

AGREEMENT BETWEEN  
THE  
CHAPPAQUA CENTRAL SCHOOL DISTRICT  
AND  
THE CHAPPAQUA OFFICE STAFF ASSOCIATION/NYSUT  
2018 - 2021

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## PREAMBLE

This Agreement, made the thirty-first day of May, 2018, 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, 2018 and shall terminate on June 30, 2021.

### 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 expect 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.

#### 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 \$37.50 per day to a maximum of 245 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.

#### 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, 2018 – 86.5%; effective July 1, 2019 - 86%, effective July 1, 2020 – 85.5% 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, 2018 – 13.5%; effective July 1, 2019 – 14%; effective July 1, 2020 – 14.5% 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.

- 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 will contribute the same dollar amounts as contributed for teachers to the CCT Benefit Fund for the 2018-2021 contract 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.

#### 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.

#### 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:

On-Step Clericals –Clericals who are step eligible in 2018-2019 shall receive an increase to their previous year's salary of step plus 1.25% for the 2018-2019 school year; Clericals who are step eligible in 2019-2020 shall receive an increase to their previous year's salary of step plus 1% for the 2019-2020 school year; and Clericals who are step eligible in 2020-2021 shall receive an increase to their previous year's salary of step plus 1% for the 2020-2021 school year.

##### Teacher Aides –

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

Teacher aides shall receive an increase to their previous year's salary of \$0.70/hour for the 2018-2019 school year; Teacher aides shall receive an increase to their previous year's salary of \$0.70/hour for the 2019-2020 school year; and Teacher aides shall receive an increase to their previous year's salary of \$0.70/hour for the 2020-2021 school year.

Off-Step Clericals –Clericals who are not step eligible in 2018-2019 shall receive an increase to their base salary of \$600 for the 2018-2019 school year; Clericals who are not step eligible in 2019-2020 shall receive an increase to their base salary of \$650 for the 2019-2020 school year; and Clericals who are not step eligible in 2020-2021 shall receive an increase to their base salary of \$675 for the 2020-2021 school year.

Longevity-

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

1. 25 years of service in the District:
  - a. 12 month unit members: \$800
  - b. 10 month unit members: \$664
  - c. Session unit members: \$584
2. 30 years of service in the District:
  - a. 12 month unit members: \$1,000
  - b. 10 month unit members: \$830
  - c. Session unit members: \$730

Noncumulative longevity is to be paid to full time teacher aides as follows:

1. 20 years of service in the District:
  - a. \$400
2. 25 years of service in the District:
  - a. \$775
3. 30 years of service in the District:
  - a. 900

Notwithstanding the above, any unit member who was entitled to the 25 step longevity during the 2017-2018 school year shall continue to remain entitled to receive such longevity.

## 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: 5/23/19

THE CHAPPAQUA CENTRAL SCHOOL DISTRICT



Dr. Christine Ackerman, Superintendent

Dated: 5/29/19

**SCHEDULE A- 1**

	<b>18-19</b>	<b>19-20</b>	<b>20-21</b>	<b>18-19</b>	<b>19-20</b>	<b>20-21</b>	<b>18-19</b>	<b>19-20</b>	<b>20-21</b>
	<b>12 MONTH</b>			<b>10 MONTH</b>			<b>SESSION</b>		
<b>Step</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	40,399	40,803	41,211	33,531	33,866	34,205	29,491	29,786	30,084
2	41,776	42,194	42,616	34,674	35,021	35,371	30,496	30,802	31,110
3	43,155	43,587	44,023	35,819	36,177	36,539	31,503	31,819	32,137
4	44,534	44,979	45,429	36,963	37,333	37,706	32,510	32,835	33,163
5	45,911	46,370	46,834	38,106	38,487	38,872	33,515	33,850	34,189
6	47,290	47,763	48,241	39,251	39,643	40,040	34,522	34,867	35,216
7	48,669	49,156	49,648	40,395	40,799	41,208	35,528	35,884	36,243
8	50,047	50,547	51,052	41,539	41,954	42,373	36,534	36,899	37,268
9	51,426	51,940	52,459	42,684	43,110	43,541	37,541	37,916	38,295
10	52,805	53,333	53,866	43,828	44,266	44,709	38,548	38,933	39,322
11	54,183	54,725	55,272	44,972	45,422	45,876	39,554	39,949	40,349
12	55,561	56,117	56,678	46,116	46,577	47,043	40,560	40,965	41,375
13	56,940	57,509	58,084	47,260	47,732	48,210	41,566	41,982	42,401
14	58,319	58,902	59,491	48,405	48,889	49,378	42,573	42,998	43,428
15	59,698	60,295	60,898	49,549	50,045	50,545	43,580	44,015	44,456
16	61,076	61,687	62,304	50,693	51,200	51,712	44,585	45,032	45,482
17	62,455	63,080	63,711	51,838	52,356	52,880	45,592	46,048	46,509
18	63,833	64,471	65,116	52,981	53,511	54,046	46,598	47,064	47,535
19	65,212	65,864	66,523	54,126	54,667	55,214	47,605	48,081	48,562
20	66,589	67,255	67,928	55,269	55,822	56,380	48,610	49,096	49,587
21	67,970	68,650	69,336	56,415	56,980	57,549	49,618	50,115	50,615
22	69,347	70,040	70,740	57,558	58,133	58,714	50,623	51,129	51,640
23	70,726	71,433	72,147	58,703	59,289	59,882	51,630	52,146	52,667
24	72,104	72,825	73,553	59,846	60,445	61,049	52,636	53,162	53,694
25	73,484	74,219	74,961	60,992	61,602	62,218	53,643	54,180	54,722

**SCHEDULE A- 2**

	<b>18-19</b>	<b>19-20</b>	<b>20-21</b>	<b>18-19</b>	<b>19-20</b>	<b>20-21</b>	<b>18-19</b>	<b>19-20</b>	<b>20-21</b>
	<b>12 MONTH</b>			<b>10 MONTH</b>			<b>SESSION</b>		
<b>Step</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	38,441	38,825	39,213	31,906	32,225	32,547	28,062	28,342	28,625
2	39,840	40,238	40,640	33,067	33,398	33,731	29,083	29,374	29,667
3	41,238	41,650	42,066	34,228	34,570	34,915	30,104	30,405	30,708
4	42,636	43,062	43,493	35,388	35,741	36,099	31,124	31,435	31,750
5	44,037	44,477	44,922	36,551	36,916	37,285	32,147	32,468	32,793
6	45,435	45,889	46,348	37,711	38,088	38,469	33,168	33,499	33,834
7	46,834	47,302	47,775	38,872	39,261	39,653	34,189	34,530	34,876
8	48,232	48,714	49,201	40,033	40,433	40,837	35,209	35,561	35,917
9	49,630	50,126	50,627	41,193	41,605	42,020	36,230	36,592	36,958
10	51,031	51,541	52,056	42,356	42,779	43,206	37,253	37,625	38,001
11	52,429	52,953	53,483	43,516	43,951	44,391	38,273	38,656	39,043
12	53,829	54,367	54,911	44,678	45,125	45,576	39,295	39,688	40,085
13	55,227	55,779	56,337	45,838	46,297	46,760	40,316	40,719	41,126
14	56,624	57,190	57,762	46,998	47,468	47,942	41,336	41,749	42,166
15	58,025	58,605	59,191	48,161	48,642	49,129	42,358	42,782	43,209
16	59,425	60,019	60,619	49,323	49,816	50,314	43,380	43,814	44,252
17	60,822	61,430	62,044	50,482	50,987	51,497	44,400	44,844	45,292
18	62,220	62,842	63,470	51,643	52,159	52,680	45,421	45,875	46,333
19	63,620	64,256	64,899	52,805	53,332	53,866	46,443	46,907	47,376
20	65,019	65,669	66,326	53,966	54,505	55,051	47,464	47,938	48,418
21	66,417	67,081	67,752	55,126	55,677	56,234	48,484	48,969	49,459
22	67,817	68,495	69,180	56,288	56,851	57,419	49,506	50,001	50,501
23	69,216	69,908	70,607	57,449	58,024	58,604	50,528	51,033	51,543
24	70,615	71,321	72,034	58,610	59,196	59,788	51,549	52,064	52,585
25	72,014	72,734	73,461	59,772	60,369	60,973	52,570	53,096	53,627

**SCHEDULE A- 3**

	<b>18-19</b>	<b>19-20</b>	<b>20-21</b>	<b>18-19</b>	<b>19-20</b>	<b>20-21</b>	<b>18-19</b>	<b>19-20</b>	<b>20-21</b>
	<b>12</b>			<b>10</b>			<b>SESSION</b>		
	<b>MONTH</b>			<b>MONTH</b>					
<b>Step</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	35,790	36,148	36,509	29,706	30,003	30,302	26,127	26,388	26,652
2	37,053	37,424	37,798	30,754	31,062	31,372	27,049	27,320	27,593
3	38,317	38,700	39,087	31,803	32,121	32,442	27,971	28,251	28,534
4	39,583	39,979	40,379	32,854	33,183	33,515	28,896	29,185	29,477
5	40,847	41,255	41,668	33,903	34,242	34,584	29,818	30,116	30,418
6	42,111	42,532	42,957	34,952	35,302	35,654	30,741	31,048	31,359
7	43,377	43,811	44,249	36,003	36,363	36,727	31,665	31,982	32,302
8	44,640	45,086	45,537	37,051	37,421	37,796	32,587	32,913	33,242
9	45,905	46,364	46,828	38,101	38,482	38,867	33,511	33,846	34,184
10	47,167	47,639	48,115	39,149	39,540	39,935	34,432	34,776	35,124
11	48,434	48,918	49,407	40,200	40,602	41,008	35,357	35,710	36,067
12	49,699	50,196	50,698	41,250	41,663	42,079	36,280	36,643	37,010
13	50,964	51,474	51,989	42,300	42,723	43,151	37,204	37,576	37,952
14	52,227	52,749	53,276	43,348	43,782	44,219	38,126	38,507	38,891
15	53,491	54,026	54,566	44,398	44,842	45,290	39,048	39,439	39,833
16	54,755	55,303	55,856	45,447	45,901	46,360	39,971	40,371	40,775
17	56,020	56,580	57,146	46,497	46,961	47,431	40,895	41,303	41,717
18	57,284	57,857	58,436	47,546	48,021	48,502	41,817	42,236	42,658
19	58,548	59,133	59,724	48,595	49,080	49,571	42,740	43,167	43,599
20	59,814	60,412	61,016	49,646	50,142	50,643	43,664	44,101	44,542
21	61,077	61,688	62,305	50,694	51,201	51,713	44,586	45,032	45,483
22	62,343	62,966	63,596	51,745	52,262	52,785	45,510	45,965	46,425
23	63,606	64,242	64,884	52,793	53,321	53,854	46,432	46,897	47,365
24	64,872	65,521	66,176	53,844	54,382	54,926	47,357	47,830	48,308
25	66,134	66,795	67,463	54,891	55,440	55,994	48,278	48,760	49,248

**SCHEDULE A- 4**

	<b>18-19</b>	<b>19-20</b>	<b>20-21</b>	<b>18-19</b>	<b>19-20</b>	<b>20-21</b>	<b>18-19</b>	<b>19-20</b>	<b>20-21</b>
	<b>12 MONTH</b>			<b>10 MONTH</b>			<b>SESSION</b>		
<b>Step</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	33,138	33,469	33,804	27,505	27,779	28,057	24,191	24,432	24,677
2	34,203	34,545	34,890	28,388	28,672	28,959	24,968	25,218	25,470
3	35,269	35,622	35,978	29,273	29,566	29,862	25,746	26,004	26,264
4	36,332	36,695	37,062	30,156	30,457	30,761	26,522	26,787	27,055
5	37,396	37,770	38,148	31,039	31,349	31,663	27,299	27,572	27,848
6	38,460	38,845	39,233	31,922	32,241	32,563	28,076	28,357	28,640
7	39,525	39,920	40,319	32,806	33,134	33,465	28,853	29,142	29,433
8	40,589	40,995	41,405	33,689	34,026	34,366	29,630	29,926	30,226
9	41,654	42,071	42,492	34,573	34,919	35,268	30,407	30,712	31,019
10	42,718	43,145	43,576	35,456	35,810	36,168	31,184	31,496	31,810
11	43,782	44,220	44,662	36,339	36,703	37,069	31,961	32,281	32,603
12	44,847	45,295	45,748	37,223	37,595	37,971	32,738	33,065	33,396
13	45,910	46,369	46,833	38,105	38,486	38,871	33,514	33,849	34,188
14	46,975	47,445	47,919	38,989	39,379	39,773	34,292	34,635	34,981
15	48,039	48,519	49,004	39,872	40,271	40,673	35,068	35,419	35,773
16	49,103	49,594	50,090	40,755	41,163	41,575	35,845	36,204	36,566
17	50,169	50,671	51,178	41,640	42,057	42,478	36,623	36,990	37,360
18	51,231	51,743	52,260	42,522	42,947	43,376	37,399	37,772	38,150
19	52,296	52,819	53,347	43,406	43,840	44,278	38,176	38,558	38,943
20	53,361	53,895	54,434	44,290	44,733	45,180	38,954	39,343	39,737
21	54,425	54,969	55,519	45,173	45,624	46,081	39,730	40,127	40,529
22	55,490	56,045	56,605	46,057	46,517	46,982	40,508	40,913	41,322
23	56,553	57,119	57,690	46,939	47,409	47,883	41,284	41,697	42,114
24	57,616	58,192	58,774	47,821	48,299	48,782	42,060	42,480	42,905
25	58,681	59,268	59,861	48,705	49,192	49,685	42,837	43,266	43,699

**SCHEDULE B  
TEACHER AIDES SALARY**

**TEACHER AIDE STARTING SALARY:**

Effective July 1, 2018: \$ 17.00/hour

Effective July 1, 2019: \$ 17.00/hour

Effective July 1, 2020: \$ 17.00/hour