

# Policy 9040: Non-Aligned Administrative and Confidential Staff Personnel Policy

The Board of Education recognizes that certain district-wide administrative and confidential clerical positions are not represented by a bargaining unit.

**Administrative employees include** the Assistant Superintendent for Curriculum and Instruction, Assistant Superintendent for Business, Assistant Superintendent for Pupil Personnel Services, Assistant Superintendent for Human Resources and Leadership Development, Director of Special Education and 504 Services, Director of Technology and Innovation, Director of Athletics, Physical Education and Health, Director of School Facilities, Operations, and Maintenance, Director of Elementary Education K-6, and Associate Director of Technology and Communication.

**Confidential clerical employees include** the Secretary to the Superintendent/District Clerk, Payroll Clerk, Personnel Assistant, District Clerk, Public Information Officer, Registrar, and Treasurer.

Pursuant to this policy, such administrators are entitled to the same provisions included under the terms and conditions of the Collective Bargaining Agreement between the Chappaqua Central School District and the Chappaqua Administrators' Association. The Board of Education may authorize, at its discretion, supplemental terms and conditions of employment memorandum for a non-aligned administrator.

Pursuant to this policy, such confidential clerical staff are entitled to the same provisions included under the terms and conditions of the Collective Bargaining Agreement between the Chappaqua Central School District and the Chappaqua Office Staff Association. The Board of Education may authorize, at its discretion, supplemental terms and conditions of employment memorandum for a confidential clerical staff member.

The Board of Education annually shall determine, upon the recommendation of the Superintendent, the salaries for the administrative staff covered by this policy. Salary adjustments shall reflect the increases granted to members of the Administrators' Association under the terms of the Memorandum of Agreement and in no event shall be less than such increases. Leave accruals for non-aligned administrative staff shall be pro-rated for the final school year of employment.

The Board of Education annually shall determine, upon the recommendation of the Superintendent, the salaries for the confidential clerical staff covered by this policy. Any salary and confidential stipend adjustments shall reflect the increases granted to members of the Chappaqua Office Staff Association under the terms of the Memorandum of Agreement. This increase shall be calculated as the average of the percent increases of all steps on the COSA A-1 salary schedule combined with the yearly percent increase granted to the scale for the subsequent year in the Memorandum of Agreement, and in no event shall be less than such increases. Leave accruals for non-aligned confidential clerical staff shall be pro-rated for the final school year of employment.

Administrative personnel covered by this policy shall be entitled to an automobile allowance because of their responsibility to travel regularly among the buildings of the School District. Such determination, along with the automobile allowance afforded for each such administrator, shall be determined by the Superintendent and approved by the Board of Education on an annual basis.

Board rescinded Policy 2500 Administrative Salary Guidelines

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