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# **AGREEMENT**

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by and between the  
**BOARD OF EDUCATION**

of the  
**EDGEMONT UNION FREE  
SCHOOL DISTRICT**

and  
**CSEA, Local 1000 AFSCME,  
AFL-CIO**



Edgemont UFSD Clerical, School Nurses, and  
Technology Unit #9165 -01

Westchester County Local 860

**July 1, 2022 – June 30, 2026**

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**ARTICLE I**

**APPLICABLE LAW**

- A. The Public Employee's Fair Employment Act, the other provisions of the Civil Service Law, and the Local Laws of the Board of Education of the Edgemont Union Free School District, Town of Greenburgh, that are consistent with said Act and the Civil Service Law shall govern the terms of this Agreement.
- B. It is agreed by and between the parties that any provisions of this agreement requiring legislative action to permit its implementation by amendment of law, or by providing the additional funds therefore, shall not become effective until the agreement takes effect.
- C. If any legislation or Court decision renders any portion of the Agreement invalid or unenforceable, the invalid or unenforceable provisions shall be severed from the contract, and the remaining provisions shall continue in full force.

**ARTICLE II**

**RECOGNITION**

- A. The Employer agrees that Civil Service Employees' Association, Inc., Local 1000, AFSCME, AFL-CIO is the sole and exclusive bargaining agent for the employees described in Article III, Section A for the purpose of negotiating terms and conditions of employment, and of administering grievances arising thereunder, for the maximum period of time allowed under application law.
- B. The CSEA affirms that it does not assert the right to strike against the Employer, to assist or participate in any such strike, or to impose an obligation upon its members to conduct or to participate in such strike.
- C. Both parties to this agreement recognize that the Board has and retains the "right to manage" the affairs of the District in a manner consistent with Civil Service Law. Such right includes, but is not limited to, the right to determine hours and content of work schedules, increase or decrease of staff size, make assignments and transfers consistent with the terms of this Contract and Agreement.

**ARTICLE III**

**UNION SECURITY AND CHECK-OFF**

- A. This contract covers those positions for which titles are listed in the salary schedules attached hereto as Exhibit A plus any related titles created during the course of this Agreement.
- B. Dues Deductions – The employer shall deduct from the wages of the employees and remit to CSEA, Inc. regular membership dues for all employees who have agreed to such deductions by signing a duly authorized form agreed to by the Employer and the CSEA.
- C. Employees with at least six months of consecutive service shall have the option to request a reduction in salary for the purpose of purchasing annuities from any of the sources approved for other employees of this District.

- D. Employees with at least six months of consecutive service shall have the option of joining the Hudson River Federal Credit Union and to have payroll deductions made and forwarded to that organization.
- E. These options for the Tax-Sheltered Annuity Program and for the Credit Union may be exercised twice each year during the months of January and June.

#### ARTICLE IV

#### **RIGHTS OF CSEA**

- A. The CSEA may provide a bulletin board in each school building for its own use and may use school district courier service for communications to its members.
- B. The Employer grants the right of the President of the Association or her/his designated agent, or the designated field representative to visit the facilities of the Employer for the purpose of adjusting grievances and administration rights of the Agreement, to have reasonable notice to the Superintendent of Schools or the Assistant Superintendent.
- C. The Employer grants the right of employees, designated or elected for the purpose of adjusting grievances and maintaining administration rights of the Agreement, to have reasonable amounts of free time from their regular duties to fulfill these obligations, provided reasonable notice shall have been given to the Department Head and the Assistant Superintendent.
- D. Neither the Employer nor the CSEA through their office, member, representatives, agents or committees, shall engage in any subterfuge for the purpose of defeating or evading the terms of the agreement.
- E. There shall be no discrimination, interference, restraint or coercion by the employer or any of its officers, or agents, against any employee because of any lawful activity on behalf of the CSEA or because of membership in the CSEA; and the CSEA, its members, its officers, its agents shall not coerce employees into membership in the CSEA in an unlawful manner.
- F. The CSEA will be permitted the use of school buildings for the purpose of holding CSEA meetings. Board of Education regulations for the use of school buildings shall govern the conduct of such meetings. Such meetings will be held at a time when functions shall be the least disrupted, from the Employer's point of view.
- G. The CSEA shall be the sole judge of its own rules and regulations with respect to CSEA and organizational administration.
- H. The CSEA shall designate three employees as its representatives—one from each of the District's three schools. This does not apply to the negotiating team.
- I. Employee organization leave: Members of the bargaining unit who are elected or appointed officers of the County or State CSEA shall have two days per year for the purpose of conducting union business. Such time shall not be charged to accumulated leave.

## ARTICLE V

### RIGHTS OF EMPLOYEES

- A. Any employee covered by the provisions of this agreement shall be free to join or refrain from joining the CSEA without fear of coercion, reprisal, or penalty from the CSEA or the Employer.
- B. A work break of not more than twenty minutes may be taken once during each working day. The work break is to be taken at approximately the middle of the morning shift.
- C. Upon request, with at least five days' notice, employees may on their own time periodically review the contents of their own personnel folders, in the presence of an administrator or other authorized person. Employees shall sign and date the contents verifying that they have reviewed the contents of the folder. Should an employee review the file and fail to sign and date the contents, the district official in charge of said file may so indicate in the file. Unit Members have the right to attach a response to any counseling memos or disciplinary letters within ten (10) business days after receipt.
- D. The Employer agrees to furnish a copy of the agreement to each present employee and to each new employee after such employee has completed three months of uninterrupted service.
- E. Employees whose positions are abolished shall receive two (2) weeks' written notice of such action.
- F. Employees are required to give two (2) weeks' notice prior to voluntary separation and thirty (30) days' notice prior to retirement.

## ARTICLE VI

### COMPENSATION

- A. Salary increments will be awarded each July 1<sup>st</sup>, in accordance with the salary schedule in effect at that time, but only to employees with at least 6 months of service in the district who have not yet reached the maximum salary for their classification, providing the employee has successfully completed the appropriate Civil Service examination for the particular classification. Should the appropriate examination not be held from the date of provisional employment of the employee to the next July 1<sup>st</sup>, or if an examination was held, should an eligible list not have been established by said July 1<sup>st</sup>, then such employee shall receive a salary increment on said July 1<sup>st</sup> as if she/he had successfully completed said examination.
- B. Anyone employed on or before the first working day in January will receive the increment to which she/he may be entitled the following July, subject to Article VI Section A above.
- C. Whenever salary schedules are increased, all eligible employees shall receive the appropriate increase in addition to the regular increment, providing the employee has not reached the maximum salary under her/his particular classification.
- D. In computing hours worked in any given week, any sick leave, personal leave, excused time, vacation time, etc., used by the employees shall be considered the same as hours worked and shall not be deducted from total hours in determining pay.

- E. Salary deduction when made or extra salary earned for each day shall be at the rate of 1/240<sup>th</sup> for 12-month employees and 1/200<sup>th</sup> for all 10-month employees. Part-time employees shall be paid only for actual hours worked.
- F. The District will not place new hires at higher than step 6 in any title unless necessary to reflect the candidate's particular credentials, experience or prior salary. In such cases the District will promptly advise the CSEA of the proposed placement and the reasons therefore, and the CSEA shall have an opportunity to present its views.
- G. Longevity Payments will increase by the applicable across-the-board salary percentages, and each payment is in addition to the preceding payment. Effective July 1, 2018, the 12-year longevity increment shall be replaced by a 10-year longevity increment. However, only unit members who had 10, 11 or 12 years of service as of July 1, 2018 shall be entitled to any retroactive payment. Longevity amounts for the term of this Agreement are as follows:

Years of Service	2022-2023	2023-2024	2024-2025**	2025-2026**
After 10 years:	\$1,128	\$1,151	Between \$1,169 and \$1,174	Between \$1,188 and \$1,197
After 15 years:	\$1,272	\$1,297	Between \$1,318 and \$1,323	Between \$1,339 and \$1,349
After 20 years*:	\$1,316	\$1,342	Between \$1,363 and \$1,369	Between \$1,385 and \$1,396

\* The 20-year increment is available only to unit members who commenced service on or before June 30, 2012.  
 \*\* Increases to be between 1.60% -2.00% based on CPI in the NY Metropolitan Area (CPI-U) for the 12-month period ending in January of the preceding fiscal year.

Longevity increases will be prorated for employees whose anniversary date is other than July 1<sup>st</sup>.

H. Overtime

Overtime, when authorized by the immediate supervisor, shall be paid at the following rates:

- In excess of 35 hours to a maximum of 40 hours per week – straight time.
- In excess of 40 hours per week – time and one-half.

I. Tuition Reimbursement

Employees are encouraged to undertake degree programs, college-level courses and courses of study that are directly related to their job responsibilities. Reimbursement for tuition and books will only be made to employees enrolled in degree programs, college-level courses and courses of study directly related to their job responsibilities.

1. Tuition paid for job-related courses taken within the approved degree program will be reimbursed to the employee. Tuition for non-job-related required courses taken within the approved degree program will be reimbursed with the following restrictions:

A maximum of 12 credits of non-job-related courses will be reimbursed for employees enrolled in an approved four-year Baccalaureate Program.

A maximum of 6 credits of non-job-related required courses will be reimbursed for employees enrolled in an approved two-year Associate Degree Program.

\*Work location – For the purpose of this clause, work location shall be defined as each office within a given school building, the Business Office and the Superintendent’s Office.

2. Courses of study directly related to an employee’s job responsibilities must be deemed to be of sufficient merit by the Assistant Superintendent.
3. Tuition paid for all job-related college-level courses directly related to job responsibilities will be reimbursed to the employee.
4. A maximum of \$50 will be reimbursed to the employee for books purchased for any course eligible for tuition reimbursement.
5. The maximum annual tuition reimbursement will be \$1,000. Current employees enrolled in a degree program shall complete this program.

In order to obtain reimbursement, the employee must:

1. Prior to taking a course that is not job related submit proof of being enrolled in either a two-year Associate Degree Program that is job related or a four-year Baccalaureate Degree Program that is job related.
2. Prior to taking a college-level course, submit for approval to the Assistant Superintendent the following information:
  - Description of course
  - Meeting times and location of the classes
  - A description of the relationship of the course goals to the employee’s specific job responsibilities
3. Prior to taking a course of study, submit for approval to the Assistant Superintendent the following information:
  - Description of course
  - Meeting times and location of the classes
  - A description of the relationship of the course goals to the employee’s specific job responsibilities
4. Receive written approval to take the course from the Assistant Superintendent.
5. Payment for tuition and books will be made after the employee has submitted proof of the successful completion of the course and submitted appropriate proof of payment for tuition and books.

J. In-service

School Nurses are encouraged to complete job-related in-service courses offered by the Edgemont Union Free School District.

Compensation for successfully completing an approved job-related in-service course will be as follows:

1. Compensation will only be made for time spent in the in-service course outside of the normal work hours.
2. Compensation will be at the hourly rate paid to nurses on the first step of the appropriate salary schedule.

In order to receive compensation for completing a job-related in-service course the nurse must:

1. Receive prior written approval from the Assistant Superintendent to enroll in the in-service course.
2. Upon successful completion of the approved in-service course the employee must:
  - Submit evidence of successful completion of the in-service course
  - Submit an additional payment form indicating the approved hours spent attending the course.

Unit members who travel to an approved conference by personal vehicle or Technology Employees or Nurses who are required by the District to travel between buildings during the workday by personal vehicle, shall be reimbursed for mileage at the current IRS Travel rate for the miles traveled to and from the conference, but mileage between an employee's home and regularly assigned work location will not be reimbursed. In order to be reimbursed for such travel, unit members shall be required to submit evidence of the mileage traveled within one week after the conference concludes. Travel for personal reasons shall not be reimbursed by the District.

- K. Professional Development – The Union and the District agree to leave the topic of Professional/Staff Development open and subject to future (i.e., post-contract) good-faith negotiations at agreed upon times.
- L. 10-month employees will receive pro-rated compensation to reflect their reduced work year. This reduction will be accomplished by multiplying the appropriate hours spent attending the course.
- M. Nurses are required to maintain current CPR and AED certification. The District will reimburse recertification fees.



**ARTICLE VII**

**SICK LEAVE AND WORKERS' COMPENSATION\***

- A. In case of employees with less than one full year of service, sick leave with full pay shall be allowed as follows:
1. One day credited automatically upon the start of service. Thereafter sick leave to be accumulated at the rate of 1-¼ days for each full month of service, maximum of 15 days for the first year.
  2. NURSES and 10-Month Employees: One day credited automatically upon the start of service. Thereafter sick leave to be accumulated at the rate of 1 day for each full month of service, ten months equaling 10 days plus 1 day at start, to a maximum of 11 days for the first year.
- B. 1. Clerical employees with one complete fiscal year of service shall be granted 17 days of sick-leave credit at the start of the fiscal year. If such employee leaves prior to having earned said sick leave at a theoretical rate of 1-¼ days per month, such overused leave will be deducted from any earned vacation or other time at separation from service.
2. Nurses and 10-month employees with one complete fiscal year of service shall be granted 14 days of sick leave credited at the start of the fiscal year.
- C. Unused sick leave shall accumulate to a maximum of 200 days.
- D. 1. All employees who had reached a threshold of 75 days in accumulated sick time as of June 30, 1999 shall be paid 1 for 5 days at the time of retirement or 1 for 10 days at the time of separation. Payment will be made for the number of days accumulated as of June 30, 1999 and at the daily rate at the time of separation. Employees covered under this section will receive a letter stating the number of days they will be entitled to at the time of separation or retirement. Employees hired prior to June 30, 1999 who take ERS service retirement from the School District after July 1, 2015 shall be entitled to the more favorable of the payments to be made under this or the following sub-paragraph, but not both.
2. Effective July 1, 2022, employees who take service retirement from the School District shall be paid for accumulated sick time at the time of retirement (to a maximum payout of 37 days' salary) as follows: for the first 50 days, 6 days; for days 51-100, 8 days; for days 101-150, 8 days; and for days 151-200, 15 days. Payment will be made at the daily rate at the time of retirement.
- E. A good Attendance Program will be enforced:
- |   |                    |
|---|--------------------|
| No sick days used and no patterns of lateness*  | payment for 4 days |
| 1 sick day used and no patterns of lateness*  | payment for 3 days |
| 2 sick days used and no patterns of lateness*<br>(daily pay rate per Article VI, Section E) | payment for 2 days |

\*Patterns to be reported by immediate supervisor.

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\* Vacation time is addressed in Article VIII.

- F. Employees who report for work, become ill, and leave after three hours shall be given credit for one-half day attendance; such employees leaving after five hours of work, exclusive of lunch, will receive credit for a full day at work, with no charge to sick leave.
- G. Whenever an employee is absent as the result of a “compensable” injury as defined under State Workers’ Compensation Statutes, the absence shall be deducted from sick leave. If sick leave runs out, the employee is to be continued if requested in writing by the affected employee, recommended by the Assistant Superintendent and approved by the Superintendent. When the District receives reimbursement from State Fund covering such absence, the reimbursement shall be used to replace the employee’s sick leave on a dollar-for-dollar basis at the rate that existed at the time of the injury to the maximum sick leave that existed when the absence first occurred.
- H. Sick leave usage will be charged in minimum increments of ½ day.

## ARTICLE VIII

### VACATIONS

- A. With the exception of Registered Nurses and 10-month employees, the following paid vacations will be granted to all employees:
  - A vacation earned at the rate of one day per each full calendar month of service through June 30<sup>th</sup> up to a maximum of 10 days to all employees with one year of service;
  - A vacation of 10 days to all employees with two years of service as of June 30<sup>th</sup>;
  - A vacation of 15 days to all employees with three years of service as of June 30<sup>th</sup>;
  - A vacation of 20 days to all employees with ten years of service as of June 30<sup>th</sup>.
- B. Vacations will normally occur during July and August. However, one-half of the vacation time, or more, may be taken during other months, not necessarily in consecutive period, with the approval of both the immediate supervisor and the Assistant Superintendent.
- C. Earned vacations shall be given to all employees upon resignation, provided at least two weeks’ prior written notice has been given.
- D. Upon the death of an employee, all earned vacation leave shall be paid to the employee’s beneficiary or estate, as the case may be.
- E. Persons with four weeks’ vacation may, at the District’s option, work the fourth week and receive straight time pay for such week worked. This is in addition to the right of employees to carry over five days of unused vacation.
- F. Earned vacations shall be given to all employees upon retirement provided at least thirty (30) days prior written notice has been given.

## ARTICLE IX

### RETIREMENT

- A. The Employer shall be governed by the provisions of Sec. 75I of the Retirement and Social Security Law (25-year plan).
- B. The Employer shall be governed by the provisions of Sections 41K and 43 of the Retirement and Social Security Law, and Sections 243 of the Military Law (Military Service Credit).
- C. The Employer shall be governed by Section 60B of the Retirement and Social Security Law (guaranteed minimum death benefit).
- D. The Employer shall be governed by Section 41J of the New York State Retirement and Social Security Law, which provides for application of unused sick leave for service credit upon retirement.

## ARTICLE X

### PERSONAL LEAVE, BEREAVEMENT LEAVE, JURY DUTY, MATERNITY LEAVE

- A. Absence, personal business: A total of three days in one year may be used for excused absence to attend to personal business. Requests for such absence shall be made in writing, on a form provided and except in emergencies, be submitted forty-eight (48) hours in advance of the absence to the immediate supervisor and the Assistant Superintendent. The first two personal business days used in any year shall not be charged to sick leave, but the third day, if used, will be charged to accumulated sick leave (or, if there is no available accumulated leave, to the following year's sick leave accrual). The use of a third personal business day shall not be counted as sick leave usage for purposes of the good attendance program provided for in Article VII(D). Requests for personal business days in excess of three per year shall receive consideration provided the reason for the request is disclosed to the Superintendent of Schools. Requests for personal business days will not be honored for days immediately preceding or immediately following vacations. Newly hired unit members shall not be eligible for personal leave until they have served at least three months for one day credit, and at least six months for two days' credit.
- B. Absence, death in family: Up to five working days may be granted in each case of death in the immediate family and shall not be deducted from sick leave. The immediate family includes: husband, wife, domestic partner, son, daughter, step-child, grandchild, mother father, grandparent, brother, sister, father-in-law, mother-in-law, son-in-law, daughter-in-law, and other relative living in the employee's immediate household. Additional days may be granted at the discretion of the Superintendent based on evidence of pressing need. For purposes of this section, the definition of "Domestic Partner" shall be consistent with the definition of "Domestic Partner" that is set forth by the District's designated Health Plan.  
  
Up to three days may be granted for the death of the following family members: brother/sister-in-law, aunt, uncle, any individual who served *in loco parentis* during the unit member's life, and other persons per consultation with the Superintendent or his/her designee. Additional days may be granted at the discretion of the Superintendent based on evidence or pressing need.
- C. Jury Duty, Absence: Full salary will be allowed for regular jury duty up to a maximum of two weeks, and for Grand Jury up to a maximum of four weeks providing the employee

makes a written request to the Assistant Superintendent at least two weeks in advance and turns over to the school district her/his jury duty payments, exclusive of transportation.

- D. Absence for Jury Duty service in excess of that allowed in C above shall receive the consideration of the Assistant Superintendent for possible reimbursement.
- E. Any illness or disability attributable to pregnancy or childbirth shall be treated as any other illness or disability.

An employee medically certified as unable to work due to pregnancy or childbirth may, at her option use any accrued and unused vacation leave (in addition to sick leave) during the period of such medical certification. Such paid leave shall run concurrently with any period of leave for serious personal illness as may be provided by state or federal law.

An employee who has borne (or whose spouse has borne), or who has adopted, a child shall be entitled to an unpaid child care leave for a minimum period of six months and a maximum period of one year, upon notice to the Assistant Superintendent of Schools. Such leave shall run concurrently with any period of leave to care for and/or bond with a new child as may be provided by state or federal law. An employee may, at his/her option, use any accrued and unused vacation leave during such leave.

The period of unpaid child-care leave provided for in the preceding paragraph shall start at the birth or adoption of the child. In the case of an adoption, the leave may commence as much as two weeks before the adoption in the event that travel or legal proceedings incident to the adoption so require.

At the employee's request, the Superintendent of Schools shall have discretion to (a) shorten the six-month child-care leave minimum, (b) vary the commencement date of the child care leave, or (b) extend the child care leave for an additional period to end no later than two years after the initial commencement of the leave.

- F. Absence, Family Illness: Up to two days per year shall be granted for illness in the immediate family (parent, spouse, Domestic Partner, or child). Such leave shall be in addition to sick leave. Unused days under this provision shall not accumulate year to year. Certification of illness may be required under this provision. Additional days may be considered by the Superintendent of Schools. For purposes of this section, the definition of "Domestic Partner" shall be consistent with the definition of "Domestic Partner" that is set forth by the District's designated Health Plan.

## ARTICLE XI

### **WORKING CONDITIONS**

- A. Any proposed changes in personnel rules, working conditions, etc., will be submitted to the CSEA for full discussion before being adopted. An opportunity will be given CSEA to submit recommendations concerning such change, which shall be considered.
- B. Work week: The instructional year work week shall be 35 hours. The "summer hours" work week shall be 30 hours. "Summer hours" will apply to all CSEA Clerical members and will be in effect from the week following High School graduation through the week prior to Labor Day, and "summer hours" weeks will be four-day weeks, Monday through Thursday. For the summer of 2022, unit members will work on Friday, September 2, 2022 but will have off on Monday, August 29, 2022. Vacation time taken during "summer hours" weeks will be charged at the rate of 1.25 days of vacation time for one day not

worked; *provided, however*, that if, during the period of “summer hours,” an employee takes 50% or more of the total amount of vacation time available to her/him for the year in question, then vacation time taken during “summer hours” will be charged at the rate of 1.0 day of vacation time for one day not worked. Overtime throughout the year shall be paid in accordance with Article VI, Section H.

The 10-month clerical member assigned to work for the Athletic Director shall have their work year begin the week before summer athletics begin, but not earlier than August 1<sup>st</sup>. The District shall notify the clerical employee of the date he/she is required to begin by no later than the last day of school in June. The unit member’s work year shall end 10 months after the beginning of his/her start date (e.g., if the start date is August 1<sup>st</sup> the unit member’s work year will end on the last workday before June 1<sup>st</sup> of the next year). This 10-month clerical employee shall be entitled to the same number of summer hour weeks as other 10-month employees in the Unit.

- C. Unit members will not report to work during the Christmas break.
- D. When an employee is assigned the duties of a lower classification with no change in title, she/he shall be granted her/his regular rate of pay of her/his classification. If an employee is assigned the duties of a higher classification with no change in title on a temporary or permanent basis, then Section F below shall apply.
- E. Employees filling positions that have been, or will be, reclassified by the Department of Civil Service are to remain in these positions at the salaries specified under their present titles. Employees who so desire will be provisionally appointed to the position as classified by the Department of Civil Service, and placed on the salary schedule for such position in accordance with Section G of this article. Increments will be granted in accordance with Article VI, Section A. Employees will not be promoted unless an opening exists in a position properly classified by the Department of Civil Service.
- F. Personnel may advance from one category to another if a vacancy exists by (1) obtaining the recommendation of her/his administrative supervisor, and (2) passing the appropriate Civil Service examination. All promotional advancements must be recommended by the Superintendent of Schools to the Board of Education for approval.
- G. When an employee is appointed to, reclassified to, transferred to, or promoted to a position with a higher schedule, the employee shall be placed on the same step of the higher schedule.
- H. Whenever it becomes necessary to create new titles within the District, salaries and grades for such titles shall be negotiated in good faith with CSEA representatives before being implemented. If an agreement cannot be reached between both parties, the Board shall establish the appropriate salary range.
- I. Registered nurses employed on a full-time basis shall be on duty during all days school is in session, from 8:00 a.m. to 3:30 p.m. This includes all days students are required to be in school, plus three more days to be used for professional development activities. In addition to these days, registered nurses may be required to work up to an additional 15 days per year. Compensation for the additional fifteen days will be specified in Article VI, Section E. The determination as to how many extra days will be needed shall be decided on a school-by-school basis, with the decision being made by the Assistant Superintendent after a meeting between the school nurse and the building principal.
- J. In case of assault upon an employee in the performance of her/his duties, while acting within the scope of her/his employment, the employee shall promptly report the assault to

the immediate supervisor and to the Association. To the extent permitted by applicable law, the Board may, at its option, provide legal counsel to advise the employee of her/his rights and obligations with respect to such assault.

- K. If an employee is sued as a result of any action by the employee while in pursuit and while acting in the scope of her/his employment, upon due and timely notification, the Board will provide legal counsel and render all necessary assistance to the employee in her/his defense. Prompt notice of any such complaint against an employee shall be given to the Employer, and the employee may notify the Association. It is understood however that this subdivision shall in all instances and in all respects be subject to and limited to the provisions of Section 3023 of the Education Law.
- L. Time lost by an employee in connection with any incident mentioned in this article shall not be charged against the employee if the incident was not the fault of the employee.
- M. The School District agrees to endeavor to set safety standards for the protection of employees and to provide and maintain safe and healthful working conditions and to initiate and maintain operating practices that will safeguard employees.
- N. Ten-month employees shall be on duty during all days school is in session. This includes all days when teachers are required to be on duty, all days designated as teacher meetings and conference days by the Superintendent of Schools and the week before school opens and the week after school closes.
- O. If school is closed due to unused emergency days on the Friday immediately before Memorial Day, the CSEA clerical members will not have to report to work.
- P. When school is closed during the winter break and spring break, unit members who are required to report to work shall flex their start time and report to work no earlier than 7:30 a.m., but no later than 8:30 a.m. In addition, unit members may be permitted to shorten their lunch break from one (1) hour in duration to thirty (30) minutes. The specific time that the unit members will report to work (between 7:30 a.m. and 8:30 a.m.) and the amount of time the employee will take for lunch, must be preapproved by the unit member's supervisor.

## ARTICLE XII

### INSURANCE

- A. Health Insurance
  - 1. The District will provide the individual and dependent coverage plans of the Statewide Schools Cooperative Health Plan or other equivalent plan for enrolled full-time employees. This coverage is effective as follows:
    - (a) Full-time employees who wish to enroll for health-insurance coverage prior to two months of service (but not prior to employment in the District) may do so by paying the full cost of premiums for the month involved.
    - (b) As used in this article, a full-time employee is one who is employed at least twenty (20) hours per week, and at least ten (10) months per year, and who either meets Civil Service requirements for "permanent" appointment, or was in her/his present classification on June 30, 1968.

(c) Benefits for new enrollees under the plan will not be effective until after two months of employment, and will continue for two months beyond the termination of employment with the District.

The above paragraph shall not apply to employees hired on or after July 1, 2022. Employees hired on or after July 1, 2022, shall have the option to either (1): select health insurance to begin immediately upon their commencement of service with the District; or (2) select to have health insurance begin on the 1st of the month following the date they commence service with the District (e.g., if service commences September 18<sup>th</sup>, the employee may elect to wait for health insurance to begin until October 1<sup>st</sup>).

2. Unit members will make the following contributions to the cost of District-provided health insurance coverage:
  - (a) Effective July 1, 2023: 14.75% of the actual premium cost (single, two person, or family as applicable).
  - (b) Effective July 1, 2024: 15.00% of the actual premium cost (single, two person, or family, as applicable).
  - (c) Effective July 1, 2025: 15.25% of the actual premium cost (single, two person, or family, as applicable).
3. Retiree health insurance will be provided as follows:
  - (a) Unit members who commenced service prior to July 1, 2012 will, if they retire from full-time District service (per the ERS definition of service retirement) after ten (10) years of employment in the District will be entitled to retiree health insurance coverage of the type they held at the time of retirement without any retiree contribution for the life of the unit member.
  - (b) Unit members who commenced service prior to July 1, 2012 will, if they retire from full-time District service (per the ERS definition of service retirement) after seven (7), but fewer than ten (10), years of employment in the District will be entitled to retiree health insurance coverage of the type they held at the time of retirement, with a retiree contribution at the same rate as was in effect during the employee's last day of service prior to retirement.
  - (c) Unit members who commence service on or after July 1, 2012 will, if they retire from full-time District service (per the ERS definition of service retirement) after seven (7) years of employment in the District will be entitled to retiree health insurance coverage of the type they held at the time of retirement, with a retiree contribution at the same rate as was in effect during the employee's last day of service prior to retirement.
4.
  - (a) For each full-time member of the clerical unit who agrees to waive health-insurance coverage for one year, the District will pay the sum of \$1,500 annually for the waiver and withdrawal. In the event of a situation occurring after withdrawal in which the member's coverage would otherwise be terminated, the District shall allow reentry to the extent permitted by the insurance policy upon a pro-rata repayment of the amount paid for the waiver and withdrawal.
  - (b) Effective July 1, 2022, in each year that at least an average of twenty (20%) percent of the unit declines the District provided health insurance benefits, such unit members shall receive two thousand (\$2,000) for declining individual coverage or five

thousand (\$5,000) for declining family coverage. By the last paycheck in the school year, should at least an average of twenty (20%) percent of the unit members decline coverage for a full 12 months (July 1 – June 30), unit members will receive a lump sum payment equal to the difference between the increased benefits in this subsection and benefits set forth in subsection (4)(a).

If the unit fails to meet the 20% percent requirement set forth in paragraph 4(b), unit members will be entitled to receive the declination buyout set forth in subsection (4)(a).

5. Full-time members of the clerical unit shall have the option of joining a health maintenance organization rather than the health insurance plan in effect. The District's contribution to the health maintenance organization shall not exceed the maximum contribution it makes for employees who are in the health-insurance plan currently in effect.
6. The District shall have the right to change the health-insurance plan to another equivalent health-insurance plan. The District shall provide the Union with at least ninety (90) days' notice prior to a change in health insurance.
7. Any member of the bargaining unit who is covered by a spouse's district-funded health-insurance plan must decline health insurance coverage, but in such case the District will, upon request, reimburse any member of the bargaining unit who declines health-insurance coverage the cost of the premium for a catastrophic insurance plan provided such cost does not exceed \$250.
8. The district will offer a "125 Plan" and 457 and 529 Plans to the members of the Clerical, School Nurses, and Technology Unit.

B. CSEA Benefit Fund

1. An employee benefits fund shall be maintained by the Civil Service Employees' Association, Inc., for the purpose of providing fringe benefits other than those provided directly by the District. Effective July 1, 2015, the amount of funding by the District shall be \$350 per employee per year. These moneys shall be held in a separate account designated Employee Welfare Fund and shall be dispensed by the Executive Board of the Clerical Unit for purposes equitably applied to all unit members. Effective 60 days following ratification of the Memorandum of Agreement, the amount of funding by the District shall be \$350 per employee per year, plus a prorated amount of the difference between the family Dutchess Dental Plan and the family Horizon Dental Plan. Effective July 1, 2020, the amount of funding by the District shall be \$782 per employee per year.
2. Effective July 1, 1983, the District will remit premiums for Dental Insurance and Vision Care Insurance directly to the Civil Service Employees' Association – Employee Benefit Fund at prevailing rates.
3. The District will provide employees with the CSEA Employee Benefit Fund family Dutchess Dental Plan and the CSEA Employee Benefit Fund family Platinum Vision Plan. Effective upon sixty (60) days following the ratification of the Memorandum of Agreement, the District shall replace the CSEA family Dutchess Dental Plan with the CSEA family Horizon Dental Plan.
4. The Board shall have the right to change applicable plans provided that such change shall cause no diminution or loss of benefit to any person or persons so entitled at the time of the change. Appropriate notification shall be provided to employees.



5. The employees covered by this agreement shall be provided with disability insurance in an amount of coverage required by New York State Law for employees eligible for such disability insurance.
6. Effective September 1, 1986, the District shall provide a Group Term Life Insurance policy in the amount of \$25,000 for each employee in the bargaining unit.

### ARTICLE XIII

#### **HIRING POLICY AND SENIORITY**

A. Beginning Employment Requirements

All new employees will be required to pass the Civil Service examination for the position for which employed. Positions are to be filled by canvassing the Civil Service list when available. When no Civil Service list for that position exists, provisional appointments may be made subject to the rules and regulations of the Department of Civil Service, upon the recommendation of the immediate supervisor with the approval of the Assistant Superintendent, the Superintendent of Schools and the Board of Education.

B. Job Openings

CSEA Unit president shall receive written notification, suitable for posting, of all job openings for positions covered by this Agreement.

C. Promotions

Preference shall be given to qualified employees for promotion to jobs or higher classification. In an instance where more than one qualified employee is being considered, seniority shall be given consideration.

D. Seniority

Seniority shall commence on the date of first hiring.

E. Job Security

Employees shall be subject to discipline and/or dismissal only for incompetence or misconduct. If the employee has completed the probationary period, any such action shall be reviewable according to Sections 75, 76, and 77 of Civil Service Law. Employees shall have been first served with a copy of alleged charges including the proposed penalty, prior to any action being taken.

## ARTICLE XIV

### GRIEVANCE AND DISPUTE PROCEDURES

#### **Grievance Procedure:**

The parties agree that the establishment and maintenance of a harmonious relationship among the Board, the Administration, the Clerical, School Nurses, and Technology unit members is essential to the operation and goals of the Edgemont School District. Equitable solutions to grievances of unit members are an essential part of this relationship. The grievance procedure is designed to create the means to reach such solutions.

A grievance is an alleged violation, misinterpretation, or inequitable application of a specific article or section of this Agreement.

Step One: All grievances shall be filed with the employee's immediate supervisor no later than thirty (30) calendar days after the date upon which the alleged grievance arose or upon which the employee knew or should have known of the situation constituting the grievance. The employee's immediate supervisor shall schedule a meeting to hear the grievance with the employee and a representative of the CSEA within ten (10) working days following receipt of the grievance. All parties named in the grievance shall participate, but the failure of any party to participate shall not delay the disposition of the grievance.

The employee's immediate supervisor shall furnish the grievant and the CSEA with a written decision within ten (10) working days after the completion of the meeting to hear the grievance.

Step Two: In the event the grievance is not resolved to the mutual satisfaction of the parties in Step One, then an appeal may be made to the Superintendent of Schools or her/his designee. Such an appeal must be filed no later than ten (10) working days after the receipt of the Step One decision. An appeal to the Superintendent shall be in writing and shall include: (1) the written grievance filed in Step One; and (2) a statement of the reasons for the appeal. A meeting to hear each grievance processed to this step shall be conducted by the Superintendent or her/his designee within fifteen (15) working days after the filing of an appeal to Step Two.

The Superintendent shall have ten (10) working days after the grievance has been presented at the said oral hearing within which to act upon the grievance, and shall furnish the grievant and the CSEA with a written decision within that period.

Step Three: Any grievance that has not been resolved in Step Two of this procedure may be submitted to advisory arbitration by the Union. A grievance may not be submitted to arbitration unless (a) a decision has been rendered by the Superintendent under Step Two, or (b) the time limit specified for such a decision has expired and no decision is forthcoming.

All demands for arbitrator shall be filed/pursuant to the American Arbitration Association, List with Appointment Service in accordance with its voluntary labor arbitration rules. Demands for arbitration must be filed within seven (7) calendar days after the receipt of the decision of the Superintendent under Step Two of the grievance procedure. Copies of the request for arbitration shall be forwarded to the opposing party, and the parties shall attempt to identify a mutually acceptable arbitrator. If the parties cannot agree upon an arbitrator, appointments shall be made from a list supplied by the American Arbitration Association.

The arbitrator's decision and award shall be advisory, only.

The arbitrator shall have no power to add to or subtract from, or change or modify or amend, directly or indirectly, any of the terms or provisions of this Agreement.

All time limits shall be strictly adhered to unless the parties mutually agree otherwise. Failure to file a grievance or move a grievance to the next step in the grievance procedure in accordance with the time limits set forth herein, shall be deemed a waiver of the grievance, and it shall not be subject to further appeal or arbitration. In the event the District fails to make a decision within the applicable time limits, the grievance shall be deemed to have been denied on the last day a decision could have been rendered.

The costs and expenses of the arbitration shall be shared equally by the Board and the CSEA. All costs incurred in preparing and presenting the arbitration, including witness costs, shall be borne by the party incurring them.

## ARTICLE XV

### EFFECTIVE DATE

Section 1. Duration of Agreement – The term of the Agreement including Exhibit A, shall be from July 1, 2022, and shall continue in effect until and including June 30, 2026.

Section 2. (a) Effective July 1, 2022: All salaries shall be increased by 2.0%.

(b) Effective July 1, 2023: All salaries shall be increased by 2.0%.

(c) Effective July 1, 2024: All salaries shall be increased by 1.60%-2.00% based on CPI in the NY Metropolitan Area (CPI-U) for the 12-month period ending in January 2024.

(d) Effective July 1, 2025: All salaries shall be increased by 1.60%-2.00% based on CPI in the NY Metropolitan Area (CPI-U) for the 12-month period ending January 2025.

(e) Effective July 1, 2022: One additional step (Step 12) shall be added to the salary schedule by applying the agreed-to percentage increase to Step 11 and then adding \$2,020 to create step 12.

(f) For all employees who commence service on or after July 1, 2022, a step 4(A) shall be added in between steps 4 and 5 of the salary schedule. Step 4(A) shall be created by adding the agreed-to-percentage increase to Steps 4 and 5 and then finding the average of those two figures to create Step 4(A).<sup>†</sup>

Section 3 Effective July 1, 2022, it is agreed that the payment for substitute calling shall be \$1,326 for elementary schools and \$2,091 for the high school and shall be available to all members of the bargaining unit. Effective July 1, 2023, the elementary and high school substitute calling rates shall be increased by 2.0%. Effective July 1, 2024, the elementary and high school substitute calling rates shall be increased by 1.60%-2.00% based on CPI in the NY Metropolitan Area (CPI-U) for the 12-month period ending in January 2024. Effective July 1, 2025, the elementary and high school

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<sup>†</sup> Step 4(A) is represented by Step 5 on the salary schedules that follow. All subsequent steps have been renumbered accordingly.

substitute calling rates shall be increased by 1.60%-2.00% based on CPI in the NY Metropolitan Area (CPI-U) for the 12-month period ending in January 2025.

Elementary Schools:

2022-2023	2023-2024	2024-2025	2025-2026
\$1,326	\$1,353	\$1,375 - \$1,380	\$1,397 - \$1,408

Junior-Senior High School:

2022-2023	2023-2024	2024-2025	2025-2026
\$2,091	\$2,133	\$2,167 - \$2,176	\$2,202 - \$2,220

Section 4 Nurses who attend overnight trips shall receive a stipend of two hundred (\$200) dollars per trip. This overnight stipend shall be in addition to any other chaperone stipends that he/she may be eligible to receive.

**ARTICLE XVI**

**COMMITMENT TO CUSTOMER SERVICE**

The parties reaffirm their commitment to the highest standard of customer service, which is to include the manner in which School District employees interact with students, parents, members of the public, colleagues, supervisors and subordinates. The parties will consult and cooperate with respect to programming and in-service training to further these objectives.

**ARTICLE XVII**

**LABOR MANAGEMENT COMMITTEE**

The District and the Clerical, School Nurses, and Technology Unit shall establish a joint labor-management committee consisting of up to two (2) representatives of the Union and up to two (2) representatives of the District. The Committee shall meet at the request of either group at a mutually acceptable time to discuss problems and generally improve communications between the unit and the District. Such meetings shall be informal and the request for such meeting must be accompanied by an agenda about the topics to be discussed. In no event shall the Committee engage in substantive negotiations regarding the terms and conditions of employment.

**ARTICLE XVIII**

This agreement represents the entire agreement of the parties and may be modified only by mutual written agreement, signed by both parties.

Board of Education  
Edgemont Union Free School  
at Greenburgh  
Scarsdale, NY 10583

Clerical, School Nurses, and Technology Unit  
Edgemont Union Free School  
Westchester Chapter  
Civil Service Employees Assoc.  
Scarsdale, NY 10583

By: \_\_\_\_\_

By: \_\_\_\_\_

Date: \_\_\_\_\_

By: \_\_\_\_\_

By: \_\_\_\_\_

By: \_\_\_\_\_

By: \_\_\_\_\_

Date: \_\_\_\_\_

**EXHIBIT A**  
**2022-2023 SALARY SCHEDULE**

Note: Effective July 1, 2022, the 2021-2022 salary schedule shall be increased by 2.0%.

Step	1	2	3	4	5	6	7	8	9	10	11	12	13
<b>12-Month</b>													
A V Specialist	61,889	64,018	66,147	68,277	69,342	70,407	72,536	74,664	76,794	79,697	81,054	86,288	88,308
Benefits Assistant	53,717	55,726	57,733	59,742	60,747	61,752	63,760	65,770	67,778	70,471	71,796	73,805	75,825
Bookkeeper	74,815	78,029	81,243	84,457	86,065	87,672	90,885	94,100	97,314	100,938	103,742	106,957	108,977
Database Specialist	48,778	50,788	52,795	54,805	55,810	56,814	58,823	60,832	62,841	65,485	66,858	68,866	70,886
Office Assistant	47,129	49,139	51,148	53,156	54,160	55,164	57,173	59,182	61,191	63,709	65,209	67,218	69,238
Office Assistant Auto. Systems	47,129	49,139	51,148	53,156	54,160	55,164	57,173	59,182	61,191	63,709	65,209	67,218	69,238
Payroll Clerk	60,747	63,277	65,806	68,338	69,604	70,869	73,396	75,926	78,454	81,667	83,513	85,522	87,542
Secretary to the Elem. Principal	51,798	53,807	55,815	57,825	58,829	59,833	61,843	63,852	65,860	68,535	69,878	71,888	73,908
Secretary to the HS Principal	53,717	55,726	57,733	59,742	60,747	61,752	63,760	65,770	67,778	70,471	71,796	73,805	75,825
Senior Account Clerk	53,717	55,726	57,733	59,742	60,747	61,752	63,760	65,770	67,778	70,471	71,796	73,805	75,825
Senior Account Clerk Typist	53,717	55,726	57,733	59,742	60,747	61,752	63,760	65,770	67,778	70,471	71,796	73,805	75,825
Senior Office Assistant Auto. Systems	53,717	55,726	57,733	59,742	60,747	61,752	63,760	65,770	67,778	70,471	71,796	73,805	75,825
Stenographer	48,778	50,788	52,795	54,805	55,810	56,814	58,823	60,832	62,841	65,485	66,858	68,866	70,886
Tech. Support Specialist	59,878	61,707	63,837	65,966	67,031	68,096	70,224	72,354	74,484	77,364	78,743	80,873	82,893
<b>10-Month</b>													
Attendance Clerk	38,489	40,130	41,771	43,411	44,231	45,050	46,692	48,333	49,973	52,029	53,254	54,895	56,915
Clerk	37,703	39,311	40,918	42,525	43,328	44,130	45,739	47,346	48,953	50,967	52,167	53,774	55,794
Elementary Nurse	56,205	58,213	60,223	62,232	63,237	64,242	66,249	68,258	70,268	72,985	74,286	76,295	78,315
High School Nurse	58,128	60,137	62,148	64,154	65,159	66,163	67,088	70,181	71,106	74,199	76,208	78,217	80,237
Library Assistant	37,703	39,311	40,918	42,525	43,328	44,130	45,739	47,346	48,953	50,967	52,167	53,774	55,794
Office Assistant Auto. Systems - Athletics	39,274	40,949	42,624	44,297	45,133	45,969	47,644	49,319	50,993	53,091	54,341	56,015	58,035

Article XV. Section 2. (f) indicates that for all employees who commence service on or after July 1, 2022, a step 4(A) shall be added in between steps 4 and 5 of the salary schedule. Step 4(A) is represented by Step 5 on the above salary schedule. All subsequent steps have been renumbered accordingly.

Effective upon the ratification of a stipulation of agreement, the “Elementary Nurse” salary line set forth in the salary schedule for the remainder of the 2022-2023 school year shall be null and void and no longer applicable, and all nurses shall be paid for the remainder of the 2022-2023 school year in accordance with the rate set forth in the “High School Nurse” salary line.

## 2023-2024 SALARY SCHEDULE

Note: Effective July 1, 2022, the 2022-2023 salary schedule shall be increased by 2.0%.

Step	1	2	3	4	5	6	7	8	9	10	11	12	13
<b>12-Month</b>													
A V Specialist	63,127	65,298	67,470	69,643	70,729	71,815	73,987	76,157	78,330	81,291	82,675	88,014	90,074
Benefits Assistant	54,791	56,841	58,888	60,937	61,962	62,987	65,035	67,085	69,134	71,880	73,232	75,281	77,342
Bookkeeper	76,311	79,590	82,868	86,146	87,786	89,425	92,703	95,982	99,260	102,957	105,817	109,096	111,157
Database Specialist	49,754	51,804	53,851	55,901	56,926	57,950	59,999	62,049	64,098	66,795	68,195	70,243	72,304
Office Assistant	48,072	50,122	52,171	54,219	55,243	56,267	58,316	60,366	62,415	64,983	66,513	68,562	70,623
Office Assistant Auto. Systems	48,072	50,122	52,171	54,219	55,243	56,267	58,316	60,366	62,415	64,983	66,513	68,562	70,623
Payroll Clerk	61,962	64,543	67,122	69,705	70,996	72,286	74,864	77,445	80,023	83,300	85,183	87,232	89,293
Secretary to the Elem. Principal	52,834	54,883	56,931	58,982	60,006	61,030	63,080	65,129	67,177	69,906	71,276	73,326	75,386
Secretary to the HS Principal	54,791	56,841	58,888	60,937	61,962	62,987	65,035	67,085	69,134	71,880	73,232	75,281	77,342
Senior Account Clerk	54,791	56,841	58,888	60,937	61,962	62,987	65,035	67,085	69,134	71,880	73,232	75,281	77,342
Senior Account Clerk Typist	54,791	56,841	58,888	60,937	61,962	62,987	65,035	67,085	69,134	71,880	73,232	75,281	77,342
Senior Office Assistant Auto. Systems	54,791	56,841	58,888	60,937	61,962	62,987	65,035	67,085	69,134	71,880	73,232	75,281	77,342
Stenographer	49,754	51,804	53,851	55,901	56,926	57,950	59,999	62,049	64,098	66,795	68,195	70,243	72,304
Tech. Support Specialist	61,076	62,941	65,114	67,285	68,372	69,458	71,628	73,801	75,974	78,911	80,318	82,490	84,551
<b>10-Month</b>													
Attendance Clerk	39,259	40,933	42,606	44,279	45,116	45,951	47,626	49,300	50,972	53,070	54,319	55,993	58,053
Clerk	38,457	40,097	41,736	43,376	44,195	45,013	46,654	48,293	49,932	51,986	53,210	54,849	56,910
School Nurse	59,291	61,340	63,391	65,437	66,462	67,486	68,430	71,585	72,528	75,683	77,732	79,781	81,842
Library Assistant	38,457	40,097	41,736	43,376	44,195	45,013	46,654	48,293	49,932	51,986	53,210	54,849	56,910
Office Assistant Auto. Systems - Athletics	40,059	41,768	43,476	45,183	46,036	46,888	48,597	50,305	52,013	54,153	55,428	57,135	59,196

Article XV. Section 2. (f) indicates that for all employees who commence service on or after July 1, 2022, a step 4(A) shall be added in between steps 4 and 5 of the salary schedule. Step 4(A) is represented by Step 5 on the above salary schedule. All subsequent steps have been renumbered accordingly.

## 2024-2025 SALARY SCHEDULE (STEPS 1-6)

Note: Increases to be between 1.60% -2.00% based on CPI in the NY Metropolitan Area (CPI-U) for the 12-month period ending in January of the preceding fiscal year.

Step	1		2		3		4		5		6	
	Min (1.6%)	Max (2.0%)	Min (1.6%)	Max (2.0%)	Min (1.6%)	Max (2.0%)	Min (1.6%)	Max (2.0%)	Min (1.6%)	Max (2.0%)	Min (1.6%)	Max (2.0%)
<b>12-Month</b>												
A V Specialist	64,137	64,390	66,343	66,604	68,550	68,819	70,757	71,036	71,861	72,144	72,964	73,251
Benefits Assistant	55,668	55,887	57,750	57,978	59,830	60,066	61,912	62,156	62,953	63,201	63,995	64,247
Bookkeeper	77,532	77,837	80,863	81,182	84,194	84,525	87,524	87,869	89,191	89,542	90,856	91,214
Database Specialist	50,550	50,749	52,633	52,840	54,713	54,928	56,795	57,019	57,837	58,065	58,877	59,109
Office Assistant	48,841	49,033	50,924	51,124	53,006	53,214	55,087	55,303	56,127	56,348	57,167	57,392
Office Assistant Auto. Systems	48,841	49,033	50,924	51,124	53,006	53,214	55,087	55,303	56,127	56,348	57,167	57,392
Payroll Clerk	62,953	63,201	65,576	65,834	68,196	68,464	70,820	71,099	72,132	72,416	73,443	73,732
Secretary to the Elem. Principal	53,679	53,891	55,761	55,981	57,842	58,070	59,926	60,162	60,966	61,206	62,006	62,251
Secretary to the HS Principal	55,668	55,887	57,750	57,978	59,830	60,066	61,912	62,156	62,953	63,201	63,995	64,247
Senior Account Clerk	55,668	55,887	57,750	57,978	59,830	60,066	61,912	62,156	62,953	63,201	63,995	64,247
Senior Account Clerk Typist	55,668	55,887	57,750	57,978	59,830	60,066	61,912	62,156	62,953	63,201	63,995	64,247
Senior Office Assistant Auto. Systems	55,668	55,887	57,750	57,978	59,830	60,066	61,912	62,156	62,953	63,201	63,995	64,247
Stenographer	50,550	50,749	52,633	52,840	54,713	54,928	56,795	57,019	57,837	58,065	58,877	59,109
Tech. Support Specialist	62,053	62,298	63,948	64,200	66,156	66,416	68,362	68,631	69,466	69,739	70,569	70,847
<b>10-Month</b>												
Attendance Clerk	39,887	40,044	41,588	41,752	43,288	43,458	44,987	45,165	45,838	46,018	46,686	46,870
Clerk	39,072	39,226	40,739	40,899	42,404	42,571	44,070	44,244	44,902	45,079	45,733	45,913
School Nurse	60,240	60,477	62,321	62,567	64,405	64,659	66,484	66,746	67,525	67,791	68,566	68,836
Library Assistant	39,072	39,226	40,739	40,899	42,404	42,571	44,070	44,244	44,902	45,079	45,733	45,913
Office Assistant Auto. Systems - Athletics	40,700	40,860	42,436	42,603	44,172	44,346	45,906	46,087	46,773	46,957	47,638	47,826

Article XV. Section 2. (f) indicates that for all employees who commence service on or after July 1, 2022, a step 4(A) shall be added in between steps 4 and 5 of the salary schedule. Step 4(A) is represented by Step 5 on the above salary schedule. All subsequent steps have been renumbered accordingly.



## 2024-2025 SALARY SCHEDULE (STEPS 7-13)

Note: Increases to be between 1.60% -2.00% based on CPI in the NY Metropolitan Area (CPI-U) for the 12-month period ending in January of the preceding fiscal year.

Step	7		8		9		10		11		12		13	
	Min (1.6%)	Max (2.0%)	Min (1.6%)	Max (2.0%)	Min (1.6%)	Max (2.0%)	Min (1.6%)	Max (2.0%)	Min (1.6%)	Max (2.0%)	Min (1.6%)	Max (2.0%)	Min (1.6%)	Max (2.0%)
<b>12-Month</b>														
A V Specialist	75,171	75,467	77,376	77,680	79,583	79,897	82,592	82,917	83,998	84,329	89,422	89,774	91,515	91,875
Benefits Assistant	66,076	66,336	68,158	68,427	70,240	70,517	73,030	73,318	74,404	74,697	76,485	76,787	78,579	78,889
Bookkeeper	94,186	94,557	97,518	97,902	100,848	101,245	104,604	105,016	107,510	107,933	110,842	111,278	112,936	113,380
Database Specialist	60,959	61,199	63,042	63,290	65,124	65,380	67,864	68,131	69,286	69,559	71,367	71,648	73,461	73,750
Office Assistant	59,249	59,482	61,332	61,573	63,414	63,663	66,023	66,283	67,577	67,843	69,659	69,933	71,753	72,035
Office Assistant Auto. Systems	59,249	59,482	61,332	61,573	63,414	63,663	66,023	66,283	67,577	67,843	69,659	69,933	71,753	72,035
Payroll Clerk	76,062	76,361	78,684	78,994	81,303	81,623	84,633	84,966	86,546	86,887	88,628	88,977	90,722	91,079
Secretary to the Elem. Principal	64,089	64,342	66,171	66,432	68,252	68,521	71,024	71,304	72,416	72,702	74,499	74,793	76,592	76,894
Secretary to the HS Principal	66,076	66,336	68,158	68,427	70,240	70,517	73,030	73,318	74,404	74,697	76,485	76,787	78,579	78,889
Senior Account Clerk	66,076	66,336	68,158	68,427	70,240	70,517	73,030	73,318	74,404	74,697	76,485	76,787	78,579	78,889
Senior Account Clerk Typist	66,076	66,336	68,158	68,427	70,240	70,517	73,030	73,318	74,404	74,697	76,485	76,787	78,579	78,889
Senior Office Assistant Auto. Systems	66,076	66,336	68,158	68,427	70,240	70,517	73,030	73,318	74,404	74,697	76,485	76,787	78,579	78,889
Stenographer	60,959	61,199	63,042	63,290	65,124	65,380	67,864	68,131	69,286	69,559	71,367	71,648	73,461	73,750
Tech. Support Specialist	72,774	73,061	74,982	75,277	77,190	77,493	80,174	80,489	81,603	81,924	83,810	84,140	85,904	86,242
<b>10-Month</b>														
Attendance Clerk	48,388	48,579	50,089	50,286	51,788	51,991	53,919	54,131	55,188	55,405	56,889	57,113	58,982	59,214
Clerk	47,400	47,587	49,066	49,259	50,731	50,931	52,818	53,026	54,061	54,274	55,727	55,946	57,821	58,048
School Nurse	69,525	69,799	72,730	73,017	73,688	73,979	76,894	77,197	78,976	79,287	81,057	81,377	83,151	83,479
Library Assistant	47,400	47,587	49,066	49,259	50,731	50,931	52,818	53,026	54,061	54,274	55,727	55,946	57,821	58,048
Office Assistant Auto. Systems - Athletics	49,375	49,569	51,110	51,311	52,845	53,053	55,019	55,236	56,315	56,537	58,049	58,278	60,143	60,380

## 2025-2026 SALARY SCHEDULE (STEPS 1-6)

Note: Increases to be between 1.60% -2.00% based on CPI in the NY Metropolitan Area (CPI-U) for the 12-month period ending in January of the preceding fiscal year.

Step	1		2		3		4		5		6	
	Min (1.6%)	Max (2.0%)	Min (1.6%)	Max (2.0%)	Min (1.6%)	Max (2.0%)	Min (1.6%)	Max (2.0%)	Min (1.6%)	Max (2.0%)	Min (1.6%)	Max (2.0%)
<b>12-Month</b>												
A V Specialist	65,163	65,678	67,404	67,936	69,647	70,195	71,889	72,457	73,011	73,587	74,131	74,716
Benefits Assistant	56,559	57,005	58,674	59,138	60,787	61,267	62,903	63,399	63,960	64,465	65,019	65,532
Bookkeeper	78,773	79,394	82,157	82,806	85,541	86,216	88,924	89,626	90,618	91,333	92,310	93,038
Database Specialist	51,359	51,764	53,475	53,897	55,588	56,027	57,704	58,159	58,762	59,226	59,819	60,291
Office Assistant	49,622	50,014	51,739	52,146	53,854	54,278	55,968	56,409	57,025	57,475	58,082	58,540
Office Assistant Auto. Systems	49,622	50,014	51,739	52,146	53,854	54,278	55,968	56,409	57,025	57,475	58,082	58,540
Payroll Clerk	63,960	64,465	66,625	67,151	69,287	69,833	71,953	72,521	73,286	73,864	74,618	75,207
Secretary to the Elem. Principal	54,538	54,969	56,653	57,101	58,767	59,231	60,885	61,365	61,941	62,430	62,998	63,496
Secretary to the HS Principal	56,559	57,005	58,674	59,138	60,787	61,267	62,903	63,399	63,960	64,465	65,019	65,532
Senior Account Clerk	56,559	57,005	58,674	59,138	60,787	61,267	62,903	63,399	63,960	64,465	65,019	65,532
Senior Account Clerk Typist	56,559	57,005	58,674	59,138	60,787	61,267	62,903	63,399	63,960	64,465	65,019	65,532
Senior Office Assistant Auto. Systems	56,559	57,005	58,674	59,138	60,787	61,267	62,903	63,399	63,960	64,465	65,019	65,532
Stenographer	51,359	51,764	53,475	53,897	55,588	56,027	57,704	58,159	58,762	59,226	59,819	60,291
Tech. Support Specialist	63,046	63,544	64,971	65,484	67,214	67,744	69,456	70,004	70,577	71,134	71,698	72,264
<b>10-Month</b>												
Attendance Clerk	40,525	40,845	42,253	42,587	43,981	44,327	45,707	46,068	46,571	46,938	47,433	47,807
Clerk	39,697	40,011	41,391	41,717	43,082	43,422	44,775	45,129	45,620	45,981	46,465	46,831
School Nurse	61,204	61,687	63,318	63,818	65,435	65,952	67,548	68,081	68,605	69,147	69,663	70,213
Library Assistant	39,697	40,011	41,391	41,717	43,082	43,422	44,775	45,129	45,620	45,981	46,465	46,831
Office Assistant Auto. Systems - Athletics	41,351	41,677	43,115	43,455	44,879	45,233	46,640	47,009	47,521	47,896	48,400	48,783

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## 2025-2026 SALARY SCHEDULE (STEPS 7-13)

Note: Increases to be between 1.60% -2.00% based on CPI in the NY Metropolitan Area (CPI-U) for the 12-month period ending in January of the preceding fiscal year.

Step	7		8		9		10		11		12		13	
	Min (1.6%)	Max (2.0%)	Min (1.6%)	Max (2.0%)	Min (1.6%)	Max (2.0%)	Min (1.6%)	Max (2.0%)	Min (1.6%)	Max (2.0%)	Min (1.6%)	Max (2.0%)	Min (1.6%)	Max (2.0%)
<b>12-Month</b>														
A V Specialist	76,374	76,976	78,614	79,234	80,856	81,495	83,913	84,575	85,342	86,016	90,853	91,569	92,979	93,713
Benefits Assistant	67,133	67,663	69,249	69,796	71,364	71,927	74,198	74,784	75,594	76,191	77,709	78,323	79,836	80,467
Bookkeeper	95,693	96,448	99,078	99,860	102,462	103,270	106,278	107,116	109,230	110,092	112,615	113,504	114,743	115,648
Database Specialist	61,934	62,423	64,051	64,556	66,166	66,688	68,950	69,494	70,395	70,950	72,509	73,081	74,636	75,225
Office Assistant	60,197	60,672	62,313	62,804	64,429	64,936	67,079	67,609	68,658	69,200	70,774	71,332	72,901	73,476
Office Assistant Auto. Systems	60,197	60,672	62,313	62,804	64,429	64,936	67,079	67,609	68,658	69,200	70,774	71,332	72,901	73,476
Payroll Clerk	77,279	77,888	79,943	80,574	82,604	83,255	85,987	86,665	87,931	88,625	90,046	90,757	92,174	92,901
Secretary to the Elem. Principal	65,114	65,629	67,230	67,761	69,344	69,891	72,160	72,730	73,575	74,156	75,691	76,289	77,817	78,432
Secretary to the HS Principal	67,133	67,663	69,249	69,796	71,364	71,927	74,198	74,784	75,594	76,191	77,709	78,323	79,836	80,467
Senior Account Clerk	67,133	67,663	69,249	69,796	71,364	71,927	74,198	74,784	75,594	76,191	77,709	78,323	79,836	80,467
Senior Account Clerk Typist	67,133	67,663	69,249	69,796	71,364	71,927	74,198	74,784	75,594	76,191	77,709	78,323	79,836	80,467
Senior Office Assistant Auto. Systems	67,133	67,663	69,249	69,796	71,364	71,927	74,198	74,784	75,594	76,191	77,709	78,323	79,836	80,467
Stenographer	61,934	62,423	64,051	64,556	66,166	66,688	68,950	69,494	70,395	70,950	72,509	73,081	74,636	75,225
Tech. Support Specialist	73,938	74,522	76,182	76,783	78,425	79,043	81,457	82,099	82,909	83,562	85,151	85,823	87,278	87,967
<b>10-Month</b>														
Attendance Clerk	49,162	49,551	50,890	51,292	52,617	53,031	54,782	55,214	56,071	56,513	57,799	58,255	59,926	60,398
Clerk	48,158	48,539	49,851	50,244	51,543	51,950	53,663	54,087	54,926	55,359	56,619	57,065	58,746	59,209
School Nurse	70,637	71,195	73,894	74,477	74,867	75,459	78,124	78,741	80,240	80,873	82,354	83,005	84,481	85,149
Library Assistant	48,158	48,539	49,851	50,244	51,543	51,950	53,663	54,087	54,926	55,359	56,619	57,065	58,746	59,209
Office Assistant Auto. Systems - Athletics	50,165	50,560	51,928	52,337	53,691	54,114	55,899	56,341	57,216	57,668	58,978	59,444	61,105	61,588