

MEMORANDUM OF AGREEMENT

BY AND BETWEEN THE SUPERINTENDENT OF SCHOOLS AND BOARD OF EDUCATION OF THE CHAPPAQUA CENTRAL SCHOOL DISTRICT, hereinafter referred to as “The District” and **THE CHAPPAQUA OFFICE STAFF ASSOCIATION/NYSUT**, hereinafter referred to as “The Association”;

WHEREBY, the District and the Association agree to incorporate the provisions of their Collectively Negotiated Agreement into a seven-year successor agreement effective July 1, 2018 and terminating on June 30, 2021, except as modified by the following provisions:

1. **ARTICLE 2B – RECOGNITION**: delete word secretaries before the term designated confidential
2. **ARTICLE 8A** – Change to state that employees must work 25 hours or more ...in the event of involuntary reduction of hours below 25.
3. **ARTICLE 8B**: During the school year, when students are not in attendance, employees shall work 6.5 hour days with a 30min lunch.
4. **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.
5. **ARTICLE 10 - VACATION** – Vacation days may be taken during the regular school year with the approval of his/her direct supervisor
6. **ARTICLE 15 – PERSONAL BUSINESS DAYS** - The request for personal business days shall be made through AESOP.
7. **ARTICLES 17 & 19 - CHANGE TITLE** - Business Administrator to Assistant Superintendent for Business.

8. **ARTICLE 21C** - Reflect new contract parameters.
9. **ARTICLE 26 - EVALUATION** - 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.
10. **ARTICLE 28 - LABOR MANAGEMENT COMMITTEE** - the labor management committee shall consist of COSA President, Vice President, Assistant Superintendent for Business and Assistant Superintendent for HR/Leadership Development
11. 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.
12. **ARTICLE 14 & 16 - DEFINITION OF FAMILY** - Immediate family member are an employee's spouse, children, parents, sibling, grandparents, grandchildren and in-laws. The superintendent may grant special bereavement and sick leave upon request.
13. **SALARY INCREASE FOR CLERICAL:**
 - Year 1: 1.25%
 - Year 2: 1%
 - Year 3: 1%
14. **WAGE INCREASE FOR AIDES:**
 - Year 1: \$.70 increase per hour
 - Year 2: \$.70 increase per hour
 - Year 3: \$.70 increase per hour
15. **AIDES STARTING WAGE:** \$17 per hour effective 7/1/18

16. **OFF STEP CLERICAL INCREASES:**

- Year 1: \$600
- Year 2: \$650
- Year 3: \$675

17. **LONGEVITY**

Clerical (noncumulative):

25 Years of Service to the District: 12M= \$800, 10M = \$664, Session = \$584

30 Years of Service to the District: 12M = \$1,000, 10M = \$830, Session = \$730

Full Time Teacher Aides (noncumulative):

20 Years of Services to the District = \$400

25 Years of Services to the District = \$775

30 Years of Services to the District = \$900

18. **HEATH INSURANCE CONTRIBUTION INCREASE FOR CLERICALS AND AIDES:**

- Year 1: 0.5%
- Year 2: 0.5%
- Year 3: 0.5%

19. **OVERTIME FOR CLERICALS** – add that employee may choose to take comp time in the same calendar year in lieu of overtime pay at the same rate of the extra hours worked (not time and a half).

20. **HOLIDAYS FOR CLERICALS** - All 12-month employees, will receive the SAME paid holidays as the school administrators. All 10-month employees will receive the SAME paid holidays as the school administrators during the school year.

21. **PERSONAL BUSINESS** - Add .5 Personal Day to 10-month, session and full-time teacher aides.

22. **ARTICLE 16E** - Upon retirement, salaried employees will be paid \$37.50 per day for unused sick for a maximum of 245 days.

23. **RETIREE HEALTH INSURANCE** - Add to the agreement: minimum vesting requirement of 15 years of service in the District in a benefits eligible position with a District premium share requirement for unit members hired to commence work in the bargaining unit on or after July 1, 2018.

24. **SUMMER HOURS** - The Summer Schedule shall consist of 7.5 consecutive hours per day, thirty hours per week, Monday through Thursday excluding a half (½) hour

for lunch, beginning with the Monday following the last day of school and going through to the Friday, one-week preceding the beginning of school.

- a. Any time off during the Summer Schedule will be counted as 1.25 per day.
 - b. The work day shall begin at 7:30am and conclude at 3:30pm for all unit members – Monday through Thursday.
25. **ARTICLE 11 - CLASSIFICATION** – Following ratification, the parties will review titles to update recognize clause and salary schedule/title designations as discussed.
26. **ARTICLE 21 C** - Delete 6/1/11-6/30/15 from first paragraph. Delete last sentence of first paragraph. Delete next three paragraphs.
27. Revise last paragraph to read:

“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.”
28. **ARTICLE 21 D**: Incorporate Supplemental Memorandum of Agreement of September 15, 2011: Delete the second and fifth sentence of the first paragraph and replace with the following: All qualified employees shall submit to the District a waiver of no more than one (1) day of accumulative sick leave.

**SO AGREED THIS 31st DAY OF MAY, 2018, SUBJECT TO RATIFICATION BY
THE RESTRICTIVE CONSTITUENCIES.**

THE DISTRICT

BY: 
DR. CHRISTINE ACKERMAN, SUPERINTENDENT OF SCHOOLS

THE ASSOCIATION

BY: 
DEBORAH KANUK, PRESIDENT OF COSA