

AGREEMENT BETWEEN  
THE  
CHAPPAQUA CENTRAL SCHOOL DISTRICT  
AND  
THE CHAPPAQUA OFFICE STAFF ASSOCIATION/NYSUT  
2011 - 2018

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PREAMBLE

This Agreement, made the twenty-first day of April, 2015, 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 PROCEDURESARTICLE 1 - Duration

- A. This agreement shall become effective July 1, 2011 and shall terminate on June 30, 2018.

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 secretaries 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 body 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 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 more than twenty-four hours 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-four (24) 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 shall be 30 hours per week, 6 hours per day. Summer hours shall begin the first day after the teacher year ends and shall end the last day before the teachers return. Summer hours will prevail for those employees scheduled to work during recess periods.

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.

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.

Posting of Positions - All unit vacancies in the school district will be posted on school bulletin boards. A notice of all such vacancies shall be forwarded to the President of the Association.

Notices of openings occurring during July and August will be forwarded to those who file self-addressed envelopes with the Personnel Office prior to leaving on vacation.

Appropriate postings shall be mailed to teacher aides that have been excessed by the district. This will be in effect for two years.

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 clerical holiday schedule.

Recommendations shall be made based on the following criteria:

<u>Type of Employee</u>	<u>Not Less Than</u>
A. Twelve month	14 days
B. Ten month	13 days
C. Session	10 days

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 the school principal or the business administrator for the Education Center.

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 Stenographer, Secretary/Stenographer, Senior Office Assistant, Senior Office Asst.-Automated Systems, Accountant, Audio/Visual Technician, Database Manager, Secretary School District
- 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:** Typist, Clerk, Computer Aide, Audio Visual Assistant.
- A-4:** Typist/School Monitor, Clerk/School Monitor, Clerk/Typist, 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 family.

### 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 twelve (12) month employees qualifying for benefits may be allowed up to three (3) personal business days with pay during the year; all other qualified employees may be allowed up to two and one half (2 1/2) personal business days with pay during the year. All teacher aides qualifying for benefits may be allowed up to two (2) personal business days with pay during the year. Effective July 1, 2015 teacher aides who qualify for benefits may be allowed up to two and one half (2 ½) 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 in writing 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 family.

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.

- 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 \$32.00 per day in each year to a maximum of 245 days in 2008-2018.
- 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 Business Administrator. 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 Business Administrator, 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 Business Administrator 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, 2011 - 91%; effective July 1, 2012 - 91%, effective July 1, 2013 - 91%; effective July 1, 2014 - 91%; effective July 1, 2015 - 89%; effective July 1, 2016 - 88%; effective July 1, 2017 - 87% 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, 2011 - 9%; effective July 1, 2012 - 9%; effective July 1, 2013 - 9%; effective July 1, effective July 1, 2014 - 9%; effective July 1, 2015 - 11%; effective July 1, 2016 - 12%; effective July 1, 2017 - 13% 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.

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 – July 1, 2011 – June 30, 2015: The purpose of the Benefit Fund is to provide Dental, Vision, Life Insurance Benefits to all eligible unit members. The District will approve a third party administrator to administer the fund.

Up to two (2) Administrators will be on the Board of Trustees.

The District shall contribute annually, per eligible unit member, according to the following schedule:

July 15: 50%  
January 15: 50%

The District will contribute the following amounts: \$1,385 per eligible unit member in 2008-2009, \$1,420 per eligible unit member in 2009-2010, and \$1,455 per eligible unit member in 2010-2011.

Beginning on July 1, 2015, COSA Benefit Fund will merge with CCT Benefit Fund. The District will contribute \$1,490/year per eligible unit member in 2015-16, \$1,490/year per eligible unit member in 2016-17 and \$1,490/year per eligible unit member in 2017-18.

- D. A sick leave bank shall be created upon the contribution of an equal number of days from the Association and the District. Employees electing to participate in such a bank shall submit to the District a waiver of no more than one (1) day of accumulated 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. All eligible employees shall be invited to participate, but employees not electing to waive a sick leave day may not receive time from the sick leave bank.

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 in 2008-2018 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 Associations 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 a checklist evaluation tool for the term of this agreement.

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 be comprised of two (2) representatives from the Association and two (2) representatives from the District. The committee shall meet upon the request of either party. Said request shall contain the proposed agenda.



## 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 2014-15 shall receive an increase to their previous year's salary of step only; Clericals who are step eligible in 2015-16 shall receive an increase to their previous year's salary of step plus 0.5% for the 2015-16 school year; Clericals who are step eligible in 2016-17 shall receive an increase to their previous year's salary of step plus 0.5% for the 2016-17 school year; Clericals who are step eligible in 2017-18 shall receive an increase to their previous year's salary of step plus 1.0% for the 2017-18 school year.

Teacher Aides – Teacher aides shall receive an increase to their previous year's salary of \$750 plus \$0.50/hour for the 2014-15 school year; Teacher aides shall receive an increase to their previous year's salary of \$750 plus \$0.50/hour for the 2015-16 school year; Teacher aides shall receive an increase to their previous year's salary of \$750 plus \$0.50/hour for the 2016-17 school year; and Teacher aides shall receive an increase to their previous year's salary of \$750 plus \$0.50/hour for the 2017-18 school year.

Off-Step Clericals – Clericals who are not step eligible in 2014-15 shall receive an increase to their base salary of \$600 for May and \$600 for June; Clericals who are not step eligible in 2015-16 shall receive an increase to their base salary of \$1,250 for the 2015-16 school year; Clericals who are not step eligible in 2016-17 shall receive an increase to their base salary of \$1,250 for the 2016-17 school year; and Clericals who are not step eligible in 2017-18 shall receive an increase to their base salary of \$1,250 for the 2017-18 school year.

Longevity is to be paid after working twenty seven years in the District in the amount of \$500.00 per year (non-cumulative) shall be implemented effective July 1, 2008 through June 30, 2015.

Longevity (non-cumulative) beginning in 2015-16:

Clerical – Longevity will be paid after completing 25 steps.

Teacher Aides – Longevity will be paid after working 25 years.

Effective July 1, 2015: \$725


Effective July 1, 2016: \$750

Effective July 1, 2017: \$775

RATIFICATION

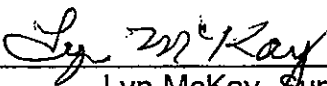
THE CHAPPAQUA OFFICE STAFF ASSOCIATION/NYSUT NEGOTIATING UNIT (UNIT 3) AND THE SUPERINTENDENT OF SCHOOLS OF THE CHAPPAQUA CENTRAL SCHOOL DISTRICT HAVE APPROVED THE FOREGOING AGREEMENT, AND SUCH APPROVAL IS INDICATED BY THE SIGNATURES BELOW.

THE CHAPPAQUA OFFICE STAFF ASSOCIATION/NYSUT

  
\_\_\_\_\_  
Karen Greco, President

Dated: 6/25/15

THE CHAPPAQUA CENTRAL SCHOOL DISTRICT

  
\_\_\_\_\_  
Lyn McKay, Superintendent

Dated: 6/25/15

SCHEDULE A- 1											
	15-16	16-17	17-18		15-16	16-17	17-18		15-16	16-17	17-18
	12 MONTH				10 MONTH				SESSION		
					0.83	0.83	0.83		0.73	0.73	0.73
1	39,308	39,505	39,900		32,626	32,789	33,117		28,695	28,839	29,127
2	40,648	40,851	41,260		33,738	33,906	34,246		29,673	29,821	30,120
3	41,990	42,200	42,622		34,852	35,026	35,376		30,653	30,806	31,114
4	43,332	43,549	43,984		35,966	36,146	36,507		31,632	31,791	32,108
5	44,672	44,895	45,344		37,078	37,263	37,636		32,611	32,773	33,101
6	46,014	46,244	46,706		38,192	38,383	38,766		33,590	33,758	34,095
7	47,355	47,592	48,068		39,305	39,501	39,896		34,569	34,742	35,090
8	48,697	48,940	49,429		40,419	40,620	41,026		35,549	35,726	36,083
9	50,038	50,288	50,791		41,532	41,739	42,157		36,528	36,710	37,077
10	51,380	51,637	52,153		42,645	42,859	43,287		37,507	37,695	38,072
11	52,720	52,984	53,514		43,758	43,977	44,417		38,486	38,678	39,065
12	54,062	54,332	54,875		44,871	45,096	45,546		39,465	39,662	40,059
13	55,403	55,680	56,237		45,984	46,214	46,677		40,444	40,646	41,053
14	56,745	57,029	57,599		47,098	47,334	47,807		41,424	41,631	42,047
15	58,087	58,377	58,961		48,212	48,453	48,938		42,404	42,615	43,042
16	59,428	59,725	60,322		49,325	49,572	50,067		43,382	43,599	44,035
17	60,769	61,073	61,684		50,438	50,691	51,198		44,361	44,583	45,029
18	62,110	62,421	63,045		51,551	51,809	52,327		45,340	45,567	46,023
19	63,452	63,769	64,407		52,665	52,928	53,458		46,320	46,551	47,017
20	64,792	65,116	65,767		53,777	54,046	54,587		47,298	47,535	48,010
21	66,135	66,466	67,131		54,892	55,167	55,719		48,279	48,520	49,006
22	67,476	67,813	68,491		56,005	56,285	56,848		49,257	49,503	49,998
23	68,817	69,161	69,853		57,118	57,404	57,978		50,236	50,488	50,993
24	70,158	70,509	71,214		58,231	58,522	59,108		51,215	51,472	51,986
25	71,500	71,858	72,577		59,345	59,642	60,239		52,195	52,456	52,981







**SCHEDULE B  
TEACHER AIDES SALARY**

**TEACHER AIDE STARTING SALARY:**

Effective July 1, 2015: \$16.00/hour  
Effective July 1, 2016: \$16.25/hour  
Effective July 1, 2017: \$16.50/hour