

AGREEMENT

by and between the
**MILLBROOK CENTRAL
SCHOOL DISTRICT**



and

**CSEA, Local 1000 AFSCME,
AFL-CIO**



Millbrook CSD Unit #6671
Dutchess County Educational Local 867

July 1, 2022 - June 30, 2025

Table of Contents

AGREEMENT	1
ARTICLE I - Recognition & Dues Deduction	1
Section 1: Recognition	1
Section 2: Dues Deduction	1
Section 3: Information	2
ARTICLE II - No Strike, No Lockout	2
Section 1: No Strike	2
Section 2: No Lockouts	2
ARTICLE III - Workday/Workweek	2
Section 1: Custodial/Maintenance Department; Bus Driver/Courier	2
Section 2: Secretarial/Clerical	3
Section 3: Food Service Workers, Cooks, Library Clerks, Teacher Aides, Teaching	4
Section 4: Registered Professional Nurses	4
Section 5: Rest Periods	4
Section 6: Snow Days	4
Section 7: Delayed School Openings	5
Section 8: Early School Closings	5
Section 9: Safety Coverage	5
ARTICLE IV - Compensation	6
Section 1: Compensation	6
Section 2: Premium Pay	7
ARTICLE V - Holidays with Pay	9
ARTICLE VI - Vacation with Pay	10
ARTICLE VII - Leaves	10
Section 1: Sick Leave	10
Section 2: Personal Leave	11
Section 3: Bereavement Leave	11
Section 4: Jury Duty Leave	12
Section 5: Child Care Leave	12
Section 6: Sick Leave Bank	12
ARTICLE VIII - Insurance	13
Section 1: Health Insurance	13
Section 2: Dental Insurance	13
Section 3: Optical	13
Section 4: Workers' Compensation Insurance	13
Section 5: Health Insurance Buyout	13
Section 6: Retiree Health Insurance	14
ARTICLE IX - Retirement	14
ARTICLE X - Administrative and Employee Rights	15
Section 1: Administrative Rights	15
Section 2: Employee Rights	16
ARTICLE XI - Grievance Procedure	18
ARTICLE XII - Employee Health Concerns	20

ARTICLE XIII - Conformity with Law.....	20
Section 1: Labor-Management Committee	21
Section 2: Savings Clause	21
ARTICLE XIV - Term.....	21
APPENDIX A.....	23
Salary Schedules	23

AGREEMENT

THIS CONTRACT made and entered into the 13th day of September, 2022, by and between **THE MILLBROOK CENTRAL SCHOOL DISTRICT**, with offices in Millbrook, New York, hereinafter referred to as "the District"

and

THE CIVIL SERVICE EMPLOYEES ASSOCIATION, INC., LOCAL 1000, AFSCME, AFL-CIO, hereinafter referred to as "the Association," for the Millbrook Central School District Unit #6671, of the Dutchess County Educational Local #867.

ARTICLE I - Recognition & Dues Deduction

Section 1: Recognition

The District recognizes the Association as the sole and exclusive representative for all secretarial employees, custodial employees, custodians, account clerks, library clerks, cafeteria employees, school aides/monitors, junior accountants, registered nurses, licensed practical nurses, bus drivers, attendance clerks, teaching assistants, maintenance employees, food service helpers, cooks, cook managers, senior custodial workers, head custodians, health aides, teacher aides, school monitors, senior account clerk/typists, typists and courier/bus drivers, excluding all substitute, temporary and regular employees working twenty (20) or less hours per week, for the purpose of collective negotiations for all terms and conditions of employment and the administration of grievances for the maximum period allowed by law.

Section 2: Dues Deduction

- A. The Association shall have exclusive right to payroll deductions.
- B. The District will honor individual authorizations subject to paragraph D hereof, for the deductions of Association dues and such Association insurance premiums as may be authorized by the employee. The Association shall certify to the District in writing, the current rate of its membership dues and any insurance premiums.
- C. Deductions shall be made uniformly and consistently on each payday and remit same to the treasurer, Civil Service Employees Association, Inc., 143 Washington Avenue, Albany, New York, 12210.
- D. Deductions authorized by any employee shall continue until such employee notifies the District of his desire to discontinue or to change such authorization in writing, except as may be provided by Section 3 of the Article.
- E. The Association assumes responsibility for the disposition of such funds so deducted once they are remitted to the Association.
- F. In making deductions pursuant to this section, the District assumes no responsibility for the amount deducted or whether deductions for a particular employee were authorized. The Association shall hold the District harmless for damages and expenses resulting from these deductions.

- G. Should any employee indicate a change subject to paragraph D hereof by an application in triplicate, the District shall forward one copy to the Association, one copy to the treasurer, Civil Service Employees Association, Inc., 143 Washington Avenue, Albany, New York 12210 and one copy retained for its own record.

Section 3: Information

On the effective date of this Agreement, the District shall supply to the Millbrook School Unit a list of all employees in the bargaining unit showing the employees full name, home address, job title, membership status, insurance deduction and first date of employment. Such information shall hereafter be updated on a yearly basis.

ARTICLE II - No Strike, No Lockout

Section 1: No Strike

The Association affirms that it does not assert the right to strike against the District, nor will it assist in or participate in any such strike by the employees, nor will it impose any obligation on said employee to conduct, assist in or participate in a strike.

Section 2: No Lockouts

The District affirms that it does not assert the right to lockout the Association, its employees or any employee of the District, nor will it assist in or participate in any such lockout by any of its administrators, or supervisors, nor will it impose any obligation on said administrators or supervisors to conduct, assist in or participate in a lockout.

ARTICLE III - Workday/Workweek

Section 1: Custodial/Maintenance Department; Bus Driver/Courier

A. Day Shift

1. **Normal Work Week:** The work week shall be forty (40) hours per week, eight (8) hours per day, exclusive of a one-half (½) hour lunch period, Monday through Friday.

B. Night Shift

1. **Normal Work Week:** The work week shall be forty (40) hours per week, eight (8) consecutive hours per day, inclusive of a one-half (½) hour lunch period, Monday through Friday.
2. **Emergency Cell Phones:** The District shall provide cell phones for night custodial workers who work alone in their buildings during the time of their shift for emergency call purposes.
3. **Summer Hours and School Recess:** During summer months and school recess periods, the regular full-time night shift employees shall work their regular shift or the custodial day shift at the District's option; provided, however, that the District shall first seek volunteers from among the night shift employees to fill the

needed positions. In the event that no volunteers come forward, the District may assign night shift employees on the basis of the inverse order of seniority. On school holidays, Superintendent's Conference days and other days when school is not in session, the Employer may assign the custodial night shift workers to the day shift.

C. Special Night Shift

Whenever the necessity arises, the discretion of the District, night shift assignment(s) commencing after 6:00 p.m. may be made in accordance with the following conditions:

1. Volunteers shall be solicited in writing for such assignment from the staff existing at the building where the assignment shall be made.
2. If no volunteers come forward, then the least senior staff member at the building shall fill the assignment.
3. The hours of work for an assignment at or after 6:00 p.m. pursuant to this paragraph, shall be eight (8) hours in duration, inclusive of one (1) hour for dinner. Any shift starting after 8:00 p.m. shall be seven (7) hours in duration inclusive of one-half (½) hour for a meal, without any reduction in salary.

D. Regular Night Shift

The District has the right to establish a regular night shift commencing at 11:00 p.m. which shall be eight (8) hours in duration, inclusive of one hour for dinner.

E. ID Pictures for Night Shift Employees

Custodial workers who work the night shift shall have ID pictures taken during their shift or will be granted time back if they are required to have their photos taken during the day shift.

Section 2: Secretarial/Clerical

- A. Normal Work Week: The work week shall be thirty-seven and one-half hours (37 ½) per week, seven and one-half (7 ½) consecutive hours per day, exclusive of a one-half (½) hour lunch period, Monday through Friday.
- B. Eleven Month Senior Typists – Work Year: Eleven month senior typists will have the same work days as 12-month CSEA employees from September through June of each year. Over the summer months, 11-month senior typists shall be required to work not less than 22 and not more than 25 days, with the calculation of said days made to preserve the daily rate of pay of the full-time equivalent position. Vacation and sick leave accruals shall be pro-rated, with the 11-month employee receiving 11/12ths of a full-time equivalent's allotment of sick and vacation days. Eleven month senior typists shall receive three personal leave days per year.

Section 3: Food Service Workers, Cooks, Library Clerks, Teacher Aides, Teaching

Assistants, Typists/Monitors and Attendance Clerks

- A. **Normal Work Week:** Varied according to student need; up to six and one-half (6 ½) hours per day, thirty-two and one-half (32 ½) hours per week, exclusive of a one-half (½) hour lunch period, Monday through Friday.

For employees on payroll as of September 1, 1985, there will be no reduction, without the consent of the employee affected, in the number of hours that the particular employee is assigned. The Board may assign the employee to any location in the District and may determine employee starting and ending times during the day. The Board may hire employees to work hours, location and times different from employees on payroll as of September 1, 1985. This provision does not restrict the District from laying off any current or new employee, in accordance with existing contractual provisions (Article X, Section 2[c]).

For employees hired after September 1, 1985, the District retains all rights with respect to hours, location of work and work day schedule.

Section 4: Registered Professional Nurses

- A. **Normal Work Week:** Thirty-five (35) hours per week, exclusive of one-half (½) hour lunch period, Monday through Friday.

Section 5: Rest Periods

Each employee in the unit shall be entitled to one (1) fifteen-minute rest period per day.

Section 6: Snow Days

- A. Secretarial, Custodial, Maintenance Employees and Bus Driver: Secretarial and custodial employees shall be required to report to work within two (2) hours of their normal start time on snow or emergency closing days. Days missed because of snow or emergency closing will be treated as personal leave, vacation or offset against accumulated compensatory time, at the employee's option. For student school day delays, CSEA members tasked with snow removal duties shall report no less than four (4) hours prior to the anticipated start of the school day during a weather-related (i.e. snow/ice) delay.

In years when the District provides employees with snow "give-back days," all unit members in the titles enumerated in Section "A" above will have one (1) of the "give-back days" off, with pay, as determined by the Superintendent of Schools. Every effort shall be made to notify these employees of when the "give-back day" will occur no later than two (2) weeks prior to its occurrence.

- B. Food Service Worker, Cook, Library Clerk, Teacher Aides, Teaching Assistant, Typist/Monitor, Registered Nurses and Attendance Clerk: If school is canceled because of snow, the cafeteria employees, library clerks, registered nurses, attendance clerk and school aide/monitors shall be paid for that day. All employees in titles enumerated in Section "B" above will be paid for "give-back days," in accordance with practice.

C. If all schools in the District are closed at the discretion of the Superintendent due to weather and/or emergency conditions, twelve-month employees, including: secretarial employees/typist, senior account clerk/typist, custodial workers, maintenance workers, and maintenance helpers (excluding snow removal crews), will not be charged for missed time.

1. When schools and offices are closed, CSEA members tasked with snow and ice removal or otherwise required to work, are expected to report as directed by the Superintendent of Schools or designee. Those who report will be compensated at their standard hourly rate up to eight (8) hours per day/40 hours per week, after which they will be paid at time and a half. Snow removal teams are expected to work a minimum of three (3) hours for such call-in and will be paid accordingly. Those who are unable to report will not be charged for missed time.
2. If all schools in the District are closed at the discretion of the Superintendent due to weather and/or emergency conditions, but offices remain open, day shift custodial and maintenance staff tasked with snow and ice removal are expected to report no later than two (2) hours prior to the designated opening time for offices, as determined by the Superintendent, unless an alternative schedule is communicated to said staff at the Superintendent's or their designee's discretion. The night shift will report at the regular time unless the Superintendent or their designee determines otherwise.

Section 7: Delayed School Openings

If a delayed school opening is put into effect because of snow, icing or other emergency conditions, employees must report to work no later than one hour beyond the normal start time in the event of a one-hour delay opening or two hours beyond the normal start time in the event of a two-hour delayed opening, or three hours beyond the normal start time in the event of a three-hour delayed opening. Day shift custodians and maintenance workers can report one (1) hour late on a two (2) hours school delay and one and one-half (1 ½) hours late on a three (3) hour school delay with no loss in pay. If such employees do not report to work, their immediate supervisor must be called before the reporting time and informed of the circumstances for non-attendance.

Section 8: Early School Closings

If it is necessary to send the students home from school early for any emergency, all aides, monitors, assistants, cafeteria staff, nurses and library clerks shall be permitted to leave after all students are dismissed. All other non-custodial/maintenance unit members will be dismissed when the last student who attends the school in which they are assigned has been dropped off at home, or earlier at the discretion of the Superintendent of Schools. Custodial and maintenance unit members may be dismissed earlier than the end of their normal work day at the discretion of the Superintendent of Schools. The night shift will report at the regular time unless the Superintendent of Schools or his/her designee determines otherwise.

Section 9: Safety Coverage

Effective upon ratification, the Employer shall purchase two (2) "walkie-talkies" for employees to use when the building that they are assigned to is staffed by only one employee.

ARTICLE IV - Compensation

Section 1: Compensation

A. Compensation: July 1, 2022 – June 30, 2025

1. Effective July 1, 2022, 2023 and 2024, respectively, the first Step of each of the salary schedules will be removed, as reflected in "Appendix A" Salary Schedule.
2. Step-Eligible Employees: Unit members who are step-eligible shall advance one step effective July 1st during each year of this agreement (July 1, 2022 through June 30, 2025).
3. In addition all step-eligible unit members shall receive:

6.0% increase as per the salary schedules included herein in year one (1) of the agreement (2022-2023);

3.0% increase as per the salary schedules included herein in year two (2) of the agreement (2023-2024); and

3.0% increase as per the salary schedules included herein in year three (3) of the agreement (2024-2025).
4. All Off-Step Employees: All employees who are ineligible to advance a step on the salary schedules as of July 1, 2022 will receive a 6% increase to their base salary effective July 1, 2022. All employees who are ineligible to advance a step on the salary schedules as of July 1, 2023 will receive a 3% increase to their base salary effective July 1, 2023. All employees who are ineligible to advance a step on the salary schedules as of July 1, 2024 will receive a 3% increase to their base salary effective July 1, 2024.

Those unit members who were assigned additional workload functions as a result of decentralization of processes (e.g. clerical support for transportation, school based budgeting, facilities, requisitioning, and technology), and who did not receive a changed step placement as a result of a 2021-22 school year grievance filing, shall receive a one-time addition to their base salaries in the amount of \$2,500, effective retroactive to July 1, 2022. The names of such employees are maintained on file in the business office.

B. Longevity increments: shall be payable in addition to an employee's base annual salary or annual income in the sums and after the years of service in the District as follows:

Effective July 1, 2022:

After 12 years - \$1000;
After 15 years - \$1,250;
After 18 years - \$1,500;
After 21 years - \$2,000;
After 26 years - \$2,500; and
After 30 years - \$3,000.

Once eligible, longevity service increments shall be paid every year and shall be non-cumulative.

Once eligible, longevity payments shall become a permanent part of base annual salary.

- C. Hiring: no new employee in the unit shall be hired at a rate of pay higher than that of a unit employee in the same position where experience is equivalent.
- D. How Step Movement Will Occur: Whenever the Agreement provides for salary schedules, employees who are hired prior to December 1st of the preceding school year shall advance a step and those hired later will not. All other employees who were paid for at least one-half of the days of the preceding school year shall advance a step if eligible to do so and any employee on an unpaid leave of absence for more than one-half of the work days of the school year shall not advance a step the next school year.
- E. Twenty-Six (26) Pay period Salary Payment Option for Ten (10) Month Employees: Effective July 1, 2014, ten (10) month employees shall have the option of participating in a twenty-six (26) pay period salary payment plan. Ten (10) month employees choosing this option will receive 5/26th of their annual salaries during the final pay period in June.

A CSEA 10-month employee who chooses to participate in the 26-pay option must notify the Business Office of his/her election by July 1st. Once the number of pays is elected, it cannot be changed until the following school year.
- F. Teaching Assistant Differential: Effective July 1, 2019, there shall be a differential in the amount of \$250 for those teaching assistants with Associate's degrees; and a differential in the amount of \$500 for those teaching assistant's with Bachelor's degrees. This differential shall not be added to base salary, but once it is acquired, it shall not be removed as a component of compensation. In the event that a Teaching Assistant with an Associate's degree receive a Bachelor's degree at a later date, the \$250 differential shall be replaced with the \$500 differential.

Section 2: Premium Pay

- A. Overtime Pay
 - 1. Time and one-half the employee's regular hourly rate of pay shall be paid for all hours worked:
 - (a) beyond forty (40) hours per week;
 - (b) on all holidays (except Christmas, New Year's Day, and Thanksgiving Day) in addition to the holiday pay.
 - 2. Double time the employee's regular hourly rate of pay shall be paid for all hours worked:
 - (a) on Christmas, New Year's Day & Thanksgiving Day in addition to the holiday pay.
 - (b) on Easter Sunday.

B. Emergency Call

Any employee may be called into work before or after his/her normally scheduled day in which event s/he shall be guaranteed a minimum of two (2) hours pay at the applicable overtime rate, except that a call-in for snow or weather-related reasons shall be for a minimum of three (3) hours. If an employee is on vacation, holiday or personal leave, call-in work may be declined unless emergency circumstances exist requiring the employee's skills.

C. Uniforms

1. Custodial/Maintenance and Bus Drivers:

- (a) All custodial/maintenance employees and bus drivers are required to wear uniforms. The District shall provide custodial/maintenance employees and bus drivers upon their initial hire with seven (7) shirts (choice of long or short sleeve, combination), five (5) pairs of pants. In addition, the District shall provide each employee who works outdoors one (1) jacket and one (1) pair of gloves. Also, in the subsequent years following their initial year of employment, upon request, custodial/maintenance employees and bus drivers shall annually receive up to an additional three (3) shirts, three (3) pants, and one (1) pair of work gloves. Jackets shall be replaced on an as-needed basis after being surrendered to the Assistant Superintendent for Business, Finance & Operations (or his/her designee), but in no event more often than once every two (2) years. The employee shall be responsible for maintaining all articles of clothing, and articles of clothing will become the property of the employee.

All custodial/maintenance employees and bus drivers shall make requests for uniforms no later than July 1st of the school calendar year. The District shall be responsible for the distribution of said uniforms no later than October 1st of the school calendar year.

All employees hired after July 1st are to make their request for uniforms within their first two-weeks of employment and shall be supplied with said uniforms within sixty (60) days from the date that their request was submitted. Effective July 1, 2016, all employees are required to wear their District-provided ID badge.

- (b) The District agrees to reimburse custodial/maintenance employees up to \$150.00 per annum for one (1) pair of OSHA-approved shoes, upon presentation of a receipt verifying the purchase of such OSHA-approved shoes.

2. Cafeteria Employees: Effective July 1, 2022, the District will reimburse an employee up to \$250.00 for the purchase of uniforms. All employees shall wear their uniforms when on duty. Such uniforms once worn, shall become the property of the employee.

3. Registered Nurses: Effective July 1, 2022, the District will pay each registered nurse \$250.00 per year for the purchase and/or maintenance of lab coats or scrubs. Registered nurses will be required to wear either a lab coat or scrubs.
- D. Meal Allowance
A six dollar (\$6.00) meal allowance shall be paid to any employee(s) involved with transportation for the District when such travel occurs outside the District between the hours of 11:30 a.m. and 1:45 p.m.
- E. Use of Vehicles
The District may request that an employee use his vehicle for work-related purposes. Such request may be denied without penalty, except with respect to those employees who are required to use their vehicles in performing their normal job functions (re: cook managers). Unit members who are asked to use their vehicles for work-related purposes, will be compensated for mileage at the current IRS rate.
- F. Direct Deposit
All salary payments will be made via direct deposit to the employee's chosen financial institution(s), not to exceed three separate accounts. The deposit shall be made on the scheduled pay date, and/or the day before a holiday which falls on a pay date. Upon request to the business office, a hard copy paystub will be available to those who do not have a District email account. Otherwise, the District may issue the paystub electronically via an encrypted, secure email.

ARTICLE V - Holidays with Pay

- A. Twelve-Month Employees
All twelve-month employees shall be entitled to the following paid holidays that fall within their scheduled year of employment:

Independence Day	Day before New Year's Day
Labor Day	New Year's Day
Columbus Day	Martin Luther King's Birthday
Thanksgiving Day	(effective July 1, 1986)
Day after Thanksgiving Day	Presidents Day
Christmas Eve Day	Memorial Day
Christmas Day	Juneteenth

Veterans Day and Good Friday shall be deemed as paid holidays for unit members, unless students are in school for such days due to emergencies or because snow days have been exhausted.

- B. Ten-Month Employees
All ten-month employees shall be entitled to the following paid holidays:

Thanksgiving Day	Christmas Day
New Year's Day	Presidents Day

Good Friday
Memorial Day

Martin Luther King's Birthday
Juneteenth

- C. Should any holiday fall on a Saturday, Sunday or whenever work is scheduled on a holiday, a compensatory day in lieu thereof shall be granted.

ARTICLE VI - Vacation with Pay

- A. Twelve-month employees will be granted paid vacations as follows:

Zero (0) to one (1) year:	1/12 th of ten days per month
One (1) to four (4) years:	Ten (10) days' vacation
Five (5) to ten (10) years:	Fifteen (15) days' vacation
Eleven (11) years and over:	Twenty (20) days' vacation

For employees hired on or after July 1, 2016, during the first school year of employment, vacation time shall be accrued and used at the rate of one day per month, up to a maximum of ten (10) days.

Thereafter, vacation days shall vest as of July 1st. For employees hired on or after July 1, 2016 who separate from employment during the school year there shall be no entitlement to pay for vested vacation days unless unable take those days due to a directive from the Superintendent of Schools or his/her designee.

For those Unit Members who retire to receive benefits from the New York State Employees' Retirement System, vested, but unused vacation days from the current school year shall be paid out at the rate of 1/260th of their then current annual compensation, prorated for those who retire prior to June 30th.

- B. All preferences for vacation time must be submitted to the District between April 15th and May 15th, whereupon preferences shall be entertained based upon seniority in job classification. Requests for vacation shall be returned to the employee by June 30th as long as the employee submits the request by May 15th. The District may deny vacation time in excess of two (2) weeks during the summer months to employees in the bargaining unit. Other than summer months, vacations may be arranged to the mutual benefit of the District and the unit member with final discretion on the time by the Superintendent of Schools. This provision shall not be subject to arbitration pursuant to this Collective Bargaining Agreement.

ARTICLE VII - Leaves

Section 1: Sick Leave

- A. All twelve (12) month employees hired before July 1, 1995 shall be entitled to paid sick leave at the rate of one and one-half (1-1/2) days per month, to a total of eighteen (18) days per year, cumulative to one hundred eighty-five (185) days. All twelve (12) month employees hired on or after July 1, 1995, shall be entitled to paid sick leave at the rate of

one and one-quarter (1-1/4) days per month, to a total of fifteen (15) days per year, cumulative to one hundred eighty-five (185) days.

- B. All ten (10) months employees shall be entitled to paid sick leave earned at the rate of one (1) day per month to a total of ten (10) days per year, cumulative to one hundred and seventy (170) days.
- C. Up to five (5) days of the individual sick leave allotment or accumulation may be used for illness in the family. This benefit may be used for the illness of a husband, wife, parent, son, daughter or any other relative or person residing in the household of the employee for twelve (12) consecutive months or more.
- D. A doctor's note may be required by the District for absences of three (3) or more days at the discretion of the Superintendent of Schools. A doctor's note may be required by the District if a pattern of absences develops and/or potential misuse/abuse is suspected.
- E. The District shall implement the Section 41j Retirement and Social Security Law plan regarding accumulated sick leave upon ratification of the 2006-2010 Agreement.

Section 2: Personal Leave

Employees will be permitted three (3) days personal leave. Personal leave will be granted without loss of pay upon the approval of the immediate supervisor by giving at least three (3) work days' prior notice. Reasons for personal leave need not be given; provided, however, that the use of personal leave is limited to reasons beyond the control of the individual employee for matters that may not be attended to after regular hours of work. Personal leave days may not be used to extend a holiday, recess or vacation period.

Notwithstanding the above, exceptions to those limitations defined in the prior paragraph and/or emergency, personal leave days may be granted for a compelling reason given in writing to the Superintendent or his/her designee for approval or disapproval. Such decision shall not be grievable.

Unused personal leave days shall be rolled over into accumulated sick leave.

Section 3: Bereavement Leave

- A. In the event of a death of an employee's husband, wife, son, daughter, mother, or father, the employee shall be entitled to up to five (5) consecutive work days absence without loss of pay for said death, not chargeable to any other leave.
- B. In the event of a death of an employee's brother, sister, mother-in-law, father-in-law, brother-in-law, sister-in-law, grandparents, grandchildren, stepchildren, stepparents and any other relative or person residing in the household of the employee for twelve (12) consecutive months or more, the employee shall be entitled to up to three (3) consecutive work days absence without loss of pay for said death, not chargeable to any other leave.

- C. In the event of death of an aunt or uncle of an employee, the employee shall be entitled to one work day absence without loss of pay for said death, not chargeable to any other leave. If additional leave is needed, it may be granted at the discretion of the Administration. The Administration shall be fair and consistent in these decisions.

Section 4: Jury Duty Leave

Employees will be granted leave for jury duty at full pay. If the employee is "on-call" for jury duty, he or she shall report to work.

Section 5: Child Care Leave

A unit member may request and shall be granted leave without pay for child-rearing purposes for a period not to exceed two (2) years, except such leave may be for a period exceeding two (2) years where the Superintendent and the Unit member mutually agree that the return date should coincide with the beginning of an academic semester.

Unit members requesting leave shall give reasonable notice (i.e.: ninety [90] days) to the school district prior to commencement of such leave. The notice shall include commencement and termination of leave date.

Child-rearing leave shall apply equally for adoption of a child less than five (5) years of age.

Section 6: Sick Leave Bank

Employees electing to participate in the sick leave bank shall submit to the Officer of the Superintendent a written waiver of two (2) days of accumulated sick leave each time the bank is established or renewed. All employees of the unit shall be eligible to contribute sick leave days, but employees not electing to waive two (2) days will not be eligible to receive time from the sick bank. It shall be an additional prerequisite that before any employee is eligible to donate time to the sick bank, he or she must have accumulated ten (10) sick leave days. The employee seeking days from the sick leave bank, shall not be eligible to receive days if he/she is receiving other monies in conjunction with this benefit (e.g., unemployment compensation, workers' compensation, disability insurance, etc.). Withdrawals from the sick leave bank shall be limited to employees who are out of work resulting from a catastrophic or disabling illness or accident and who have exhausted all of their sick leave, personal leave and vacation accruals. The sick leave bank shall be administered by two District representatives comprised of the Superintendent and the Superintendent's designee (the Assistant Superintendent for Business, Finance and Operations), and two representatives of the CSEA, to be appointed by the CSEA President. A unit member requesting to withdraw days from the sick leave bank shall communicate such request to the CSEA President, who shall contact the Superintendent of Schools for the purposes of convening the sick leave bank committee. The sick leave bank committee shall be responsible for determining eligibility for unit members who are seeking days from the bank. The decisions of the sick leave bank committee shall be final and binding upon the employees, the District and CSEA with respect to the administration of the sick leave bank; provided, however, no employee may receive more than twenty (20) days from the sick leave bank per year.

Employees who elect not to join the bank at its inception shall not be eligible to join until it is renewed, except as described below.

Only when all days are expended, will sick leave bank be replenished by members donating two of their already accumulated ten sick days. Employees who elect not to join the bank at its inception shall have the opportunity to join in October of each new school year. A letter will be sent from the Superintendent's office with an accounting of the sick leave bank and a form to be filled out to join, if eligible.

This provision shall not be subject to final and binding arbitration.

ARTICLE VIII - Insurance

Section 1: Health Insurance

Effective July 1, 2021, employees participating in the DEHIC EPO 20 Health Insurance Plan shall contribute 10.0% towards individual or family health insurance premiums, with the District contributing 90% of the health insurance premium costs.

Effective July 1, 2021, employees participating in the DEHIC Healthy Advantage PPO Health Insurance Plan shall contribute towards individual or family health insurance premiums at the rate of 12%, with the District contribution rate of 88% of the health insurance premium costs.

Section 2: Dental Insurance

The District shall contribute the full cost of the "Sunrise" CSEA Employee Benefit Fund Dental Plan for full-time bargaining unit members.

Section 3: Optical

At such time as the District shall establish an optical insurance program, the benefits of such program shall be subject to negotiations between the parties hereto upon the demand of the Association.

Section 4: Workers' Compensation Insurance

- A. Employees covered herein who are injured in the course of their employment and thus entitled to Workers' Compensation payments shall be compensated in the following manner:
1. Any payments received as Workers' Compensation benefits for absence for which the employee receives full sick leave pay will be returned to the District so long as the employee receives full salary. Upon receipt of the workers' compensation advanced salary payment reimbursement, the employer shall reinstate sick leave days on a pro-rata basis (utilizing the ratio between the per diem reimbursement and the per diem rate of pay at the time of the use of the sick leave days).
 2. The employee shall be entitled to retain any Workers' Compensation benefits for any period for which sick leave pay is not paid or payable.

Section 5: Health Insurance Buyout

On or before June 1st of each school year, existing unit members shall inform the business administrator of their decision to opt out of the District's health insurance plan effective July 1st. In consideration for opting out, the unit member shall receive the following payment, on or before October 15th, from the District.

Effective July 1, 2004:

- \$1,050.00, if one to six unit members opt out;
- \$1,200.00, if seven to nine unit members opt out; and
- \$1,350.00, if ten or more unit members opt out.

To be entitled to the payment referenced above, the unit member must produce proof of health insurance coverage from another source at the time of application.

Re-entry shall be governed by the rules of the health insurance plan(s) provided for in this agreement. Re-entry shall be conditioned upon the unit member repaying on a pro-rated basis 1/12th of the annual buyout amount for each month remaining in the school year in question.

Section 6: Retiree Health Insurance

For unit members hired prior to July 1, 2019, vesting for retiree health insurance and District contribution towards health insurance in retirement is as follows:

Effective September 1, 1995, the Board shall contribute 85% of the monthly health insurance premium cost for unit members who retire from the District for the purpose of receiving pension benefits from the New York State Employees' Retirement System or the New York State Teachers' Retirement System. This provision is intended to apply to both current and future retirees. For unit members hired prior to July 1, 2019, to be eligible for District funding of retiree health insurance benefits in accordance with the terms of this paragraph, the employee must have been employed in the school district for least ten (10) years.

For unit members hired on or after July 1, 2019, vesting for retiree health insurance and District contribution towards health insurance in retirement is as follows:

For unit members hired on or after July 1, 2019 who resign from the District for the purpose of retirement to receive pension benefits from the New York State Employees' Retirement System or the New York State Teachers' Retirement System, as applicable, the District shall contribute: 80% of the health insurance premium costs for unit members with fifteen (15) or more, but less than twenty (20) years of service in the District, and 85% of the health insurance premium costs for unit members with twenty (20) or more years of service in the District. For unit members hired on or after July 1, 2019, to be eligible for District funding of retiree health insurance benefits in accordance with the terms of this paragraph, an employee must have at least fifteen (15) years of service in the District.

ARTICLE IX - Retirement

The District shall participate in the New York State Employees' Retirement System. Effective upon ratification, the retirement plan for those employees in Tiers I and II of the Employee Retirement System shall be changed from Section 75-c to Section 75i.

ARTICLE X - Administrative and Employee Rights

Section 1: Administrative Rights

- A. **Rights of Representation**
The District recognizes the right of the employee to designate local representatives, Union and/or Association representatives to appear on their behalf to adjust salaries, working conditions, grievances and disputes to the extent that the same does not interfere with an employee in the performance of his/her job, to visit employees during working hours.
- B. **Bulletin Boards**
The Association shall have the right to post notices and other communications on bulletin boards designated by the District and maintained on the premises and facilities of the District.
- C. **Inter-school Communication**
The Association shall have the right of use of inter-school communication facilities.
- D. **School Duplicating Facilities**
The Association president or his designee shall be allowed the use of duplicating facilities for local union business provided that the Association reimburses the District for material expenses.
- E. **Employer's Records**
The District will make available, upon reasonable notice, to the President of the Association such information from the District's record that is not classified by law or privileged.
- F. **Board Minutes**
The District will provide the President of the Association, upon request, one (1) copy of the minutes of the Board of Education meetings.
- G. **Union Meetings**
The Association shall have the right to schedule meetings without cost after school hours in any school building with the approval of the building principal.
- H. **Attendance at Union Meetings**
To allow for union meeting attendance by night shift personnel so long as at least one person covers the building and they return and complete their job duties.
- I. **Copies of Contract**
Upon ratification of the agreement by the Board of Education and the Association, the District will reproduce and distribute copies to all employees and supply a copy to new employees.
- J. **Union Delegate Leave**
Up to three (3) days in the aggregate shall be allowed for union delegate leave for the president and his/her designee.

Section 2: Employee Rights

A. Seniority

Seniority shall be measured from the first day of employment. A voluntary quit shall constitute a break in service and a loss of all seniority rights.

B. Job Opportunities

All job openings in the bargaining unit, including lateral openings, shall be posted in all buildings at least five (5) working days before filling said position(s), so incumbent employees may apply for same.

C. Layoffs and Recalls

Layoffs in non-competitive and labor class shall be by inverse order of seniority in the job title. Full-time unit members who are displaced may bump part-time employees in the same job title or less senior employees in lower job title in their layoff grouping, if any. The following grouping shall apply for the purposes of layoffs and recalls, except as otherwise specifically provided below:

Group I

Maintenance Worker
Maintenance Helper
Custodial Worker

Group II

Bus Driver
Courier

Group III

Cook
Food Service Helpers

Group IV

Registered Nurses

Group V

Teacher Aides
School Monitors

Group VI

District designated
1:1 aide(s)

Unit members who have been laid-off shall be subject to recall in seniority order within the lay-off groupings to a position for which they had bumping rights during the lay-off process. In the case of District designated 1:1 Aides, for the purposes of bumping and recall rights they shall be considered teacher aides within Group V. There shall be no bumping rights within Group VI. Recall rights shall exist for a period of two years from the date of the layoff.

D. Personnel Files

There shall be maintained one personnel file for each employee, centrally located. Any employee may at reasonable times, request to review his/her personnel file, make copies of its contents and to place therein pertinent materials. Confidential material such as references secured before hire shall not be made available to the employee. Requests for review or copies of any portion of an employee's personnel must be made through the Business Administrator.

E. Restrictive Duties

1. Staff Rooms: It is recognized that the responsibility for the care and cleaning of the staff rooms is assumed by the custodial staff; however, said duty shall not entail the care, cleaning and picking up of teachers' belongings or articles of personal use.

2. Non-Secretarial Duties: Secretaries shall not substitute as teachers.
3. Substitute Teaching: Teaching assistants, teacher aides and monitors who are required to act as a substitute teacher for an entire day will receive a stipend of \$35.00 over and above their daily wage for a full day of substitute teacher service and \$17.50 over and above their daily wage for a half day of substitute teacher service for days 1-20. Teaching assistants and teacher aides who are required to act as a substitute teacher for an entire day will receive a stipend of \$45.00 over and above their daily wage for a full day of substitute teacher service and \$22.50 over and above their daily wage for a half day of substitute teacher service for days 21 and above.

F. Out-of-Title Pay

In the event an employee is required to perform the majority of the work of a higher job classification for an entire day at the request of the employee's supervisor, such employee shall be paid at an hourly rate of \$1 greater than the employee's regular salary. Out-of-title pay will increase to \$1.50 per hour, effective July 1, 2004.

G. Attendance of Unit Members' Children

Effective July 1, 2019, dependent children of all unit members who are parents or legal guardians and residing outside of the District will be permitted to enroll in the Millbrook Central School District, subject to the conditions set forth below, with the exception of section a as above:

1. Enrollment will be on a tuition-free basis for those children enrolled in regular education classes conducted within one of the school buildings of this school District, provided that any costs in excess thereof shall be the responsibility of the unit member.
2. If any excess costs as described above are required, payment of such costs shall be paid in full at the time of enrollment or on a 10-month payment plan if requested by the unit member. Monthly payments will be due on the 15th of each month in which school is in session. Should a student leave prior to the end of the school year, excess costs shall be pro-rated accordingly. Non-payment or late payment may result in the immediate termination of this benefit for the individual unit member, along with reimbursement of the District's reasonable attorneys' fees and court costs in recovering the monies that remain due and owed the District.
3. Children requiring placement in specialized out-of-district programs will not be eligible for enrollment, as their school district of residence would have that obligation. If the student requires special education, the unit member shall seek to have his or her school district of residence request placement in a program at this school district.
4. Transportation to and from school is the sole responsibility of the unit member. Whenever students are transported to and from District school

buildings for interscholastic or extracurricular activities, these non-resident students shall be entitled to the same transportation.

5. Class placement decisions will be made by the building principal, subject to the ultimate authority of the Superintendent of Schools, utilizing standard placement procedures, consistent with IEP requirements, where applicable.
6. Students who are subject to disciplinary suspension from their District of residence shall not be eligible for admission under this contractual provision.
7. Children of unit members who are admitted for attendance will have access to District programs, as previously outlined, until a high school diploma is achieved or the school year in which the student reaches the age of 21, subject to annual application submission. For the 2018-2019 school year only, application for attendance must be made on or before August 1, 2019 for initial admission. Application for attendance must be made on or before May 1st of the preceding school year for initial admission or continuing attendance from one year to the next.
8. If the District faces increased enrollment and/or reduced staffing resulting in excessive class sizes and/or overcrowding, at the sole discretion of the Superintendent, this benefit may be terminated prior to matriculation or in the year following such determination, should such condition occur after the beginning of the school year.

This provision of the Agreement shall be subject to discontinuation at the District's option upon the expiration of this collective bargaining agreement or at the expiration date of any successor collective bargaining agreement.

ARTICLE XI - Grievance Procedure

Grievance Defined

The term "grievance" is defined to mean any claimed violation, misinterpretation or inequitable application of the terms of this Agreement. A grievance must be initiated within twenty (20) school days of the occurrence of the event giving rise thereto.

Grievant Defined

A "grievant" or "aggrieved" may be an individual, a group of employees or the Association.

Grievance Committee

The "grievance committee" shall be a committee of three (3) appointed by the President of the Association from among Association members to act with, or for, an aggrieved party. The committee may at all stages of the grievance procedure have an Association representative present.

PROCEDURE

Step One: The aggrieved party and/or committee shall discuss the grievance with his immediate supervisor with the object of resolving the matter informally. If the grievance is not resolved in this informal discussion, it shall be reduced to writing and presented to the supervisor within five (5) working days of the assertion of the grievance.

Within five (5) working days after the written grievance is presented to the immediate supervisor, he/she shall render a written decision thereon and present it to the aggrieved party and the committee.

Step Two: If the aggrieved party and/or committee is not satisfied with the written decision at the conclusion of Step One, the committee, within five (5) working days, may file a written appeal of the decision with the Superintendent of Schools or his/her duly appointed representative. Attached to this appeal shall be copies of the written grievance filed at Step One and the supervisor's written decision thereon. Any grievance that is not presented within thirty (30) calendar days of when the employee knew or should have known that a grievance has occurred, shall be deemed waived and abandoned.

Within five (5) working days after receipt of such an appeal, the Superintendent of Schools, or his/her duly appointed representative, shall hold a hearing on the grievance with the aggrieved party and the committee and any other party at interest.

The Superintendent of Schools or his/her duly appointed representative shall render a decision in writing, to the aggrieved party and committee, within five (5) working days after the conclusion of the hearing.

Step Three

If the aggrieved party and/or the committee is not satisfied with the written decision at the conclusion of Step Two, the committee may, within five (5) working days, file a written appeal with the Board of Education. Attached to this appeal shall be copies of all written records of Steps One and Two.

Within ten (10) working days after receipt of such appeal, the Board of Education, or a subcommittee thereof, shall hold a hearing on the grievance with the aggrieved party and the committee and any other party at interest.

The Board of Education, or the subcommittee thereof, shall render a decision in writing to the aggrieved party and the committee within ten (10) working days after the conclusion of the hearing.

Arbitration Step

If the aggrieved party and/or the committee is not satisfied with the written decision at the conclusion of Step Three, the committee may within fifteen (15) working days refer the grievance to arbitration. Within ten (10) days after the referral of such matter to arbitration, the Association and the District will then select, on a rotating basis to the extent practicable, one of the following arbitrators:

1. Ira Lobel
2. Robert Douglas
3. Carol Wittenberg
4. Marlene Gold
5. Sheila Cole

The decision of the arbitrator shall be final and binding on both parties, and the cost of the arbitrator shall be borne equally by the parties.

Disciplinary Arbitration

In lieu of Section 75 Civil Service Law proceedings, those bargaining unit members who have rights to hearings pursuant to Section 75 of the Civil Service Law hereby collectively waive the right to such hearing and, in lieu thereof, shall be entitled to disciplinary arbitration to be held before one of the above-mentioned contractual arbitrators who shall be selected on a rotating basis as indicated at the arbitration step of the grievance procedure. Apart from having a disciplinary arbitrator serve in lieu of a hearing officer under Section 75 of the Civil Service Law, all of the other procedural attributes of Section 75 of the Civil Service Law shall be applicable to the disciplinary arbitration. The decision of the disciplinary arbitrator shall be final and binding upon both parties.

ARTICLE XII - Employee Health Concerns

- A. On a scheduled date before the first day of the 1988-89 school year, and thereafter at the time of the annual physical examination, with a minimum of thirty (30) days' notice being given, transportation department employees will be tested for drug and alcohol abuse. New transportation employees will be tested at the time of initial employment.
- B. If abuse is verified via a two-test process, the employee will be placed on administrative leave without pay from work and granted a leave of absence of up to two (2) months' time for which accumulated leave credits may be used, for the purpose of rehabilitation efforts.
- C. The District agrees to use reputable laboratory facilities selected following input from the Association and to preserve the chain of evidence in the testing process.
- D. Upon successful completion of the rehabilitation efforts, the employee shall be returned to his or her position, but will be subject to testing as follows: upon completion of said rehabilitative efforts and at the District's option, after one (1) month, three (3) months and six (6) months.
- E. The employee's personnel file will indicate the fact that drug or alcohol abuse was found and the rehabilitative efforts taken. Such reference shall be removed from the personnel file three (3) years after the first positive tests are received and if no further positive tests occur in the intervening period.

- F. This provision shall apply only with respect to transportation department employees. The District reserves its rights, in accordance with law, to supervise other employees with respect to drug and alcohol matters. In the event that the law allows for random testing of school transportation department employees, notwithstanding any reference above to the contrary, the District shall be allowed to conduct such random testing.
- G. All testing procedures shall be held in confidence and not revealed to other than the employee, his/her supervisor, the Superintendent of Schools or designee and the Board of Education. The Association President shall also be notified upon the written request of the employee.

ARTICLE XIII - Conformity with Law

Section 1: Labor-Management Committee

A labor-management committee shall be established composed of representatives of the District and Association. Said committee will meet at the request of either party within five (5) days of said request to discuss problems of mutual concern.

Section 2: Savings Clause

If any article of part thereof of this agreement or any addition thereto should be decided as in violation of any federal, state or local law; or if adherence to or enforcement of any article or part thereof should be restrained by a court of law, the remaining articles of the agreement or additions thereto shall not be affected.

If a determination or decision is made as hereinabove provided, then the parties to this agreement shall convene immediately for the purpose of negotiating a satisfactory replacement for such article or part thereof.


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

ARTICLE XIV - Term

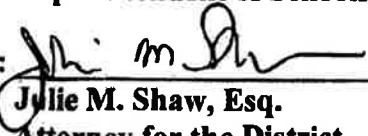
This Agreement shall become effective as of July 1, 2022 and continue in effect through June 30, 2025. The Association agrees that all negotiable items have been discussed during the negotiations leading to this agreement, and agrees that negotiations will not be reopened on any item, whether contained in this agreement or not, during the life of this Agreement.

IN WITNESS WHEREOF, this agreement has been signed by the duly authorized officers of the respective parties.

**BOARD OF EDUCATION
MILLBROOK CENTRAL SCHOOL
DISTRICT**

BY: 

Caroline Hernandez Pidala
Superintendent of Schools

BY: 

Julie M. Shaw, Esq.
Attorney for the District

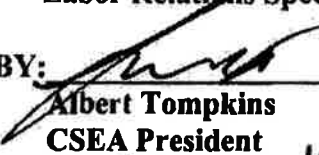
BY: 

Elliot Garcia
Assistant Superintendent for Business
And Personnel


**THE CIVIL SERVICE EMPLOYEES
ASSOCIATION, INC., LOCAL 1000,
AFSME, AFL-CIO, MILLBROOK
CENTRAL SCHOOL DISTRICT
UNIT #6671 OF THE DUTCHESS
COUNTY EDUCATIONAL LOCAL #86**

BY: 

Tiffany Jones
Labor Relations Specialist

BY: 

Albert Tompkins
CSEA President

BY: 

Julie Ruuge
CSEA Vice President

BY: 

CSEA Negotiating Team Member

BY: 

CSEA Negotiating Team Member

BY: 

CSEA Negotiating Team Member

APPENDIX A**Salary Schedules***Listed Alphabetically with Annualized Step Salary (unless otherwise noted)*

Account Clerk			
Step	2022-23	2023-24	2024-25
Step A	N/A	36,538.92	37,635.09
Step B	N/A	37,087.02	38,199.63
Step 1	N/A	37,635.10	38,764.15
Step 2	N/A	38,764.15	39,927.07
Step 3	N/A	39,927.08	41,124.89
Step 4	N/A	40,525.98	41,741.76
Step 5	N/A	41,124.90	42,358.64
Step 6	N/A	42,358.64	43,629.40
Step 7	N/A	43,629.42	44,938.30
Step 8	N/A	44,283.84	45,612.36
Step 9	N/A	44,938.28	46,286.43
Step 10	N/A	46,286.42	47,675.02

Attendance Clerk			
Step	2022-23	2023-24	2024-25
Step A	25,610.07	N/A	N/A
Step B	25,994.22	26,774.05	N/A
Step 1	26,378.38	27,169.73	27,984.82
Step 2	27,169.72	27,984.81	28,824.35
Step 3	27,984.82	28,824.36	29,689.09
Step 4	28,404.59	29,256.72	30,134.43
Step 5	28,824.36	29,689.09	30,579.76
Step 6	29,689.09	30,579.77	31,497.16
Step 7	30,579.77	31,497.16	32,442.08
Step 8	31,038.46	31,969.62	32,928.71
Step 9	31,497.16	32,442.07	33,415.33
Step 10	32,442.06	33,415.33	34,417.78

Cook			
Step	2022-23	2023-24	2024-25
Step A	27,642.62	N/A	N/A
Step B	28,057.26	28,898.97	N/A
Step 1	28,471.90	29,326.05	30,205.84
Step 2	29,326.04	30,205.83	31,112.00
Step 3	30,205.83	31,112.01	32,045.37
Step 4	30,658.92	31,578.69	32,526.05
Step 5	31,112.01	32,045.37	33,006.73
Step 6	32,045.37	33,006.73	33,996.93
Step 7	33,006.73	33,996.93	35,016.83
Step 8	33,501.83	34,506.88	35,542.09
Step 9	33,996.92	35,016.83	36,067.34
Step 10	35,016.84	36,067.34	37,149.36

Cook Manager			
Step	2022-23	2023-24	2024-25
Step A	N/A	36,538.92	37,635.09
Step B	N/A	37,087.02	38,199.63
Step 1	N/A	37,635.10	38,764.15
Step 2	N/A	38,764.15	39,927.07
Step 3	N/A	39,927.08	41,124.89
Step 4	N/A	40,525.98	41,741.76
Step 5	N/A	41,124.90	42,358.64
Step 6	N/A	42,358.64	43,629.40
Step 7	N/A	43,629.42	44,938.30
Step 8	N/A	44,283.84	45,612.36
Step 9	N/A	44,938.28	46,286.43
Step 10	N/A	46,286.42	47,675.02

Courier			
Step	2022-23	2023-24	2024-25
Step A	32,520.72	N/A	N/A
Step B	33,008.54	33,998.79	N/A
Step 1	33,496.35	34,501.24	35,536.28
Step 2	34,501.23	35,536.27	36,602.35
Step 3	35,536.28	36,602.37	37,700.44
Step 4	36,069.32	37,151.40	38,265.94
Step 5	36,602.36	37,700.43	38,831.45
Step 6	37,700.44	38,831.45	39,996.39
Step 7	38,831.45	39,996.39	41,196.28
Step 8	39,413.92	40,596.33	41,814.22
Step 9	39,996.40	41,196.29	42,432.18
Step 10	41,196.29	42,432.17	43,705.14

Custodial Worker			
Step	2022-23	2023-24	2024-25
Step A	32,520.72	N/A	N/A
Step B	33,008.54	33,998.79	N/A
Step 1	33,496.35	34,501.24	35,536.28
Step 2	34,501.23	35,536.27	36,602.35
Step 3	35,536.28	36,602.37	37,700.44
Step 4	36,069.32	37,151.40	38,265.94
Step 5	36,602.36	37,700.43	38,831.45
Step 6	37,700.44	38,831.45	39,996.39
Step 7	38,831.45	39,996.39	41,196.28
Step 8	39,413.92	40,596.33	41,814.22
Step 9	39,996.40	41,196.29	42,432.18
Step 10	41,196.29	42,432.17	43,705.14

Health Aide			
Step	2022-23	2023-24	2024-25
Step A	N/A	N/A	N/A
Step B	N/A	18.80	N/A
Step 1	N/A	19.08	19.65
Step 2	N/A	19.65	20.24
Step 3	N/A	20.24	20.85
Step 4	N/A	20.55	21.17
Step 5	N/A	20.86	21.48
Step 6	N/A	21.48	22.13
Step 7	N/A	22.12	22.78
Step 8	N/A	22.45	23.13
Step 9	N/A	22.78	23.47
Step 10	N/A	23.46	24.16

Library Clerk			
Step	2022-23	2023-24	2024-25
Step A	27,778.13	N/A	N/A
Step B	28,194.79	29,040.64	N/A
Step 1	28,611.46	29,469.80	30,353.89
Step 2	29,469.80	30,353.90	31,264.51
Step 3	30,353.91	31,264.52	32,202.46
Step 4	30,809.21	31,733.48	32,685.49
Step 5	31,264.52	32,202.46	33,168.53
Step 6	32,202.46	33,168.53	34,163.59
Step 7	33,168.53	34,163.59	35,188.50
Step 8	33,666.06	34,676.04	35,716.32
Step 9	34,163.58	35,188.48	36,244.14
Step 10	35,188.49	36,244.15	37,331.47

Licensed Practical Nurse			
Step	2022-23	2023-24	2024-25
Step A	34,370.42	N/A	N/A
Step B	35,195.31	36,251.17	N/A
Step 1	36,040.00	37,121.20	38,234.84
Step 2	36,941.00	38,049.23	39,190.71
Step 3	37,864.26	39,000.19	40,170.19
Step 4	38,810.84	39,975.17	41,174.42
Step 5	39,780.74	40,974.16	42,203.39
Step 6	40,776.08	41,999.36	43,259.34
Step 7	41,794.74	43,048.58	44,340.04
Step 8	42,839.90	44,125.10	45,448.85
Step 9	43,910.50	45,227.82	46,584.65
Step 10	45,008.66	46,358.91	47,749.69

Maintenance Helper			
Step	2022-23	2023-24	2024-25
Step A	35,230.79	N/A	N/A
Step B	35,759.25	36,832.03	N/A
Step 1	36,287.71	37,376.34	38,497.63
Step 2	37,376.34	38,497.63	39,652.56
Step 3	38,497.63	39,652.56	40,842.14
Step 4	39,075.10	40,247.35	41,454.77
Step 5	39,652.56	40,842.14	42,067.41
Step 6	40,842.14	42,067.40	43,329.43
Step 7	42,067.40	43,329.43	44,629.31
Step 8	42,698.41	43,979.36	45,298.74
Step 9	43,329.43	44,629.31	45,968.19
Step 10	44,629.31	45,968.19	47,347.23

Maintenance Worker			
Step	2022-23	2023-24	2024-25
Step A	39,295.87	N/A	N/A
Step B	39,885.32	41,081.88	N/A
Step 1	40,474.75	41,689.00	42,939.67
Step 2	41,688.99	42,939.66	44,227.85
Step 3	42,939.67	44,227.86	45,554.69
Step 4	43,583.77	44,891.28	46,238.02
Step 5	44,227.86	45,554.70	46,921.34
Step 6	45,554.69	46,921.33	48,328.97
Step 7	46,921.33	48,328.97	49,778.84
Step 8	47,625.15	49,053.91	50,525.53
Step 9	48,328.97	49,778.84	51,272.21
Step 10	49,778.84	51,272.21	52,810.37

Registered Nurse			
Step	2022-23	2023-24	2024-25
Step A	40,921.91	N/A	N/A
Step B	41,535.74	42,781.81	N/A
Step 1	42,149.56	43,414.05	44,716.47
Step 2	43,414.06	44,716.48	46,057.98
Step 3	44,716.48	46,057.98	47,439.72
Step 4	45,387.23	46,748.85	48,151.31
Step 5	46,057.98	47,439.71	48,862.91
Step 6	47,439.71	48,862.90	50,328.78
Step 7	48,862.90	50,328.79	51,838.66
Step 8	49,595.84	51,083.72	52,616.23
Step 9	50,328.79	51,838.65	53,393.81
Step 10	51,838.65	53,393.81	54,995.63

School Monitor (hourly rate)			
Step	2022-23	2023-24	2024-25
Step A	14.62	N/A	N/A
Step B	14.84	15.29	N/A
Step 1	15.06	15.51	15.98
Step 2	15.52	15.98	16.46
Step 3	15.97	16.45	16.95
Step 4	16.22	16.70	17.21
Step 5	16.45	16.94	17.45
Step 6	16.95	17.46	17.98
Step 7	17.46	17.98	18.52
Step 8	17.72	18.25	18.80
Step 9	17.99	18.53	19.08
Step 10	18.52	19.07	19.65

Senior Account Clerk Typist			
Step	2022-23	2023-24	2024-25
Step A	41,734.92	N/A	N/A
Step B	42,360.96	43,631.79	N/A
Step 1	42,986.98	44,276.58	45,604.88
Step 2	44,276.58	45,604.88	46,973.03
Step 3	45,604.89	46,973.04	48,382.23
Step 4	46,288.96	47,677.63	49,107.96
Step 5	46,973.04	48,382.23	49,833.70
Step 6	48,382.23	49,833.69	51,328.70
Step 7	49,833.72	51,328.73	52,868.59
Step 8	50,581.20	52,098.63	53,661.59
Step 9	51,328.70	52,868.56	54,454.62
Step 10	52,868.56	54,454.62	56,088.26

Senior Custodial Worker			
Step	2022-23	2023-24	2024-25
Step A	N/A	N/A	N/A
Step B	N/A	54,398.07	N/A
Step 1	N/A	55,201.98	56,858.04
Step 2	N/A	56,858.03	58,563.77
Step 3	N/A	58,563.79	60,320.70
Step 4	N/A	59,442.24	61,225.51
Step 5	N/A	60,320.69	62,130.31
Step 6	N/A	62,130.33	63,994.23
Step 7	N/A	63,994.23	65,914.06
Step 8	N/A	64,954.14	66,902.76
Step 9	N/A	65,914.07	67,891.49
Step 10	N/A	67,891.49	69,928.23

Senior Food Service Worker			
Step	2022-23	2023-24	2024-25
Step A	20,664.20	N/A	N/A
Step B	20,974.18	21,603.40	N/A
Step 1	21,284.14	21,922.67	22,580.35
Step 2	21,922.67	22,580.35	23,257.76
Step 3	22,580.34	23,257.75	23,955.49
Step 4	22,919.04	23,606.62	24,314.81
Step 5	23,257.76	23,955.49	24,674.15
Step 6	23,955.48	24,674.15	25,414.37
Step 7	24,674.15	25,414.37	26,176.81
Step 8	25,044.26	25,795.59	26,569.46
Step 9	25,414.37	26,176.80	26,962.10
Step 10	26,176.81	26,962.11	27,770.97

Senior Typist (12-Month)*			
Step	2022-23	2023-24	2024-25
Step A	33,875.76	N/A	N/A
Step B	34,383.90	35,415.42	N/A
Step 1	34,892.03	35,938.79	37,016.96
Step 2	35,938.79	37,016.95	38,127.46
Step 3	37,016.95	38,127.46	39,271.28
Step 4	37,572.21	38,699.38	39,860.36
Step 5	38,127.46	39,271.28	40,449.42
Step 6	39,271.28	40,449.42	41,662.90
Step 7	40,449.42	41,662.90	42,912.79
Step 8	41,056.16	42,287.85	43,556.48
Step 9	41,662.90	42,912.78	44,200.17
Step 10	42,912.80	44,200.18	45,526.19

Stenographer			
Step	2022-23	2023-24	2024-25
Step A	39,837.88	N/A	N/A
Step B	40,435.46	41,648.52	N/A
Step 1	41,033.02	42,264.01	43,531.94
Step 2	42,264.01	43,531.93	44,837.89
Step 3	43,531.93	44,837.89	46,183.03
Step 4	44,184.91	45,510.46	46,875.77
Step 5	44,837.89	46,183.03	47,568.52
Step 6	46,183.03	47,568.53	48,995.58
Step 7	47,568.52	48,995.57	50,465.44
Step 8	48,282.06	49,730.52	51,222.43
Step 9	48,995.57	50,465.44	51,979.40
Step 10	50,465.46	51,979.42	53,538.80

* 11-month Senior Typists shall earn 11/12ths of the annual salaries set forth above.

Teacher Aide (hourly rate)			
Step	2022-23	2023-24	2024-25
Step A	15.98	N/A	N/A
Step B	16.23	16.72	N/A
Step 1	16.46	16.96	17.46
Step 2	16.96	17.47	17.99
Step 3	17.47	17.99	18.53
Step 4	17.73	18.27	18.81
Step 5	18.00	18.54	19.09
Step 6	18.54	19.10	19.67
Step 7	19.09	19.66	20.25
Step 8	19.38	19.96	20.56
Step 9	19.66	20.25	20.86
Step 10	20.25	20.85	21.48

Teaching Assistant			
Step	2022-23	2023-24	2024-25
Step A	27,100.60	N/A	N/A
Step B	27,507.12	28,332.33	N/A
Step 1	27,913.62	28,751.02	29,613.56
Step 2	28,751.03	29,613.56	30,501.96
Step 3	29,613.56	30,501.97	31,417.02
Step 4	30,057.76	30,959.50	31,888.28
Step 5	30,501.97	31,417.03	32,359.54
Step 6	31,417.02	32,359.53	33,330.32
Step 7	32,359.54	33,330.33	34,330.24
Step 8	32,844.94	33,830.29	34,845.19
Step 9	33,330.32	34,330.23	35,360.14
Step 10	34,330.24	35,360.15	36,420.95

Typist/Monitor			
Step	2022-23	2023-24	2024-25
Step A	21,409.48	N/A	N/A
Step B	21,730.63	22,382.54	N/A
Step 1	22,051.76	22,713.32	23,394.72
Step 2	22,713.31	23,394.71	24,096.55
Step 3	23,394.71	24,096.55	24,819.45
Step 4	23,745.63	24,458.00	25,191.74
Step 5	24,096.55	24,819.44	25,564.03
Step 6	24,819.45	25,564.04	26,330.96
Step 7	25,564.03	26,330.95	27,120.88
Step 8	25,947.50	26,725.92	27,527.70
Step 9	26,330.96	27,120.89	27,934.52
Step 10	27,120.88	27,934.51	28,772.55

Typist (12-Month)			
Step	2022-23	2023-24	2024-25
Step A	31,152.34	N/A	N/A
Step B	31,619.63	32,568.22	N/A
Step 1	32,086.92	33,049.53	34,041.01
Step 2	33,049.53	34,041.01	35,062.24
Step 3	34,041.01	35,062.24	36,114.11
Step 4	34,551.61	35,588.16	36,655.80
Step 5	35,062.23	36,114.10	37,197.52
Step 6	36,114.10	37,197.53	38,313.45
Step 7	37,197.52	38,313.45	39,462.85
Step 8	37,755.48	38,888.15	40,054.79
Step 9	38,313.44	39,462.84	40,646.72
Step 10	39,462.85	40,646.73	41,866.13