

AGREEMENT

between the

**Herricks Teachers' Association
Custodians, Cleaners, Maintenance
Staff, Grounds Crew, Laborers, AV and
Computer Technicians, Automotive
Servicer/Bus Drivers, and
Transportation Staff, Bus
Drivers/Cleaners, Information
Specialists and Data Analysts**

and the

Herricks Union Free School District

Contract

Effective July 1, 2023 through June 30, 2027

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I. AGREEMENT

This AGREEMENT is effective on the 1st day of July, 2023, by and between the HERRICKS TEACHERS' ASSOCIATION, CUSTODIANS, CLEANERS, MAINTENANCE STAFF, GROUNDS CREW, LABORERS, AV AND COMPUTER TECHNICIANS, AUTOMOTIVE SERVICER/BUS DRIVERS, AND TRANSPORTATION STAFF, BUS DRIVERS/CLEANERS, INFORMATION SPECIALISTS AND DATA ANALYSTS (hereinafter referred to as the "Association" or "HTA") and the HERRICKS UNION FREE SCHOOL DISTRICT (hereinafter the "District").

II. RECOGNITION

A. The Board of Education recognizes the Association as the sole and exclusive bargaining agent for all computer support technicians, AV technicians, data analysts, custodial employees, maintenance staff, grounds crew, laborers, bus drivers, custodian/bus drivers, bus driver/cleaners, automotive servicer/bus driver, cleaners, information specialists and seasonal workers.

B. The Association does not represent the following positions, long and short-term substitutes, Director of Facilities, Director of Transportation, Accounting Manager, Administrative Assistants, Treasurer, Maintenance Supervisor, Secretaries to the Superintendent, Secretaries to the Assistant Superintendents, Secretary to the Board of Education and clerical employees in the Office of the Superintendent of Schools.

C. The District will notify the Association of any presentation regarding the terms and conditions of employment made by any employee in the above-described unit upon written request of the employee and will allow a representative of the Association to attend such presentation as an observer.

III. ASSOCIATION BUSINESS

A. Permission will be granted for the reasonable use of District facilities for meetings.

B. The Association will have free and unhindered use of school mailboxes for the purpose of the distribution of HTA material.

C. The District will provide the Association with a room in the Community Center to be used as an office on a space available basis and will install a telephone in said room. The Association will be responsible for the phone bill. Association officers will have access to the office whenever the building is open to the public during non-working hours of the officers.

D. Sufficient leave will be granted for attendance by the official delegates to the annual Representative Assembly of the State Teachers' Association ("NYSUT") plus the equivalent of two (2) days in total for two (2) additional state and national conferences (National Education Association, American Federation of Teachers).

IV. NYSUT BENEFITS DEDUCTION AND REMITTANCE

The District will check off and remit twenty (20) payments to NYSUT Benefit Trust upon submission of a signed authorization to the payroll office for any member. Such signed authorization may be discontinued at the end of its term upon written notice by the employee to the District. The District will remit to NYSUT Benefit Trust the twenty (20) payments deducted and will furnish the Trust with a list of all members from whose salaries such deductions have been made and the amounts of such deductions.

V. VOTE/COPE DEDUCTION AND REMITTANCE

If authorized in writing by a member, the District agrees to provide one payroll deduction for Vote/Cope during the school year.

VI. FULL-TIME/PART-TIME

A. Employees are considered full-time if they are assigned to work forty (40) hours per week.

B. Any part-time employees who are assigned to work twenty (20) or more hours per week, will receive, if eligible, any and all benefits provided to full-time employees.

C. Effective July 1, 2023, hours worked per week will not include lunch periods in Article XIV.

VII. PROCEDURES

A. Absence or Tardiness

In the event of absence or tardiness, employees will contact either the Director of Facilities, the Assistant Superintendent for Business, or the employee's direct supervisor prior to reporting time. Notification of such absence or tardiness will be made by the employee as early as possible, so that proper staffing arrangements may be made by the District.

Notification will be made according to a list of telephone numbers to be provided to employees by the District. Failure to comply, after receiving the list of telephone numbers, may result in disciplinary action. A verbal warning will be issued after one incident of absence or tardiness without notification. Following the third such occurrence,

the employee's pay will be docked for each incident of absence or tardiness without notification. Docking will be calculated in fifteen (15) minute intervals. The employee's supervisor will have the discretion to accept reasonable explanations regarding these absences and or tardiness. These incidents will be accumulated from July 1st through June 30th of each year.

B. Qualifications & Prior Experience

All employees new to the District and appointed by the Board may be granted credit for prior related work experience. Persons will be employed by the District within the bargaining unit who are qualified under Civil Service Laws and Regulations where such apply.

C. Wage Differential

Technicians, custodial employees, cleaners, bus driver/cleaners, laborers, information specialist and maintenance employees will receive a wage differential of seven percent (7%) when the majority of the total hours worked are after 6:00 p.m. Upon beginning employment, maintenance employees will be assigned to the Day Shift or assigned to the Night Shift. Said employees assigned to work the Night Shift will be paid the wage differential of seven percent (7%).

D. Change in Shift Assignment

If any change in shift assignment is required, volunteers will be sought first. If no volunteers are forthcoming, reassignments will be made using the following criteria (these are equally weighted): seniority, preference and suitability for the position. When feasible, the District will provide at least ten (10) calendar days' notice to the unit member whose shift assignment is being changed.

E. Paid Holidays

1. Maintenance, custodial, cleaners, bus driver/cleaners, grounds, laborers, transportation employees, technicians, data analysts and information specialists will be entitled to the following fourteen (14) paid holidays: July 4th, Labor Day, Columbus Day, Veterans Day, Thanksgiving, the day after Thanksgiving, Christmas Day, New Year's Day, Martin Luther King Day, Presidents' Day, Holy Thursday, Good Friday, Memorial Day, and Juneteenth*. In addition, for those years during which the aforementioned employees would work 261 days instead of 260 days, they will receive Christmas Eve as an additional holiday. If Christmas Eve falls on a weekend, then the day after the Christmas holiday will be substitute.

*Note: Juneteenth shall be a paid holiday on the day that it is federally recognized. Unit members will be eligible for compensatory time as provided for below in Article VII(2)-(3), as applicable.

2. Those employees who work Tuesday through Saturday receive Monday holidays as compensatory time to comply with fourteen (14) holidays. Compensatory days in lieu of holidays, not used by December 31st of the school year immediately following the school year in which earned, will be compensated at the employee's daily rate of pay at the employee's discretion for a maximum of two and a half (2½) days. Any days beyond two and a half (2½) days will be forfeited.

3. Those employees whose workweek is Monday through Thursday and Saturday receive Friday holidays as compensatory time to comply with fourteen (14) holidays. Compensatory time must be used when school is not in session in the same school year that it is earned and will not be compensated.

F. Mileage Reimbursement

Employees may be asked to use their cars. If they consent to do so, reimbursement for this use will be at the IRS rate per mile. Those employees who regularly use their cars for work, as designated annually by the District, will receive an annual stipend of one thousand two hundred forty dollars (\$1,240). Reimbursement will be at the IRS rate per mile for travel more than ten (10) miles each way outside the District as per MapQuest.

G. Repairs and Capital Improvements

When practical, the District will consult with the Association before significant new repairs or capital improvements are undertaken.

H. Creation of School Calendars

The Association will participate in consultations concerning the creation of school calendars.

I. Ideas for Cost Savings

If the District decides to implement a unit member's original idea for cost savings, then it will pay that unit member ten percent (10%) of the first-year savings, up to a maximum one thousand dollars (\$1,000). No unit member will receive more than one thousand dollars (\$1,000) in any fiscal year under this subsection.

The Superintendent will have discretion in determining the degree of contribution to such a cost saving idea, and will have the authority to allocate these funds among staff members in the event more than one (1) member has contributed to a cost saving idea.

J. Compliance with Board Policies

All employees are required to comply with all applicable Board policies and regulations. It is the responsibility of the District to provide an updated Policy Book on the District's website. The Association will be notified of any revisions to policies and/or regulations.

K. Contracting for Snow Removal

In the event of a snow emergency, if the number of snow removal employees within the unit is inadequate to perform the snow removal work, the District will be permitted to employ a private contractor to assist those unit employees in such work.

VIII. WORKING CONDITIONS

A. Work Year & Work Day

Full-time salaried, maintenance, custodial, cleaners, bus driver/cleaners, information specialist, grounds crew, laborers, technicians, data analysts and twelve (12) month bus drivers will continue to have a normal work year of forty (40) hours per week, fifty-two (52) weeks per year including paid holidays and vacations for a total of two hundred and sixty (260) days. Full-time salaried ten (10) month bus drivers will work eight (8) hours for each scheduled workday between September 1st and June 30th for a total of two hundred and twenty (220) days.

B. Overtime

1. Employees will receive time and one-half for all overtime beyond forty (40) hours in any given work week. Authorized paid absences and days not scheduled for work will be counted as time worked for purposes of computing overtime.

2. The hourly rate of overtime will be equal to time and one-half of the hourly rate of the employee, computed from the employee's total compensated hours.

3. The District will pay at the rate of double time for all hours worked on a Sunday or on one of the enumerated holidays.

It is agreed, for the Community Center Building only, that the District may employ one (1) custodian whose normal work week is Sunday through Thursday. The provision regarding double time pay for all hours worked on a Sunday will not apply to this specific custodian.

4. Employees who have gone home from work and are called back to work during a weekend (from Friday after regular working hours through Sunday) will be paid a minimum of two and one-half (2½) hours at time and one-half, except that if the call back occurs on a Sunday, the rate of pay will be double time. If called back to work from Monday through Thursday, the employee will be paid for a minimum of two (2) hours at time and one-half. In the event the employee works into their regular working hours, the employee will be paid time and one-half for such regular working hours.

5. Employees who have gone home from work and are called back to work will be credited with one half (1/2) hour travel time to be counted as part of their minimum recall hours.

C. Emergency Work

Custodial, transportation, cleaners, bus driver/cleaners, grounds crew, laborers and maintenance employees who come to work on a day that has been declared an Emergency Day by the State of New York and/or by Nassau County and works a minimum of six (6) hours are to receive one (1) hour compensatory time and one (1) hour double time for each hour worked up to a maximum of eight (8) hours worked (to be used on recess when school is closed). Those employees who work fewer than six (6) hours will not receive this additional compensation. The emergency starts at the time the emergency status is declared and runs for twenty-four (24) hours. The emergency stays in effect for as long as schools continue to be closed due to the emergency. The effect and compensation set forth herein shall continue for no longer than one week from the date of the school closure arising from the emergency declaration. All regular overtime rules will recommence after the end of the emergency or after one week, whichever comes first.

D. Snow Removal (Non-Emergency)

1. Custodial, transportation, cleaners, bus driver/cleaners, grounds crew, labors and maintenance employees who come to work on a snow day when school is closed, but is not declared an Emergency Day by Nassau County and work a full shift are to receive four (4) hours compensatory time plus four (4) hours overtime pay. In the event an emergency is declared after more than half of a workday, the employee must work an additional six (6) hours to qualify for the compensation set forth in the paragraphs.

2. The parties recognize the responsibilities of the various positions in the unit include duties during emergency days, snow days, and other cases of unanticipated school closings. Accordingly, employees are expected to report as directed. If, in the reasonable discretion of the Director of Facilities, an employee fails to report without a valid reason, they shall be docked one day's pay for each such absence.

3. AV technicians, data analysts, and computer technicians will be paid in accordance with Article VIII(D)(1) and (2), as applicable, if they report to work on days that schools are closed at the direction of the District to perform duties associated with their position. If they are not directed to report and, as a result, do not report, they will not be charged a day.

E. Job Related Training

There will be an annual budgetary allowance of twenty-five hundred (\$2,500) dollars for job related training courses. Unit members will be allowed to attend job related classes offered by the Herricks adult education program at no charge if there is room in the course. The determination as to whether there is room and whether the course is job related will be made solely by the District.

F. Sign In & Sign Out

The District may continue or implement a sign in/out procedure, using a methodology of its choosing. Unit members will only be required to sign in at the beginning of the day and out at the end of the day. For those who travel between buildings, the sign-in will occur at the building where the employee starts the work day and the sign-out will occur at the building where the employee ends the work day. As part of the sign in/out procedure, the District may require the employee's name, employee number, location, date and time. The District will use all reasonable efforts to maintain the confidentiality of the information gathered through the sign in/out procedure, subject to any applicable law, rule, regulation or order. If used for attendance purposes, the information will be used in the same manner as the previously used sign in/out methods. The District will consult with the HTA (but not have an obligation to negotiate) regarding any change in technology used by the District.

IX. EMPLOYEE FACILITIES

The minimum essential facilities provided by the District for each building will include:

- A. Space in each building where employees may safely store personal belongings.
- B. Well-lighted and clean restrooms with high quality supplies.
- C. Precautionary signs and other necessary devices for safety in the parking lots.

X. PROMOTIONS

A. When promotional are open, all unit employees will be given adequate opportunity to make application for such positions in accordance with present procedures.

B. Promotional salaries are to be compensated on a lateral move to the next salary column.

XI. PROTECTION OF NON-TEACHING EMPLOYEES

A. All employees who are appointed from a Civil Service List are afforded the protection as set forth in Civil Service Law § 75.

B. Any bargaining unit employee who is meeting with a supervisor or supervisors where the meeting may result in disciplinary action will have the right to have an Association representative present at such meeting.

XII. EMPLOYEE PROTECTION

The District will expend necessary funds not to exceed three thousand dollars (\$3,000) per annum for the purpose of reimbursing employees (custodians, cleaners, maintenance staff, grounds crew, laborers, information specialists, technicians, data analysts, transportation staff and bus driver/cleaners) whose cars have been damaged while on school property, or being used for District business. Employees will be compensated on the following basis:

A. The claim for damages must be promptly reported to and certified by the District.

B. In no case will reimbursement exceed five hundred dollars (\$500) per employee.

C. If the total annual claims made exceed three thousand dollars (\$3,000), then those employees who have reported claims by June 15th of any given year will be reimbursed a proportionate share of the claim.

XIII. ACCESS TO INFORMATION

The District agrees to make available such information as is reasonable, proper to reveal, and required to be made available as part of its obligation to bargain in good faith.

XIV. LUNCH

A. All full-time transportation employees and technicians are entitled to a daily, sixty (60) minute, uninterrupted lunch period.

B. All other full-time employees are entitled to a daily, thirty (30) minute, uninterrupted lunch period.

C. If an emergency occurs, and, on a given day, an employee must forgo lunch, they will be credited with the appropriate number of minutes of overtime, or the appropriate compensatory time. This will be done by mutual agreement between the employee and their supervisor.

D. An appropriate area will be set aside for the employees to eat their lunch.

XV. SALARY AND OTHER COMPENSATION

A. Schedules

1. All full-time employees covered by this Agreement will receive salary in accordance with either Appendix A, B or C for their respective job title, and any other longevity compensation to which they are entitled. The foregoing appendices reflect the following increases:

Effective July 1, 2023, the salary schedule for the school year July 1, 2023 through June 30, 2024 shall be created by increasing the 2022-2023 salary schedule 1.75%.

Effective July 1, 2024, the salary schedule for the school year July 1, 2024 through June 30, 2025 shall be created by increasing the 2023-2024 salary schedule 1.50%.

Effective July 1, 2025, the salary schedule for the school year July 1, 2025 through June 30, 2026 shall be created by increasing the 2024-2025 salary schedule 1.50%.

Effective July 1, 2026, the salary schedule for the school year July 1, 2026 through June 30, 2027 shall be created by increasing the 2025-2026 salary schedule 1.25%.

No other rates or stipends shall be increased by the foregoing salary percentage increases.

2. All part-time cleaners, bus drivers and maintainers will receive salary in accordance with Appendix C.

3. After twenty (20) years, and each year thereafter, each employee will receive a longevity benefit of \$100 per year. Such longevity benefits shall be cumulative (i.e., \$100 after one (1) year, \$200 after two (2) years, etc.).

B. Eleven Month Employees

Eleven (11) month full-time employees will receive 91⅓% of the appropriate step and column of Appendix A.

C. Ten Month Employees

Ten (10) month full-time employees will receive 83⅓% of the appropriate step and column of Appendix A. See Appendix B for Salary Schedule.

D. Part-Time Employees

Part-time employees will receive an annual salary in accordance with the appropriate step and column of Appendix C.

E. Paychecks

In a manner consistent with New York State Law, each unit member will receive a bi-monthly pay paycheck, i.e., each unit member shall receive one check mid-month and a second check at the end of the month. Income tax deductions will be determined by computer computations using bi-monthly payroll input factors. The foregoing will be implemented at the discretion of the District.

F. Deductions

Deductions from payroll will be made over a ten (10), eleven (11), or twelve (12) month period according to the individual employee's work year.

G. Work in a Higher Title

Any employee who is assigned in work in a title calling for a higher wage than the employee's classification will receive the higher title's salary beginning after the fourth consecutive day or after the eighth day in any six (6) month period of such assignment.

H. Tax Sheltered Annuities

Tax Sheltered Annuities will be continued as established.

I. Credit Union Deductions

Credit Union Deductions for any employee in equal amounts as designated will be deducted from each paycheck and forwarded to the credit union within five (5) days of scheduled salary payments.

XVI. VACATIONS

A. Allotment of Vacation Days

According to the following schedule, all twelve-month, full-time employees will receive for the first year or portion thereof, paid vacation days based on their employment, computed as of their employment anniversary date, and pro-rated according to Section (1) below. For purposes of Sections A(3), (4) and (5) below, for employees hired effective prior to January 1st of a given year, the next July 1st will constitute completion of their first year of service; for employees hired effective after January 1st of a given year, July 1st of the next calendar year will constitute completion of their first year of service. Thereafter, all increases in vacation days based on years of service will take effect on July 1st of the applicable year.

1. Less than 1 year of service – 1 day for each full month of service not to exceed 10 days.
2. Completion of 1 year through 4 years of service – 10 days per year.
3. Completion of 5 years through 10 years of service – 15 days per year.
4. Completion of 11 years through 14 years of service – 1 additional day for each additional year of service to a maximum of 19 days.
5. Completion of 15 or more years of service – 23 days per year.

B. Vacation for 10- and 11-Month Employees

1. All ten (10) month, full-time employees will receive pay in lieu of vacation days equal to 83⅓% of the above schedule.
2. All ten (10) month part-time employees, eligible for benefits, will receive pay in lieu of vacation days equal to 83⅓% of the above schedule pro-rated to the hours worked (40 hours being the base).
3. All eleven (11) month, full-time employees will receive vacation days equal to 91⅔% of the above schedule.

C. Vacation for Part-Time 12-Month Employees

All twelve (12) month part-time employees, eligible for benefits, will receive paid vacation days pro-rated to the hours worked (forty (40) hours being the base).

D. Procedures for Use of Vacation Days

1. The time for taking vacation days will be subject to the approval of the Assistant Superintendent for Business after consultation with the employee's immediate supervisor within the following parameters. Vacations, once scheduled, will not be altered, except in extenuating circumstances.

2. No unit member may take vacation in the two (2) week period immediately preceding the Labor Day weekend except in extenuating circumstances within the discretion of the Assistant Superintendent for Business.

3. No more than thirty percent (30%) or a minimum of one (1) of the unit members assigned to a building or department may be allowed to utilize vacation days for the same time period excluding summer and school recess periods when students are not in session.

4. Unit members may be permitted to submit a request three (3) months in advance for two (2) consecutive weeks of vacation and will receive a determination of such request by the Assistant Superintendent of Business within ten (10) working days of the date of the request.

E. Accrual of Vacation Days

Vacation time will be accrued from the first day of work for full-time employees.

F. Vacation Days Upon Resignation or Retirement

In the event an employee resigns or retires prior to the employee's anniversary date, the vacation allowance will be prorated on a monthly basis to the date of resignation or retirement.

G. Carry Over of Vacation Days

Except for bus drivers, up to five (5) unused vacation days which are not taken prior to June 30th of the current school year shall automatically carryover until December 31st of the school year immediately following the school year in which the vacation days are earned. The employee can elect either payment at the employee's daily rate of pay or use of the carryover days by notifying the Assistant Superintendent of Business by June 30th of that school year. If payment of days is elected, the payment will be made by the end of the following January. Carryover days not used by December 31st of the school year immediately following the school year in which earned will be forfeited.

H. Ten-month, full-time bus drivers may use their vacation days only when school is not in session.

I. If the number of vacation days exceeds the days between September 1st and June 30th when school is not in session, the balance of days will be compensated at the employee's daily rate of pay. Accordingly, the employee will be paid for unused vacation days only when their total allotment of vacation days in a given year exceeds the number of available days on which school is closed between September 1st through June 30th as determined by the District for that year. Employees are responsible for monitoring their vacation days, and if an employee fails to take vacation days for any reason whatsoever, they will not be paid for any such unused vacation days.

XVII. LEAVES OF ABSENCE

A. Sick Leave

1. Twelve (12) months unit employees are entitled to twelve (12) days of sick leave per annum. Eleven (11) month unit employees are entitled to eleven (11) days of sick leave per annum. Ten (10) month unit employees are entitled to ten (10) days of sick leave per annum. These sick days may be accumulated for use as sick leave throughout an employee's years in the district. Sick time will be prorated from the first day of work. The District will have the discretion to grant additional sick leave beyond the stated yearly entitlement and/or maximum accumulation. The refusal to grant additional sick leave can only be grieved upon the sole ground that the denial was arbitrary and capricious.

2. The parties agree that the sick leave provided by this Article is to be used only for the purpose of illness or disability which prevents an employee from performing their duties in a reasonably competent and satisfactory manner.

3. Where a sick leave absence occurs on the day before or the day after weekends or on the day before or the day after holidays on two (2) occasions during the year, which absences are not immediately preceded by or followed by sick leave absences, then the District may require the employee to submit a doctor's note certifying the illness or disability resulting in the next sick leave absence. If an employee is absent due to illness for two (2) or more consecutive days, the District may require a doctor's note upon the employee's return to work.

4. In the event an employee uses five (5) or fewer days of their annual sick leave allotment, the employee will receive two (2) additional vacation days.

5. All employees will receive, before October 1st, an attendance statement which includes the number of sick days in each employee's sick bank.

6. Effective February 3, 2021, those unit members who have at least ten (10) years of service in the District, who are not eligible to receive compensation from the Herricks Teachers Association Disability Insurance Plan, who become seriously ill, disabled or experience a catastrophic event and who have exhausted their sick leave

allowance, may utilize up to thirty (30) days which have been contributed by other unit members. The Superintendent may require supporting medical documentation relating to such illness, disability, and/or catastrophic event. No individual unit member may contribute more than ten (10) days in any school year up to a maximum of one hundred (100) days in the sick bank. All unit member contributions must be made within thirty (30) days of ratification of this Memorandum of Agreement by both parties, and, thereafter, in September of each school year unless the bank reserve becomes depleted during the school year. The sick leave bank will be administered by the Superintendent of Schools and/or their designee and the Herricks Teachers Association President and/or their designee. Any determination with regard to disputes concerning eligibility for catastrophic sick leave bank shall be final, and any disputes with respect to the sick leave bank in general shall not be subject to the grievance procedures of the collective bargaining agreement, nor shall they be challenged in any way or in any forum whatsoever.

B. Personal Leave

1. Cognizant that the staff will on occasion be unavoidably absent from school for reasons other than health, and mindful of the professional integrity of the staff, the District authorizes the Superintendent to grant absence with pay, not to exceed three (3) days per annum. Such personal leave shall only be taken to accomplish matters and/or business that could not have been postponed to a non-school day. Where possible, notice of such leaves should be made through the online attendance program, twenty-four (24) hours prior to the time of absence. If an emergency prevents prior notice, notice must be submitted as soon as possible after return to school.

2. A reason need not be disclosed for use of the three (3) personal leave days per annum. However, personal leave days may be used only for the following reasons:

a. Graduation of the unit member from advanced degree program or graduation of son, daughter, or spouse. This leave day may be used by the unit member only for the day of graduation. One additional day may be used by the unit member for travel time for any graduation which requires more than two hundred (200) miles driving distance from the District according to Google Maps.

b. Marriage/Weddings. This category may be used by the unit member for the day of an Immediate or Extended Family member's wedding when held on a school day, as the terms "Immediate Family" and "Extended Family" are defined below in "Family Leave." In instances of the marriage of a staff member, one (1) day may be used by the unit member for a wedding held during periods when school is in session, i.e., this excludes weddings which take place during winter, mid-winter, spring and summer recess.

c. A unit member duly subpoenaed as a witness in a legal proceeding may use personal leave except when the unit member is testifying on behalf of the District, in which case the unit member's absence shall not be charged to personal leave.

d. If a unit member is a party to litigation that is not on behalf of the District or is adverse to the District, the unit member may use personal days up to the three (3) day maximum stated above. However, when the unit member is testifying on behalf of the District the unit member's absence shall not be charged to personal leave.

e. Closing on a house.

f. Childcare Leave may be used by the unit member for the adoption or upon the birth of a child by a unit member's spouse or domestic partner.

g. Emergency—which means an unforeseen combination of circumstances which calls for immediate action or resolution, or other reasons acceptable to the District.

h. Religious observance.

i. Other acceptable reasons, such as taking a child to college, death of a non-family member, and attendance at a child's CSE meeting or other educational matter involving the unit member's child.

j. Such other reasons not listed above that compel a unit member to attend to a personal matter and/or business that could not have been postponed to a non-school day.

3. Personal leave days shall not be used for the purpose of extension of a holiday or recess period. Should a unit member need to use a personal day adjacent to the beginning or end of a holiday or recess period, then the reason for such leave must be disclosed to the Superintendent of Schools or their designee and documentation shall be provided at the District's request.

C. Family Leave

It is agreed that there are two definitions for family, i.e., Immediate and Extended. Immediate Family is limited to the following: spouse, parents, children, siblings, sons-in-law, daughters-in-law, grandchildren, mother-in-law, father-in-law, sisters-in-law, brothers-in-law, or another individual who is a member of the unit member's household. Extended Family includes the following: grandparents, aunts and uncles, nieces and nephews, and cousins. Each unit member shall be granted no more than five (5) days per annum for a serious illness in the Immediate or Extended Family requiring the presence of the unit member. An additional twenty (20) days may be used from a unit member's

allotment of sick leave for a serious illness in the Immediate Family provided that medical documentation necessitating the presence of the unit member is submitted to the District.

D. Bereavement Leave

Utilization of the bereavement leave must be within thirty (30) days of the family member's death or within sixty (60) days of the date of death for attendance at a memorial service, subject to the discretion of the Superintendent of Schools. Notwithstanding the foregoing, in the event that a unit member does not use all of the days allocated for bereavement arising from the death of a family member as set forth below, the unused days may be used for attendance at a memorial service, such as a memorial mass or headstone unveiling, that occurs within thirteen (13) months of the death of the relative subject to the approval of the Superintendent of Schools or their designee.

1. Death in the Immediate Family. No more than five (5) days will be granted for each bereavement (period of mourning before and/or after funeral).

2. Death in the Extended Family. One (1) day will be approved with full pay for the funeral and up to two (2) days for travel for attendance at a funeral service will be paid, less substitute pay, at the Superintendent's discretion. Said discretion is solely based on length of travel time needed.

3. Death for Certain Other Family Members. In the case of the death of a mother-in-law, father-in-law, grandparent, grandparent-in-law, sister-in-law, and brother-in-law only, (as opposed to the death of other family members set forth in this section, members may use their own sick leave for up to four (4) days (for a total of five days, including the day in section (2) above). Such leave shall be capped at five (5) days, all inclusive, for each such death.

E. Jury Duty

Employees of the District who are required to serve jury duty will be released from their responsibilities on those days that such service demands, at no loss of pay or approved accumulated leave time. The unit member must request "on-call service" where applicable. Upon presentation of jury reimbursement slip, the unit member will be paid the difference between jury pay and salary.

F. Military Leave

Military leave will be granted to any unit member as provided by applicable law. Upon return from such leave, a unit member will be placed on the salary schedule at the level which they would have achieved had they remained actively employed in the system during the period of their absence. Any unit member requiring a military leave shall give the District as much notice as reasonably possible and shall provide a copy of their military orders to the District.

G. Other Leaves

Unpaid leaves of absence for a reasonable length of time up to one (1) year will be granted for valid reasons upon the discretion of the Superintendent consistent with the needs of the District. An employee desiring an unpaid leave must request same in writing to the Assistant Superintendent for Business at least sixty (60) days prior to the requested commencement date of the leave and must state the duration of the leave, which will in no event exceed one (1) year from the starting date of the leave. The District has the sole discretion to determine the starting and ending dates of such leaves. If the employee desires to return at an earlier date than originally requested, then the employee must make the request to the District in writing at least thirty (30) days prior to the date they wish to return. Such request may or may not be granted at the sole discretion of the District. Such leave is without pay or other benefits and the time on such leave will not be credited for seniority purposes or length of service, or accrual of benefits, but the employee will retain their seniority date and other benefits to their seniority date and other benefits to their credit as of the date of said leave.

XVIII. INSURANCE

A. Health Insurance

1. The District will continue its present program of health insurance. The Board will pay for those hired prior to July 1, 2007, based upon the Statewide Plan, a sum equivalent to eighty percent (80%) of the premium for individual coverage and seventy-five percent (75%) of the premium for family coverage. For those hired after July 1, 2007, a sum equivalent to seventy-five percent (75%) of the premium for individual coverage and seventy-five percent (75%) of the premium for family coverage.

2. The District is not obligated to provide health insurance coverage for employees or their dependents if they were not on the District payroll on June 30, 2002, if they have available, comparable coverage elsewhere. If anyone who is affected by this clause loses comparable coverage, the District is obligated to provide health insurance for that individual.

3. The District will have the right to select an alternate carrier or self-fund health insurance provided retirees will have the same rights under the alternate plan as they would have under the state plan.

a. The Association must concur for the duration of this contract that the benefits are comparable to the existing state plan for both active and retired employees.

b. If possible, the Association will have a representative on the Administration Board of this plan.

4. The District will provide a major medical catastrophic plan for all eligible employees, which plan will provide benefits beyond those offered by the current Statewide Plan. The Board will pay ninety-five percent (95%) of individual coverage and ninety (90%) percent of family coverage for this plan. Said benefits will provide for one million dollars (\$1,000,000) of coverage per insured per lifetime at one hundred percent (100%) of reimbursement. The District will pay the full cost of the outpatient psychiatric rider.

5. If, during the life of this Agreement, the Statewide Plan is modified to provide some or all of these benefits, the District's obligation will not exceed the amount of dollars necessary to supplement the Statewide Plan to provide the above benefits.

6. Any eligible member who declines either individual or family health insurance coverage for a minimum of one (1) year will receive, for each year declined, one-quarter (1/4) of the savings to the District up to a maximum of seven hundred and fifty dollars (\$750) for the individual plan and fifteen hundred dollars (\$1,500) for the family plan, whichever is greater. Notwithstanding anything to the contrary contained in this provision, employees are entitled to the payment set forth herein only if they decline health insurance coverage for which they are actually eligible (i.e., an employee with no spouse or children is not entitled to payment for declining family coverage). This restriction shall not apply to any employee who has been receiving a payment hereunder since prior to July 1, 2002.

B. Dental Insurance

The Board's contribution toward the monthly dental insurance premium will be as follows for those participating and eligible for the program:

Type of Program	Board's Contribution Toward Premium
Employee only coverage	\$9.15
Employee and dependent coverage	\$30.62

C. Life Insurance

The Board will provide life insurance in the amount of twenty-five thousand (\$25,000) dollars for each member. Employees must complete enrollment and beneficiary information in order to receive the term life insurance.

D. Section 135 Plan

The District will implement an IRS Section 135 Plan for the deduction of health, dental and catastrophic insurance premiums.

E. Disability

The District will adopt and make effective the New York State Disability Benefits Law for all employees covered by this Contract.

XIX. RETIREMENT

A. Cost of Retirement Plan

The District agrees to pay the full cost of an employee's retirement plan under Section 75-1 of the Retirement and Social Security Law.

B. Notification of Intent to Retire

Employees must notify the District of retirement not less than thirty (30) or more than ninety (90) days preceding the date they intend to retire.

C. Good Attendance Retirement Benefit

Upon separation from the District for retirement, each eligible employee will receive payment for unused sick leave at the rate of one (1) day's pay (determined by the employee's position on the salary schedule) for three (3) days of accumulated sick leave, to a maximum of sixty-five (65) days' pay.

D. Limitations

No employee may receive the benefits delineated in Section C of this Article and Article XVII(A)(4) in the same calendar year.

E. Health Insurance

1. Employees who retire with ten (10) years of continuous paid service in the District who receive health insurance benefits in retirement will be entitled to the same employer contributions toward health insurance coverage as are in effect at the time of their retirement.

2. Employees who retire with more than five (5) and less than ten (10) years of continuous paid service in the District who receive health insurance benefits in retirement will be entitled to the minimum employer contributions provided by New York State law.

3. Included in retirement is the excess major medical benefits with the District contributing ninety-five percent (95%) for individual coverage and ninety percent (90%) for family coverage. This does not include dental insurance.

4. The employee acknowledges that their basic health care benefits are solely established by and provided through the health care plan established by the labor contract between the District and the Herricks Teachers' Association.

5. Notwithstanding the foregoing, the District reserves the right to provide the level of health care benefits required by this Agreement to the employee through an insured health plan, or a District self-funded plan (or combination thereof) and/or in conjunction with benefits provided under Medicare and/or any other available state or federal law or program that may in the future provide a health benefit to the employee.

XX. WORK APPAREL

A. In addition to the shirts and pants provided as of January 1, 2001, the District will reimburse each eligible employee for the purchase of two (2) pair of work gloves, two (2) pair of work boots or work shoes, and two (2) sets of rain or snow gear for each school year. These items must be appropriate for the type of work performed and must comply with applicable OSHA requirements.

B. This reimbursement will be considered only after proper proofs of purchase have been submitted.

C. This reimbursement must be requested prior to June 30th of the school year in which the expenses were incurred.

D. This reimbursement will be paid by September 1st of the year in which the claim was submitted.

E. Those eligible for this reimbursement are transportation staff, cleaners, custodians, grounds crew staff, and maintenance staff.

F. The total claim for these expenditures may not exceed two hundred and fifty dollars (\$250) per person, per year.

XXI. EMPLOYER RECORDS

It is agreed that employees are entitled to see and, if they wish, receive a copy of any letter or written communication from a parent or resident which reflects favorably or unfavorably on the employee personally or on the manner of performance of their duties, if such is to be inserted in the employee's record. The employee will have the right to answer any such letter or written communication filed and their answer will be attached to the file copy.

XXII. GRIEVANCE PROCEDURE

The District and the HTA agree to meet to discuss the steps and procedures in the grievance procedure currently set forth in the collective bargaining agreement and to work collaboratively to refine such steps and procedures. Absent an agreement, the current language will continue as provided by law. Such discussions shall be at times mutually agreed by law.

Failure by the District or the Association to meet any timeline contained herein will constitute a waiver of the grievance, and the matter will be deemed closed. Arbitration must address and rule on the issue of timeliness before any presentation of the merits of the grievance.

STEP 1

A. Any grievance under this Agreement between an employee or employees and the District will be settled in the first instance by the employee involved and their Association representative, if requested by the employee, with the administrator to whom they are immediately responsible. A grievance submitted to the administrator in writing will be answered by that administrator in writing within ten (10) school days from the time the grievance was received by the administrator.

B. No grievance will be filed later than thirty (30) calendar days after the event constituting the alleged violation became knowable to the grievant.

STEP 2

A. In the event that the grievance is not adjusted under Step 1, the employee, or the Association through its Grievance Committee, at the employee's request, may within ten (10) school days from the date of the written answer take up each grievance with the Superintendent.

B. Association-District or District-Association grievance under this Agreement may be entered in writing in Step 3.

C. The Superintendent or the Association, as the case may be, after informal hearing where requested, at which the employee and their representative may appear and present oral and/or written agreements, will answer in writing within ten (10) school days of receipt of the grievance or ten (10) school days of the hearing, if later.

STEP 3

A. The Association must support advancing any grievance to arbitration.

B. A grievance which is not adjusted under Step 2 will, at the request of either party within ten (10) school days of the Step 2 answer, be promptly submitted to Arbitration.

C. A grievance dispute arising under any term of this Agreement involving District policy or discretion will be submitted to the Arbitrator only on the question whether the District policy was disregarded, or was applied in so discriminatory, arbitrary, or capricious a manner as to constitute an abuse of discretion.

D. The Arbitrator will have no authority to add to, subtract from, or modify the terms of this Agreement. The Voluntary Labor Arbitration Rules of the American Arbitration Association will apply to Arbitration hearings insofar as they relate to procedure.

E. The District and the Association will bear equally the Arbitrator's fees/expenses.

F. The report of the Arbitrator will contain a statement of findings of fact, conclusions and recommendations. The Arbitrator will send a copy of their report to each employee involved, the Association, the Superintendent, and the President of the Board of Education. The Arbitrator's recommendations will be binding on the parties in all grievances relating to the interpretation or application of this Agreement where such provisions do not involve educational policy. In grievances relating to issues involving educational policy, the Arbitrator's recommendation will be advisory only.

XXIII. INJURY ON THE JOB

Any unit member who is injured while working must report that injury in accordance with District procedures. Employees who qualify for worker's compensation, as certified by the Workers' Compensation Board, will be compensated for days absent because of that injury as follows:

A. The unit member will be paid at their current salary for the number of days in their sick bank at the date of the injury.

B. The unit member's sick bank will not be reduced by those days for which they received salary. The sick days used for a particular injury may not again be used for future sick days attributable to the same injury.

C. The unit member will return to the District any money received from the District's insurance carrier and/or Workers' Compensation Board for which the unit member has been compensated under Section A of this Article.

D. The unit member will retain compensation received from the District's insurance carrier and/or Workers' Compensation Board for days absent as a result of this injury which are in excess of their sick bank.

E. The unit member will also retain any amount by the District's insurance carrier and/or Workers' Compensation Board which is in excess of that received for Section E of this Article.

F. The District reserves the right to have the unit member examined by its own medical personnel.

XXIV. EVALUATION (UNSATISFACTORY OR OUTSTANDING)

A. After at least one warning regarding performance, if an employee receives a year end overall evaluation of unsatisfactory for any given school year, the employee will begin the following school year on "Intensive Supervision." The Intensive Supervision plan will be designed to address areas of the employee's performance which were deemed unsatisfactory. In addition, the employee will receive no step and/or salary increase for the following school year.

B. Once on Intensive Supervision, the employee will continue to be observed and evaluated. If, during the first three (3) months of the school year following the unsatisfactory evaluation (the "Review Period"), the employee's performance has improved and is deemed to be at least satisfactory, the employee will progress on the salary schedule and will receive a lump sum retroactive payment for compensation, as if they had not received an unsatisfactory evaluation. If the employee's performance remains unsatisfactory during the Review Period, the salary and step freeze will be final for that school year.

XXV. MUTUALITY OF OBLIGATION

A. In the event that any provision of this Agreement is, or will at any time, be contrary to law, all other provisions of this Agreement will continue in effect.

B. Present administrative procedure regarding the presence of unauthorized personnel on school grounds will be maintained.

XXVI. TAYLOR LAW NOTICE

IT IS AGREED BY AND BETWEEN THE PARTIES, IN ACCORDANCE WITH ARTICLE 14, SECTION 204-a OF THE TAYLOR LAW, THAT ANY PROVISION OF THIS AGREEMENT REQUIRING LEGISLATIVE ACTION TO PERMIT ITS IMPLEMENTATION BY AMENDMENT OF LAW OR BY PROVIDING THE ADDITIONAL FUNDS THEREFORE, WILL NOT BECOME EFFECTIVE UNTIL THE APPROPRIATE LEGISLATIVE BODY HAS GIVEN APPROVAL.

XXVII. DURATION

A. The provisions of this contract will be effective as of July 1, 2023 and will remain in full force and effect until June 30, 2027.

B. This contract will not be changed, altered or impaired in any manner unless consented to in writing by the parties concerned herein.

**HERRICKS UNION FREE SCHOOL
DISTRICT**



James Gounaris
President, Board of Education

1/25/2024

Date

**HERRICKS TEACHERS'
ASSOCIATION**



Nidya Degliomini
President, HTA

1/25/24

Date

APPENDIX A

FULL-TIME CLEANERS, BUS DRIVER/CLEANERS, BUS DRIVERS, CUSTODIANS, MAINTENANCE STAFF GROUND CREW, AUTOMOTIVE SERVICER/BUS DRIVER, AV TECHNICIANS, COMPUTER TECHNICIANS AND CUSTODIAN/BUS DRIVERS

EFFECTIVE JULY 1, 2023 + 1.75%

STEP	CLEANER	BUS DRIVER, BUS DRIVER/CLEANER, CUSTODIAN, GROUNDSKEEPER LABORER	CUSTODIAN/BUS DRIVER	ASS'T HEAD BUS DRIVER, MAINTAINER, M.S. ASS'T HEAD CUSTODIAN	ELEM HEAD CUSTODIAN, H.S ASS'T HEAD CUSTODIAN, INFORMATION TECHNOLOGY SPECIALIST I	MS HEAD CUSTODIAN, CC HEAD CUSTODIAN, DISPATCHER	AUTO SERVICER/BUS DRIVER, AV TECH, HEAD GROUNDSKEEPER, HS HEAD CUST, SENIOR MAINT, INFO TECH SPECIALIST II, DATA ANALYST, COMP TECH	HEAD BUS DRIVER
1	\$53,636	\$56,987	\$57,882	\$58,763	\$64,744	\$67,601	\$70,464	\$76,199
2	\$55,294	\$58,749	\$59,670	\$60,579	\$66,745	\$69,690	\$72,644	\$78,557
3	\$57,005	\$60,571	\$61,519	\$62,452	\$68,808	\$71,843	\$74,890	\$80,986
4	\$58,853	\$62,720	\$63,676	\$64,619	\$71,198	\$74,344	\$77,510	\$83,685
5	\$61,517	\$65,073	\$65,653	\$66,422	\$73,588	\$76,852	\$80,123	\$86,389
6	\$63,468	\$67,043	\$67,991	\$68,938	\$75,961	\$79,361	\$82,737	\$89,065
7	\$65,426	\$69,203	\$70,169	\$71,122	\$78,365	\$81,858	\$85,342	\$91,795
8	\$67,465	\$71,390	\$72,335	\$73,271	\$80,753	\$84,345	\$87,942	\$94,476
9	\$69,598	\$73,644	\$74,599	\$75,551	\$83,283	\$87,012	\$90,730	\$97,346
10	\$71,734	\$75,891	\$76,857	\$77,829	\$85,818	\$89,689	\$93,516	\$100,200
11	\$73,603	\$77,762	\$78,725	\$79,701	\$87,684	\$91,556	\$95,388	\$102,072
12	\$73,603	\$77,762	\$78,725	\$79,701	\$87,684	\$91,556	\$95,388	\$102,072
13	\$73,603	\$77,762	\$78,725	\$79,701	\$87,684	\$91,556	\$95,388	\$102,072
14	\$74,662	\$78,860	\$79,836	\$80,819	\$88,881	\$92,789	\$96,657	\$103,408
15	\$74,662	\$78,860	\$79,836	\$80,819	\$88,881	\$92,789	\$96,657	\$103,408
16	\$74,662	\$78,860	\$79,836	\$80,819	\$88,881	\$92,789	\$96,657	\$103,408
17	\$74,662	\$78,860	\$79,836	\$80,819	\$88,881	\$92,789	\$96,657	\$103,408
18	\$74,662	\$78,860	\$79,836	\$80,819	\$88,881	\$92,789	\$96,657	\$103,408
19	\$75,524	\$79,719	\$80,695	\$81,676	\$89,737	\$93,648	\$97,516	\$104,266
20	\$75,524	\$79,719	\$80,695	\$81,676	\$89,737	\$93,648	\$97,516	\$104,266
21	\$75,694	\$79,890	\$80,868	\$81,847	\$89,910	\$93,823	\$97,687	\$104,437

Any combination of hours and/or minutes which total less than a full day will be prorated accordingly.

APPENDIX A

FULL-TIME CLEANERS, BUS DRIVER/CLEANERS, BUS DRIVERS, CUSTODIANS, MAINTENANCE STAFF GROUND CREW, AUTOMOTIVE SERVICER/BUS DRIVER, AV TECHNICIANS, COMPUTER TECHNICIANS AND CUSTODIAN/BUS DRIVERS

EFFECTIVE JULY 1, 2024 + 1.5%

STEP	CLEANER	BUS DRIVER, BUS DRIVER/CLEANER, CUSTODIAN, GROUNDSKEEPER LABORER	CUSTODIAN/BUS DRIVER	ASS'T HEAD BUS DRIVER, MAINTAINER, M.S. ASS'T HEAD CUSTODIAN	ELEM HEAD CUSTODIAN, H.S ASS'T HEAD CUSTODIAN, INFORMATION TECHNOLOGY SPECIALIST I	MS HEAD CUSTODIAN, CC HEAD CUSTODIAN, DISPATCHER	AUTO SERVICER/BUS DRIVER, AV TECH, HEAD GROUNDSKEEPER, HS HEAD CUST, SENIOR MAINT, INFO TECH SPECIALIST II, DATA ANALYST, COMP TECH	HEAD BUS DRIVER
1	\$54,441	\$57,842	\$58,750	\$59,644	\$65,715	\$68,615	\$71,521	\$77,342
2	\$56,123	\$59,630	\$60,565	\$61,488	\$67,746	\$70,735	\$73,734	\$79,735
3	\$57,860	\$61,480	\$62,442	\$63,389	\$69,840	\$72,921	\$76,013	\$82,201
4	\$59,736	\$63,661	\$64,631	\$65,588	\$72,266	\$75,459	\$78,673	\$84,940
5	\$62,440	\$66,049	\$66,638	\$67,418	\$74,692	\$78,005	\$81,325	\$87,685
6	\$64,420	\$68,049	\$69,011	\$69,972	\$77,100	\$80,551	\$83,978	\$90,401
7	\$66,407	\$70,241	\$71,222	\$72,189	\$79,540	\$83,086	\$86,622	\$93,172
8	\$68,477	\$72,461	\$73,420	\$74,370	\$81,964	\$85,610	\$89,261	\$95,893
9	\$70,642	\$74,749	\$75,718	\$76,684	\$84,532	\$88,317	\$92,091	\$98,806
10	\$72,810	\$77,029	\$78,010	\$78,996	\$87,105	\$91,034	\$94,919	\$101,703
11	\$74,707	\$78,928	\$79,906	\$80,897	\$88,999	\$92,929	\$96,819	\$103,603
12	\$74,707	\$78,928	\$79,906	\$80,897	\$88,999	\$92,929	\$96,819	\$103,603
13	\$74,707	\$78,928	\$79,906	\$80,897	\$88,999	\$92,929	\$96,819	\$103,603
14	\$75,782	\$80,043	\$81,034	\$82,031	\$90,214	\$94,181	\$98,107	\$104,959
15	\$75,782	\$80,043	\$81,034	\$82,031	\$90,214	\$94,181	\$98,107	\$104,959
16	\$75,782	\$80,043	\$81,034	\$82,031	\$90,214	\$94,181	\$98,107	\$104,959
17	\$75,782	\$80,043	\$81,034	\$82,031	\$90,214	\$94,181	\$98,107	\$104,959
18	\$75,782	\$80,043	\$81,034	\$82,031	\$90,214	\$94,181	\$98,107	\$104,959
19	\$76,657	\$80,915	\$81,905	\$82,901	\$91,083	\$95,053	\$98,979	\$105,830
20	\$76,657	\$80,915	\$81,905	\$82,901	\$91,083	\$95,053	\$98,979	\$105,830
21	\$76,829	\$81,088	\$82,081	\$83,075	\$91,259	\$95,230	\$99,152	\$106,004

Any combination of hours and/or minutes which total less than a full day will be prorated accordingly.

APPENDIX A

FULL-TIME CLEANERS, BUS DRIVER/CLEANERS, BUS DRIVERS, CUSTODIANS, MAINTENANCE STAFF GROUNDS CREW, AUTOMOTIVE SERVICER/BUS DRIVERS, AV TECHNICIANS, COMPUTER TECHNICIANS AND CUSTODIAN/BUS DRIVERS

EFFECTIVE JULY 1, 2025 + 1.5%

STEP	CLEANER	BUS DRIVER, BUS DRIVER/CLEANER, CUSTODIAN, GROUNDSKEEPER LABORER	CUSTODIAN/BUS DRIVER	ASS'T HEAD BUS DRIVER, MAINTAINER, M.S. ASS'T HEAD CUSTODIAN	ELEM HEAD CUSTODIAN, H.S ASS'T HEAD CUSTODIAN, INFORMATION TECHNOLOGY SPECIALIST I	MS HEAD CUSTODIAN, CC HEAD CUSTODIAN, DISPATCHER	AUTO SERVICER/BUS DRIVER, AV TECH, HEAD GROUNDSKEEPER, HS HEAD CUST, SENIOR MAINT, INFO TECH SPECIALIST II, DATA ANALYST, COMP TECH	HEAD BUS DRIVER
1	\$55,258	\$58,710	\$59,631	\$60,539	\$66,701	\$69,644	\$72,594	\$78,502
2	\$56,965	\$60,524	\$61,473	\$62,410	\$68,762	\$71,796	\$74,840	\$80,931
3	\$58,728	\$62,402	\$63,379	\$64,340	\$70,888	\$74,015	\$77,153	\$83,434
4	\$60,632	\$64,616	\$65,600	\$66,572	\$73,350	\$76,591	\$79,853	\$86,214
5	\$63,377	\$67,040	\$67,638	\$68,429	\$75,812	\$79,175	\$82,545	\$89,000
6	\$65,386	\$69,070	\$70,046	\$71,022	\$78,257	\$81,759	\$85,238	\$91,757
7	\$67,403	\$71,295	\$72,290	\$73,272	\$80,733	\$84,332	\$87,921	\$94,570
8	\$69,504	\$73,548	\$74,521	\$75,486	\$83,193	\$86,894	\$90,600	\$97,331
9	\$71,702	\$75,870	\$76,854	\$77,834	\$85,800	\$89,642	\$93,472	\$100,288
10	\$73,902	\$78,184	\$79,180	\$80,181	\$88,412	\$92,400	\$96,343	\$103,229
11	\$75,828	\$80,112	\$81,105	\$82,110	\$90,334	\$94,323	\$98,271	\$105,157
12	\$75,828	\$80,112	\$81,105	\$82,110	\$90,334	\$94,323	\$98,271	\$105,157
13	\$75,828	\$80,112	\$81,105	\$82,110	\$90,334	\$94,323	\$98,271	\$105,157
14	\$76,919	\$81,244	\$82,250	\$83,261	\$91,567	\$95,594	\$99,579	\$106,533
15	\$76,919	\$81,244	\$82,250	\$83,261	\$91,567	\$95,594	\$99,579	\$106,533
16	\$76,919	\$81,244	\$82,250	\$83,261	\$91,567	\$95,594	\$99,579	\$106,533
17	\$76,919	\$81,244	\$82,250	\$83,261	\$91,567	\$95,594	\$99,579	\$106,533
18	\$76,919	\$81,244	\$82,250	\$83,261	\$91,567	\$95,594	\$99,579	\$106,533
19	\$77,807	\$82,129	\$83,134	\$84,145	\$92,449	\$96,479	\$100,464	\$107,417
20	\$77,807	\$82,129	\$83,134	\$84,145	\$92,449	\$96,479	\$100,464	\$107,417
21	\$77,981	\$82,304	\$83,312	\$84,321	\$92,628	\$96,658	\$100,639	\$107,594

Any combination of hours and/or minutes which total less than a full day will be prorated accordingly.

APPENDIX A

FULL-TIME CLEANERS, BUS DRIVER/CLEANERS, BUS DRIVERS, CUSTODIANS, MAINTENANCE STAFF GROUNDS CREW, AUTOMOTIVE SERVICER/BUS DRIVER, AV TECHNICIANS, COMPUTER TECHNICIANS AND CUSTODIAN/BUS DRIVERS

EFFECTIVE JULY 1, 2026 + 1.25%

STEP	CLEANER	BUS DRIVER, BUS DRIVER/CLEANER, CUSTODIAN, GROUNDSKEEPER LABORER	CUSTODIAN/BUS DRIVER	ASS'T HEAD BUS DRIVER, MAINTAINER, M.S. ASS'T HEAD CUSTODIAN	ELEM HEAD CUSTODIAN, H.S ASS'T HEAD CUSTODIAN, INFORMATION TECHNOLOGY SPECIALIST I	MS HEAD CUSTODIAN, CC HEAD CUSTODIAN, DISPATCHER	AUTO SERVICER/BUS DRIVER, AV TECH, HEAD GROUNDSKEEPER, HS HEAD CUST, SENIOR MAINT, INFO TECH SPECIALIST II, DATA ANALYST, COMP TECH	HEAD BUS DRIVER
1	\$55,949	\$59,444	\$60,376	\$61,296	\$67,535	\$70,515	\$73,501	\$79,483
2	\$57,677	\$61,281	\$62,241	\$63,190	\$69,622	\$72,693	\$75,776	\$81,943
3	\$59,462	\$63,182	\$64,171	\$65,144	\$71,774	\$74,940	\$78,117	\$84,477
4	\$61,390	\$65,424	\$66,420	\$67,404	\$74,267	\$77,548	\$80,851	\$87,292
5	\$64,169	\$67,878	\$68,483	\$69,284	\$76,760	\$80,165	\$83,577	\$90,113
6	\$66,203	\$69,933	\$70,922	\$71,910	\$79,235	\$82,781	\$86,303	\$92,904
7	\$68,246	\$72,186	\$73,194	\$74,188	\$81,742	\$85,386	\$89,020	\$95,752
8	\$70,373	\$74,467	\$75,453	\$76,430	\$84,233	\$87,980	\$91,733	\$98,548
9	\$72,598	\$76,818	\$77,815	\$78,807	\$86,873	\$90,763	\$94,640	\$101,542
10	\$74,826	\$79,161	\$80,170	\$81,183	\$89,517	\$93,555	\$97,547	\$104,519
11	\$76,776	\$81,113	\$82,119	\$83,136	\$91,463	\$95,502	\$99,499	\$106,471
12	\$76,776	\$81,113	\$82,119	\$83,136	\$91,463	\$95,502	\$99,499	\$106,471
13	\$76,776	\$81,113	\$82,119	\$83,136	\$91,463	\$95,502	\$99,499	\$106,471
14	\$77,880	\$82,260	\$83,278	\$84,302	\$92,712	\$96,789	\$100,824	\$107,865
15	\$77,880	\$82,260	\$83,278	\$84,302	\$92,712	\$96,789	\$100,824	\$107,865
16	\$77,880	\$82,260	\$83,278	\$84,302	\$92,712	\$96,789	\$100,824	\$107,865
17	\$77,880	\$82,260	\$83,278	\$84,302	\$92,712	\$96,789	\$100,824	\$107,865
18	\$77,880	\$82,260	\$83,278	\$84,302	\$92,712	\$96,789	\$100,824	\$107,865
19	\$78,780	\$83,156	\$84,173	\$85,197	\$93,605	\$97,685	\$101,720	\$108,760
20	\$78,780	\$83,156	\$84,173	\$85,197	\$93,605	\$97,685	\$101,720	\$108,760
21	\$78,956	\$83,333	\$84,353	\$85,375	\$93,786	\$97,866	\$101,897	\$108,939

Any combination of hours and/or minutes which total less than a full day will be prorated accordingly.

APPENDIX B
10 MONTH BUS DRIVER, 10 MONTH BUS DRIVER/CLEANER

STEP	EFFECTIVE JULY 1, 2023 + 1.75%	EFFECTIVE JULY 1, 2024 + 1.5%	EFFECTIVE JULY 1, 2025 + 1.5%	EFFECTIVE JULY 1, 2026 + 1.25%
1	\$47,488	\$48,200	\$48,923	\$49,535
2	\$48,958	\$49,692	\$50,437	\$51,067
3	\$50,472	\$51,229	\$51,997	\$52,647
4	\$52,267	\$53,051	\$53,847	\$54,520
5	\$54,225	\$55,038	\$55,864	\$56,562
6	\$55,867	\$56,705	\$57,556	\$58,275
7	\$57,668	\$58,533	\$59,411	\$60,154
8	\$59,491	\$60,383	\$61,289	\$62,055
9	\$61,366	\$62,286	\$63,220	\$64,010
10	\$63,241	\$64,190	\$65,153	\$65,967
11	\$64,798	\$65,770	\$66,757	\$67,591
12	\$64,798	\$65,770	\$66,757	\$67,591
13	\$64,798	\$65,770	\$66,757	\$67,591
14	\$65,714	\$66,700	\$67,701	\$68,547
15	\$65,714	\$66,700	\$67,701	\$68,547
16	\$65,714	\$66,700	\$67,701	\$68,547
17	\$65,714	\$66,700	\$67,701	\$68,547
18	\$65,714	\$66,700	\$67,701	\$68,547
19	\$66,431	\$67,427	\$68,438	\$69,293
20	\$66,431	\$67,427	\$68,438	\$69,293
21	\$66,573	\$67,572	\$68,586	\$69,443

Any combination of hours and/or minutes which total less than a full day will be prorated accordingly.

APPENDIX C

PART-TIME CLEANERS, BUS DRIVERS AND MAINTAINERS PER HOUR AND ANNUALIZED AS 183 DAYS AT 4 HOURS PER DAY

EFFECTIVE JULY 1, 2023 + 1.75%

STEP	CLEANERS HOURLY AND ANNUAL		BUS DRIVERS AND MAINTAINERS HOURLY AND ANNUAL	
1	\$19.36	\$14,172	\$21.46	\$15,709
2	\$19.98	\$14,625	\$22.14	\$16,206
3	\$20.58	\$15,065	\$22.81	\$16,697
4	\$21.63	\$15,833	\$23.74	\$17,378
5	\$22.45	\$16,433	\$24.80	\$18,154
6	\$23.39	\$17,121	\$25.51	\$18,673
7	\$24.46	\$17,905	\$26.57	\$19,449
8	\$25.55	\$18,703	\$27.41	\$20,064
9	\$26.33	\$19,274	\$28.25	\$20,679
10	\$27.10	\$19,837	\$29.09	\$21,294
11	\$27.99	\$20,489	\$30.00	\$21,960
14	\$28.15	\$20,606	\$30.15	\$22,070
19	\$28.63	\$20,957	\$30.59	\$22,392

EFFECTIVE JULY 1, 2024 + 1.5%

STEP	CLEANERS HOURLY AND ANNUAL		BUS DRIVERS AND MAINTAINERS HOURLY AND ANNUAL	
1	\$19.65	\$14,384	\$21.78	\$15,943
2	\$20.28	\$14,845	\$22.47	\$16,448
3	\$20.89	\$15,291	\$23.15	\$16,946
4	\$21.95	\$16,067	\$24.10	\$17,641
5	\$22.79	\$16,682	\$25.17	\$18,424
6	\$23.74	\$17,378	\$25.89	\$18,951
7	\$24.83	\$18,176	\$26.97	\$19,742
8	\$25.93	\$18,981	\$27.82	\$20,364
9	\$26.72	\$19,559	\$28.67	\$20,986
10	\$27.51	\$20,137	\$29.53	\$21,616
11	\$28.41	\$20,796	\$30.45	\$22,289
14	\$28.57	\$20,913	\$30.60	\$22,399
19	\$29.06	\$21,272	\$31.05	\$22,729

APPENDIX C

PART-TIME CLEANERS, BUS DRIVERS AND MAINTAINERS PER HOUR AND ANNUALIZED AS 183 DAYS AT 4 HOURS PER DAY

EFFECTIVE JULY 1, 2025 + 1.5%

STEP	CLEANERS HOURLY AND ANNUAL		BUS DRIVERS AND MAINTAINERS HOURLY AND ANNUAL	
1	\$19.94	\$14,596	\$22.11	\$16,185
2	\$20.58	\$15,065	\$22.81	\$16,697
3	\$21.20	\$15,518	\$23.50	\$17,202
4	\$22.28	\$16,309	\$24.46	\$17,905
5	\$23.13	\$16,931	\$25.55	\$18,703
6	\$24.10	\$17,641	\$26.28	\$19,237
7	\$25.20	\$18,446	\$27.37	\$20,035
8	\$26.32	\$19,266	\$28.24	\$20,672
9	\$27.12	\$19,852	\$29.10	\$21,301
10	\$27.92	\$20,437	\$29.97	\$21,938
11	\$28.84	\$21,111	\$30.91	\$22,626
14	\$29.00	\$21,228	\$31.06	\$22,736
19	\$29.50	\$21,594	\$31.52	\$23,073

EFFECTIVE JULY 1, 2026 + 1.25%

STEP	CLEANERS HOURLY AND ANNUAL		BUS DRIVERS AND MAINTAINERS HOURLY AND ANNUAL	
1	\$20.19	\$14,779	\$22.39	\$16,389
2	\$20.84	\$15,255	\$23.10	\$16,909
3	\$21.47	\$15,716	\$23.79	\$17,414
4	\$22.56	\$16,514	\$24.77	\$18,132
5	\$23.42	\$17,143	\$25.87	\$18,937
6	\$24.40	\$17,861	\$26.61	\$19,479
7	\$25.52	\$18,681	\$27.71	\$20,284
8	\$26.65	\$19,508	\$28.59	\$20,928
9	\$27.46	\$20,101	\$29.46	\$21,565
10	\$28.27	\$20,694	\$30.34	\$22,209
11	\$29.20	\$21,374	\$31.30	\$22,912
14	\$29.36	\$21,492	\$31.45	\$23,021
19	\$29.87	\$21,865	\$31.91	\$23,358