

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 Union";

WHEREBY, the District and the Union agree to incorporate the terms of the Collectively Negotiated Agreement between them that will expire on June 30, 2024, into a five-year successor agreement effective July 1, 2024, and terminating on June 30, 2029, except as modified by the following terms:

1. **Article 1: Duration** - This Agreement shall be for the period beginning July 1, 2024, and ending June 30, 2029. (p. 1)

2. **Article 8: Organization of Staff**

Replace B - Last Paragraph with: Clerical unit members may choose to take compensatory time in lieu of overtime payment in the same calendar year and that compensatory time shall be paid at an overtime rate of time-and-a-half. If a staff member uses comp time it is a 1-1 exchange. If comp time is not taken by the end of the calendar year, overtime (in lieu of comp time) will be calculated in the week of December. (p. 6)

Add at the end of the last paragraph of B: Clerical unit members may earn up to 12 comp time hours per calendar year (Jan.1-Dec. 31). Additional hours may be granted in writing at the discretion of the Superintendent of Schools. (p. 6)

Add: D. Training Stipend: Each new employee in a competitive class title may be eligible for training within their first 90 days as a new hire. This training will be with a current competitive class employee. Selected current competitive class employees may be invited to be trainers. Trainers will be appointed by the district and will be paid a stipend of \$500.

The role, responsibilities, and training of trainers will be outlined in a memo to be developed by the district prior to extending invitations to trainers to volunteer for this responsibility.

Trainers will be paid one stipend regardless of the number of trainees who are trained simultaneously. However, the limit on the number of simultaneous trainees will be two. Trainers will be selected by their supervisors. Not every new competitive class clerical is required to have a trainer. When responsibilities are shared by trainers, the stipend will be shared as well. (p. 6)

3. Article 9: Holidays

Add: TEACHER AIDES: Teacher Aides will be paid for up to the following four (4) holidays during their current year of employment at their hourly rate for their appointed number of hours per day: Columbus Day, Thanksgiving, Presidents Day, and Memorial Day. (p. 6)

4. Article 10: Vacations

Replace sentences 1,2, and 3 with:

All full-time, twelve month, clerical employees shall be entitled to vacation as follows:

- Twelve month employees starting on July 1 will earn two (2) weeks vacation after completion of one (1) year of continuous full-time employment.
- Twelve month employees starting after July 1 will earn vacation time on a pro-rated basis, available for use on July 1 following their hire date. These pro-rated vacation days will be based on the standard of two (2) weeks of vacation for one (1) year of continuous full-time employment. (p. 6)

Replace sentence 7 with: 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. (p. 7)

5. Article 11: Classifications

Add: A-1: Purchasing Agent (p. 7)

6. Article 12: Conferences and Workshops

Replace E with: Both COSA and the District will use the Labor Management Committee to determine professional learning needs in the areas of technology and skills related to members' positions. These recommendations will be made to the Superintendent of Schools for final approval. Opportunities for professional learning will occur during or beyond the school day. All employees will be paid to attend on days when they normally would not be contracted to be in school or occur outside of working hours. (p. 8)

7. Article 13: Snow Days

Add: Should the district make an adjustment to the calendar and “give back” a snow day by Board Resolution, Teacher Aides will receive their hourly rate for their appointed daily hours for that day. (p. 8)

8. Article 14: Bereavement Leave

Replace Paragraph 1 with: Up to five (5) days per year may be granted to unit members for serious illness or death in the immediate family. Immediate family members consist of an employee's spouse, children, parents, siblings, grandparents, grandchildren, registered domestic partners, and in-laws. (p. 8)

9. Article 16 - Sick Leave

Replace references to "AESOP" with "district designated platform" (p. 9)

10. Article 15: Personal Business Days

Replace B with: All unit members qualifying for benefits may be allowed up to three (3) personal business days with pay during the year. (p. 9)

All 12-month employees will receive 4 Personal Business Days subject to the following conditions:

- Only three (3) personal days may be used during the summer.
- A maximum of three (3) personal days may be accumulated as sick days for all employees.

11. Article 16: Sick Leave

Replace B with: All full-time, and part-time clerical employees qualifying for benefits shall be entitled to, ~~up to and including~~ fifteen (15) days during a school year except as hereinafter provided. Should the sick leave be covered under the provisions of pension or compensation law, only the differences between the employee's salary and that compensation paid by the other agency shall be paid by the District. Sick leave may also be used for illness in the immediate family. Immediate family members consist of an employee's spouse, registered domestic partner, children, parents, siblings, grandparents, grandchildren and in-laws. (p. 9)

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. Sick leave may also be used for illness in the immediate family. Immediate family members consist of an employee's spouse, children, parents, siblings, grandparents, grandchildren, registered domestic partners, and in-laws.

The superintendent may grant special sick leave upon request.

Replace E with: Upon retirement, all unit members qualifying for benefits shall be allowed to convert to cash unused sick leave at the rate of \$45.00 per day to a maximum of 250 days. (p. 10)

Replace G with: If an employee uses zero (0) sick days (including family illness days, excluding personal days or bereavement days) during the fiscal year (July 1st through June 30th) he or she shall be paid a stipend of \$800. Employees are responsible for submitting documentation to the Business Office by July 15th of the following fiscal year. (p.10)

12. Article 17 Child Care Leave

Replace C with: No later than 90 calendar days prior to the expiration date of the leave the employee shall notify the Assistant Superintendent for Business, in writing, of their intention to return or not to return from the leave. Failure to give appropriate notice will cause the employee to forfeit employment. (p. 10)

13. Article 21: Insurance:

Replace Paragraph 1 with: The District shall pay effective July 1, 2024 - 85.00%; effective July 1, 2026 - 84.50%; effective July 1, 2027 - 84.00%; effective July 1, 2028 - 83.50% 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, 2024 - 15.00%; effective July 1, 2026 - 15.50%; effective July 1, 2027 - 16.00%; effective July 1, 2028 - 16.50% toward the remaining premiums. Employees married to another District employee shall be entitled to either two single plans or one family plan. Retirees shall contribute toward health insurance costs at the same percentage that they paid at the time of their retirement. Unit members hired to commence work in the bargaining unit on or after July 1, 2018 shall be eligible for retiree health insurance if having served 15 years in the District in a benefits eligible position and shall contribute toward health insurance costs at the same percentage that they paid at the time of their retirement. (p. 11)

14. Article 23: Retirement

Replace references to New York State Employees' Retirement System with New York State & Local Retirement System. (p. 13)

Replace C with: Retirement Notification: If a member notifies the Superintendent in writing six months in advance of their date of resignation for the purpose of retirement to receive benefits from the New York State & Local Retirement System, the member will receive a \$1200 salary payment within one month of the date of retirement. (p. 13)

15. Article 28 - Labor Management Committee

Replace Paragraph 1 with: The parties agree that in the interest of promoting harmonious relationships, a Labor Management Committee shall be created and shall consist of the COSA President, Vice President, the Assistant Superintendent for Business and Assistant Superintendent for HR/Leadership Development. The committee shall meet a minimum of four 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. (p. 14)

Remove Paragraph 2. (p. 15)

16. Article 29 - Salary

Replace with:

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:

Effective July 1, 2024, the 2024-25 salary schedule shall be increased by 1% to each cell and those unit members who are beyond step eligibility shall receive an additional salary increase of \$900. Effective July 1, 2024, the hourly wage rate for Teacher Aides shall be increased by one dollar and twenty-five cents (\$1.25).

Effective July 1, 2025, the 2025-26 salary schedule shall be increased by 1.25% to each cell and those unit members who are beyond step eligibility shall receive an additional salary increase of \$900. Effective July 1, 2025, the hourly wage rate for Teacher Aides shall be increased by one dollar (\$1.00).

Effective July 1, 2026, the 2026-27 salary schedule shall be increased by 1.25% to each cell and those unit members who are beyond step eligibility shall receive an additional salary increase of \$900. Effective July 1, 2026, the hourly wage rate for Teacher Aides shall be increased by one dollar (\$1.00).

Effective July 1, 2027, the 2027-28 salary schedule shall be increased by 1.5% to each cell and those unit members who are beyond step eligibility shall receive an

additional salary increase of \$900. Effective July 1, 2027, the hourly wage rate for Teacher Aides shall be increased by one dollar (\$1.00).

Effective July 1, 2028, the 2028-29 salary schedule shall be increased by 1.5% to each cell and those unit members who are beyond step eligibility shall receive an additional salary increase of \$900. Effective July 1, 2029, the hourly wage rate for Teacher Aides shall be increased by one dollar (\$1.00).

(p. 15)

Teacher Aides -

Newly hired Teacher aides shall receive a starting salary of \$18.00/hour effective July 1, 2024. (p. 15)

Longevity-

Noncumulative longevity is to be paid to clerical
15 years of service in the District:

12 months: \$850

10 months: \$705

Session (including Teacher Aides): \$621

20 years of service in the District:

12 months: \$1,000

10 months: \$830

Session (including Teacher Aides): \$730

25 years of service in the District:

12 months: \$1100

10 months: \$913

Session (including Teacher Aides): \$803

30 years of service in the District:

12 months: \$1,150

10 months: \$955

Session (including Teacher Aides): \$840 (p. 16)

Add the following stipend positions:

Fixed Asset Coordinator: Annual stipend for the period of July 1 through June 30 as follows: \$7,500

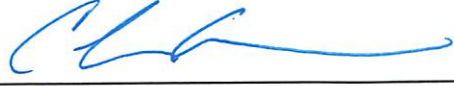
FOIL & FERPA Records Request Coordinator: Annual stipend for the period of July 1 through June 30 as follows: \$5,000

Should CCSD create a stipend position(s), all qualified COSA members in good standing may apply. All stipend positions should be advertised and renewed on an annual basis. (p. 16)

17. Remove all references to genders and pronouns throughout the contract.

SO AGREED, this 14th day of February 2024, subject to ratification by their constituents.

THE DISTRICT

BY:  _____

THE UNION

BY:  _____