

AGREEMENT BETWEEN  
THE  
CHAPPAQUA CENTRAL SCHOOL DISTRICT  
AND  
THE CHAPPAQUA OFFICE STAFF ASSOCIATION/NYSUT  
2021 - 2024

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## PREAMBLE

This Agreement, made the eighteenth day of May, 2021, by and between the Superintendent of Schools of the Chappaqua Central School District, hereinafter called the District, and the Chappaqua Office Staff Association/NYSUT, hereinafter called the Association, is a statement of the terms and conditions of employment of the members of the Association Negotiating Unit (Unit 3).

## CONTRACT RIGHTS AND PROCEDURES

### ARTICLE 1 - Duration

- A. This agreement shall become effective July 1, 2021 and shall terminate on June 30, 2024.

### ARTICLE 2 - Recognition

- A. The Association has been recognized for the purpose of negotiating collectively with the District over the terms and conditions of employment for Unit 3.
- B. The Association is the exclusive representative of all full-time and part-time salaried clerical and teacher aide employees excluding those designated confidential by the Superintendent of Schools as heretofore agreed to by the Association.
- C. In accordance with Article 14 (Section 208) of the "Public Employees' Fair Employment Act", the Association shall have unchallenged representation status. Such recognition shall extend for the maximum period allowed by law. Competing claims of majority support shall be resolved according to procedures established by the "Public Employees" Fair Employment Act", Article 14 (Section 207) of the Civil Service Law.
- D. Nothing stated or implied in this Agreement shall be construed as requiring clerical or teacher aide personnel to be members of the Association as a condition of employment in this District.
- E. The Association agrees to represent equally all clerical and teacher aide personnel without regard to membership or participation in, or association with the activities of the Association.
- F. The Association agrees that it will not engage in, cause, instigate, encourage or condone a strike, or other concerted actions designed to restrict clerical or teacher aide personnel services.

### ARTICLE 3 - Negotiation Procedures

- A. Negotiation meetings shall begin no later than February 15 prior to the expiration of the Agreement. They shall be conducted a minimum of twice a month with a mutually acceptable date and place. Date and agenda shall be established for the next meeting prior to the close of each meeting.
- B. All provisions of the current Agreement on which changes are not to be proposed shall be considered automatically for inclusion in the new Agreement.
- C. No individual proposal will be agreed to until all proposals are accepted as a package.
- D. The meetings and the proposals shall be confidential, and neither the District nor the Association shall release to the press or to any other information media any information relating to the proposals or to the conduct of the meetings unless and until a final impasse is declared. Nothing contained herein shall be construed to prohibit communication between the negotiating teams and their respective parties.
- E. An agreement reached by the Association Negotiating Committee and the District is effective only after it has been ratified by the Association and the Board of Education.
- F. The Association and the District each have the right to impasse. No impasse exists until all proposals have been considered.
- G. All proposals, whether they are new or revisions of existing terms of the Agreement, will be submitted by both sides by March 1 in the year during which the contract expires.

### ARTICLE 4 - Grievance Procedure

- A. Definition - A "grievance" is the claim by the Association, or person, that there has been a violation of the terms of this Agreement.
- B. Purpose - the purpose of this procedure is to secure an equitable solution to the disputes which may arise over matters defined in Paragraph "A" as rapidly as possible.
- C. Procedure - It is agreed to that all grievances be resolved informally or at the earliest possible stage of this grievance procedure. Before submission of a written grievance, the aggrieved party should attempt to resolve it informally. To expedite the process the number of days indicated shall be considered as a maximum.

1. Level One
  - a. An aggrieved person or his/her representative will first present his/her grievance in writing to his Principal or immediate supervisor with whom it will be discussed directly. The meeting of the aforesaid parties shall be scheduled within five (5) working days of the proper filing of this grievance. The Principal or immediate supervisor shall inform the aggrieved person of his decision in writing, within five (5) working days after the meeting.
  
2. Level Two
  - a. If the grievance is considered by the Association to be meritorious, the Association shall notify the Superintendent in writing, within five (5) working days after it has received the grievance from the aggrieved that it wishes to carry the grievance to the Superintendent. The meeting of the aforesaid parties shall be scheduled within five (5) working days.
  
3. Level Three
  - a. If the Association and the grievant are not satisfied with the Superintendent's decision, they may submit the grievance to arbitration by filing a written notice with the Office of the Superintendent of Schools on the appropriate form within five (5) days of receipt of the Superintendent's decision. Within (10) days of the filing with the Superintendent of Schools, the designated arbitrator shall be jointly contacted by the parties. The arbitration shall be held before one of the following arbitrators selected to the extent practicable, on a rotating basis, and available on a timely basis:
    1. Howard Edelman
    2. Bonnie Siber-Weinstock
    3. Carol Wittenberg
    4. Richard Adelman
    5. Jeffrey Selchick
  
  - b. The arbitrator shall issue his decision with due dispatch after the date of the closing of the hearings, or if all hearings have been waived, then from the date of transmitting the final statements and proofs to the arbitrator. The decision shall set forth the arbitrator's opinion and conclusions on the issues submitted. The decision of the arbitrator shall be rendered to the District and the Association and shall be binding on the parties.

The arbitrator shall make no decision which is contrary to, or inconsistent with, or which modifies or varies in any way, the terms of the Agreement or of applicable law, rules or regulations having

the force and effect of law.

- c. The cost for the services of the arbitrator, including expenses, if any, shall be borne equally by the Board and the Association.

D. Rights Under Grievance Procedure:

1. Any grievance shall be presented within thirty (30) working days after the grievant and the Association knew or should have known of the occurrence or events claimed to have given rise to the grievance. Failure to proceed to the next step within the applicable time limits shall be deemed a waiver of the grievance, and the grievance shall abate.
2. The District shall make available to the Association such information deemed necessary for the Association to carry out its function of processing Association grievances (excluding confidential personnel records).
3. In the event that a representative or individual designated in writing by the Association, investigates or is required to attend a grievance proceeding, he or she shall be released from his or her regular assignment without loss of pay for the period of time necessary to permit his or her attendance at such proceedings.
4. All documents, communications and records dealing with the processing of a grievance shall be filed separately from the personnel files of the participants and shall not be available without the permission of the aggrieved party.

ARTICLE 5 - Legislative Authority

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

ARTICLE 6 - Savings Clause

- A. In the event that any provision of this Agreement shall be declared contrary to law, all other provisions shall continue in full force and effect.
- B. If any provision of this Agreement is declared contrary to law, then such provision shall not be applicable, performed or enforced except to the extent permitted by law.

## ARTICLE 7 - Management Rights

It shall be the prerogative of the District to adopt new policies not affecting or changing matters contained in this Agreement, and nothing herein shall be construed to restrain the District in the full and absolute management of its affairs except as modified by this Agreement.

## ARTICLE 8 - Organization of the Staff

- A. Definition of Qualified Employee - A person employed in the school district must work twenty-five hours or more per week in order to qualify for benefits. Any employee who is currently eligible for and/or currently receiving benefits shall continue to be eligible to receive such benefits in the event of involuntary reduction of hours below twenty-five (25) hours per week.
- B. Work Year, Work Week, Work Day - Twelve (12) month employees shall work from July 1 through June 30. The normal work schedule shall be 35 hours per week, 7 hours per day, excluding lunch.

Individual hours will be set by the immediate supervisor. Exceptions may be made with approval of the immediate supervisor and in consultation with COSA.

Summer hours for unit members shall be 7:30am through 3:30pm, 7.5 consecutive hours per day, excluding a half (1/2) hour for lunch, 30 hours per week, Monday through Thursday. Summer hours shall begin the Monday following the last day of school and going through to the Friday, one-week preceding the beginning of school. Any vacation time used during the summer schedule will be counted as 1.25 per day.

Ten (10) month employees shall work from September 1 through June 30. The normal work schedule shall be the same as 12 month employees.

Session employees shall work on regularly scheduled instruction days but no less than 180 days. The normal work week shall be the same as that of 12 month employees.

Part-time teacher Aides are hourly employees whose assignments and hours are assigned by the building principal. Full time teacher aides (25 hours or more) are salaried employees.

During the school year, when students are not in attendance at school, unit members shall work 6.5 hours per day with a 30 minute lunch.

Time and one-half shall be paid for all hours in excess of 35 hours per week. No overtime payment will be made without advance authorization by the immediate supervisor.



Clerical unit members may choose to take compensatory time in lieu of overtime payment in the same calendar year and that compensatory time shall be paid at the same rate of the extra hours worked.

- C. Posting of Positions - All unit vacancies in the school district will be sent electronically to all members as soon as a position becomes available and new staff will be provided the contract via website link.

New employees will receive new employee orientation within two weeks of the first day of employment.

#### ARTICLE 9 - Holidays

A committee of two (2) Association and two (2) District members shall make recommendations to the Superintendent of Schools as to the session employee holiday schedule.

Recommendations shall be made based on the following criteria:

<u>Type of Employee</u>	<u>Not Less Than</u>
A. Session	10 days

All twelve month employees shall receive the same paid holidays as the school administrators. All ten-month employees shall receive the same paid holidays as the school administrators during the school year.

#### ARTICLE 10 - Vacations

All full-time, twelve month, clerical employees shall be entitled to vacation as follows:

Two (2) weeks vacation after completion of one (1) year of continuous full-time employment.

Twelve month employees starting after the beginning of the fiscal year will earn Vacation time on a pro-rated basis.

Three (3) weeks vacation after the completion of five (5) years of continuous full-time employment.

Four (4) weeks vacation after the completion of ten (10) years of continuous full-time employment.

Five (5) weeks vacation after the completion of fifteen (15) years of employment. Employees may accumulate up to thirty vacation days.

In the event a full-time unit member accepts a twelve (12) month position, vacation time shall be computed from the commencement of full-time service to the district, retroactively on a pro-rated basis.

Vacation days may be taken during the regular school year with the approval of his/her direct supervisor.

In addition, all full-time, 12-month, and 10-month clerical employees shall be granted vacation for one of the school recess periods.

New employees or employees promoted to a 10 or 12-month position prior to the December recess period in any given school year shall be granted recess for one of the school recess periods. Such employee(s) hired after December recess period shall not be eligible for recess breaks during any of the recess periods for the remainder of the school year during their initial school year of employment in a 10 or 12 month position.

The school principal and/or business administrator or other supervisor designated by the Superintendent shall schedule vacations after consultation with the employee involved.

#### ARTICLE 11 - Classifications (See Attached Salary Information)

- A-1: Secretary to the Principal, Bookkeeper, Senior Office Assistant, Senior Office Asst.-Automated Systems, Accountant, Audio/Visual Technician, Database Manager, Secretary School District, Secretary to School Administrator, Benefits Assistant.
- A-2: Accounts Payable Clerk, Purchase Clerk, Library Clerk, Library Assistant, Senior Clerk, Office Assistant- Automated Systems, Data Entry Operator, Payroll Clerk, Office Assistant, Database Assistant.
- A-3: Clerk, Computer Aide, Audio Visual Assistant.
- A-4: Typist/School Monitor, Clerk/School Monitor, Receptionist, Health Aide.
- B: Teacher Aides.

A twelve-month employee hired prior to January 1; or a ten-month employee hired prior to February 1 will receive a salary increase on July 1 of the next school year.

#### ARTICLE 12 - Conferences and Workshops

- A. All clerical and teacher aide employees qualifying for benefits may be excused to attend out of district conferences and/or workshops without loss in compensation or charge to sick leave, provided that the building principal or supervisor and Superintendent of Schools approve such absence in accordance with the District

travel, conference and workshop regulations. Conference and workshop time is non-cumulative.

- B. Out of district conferences and workshops shall be approved in advance by the Superintendent of Schools or his/her designee. Written application for such approval shall be made on forms provided by the District. Requests for reimbursement shall be filed with the Superintendent of Schools or his/her designee on the appropriate form, together with supporting receipts and other pertinent data. Reimbursement for out of district conferences and workshop fees and additional related expenses shall be per District policy.
- C. Mileage reimbursement for Section A and B above and for authorized District transportation by personal automobile shall be made at the IRS rate.
- D. Unit members may attend District, In-Service courses that are designated as appropriate to respective unit members upon approval of a Central Office Administrator.
- E. Both COSA and the District will contribute to ideas for professional learning in the areas of technology and skills related to members' positions. Opportunities for professional learning will happen during or beyond the school day.

#### ARTICLE 13 - Snow Days

No unit member shall be required to report to work on "snow days" or other such emergency days during which schools are closed. Employees shall receive their normal rate of pay for all such days.

Teacher aides will be entitled to the same paid snow days as clerical staff. It is understood that part-time Teacher aides who are not scheduled to work on a snow day will not be paid.

In the event of an early dismissal due to an emergency and/or inclement weather, if the immediate supervisor determines that all unit members are excused, teacher aides scheduled to work that day will receive their regular pay for the day.

#### ARTICLE 14 - Bereavement Leave

Up to five (5) days per year may be granted to unit members for serious illness or death in the immediate family. Immediate family members consist of an employee's spouse, children, parents, siblings, grandparents, grandchildren and in-laws.

The superintendent may grant special bereavement leave upon request.

## ARTICLE 15 - Personal Business Days

- A. A personal business day is time off for conducting matters of a personal nature which cannot be scheduled for any other time.
- B. All unit members qualifying for benefits may be allowed up to three (3) personal business days with pay during the year. Such leave, if not used, shall be cumulative as sick leave.

The request for personal business days shall be made through AESOP and need not specify reasons for taking such leave unless it is immediately preceding or following a holiday or a vacation period, in which case the leave would first need to be approved by the administrator or immediate supervisor concerned.

At least three (3) days notice is necessary to the administrator and/or supervisor concerned, except in case of emergency, and such notification shall be given as soon as possible, but in no case later than the beginning of the workday. All requests are subject to administrator and/or supervisor approval.

One unused sick leave day may be converted to an additional personal leave day, but only if the unit member has used all three annual personal leave days and requests the same with specific reasons stated on AESOP, upon at least three (3) days prior notice (unless waived by administration in the event of an emergency). A carry forward sick leave day under this provision shall not be subject to accumulation for use in future school years.

## ARTICLE 16 - Sick Leave

- A. Sick leave is time off, without loss of pay, granted by the District for reasons of personal illness or quarantine regulations by the Board of Health.
- B. All full-time, and part-time clerical employees qualifying for benefits shall be entitled to, up to and including fifteen (15) days during a school year except as hereinafter provided. Should the sick leave be covered under the provisions of pension or compensation law, only the differences between the employee's salary and that compensation paid by the other agency shall be paid by the District. Sick leave may also be used for illness in the immediate family. Immediate family members consist of an employee's spouse, children, parents, siblings, grandparents, grandchildren and in-laws.

All full time teacher aides qualifying for benefits shall be entitled to, up to and including, fifteen (15) days during the school year except as hereinafter provided. Should the sick leave be covered under the provisions of pension or compensation law, only the difference between the employee's salary and that compensation paid by the other agency shall be paid by the District.

The superintendent may also grant special sick leave upon request.

- C. In its discretion, the District may impose conditions on approval of sick leave, including, but not limited to, medical examination or immunization of an employee by a doctor designated by the District. Such examination or immunization shall be at the District's expense. At the sole discretion of the District, an employee may be ordered on sick leave. The decision as to whether any employee shall continue his assigned duties after undergoing a medical examination shall be solely within the determination of the District. The District reserves the right to grant extraordinary sick leaves with pay under exceptional circumstances.
- D. All unused sick days are cumulative without limit, but the rate of accumulation will not exceed fifteen (15) days per school year for full-time and part-time clerical employees and qualified teacher aides.
- E. Upon retirement, all unit members qualifying for benefits shall be allowed to convert to cash unused sick leave at the rate of \$39.00 per day to a maximum of 260 days.
- F. Regularly approved leaves shall be construed to provide retention of accumulated sick days for use upon return to full-time service in the district. Sick days may not be used or accumulated during the period of such approved leaves. Employees on approved leave who serve part of the school year in their regular duties in the District shall be entitled to a pro rata share of sick days during such service.
- G. If an employee uses zero (0) sick days during the fiscal year (July 1<sup>st</sup> through June 30<sup>th</sup>) he or she shall be paid a stipend of \$500. Employees are responsible for submitting documentation to the Business Office by July 15<sup>th</sup> of the following fiscal year.

#### ARTICLE 17 - Child Care Leave

- A. A child care leave of up to one year shall be granted without pay to regular, full-time, and clerical employees who are about to become, or have just become, a parent. In the event that both husband and wife are employed by the District, only one of them may be on a child care leave at any given time.
- B. Application for such leave shall be made in writing to the Assistant Superintendent for Business. A second consecutive year may be requested no later than 90 days prior to the expiration of the one year leave. The administration shall have the sole discretion to grant or deny such requests.
- C. No later than three months prior to the expiration date of the leave the employee shall notify the Assistant Superintendent for Business, in writing, of his/her intention to return or not to return from the leave. Failure to give appropriate notice will cause the employee to forfeit employment.

- D. The employee must return to the District for at least one year prior to application for a subsequent child care leave. An approved second consecutive year will count as one leave.

#### ARTICLE 18 - Jury Duty

Employees who are called for jury duty shall not suffer a loss from sick leave or personal time. They shall be paid their regular salary less any compensation paid for jury duty. Travel and meal allowance shall not be deducted from salary.

#### ARTICLE 19 - Special Leaves

Special leaves may be granted with or without pay, by the Board of Education upon the recommendation of the Assistant Superintendent for Business and the Superintendent of Schools.

#### ARTICLE 20 - Return from Leave

Employees returning from child care or special leave are not guaranteed the specific position or building assignment they left.

#### ARTICLE 21 - Insurance

- A. The District shall pay effective July 1, 2021 – 85.5%; effective July 1, 2022 - 85.25%; effective July 1, 2023 – 85.00% of the premiums for employees and dependents in the Northern Westchester/Putnam Schools Consortium or other insurance carriers providing identical or better medical benefits if the District elects to designate another carrier. All participating employees shall pay effective July 1, 2021 – 14.5%; effective July 1, 2022 – 14.75%; effective July 1, 2023 – 15% toward the remaining premiums. Employees married to another District employee shall be entitled to either two single plans or one family plan. Retirees shall contribute toward health insurance costs at the same percentage that they paid at the time of their retirement. Unit members hired to commence work in the bargaining unit on or after July 1, 2018 shall be eligible for retiree health insurance if having served 15 years in the District in a benefits eligible position and shall contribute toward health insurance costs at the same percentage that they paid at the time of their retirement.

Notwithstanding the above, family health insurance premium contributions are subject to the application of the District's "Spousal and Eligible Dependent Rule."

All Unit members who work less than 25 hours and who are not otherwise eligible for health insurance may participate in the District's insurance plan by contributing one hundred percent of the premium cost for individual or family coverage.

Medicare - The District's obligation to reimburse retirees and their spouses when a retiree becomes eligible for Medicare shall be solely for Medicare Part B at the standard (or floor) rate.

- B. Health Insurance Buy-Out - Effective 7-1-08, the buyout amount shall be set at \$2,750 for those unit members currently receiving the buy-out as of the date of the signing of this Memorandum of Agreement. No others shall become eligible for the buy-out.
- C. Benefit Fund -The purpose of the Benefit Fund is to provide Dental, Vision, Life Insurance Benefits to all eligible unit members.

Beginning on July 1, 2015, COSA Benefit Fund merged with CCT Benefit Fund. The District shall increase its per capita per annum contribution to the CCT Benefit Fund by \$50 effective with the 2021-22 school year. Thereafter, the District shall contribute the same per capita per annum dollar amount for members of this bargaining unit as it contributes for members of the CCT Teachers' Bargaining Unit for the 2022-23 and 2023-24 school years.

- D. A sick leave bank shall be created upon the contribution of an equal number of days from the Association and the District. All qualified employees shall submit to the District a waiver of no more than one (1) day of accumulative sick leave. The Association shall contribute no more days than the number of eligible members of the bargaining unit. The number contributed shall be matched by the District.

The bank shall be administered by a committee of two members appointed by the District and two employees appointed by the Association who shall act upon withdrawals. Withdrawals from the bank shall be limited to eligible employees who are involved in a prolonged or disabling illness or accident, and who have exhausted their sick leave time. No employee may withdraw more than 150 days career aggregate

The sick leave bank shall be renewable once all banked days have been expended. The renewal shall be in the same manner as the creation of the bank set forth above.

Employees whose accumulated sick leave exceeds 245 days may contribute said excess days to the Sick Leave Bank upon retirement. These days will not be matched by the District.

#### ARTICLE 22 - Tax Sheltered Annuities

- A. The District agrees to enter into a written agreement with any clerical employee and teacher aide during the months of September and January to reduce the annual salary for the purpose of purchasing a tax-sheltered annuity for the employee.

- B. District expense and involvement will be limited to clerical expense required for making necessary payroll deductions and subsequent remittance to the appropriate insurance company.

#### ARTICLE 23 - Retirement

- A. The District shall subscribe to retirement plan 75 I of the New York State Employees' Retirement System and will provide Plan 75 I to employees eligible for membership in Plan 75 I.
- B. The district shall implement the provisions of Section 41J or the Retirement and Social Security Law for the benefit for the members of the bargaining unit effective 12-1-2008.
- C. Retirement notification – If a member notifies the Superintendent in writing six (6) months in advance of their date of resignation for the purpose of retirement to receive benefits from the Employees Retirement System, the member will receive a \$500 salary payment within one month of the date of retirement.

#### ARTICLE 24 - NYSUT Benefit Trust

The District agrees to offer the NYSUT Benefit Trust Program through payroll deductions. There shall be no cost to the District. The Union agrees to a save harmless clause.

#### ARTICLE 25 - Association Rights

- A. Bulletin board space shall be provided for Association use in each building.
- B. The Association shall be permitted to use school facilities for meetings during non-teaching hours at no expense to the Association. The association may distribute materials dealing with union business to members' school mailboxes, when available and school e-mail.
- C. The Association shall be permitted to use District Office machines and duplication facilities. The Association will reimburse the District for supplies used.
- D. Copies of Board of Education meeting agendas and minutes shall be forwarded to the Association's president as soon as available.
- E. A maximum of eight (8) paid days per contract year shall be provided to the Association for attendance to Association business.
- F. The president of the unit or designee shall serve on the District's Health and Safety Committee.



## ARTICLE 26 - Evaluation Procedures

The parties agree to the use of the current checklist evaluation tool for the term of this agreement. If there are any revisions suggested to the current evaluation tool, recommendations for adjustments will be made to the Superintendent by the labor management committee.

If an employee receives a less than satisfactory overall evaluation the employee shall be placed on a special observation cycle to allow for the remediation of the less than satisfactory evaluation. In addition the employee shall have withheld from salary an amount not to exceed 0.5% of the percentage increase the employee would otherwise be entitled to. If the employee achieves an overall satisfactory rating within three months the withheld percentage shall be restored.

There shall be established by a Labor Management committee an appropriate appeals procedure to the Superintendent of Schools or his designee concerning the substance of the evaluation. The determination of the Superintendent shall not be subject to grievance. The process of the evaluation shall be subject to the grievance procedure.

Within (10) working days of receipt of an overall unsatisfactory evaluation, an employee may file an appeal with the Superintendent (or designee) concerning the circumstance of the evaluation. Within (10) ten working days following submission of an appeal, the Superintendent (or designee) shall convene a hearing with the employee and the employee's supervisor – at which the employee shall be entitled to union representation concerning the validity of the circumstances of the evaluation. Within (5) five working days following the hearing, the Superintendent (or designee) shall issue a written decision. The substance of the evaluation shall not be subject to the grievance process.

## ARTICLE 27 - Assignments for New School Year

Every attempt will be made to have teacher aide building assignments for the coming school year made prior to the closing of the school year. In those cases where assignments are in doubt, the teacher aide shall be so notified prior to the closing of the school year.

## ARTICLE 28 - Labor Management Committee

The parties agree that in the interest of promoting harmonious relationships, a Labor Management Committee shall be created and shall consist of the COSA President, Vice President, the Assistant Superintendent for Business and Assistant Superintendent for HR/Leadership Development. The committee shall meet a minimum of two times per year with dates for meetings set at the start of each school year. The committee shall meet at other times at the request of each party – the agenda will be provided by the requesting party in advance of the meeting.

Notwithstanding the above, the parties agree that during the 2021-22 school year, the Labor/Management Committee shall meet four (4) times with the subjects of hiring practices, compensation, salary schedules and the need for meaningful professional development to be among the topics discussed.

## ARTICLE 29 – Salary

### Placement of Salary Schedule

Based upon experience, new employees may be hired up to Step 4 on the salary schedule. New employees may be hired on Step 5 or above if his/her qualifications, training and experience in the reasonable opinion of the District, justifies such placement on the salary schedule.

The salary schedules and wage rates for each of the following years shall be established by increasing the previous year's salary schedules and wage rates by the following percentages:

Effective July 1, 2021 the 2020-21 salary schedule shall be increased by 1% to each cell and those unit members who are beyond step eligibility shall receive an additional salary increase of \$700. Effective July 1, 2021 the hourly wage rate for Teacher Aides shall be increased by eighty-five cents (\$.85).

Effective July 1, 2022 the 2021-22 salary schedule shall be increased by 1% to each cell and those unit members who are beyond step eligibility shall receive an additional salary increase of \$700. Effective July 1, 2022 the hourly wage rate for Teacher Aides shall be increased by eighty-five cents (\$.85).

Effective July 1, 2023 the 2022-23 salary schedule shall be increased by 1% to each cell and those unit members who are beyond step eligibility shall receive an additional salary increase of \$700. Effective July 1, 2023 the hourly wage rate for Teacher Aides shall be increased by eighty-five cents (\$.85).

### Teacher Aides –

Newly hired Teacher aides shall receive a starting salary of \$17.00/hour.

Longevity-

Noncumulative longevity is to be paid to clerical unit members as follows:

**15 years of service in the District:**

12 months: \$800

10 months: \$664

Session (including Teacher Aides): \$584

**20 years of service in the District:**

12 months: \$950

10 months: \$789

Session (including Teacher Aides): \$694

**25 years of service in the District:**

12 months: \$1,000

10 months: \$830

Session (including Teacher Aides): \$730

**30 years of service in the District:**

12 months: \$1,050

10 months: \$872

Session (including Teacher Aides): \$767

RATIFICATION

THE CHAPPAQUA OFFICE STAFF ASSOCIATION/NYSUT NEGOTIATING UNIT (UNIT 3) AND THE SUPERINTENDENT OF SCHOOLS OF THE CHAPPAQUA CENTRAL SCHOOL DISTRICT HAVE APPROVED THE FOREGOING AGREEMENT, AND SUCH APPROVAL IS INDICATED BY THE SIGNATURES BELOW.

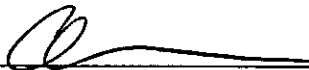
THE CHAPPAQUA OFFICE STAFF ASSOCIATION/NYSUT



\_\_\_\_\_  
Deborah Kanuk, President

Dated: 5/18/21

THE CHAPPAQUA CENTRAL SCHOOL DISTRICT



\_\_\_\_\_  
Dr. Christine Ackerman, Superintendent

Dated: 5/18/21

**SCHEDULE A -1**

	21-22	22-23	23-24	21-22 10 MONTH	22-23	23-24	21-22 SESSION	22-23	23-24
<b>Step</b>	<b>12 MONTH</b>			<b>0.83</b>	<b>0.83</b>	<b>0.83</b>	<b>0.73</b>	<b>0.73</b>	<b>0.73</b>
1	41,623.00	42,039.00	42,459.00	34,547.00	34,892.00	35,241.00	30,385.00	30,689.00	30,996.00
2	43,042.00	43,472.00	43,907.00	35,725.00	36,082.00	36,443.00	31,421.00	31,735.00	32,052.00
3	44,463.00	44,908.00	45,357.00	36,904.00	37,273.00	37,646.00	32,458.00	32,783.00	33,111.00
4	45,883.00	46,342.00	46,805.00	38,083.00	38,464.00	38,849.00	33,495.00	33,830.00	34,168.00
5	47,302.00	47,775.00	48,253.00	39,261.00	39,654.00	40,051.00	34,530.00	34,875.00	35,224.00
6	48,723.00	49,210.00	49,702.00	40,440.00	40,844.00	41,252.00	35,568.00	35,924.00	36,283.00
7	50,144.00	50,645.00	51,151.00	41,620.00	42,036.00	42,456.00	36,605.00	36,971.00	37,341.00
8	51,563.00	52,079.00	52,600.00	42,797.00	43,225.00	43,657.00	37,641.00	38,017.00	38,397.00
9	52,984.00	53,514.00	54,049.00	43,977.00	44,417.00	44,861.00	38,678.00	39,065.00	39,456.00
10	54,405.00	54,949.00	55,498.00	45,156.00	45,608.00	46,064.00	39,716.00	40,113.00	40,514.00
11	55,825.00	56,383.00	56,947.00	46,335.00	46,798.00	47,266.00	40,752.00	41,160.00	41,572.00
12	57,245.00	57,817.00	58,395.00	47,513.00	47,988.00	48,468.00	41,789.00	42,207.00	42,629.00
13	58,665.00	59,252.00	59,845.00	48,692.00	49,179.00	49,671.00	42,825.00	43,253.00	43,686.00
14	60,086.00	60,687.00	61,294.00	49,871.00	50,370.00	50,874.00	43,863.00	44,302.00	44,745.00
15	61,507.00	62,122.00	62,743.00	51,051.00	51,562.00	52,078.00	44,900.00	45,349.00	45,802.00
16	62,927.00	63,556.00	64,192.00	52,229.00	52,751.00	53,279.00	45,937.00	46,396.00	46,860.00
17	64,348.00	64,991.00	65,641.00	53,409.00	53,943.00	54,482.00	46,974.00	47,444.00	47,918.00
18	65,767.00	66,425.00	67,089.00	54,587.00	55,133.00	55,684.00	48,010.00	48,490.00	48,975.00
19	67,188.00	67,860.00	68,539.00	55,766.00	56,324.00	56,887.00	49,047.00	49,537.00	50,032.00
20	68,607.00	69,293.00	69,986.00	56,944.00	57,513.00	58,088.00	50,083.00	50,584.00	51,090.00
21	70,029.00	70,729.00	71,436.00	58,124.00	58,705.00	59,292.00	51,121.00	51,632.00	52,148.00
22	71,447.00	72,161.00	72,883.00	59,301.00	59,894.00	60,493.00	52,156.00	52,678.00	53,205.00
23	72,868.00	73,597.00	74,333.00	60,480.00	61,085.00	61,696.00	53,194.00	53,726.00	54,263.00
24	74,289.00	75,032.00	75,782.00	61,660.00	62,277.00	62,900.00	54,231.00	54,773.00	55,321.00
25	75,711.00	76,468.00	77,233.00	62,840.00	63,468.00	64,103.00	55,269.00	55,822.00	56,380.00

SCHEDULE A - 2

	21-22	22-23	23-24	21-22	22-23	23-24	21-22	22-23	23-24
	12 MONTH			10 MONTH			SESSION		
Step				0.83	0.83	0.83	0.73	0.73	0.73
1	39,605.00	40,001.00	40,401.00	32,872.00	33,201.00	33,533.00	28,912.00	29,201.00	29,493.00
2	41,046.00	41,456.00	41,871.00	34,068.00	34,409.00	34,753.00	29,964.00	30,264.00	30,567.00
3	42,487.00	42,912.00	43,341.00	35,264.00	35,617.00	35,973.00	31,016.00	31,326.00	31,639.00
4	43,928.00	44,367.00	44,811.00	36,460.00	36,825.00	37,193.00	32,067.00	32,388.00	32,712.00
5	45,371.00	45,825.00	46,283.00	37,658.00	38,035.00	38,415.00	33,121.00	33,452.00	33,787.00
6	46,811.00	47,279.00	47,752.00	38,853.00	39,242.00	39,634.00	34,172.00	34,514.00	34,859.00
7	48,253.00	48,736.00	49,223.00	40,050.00	40,451.00	40,856.00	35,225.00	35,577.00	35,933.00
8	49,693.00	50,190.00	50,692.00	41,245.00	41,657.00	42,074.00	36,276.00	36,639.00	37,005.00
9	51,133.00	51,644.00	52,160.00	42,440.00	42,864.00	43,293.00	37,327.00	37,700.00	38,077.00
10	52,577.00	53,103.00	53,634.00	43,639.00	44,075.00	44,516.00	38,381.00	38,765.00	39,153.00
11	54,018.00	54,558.00	55,104.00	44,835.00	45,283.00	45,736.00	39,433.00	39,827.00	40,225.00
12	55,460.00	56,015.00	56,575.00	46,032.00	46,492.00	46,957.00	40,486.00	40,891.00	41,300.00
13	56,900.00	57,469.00	58,044.00	47,227.00	47,699.00	48,176.00	41,537.00	41,952.00	42,372.00
14	58,340.00	58,923.00	59,512.00	48,422.00	48,906.00	49,395.00	42,588.00	43,014.00	43,444.00
15	59,783.00	60,381.00	60,985.00	49,620.00	50,116.00	50,617.00	43,642.00	44,078.00	44,519.00
16	61,225.00	61,837.00	62,455.00	50,817.00	51,325.00	51,838.00	44,694.00	45,141.00	45,592.00
17	62,664.00	63,291.00	63,924.00	52,011.00	52,531.00	53,056.00	45,745.00	46,202.00	46,664.00
18	64,105.00	64,746.00	65,393.00	53,207.00	53,739.00	54,276.00	46,797.00	47,265.00	47,738.00
19	65,548.00	66,203.00	66,865.00	54,405.00	54,949.00	55,498.00	47,850.00	48,329.00	48,812.00
20	66,989.00	67,659.00	68,336.00	55,601.00	56,157.00	56,719.00	48,902.00	49,391.00	49,885.00
21	68,430.00	69,114.00	69,805.00	56,797.00	57,365.00	57,939.00	49,954.00	50,454.00	50,959.00
22	69,872.00	70,571.00	71,277.00	57,994.00	58,574.00	59,160.00	51,007.00	51,517.00	52,032.00
23	71,313.00	72,026.00	72,746.00	59,190.00	59,782.00	60,380.00	52,058.00	52,579.00	53,105.00
24	72,754.00	73,482.00	74,217.00	60,386.00	60,990.00	61,600.00	53,110.00	53,641.00	54,177.00
25	74,196.00	74,938.00	75,687.00	61,583.00	62,199.00	62,821.00	54,163.00	54,705.00	55,252.00

**SCHEDULE A -3**

	21-22	22-23	23-24	21-22	22-23	23-24	21-22	22-23	23-24
	12 MONTH			10 MONTH			SESSION		
Step				0.83	0.83	0.83	0.73	0.73	0.73
1	36,874.00	37,243.00	37,615.00	30,605.00	30,911.00	31,220.00	26,918.00	27,187.00	27,459.00
2	38,176.00	38,558.00	38,944.00	31,686.00	32,003.00	32,323.00	27,868.00	28,147.00	28,428.00
3	39,478.00	39,873.00	40,272.00	32,767.00	33,095.00	33,426.00	28,819.00	29,107.00	29,398.00
4	40,783.00	41,191.00	41,603.00	33,850.00	34,189.00	34,531.00	29,772.00	30,070.00	30,371.00
5	42,085.00	42,506.00	42,931.00	34,931.00	35,280.00	35,633.00	30,722.00	31,029.00	31,339.00
6	43,387.00	43,821.00	44,259.00	36,011.00	36,371.00	36,735.00	31,673.00	31,990.00	32,310.00
7	44,691.00	45,138.00	45,589.00	37,094.00	37,465.00	37,840.00	32,624.00	32,950.00	33,280.00
8	45,992.00	46,452.00	46,917.00	38,173.00	38,555.00	38,941.00	33,574.00	33,910.00	34,249.00
9	47,296.00	47,769.00	48,247.00	39,256.00	39,649.00	40,045.00	34,526.00	34,871.00	35,220.00
10	48,596.00	49,082.00	49,573.00	40,335.00	40,738.00	41,145.00	35,475.00	35,830.00	36,188.00
11	49,901.00	50,400.00	50,904.00	41,418.00	41,832.00	42,250.00	36,428.00	36,792.00	37,160.00
12	51,205.00	51,717.00	52,234.00	42,500.00	42,925.00	43,354.00	37,380.00	37,754.00	38,132.00
13	52,509.00	53,034.00	53,564.00	43,582.00	44,018.00	44,458.00	38,332.00	38,715.00	39,102.00
14	53,809.00	54,347.00	54,890.00	44,661.00	45,108.00	45,559.00	39,281.00	39,674.00	40,071.00
15	55,112.00	55,663.00	56,220.00	45,743.00	46,200.00	46,662.00	40,232.00	40,634.00	41,040.00
16	56,415.00	56,979.00	57,549.00	46,824.00	47,292.00	47,765.00	41,183.00	41,595.00	42,011.00
17	57,717.00	58,294.00	58,877.00	47,905.00	48,384.00	48,868.00	42,133.00	42,554.00	42,980.00
18	59,020.00	59,610.00	60,206.00	48,987.00	49,477.00	49,972.00	43,085.00	43,516.00	43,951.00
19	60,321.00	60,924.00	61,533.00	50,066.00	50,567.00	51,073.00	44,034.00	44,474.00	44,919.00
20	61,626.00	62,242.00	62,864.00	51,150.00	51,662.00	52,179.00	44,987.00	45,437.00	45,891.00
21	62,928.00	63,557.00	64,193.00	52,230.00	52,752.00	53,280.00	45,937.00	46,396.00	46,860.00
22	64,232.00	64,874.00	65,523.00	53,313.00	53,846.00	54,384.00	46,889.00	47,358.00	47,832.00
23	65,533.00	66,188.00	66,850.00	54,392.00	54,936.00	55,485.00	47,839.00	48,317.00	48,800.00
24	66,838.00	67,506.00	68,181.00	55,476.00	56,031.00	56,591.00	48,792.00	49,280.00	49,773.00
25	68,138.00	68,819.00	69,507.00	56,555.00	57,121.00	57,692.00	49,741.00	50,238.00	50,740.00

**SCHEDULE A -4**

	21-22	22-23	23-24	21-22	22-23	23-24	21-22	22-23	23-24
	12 MONTH			10 MONTH			SESSION		
Step				0.83	0.83	0.83	0.73	0.73	0.73
1	34,142.00	34,483.00	34,828.00	28,338.00	28,621.00	28,907.00	24,924.00	25,173.00	25,425.00
2	35,239.00	35,591.00	35,947.00	29,248.00	29,540.00	29,835.00	25,724.00	25,981.00	26,241.00
3	36,338.00	36,701.00	37,068.00	30,161.00	30,463.00	30,768.00	26,527.00	26,792.00	27,060.00
4	37,433.00	37,807.00	38,185.00	31,069.00	31,380.00	31,694.00	27,326.00	27,599.00	27,875.00
5	38,529.00	38,914.00	39,303.00	31,979.00	32,299.00	32,622.00	28,126.00	28,407.00	28,691.00
6	39,625.00	40,021.00	40,421.00	32,889.00	33,218.00	33,550.00	28,926.00	29,215.00	29,507.00
7	40,722.00	41,129.00	41,540.00	33,799.00	34,137.00	34,478.00	29,727.00	30,024.00	30,324.00
8	41,819.00	42,237.00	42,659.00	34,710.00	35,057.00	35,408.00	30,528.00	30,833.00	31,141.00
9	42,917.00	43,346.00	43,779.00	35,621.00	35,977.00	36,337.00	31,329.00	31,642.00	31,958.00
10	44,012.00	44,452.00	44,897.00	36,530.00	36,895.00	37,264.00	32,129.00	32,450.00	32,775.00
11	45,109.00	45,560.00	46,016.00	37,440.00	37,814.00	38,192.00	32,930.00	33,259.00	33,592.00
12	46,205.00	46,667.00	47,134.00	38,350.00	38,734.00	39,121.00	33,730.00	34,067.00	34,408.00
13	47,301.00	47,774.00	48,252.00	39,260.00	39,653.00	40,050.00	34,530.00	34,875.00	35,224.00
14	48,398.00	48,882.00	49,371.00	40,170.00	40,572.00	40,978.00	35,331.00	35,684.00	36,041.00
15	49,494.00	49,989.00	50,489.00	41,080.00	41,491.00	41,906.00	36,131.00	36,492.00	36,857.00
16	50,591.00	51,097.00	51,608.00	41,991.00	42,411.00	42,835.00	36,931.00	37,300.00	37,673.00
17	51,690.00	52,207.00	52,729.00	42,903.00	43,332.00	43,765.00	37,734.00	38,111.00	38,492.00
18	52,783.00	53,311.00	53,844.00	43,810.00	44,248.00	44,690.00	38,532.00	38,917.00	39,306.00
19	53,880.00	54,419.00	54,963.00	44,720.00	45,167.00	45,619.00	39,332.00	39,725.00	40,122.00
20	54,978.00	55,528.00	56,083.00	45,632.00	46,088.00	46,549.00	40,134.00	40,535.00	40,940.00
21	56,074.00	56,635.00	57,201.00	46,541.00	47,006.00	47,476.00	40,934.00	41,343.00	41,756.00
22	57,171.00	57,743.00	58,320.00	47,452.00	47,927.00	48,406.00	41,735.00	42,152.00	42,574.00
23	58,267.00	58,850.00	59,439.00	48,362.00	48,846.00	49,334.00	42,535.00	42,960.00	43,390.00
24	59,362.00	59,956.00	60,556.00	49,270.00	49,763.00	50,261.00	43,334.00	43,767.00	44,205.00
25	60,460.00	61,065.00	61,676.00	50,182.00	50,684.00	51,191.00	44,136.00	44,577.00	45,023.00



**SCHEDULE B**  
**TEACHER AIDES SALARY**

**TEACHER AIDE STARTING SALARY:**

Effective July 1, 2021: \$ 17.00/hour

Effective July 1, 2022: \$ 17.00/hour

Effective July 1, 2023: \$ 17.00/hour