

BOE Approved 07/09/24 (99)

**MEMORANDUM OF AGREEMENT**

It is hereby agreed by and between the Saugerties Central School District and the Saugerties Educational Support Association that the collective bargaining agreement that expires on June 30, 2024, shall be extended for a period of one year (July 1, 2024, through June 30, 2025), and shall remain unchanged except as set forth below:

1. Page 1, Article 1 (Recognition), Section 1.1, Replace with the following:

<b>Teaching Assistants &amp; Teacher Aides 10-Month</b>	<b>Clerical 10-Month</b>	<b>Clerical 12-Month</b>	<b>Food Service 10-Month</b>	<b>Information Technology 12-Month</b>
Teaching Assistant (Instructional) (Full-Time)	Clerical, Typist (Full-Time)	Clerical, Stenographer (Full-Time)	Cook (Full-Time)	Network Support Specialist I (Full-Time)
Teacher's Aide (Non-Instructional) (Full-Time)	Spanish-Speaking Typist (Part-Time) Contingent	Clerical, Senior Typist (Full-Time)	Assistant Cook (Full-Time)	Field Service Technician (Full-Time)
Teaching Assistant (Instructional) (Part-Time)	Clerical, Typist (Part-Time)	Clerical Typist, Building Secretary (Full-Time)	Food Service Helper (Part-Time/10)	
Teacher's Aide (Non-Instructional) (Part-Time)	Clerical, Typist, Data Clerk (Part-Time)	Clerical, Typist (Full-Time) (Part-Time)		
Personal Care Health Aide (Full-Time)	School Advocacy Specialist (Spanish/English) (Full-Time)	Educational Data Facilitator (Full-Time)		
		Special Education Specialist (Full-Time)		
		Secretary Special Education Program (Full-Time)		

2. Page 2, Article 3 (Seniority & Assignments), Section 3.1, Revise as follows:

**Seniority for Civil Service positions** - Seniority shall apply in the event of a reduction of hours, promotion or transfer in Civil Service classified positions. In recognition, however, of the responsibility of the District for efficient operations it is understood and agreed that in all cases of promotion and transfers, the following factors as listed below shall be considered; however, factor two shall be the determining factor when factor one is relatively equal between employees:

1. Ability to perform the work.
2. Length of continuous service.

**Notwithstanding the above, the District shall not need to consider seniority when: (a) transferring a teacher aide assigned to a student(s) based on an IEP or 504 plan, if the student(s) leaves the District or the IEP or 504 plan changes during a school year; and (b) when determining assignments for the start of a new school year. The Superintendent of Schools shall have the discretion to consider volunteers for a transfer in lieu of involuntarily transferring a teacher aide.**

3. Page 6, Article 4 (Leave Benefits), Section 4.2(A), Add the following:

Paid time off shall be pro-rated if the unit member separates prior to June 30<sup>th</sup>. In such event, if the unit member used more paid time off than they earned for that year, the District shall recoup the value of the days used, but not earned, from any money owed to the employee upon separation.”

4. Page 8, Article 5 (Hours of Work & Work Year), Section 5.1(A), Revise as follows:

**10-Month/12-Month Clerical & Other 12-Month Full-Time Employees**

The normal workday for full-time ten-month and twelve-month clerical employees, and other full-time twelve-month employees shall be seven and one-half (7 ½) hours per day, exclusive of a 30-minute lunch. When students or faculty are not in attendance, Clerical Employees shall work "summer hours." Summer hours shall be defined as morning arrival at 8:00 a.m., afternoon departure at 3:00 p.m. with lunch from 12:00 to 1:00 p.m.

5. Page 8, Article 5 (Hours of Work & Work Year), Section 5.1(B), Revise third sentence as follows:

On days immediately preceding a vacation or holiday, the Teacher Aides and Teaching Assistants may leave **once all students have departed** ~~at the end of the student day.~~

6. Page 9, Article 5 (Hours of Work & Work Year), Section 5.2, Add the following:

A unit member must receive prior approval from their supervisor before working overtime. Attached as Appendix A is a form unit members and supervisors must complete prior to a unit member working any additional hours.

7. Page 11, Article 5 (Hours of Work & Work Year), Section 5.3(C)(2), Revise first sentence as follows:

~~At the end of the student day,~~ On the scheduled conference days, full-time Teaching Assistants and Teacher Aides may leave school **after all students have departed and will return in time to begin conferences at 5:00 p.m. and will work** ~~may have such conferences~~ no later than 8:00 p.m.

8. Page 11, Article 5 (Hours of Work & Work Year), Section 5.3(D), Replace with the following:

All Food Service employees working 5 hours or more will work the number of days assigned by the District.

9. Pages 11-12, Article 5 (Hours of Work & Work Year), Section 5.4, Subsections (A), (B), (C), and (D), Insert the following:

Subsection (A) – IT Department employees shall report to their workstations one (1) hour later than their normal reporting time.

Subsection (B) – IT Department employees shall report to their workstations two (2) hours later than their normal reporting time.

Subsection (C) – IT Department employees may be called in for a partial day if road conditions permit it.

Subsection (E):

- Revise Subsection 4 – County-Wide Emergency Drill: All Teaching Assistants, ~~and Teacher Aides,~~ **and IT Department employees** may leave their workstations as soon as all students are evacuated from their buildings. Clerical staff may leave with principal or supervisor approval.
- Add New Subsection - IT Department employees may leave their workstations after all students in their building have departed or with principal or supervisor approval.

10. Page 15, Article 8 (Other Benefits) Section 8.2, Add the following:

Effective July 1, 2024, the District's contribution to the STA Benefit Trust for each full-time unit member shall increase to \$1,580.

11. Page 16, Article 8 (Other Benefits), Section 8.5(2), Add the following:

Employees who retire on or after July 1, 2024, will contribute to their health insurance in retirement according to the table below:

District Years of Service	DEHIC EPO 20 Individual Cost	DEHIC EPO 20 Family Cost
25+ Years	0%	15% of premium
20 - 24 Years	5% of premium	25% of premium
15 - 19 Years	10% of premium	30% of premium

12. Page 17, Article 8 (Other Benefits), Section 8.5(3), Revise as follows:

At the time of retirement, in the event an employee has unused Paid Time Off days, the value of such unused days (calculated at the employee's daily rate of pay at the time of retirement) shall be deposited into a Sick Value Bank. The monies in the Sick Value Bank shall apply as a CREDIT balance towards the retiree purchasing District health insurance in retirement. The balance can be spent down to help the retiree pay for the out-of-pocket costs for retiree and/or family health insurance. The Sick Value Bank CREDIT balance can ONLY be utilized to pay for District health insurance for a retiree, spouse and/or dependent(s). **This benefit shall only be provided to employees who have fifteen (15) or more years of unit service (including part-time service) as of June 30, 2024. The parties shall establish a mutually agreed upon list of employees.**

13. Page 21, Salary Schedule, Add the following:


Effective July 1, 2024, full-time unit members shall receive a salary increase of 1.75%, and part-time unit members shall receive a salary increase of 3%.

14. Incorporate any Memorandum of Agreement entered into by the parties since the last contract was agreed upon.

15. This Agreement is subject to ratification by the Association and approval by the Board of Education.

Dated: *June 25, 2024*

  
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SAUGERTIES CENTRAL SCHOOL  
DISTRICT

  
\_\_\_\_\_  
SAUGERTIES EDUCATIONAL  
SUPPORT ASSOCIATION

**APPENDIX**

**OVERTIME/ADDITIONAL HOURS APPROVAL FORM**

This form is to be used for pre-approval of all work performed outside of the employee's regular work hours. Employees may not work additional hours without the prior approval of their supervisor.

Employee name: \_\_\_\_\_

Assignment: \_\_\_\_\_

Date of additional work: \_\_\_\_\_

Number of hours: \_\_\_\_\_

Reason for Additional Work: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employees must attach this completed form to the time record in which the additional hours were worked. Employees should make and keep a copy for their personal records.