arbitrator determines that the proposed plan is not equal to or better than the overall benefit schedule in effect at the time of the proposed conversion, the Board shall be ordered by the arbitrator to remain in the existing plan. If the challenged portion of the proposed plan is equal to or better than the plan in effect at the time of the proposed conversion, the Board may convert to the new plan.

Members of the bargaining unit who are covered under another health insurance plan through either a spouse or relative may opt to waive coverage under the District's insurance policy for a full year by completing the appropriate form furnished by the District. In order to be eligible for this option, a member of the bargaining unit must certify that he or she has health insurance through another source other than the District. The District will pay these employees an amount equal to 50% of the net savings on premiums that would be expended on their behalf, taking into account any retirement or social security that must be paid, should such be necessary. The District will pay any employee hired after July 1, 2003 who is covered under another health insurance plan an amount equal to 50% of the individual health premiums that would be expended on their behalf taking into account any retirement or social security that must be paid, should such be necessary.

An employee may reduce coverage (i.e., family to individual) and receive 50% of the net savings. Employees electing to waive or reduce coverage must do so by May 1st with the provisions of this paragraph taking effect on July 1st. Payment to the employee shall be made in two halves, with the first payment being made during the first payroll period in February and the second payment made during the first payroll period in June. Reinstatement of full coverage may be made by notifying the District in writing no later than July 1st of the succeeding year.

Reinstatement will take place on January 1. In the event of an emergency causing the loss of insurance through another source, the previously stated notification deadlines may be waived to the extent there is no conflict with the requirements of the District's insurance carrier. If reinstatement occurs during such an emergency, as permitted by the District's carrier, the employee will repay, pro rata, any amount already forwarded to him or her.

8.2 Retirees

For members hired prior to July 1, 2009, the Board will pay eighty-five (85%) percent of the cost of the premiums for retirees who have completed ten (10) years of service with the District and their dependents.

For members hired after July 1, 2009 the Board will pay the health insurance for employees who retire into the NYSRS based on the following:

Years in District	15 Years	20 Years	25 Years
Family/Two Person	70%	75%	80%
Single	75%	80%	85%

For employees hired after July 1, 2015 into a full time position, the Board will pay for health insurance for employees who retire into NYSRS based on the following:

Years in District	10 Years	15 Years	20 Years	25 Years
Family/Two Person	40%	50%	75%	80%
Single	50%	60%	80%	85%

8.3 Life Insurance

All unit member employees shall be provided with life insurance in the amount of \$40,000.00.

8.4 Section 125 Plan

The employees of the unit shall be entitled to participate in an IRS Section 125 Plan to cover health insurance premium contributions, uncovered medical expenses and dependent care expenses.

ARTICLE 9 EMPLOYEE BENEFIT FUND

9.1 Benefit Fund

The Board of Education shall contribute toward the Hastings Association of Office and Auxiliary Personnel Benefit Fund to purchase benefits such as dental plan, optical plan, etc.

The contributions will be in the following dollar amounts, per employee:

July 1, 2022 – June 30, 2025	\$1,200
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9.2 Vision Plan

All unit members shall be provided with the CSEA Family Employee Benefit Fund Platinum Vision Plan.

ARTICLE 10 RETIREMENT

10. Retirement

Eligible members of the bargaining unit shall belong to New York State Employees Retirement System. Tier I and II members shall be covered under Retirement and Social Security Law Section 75i. Tier III and Tier IV members shall receive the benefits of the CO-ESC plan. It is further agreed that the Board of Education shall provide coverage under Retirement and Social Security Law Section 41j and 60b of the New York State Employees Retirement System. Members of the bargaining unit shall be provided pamphlets from the State of New York, to the extent that they are available, which outline the various benefits of membership in the Retirement System.

ARTICLE 11 HOLIDAYS

11.

Holidays shall be according to school calendar. July 4th shall be a holiday for all eleven (11) and twelve (12) month employees. If July 4th falls on a weekend, then an alternate day off shall be provided.

ARTICLE 12 VACATION WITH PAY (11 & 12 MONTH EMPLOYEES)

12.1 Vacation Schedule

The amount of vacation which may be utilized by an employee shall be determined as of July 1 following an employee's anniversary date. Vacation days will be prorated for employees who have not served one full year, effective July 1, following the employee's date of hire. The determination regarding vacation is to be made by the Superintendent or designee on advice of the building principal where applicable.

The maximum vacation days allowed in an individual's bank will be 100 days. For all new hires effective July 1, 2022, the amount will be 44 maximum vacation days.

12.2 Twelve Month Employees

Vacation schedule shall be two weeks vacation after one (1) year of service; three weeks vacation after seven (7) years of service. The third week of vacation may be taken at a time other than during the summer months, providing the interests of the District are not penalized thereby.

Vacation schedule for those hired after July 1, 2015 shall be one week of vacation after one (1) year of service; two weeks' vacation after two (2) years of service.

12.3 Eleven Month Employees

Vacation schedule shall be one week vacation after one (1) year of service and an additional day each year to the maximum of seven (7) vacation days.

ARTICLE 13 SICK LEAVE

13.1 Sick Leave

Sick leave shall be cumulative for all full time employees as follows.

12 month employees will have a maximum sick day bank of 200 days.
11 month employees will have a maximum sick day bank of 190 days.
10 month employees will have a maximum sick day bank of 180 days.

Employees hired into a full time position before July 1, 2015, shall be entitled to 1 1/4 sick days per month. Full time is defined as any person under contract working five (5) or more hours per day. June 30th, annually, shall be the date of determining eligibility.

For those hired into a full time position after July 1, 2015, employees shall be entitled to one (1) sick day leave per month. Full time is defined as any person under contract working six (6) or more hours per day.

After five (5) or more consecutive work days of illness, a certificate from a medical doctor may be required before a member of the bargaining unit can qualify for further sick leave under this Article. Upon the employee's return the employee shall present a certificate on which the doctor certifies that the employee is physically able to assume all regular duties of his/her position and the reason for the absence. If not able to return after five (5) days, the employee shall send in to his/her supervisor a certificate giving some indication when the employee may be able to resume regular duties and the nature of the disability causing the absence. If the employee is not able to return within two weeks of the initial absence, subsequent certificates will be required after each two weeks of absence and a verification of ability to return from a licensed physician must be provided by the employee upon return to work indicating that the employee is physically able to assume all regular duties of the position. Failure to provide any required certificate will disqualify the employee from eligibility for further sick leave. The District reserves the right to have the employee examined by a District physician upon his/her return at District expense. Full time employees working the Summer School Program may use two paid sick days during the course of the six week summer program. Any additional days off will be without pay.

13.2 Sick Leave Bank

A Sick Leave Bank (SLB) shall provide income protection to members of the bargaining unit (hereinafter "member") with one (1) year of service or more in the District in the event of long-term catastrophic illness or injury.

Contributions

The District will contribute one (1) sick day per employee annually for the SLB which may be used by an employee upon certified illness and upon exhaustion of all credits. All sick days contributed to the SLB shall be carried over from year to year.

Withdrawals

- a. Application for withdrawals may be made by a member only after his/her accumulated leave has been exhausted. Further, there shall be a twenty (20) school day waiting period before benefits may be available which shall be compensated retroactively upon approval. This period will be reduced by one day for each two full years of service in the District.
- b. Should a member be unable to do so, a member's family member or an agent may prepare and file a Withdrawal Request on behalf of the member.
- c. Each Withdrawal Request must be accompanied by a statement signed by a physician confirming the nature of the illness or injury and the anticipated duration of the resulting incapacity to attend to the member's duties.
- d. Should the SLB committee so request, either before or after approval of withdrawal requests, the member shall be required to undergo a medical review by a physician of the District's choice at District expense. Failure to comply with such request shall result in disapproval or cancellation of the withdrawal Request.
- e. The SLB Committee may not grant a withdrawal of more than forty (40) days for any one (1) illness or injury.
- f. The SLB Committee shall have the right to disapprove Sick Leave Withdrawal Request for any appropriate reasons.
- g. The SLB Committee made up of two appointees chosen by the Union and two appointees chosen by the Superintendent shall administrate the SLB.

Benefit Coverage

- a. The District shall continue to pay the health insurance premiums during the period of approved absence.

- b. There shall be no leave accrual during the period of approved absence.

13.3 Sickness in Family

Three (3) school days may be allowed in each year for emergency illness in the immediate family: Mother, Father, Legal Guardian, Brother, Sister, Husband, Wife, Child, Legal Ward, Mother-in-Law, Father-in-Law, Stepmother, Stepfather.

13.4 Sick Incentive

The sick leave incentive program covering personal and family illness provides a payment to members who meet one of the following three attendance requirements:

- No days taken during a fiscal year (July 1-June 30), \$650
- One day taken during a fiscal year (July 1-June 30), \$550
- Two days taken during a fiscal year (July 1-June 30), \$350

13.5 Half or Full Day Increments

Sick, Family Illness, Personal Days and Vacation may only be taken in half or full day increments.

ARTICLE 14 PERSONAL LEAVE

14.

Five days of personal leave may be granted, not to be cumulative. These days may be used for official religious observances, house closings, legal court appearances, off-spring's graduation from high school and higher institutions of learning, taking a child to and from college (two days per year) and such other cogent reasons as determined by the Superintendent of Schools.

Personal leave requests shall not be honored on days preceding or following holidays or vacations unless an emergency exists as determined by the Superintendent or his/her designee. Two of these days may be personal without reason. Employees may take personal leave without reason following the last day of school up to June 30th of each year. Permission must be obtained in advance and will not be withheld without

just cause. Personal days must be obtained in advance unless there are unusual extenuating circumstances. Personal leave day is defined as days or day for business which cannot be conducted outside the normal work day.

All personal without reason days which are not used will be accumulated as sick leave at the end of each fiscal year.

ARTICLE 15 BEREAVEMENT LEAVE

15.

a. Up to five days per year per occurrence non-cumulative shall be granted each employee as "bereavement leave" in the event of death in the immediate family. Immediate family shall be defined as: Mother, Father, Legal Guardian, Brother, Sister, Husband, Wife, Child, Legal Ward, Mother-in-Law, Father-in-Law, Stepfather and Stepmother.

b. Three days non-cumulative "bereavement leave" per year may be allowed for each death of a member of the family in the following relationship: Grandparent, Aunt, Uncle, Brother-in-Law, Sister-in-Law, Niece, Nephew, First Cousin.

ARTICLE 16 SEVERANCE LEAVE PAY

16.

Because of reorganization, consolidation or for any other reason other than disciplinary, an employee released from the District shall be granted severance pay in the amount of one (1) week's salary for each year of employment in the District up to a maximum of five (5) weeks.

ARTICLE 17 CIVIL SERVICE PROTECTION

17.1 Civil Service Protection

Civil Service protection shall be granted to those employees working in non-competitive classifications where no protection is available after forty months of actual employment excluding summer months.

17.2 Layoff or Displacement

Where, because of economy, consolidation or abolition of functions, curtailment of activities or otherwise, all non-competitive class employees of the District will be afforded the same Seniority Rights as competitive class employees provided said employees in the opinion of the employer meet the qualifications for the available position.

ARTICLE 18 VACANCIES

18.1 Vacancies

Notice of all vacancies shall be posted for a period of ten (10) working days during the summer recess and five (5) working days during all other times to allow all interested candidates to apply prior to notifying outside agencies and eligible employees may apply for same. During the period from the last day of school to September 1 of each year, all employees shall be notified by mail to their address of record as to any vacancies that have occurred.

18.2 Employee Preference and Seniority

In the absence of an eligible list for a "competitive" position to be filled by promotion or by hiring, and in all instances where the position to be filled is in the "labor" or in the "non-competitive" class, the appointing authority shall first consider the qualifications and performance of applicants who are currently employed by the District before considering applicants from outside the District service. Seniority will be a consideration in any non-competitive promotions, and will be a consideration within the law for competitive titles.

ARTICLE 19 WORKERS' COMPENSATION

19.

Employees who are deemed to be disabled as the result of a work-related incident by the Workers' Compensation Board incur no loss of sick leave, and shall maintain his/her regular rate of pay pursuant to the following formula: One month for each year of service with a minimum of six

months. Thereafter, sick leave will be credited on a pro-rata basis.

ARTICLE 20 LEAVE OF ABSENCE

20.1 Requests

Any employee who is temporarily, physically or mentally unable to perform his duties or who desires to engage in a course of study intended to increase his usefulness to the service, or who, for any reason considered good by the District desires to secure a leave of absence from his regular duties may be granted a leave of absence with Board approval, without pay for a period not to exceed one (1) year. Such leave of absence without pay shall be reported to the District in the form prescribed by him.

Where a leave of absence without pay has been granted for a period which aggregates one (1) year, a further leave of absence without pay shall not be granted unless the employee returns to his position and serves continuously therein for a period of three (3) months immediately preceding the subsequent leave of absence without pay. Notice of such subsequent leave of absence without pay shall be approved by the District.

An employee's failure to return at the end of a leave of absence shall be deemed a resignation in accordance with Westchester County Personnel's rules and regulations. The Board of Education shall have sole discretion as to the approval of leaves applied for pursuant to this Article.

20.2 Extended Leave

In an exceptional case, the Board of Education may for a good cause shown, waive the provisions of this rule to permit an extension of the leave of absence without pay for an additional period not to exceed in the aggregate two (2) years from the date of commencement thereof.

ARTICLE 21 CHILD CARE LEAVE

21.

An employee who is disabled during pregnancy is eligible to use the sick leave protection set forth in 13.1 as well as other leave time including personal leave, holiday leave and vacation for the period of disability.

Upon written application, a child care leave shall be granted to employees hereunder for the birth or adoption of the child. Application must be made in two months of the birth or adoption of the child. Such a child care leave shall be without pay or benefits and shall not exceed one school year. Such leave may be extended at the discretion of the Board, for an additional year.

ARTICLE 22 PERSONNEL FILE

22.

Employees' personnel file shall be made available to them for inspection at reasonable times and intervals. Employees will have a right to append an answer to any material placed in their file and such answer will be inserted into the personnel file.

ARTICLE 23 DEFINITION OF PART TIME

23.1 Definition

Prior to July 1, 2015, part-time is defined as any employee working on a regular basis less than 5 hours per day or less than 25 hours per week. All employees working 5 hours per day or more shall receive full benefits.

Effective for new staff hired July 1, 2015, part time is defined as any employee working less than thirty (30) hours per week.

23.2 Part Time Employees

Part-time employees will receive no fringe benefits other than mandated by law, and shall be paid the established hourly rate of pay for their classification.

ARTICLE 24 JURY DUTY: MILEAGE REIMBURSEMENT

24.1 Jury Duty

An employee called for Jury Duty should notify the appropriate school personnel in the same manner as a normal absence. Jury Duty is considered an excused absence when Jury Duty falls during an employee's normal working hours. Jury Duty is not a sick leave or personal day deduction. Employees excused for Jury Duty must submit a record of their time of Jury Duty and must appear at their assigned location if excused for all or part of a day from Jury Duty. Employees shall reimburse the District any payment while on Jury Duty excluding meals and/or transportation.

24.2 Mileage Reimbursement

When an employee is directed to use his own vehicle to conduct school business, he/she shall be reimbursed at the rate established by the Internal Revenue Service.

ARTICLE 25 GRIEVANCE PROCEDURE

25.1 Preamble

In order to maintain a harmonious relationship among CSEA employees and the Board, which will enhance the educational program of the school system, it is hereby declared to be the purpose of these procedures to provide a means for orderly settlement of differences, promptly and fairly as they arise and to assure equitable and proper treatment of parties pursuant to this Agreement.

25.2 Definitions

1. A "grievance" shall mean any alleged violation of a specific provision of this Agreement or any dispute with respect to its meaning or application.
2. An "aggrieved person" is the person or persons alleging the violation.
3. The term "employee" may include an individual or a group of CSEA employees who is alleging the violation or who is similarly affected by the grievance.
4. The "parties at interest" are the persons alleging the violation and any persons who might be required to take action or against whom action might be taken in order to resolve the alleged violation or who might be required to be present at any grievance hearing.
5. The term "days" shall mean days on which "employees" are required to be in school.

6. The "Grievance Committee" shall consist of duly designated members of the Association.

25.3 Procedures

General

A. The resolution of a grievance at the earliest possible stage is encouraged. Nothing herein contained will be construed as limiting the right of any employee having a grievance to discuss the matter informally with any appropriate member of the administration following the normal chain of command, and having the grievance adjusted without the intervention of the Association, provided the adjustment is not inconsistent with the terms of this Agreement, and that the Association has been given the opportunity to be present at such adjustment to state its views.

B. It is important that grievances shall be processed as rapidly as possible. The number of days indicated at each level should be considered as maximum number and shall not be increased unless the time limit is extended by mutual agreement of both parties and the Grievance Committee of the Association to a maximum of five (5) more days at any level.

Level I

A. An employee having a grievance must file it in writing with the Supervisor, either directly or through a representative, and must also notify the Grievance Committee of the Association that he has filed a grievance. These actions must take place within fifteen (15) working days after the cause or knowledge of the grievance first occurred. The objective at this level is to resolve the matter within five (5) days after the date of conference about the act or condition which was the basis of the grievance. The Supervisor will confer with all the parties in interest.

B. If the aggrieved person submits the grievance through a representative, the aggrieved person must be present during the discussion of the grievance.

C. Within five (5) days of the presentation of the grievance, the Supervisor shall render a written decision. One copy of the decision shall be given to the aggrieved person, to the President of the Association or his/her designee, to the Superintendent or his/her designee and to the

Supervisor.

Level II

A. If the aggrieved person is not satisfied with the disposition of his grievance at Level I, or if no decision has been rendered within five (5) days after the conference, and, after having conferred with the Grievance Committee, he may within another ten (10) days file an appeal for a hearing with the Superintendent of Schools for a review of the grievance. The request shall be written and shall set forth specifically the act or condition and the grounds on which the grievance is based. A copy shall be given to both the Association and the Supervisor who rendered the decision at Level I.

B. The Superintendent or his/her designee shall meet and confer with the aggrieved person, the Association representative, and all other parties in interest within ten (10) days after a receipt of such appeal and the Superintendent or his/hers designee shall render a written decision within ten (10) days after such meeting and conference. Two days notice of the meeting and conference shall be given to the aggrieved person and all other parties in interest. The meetings and conferences shall not take place during normal working hours. His decision and the basis for this decision shall be written, and a copy given to the President of the Association, the aggrieved person, the Board, the Supervisor, and all other parties in interest.

Level III

A. If the aggrieved person is not satisfied with the disposition of his grievance at Level II, or if no decision has been rendered within ten (10) days after the meeting with the Superintendent or his/her designee, he may file the grievance in writing with the Board or its designee, within five (5) days after a decision by the Superintendent or fifteen (15) days after he first met with the Superintendent, whichever is sooner.

B. Within ten (10) days after receiving the written grievance the Board or its duly constituted committee will meet with the aggrieved person and all other parties in interest for the purpose of resolving the grievance. The decision of the Board and the basis for its decision shall be written and delivered to the aggrieved person within ten (10) days of his first meeting with the Board. A copy of the decision shall be sent to the President of the Association or his designee, the Superintendent and the Supervisor.

Level IV

A. If the aggrieved person is not satisfied with the decision in his case at Level III, or if no decision has been rendered within ten (10) days of his first meeting with the Board, he may within five (5) days of the decision or fifteen (15) days of his first meeting with the Board, request in writing that the Grievance Committee of the Association submit his grievance to arbitration. Provided, however, that it relates to a grievance as defined in this Article. If the Committee believes that the grievance has merit, and that submitting it for arbitration is in the best interest of the District, it may, by written notice to the Superintendent, submit the grievance to arbitration within five (5) days of receiving the request from the aggrieved person; or, within five (5) days of the decision by the Board at Level III, and without a request by the aggrieved person, the Grievance Committee may at its option by written notice to Board, submit the grievance to arbitration if it feels it is in the best interest of the District. Said notice shall include a brief statement setting forth precisely the issue to be decided by the arbitrator and the specific provision of the Agreement or rule involved as well as the specific complaint.

B. Within ten (10) days after written notice of submission to arbitration, the Board, or its duly constituted committee and the Association's Grievance Committee will set in motion the procedures of the American Arbitration Association to select an arbitrator.

C. The Arbitrator shall confer with representatives of the Board and the Grievance Committee and hold hearings promptly and shall issue his report not later than ten (10) days from the date of the closing of the hearing or, if an oral hearing has been waived, then from the date that the final statements and proofs are submitted to him. The arbitrator's report shall be in writing and submitted to the Board and the Association and shall set forth his findings of fact, conclusions, and recommendations on the issues involved.

D. The power of the arbitrator stems from this Agreement and his function is to pass upon alleged violations of this Agreement and any disputes with respect to its meaning of application. He shall have no power to add to, subtract from, or modify any of the terms of this Agreement, nor shall he have any power to make any decisions that require the commission of any act prohibited by law or that is violative of any of this Agreement.

E. The decision of the arbitrator shall be submitted to the Board and the

Association, and, subject to law, shall be final and binding on all parties to the proceeding during the duration of this Agreement. The Board shall send a copy of the decision to each employee involved.

F. In any proceeding seeking to require or stay arbitration, or to say, enforce, modify, or set aside a decision or award of the arbitrator, none of the terms or provisions of this Agreement shall deprive a court of competent jurisdiction of its power to determine questions or arbitrability, or the jurisdiction of an arbitrator or the validity of the decision or award of the arbitrator.

G. The Board and the Association agree that, whenever feasible, they will apply the decisions of the arbitrator to all substantially similar situations. The Association agrees that it will not bring or will not represent any employee in a grievance which is substantially similar to a grievance previously submitted to arbitration.

H. Should any costs arise for the services of an arbitrator, they shall be borne equally by the Board and the Association.

ARTICLE 26 IMPLEMENTATION CLAUSE

26. It is agreed by and between the parties that any provisions of this Agreement requiring legislative action to permit its implementation by amendment of law or by providing the additional funds thereof shall not become effective until the appropriate legislative body has given approval.

ARTICLE 27 TERM OF AGREEMENT

27. This Agreement shall remain in effect from July 1, 2022 through June 30, 2025.

ARTICLE 28 LABOR MANAGEMENT COMMITTEE

28.

A Labor Management Committee shall be formed consisting of the Superintendent of Schools and/or his/her designees, and no more than two (2) selected members of the CSEA bargaining unit.

Said committee shall meet at mutually agreed upon times. No decision of this committee, if or when implemented, shall act as a precedent in any future situation and shall not, in any circumstances, bind the District, the Board of Education or the CSEA to take a particular action in any future situation.

ARTICLE 29 SERVICE PAY

29.

After 20 years of service to the Hastings School District, an employee who gives the District at least 3 months of advance notice to retire into the New York State Retirement System shall receive a lump sum payment equal to \$450 per year for each full year of service.

ARTICLE 30 CONTINUING EDUCATION

30.

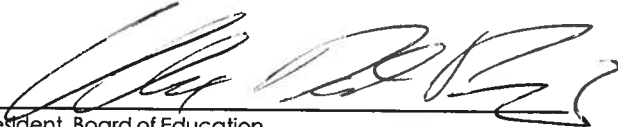
The Board will fund up to a maximum of \$8,000, per year for use of the entire unit for continuing education classes taken at approved schools, which are relative to their job functions. The funds will be reimbursed to the employee after successful completion of course work. Each employee is limited to two classes per year. These classes are to be taken outside of the workday.

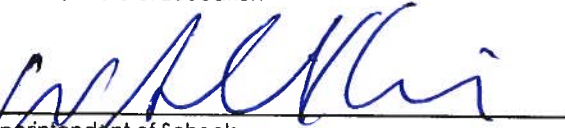
ARTICLE 31 TEACHER ASSISTANTS

31.


Teacher Assistants will be paid a one time non-recurring bonus upon successful completion of the Teacher Assistant certification, in the amount of \$300.

HASTINGS-ON-HUDSON UNION FREE SCHOOL DISTRICT

By: 
President, Board of Education

By: 
Superintendent of Schools

CIVIL SERVICE EMPLOYEES ASSOCIATION,
LOCAL 1000 AFSCME, AFL-CIO FOR THE HASTINGS ASSOCIATION OF
OFFICE AND AUXILIARY PERSONNEL

By: 
Unit President

By: 
CSEA Labor Relations Specialist

**2022-2023
HASTINGS-ON-HUDSON UFSD
CSEA Clerical & Auxiliary Unit**

	IA			I			IB			IC			II			III			IIIA			IV			V			VI			
	Teacher Aide Hired after 7/1/12			Teacher Aide, Hired before 6/30/12			Teacher Assistant			Clerk			Office Assistant			Office Asst. (Aut. Sys.), Sr. Office Assistant . Acct., Audio Visual Tect			Acct.Clk.,			Sr. Pur. Clk., Sr. Office Asst. (Aut. Sys.),			Accountant, Secy. to Prin. Secy. to Admin., Personnel Assistant,			RN	RN		
	10 Mos	11 Mos	12 Mos	10 Mos	11 Mos	12 Mos	10 Mos	11 Mos	12 Mos	10 Mos	11 Mos	12 Mos	10 Mos	11 Mos	12 Mos	10 Mos	11 Mos	12 Mos	10 Mos	11 Mos	12 Mos	10 Mos	11 Mos	12 Mos	10 Mos	11 Mos	12 Mos	10 Mos	11 Mos		
1	26,668	29,216	31,764	31,846	35,030	38,218	32,953	36,137	39,324	35,250	38,719	42,063	37,546	41,301	44,800	43,134	47,447	51,759	44,848	49,333	53,472	46,563	51,218	55,186	47,259	51,985	56,014	58,079	63,887		
2	28,703	31,453	34,204	34,385	37,827	41,264	35,493	38,932	42,371	37,987	41,730	45,509	40,480	44,527	48,647	46,247	50,870	55,498	47,960	52,754	57,211	49,673	54,637	58,923	50,419	55,459	59,806	61,925	68,118		
3	30,741	33,695	36,649	36,934	40,629	44,320	38,041	41,735	45,428	40,955	44,996	48,945	43,869	48,256	52,462	49,344	54,280	59,210	51,058	56,163	60,925	52,772	58,046	62,638	53,562	58,918	63,579	65,762	72,338		
4	32,056	35,141	38,229	38,579	42,436	46,293	39,685	43,542	47,399	42,602	46,808	50,751	45,520	50,073	54,103	50,717	55,788	60,858	52,430	57,673	62,573	54,142	59,557	64,287	54,957	60,451	65,249	67,410	74,151		
5	33,071	36,259	39,449	39,849	43,836	47,821	40,957	44,942	48,927	43,877	48,210	52,265	46,797	51,477	55,601	51,968	57,165	62,358	53,681	59,050	64,073	55,392	60,934	65,788	56,224	61,849	66,773	68,685	75,553		
6	34,278	37,586	40,895	41,358	45,491	49,627	42,464	46,599	50,734	45,393	49,877	54,068	48,323	53,155	57,403	53,504	58,854	64,206	55,218	60,739	65,920	56,931	62,623	67,632	57,784	63,563	68,646	70,345	77,380		
7	34,935	38,310	41,684	42,180	46,398	50,615	43,286	47,504	51,723	46,288	50,861	55,136	49,289	54,218	58,549	54,573	60,033	65,485	56,287	61,916	67,201	57,999	63,799	68,915	58,869	64,756	69,949	71,691	78,660		
8	36,215	39,721	43,224	43,780	48,159	52,539	44,886	49,266	53,645	47,969	52,712	57,150	51,051	56,157	60,654	56,456	62,104	67,748	58,194	64,014	69,484	59,931	65,924	71,219	60,831	66,911	72,289	73,896	81,286		
9	36,942	40,513	44,087	44,658	49,122	53,589	45,763	50,228	54,694	48,918	53,754	58,281	52,072	57,280	61,866	57,587	63,346	69,102	59,360	65,293	70,874	61,132	67,240	72,645	62,047	68,250	73,733	75,314	82,845		
10	38,153	41,841	45,531	46,119	50,730	55,343	47,239	51,851	56,463	50,508	55,503	60,178	53,776	59,156	63,893	59,473	65,420	71,364	61,303	67,431	73,194	63,132	69,443	75,023	64,078	70,485	76,147	77,679	85,447		

Longevity

9 yrs.	1674
14 yrs.	1793
19 yrs.	1913
24 yrs.	2147

Stipend

Computer Lab	1836
Science Lab	1836
Data Team (4)	3162
Head Nurse (2)	3672
Data Team Coordin	6834
Registrar	3162

**2023-2024
HASTINGS-ON-HUDSON UFSD
CSEA Clerical & Auxiliary Unit**

	IA			I			IB			IC			II			III			IIIA			IV			V			VI	
	Teacher Aide Hired after 7/1/12			Hired before 6/30/12			Teacher Assistant			Clerk			Office Assistant			Office Asst. (Aut. Sys.), Sr. Office Assistant . Acct., Audio Visual Tech			Acct.Clk.,			Sr. Pur. Clk., Sr. Office Asst. (Aut. Sys.),			Accountant, Secy. to Prin. Secy. to Admin., Personnel Assistant,			RN	RN
	10 Mos	11 Mos	12 Mos	10 Mos	11 Mos	12 Mos	10 Mos	11 Mos	12 Mos	10 Mos	11 Mos	12 Mos	10 Mos	11 Mos	12 Mos	10 Mos	11 Mos	12 Mos	10 Mos	11 Mos	12 Mos	10 Mos	11 Mos	12 Mos	10 Mos	11 Mos	12 Mos	10 Mos	11 Mos
1	27,201	29,800	32,399	32,483	35,731	38,982	33,612	36,860	40,110	35,955	39,493	42,904	38,297	42,127	45,696	43,997	48,396	52,794	45,745	50,320	54,541	47,494	52,242	56,290	48,204	53,025	57,134	59,241	65,165
2	29,277	32,062	34,888	35,073	38,584	42,089	36,203	39,711	43,218	38,747	42,565	46,419	41,290	45,418	49,620	47,172	51,887	56,608	48,919	53,809	58,355	50,666	55,730	60,101	51,427	56,568	61,004	63,164	69,480
3	31,356	34,369	37,382	37,673	41,442	45,206	38,802	42,570	46,337	41,774	45,896	49,924	44,746	49,221	53,511	50,331	55,366	60,394	52,079	57,286	62,144	53,827	59,207	63,891	54,633	60,086	64,851	67,077	73,785
4	32,697	35,844	38,994	39,351	43,285	47,219	40,479	44,413	48,347	43,454	47,744	51,766	46,430	51,074	55,185	51,731	56,904	62,075	53,479	58,826	63,824	55,225	60,748	65,573	56,056	61,660	66,554	68,758	75,634
5	33,732	36,984	40,238	40,646	44,713	48,777	41,776	45,841	49,906	44,755	49,174	53,310	47,733	52,507	56,713	53,007	58,308	63,605	54,755	60,231	65,354	56,500	62,153	67,104	57,348	63,086	68,108	70,059	77,064
6	34,964	38,338	41,713	42,185	46,401	50,620	43,313	47,531	51,749	46,301	50,875	55,149	49,289	54,218	58,551	54,574	60,031	65,490	56,322	61,954	67,238	58,070	63,875	68,985	58,940	64,834	70,019	71,752	78,928
7	35,634	39,076	42,518	43,024	47,326	51,627	44,152	48,454	52,757	47,214	51,878	56,239	50,275	55,302	59,720	55,664	61,234	66,795	57,413	63,154	68,545	59,159	65,075	70,293	60,046	66,051	71,348	73,125	80,437
8	36,939	40,515	44,088	44,656	49,122	53,590	45,784	50,251	54,718	48,928	53,766	58,293	52,072	57,260	61,867	57,585	63,346	69,103	59,358	65,294	70,874	61,130	67,242	72,643	62,048	68,249	73,735	75,374	82,912
9	37,681	41,323	44,969	45,551	50,104	54,661	46,678	51,233	55,788	49,896	54,829	59,447	53,113	58,426	63,103	58,739	64,613	70,484	60,547	66,599	72,291	62,355	68,585	74,098	63,288	69,615	75,208	76,820	84,502
10	38,916	42,678	46,442	47,041	51,745	56,450	48,184	52,888	57,592	51,518	56,613	61,382	54,852	60,339	65,171	60,662	66,728	72,791	62,529	68,780	74,658	64,395	70,832	76,523	65,360	71,895	77,670	79,233	87,156

Longevity

9 yrs.	1707
14 yrs.	1829
19 yrs.	1951
24 yrs.	2190

Stipend

Computer Lab	1975
Science Lab	1975
Data Team (4)	3327
Head Nurse (2)	3847
Data Team Coordin	7073
Registrar	3327

**2024-2025
HASTINGS-ON-HUDSON UFSD
CSEA Clerical & Auxiliary Unit**

	IA			I			IB			IC			II			III			IIIA			IV			V			VI	
	10 Mos	11 Mos	12 Mos	10 Mos	11 Mos	12 Mos	10 Mos	11 Mos	12 Mos	10 Mos	11 Mos	12 Mos	10 Mos	11 Mos	12 Mos	10 Mos	11 Mos	12 Mos	10 Mos	11 Mos	12 Mos	10 Mos	11 Mos	12 Mos	10 Mos	11 Mos	12 Mos	10 Mos	11 Mos
	Teacher Aide Hired after 7/1/12			Teacher Aide, Hired before 6/30/12			Teacher Assistant			Clerk			Office Assistant			Office Asst. (Aut. Sys.), Sr. Office Assistant			Acct.Clk.,			Sr. Pur. Clk., Sr. Office Asst. (Aut. Sys.),			Accountant, Secy. to Prin. Secy. to Admin., Personnel Assistant,			RN	RN
1	27,745	30,396	33,047	33,133	36,446	39,762	34,284	37,597	40,912	36,674	40,283	43,762	39,063	42,970	46,610	44,877	49,364	53,850	46,660	51,326	55,632	48,444	53,287	57,416	49,168	54,086	58,277	60,426	66,468
2	29,863	32,724	35,586	35,774	39,356	42,931	36,927	40,505	44,082	39,522	43,416	47,347	42,116	46,326	50,612	48,115	52,925	57,740	49,897	54,885	59,522	51,679	56,845	61,303	52,456	57,699	62,224	64,427	70,870
3	31,983	35,056	38,130	38,426	42,271	46,110	39,578	43,421	47,264	42,609	46,814	50,922	45,641	50,205	54,581	51,338	56,473	61,602	53,121	58,432	63,387	54,904	60,391	65,169	55,726	61,298	66,148	68,419	75,261
4	33,351	36,561	39,774	40,138	44,151	48,163	41,289	45,301	49,314	44,323	48,699	52,801	47,359	52,095	56,289	52,766	58,042	63,317	54,549	60,003	65,100	56,330	61,963	66,884	57,177	62,893	67,885	70,133	77,147
5	34,407	37,724	41,043	41,459	45,607	49,753	42,612	46,758	50,904	45,650	50,157	54,376	48,688	53,557	57,847	54,067	59,474	64,877	55,850	61,436	66,661	57,630	63,396	68,446	58,495	64,348	69,470	71,460	78,605
6	35,663	39,105	42,547	43,029	47,329	51,632	44,179	48,482	52,784	47,227	51,893	56,252	50,275	55,302	59,722	55,665	61,232	66,800	57,448	63,193	68,583	59,231	65,153	70,365	60,119	66,131	71,419	73,187	80,507
7	36,347	39,858	43,368	43,884	48,273	52,660	45,035	49,423	53,812	48,158	52,916	57,364	51,281	56,408	60,914	56,777	62,459	68,131	58,561	64,417	69,916	60,342	66,377	71,699	61,247	67,372	72,775	74,588	82,046
8	37,678	41,325	44,970	45,549	50,104	54,662	46,700	51,256	55,812	49,907	54,841	59,459	53,113	58,426	63,104	58,737	64,613	70,485	60,545	66,600	72,291	62,353	68,587	74,096	63,289	69,614	75,210	76,881	84,570
9	38,435	42,149	45,868	46,462	51,106	55,754	47,612	52,258	56,904	50,894	55,926	60,636	54,175	59,595	64,365	59,914	65,905	71,894	61,758	67,931	73,737	63,602	69,957	75,580	64,554	71,007	76,712	78,356	86,192
10	39,694	43,532	47,371	47,982	52,780	57,579	49,148	53,946	58,744	52,548	57,745	62,610	55,949	61,546	66,474	61,875	68,063	74,247	63,780	70,156	76,151	65,683	72,249	78,053	66,667	73,333	79,223	80,818	88,899

Longevity

9 yrs.	1741
14 yrs.	1866
19 yrs.	1990
24 yrs.	2234

Stipend

Computer Lab	2117
Science Lab	2117
Data Team (4)	3496
Head Nurse (2)	4026
Data Team Coordin	7316
Registrar	3496

**SALARY SCHEDULE
TEACHER AIDE INSTRUCTIONAL
(10 months)**

	2022-2023	2023-2024	2024-2025
1	37,546	38,297	39,063
2	40,480	41,290	42,116
3	43,869	44,746	45,641
4	45,520	46,430	47,359
5	46,797	47,733	48,688
6	48,323	49,289	50,275
7	49,289	50,275	51,281
8	51,051	52,072	53,113
9	52,072	53,113	54,175
10	53,244	54,309	55,395
11	54,309	55,395	56,503

**SIDE LETTER OF AGREEMENT BETWEEN
THE HASTINGS-ON-HUDSON UNION FREE SCHOOL DISTRICT AND
THE CIVIL SERVICES EMPLOYEES ASSOCIATION, LOCAL 1000 AFSCME,
AFL-CIO, HASTINGS ASSOCIATION OF OFFICE AND AUXILIARY
PERSONNEL**

WHEREAS, the Hastings-on-Hudson Union Free School District (hereinafter the “District”) and the Civil Service Employees Association, Local 1000 AFSCME, AFL-CIO, Hastings Association of Office and Auxiliary Personnel (hereinafter the “CSEA”) are parties to a collective bargaining agreement covering the period July 1, 2023 to June 30, 2025 (hereinafter “CBA”); and

WHEREAS, the District has created three (3) “Morning Arrival Playground Safety Coordinator” positions and three (3) “Dismissal Playground Safety Coordinator” positions, all of which shall be stipend bearing positions; and

WHEREAS, the District has created a “School Website Coordinator” position for each of the District’s schools (i.e., Hillside Elementary School, Farragut Middle School, and Hastings High School); and

WHEREAS, the District has created a “District Website Coordinator” position, which shall be responsible for the websites for the Athletics Department, the Business Office, the Curriculum and Instruction Office, the School Counseling (Guidance) Department, the Special Education Department, and the Buildings and Grounds (Facilities) Department; and

WHEREAS, the District and the CSEA have entered into discussions regarding the compensation to be provided to bargaining unit members who are appointed to said positions;

NOW, THEREFORE, IT IS HEREBY AGREED, by and between the CSEA and the District as follows:

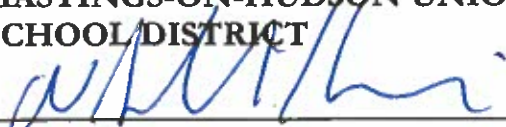
1. Bargaining unit members appointed to the position of “Morning Arrival Playground Safety Coordinator” and/or “Dismissal Playground Safety Coordinator” shall receive an annual

stipend of \$2,300.00. Such stipends shall be paid in equal installments in the bargaining unit member's regular payroll paychecks and shall be prorated as appropriate for appointments of less than a full school year.


2. Bargaining unit members appointed to the position of "School Website Coordinator" shall be paid at their regular hourly rate for any work performed in such a position which occurs outside of their regular workday. Bargaining unit members must submit a timesheet showing the dates and times worked as School Website Coordinator, with payment to be made in accordance with regular payroll procedures. The hours should not exceed 10 hours per month without prior administrative approval.
3. The bargaining unit member appointed to the position of "District Website Coordinator" shall be paid at his/her regular hourly rate for any work performed in such a position which occurs outside of his/her regular workday. The bargaining unit member must submit a timesheet showing the date and times worked as District Website Coordinator, with payment to be made in accordance with regular payroll procedures. The hours should not exceed 10 hours per month without prior administrative approval.
4. This Side Letter of Agreement shall only become effective upon its approval by the Board of Education of the Hastings-on-Hudson Union Free School District.

Dated: 8/27, 2023

**HASTINGS-ON-HUDSON UNION FREE
SCHOOL DISTRICT**

By: 
Dr. William McKersie, Superintendent

CSEA, OFFICE AND AUXILIARY PERSONNEL

By: 
President