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# AGREEMENT

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by and between the

BOARD OF EDUCATION

of the

MOUNT VERNON CITY SCHOOL  
DISTRICT

and

CSEA, Local 1000 AFSCME,  
AFL-CIO



Mount Vernon CSD Unit #9161-00  
Westchester County Local 860

**July 1, 2018 - June 30, 2025**

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**PREAMBLE**

The Board of Education, City School District of the City of Mt. Vernon, New York, hereinafter referred to as the "Board" and the Civil Service Employees Association, Inc., Local 1000, American Federation of State, County and Municipal Employees, AFL-CIO, Westchester Local 860, Mt. Vernon School Unit, hereinafter referred to as the "Union", recognize the importance of the schools as an agency for the preservation and extension of democracy and the common goal of providing the best possible schools for all children.

The Board and the Union wish to declare their mutual interest to work together toward the achievement of education excellence in the Mt. Vernon City School System.

It is hoped that their joint effort will contribute in significant measure to the advancement of public education in the City of Mt. Vernon.

**ARTICLE I - RECOGNITION**

- A. The Board recognizes the Union as the sole and exclusive bargaining representative for all Civil Service Employees of the City School District of the City of Mt. Vernon for the term of this agreement excluding all monitors, per diem employees and the staff in the following positions.

Counsel to the Board	Dentist
Clerk of the Board	Secretary to the Superintendent of Schools
Treasurer	Superintendent of Bldgs. and Grounds
Auditor	Stenographer-assigned to Board of Education
Chief Medical Inspector	Director of Communications
Data Processing Supervisor	Director of Safety
Director of Facilities	Director of Operations
Director of Food Services	Personnel Associates assigned to work in Central Office (maximum of 3)

- B. The Board agrees not to negotiate with any other organization or individual other than the aforementioned for the duration of the Agreement.

**PER DIEM EMPLOYEES**

- C. The CSEA Mt. Vernon City School District Unit and the Mt. Vernon City School District shall follow the arbitrator's award concerning the definition of per diem employees and if applicable, other related provisions that are included in said award.

## **ARTICLE II - DUES DEDUCTIONS**

### **A. Dues Deductions**

The Board agrees that the Union shall have the exclusive payroll deductions of membership dues, insurance premiums and PEOPLE contributions for employees who are members of the Union and no other employee association involved in bargaining collectively for its members under the New York State Relations Act shall have any payroll deduction privilege during the period of this Agreement.

### **B. Dues Transmittal**

Deductions shall be made uniformly and consistently on each payday of the month. Funds thus collected shall be transmitted monthly to the Treasurer of the Civil Service Employees Association, Inc., 143 Washington Avenue, Albany, New York 12210.

### **C. Deduction Continuance**

Deductions authorized by any employee shall continue as authorized unless or until said employee notifies the Board of a desire to discontinue or to change authorization in writing.

### **D. Notification of Discontinuance**

Notification of Discontinuance of deductions shall be in writing and signed by the employee and submitted to the Board in triplicate. One copy shall be retained by the Board, one copy shall be forwarded by the Board to the Treasurer of the Civil Service Employees Association, Inc., 143 Washington Avenue, Albany, New York 12210 and one copy shall be forwarded to the Westchester Local 860, CSEA, 595 W. Hartsdale Avenue, White Plains, New York 10607.

### **E. Responsibility of Funds Deducted**

The Civil Service Employees Association, Inc., assumes full responsibility for the disposition of the funds so deducted once they are turned over.

### **F. Notification of New Employees**

The District will provide the Association with the name, work locations, home address, and contact numbers of all new hires and rehires within thirty (30) days of employment or transfer to the Association from out of the unit. Within thirty (30) days of such notification, the Employer shall provide reasonable time for the Association to meet with all new hires, without loss of employee leave time.

## **ARTICLE III - BOARD-UNION RELATIONSHIPS**

### **SECTION 1 - MUTUAL OBLIGATIONS**

#### **A. Agreement Stability**

1. Neither the Board nor Union, members, representatives, agents, or committees shall engage in subterfuge of any kind for the purpose of defeating or evading the terms of

this agreement.

2. It shall be the obligation of the Board and the Union to loyally support this Agreement, and to confine any adverse comments or criticisms to official meetings of their respective bodies.

**B. Non-Discrimination**

1. There shall be no discrimination, interference, restraint, or coercion by the Board or any of its officers or agents, against any employee because of any lawful activity on behalf of the Union, or because of membership in the Union, and the Union, its members, officers, agents, shall not coerce into membership in the Union in an unlawful manner.
2. The Board and the Union shall so administer their obligations under this Agreement in a manner which will be fair and impartial to all employees and shall not discriminate against any employee by reason of sex, nationality, race, creed or marital status.

**SECTION 2 - BOARD'S OBLIGATIONS**

**A. Vacancies and Promotions**

1. Whenever vacancies including any long term out-of-title assignments in the School District shall occur, written notice of such vacancies will be given to the President of the Unit. If more than one person applies for the same position, selection shall be based on seniority and qualifications. Seniority will be an important consideration. The Board shall supply a seniority list of all employees covered herein.
2. All competitive civil service positions shall be filled by competitive tests. All promotions shall be made within the job classification by promotional competitive tests in accordance with the regulations of the New York State Civil Service Commission. Anything contained in this subdivision B, the contrary notwithstanding, such tests may be given in any manner prescribed by the New York State Civil Service Commission.

**B. Job Description**

Job descriptions and specifications for each title shall be set forth with clear lines of responsibility as presently established and registered with the Civil Service Commission and shall not be subject to change without formal hearings of the employees' bargaining representative.

Whenever it becomes necessary to create new titles or classifications within the District applicable to this Unit, salaries and grades for such titles or classifications shall be negotiated with CSEA before such titles or classifications receive final Board approval.

**C. Negotiation Information**

The Board agrees to make available to the Union, upon its reasonable request, any and all available non-confidential information, statistics and records relevant to negotiation.

**D. Copies of the Agreement**

The Board agrees to furnish each new employee and all present employees with a copy of this Agreement.

**E. Labor/Management Committee**

There shall be established a labor management committee consisting of two (2) representatives of the Union and two (2) representatives of the School District who shall meet once every other month to discuss and attempt to resolve items of concern to either party.

Additional meetings may be scheduled by either party.

**F. Salary and Sick Leave Statement**

The Board shall make available by September 1<sup>st</sup> of each year to each employee, a statement showing salary step and total number of paid sick leave days accumulated.

**G. Summer Work Opportunity**

Summer work shall be offered to qualified ten (10) month employees, before it is offered to per diem employees.

**H. Compliance with Law**

The District agrees to abide by applicable provisions of New York State Civil Service Law as well as the rules and regulations of the Mount Vernon Civil Service Commission.

**SECTION 3 - UNION'S OBLIGATIONS**

The Union and the Board subscribe to the principle that differences shall be resolved by peaceful and appropriate means without interruption of the work schedule; therefore, the Union agrees that it will not instigate, encourage or support a strike, work stoppage or other concerted refusal to work on a system-wide or lesser level during the life of this Agreement.

**SECTION 4 - BOARD'S RIGHT**

**A. General Rights**

It is reserved exclusively to the Board all responsibility and powers vested in it by the laws and constitutions of the State of New York and the United States and by the charter of the City of Mt. Vernon excepting where limited by the provisions of this Agreement.

It is further agreed that the Board retains the right to manage the City School District of Mt. Vernon and supervise its civil service staff, including (for example only) the right to establish and enforce rules and personnel policies relating to the duties and responsibilities of civil service employees and of their working conditions which are not inconsistent with this Agreement.

**B. Drug Testing**

Upon the establishment of reasonable suspicion that a Union employee is under the influence of alcohol or drugs while at work, the District shall have the right to require an employee to submit to testing for the presence of alcohol or drugs in the breath, blood urine or saliva of that Union Employee. Such testing shall be conducted consistent with the

testing protocols established by the Department of Transportation for those employees who are permitted / required to be tested pursuant to applicable law. The failure of the employee to submit to such a test when directed shall serve as the basis for discipline.

The District and Union agree to form a labor-management committee for the express purpose of establishing a written testing protocol, but such committee shall not in any way be authorized to limit the grant of authority set forth herein.

## **SECTION 5 - UNION RIGHTS**

### **A. Representation Rights**

Duly authorized representatives of the Union shall be permitted to transact official Union business directly related to the administration of this Agreement on the school property during the work day but at a reasonable time and in a reasonable manner that shall not interfere with or interrupt work or the individual duties and responsibilities of such representatives as school employees.

The Unit President shall be allowed ten (10) hours per week and the grievance chairperson (appointed by the Unit President) shall be allowed ten (10) hours per week to conduct union business. In addition, the Unit President, when conducting Union business, must notify the Superintendent of Buildings and Grounds (or equivalent title) and sign in and out at the school he/she is visiting.

It is understood that such time allowed shall not be cumulative.

### **B. Authorized Representatives**

1. The Union shall certify to the Board the names of its authorized representatives and the staff Labor Relations Specialist in the area in which their representation is effective. Should such representatives not be available at a time when their services are required, an alternate may be named.
2. When a Union representative meets with a Board representative during the work day, such meeting shall be without loss of pay.
3. The Union shall be involved in apprising new employees of the benefits available to them, as types of Medical Insurance, Life Insurance, Dental Insurance, etc.

### **C. Reclassification**

When an employee appears to be incorrectly classified under a job title, the employee may request a re-evaluation of the job duties to determine whether or not the job is correctly classified with a view to making the employee's salary and job title apply more directly to the duties performed. Such change, if any, shall be done in conjunction with the Union as a bargaining agent.

### **D. Bulletin Board Rights**

The Union shall have the right to post notices and other communications dealing with proper and legitimate Union business, on bulletin boards maintained on the premises and the facilities of the employer, reserved at an accessible place.

#### **E. Personnel File**

1. An employee shall have the right, upon request, in writing, to review the employee's own personal folder, except for confidential material.
2. No complaint or report, adverse or derogatory, to an employee shall be retained in the employee's personnel file unless the employee has had an opportunity to read same, sign the document(s) and if desired, to provide a response to be filed and to be attached therewith.
3. Failure to notify an employee that adverse or derogatory material has been placed in his/her personnel file shall cause the same to be immediately removed upon finding.
4. Upon request to the District employees will be permitted to examine his/her personnel history folder at reasonable intervals and, if desired, an employee may be accompanied by a union representative. An employee may have copies of items therein. An employee will be advised upon making the appointment to review his/her personnel folder what the monetary fee, if any, per page for copies.
5. Factually inaccurate statements may be subject to the grievance procedure.

#### **ARTICLE IV - PREVIOUS PRACTICES**

All existing rules, regulations, practices and benefits of the employer not modified by this Agreement will continue in full force and effect, except for newly hired temporary employees hired on or after January 1, 1983, unless such temporary employee is filling a leave of absence. A "temporary employee" shall be defined consistent with Civil Service Law and local civil service rules.

All existing rules, regulations and practices of the District, unless specially changed by this Agreement, shall remain in full force and effect.

#### **ARTICLE V - SENIORITY AND TENURE**

##### **SECTION 1 - SENIORITY**

##### **A. Seniority List and Priority**

1. Seniority will be based as specified in the Civil Service Law. The Board will maintain a current seniority list of its personnel. This list will be used to determine job security and advancement and in any other area where seniority has a bearing on the issue.
2. Seniority shall commence on the date of first hiring on a permanent basis and shall prevail in establishing vacation priorities and involuntary transfers or reassignment, in all instances from the day shift to the night shift, or vice versa. In the case of an involuntary transfer or reassignment of an employee within the district, the needs of the district shall be paramount. Seniority shall be a significant factor.
3. Involuntary Reassignment or Transfer: Shall be made after a meeting between the employee involved and their immediate supervisor, at which time the employee shall be notified of the reason for the reassignment or transfer. The employee involved shall have the right of Union representation for any such meeting. When an employee is transferred



to a lesser position, he/she will not be required to serve a probationary period, provided that he/she has completed a probationary period in their former position.

**B. Layoff Procedure and Recall**

1. In the event of a layoff or a closing of any department within the School District, such layoff shall occur in the inverse order of first hiring.
2. Layoff in the Non-Competitive and Labor Classes shall follow the same procedure as provided for Competitive Class Employees.
3. Any employee who is recalled to service shall immediately resume credits in seniority, longevity and leave from when he/she was laid off, provided the employee has not previously declined a recall to a position.

**SECTION 2 - TENURE**

The Board agrees to give job protection rights under Section 75 of the Civil Service Law to all Non-Competitive and Labor Class Employees who have completed the required service as outlined in Appendix F.

**ARTICLE VI - WORKDAY, WORKWEEK**

**A. Buildings and Grounds**

1. The work week for buildings and grounds maintenance employees shall consist of forty (40) hours per week, eight (8) hours per day, and assign them to any five (5) consecutive days, Monday through Sunday.
2. Employees hired prior to January 1, 1982, shall not be assigned, but may volunteer to work on the new work shift, Monday through Sunday. Such choice by the employee must be made for a minimum period of three (3) months. Requests to revert back to the regular work week of Monday through Friday must be made in writing to the Superintendent of Buildings and Grounds and at least two (2) weeks prior to the conclusion of the minimum period.

**B. Office Personnel**

1. The workweek for all office personnel shall consist of thirty-five (35) hours per week, seven (7) hours per day, Monday through Friday.
2. Office personnel work schedules will be 8:00 a.m. to 4:00 p.m. Variations in schedules may be permitted on the recommendation of the principal or department head and approval of the Superintendent of Schools.

**C. Cafeteria Personnel**

The prevailing daily and weekly work schedule for cafeteria personnel shall be continued as presently practiced.

**D. Custodial Staff - Middle Schools**

1. For custodial staff only, there shall be an evening/night shift in all District wide Middle

Schools. A five (5%) percent differential applies to the entire shift and that all other shifts remain unchanged.

2. The District may adopt a shift at the Longfellow Middle School from 1:00 pm – 10:00 pm., thus replacing the 10:00 am – 7:00 pm shift. It is understood that the five (5%) percent differential applies to the entire shift and that all other shifts remain unchanged.
3. The District may adopt a shift at the A.B. Davis Middle School from 2:00 pm – 11:00 pm. It is understood that the five (5%) percent differential applies to the entire shift and that all other shifts remain unchanged.

**E. Custodial Staff - Elementary Schools**

The District may adopt a 1:00 pm – 10:00 pm shift at the elementary schools which may be staffed as follows:

The District may assign employees hired after February 12, 2009 and may also solicit CSEA volunteers to staff this shift. It is understood that the five (5%) percent differential applies to the entire shift and that all other shifts shall remain unchanged.

**F. Building Checks**

All employees performing building checks on Saturdays, Sundays, and/or Holidays, as defined herein, shall receive a minimum of one (1) hour for each building check and be compensated at the applicable premium rate of pay, time and one-half (1.5), or double time (2.00, as provided by Article VII, Section 3D except as provided by Section "A" above. After the one (1) hour minimum, the employee shall be paid for all hours worked performing building checks pursuant to Article VII, Section 3(D).

**G. Two (2) Training Days**

Employees hired after July 1, 2005 shall be required to participate in two (2) training days without pay as scheduled by the District.

**H. Unexcused Failure To Report To Work**

An unexcused failure to report to work shall constitute a resignation by the employee after a continued absence of five (5) days, unless the employee shall have made a reasonable effort to advise his/her supervisor of his/her inability to report to work by phone or electronic mail. Failure to give the supervisor actual notice of such inability to report, or receipt of such notice by the supervisor after ten (10) days from the first date of absence shall constitute a resignation.

**I. LATENESS POLICY (SEE APPENDIX D)**

**ARTICLE VII - COMPENSATION**

**SECTION 1 - SALARY SCHEDULES AND ALLOWANCES**

**A. Salary Schedules**

1. Increase the salary schedule according to the following:

2018-19	0.0% + \$194,000 (one-time bonus, not added to base, non-recurring)
2019-20	0%
2020-21	0%
2021-2022	0% +step
2022-2023	Effective 7/1/22 5% increase to the salary schedule in effect on June 30, 2018+step
2023-2024	Effective 7/1/23 2% increase to the salary schedule in effect on June 30, 2023 + step
2024-2025	Effective 7/1/24 2% increase to the salary schedule in effect on June 30, 2024 + step

2. The \$194,000 one-time bonus for the 2018-19 school year shall be distributed among members who remained on payroll through the execution of the MOA, to wit, July 10, 2020. 10-month members shall receive a prorated bonus amount. Any member that did not work the entire 2018- 19 school year and/or who has separated from employment before the execution of the MOA shall not be eligible for this one-time bonus.  
One-time bonus payment shall be made to eligible members within forty-five (45) days of Board approval of the MOA and are not pensionable.
3. 12-month CSEA employees will be paid over 24 paychecks annually and 10-month CSEA employees will be paid over 20 paychecks annually. Daily rate for 12-month employees shall be calculated at 1/260.

**B. Reallocation and Reclassification Committee**

The joint Labor/Management Committee shall meet to consider the merits of all reallocation and reclassification requests detailed in the Union's demands.

**C. Salary Increment Year**

Persons employed or promoted prior to January 1st, will be granted an increment on the first July 1<sup>st</sup>, or afterward will be granted an increment on the second July 1<sup>st</sup> following.

All employees shall be placed on step eight (8) upon the completion of ten (10) years of continuous service with the school district.

All employees shall be placed on step nine (9) upon the completion of sixteen (16) years of continuous service with the school district.

Effective July 1, 2023, a new step 10 shall be added for those unit members who have completed nineteen (19) years of service to the District. Employees shall be placed on the new step starting with their twentieth (20<sup>th</sup>) year of service to the District. In order to create the new step 10, \$1,750 shall be added to step 9.

**SECTION 2 - ALLOWANCE**

**A. License Fees**

License fees for Head Custodians, Custodians and Nurses shall be paid for by the Board of Education.

**B. Additional Stipends**

Additional stipends must be negotiated with CSEA and when agreed upon by both parties, shall be appended to the salary schedule in Appendix A.

(The Cook Manager annual stipend has been added to Appendix A.

**C. Employees Uniform Allowance**

The District shall provide uniforms to all custodial, groundsmen, messenger, maintenance mechanics and cafeteria employees working twenty (20) hours per week.

**D. Gas Allowance**

Those employees presently receiving gas allowance for use of their vehicles, shall continue to be compensated at the current rate of seventy-five dollars (\$75.00) per month. Employee(s) in the title of Assistant Computer Repair and Network Support Technician shall also be entitled to receive the gas allowance.

**E. Certification Award**

Salary adjustment for office employees who receive certification through the Professional Standards Program of the National Association of Educational Office Personnel (NAEOP) shall receive one hundred fifty dollars (\$150.00) for each certificate not to exceed nine hundred dollars (\$900.00).

Maintenance employees who receive certification in their particular field in a specific category shall receive one hundred fifty dollars (\$150.00) for each certification.

All copies of each certification shall be verified and a copy kept in the personnel file of each

employee.

**F. Work Shoe Allowance**

The District shall provide work shoes to all head custodians, messengers, cleaners, maintenance mechanics and cafeteria employees.

**G. Out-of-Title Pay**

1. Any employee who works in a title where a higher rate of pay is prescribed and who actually performs the functions and duties of the title, shall, commencing with the sixteenth (16<sup>th</sup>) day, be placed on the corresponding step of such higher title, retroactive to the first day.
2. Employees required to work out of title in a supervisory classification (Senior or Head Custodian) with a higher rate of pay, will receive the higher rate of pay when assigned by the Superintendent of Schools or his/her designee.
3. Employee shall be provided with written notice of the assignment within a reasonable period of time prior to the commencement of the assignment and on or before the 16<sup>th</sup> day. In the case of emergencies, the employee may be notified of said assignment verbally, including by phone, but a written directive must be forwarded to the employee the same day as the verbal communication. The written notice of the assignment shall indicate the start and end date of the assignment or that it will continue until further written notice is received by the employee.

**H. Hiring Above Minimum Salary Step (For New Hires Only)**

1. For existing Civil Service positions as found in the current Collective Bargaining Agreement, the Superintendent of Schools or his/her designee may recommend to the union recruitment at a higher salary step. However, said recommendation cannot exceed Step 3 (three) of any salary step for a given position. Supporting criteria for such recommendation shall be years of experience, degree of education, certification level of skills, licenses, etc.
2. If an agreement can be reached between the union and the district, the district may hire a new employee up to the maximum of Step 3 (three). If no agreement is reached then the entry recruitment level shall be Step 1 (one) of the contractual salary schedule.
3. For the purposes of this agreement, "new hires" shall be defined as (i) first-time unit members, including those who transfer from another non-CSEA unit within the District or are hired from a per diem or temporary position and/or (ii) a returning unit member who had voluntarily separated from service.

**SECTION 3 - OVERTIME**

**A. Office Employees**

Office employees will be paid on the basis of a thirty-five (35) hour week in accordance with the salary schedule in effect. Any time worked beyond the thirty-fifth (35<sup>th</sup>) hour and up to and including the fortieth (40<sup>th</sup>) hour in any given week shall be paid at the regular hourly rate of pay. Hours worked beyond forty (40) in any given week will be paid at the rate of one

and one-half (1-1/2) times the regular hourly rate.

**B. Building Service Employees**

Building service staff employees' normal workweek will be forty (40) hours. Work beyond forty (40) hours in any given week will be paid at the rate of one and one-half (1-1/2) times the hourly rate for each employee.

**C. Overtime Defined**

Overtime is time worked in any workweek over and above the hours worked in an employee's basic workweek. (For this purpose an unworked holiday as defined in Article VIII shall be considered as a day worked).

**D. Holiday Overtime Pay**

An employee who works on a holiday shall be paid at the time and one half (1-1/2) rate in addition to the employee's regular pay except that work performed on Easter, Thanksgiving, Christmas and New Year's shall be compensated at double the employee's regular rate of pay, in addition to any regular pay for that day.

**E. Overtime Distribution**

1. Overtime shall be first offered to the regularly assigned employee in the same title and same department/building, where the overtime assignment arises.
2. Overtime will be distributed as equitably as possible within job title and/or within the same building, where the overtime assignment arises.
3. Payment for approved overtime worked shall be paid-out within the following two (2) payroll periods in which it was earned.
4. All overtime sheets must be correctly submitted within 30 days of the shift performed. Approved overtime payments shall be made within two (2) pay periods of submission.
  - a. Overtime sheets submitted 31-60 days after the overtime shift is completed must be correctly submitted with a certification from the employee and supervisor. Overtime sheets submitted shall receive a five (5) hour penalty for late submission.

**F. Call Back**

Employees called back to work in emergencies, as authorized by the Superintendent of Buildings and Grounds, shall be guaranteed a minimum of three (3) hours pay at straight time to the extent that this time does not overlap with the employee's regularly scheduled workday. However, in the event of unusual circumstances where it would be considered a hardship for the employee to return home (i.e. distance, weather conditions), the employee may apply to his/her supervisor for overtime at applicable rate.

#### **SECTION 4 - NIGHT SHIFT DIFFERENTIAL**

Employees working other than the normal day time shift shall be compensated at five (5%) percent above their regular fixed salary when the major portion of hours worked are between 3:00 p.m. and 12:00 midnight, and then ten (10%) percent above their regular fixed salary when the major portion of hours worked are between 12:00 midnight and 8:00 a.m.

Night Shift Differential shall be defined as applying to employees whose regular scheduled shift is other than the normal daytime shift. Normal daytime shift shall be defined as regularly scheduled shift which ends at or before 3:30 p.m.

Employees regularly scheduled to the normal daytime shift who are required to work after their normal workday shall be paid at the time and one-half overtime rate of pay.

#### **SECTION 5- LONGEVITY**

##### **A. Full-Time Employees**

1. To each full-time employee who has completed not less than fourteen and one half (14-1/2) years of continuous service as of July 1<sup>st</sup> for the City School District of the City of Mt. Vernon, there shall be provided an additional longevity payment of one thousand ninety dollars (\$1,090.00).
2. To each full-time employee who has completed not less than nineteen and one-half (19-1/2) years of continuous service as of July 1<sup>st</sup> for the City School District of the City of Mt. Vernon, there shall be provided an additional longevity payment of six hundred seventy dollars (\$670.00). (For longevity payment not to exceed one thousand seven hundred sixty dollars (\$1,760.00).)
3. To each full-time employee who has completed not less than twenty-four and one-half (24-1/2) years of continuous service as of July 1<sup>st</sup> for the City School District of the City of Mt. Vernon, there shall be provided an additional longevity payment of six hundred and seventy dollars (\$670.00). (For longevity payment not to exceed two thousand four hundred thirty dollars (\$2,430.00).)

##### **B. Half-Time Employees**

Any half time employees on annual salary rate who meet the time requirements as outlined in the paragraphs above, shall be eligible for one-half of the longevity payment outlined above.

##### **C. Ten-Month Employees**

1. All ten (10) month employees shall receive five-sixths (5/6ths) of the benefits as outlined in the paragraphs above.
2. All ten (10) month employees, at their discretion can opt to have their annual salary divided into twelve (12) months; annual enrollment and direct deposit are required.

##### **D. Cafeteria Employees**

It is agreed that a formula of pro-rated longevity payments will be provided to all part-time cafeteria employees.

**E. Payments**

All longevity payments shall be divided by the respective employee's total number of paychecks annually and paid through equal installments over those paychecks.

**ARTICLE VIII - HOLIDAYS WITH PAY**

- A. The holiday schedule for each contract year shall provide for no less than eighteen (18) days.
- B. At the time the school calendar is prepared, the Union will be consulted regarding holidays to be allowed. It is understood that the school calendar must vary from year to year in accordance with the New York State regulations regarding the number of days school must be in session and, therefore, flexibility in scheduling is necessary. It is further understood that the Board will make a good faith effort to increase the number of holidays whenever possible.

**ARTICLE IX - VACATION WITH PAY**

**A. Vacation Allowance**

- 1. The following vacation allowance with pay will apply to all twelve (12) month employees hired before December 5, 2016:
  - a. Ten (10) days after one (1) year of service.
  - b. Fifteen (15) days after two (2) years of service.
  - c. Twenty (20) days after ten (10) years of service.
  - d. Twenty-Five (25) days after twenty (20) years of service. However, employees hired after March 6, 1996 shall not be eligible for this provision.
  - e. For Twelve (12) month employees hired on or after December 5, 2016:
    - i. Eight (8) days of vacation after one (1) year of service.
    - ii. Twelve (12) days of vacation after two (2) years of service.
    - iii. Fifteen (15) days after ten years of service.
- 2. The following vacation allowance, with pay, will apply to all ten (10) month employees hired before December 5, 2016:
  - a. Eight (8) days of after one (1) year of service.
  - b. Twelve (12) days of vacation after two (2) years of service
  - c. Eighteen (18) days of after ten (10) years of service.
  - d. Twenty-one (21) days of vacation after twenty (20) years of service. However, employees hired after March 6, 1996 shall not be eligible for this provision.
  - e. Ten (10) month employees who transfer to twelve (12) month positions shall retain their accumulated vacation time.



- f. For ten (10) month employees hired on or after December 5, 2016
  - i. Six (6) days of vacation after one (1) year of service.
  - ii. Ten (10) days of vacation after two (2) years of service.
  - iii. Twelve (12) days after ten years of service.
3. Vacation time for employees serving less than one (1) year will be pro-rated.
4. All vacation allowance shall be based on the following:

Employees hired prior to January 1<sup>st</sup> shall be eligible for vacation increments on the first July 1<sup>st</sup> or, afterward, will be eligible on the second July 1<sup>st</sup>.
5. Employees shall have the option to choose to exhaust all unused and/or accumulated vacation days prior to retirement or separation, or to be paid the cash equivalent for the days upon retirement or separation from service.

#### **B. Vacation Scheduling**

1. a. Clerical Employees: Not more than three (3) weeks of the vacation time may be taken in July and August; the remaining time if any, will be taken when school is in session. However, it is strongly encouraged that any remaining vacation time be used during school holiday/recess periods. Vacation may not be taken during the week prior to school opening or the week of school opening except for unusual circumstances and must be approved in advance.  
  
b. Non-Clerical Employees: Vacation leave shall not be taken the two (2) weeks prior (last week of August and the first (1<sup>st</sup>) week of September) to any school opening scheduled in September in any given year.
2. Vacation time for ten (10) month employees must be taken during the school year when school is not in session (Christmas Recess, Easter Recess, etc.) All ten (10) month employees must report back to their respective positions on September 1<sup>st</sup> or the first (1<sup>st</sup>) workday in September.
3. Vacation may not be taken during the week prior to the opening of school except for unusual circumstances.
4. Personnel in charge must plan their vacation schedules to assure that all offices and departments will be covered at all times during the school year.
5. The Board will make every effort to have the school calendar available before June 1<sup>st</sup>.

### **ARTICLE X - HOSPITALIZATION AND MEDICAL COVERAGE**

#### **A. Health Insurance**

1. The District will provide health insurance coverage through the Statewide Schools Cooperative Health Plan (SWSCHP) for all employees and dependents. In the event the district changes health insurance carriers, the plan offered shall offer the same level of benefits as those currently in effect under the SWSCHP plan.

The annual employee health insurance contribution shall be as follows:

Hire Date	Rate of Contribution
On or after March 6, 1996	1 <sup>st</sup> year of employment 25% 2 <sup>nd</sup> year of employment 15% 3 <sup>rd</sup> year of employment 10% 4 <sup>th</sup> year of employment and thereafter : Individual: 8% (cap of \$1,000) 2-person & Family 11% (cap of \$2,500)
On or before June 21, 2013	Individual: 8% (cap of \$2,500) 2-person & Family 11% (cap of \$2,500)
After June 21, 2013	1 <sup>st</sup> year of employment 25% 2 <sup>nd</sup> year of employment 15% 3 <sup>rd</sup> year of employment and thereafter: Individual: 12% (no cap) 2-person & Family 13% (no cap)
After December 5, 2016	1 <sup>st</sup> year of employment 25% 2 <sup>nd</sup> year and thereafter 15%

- a. Employees shall have the choice to opt into any Health Maintenance Organization (HMO) that may be offered during the designated enrollment period.
  - b. Pursuant to Section 125 of the Internal Revenue Code (IRC), the District shall allow the employee contributions to be made on a pre-tax basis.
2. For employees hired after March 6, 1996, he/she must work twenty five (25) hours per week or more to receive health insurance and shall contribute under the same formula as full-time employees.
  3. Employees hired prior to December 14, 1995, working twenty (20) hours or less shall continue to be entitled to health insurance coverage as per Article X - Hospitalization and Medical Coverage, Section A Health Insurance, Paragraph 1.a
  4. In cases in which the District's employee is covered by medical insurance through another family member, the District will pay the employee to voluntarily waive his/her right to participate in the District's health insurance plan. The District will pay that employee the amount of one thousand two hundred fifty dollars (\$1,250.00) annually for that waiver and withdrawal. The election must be made by June 1<sup>st</sup> for the subsequent school year or within the first thirty (30) days after hiring. In the event of a situation occurring after withdrawal in which coverage might be otherwise terminated, the District shall allow re-entry upon a pro-rata repayment of the amount paid for the waiver and withdrawal.

5. Any employee retiring with at least fifteen (15) years of service with the Mt. Vernon Board of Education and who is at least fifty-five (55) years of age, the Board shall pay 75% of the premium on behalf of the individual and 60% of the premium on behalf of the family.

In order to qualify for health insurance into retirement under this paragraph, a unit member must:

1. Qualify for retirement as a member of a retirement system administered by the state of New York or one of its civil divisions; and
2. Retire from the District directly into the Employee's Retirement System (ERS).

**B. Benefit Fund - Dental & Vision Insurance**

The District shall contribute to the Union at the rate of one thousand (\$1,000) for each eligible employee.

**ARTICLE XI - RETIREMENT**

**A. Career Plan & Death Benefit**

The Board agrees to provide Section 75i (20 year career plan) for all employees in Tiers 1 and 2 of the NYS Employees Retirement System.

Additionally, the Board shall provide Section 60b (Death Benefit) and Section 41j (Application of Unused Sick Leave forwarded to service credit upon retirement) of the NYS Retirement and Social Security Law.

**B. Separation Allowance**

Any employee having reached legal retirement age under the guidelines of the NYS Retirement System and having completed at least ten (10) years of service in the Mt. Vernon School System, shall, upon retirement, be paid a lump sum payment of the difference between the minimum and maximum of their particular salary classification, up to a maximum payment of five thousand dollars (\$5,000.00).

For employees hired after July 1, 2005, the separation allowance payment shall be reduced to a lump sum payment of the difference between the minimum and maximum of their particular salary classification, up to a maximum payment of Two thousand five hundred dollars (\$2,500.00).

In order to qualify for the separation allowance under this paragraph, a unit member must:

1. Complete at least ten (10) years of service within the unit; and
2. Qualify for retirement as a member of a retirement system administered by the State of New York or one of its civil divisions; and
3. Retire from the District directly into the Employee's Retirement System (ERS).

## ARTICLE XII - LEAVES

### SECTION 1 - SICK LEAVE

#### A. Sick Leave

All employees shall be entitled to sick leave benefits as follows:

##### 1. Full time employees (12 months)

- a. 1<sup>st</sup> year of service - ten (10) days at full pay  
2<sup>nd</sup> year of service - ten (10) days at full pay  
3<sup>rd</sup> and subsequent years of service - twenty (20) days at full pay
- b. Full time employees hired after February 12, 2009: 1<sup>st</sup> year of service - ten (10) days at full pay  
2<sup>nd</sup> year of service - ten (10) days at full pay  
3<sup>rd</sup> and subsequent years of service - fifteen (15) days at full pay
- c. Full time employees hired after December 5, 2016:  
1<sup>st</sup> year of service - eight (8) days at full pay  
2<sup>nd</sup> year of service - eight (8) days at full pay  
3<sup>rd</sup> and subsequent years of service - twelve (12) days at full pay

##### 2. Full-Time employees (10 months)

- a. 1<sup>st</sup> year of service - Eight (8) days at full pay. 2<sup>nd</sup> year of service - Eight (8) days at full pay.  
3<sup>rd</sup> and subsequent years of service - eighteen (18) days at full pay
- b. Full-time ten employees hired after February 12, 2009: 1<sup>st</sup> year of service - Eight (8) days at full pay.  
2<sup>nd</sup> year of service - Eight (8) days at full pay.  
3<sup>rd</sup> and subsequent years of service - thirteen (13) days at full pay
- c. Full time employees hired after December 5, 2016: 1<sup>st</sup> year of service - six (6) days at full pay  
2<sup>nd</sup> year of service - six (6) days at full pay  
3<sup>rd</sup> and subsequent years of service - ten (10) days at full pay

##### 3. Half-Time Employees

Same as full time employees pro-rated on half-time employment.

##### 4. Part-Time Employees

For employees working on a part-time basis, if any, a sick leave day will be equivalent of the

hours normally worked per day.

**5. Sick Leave Documentation**

All employees may be required to submit medical documentation after three (3) consecutive work days of illness. All employees will be required to submit medical documentation after five (5) consecutive workdays of illness.

**6. Sick Leave Proration**

If employment occurs after July 1<sup>st</sup> sick leave will be prorated for that year. Regular first year benefits will begin July 1 following date of employment.

**7. Sick Leave Accumulation**

- a. All unused days of sick leave at full pay for all employees, shall accumulate to a maximum of two hundred ten (210) days. Such sick leave benefits so accrued will be usable after the annual full days allowed, and prior to any half pay benefits.
- b. Unused sick leave at half pay shall not accumulate.

**8. Employee Sick Leave/Family Illness**

An employee may use three (3) of their accrued sick days per year for family illness. Family shall be defined as the same as found in Article XII. Leave, Section 5 Bereavement. Additionally, for the purpose of this section family shall also include step-children, grandparent(s) and registered domestic partner.

**9. Sick Leave Bank**

The District shall deduct one (1) day from each year's annual sick leave from each employee employed for Sick Leave Bank purposes.

Only employees who have not exhausted their current annual sick leave shall be eligible to participate in the Sick Leave Bank. That reduction shall reduce the available Sick Leave of the individual employees and shall be transferred to a separate account denominated as Sick Leave Bank. The bank shall be administered by two persons designated by the District and two persons designated by the Union. This group shall be designated as the Sick Leave Bank Board. The Sick Leave Bank Board shall determine whether or not employees are eligible to receive time from the Sick Leave Bank.

No person shall be entitled to receive more than ninety (90) sick days for any single disability and no person shall be entitled to use Sick Leave Bank time unless the medical need is established by the parties to be of a catastrophic or disabling nature as ordinarily understood for general disability purposes. In the event of disagreement, the question shall be referred to a physician in the area of specialty in which sick leave is sought. The physician shall be designated by consent of both parties.

No Sick Leave Bank will be available until the exhaustion of annual and accumulated time. At the time the Sick Bank days have been decreased to 100, the Bank shall be replenished in the same manner in which it was originally established.

**10. Sick Leave Incentive Program**

- a. All employees must have one hundred fifty (150) days accumulated to participate in the incentive program, and only days in excess of this accumulated minimum may be applied towards the incentive.
  - i. Twelve (12) month employees who use twelve (12) or less sick days in one (1) school year may sell the remaining number of days given that year back to the District at the rate of seventy-five dollars (\$75.00) per day. For twelve (12) month employees hired after December 5, 2016, nine (9) or less sick days. At retirement, such money will be used by the District to pay for the employee's share of health insurance or welfare fund contribution.

Twelve (12) month employees who use thirteen (13) or more sick days in a school year without medical documentation in two (2) or more consecutive years, will have their account deducted, at the rate of seventy-five dollars (\$75.00) per day, for those days taken beyond twelve (12). For twelve (12) month employees hired after December 5, 2016, ten (10) or more sick days.
  - ii. Ten (10) month employees who use ten (10) or less sick days in one (1) school year may sell the remaining number of days given that year back to the District at the rate of seventy-five dollars (\$75.00) per day. For ten (10) month employees hired after December 5, 2016, seven (7) or less sick days. At retirement, such money will be used by the District to pay for the employee's share of health insurance and/or welfare fund contribution.

Ten (10) month employees who use eleven (11) or more sick days in a school year without medical documentation in in two (2) or more consecutive years, will have their account deducted, at the rate of seventy-five dollars (\$75.00) per day, for those days taken beyond ten (10). For ten (10) month employees hired after December 5, 2016, eight (8) or more sick days.
  - iii. Employees shall receive an annual accounting of days in the incentive program.
- b. 12-month members who actively work for the entire school year and who are absent for no more than six (6) days (including personal days) in a school year, shall receive an annual stipend of \$500 payable at the end of the school year. 10-month employees who actively work for the entire student year and who are absent no more than four (4) days (including personal days) in a school year, shall receive an annual stipend of \$420 payable at the end of the school year. Notwithstanding the foregoing, in any school year where the District assigns District-wide remote work for more than twenty (20) work days, the attendance bonus shall be null and void that school year.

## **B. Injury Benefits**

1. All full-time employees accidentally injured in the course of their employment or sustaining occupational disease, as defined by the Workers' Compensation Law, who are absent from duty by reason thereof, shall, pending the adjudication of their respective cases and while their disability renders them unable to perform the duties of their positions, be granted leave of absence with pay, during a fiscal year as follows:
2. For all employees with less than two (2) years of service, full pay up to twenty (20) working

days.

3. For all employees in their third year of service and thereafter, full pay to forty-five (45) working days.
4. When such employees have been awarded compensation by the Workers' Compensation Board for the period of their leave with pay, such compensation award shall be credited and paid over to the School District, except that payment to the School District shall not be in excess of amounts received hereunder.
5. Notwithstanding that employees may receive the maximum leave of absence with pay because of such injury or occupational disease herein provided, they shall be entitled to their appropriate sick leave benefits for absence due to personal illness during the same fiscal year, provided, however, that no employee shall receive both injury benefits and sick leave benefits for the same period of disability.
6. There shall be no District payment for the same claim in future years.
7. In the event an employee seeks to file a claim for District payment that would otherwise be prohibited under paragraph 7 because payment has previously been made, the employee must appear before a committee consisting of two (2) District appointees, two (2) CSEA appointees and one (1) mutually agreed upon appointee from either the MVFT Teachers, Teacher Assistant or Security Units to establish to the committee's satisfaction that a re-injury has occurred. The decision of the committee shall be final. In the event the committee determines that a legitimate re-injury has occurred, the employee shall be entitled to District payment as set forth above.
8. Light Duty - (SEE APPENDIX E)

**C. Sick Leave Payment**

Employees of the unit who retire under the provisions of the N.Y.S. Employees Retirement System shall be paid for unused sick leave under the following formula:

Days Accumulated at Retirement	x Rate	Maximum Available
Days 0-80	\$0	\$0
Days 81-110	\$35.00 per day	\$1,050.00
Days 111-150	\$40.00 per day	\$1,600.00
Days 151-180	\$45.00 per day	\$1,350.00
Days 181-210	\$45.00 per day	\$1,350.00

The total amount to be paid shall not exceed \$5,350.00.

**SECTION 2 - PERSONAL LEAVE**

**A. Leave Allowance**

Twelve (12) month employees shall be allowed four (4) days absence and ten (10) month employees shall be allowed three (3) days absence annually with full pay, for personal reasons, which shall be prorated, one (1) day for every three (3) months, during the

employee's first year of employment.

**B. Leave Requests**

Requests for such leave must be submitted in writing at least three (3) days prior to the day or days of leave, or as soon as practicable in case of emergency, and must state the reason for such leave. Personal leave will not be granted for any day or part of a day BEFORE or FOLLOWING a vacation period or day when school has been closed for emergency or holiday. Allowances for special conditions shall be at the discretion of the Administration.

**C. Leave Scheduling Limitation**

Personal leave will not be granted for consecutive days except in extreme emergencies at the discretion of the Board. Any personal leave days not used shall be applied towards accumulated sick leave.

The following are examples of, but not limitations for, personal leave days:

- Legal matters;
- Death in family (other than Bereavement Leave);
- Personal property damage;
- Medical visit, medical exams or treatment of a compelling nature for the member, spouse, or child;
- Family problem of compelling nature for member, spouse, child;
- Religious observance;
- Sickness in family above three days allowed.

**SECTION 3 - CONVENTION LEAVE**

**A. Union Convention Leave**

Leave of absence without loss of pay not to exceed a combined total of eight (8) working days shall be granted to employees for attendance at conventions of the Union.

**B. Educational Secretaries Association Leave**

Because of the educational nature of the Educational Secretaries Association Convention, the Board agrees to pay the actual expenses of each of two (2) delegates to the convention up to a limit of two hundred dollars (\$200.00) per delegate, provided a convention expense item is budgeted and made available to the employees of the School District.

**SECTION 4 - SCHOOL CLOSING**

A. When school is not in session because of inclement weather, other than a contracted holiday, employees who are actually working on that particular day, not on vacation, sick leave, personal leave, or any other leave, will be excused without loss of pay for said day.

The current method of paying employees who report to work on such days shall remain in place.

B. Should an employee have been granted the maximum of one (1) approved day for Personal Leave or the maximum of one (1) approved day for vacation leave and school is closed (Not



an early dismissal or delayed school opening) on a day in which the employee would have taken the Personal or Vacation Leave day, said day will not be deducted and will be restored to the employees accrual bank. A sick leave day is not applicable to the aforementioned.

- C. All Buildings and Grounds employees are expected and encouraged to report to work on snow or emergency closing days. In the event that insufficient staff is present to address conditions occasioned by snow or inclement weather, the District shall have the right to obtain the services of an outside contractor to perform such work, and such decision shall not be grievable by the Union. The parties acknowledge that this provision does not otherwise alter the Union's exclusivity as to the performance of such work.

#### **SECTION 5 - BEREAVEMENT LEAVE**

- A. Employees shall be entitled to leave of absence with pay not to exceed five (5) consecutive working days in case of death of parents, sisters, brothers, children, grandchildren or spouse. Employees shall be entitled to leave of absence with pay not to exceed five (5) consecutive working days in case of death of mother-in-law, or father-in-law, when residing in the same household.
- B. Employees shall be entitled to leave of absence with pay for two (2) days in case of death of any of the following: mother-in-law, father-in-law, residing outside of immediate household.
- C. Employees shall be entitled to leave of absence with pay for one (1) day in case of death of any of the following: daughter-in-law, brother-in-law, son-in-law, sister-in-law, grandparents, aunt, uncle, niece and nephew.
- D. In case of travel over 100 miles from Mt. Vernon is required, up to two (2) days leave of absence with pay shall be granted upon written request.
- E. An employee may be granted, upon written request five (5) consecutive working days for extraordinary circumstances at the discretion of the Superintendent of Schools.

#### **SECTION 6 - MATERNITY LEAVE**

Maternity leave shall be granted employees as provided by Civil Service Law, State Attendance Rules and Regulations.

#### **SECTION 7 - JURY DUTY**

An employee who is required to serve on jury duty while school is in session will receive full salary during the period of such jury duty service, except that the employee shall be required to remit to the Board of Education an amount equal to any remuneration received for said jury services other than expense money.

#### **SECTION 8 - LEAVE OF ABSENCE**

Employees shall be entitled to leave without pay for one (1) year after seven (7) years of continuous service.

Requests for a leave without pay must be submitted at least ninety (90) days prior to the start of the intended leave. The employee must also state the reason for the leave.

Leaves of absence shall be available to not more than two (2%) percent of the bargaining unit at any given time and shall not be available for the purpose of accepting other employment, except as noted later in this section.

Employees shall not be eligible for a second (2<sup>nd</sup>) such leave until they have completed seven (7) additional consecutive years after taking the first (1<sup>st</sup>) such leave.

Any employee granted leave, under this section, shall be returned to the same or substantially equivalent position.

Any employee who fails to return for duty on the expiration of long term leave upon the first (1<sup>st</sup>) working day following expiration of such leave shall be deemed to have terminated his/her employment with the District unless such delay is approved by the Board or unless the delay is due to extenuating circumstances.

Employees on long term leave may be required to provide written notice of their intent to return thirty (30) days prior to the expiration of the leave.

If the stated reason for the leave is maintained, then the District would allow the employee to engage in employment to supplement said leave.

However, should it be determined by the District that said employee is engaged in the same or substantially same employment that he/she performs in the District, then it will be deemed that said employee has abandoned his/her position and said employment with the District will not be protected.

The Labor/Management committee will determine policy for appropriate leaves of absence.

Notwithstanding the foregoing, it is understood between the parties that any employee who is presently engaged in other employment outside the District, shall not be prohibited from continuing such employment while on an approved leave of absence.

Employees appearing for Selective Service Physical Examination shall be granted the time necessary to appear for said examination, including time necessary to travel to and from said examinations.

**Military Leaves of Absence:** Military leave of absence without pay shall be granted to any employee who shall enter into active military service of the United States as defined by Military Law #243. Employees on military leave shall be given the benefit of any increment which would have been credited to them if they remained in active service to the District, and all accumulated sick days acquired prior to entry into service will be reinstated.

**Family Medical Leave of Absence (FMLA):** FMLA shall be permitted in accordance with the District's FMLA policy and applicable law. Such leaves shall be processed through the Department of Human Resources.

### **ARTICLE XIII - GRIEVANCE PROCEDURE AND EVALUATION**

The grievance procedure shall be annexed to the original agreement as Appendix B and be made available to all employees.

Evaluation procedure shall be annexed to the original agreement as Appendix C and be made available to all employees.

The District and Union agree to form a labor-management committee to establish new and/or revised evaluation documents, one for clerical staff and another for custodial staff. The current evaluation document shall remain in effect until the parties are able to agree upon new documents.

#### **ARTICLE XIV - EFFECT OF THIS AGREEMENT**

None of the existing benefits provided by officially adopted Board of Education policy shall be diminished or eliminated without consultation and negotiation with CSEA.

#### **ARTICLE XV - COMPATIBILITY WITH LAW**

##### **SECTION 1 - PRIORITY OF LAW**

Nothing contained herein shall be construed to deny or restrict with respect to any employee, any rights he may have under the Civil Service Law, or any other applicable law or regulations. The rights provided to employees hereunder shall be deemed in addition to those provided elsewhere.

##### **SECTION 2 - SAVINGS CLAUSE**

In the event that any provisions of this agreement shall at any time be held to be contrary to law by a court of controlling jurisdiction from whose final judgment or decree any appeal may be taken within the time allowed for doing so, such provisions shall be void and inoperative. All other provisions of this agreement shall continue in effect.

**SECTION 3 - MANDATORY PROVISION OF LAW "IT IS AGREED BY AND BETWEEN THE PARTIES THAT ANY PROVISION OF THIS AGREEMENT REQUIRING LEGISLATIVE ACTION TO PERMIT ITS IMPLEMENTATION BY AMENDMENT OR LAW, OR BY PROVIDING THE ADDITIONAL FUNDS THEREFORE, SHALL NOT BECOME EFFECTIVE UNTIL THE APPROPRIATE LEGISLATIVE BODY HAS GIVEN APPROVAL."**

#### **ARTICLE XVI - EMPLOYEE PROTECTION CLAUSE**

##### **A. Notice of Assault**

Any employee who suffers an assault acting in the discharge of their duties, within the scope of their employment, shall immediately submit a complete report, in writing, or within a reasonable time thereafter. Such report will be submitted to the Superintendent through the Principal or appropriate Director and will include the time, place, personnel involved, witnesses, and other relevant information. The Superintendent shall acknowledge receipt of such report and within a reasonable time shall notify the employee of the action taken or to be taken with respect to the alleged assault.

**B. Defense Assignment**

The Board agrees to provide an attorney to defend an employee in any criminal or civil action or proceeding arising out of disciplinary action taken against a pupil of the District while in the discharge of the duties within the scope of employment. Such counsel will advise the employee of his/her legal rights in such case.

**C. Procedure**

In order for an employee to invoke the foregoing, the original or a copy of any summons, complaint, process notice, demand or pleading served upon such employee must be delivered within ten (10) days after such service, to the Superintendent.

**D. Limitation Defense Assignment**

It is understood and agreed that the Board is not required to provide an attorney to an employee, in civil or criminal actions, initiated by an employee, provided, however, that if the appropriate authorities will not process a criminal complaint initiated by an employee arising out of case of assault against the employee, the Board will provide an attorney to assist the employee in prosecuting such complaint.

**ARTICLE XVII - EMPLOYEE PROMOTION CLAUSE**

If any employee is appointed to, reallocated to or promoted to a position with a higher scale:

- A. Employee shall be placed on the corresponding step in the higher title.
- B. An employee shall be placed on a Step that is equal to or greater than the salary at their previous title, however they will not be placed more than 2 steps below their step in the prior title. Any employee who was in a probationary position as of December 5, 2016 shall remain at their current step/salary if/when they become permanent in that same position. All other employees, including those in provisional or out-of-title assignments, shall be subject to this provision if/when they are appointed to a provisional/probationary/ permanent position.

**ARTICLE XVIII - LOSS OF PROPERTY CLAUSE**

**A. Save Harmless**

An employee shall not be held responsible for loss, within the school, of school property or children's property, provided such loss was not due to an intentional act or negligence on the part of the employee, and that such loss occurred while acting in the discharge of the employee's duties within the scope of employment and/or under the direction of the Board.

**B. Reimbursement**

The Board will reimburse employees, in any amount not to exceed a total of one hundred dollars (\$100.00) in any school year, for loss or damage or destruction, while on duty in the school, of personal property of a kind normally worn to or brought into school, when the loss is not due to any intentional act or negligence of the employee's part, to the extent that such

loss is not covered by insurance.

Any claims for reimbursement under this clause must be submitted to the Principal, or appropriate Administrator, in writing within seven (7) days after said loss occurred, and must set forth the circumstances in detail, the nature of the property, purchase price, extent of loss, evidence of value, and such other relevant data as the Board may require.

**ARTICLE XIX - DURATION OF AGREEMENT/FUTURE NEGOTIATIONS**

**A. Term of Agreement**

The provisions of this agreement shall become effective on July 1, 2018 and continue in full force and effect until June 30, 2025, and such provisions shall remain in effect until a successor agreement is reached.

The parties agreed that all items discussed during negotiations leading to this agreement would not be reopened during the life of this agreement, except as agreed to by the parties.


**B. Subsequent Agreement**

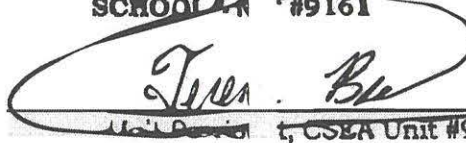
Negotiations for a subsequent agreement shall commence as is provided under Article 14, of the Civil Service Law, upon request by either party. It is the purpose of the parties to provide for negotiations thereafter so that a subsequent agreement, if possible, can be consummated no later than one hundred twenty (120) days prior to the end of the fiscal year.

The signors below have read the language of the Memorandum of Agreement (MOA) signed and approved by the parties on or about July 10, 2020 and March 16, 2023. The signors hereby confirm that the changes as approved by the MOA have been accurately incorporated into this Collective Bargaining Agreement (CBA).

**MOUNT VERNON CITY SCHOOL DISTRICT**

**CIVIL SERVICE EMPLOYEES ASSOC., INC.  
LOCAL 1000, AFSCME, AFL-CIO  
WESTCHESTER LOCAL 860, MOUNT VERNON  
SCHOOL DISTRICT #9161**

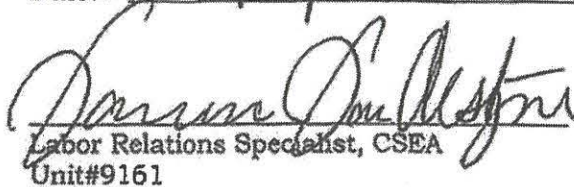
  
\_\_\_\_\_  
President, Mt. Vernon Board of Education

  
\_\_\_\_\_  
Unit #9161, CSEA Unit #9161

Dated: 8/5/2024

Dated: 8/13/24

  
\_\_\_\_\_  
Superintendent, Mount Vernon City  
School District

  
\_\_\_\_\_  
Labor Relations Specialist, CSEA  
Unit#9161

Dated: 8/2/24

Dated: 1/9/24

**APPENDIX "A" - CIVIL SERVICE SALARY**

A. Contributions to the New York State Retirement System pursuant to the applicable provisions pertaining to Tier I, (Sec. 75-i); Tier II, (Sec. 75-i), Tier III, (Article 14) and Tier IV.

**B. Additional Annual Stipends**

Head Custodian at Mt. Vernon High School	\$2,700
Day Custodian at Mt. Vernon High School	\$2,500
Head Custodian at Lincoln School	\$1,000
Head Custodian at Traphagen School	\$ 250
Head Custodian Thornton School	\$ 300
Head Custodians in School with Enrollment In excess of 650 student	\$ 300
Head Custodian at Education Center	\$ 500
Custodian at Education Center	\$ 500
Cleaners assigned to Education Center	\$ 250
Grounds Maintenance Man-in-Charge Assigned to Mt. Vernon High School	\$ 500
Elementary School Stenographers in a One-Person Office	\$ 200
Food Service Helper-in-Charge of Davis School	\$ 500
Member-in-Charge of Hospitalization Claims	\$1,600
Head Painter	\$ 500
Supervisory Nurse	\$2,400
+600 Car Allowance	
Maintenance Mechanic-Assigned to Plumbing Truck	\$2,500
Maintenance Mechanic-Assigned to Electrical Truck	\$2,500
Member-in-Charge of Medicaid/Pupil Support Services Reimbursement	\$5,000
*Cook Manager - Car Allowance	\$600.00

CSEA 18-19	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9
YOUTH DEVELOPMENT SPECIALIST	\$ 87,188	\$ 88,932	\$ 90,711	\$ 92,525	\$ 94,375	\$ 96,263	\$ 98,188	\$ 103,098	\$ 104,098
BUDGET ANALYST	\$ 69,126	\$ 71,201	\$ 73,337	\$ 75,536	\$ 77,802	\$ 80,135	\$ 83,741	\$ 87,508	\$ 88,508
PURCHASING AGENT	\$ 80,262	\$ 82,448	\$ 84,582	\$ 86,764	\$ 88,923	\$ 91,129	\$ 95,233	\$ 98,093	\$ 99,093
COMPUTER PROGRAMMER	\$ 71,132	\$ 73,297	\$ 75,458	\$ 77,628	\$ 79,786	\$ 82,130	\$ 86,237	\$ 88,822	\$ 89,822
REGISTERED NURSE-10 MONTH	\$ 57,281	\$ 60,342	\$ 63,400	\$ 66,466	\$ 69,528	\$ 72,592	\$ 76,016	\$ 78,296	\$ 79,296
DATA PROCESSING OPERATOR	\$ 50,773	\$ 51,960	\$ 55,099	\$ 57,289	\$ 59,439	\$ 61,554	\$ 65,127	\$ 67,081	\$ 68,081
PAYROLL CLERK	\$ 52,149	\$ 53,494	\$ 54,826	\$ 56,161	\$ 57,482	\$ 59,223	\$ 65,976	\$ 67,801	\$ 68,801
SENIOR CLERK	\$ 52,149	\$ 53,494	\$ 54,826	\$ 56,161	\$ 57,482	\$ 59,223	\$ 65,976	\$ 67,801	\$ 68,801
CLERK-12 MONTHS	\$ 37,681	\$ 39,018	\$ 40,361	\$ 41,695	\$ 43,022	\$ 44,340	\$ 46,662	\$ 48,060	\$ 49,060
TELEPHONE OPERATOR-12 MONTHS	\$ 42,178	\$ 43,516	\$ 44,861	\$ 46,155	\$ 47,501	\$ 49,528	\$ 53,104	\$ 54,700	\$ 55,700
SENIOR STENOGRAPHER	\$ 52,149	\$ 53,494	\$ 54,826	\$ 56,161	\$ 57,482	\$ 59,223	\$ 65,976	\$ 67,801	\$ 68,801
STENOGRAPHER-12 MONTHS/FULL	\$ 42,178	\$ 43,516	\$ 44,861	\$ 46,155	\$ 47,501	\$ 51,423	\$ 56,226	\$ 57,914	\$ 58,914
STENOGRAPHER-10 MONTHS/FULL	\$ 35,074	\$ 36,180	\$ 37,299	\$ 38,369	\$ 39,494	\$ 42,755	\$ 46,856	\$ 48,261	\$ 49,261
SENIOR TYPIST	\$ 41,217	\$ 42,562	\$ 43,902	\$ 45,207	\$ 46,546	\$ 49,522	\$ 53,098	\$ 54,690	\$ 55,690
TYPIST-12 MONTHS/FULL	\$ 40,254	\$ 41,596	\$ 42,935	\$ 44,251	\$ 45,583	\$ 47,619	\$ 51,198	\$ 52,731	\$ 53,731
TYPIST-10 MONTHS/FULL	\$ 33,464	\$ 34,583	\$ 35,696	\$ 36,788	\$ 37,898	\$ 39,595	\$ 42,666	\$ 43,845	\$ 44,845
SENIOR ACCOUNTANT	\$ 61,642	\$ 65,678	\$ 69,705	\$ 73,736	\$ 77,768	\$ 78,262	\$ 85,831	\$ 89,862	\$ 90,862
MAINTENANCE MECHANIC	\$ 51,999	\$ 53,308	\$ 54,634	\$ 55,979	\$ 57,291	\$ 61,476	\$ 65,047	\$ 67,002	\$ 68,002
MAINTENANCE FO REPERSON	\$ 80,262	\$ 82,448	\$ 84,582	\$ 86,764	\$ 88,923	\$ 91,119	\$ 95,233	\$ 98,093	\$ 99,093
CUSTODIAL FOREPERSON	\$ 80,262	\$ 82,448	\$ 84,582	\$ 86,764	\$ 88,923	\$ 91,129	\$ 95,233	\$ 98,093	\$ 99,093
HEAD CUSTODIAN	\$ 49,841	\$ 51,190	\$ 52,519	\$ 53,837	\$ 55,169	\$ 57,291	\$ 60,863	\$ 62,690	\$ 63,690
CUSTODIAN	\$ 44,269	\$ 45,583	\$ 46,920	\$ 48,260	\$ 49,580	\$ 52,646	\$ 56,226	\$ 57,914	\$ 58,914
MESSANGER	\$ 43,736	\$ 45,074	\$ 46,413	\$ 47,718	\$ 49,073	\$ 50,401	\$ 53,978	\$ 55,598	\$ 56,598
GROUNDNS MAINTENANCE PERSON	\$ 43,736	\$ 45,074	\$ 46,413	\$ 47,718	\$ 49,073	\$ 50,401	\$ 53,978	\$ 55,598	\$ 56,598
CLEANER	\$ 39,494	\$ 40,836	\$ 42,188	\$ 43,516	\$ 44,861	\$ 46,135	\$ 48,483	\$ 49,936	\$ 50,936
CLEANER HALF TIME-4 HOURS	\$ 19,752	\$ 20,427	\$ 21,093	\$ 21,763	\$ 22,435	\$ 23,081	\$ 24,246	\$ 24,973	\$ 25,573
MASON	\$ 51,999	\$ 53,308	\$ 54,634	\$ 55,979	\$ 57,291	\$ 61,476	\$ 65,047	\$ 67,002	\$ 68,002
PAINTER	\$ 51,999	\$ 53,308	\$ 54,634	\$ 55,979	\$ 57,291	\$ 61,476	\$ 65,047	\$ 67,002	\$ 68,002
COOK MANAGER	\$ 36,379	\$ 37,190	\$ 38,318	\$ 39,435	\$ 40,585	\$ 41,703	\$ 44,672	\$ 46,012	\$ 47,012
COOK-10 MONTHS/3 HOUR	\$ 22,830	\$ 23,600	\$ 24,360	\$ 25,135	\$ 25,898	\$ 27,762	\$ 29,154	\$ 30,032	\$ 31,032
COOK-10 MONTHS	\$ 31,708	\$ 32,773	\$ 33,832	\$ 34,906	\$ 35,968	\$ 38,558	\$ 40,493	\$ 41,709	\$ 42,709
FOOD SERVICE HELPER-20 HR/10 MO	\$ 16,852	\$ 16,914	\$ 17,468	\$ 18,017	\$ 18,575	\$ 19,122	\$ 20,087	\$ 20,688	\$ 21,688
FOOD SERVICE HELPER-25 HR/10 MO	\$ 20,437	\$ 21,142	\$ 21,834	\$ 22,521	\$ 23,219	\$ 23,900	\$ 25,105	\$ 25,858	\$ 26,858
FOOD SERVICE HELPER-30 HR/10 MO	\$ 24,528	\$ 25,373	\$ 26,200	\$ 27,026	\$ 27,867	\$ 28,678	\$ 30,127	\$ 31,030	\$ 32,030
FOOD SERVICE HELPER-35 HR/10 MO	\$ 28,612	\$ 29,598	\$ 30,565	\$ 31,528	\$ 32,507	\$ 33,461	\$ 35,145	\$ 36,201	\$ 37,201
RECORDS MANAGEMENT OFFICER	\$ 71,132	\$ 73,297	\$ 75,458	\$ 77,620	\$ 79,786	\$ 82,130	\$ 86,237	\$ 88,822	\$ 89,822
COMPUTER TECHNICIAN	\$ 77,019	\$ 78,942	\$ 80,914	\$ 82,936	\$ 85,009	\$ 87,134	\$ 89,314	\$ 91,993	\$ 92,993
ASST. COMP REP & NW SUPPORT	\$ 43,644	\$ 45,171	\$ 46,752	\$ 48,387	\$ 50,081	\$ 51,832	\$ 53,648	\$ 55,525	\$ 56,525
ADMINISTRATIVE ASSISTANT	\$ 55,693	\$ 57,847	\$ 60,000	\$ 62,208	\$ 64,467	\$ 67,474	\$ 70,627	\$ 73,556	\$ 74,556
PRINCIPAL CLERK	\$ 55,149	\$ 56,494	\$ 57,826	\$ 59,161	\$ 60,482	\$ 62,223	\$ 68,976	\$ 70,801	\$ 71,801
PAYROLL SPECIALIST	\$ 61,642	\$ 65,678	\$ 69,705	\$ 73,736	\$ 77,768	\$ 78,262	\$ 85,831	\$ 89,862	\$ 90,862
SENIOR CASHIER	\$ 35,949	\$ 37,294	\$ 38,626	\$ 39,961	\$ 41,282	\$ 43,023	\$ 49,796	\$ 51,601	\$ 52,601
SHIFT DIFFERENTIAL--5%									
HEAD CUSTODIAN	\$ 52,333	\$ 53,750	\$ 55,145	\$ 56,529	\$ 57,927	\$ 60,156	\$ 63,906	\$ 65,825	\$ 66,825
CUSTODIAN	\$ 46,482	\$ 47,862	\$ 49,266	\$ 50,673	\$ 52,070	\$ 55,278	\$ 59,037	\$ 60,810	\$ 61,860
CLEANER	\$ 41,469	\$ 42,878	\$ 44,297	\$ 45,692	\$ 47,104	\$ 48,463	\$ 50,907	\$ 52,433	\$ 53,483

CSEA 19-20	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9
YOUTH DEVELOPMENT SPECIALIST	\$87,188	\$88,932	\$90,711	\$92,525	\$94,375	\$96,263	\$98,188	\$103,098	\$104,098
BUDGET ANALYST	\$69,126	\$71,201	\$73,337	\$75,536	\$77,802	\$80,135	\$83,741	\$87,508	\$88,508
PURCHASING AGENT	\$80,262	\$82,448	\$84,582	\$86,764	\$88,923	\$91,129	\$95,233	\$98,093	\$99,093
COMPUTER PROGRAMMER	\$71,132	\$73,297	\$75,458	\$77,628	\$79,786	\$82,130	\$86,237	\$88,822	\$89,822
REGISTERED NURSE-10 MONTH	\$57,281	\$60,342	\$63,400	\$66,466	\$69,528	\$72,592	\$76,016	\$78,296	\$79,296
DATA PROCESSING OPERATOR	\$50,773	\$52,960	\$55,099	\$57,289	\$59,439	\$61,554	\$65,127	\$67,081	\$68,081
PAYROLL CLERK	\$52,149	\$53,494	\$54,826	\$56,161	\$57,482	\$59,223	\$65,976	\$67,801	\$68,801
SENIOR CLERK	\$52,149	\$53,494	\$54,826	\$56,161	\$57,482	\$59,223	\$65,976	\$67,801	\$68,801
CLERK-12 MONTHS	\$37,681	\$39,018	\$40,361	\$41,695	\$43,042	\$44,340	\$46,662	\$48,060	\$49,060
TELEPHONE OPERATOR-12 MONTHS	\$42,178	\$43,516	\$44,861	\$46,155	\$47,501	\$49,528	\$53,104	\$54,700	\$55,700
SENIOR STENOGRAPHER	\$52,149	\$53,494	\$54,826	\$56,161	\$57,482	\$59,223	\$65,976	\$67,801	\$68,801
STENOGRAPHER-12 MONTHS/FULL	\$42,178	\$43,516	\$44,861	\$46,155	\$47,501	\$51,423	\$56,226	\$57,914	\$58,914
STENOGRAPHER-10 MONTHS/FULL	\$35,074	\$36,180	\$37,299	\$38,369	\$39,494	\$42,755	\$46,856	\$48,261	\$49,261
SENIOR TYPIST	\$41,217	\$42,562	\$43,902	\$45,207	\$46,546	\$49,528	\$53,098	\$54,690	\$55,890
TYPIST-12 MONTHS/FULL	\$40,254	\$41,596	\$42,935	\$44,251	\$45,583	\$47,619	\$51,198	\$52,731	\$53,731
TYPIST-10 MONTHS/FULL	\$33,464	\$34,583	\$35,696	\$36,788	\$37,898	\$39,595	\$42,566	\$43,845	\$44,845
SENIOR ACCOUNTANT	\$61,642	\$65,673	\$69,705	\$73,736	\$77,768	\$78,262	\$85,831	\$89,862	\$90,862
MAINTENANCE MECHANIC	\$51,999	\$53,308	\$54,634	\$55,979	\$57,291	\$61,476	\$65,047	\$67,002	\$68,002
MAINTENANCE FOREPERSON	\$80,262	\$82,448	\$84,582	\$86,764	\$88,923	\$91,119	\$95,233	\$98,093	\$99,093
CUSTODIAL FOREPERSON	\$80,262	\$82,448	\$84,582	\$86,764	\$88,923	\$91,129	\$95,233	\$98,093	\$99,093
HEAD CUSTODIAN	\$49,841	\$51,190	\$52,519	\$53,837	\$55,169	\$57,291	\$60,863	\$62,690	\$63,690
CUSTODIAN	\$44,269	\$45,583	\$46,920	\$48,260	\$49,590	\$52,646	\$56,226	\$57,914	\$58,914
MESSENGER	\$43,736	\$45,074	\$46,413	\$47,718	\$49,073	\$50,401	\$53,978	\$55,598	\$56,598
GROUND MAINTENANCE PERSON	\$43,736	\$45,074	\$46,413	\$47,718	\$49,073	\$50,401	\$53,978	\$55,598	\$56,598
CLEANER	\$39,494	\$40,836	\$42,188	\$43,516	\$44,861	\$46,155	\$48,483	\$49,936	\$50,936
CLEANER HALF TIME-4 HOURS	\$19,752	\$20,427	\$21,093	\$21,763	\$22,435	\$23,081	\$24,246	\$24,973	\$25,973
MASON	\$51,999	\$53,308	\$54,634	\$55,979	\$57,291	\$61,476	\$65,047	\$67,002	\$68,002
PAINTER	\$51,999	\$53,308	\$54,634	\$55,979	\$57,291	\$61,476	\$65,047	\$67,002	\$68,002
COOK MANAGER	\$36,379	\$37,190	\$38,313	\$39,435	\$40,585	\$41,703	\$44,672	\$46,012	\$47,012
COOK-10 MONTHS/5 HOUR	\$22,830	\$23,600	\$24,360	\$25,135	\$25,898	\$27,762	\$29,154	\$30,032	\$31,032
COOK-10 MONTHS	\$31,708	\$32,773	\$33,832	\$34,906	\$35,968	\$38,558	\$40,493	\$41,709	\$42,709
FOOD SERVICE HELPER-20 HR/10 MO	\$16,352	\$16,914	\$17,468	\$18,017	\$18,575	\$19,122	\$20,087	\$20,688	\$21,688
FOOD SERVICE HELPER-25 HR/10 MO	\$20,437	\$21,142	\$21,834	\$22,521	\$23,219	\$23,900	\$25,105	\$25,858	\$26,858
FOOD SERVICE HELPER-30 HR/10 MO	\$24,528	\$25,373	\$26,200	\$27,026	\$27,867	\$28,678	\$30,127	\$31,030	\$32,030
FOOD SERVICE HELPER-35 HR/10 MO	\$28,612	\$29,598	\$30,565	\$31,528	\$32,507	\$33,461	\$35,145	\$36,201	\$37,201
RECORDS MANAGEMENT OFFICER	\$71,132	\$73,297	\$75,458	\$77,628	\$79,786	\$82,130	\$86,237	\$88,822	\$89,822
COMPUTER TECHNICIAN	\$77,019	\$78,942	\$80,914	\$82,936	\$85,009	\$87,134	\$89,314	\$91,993	\$92,993
ASST. COMP REP & NW SUPPORT	\$43,644	\$45,171	\$46,752	\$48,387	\$50,081	\$51,832	\$53,648	\$55,525	\$56,525
ADMINISTRATIVE ASSISTANT	\$55,693	\$57,847	\$60,000	\$62,208	\$64,467	\$67,474	\$70,627	\$73,556	\$74,556
PRINCIPAL CLERK	\$55,149	\$56,494	\$57,826	\$59,161	\$60,482	\$62,223	\$68,976	\$70,801	\$71,801
PAYROLL SPECIALIST	\$61,642	\$65,673	\$69,705	\$73,736	\$77,768	\$78,262	\$85,831	\$89,862	\$90,862
SENIOR CASHIER	\$55,949	\$57,294	\$58,626	\$59,961	\$61,282	\$63,023	\$69,796	\$71,601	\$72,601
SHIFT DIFFERENTIAL-.5%									
HEAD CUSTODIAN	\$52,333	\$53,750	\$55,145	\$56,529	\$57,927	\$60,156	\$63,806	\$65,825	\$66,875
CUSTODIAN	\$46,482	\$47,862	\$49,266	\$50,673	\$52,070	\$55,278	\$59,037	\$60,810	\$61,860
CLEANER	\$41,469	\$42,878	\$44,297	\$45,692	\$47,104	\$48,463	\$50,907	\$52,433	\$53,483



CSEA 20-21	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9
YOUTH DEVELOPMENT SPECIALIST	\$87,188	\$88,932	\$90,711	\$92,525	\$94,375	\$96,263	\$98,188	\$103,098	\$104,098
BUDGET ANALYST	\$69,126	\$71,201	\$73,337	\$75,536	\$77,802	\$80,135	\$83,741	\$87,508	\$88,508
PURCHASING AGENT	\$80,262	\$82,448	\$84,582	\$86,764	\$88,923	\$91,129	\$95,233	\$98,093	\$99,093
COMPUTER PROGRAMMER	\$71,132	\$73,297	\$75,458	\$77,628	\$79,786	\$82,130	\$86,237	\$88,822	\$89,822
REGISTERED NURSE-10 MONTH	\$57,281	\$60,942	\$63,400	\$66,466	\$69,528	\$72,592	\$76,016	\$78,296	\$79,296
DATA PROCESSING OPERATOR	\$50,773	\$52,960	\$55,099	\$57,289	\$59,439	\$61,554	\$65,127	\$67,081	\$68,081
PAYROLL CLERK	\$52,149	\$53,494	\$54,826	\$56,161	\$57,482	\$59,223	\$65,976	\$67,801	\$68,801
SENIOR CLERK	\$52,149	\$53,494	\$54,826	\$56,161	\$57,482	\$59,223	\$65,976	\$67,801	\$68,801
CLERK-12 MONTHS	\$37,681	\$39,018	\$40,361	\$41,695	\$43,042	\$44,340	\$46,662	\$48,060	\$49,060
TELEPHONE OPERATOR-12 MONTHS	\$42,178	\$43,516	\$44,861	\$46,155	\$47,501	\$49,528	\$53,104	\$54,700	\$55,700
SENIOR STENOGRAPHER	\$92,149	\$93,494	\$94,826	\$96,161	\$97,482	\$99,223	\$65,976	\$67,801	\$68,801
STENOGRAPHER-12 MONTHS/FULL	\$42,178	\$43,516	\$44,861	\$46,155	\$47,501	\$51,423	\$56,226	\$57,914	\$58,914
STENOGRAPHER-10 MONTHS/FULL	\$35,074	\$36,180	\$37,299	\$38,369	\$39,494	\$42,755	\$46,856	\$48,261	\$49,261
SENIOR TYPIST	\$41,217	\$42,562	\$43,902	\$45,207	\$46,546	\$49,522	\$53,098	\$54,690	\$55,690
TYPIST-12 MONTHS/FULL	\$40,254	\$41,596	\$42,935	\$44,251	\$45,583	\$47,619	\$51,198	\$52,731	\$53,731
TYPIST-10 MONTHS/FULL	\$33,464	\$34,583	\$35,696	\$36,788	\$37,898	\$39,595	\$42,566	\$43,845	\$44,845
SENIOR ACCOUNTANT	\$61,642	\$65,673	\$69,705	\$73,736	\$77,768	\$78,262	\$85,831	\$89,862	\$90,862
MAINTENANCE MECHANIC	\$51,999	\$53,308	\$54,634	\$55,979	\$57,291	\$61,476	\$65,047	\$67,002	\$68,002
MAINTENANCE FOREPERSON	\$80,262	\$82,448	\$84,582	\$86,764	\$88,923	\$91,119	\$95,233	\$98,091	\$99,091
CUSTODIAL FOREPERSON	\$80,262	\$82,448	\$84,582	\$86,764	\$88,923	\$91,129	\$95,233	\$98,093	\$99,093
HEAD CUSTODIAN	\$49,841	\$51,190	\$52,519	\$53,837	\$55,169	\$57,291	\$60,863	\$62,690	\$63,690
CUSTODIAN	\$44,269	\$45,583	\$46,920	\$48,260	\$49,590	\$52,646	\$56,226	\$57,914	\$58,914
MESSENGER	\$43,736	\$45,074	\$46,413	\$47,718	\$49,073	\$50,401	\$53,978	\$55,598	\$56,598
GROUND MAINTENANCE PERSON	\$43,736	\$45,074	\$46,413	\$47,718	\$49,073	\$50,401	\$53,978	\$55,598	\$56,598
CLEANER	\$39,494	\$40,836	\$42,188	\$43,516	\$44,861	\$46,155	\$48,483	\$49,936	\$50,936
CLEANER HALF TIME-4 HOURS	\$19,752	\$20,427	\$21,093	\$21,763	\$22,435	\$23,081	\$24,246	\$24,973	\$25,973
MASON	\$51,999	\$53,308	\$54,634	\$55,979	\$57,291	\$61,476	\$65,047	\$67,002	\$68,002
PAINTER	\$51,999	\$53,308	\$54,634	\$55,979	\$57,291	\$61,476	\$65,047	\$67,002	\$68,002
COOK MANAGER	\$36,379	\$37,190	\$38,313	\$39,435	\$40,585	\$41,703	\$44,672	\$46,012	\$47,012
COOK-10 MONTHS/5 HOUR	\$22,830	\$23,600	\$24,360	\$25,135	\$25,898	\$27,762	\$29,154	\$30,032	\$31,032
COOK-10 MONTHS	\$31,708	\$32,773	\$33,832	\$34,906	\$35,968	\$38,558	\$40,493	\$41,709	\$42,709
FOOD SERVICE HELPER-20 HR/10 MO	\$16,352	\$16,914	\$17,468	\$18,017	\$18,575	\$19,122	\$20,087	\$20,688	\$21,688
FOOD SERVICE HELPER-25 HR/10 MO	\$20,437	\$21,142	\$21,834	\$22,521	\$23,219	\$23,900	\$25,105	\$25,898	\$26,858
FOOD SERVICE HELPER-30 HR/10 MO	\$24,528	\$25,373	\$26,200	\$27,026	\$27,867	\$28,678	\$30,127	\$31,030	\$32,030
FOOD SERVICE HELPER-35 HR/10 MO	\$28,612	\$29,598	\$30,565	\$31,528	\$32,507	\$33,461	\$35,145	\$36,201	\$37,201
RECORDS MANAGEMENT OFFICER	\$71,132	\$73,297	\$75,458	\$77,628	\$79,786	\$82,130	\$86,237	\$88,822	\$89,822
COMPUTER TECHNICIAN	\$77,019	\$78,942	\$80,914	\$82,936	\$85,009	\$87,134	\$89,314	\$91,993	\$92,993
ASST. COMP REP & NW SUPPORT	\$43,644	\$45,171	\$46,752	\$48,387	\$50,081	\$51,832	\$53,648	\$55,525	\$56,525
ADMINISTRATIVE ASSISTANT	\$55,693	\$57,847	\$60,000	\$62,208	\$64,467	\$67,474	\$70,627	\$73,556	\$74,556
PRINCIPAL CLERK	\$55,149	\$56,494	\$57,826	\$59,161	\$60,482	\$62,223	\$68,976	\$70,801	\$71,801
PAYROLL SPECIALIST	\$61,642	\$65,673	\$69,705	\$73,736	\$77,768	\$78,262	\$85,831	\$89,862	\$90,862
SENIOR CASHIER	\$55,949	\$57,294	\$58,626	\$59,961	\$61,282	\$63,023	\$69,796	\$71,601	\$72,601
SHIFT DIFFERENTIAL-5%									
HEAD CUSTODIAN	\$52,333	\$53,750	\$55,145	\$56,529	\$57,927	\$60,156	\$63,906	\$65,825	\$66,875
CUSTODIAN	\$46,482	\$47,862	\$49,266	\$50,673	\$52,070	\$55,278	\$59,037	\$60,810	\$61,860
CLEANER	\$41,469	\$42,878	\$44,297	\$45,692	\$47,104	\$48,463	\$50,907	\$52,433	\$53,483

CSEA 21-22	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9
YOUTH DEVELOPMENT SPECIALIST	\$87,188	\$88,932	\$90,711	\$92,525	\$94,375	\$96,263	\$98,188	\$103,098	\$104,098
BUDGET ANALYST	\$69,126	\$71,201	\$73,337	\$75,536	\$77,802	\$80,135	\$83,741	\$87,508	\$88,508
PURCHASING AGENT	\$80,262	\$82,448	\$84,582	\$86,764	\$88,923	\$91,129	\$95,233	\$98,093	\$99,093
COMPUTER PROGRAMMER	\$71,132	\$73,297	\$75,458	\$77,628	\$79,786	\$82,130	\$86,237	\$88,822	\$89,822
REGISTERED NURSE-10 MONTH	\$57,281	\$60,342	\$63,400	\$66,466	\$69,528	\$72,592	\$76,016	\$78,296	\$79,296
DATA PROCESSING OPERATOR	\$50,773	\$52,960	\$55,099	\$57,289	\$59,439	\$61,554	\$65,127	\$67,081	\$68,081
PAYROLL CLERK	\$52,149	\$53,494	\$54,826	\$56,161	\$57,482	\$59,223	\$65,976	\$67,801	\$68,801
SENIOR CLERK	\$52,149	\$53,494	\$54,826	\$56,161	\$57,482	\$59,223	\$65,976	\$67,801	\$68,801
CLERK-12 MONTHS	\$37,681	\$39,018	\$40,361	\$41,695	\$43,042	\$44,340	\$46,662	\$48,060	\$49,060
TELEPHONE OPERATOR-12 MONTHS	\$42,178	\$43,516	\$44,861	\$46,155	\$47,501	\$49,528	\$53,104	\$54,700	\$55,700
SENIOR STENOGRAPHER	\$52,149	\$53,494	\$54,826	\$56,161	\$57,482	\$59,223	\$65,976	\$67,801	\$68,801
STENOGRAPHER-12 MONTHS/FULL	\$42,178	\$43,516	\$44,861	\$46,155	\$47,501	\$51,423	\$56,226	\$57,914	\$58,914
STENOGRAPHER-10 MONTHS/FULL	\$35,074	\$36,180	\$37,299	\$38,369	\$39,494	\$42,755	\$46,856	\$48,261	\$49,261
SENIOR TYPIST	\$41,217	\$42,562	\$43,902	\$45,207	\$46,546	\$49,522	\$53,098	\$54,690	\$55,690
TYPIST-12 MONTHS/FULL	\$40,254	\$41,596	\$42,935	\$44,251	\$45,583	\$47,619	\$51,398	\$52,731	\$53,731
TYPIST-10 MONTHS/FULL	\$33,464	\$34,583	\$35,696	\$36,788	\$37,898	\$39,595	\$42,566	\$43,845	\$44,845
SENIOR ACCOUNTANT	\$61,842	\$65,673	\$69,705	\$73,736	\$77,768	\$78,262	\$85,891	\$89,862	\$90,862
MAINTENANCE MECHANIC	\$51,999	\$53,308	\$54,634	\$55,979	\$57,291	\$61,476	\$65,047	\$67,002	\$68,002
MAINTENANCE FOREPERSON	\$80,262	\$82,448	\$84,582	\$86,764	\$88,923	\$91,119	\$95,233	\$98,091	\$99,091
CUSTODIAL FOREPERSON	\$80,262	\$82,448	\$84,582	\$86,764	\$88,923	\$91,129	\$95,233	\$98,093	\$99,093
HEAD CUSTODIAN	\$49,841	\$51,190	\$52,519	\$53,837	\$55,169	\$57,291	\$60,863	\$62,690	\$63,690
CUSTODIAN	\$44,269	\$45,583	\$46,920	\$48,260	\$49,590	\$52,646	\$56,226	\$57,914	\$58,914
MESSENGER	\$43,736	\$45,074	\$46,413	\$47,718	\$49,073	\$50,401	\$53,978	\$55,598	\$56,598
GROUND MAINTENANCE PERSON	\$43,736	\$45,074	\$46,413	\$47,718	\$49,073	\$50,401	\$53,978	\$55,598	\$56,598
CLEANER	\$39,494	\$40,836	\$42,188	\$43,516	\$44,861	\$46,155	\$48,483	\$49,936	\$50,936
CLEANER HALF TIME-4 HOURS	\$19,752	\$20,427	\$21,093	\$21,763	\$22,435	\$23,081	\$24,246	\$24,973	\$25,973
MASON	\$51,999	\$53,308	\$54,634	\$55,979	\$57,291	\$61,476	\$65,047	\$67,002	\$68,002
PAINTER	\$51,999	\$53,308	\$54,634	\$55,979	\$57,291	\$61,476	\$65,047	\$67,002	\$68,002
COOK MANAGER	\$36,379	\$37,190	\$38,313	\$39,435	\$40,585	\$41,703	\$44,672	\$46,012	\$47,012
COOK-10 MONTHS/5 HOUR	\$22,830	\$23,600	\$24,360	\$25,135	\$25,898	\$27,762	\$29,154	\$30,032	\$31,032
COOK-10 MONTHS	\$31,708	\$32,773	\$33,832	\$34,906	\$35,968	\$38,558	\$40,493	\$41,709	\$42,709
FOOD SERVICE HELPER-20 HR/10 MO	\$16,352	\$16,914	\$17,468	\$18,017	\$18,575	\$19,122	\$20,087	\$20,688	\$21,688
FOOD SERVICE HELPER-25 HR/10 MO	\$20,437	\$21,142	\$21,834	\$22,521	\$23,219	\$23,900	\$25,105	\$25,858	\$26,858
FOOD SERVICE HELPER-30 HR/10 MO	\$24,528	\$25,373	\$26,200	\$27,026	\$27,867	\$28,678	\$30,127	\$31,030	\$32,030
FOOD SERVICE HELPER-35 HR/10 MO	\$28,612	\$29,598	\$30,565	\$31,528	\$32,507	\$33,461	\$35,145	\$36,201	\$37,201
RECORDS MANAGEMENT OFFICER	\$71,132	\$73,297	\$75,458	\$77,628	\$79,786	\$82,130	\$86,237	\$88,822	\$89,822
COMPUTER TECHNICIAN	\$77,019	\$78,942	\$80,914	\$82,936	\$85,009	\$87,134	\$89,314	\$91,993	\$92,993
ASST. COMP REP & NW SUPPORT	\$43,644	\$45,171	\$46,752	\$48,387	\$50,081	\$51,832	\$53,648	\$55,525	\$56,525
ADMINISTRATIVE ASSISTANT	\$55,693	\$57,847	\$60,000	\$62,208	\$64,467	\$67,474	\$70,627	\$73,556	\$74,556
PRINCIPAL CLERK	\$55,149	\$56,494	\$57,826	\$59,161	\$60,482	\$62,223	\$68,976	\$70,801	\$71,801
PAYROLL SPECIALIST	\$61,842	\$65,673	\$69,705	\$73,736	\$77,768	\$78,262	\$85,831	\$89,862	\$90,862
SENIOR CASHIER	\$55,949	\$57,294	\$58,626	\$59,961	\$61,282	\$63,023	\$69,796	\$71,601	\$72,601
SHIFT DIFFERENTIAL--5%									
HEAD CUSTODIAN	\$52,333	\$53,750	\$55,145	\$56,529	\$57,927	\$60,156	\$63,906	\$65,825	\$66,875
CUSTODIAN	\$46,482	\$47,862	\$49,266	\$50,673	\$52,070	\$55,278	\$59,037	\$60,810	\$61,860
CLEANER	\$41,469	\$42,878	\$44,297	\$45,692	\$47,104	\$48,463	\$50,907	\$52,433	\$53,483

CSEA 22-23 (+6%)	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9
YOUTH DEVELOPMENT SPECIALIST	\$92,419	\$94,268	\$96,154	\$98,077	\$100,038	\$102,039	\$104,079	\$109,284	\$110,344
BUDGET ANALYST	\$73,274	\$75,473	\$77,737	\$80,068	\$82,470	\$84,943	\$88,765	\$92,758	\$93,818
PURCHASING AGENT	\$85,078	\$87,395	\$89,657	\$91,970	\$94,258	\$96,597	\$102,947	\$103,979	\$105,039
COMPUTER PROGRAMMER	\$75,400	\$77,695	\$79,985	\$82,286	\$84,573	\$87,058	\$91,411	\$94,151	\$95,211
REGISTERED NURSE-10 MONTH	\$60,718	\$63,963	\$67,204	\$70,454	\$73,700	\$76,948	\$80,377	\$82,994	\$84,054
DATA PROCESSING OPERATOR	\$53,819	\$56,138	\$58,405	\$60,726	\$63,005	\$65,247	\$69,035	\$71,106	\$72,166
PAYROLL CLERK	\$55,278	\$56,704	\$58,116	\$59,531	\$60,931	\$62,776	\$69,935	\$71,869	\$72,929
SENIOR CLERK	\$55,278	\$56,704	\$58,116	\$59,531	\$60,931	\$62,776	\$69,935	\$71,869	\$72,929
CLERK-12 MONTHS	\$39,942	\$41,359	\$42,783	\$44,197	\$45,625	\$47,000	\$49,462	\$50,944	\$52,004
TELEPHONE OPERATOR-12 MONTHS	\$44,709	\$46,127	\$47,553	\$48,924	\$50,351	\$52,500	\$56,290	\$57,982	\$59,042
SENIOR STENOGRAPHER	\$55,278	\$56,704	\$58,116	\$59,531	\$60,931	\$62,776	\$69,935	\$71,869	\$72,929
STENOGRAPHER-12 MONTHS/FULL	\$44,709	\$46,127	\$47,553	\$48,924	\$50,351	\$52,500	\$56,290	\$57,982	\$59,042
STENOGRAPHER-10 MONTHS/FULL	\$37,178	\$38,351	\$39,537	\$40,671	\$41,864	\$43,320	\$49,667	\$51,157	\$52,217
SENIOR TYPIST	\$43,690	\$45,116	\$46,536	\$47,919	\$49,339	\$52,493	\$56,284	\$57,971	\$59,031
TYPIST-12 MONTHS/FULL	\$42,669	\$44,092	\$45,511	\$46,906	\$48,318	\$50,476	\$54,270	\$55,895	\$56,955
TYPIST-10 MONTHS/FULL	\$35,472	\$36,658	\$37,838	\$38,995	\$40,172	\$41,971	\$45,120	\$46,476	\$47,536
SENIOR ACCO LINTANT	\$65,341	\$69,613	\$73,887	\$78,160	\$82,434	\$82,958	\$90,981	\$95,254	\$96,314
MAINTENANCE MECHANIC	\$55,119	\$56,506	\$57,912	\$59,338	\$60,728	\$65,165	\$68,950	\$71,022	\$72,082
MAINTENANCE FOREPERSON	\$85,078	\$87,395	\$89,657	\$91,970	\$94,258	\$96,596	\$100,947	\$103,976	\$105,036
CUSTODIAL FOREPERSON	\$85,078	\$87,395	\$89,657	\$91,970	\$94,258	\$96,597	\$100,947	\$103,979	\$105,039
HEAD CUSTODIAN	\$52,831	\$54,261	\$55,670	\$57,067	\$58,479	\$60,728	\$64,515	\$66,451	\$67,511
CUSTODIAN	\$46,925	\$48,318	\$49,735	\$51,156	\$52,565	\$55,805	\$59,600	\$61,389	\$62,449
MESSANGER	\$46,360	\$47,778	\$49,198	\$50,581	\$52,017	\$53,425	\$57,217	\$58,934	\$59,994
GROUPS MAINTENANCE PERSON	\$46,360	\$47,778	\$49,198	\$50,581	\$52,017	\$53,425	\$57,217	\$58,934	\$59,994
CLEANER	\$41,864	\$43,286	\$44,719	\$46,127	\$47,553	\$48,924	\$51,392	\$52,932	\$53,992
CLEANER HALF TIME-4 HOURS	\$20,937	\$21,653	\$22,359	\$23,069	\$23,781	\$24,466	\$25,701	\$26,471	\$27,531
MASON	\$55,119	\$56,506	\$57,912	\$59,338	\$60,728	\$65,165	\$68,950	\$71,022	\$72,082
PAINTER	\$55,119	\$56,506	\$57,912	\$59,338	\$60,728	\$65,165	\$68,950	\$71,022	\$72,082
COOK MANAGER	\$38,562	\$39,421	\$40,612	\$41,801	\$43,020	\$44,205	\$47,352	\$48,773	\$49,833
COOK-10 MONTHS/5 HOUR	\$24,300	\$25,016	\$25,822	\$26,643	\$27,452	\$29,428	\$30,903	\$31,834	\$32,894
COOK-10 MONTHS	\$33,610	\$34,739	\$35,862	\$37,000	\$38,126	\$40,871	\$42,923	\$44,212	\$45,272
FOOD SERVICE HELPER-20 HR/10 MO	\$17,393	\$17,929	\$18,516	\$19,098	\$19,690	\$20,269	\$21,292	\$21,929	\$22,989
FOOD SERVICE HELPER-25 HR/10 MO	\$21,863	\$22,411	\$23,144	\$23,872	\$24,612	\$25,334	\$26,611	\$27,409	\$28,469
FOOD SERVICE HELPER-30 HR/10 MO	\$26,000	\$26,893	\$27,772	\$28,648	\$29,539	\$30,399	\$31,935	\$32,892	\$33,952
FOOD SERVICE HELPER-35 HR/10 MO	\$30,329	\$31,374	\$32,399	\$33,420	\$34,457	\$35,489	\$37,294	\$38,373	\$39,433
RECORDS MANAGEMENT OFFICER	\$75,400	\$77,695	\$79,985	\$82,286	\$84,573	\$87,058	\$91,411	\$94,151	\$95,211
COMPUTER TECHNICIAN	\$81,640	\$83,079	\$85,769	\$87,912	\$90,110	\$92,362	\$94,673	\$97,513	\$98,573
ASST. COMP REP & NW SUPPORT	\$46,263	\$47,881	\$49,557	\$51,290	\$53,086	\$54,942	\$56,867	\$58,857	\$59,917
ADMINISTRATIVE ASSISTANT	\$59,035	\$61,318	\$63,600	\$65,940	\$68,335	\$71,522	\$74,865	\$77,969	\$79,029
PRINCIPAL CLERK	\$58,458	\$59,884	\$61,296	\$62,711	\$64,111	\$65,956	\$73,115	\$75,049	\$76,109
PAYROLL SPECIALIST	\$65,341	\$69,613	\$73,887	\$78,160	\$82,434	\$82,958	\$90,981	\$95,254	\$96,314
SENIOR CASHIER	\$59,306	\$60,732	\$62,144	\$63,559	\$64,959	\$66,804	\$73,984	\$75,897	\$76,957
SHIFT DIFFERENTIAL-5%									
HEAD CUSTODIAN	\$55,473	\$56,974	\$58,454	\$59,921	\$61,403	\$63,765	\$67,741	\$69,774	\$70,887
CUSTODIAN	\$49,271	\$50,734	\$52,222	\$53,713	\$55,194	\$58,595	\$62,580	\$64,458	\$65,571
CLEANER	\$43,957	\$45,450	\$46,955	\$48,433	\$49,930	\$51,371	\$53,962	\$55,579	\$56,692

CSEA SALARY SCHEDULE

CSEA 23-24 WITH 2%	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10
YOUTH DEVELOPMENT SPECIALIST	\$ 94,268	\$ 96,153	\$ 98,077	\$ 100,038	\$ 102,038	\$ 104,080	\$ 106,161	\$ 111,470	\$ 112,551	\$ 114,301
BUDGET ANALYST	\$ 74,739	\$ 76,983	\$ 79,292	\$ 81,670	\$ 84,120	\$ 86,642	\$ 90,541	\$ 94,614	\$ 95,695	\$ 97,445
PRINT SHOP PRODUCTION & GRAPHIC DES	\$ 85,779	\$ 89,143	\$ 91,450	\$ 93,809	\$ 96,144	\$ 98,529	\$ 102,986	\$ 106,058	\$ 107,139	\$ 108,889
SECURITY SUPERVISOR	\$ 76,908	\$ 79,249	\$ 81,585	\$ 83,931	\$ 86,265	\$ 88,799	\$ 93,239	\$ 96,034	\$ 97,116	\$ 98,866
PURCHASING AGENT	\$ 86,779	\$ 89,143	\$ 91,450	\$ 93,809	\$ 96,144	\$ 98,529	\$ 102,986	\$ 106,058	\$ 107,139	\$ 108,889
COMPUTER PROGRAMMER	\$ 76,908	\$ 79,249	\$ 81,585	\$ 83,931	\$ 86,265	\$ 88,799	\$ 93,239	\$ 96,034	\$ 97,116	\$ 98,866
REGISTERED NURSE-10 MONTH	\$ 61,932	\$ 63,242	\$ 64,548	\$ 71,863	\$ 75,174	\$ 78,486	\$ 82,188	\$ 84,654	\$ 85,735	\$ 87,485
DATA PROCESSING OPERATOR	\$ 54,896	\$ 57,260	\$ 59,573	\$ 61,941	\$ 64,265	\$ 66,552	\$ 70,415	\$ 72,528	\$ 73,609	\$ 75,359
PAYROLL CLERK	\$ 56,383	\$ 57,838	\$ 59,278	\$ 60,721	\$ 62,150	\$ 64,032	\$ 71,333	\$ 73,306	\$ 74,388	\$ 76,138
INVENTORY CONTROL CLERK	\$ 56,383	\$ 57,838	\$ 59,278	\$ 60,721	\$ 62,150	\$ 64,032	\$ 71,333	\$ 73,306	\$ 74,388	\$ 76,138
SENIOR CLERK	\$ 56,383	\$ 57,838	\$ 59,278	\$ 60,721	\$ 62,150	\$ 64,032	\$ 71,333	\$ 73,306	\$ 74,388	\$ 76,138
CLERK-12 MONTHS	\$ 40,741	\$ 42,186	\$ 43,638	\$ 45,081	\$ 46,537	\$ 47,940	\$ 50,451	\$ 51,962	\$ 53,044	\$ 54,794
TELEPHONE OPERATOR-12 MONTHS	\$ 45,603	\$ 47,049	\$ 48,504	\$ 49,903	\$ 51,358	\$ 53,550	\$ 57,416	\$ 59,142	\$ 60,223	\$ 61,973
SENIOR STENOGRAPHER	\$ 56,383	\$ 57,838	\$ 59,278	\$ 60,721	\$ 62,150	\$ 64,032	\$ 71,333	\$ 73,306	\$ 74,388	\$ 76,138
STENOGRAPHER-12 MONTHS/FULL	\$ 45,603	\$ 47,049	\$ 48,504	\$ 49,903	\$ 51,358	\$ 53,550	\$ 57,416	\$ 59,142	\$ 60,223	\$ 61,973
STENOGRAPHER-10 MONTHS/FULL	\$ 37,922	\$ 39,118	\$ 40,326	\$ 41,485	\$ 42,701	\$ 46,227	\$ 50,661	\$ 52,180	\$ 53,261	\$ 55,011
SENIOR TYPIST	\$ 44,564	\$ 46,018	\$ 47,467	\$ 48,878	\$ 50,326	\$ 53,543	\$ 57,410	\$ 59,131	\$ 60,212	\$ 61,962
TYPIST-12 MONTHS/FULL	\$ 43,523	\$ 44,974	\$ 46,421	\$ 47,844	\$ 49,284	\$ 51,486	\$ 55,385	\$ 57,013	\$ 58,094	\$ 59,844
TYPIST-10 MONTHS/FULL	\$ 36,181	\$ 37,391	\$ 38,595	\$ 39,775	\$ 40,975	\$ 42,810	\$ 46,022	\$ 47,405	\$ 48,486	\$ 50,236
SENIOR ACCOUNTANT	\$ 66,647	\$ 71,006	\$ 75,385	\$ 79,723	\$ 84,083	\$ 84,617	\$ 92,800	\$ 97,159	\$ 98,240	\$ 99,990
MAINTENANCE MECHANIC	\$ 56,221	\$ 57,637	\$ 59,070	\$ 60,524	\$ 61,943	\$ 66,468	\$ 70,329	\$ 72,443	\$ 73,524	\$ 75,274
GENERAL MECHANIC	\$ 86,779	\$ 89,143	\$ 91,450	\$ 93,809	\$ 96,144	\$ 98,518	\$ 102,966	\$ 106,056	\$ 107,137	\$ 108,887
MAINTENANCE FOREPERSON	\$ 86,779	\$ 89,143	\$ 91,450	\$ 93,809	\$ 96,144	\$ 98,518	\$ 102,966	\$ 106,056	\$ 107,137	\$ 108,887
CUSTODIAL FOREPERSON	\$ 86,779	\$ 89,143	\$ 91,450	\$ 93,809	\$ 96,144	\$ 98,529	\$ 102,966	\$ 106,058	\$ 107,139	\$ 108,889
HEAD CUSTODIAN	\$ 53,888	\$ 55,347	\$ 56,784	\$ 58,209	\$ 59,649	\$ 61,943	\$ 65,805	\$ 67,780	\$ 68,862	\$ 70,612
CUSTODIAN	\$ 47,884	\$ 49,284	\$ 50,730	\$ 52,179	\$ 53,617	\$ 56,921	\$ 60,792	\$ 62,617	\$ 63,698	\$ 65,448
MESSANGER	\$ 47,287	\$ 48,734	\$ 50,182	\$ 51,593	\$ 53,058	\$ 54,494	\$ 58,361	\$ 60,113	\$ 61,194	\$ 62,944
GROUNDS MAINTENANCE PERSON	\$ 47,287	\$ 48,734	\$ 50,182	\$ 51,593	\$ 53,058	\$ 54,494	\$ 58,361	\$ 60,113	\$ 61,194	\$ 62,944
CLEANER	\$ 42,701	\$ 44,152	\$ 45,614	\$ 47,049	\$ 48,504	\$ 49,903	\$ 52,420	\$ 53,991	\$ 55,072	\$ 56,822
CLEANER HALF TIME-4 HOURS	\$ 21,356	\$ 22,086	\$ 22,806	\$ 23,530	\$ 24,257	\$ 24,955	\$ 26,215	\$ 27,001	\$ 28,082	\$ 29,832
MASON	\$ 56,221	\$ 57,637	\$ 59,070	\$ 60,524	\$ 61,943	\$ 66,468	\$ 70,329	\$ 72,443	\$ 73,524	\$ 75,274
PAINTER	\$ 56,221	\$ 57,637	\$ 59,070	\$ 60,524	\$ 61,943	\$ 66,468	\$ 70,329	\$ 72,443	\$ 73,524	\$ 75,274
COOK MANAGER	\$ 39,333	\$ 40,210	\$ 41,424	\$ 42,637	\$ 43,881	\$ 45,089	\$ 48,299	\$ 49,748	\$ 50,829	\$ 52,579
COOK-10 MONTHS/5 HOUR	\$ 24,694	\$ 25,516	\$ 26,338	\$ 27,176	\$ 28,001	\$ 30,016	\$ 31,521	\$ 32,471	\$ 33,552	\$ 35,302
COOK-10 MONTHS	\$ 34,283	\$ 35,434	\$ 36,579	\$ 37,740	\$ 38,889	\$ 41,689	\$ 43,781	\$ 45,096	\$ 46,177	\$ 47,927
FOOD SERVICE HELPER-20 HR/10 MO	\$ 17,680	\$ 18,287	\$ 18,886	\$ 19,480	\$ 20,083	\$ 20,675	\$ 21,718	\$ 22,368	\$ 23,449	\$ 25,199
FOOD SERVICE HELPER-25 HR/10 MO	\$ 22,096	\$ 22,859	\$ 23,607	\$ 24,350	\$ 25,104	\$ 25,841	\$ 27,144	\$ 27,958	\$ 29,039	\$ 30,789
FOOD SERVICE HELPER-30 HR/10 MO	\$ 26,520	\$ 27,433	\$ 28,327	\$ 29,221	\$ 30,190	\$ 31,007	\$ 32,573	\$ 33,550	\$ 34,631	\$ 36,381
FOOD SERVICE HELPER-35 HR/10 MO	\$ 30,935	\$ 32,001	\$ 33,047	\$ 34,088	\$ 35,147	\$ 36,178	\$ 37,999	\$ 39,141	\$ 40,222	\$ 41,972
RECORDS MANAGEMENT OFFICER	\$ 76,908	\$ 79,249	\$ 81,585	\$ 83,931	\$ 86,265	\$ 88,799	\$ 93,239	\$ 96,034	\$ 97,116	\$ 98,866
COMPUTER TECHNICIAN	\$ 83,273	\$ 85,352	\$ 87,434	\$ 89,670	\$ 91,912	\$ 94,209	\$ 96,566	\$ 99,463	\$ 100,544	\$ 102,294
ASST. COMP REP & HW SUPPORT	\$ 47,188	\$ 48,839	\$ 50,548	\$ 52,316	\$ 54,148	\$ 56,041	\$ 58,004	\$ 60,034	\$ 61,115	\$ 62,865
ADMINISTRATIVE ASSISTANT	\$ 60,215	\$ 62,544	\$ 64,872	\$ 67,259	\$ 69,702	\$ 72,953	\$ 76,362	\$ 79,529	\$ 80,610	\$ 82,360
PRINCIPAL CLERK	\$ 59,627	\$ 61,081	\$ 62,521	\$ 63,965	\$ 65,393	\$ 67,276	\$ 74,577	\$ 76,550	\$ 77,631	\$ 79,381
PAYROLL SPECIALIST	\$ 66,647	\$ 71,006	\$ 75,385	\$ 79,723	\$ 84,083	\$ 84,617	\$ 92,800	\$ 97,159	\$ 98,240	\$ 99,990
SENIOR CASHIER	\$ 60,492	\$ 61,946	\$ 63,386	\$ 64,830	\$ 66,258	\$ 68,140	\$ 75,463	\$ 77,415	\$ 78,496	\$ 80,246
SHIFT DIFFERENTIAL-5%										
HEAD CUSTODIAN	\$ 56,582	\$ 58,114	\$ 59,623	\$ 61,119	\$ 62,631	\$ 65,040	\$ 69,095	\$ 71,169	\$ 72,305	\$ 74,142
CUSTODIAN	\$ 50,257	\$ 51,749	\$ 53,266	\$ 54,788	\$ 56,298	\$ 59,767	\$ 63,831	\$ 65,747	\$ 66,883	\$ 68,720
CLEANER	\$ 44,836	\$ 46,359	\$ 47,894	\$ 49,402	\$ 50,929	\$ 52,338	\$ 55,041	\$ 56,690	\$ 57,826	\$ 59,663

CSEA SALARY SCHEDULE

CSEA 24-25 WITH 2%	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10
YOUTH DEVELOPMENT SPECIALIST	\$ 96,153	\$ 98,076	\$ 100,038	\$ 102,039	\$ 104,079	\$ 106,161	\$ 108,284	\$ 110,449	\$ 112,652	\$ 114,892
BUDGET ANALYST	\$ 76,234	\$ 78,522	\$ 80,878	\$ 83,303	\$ 85,802	\$ 88,375	\$ 91,022	\$ 93,746	\$ 96,546	\$ 99,423
PRINT SHOP PRODUCTION & GRAPHIC DES	\$ 88,515	\$ 90,926	\$ 93,379	\$ 95,885	\$ 98,446	\$ 101,063	\$ 103,736	\$ 106,466	\$ 109,252	\$ 112,095
SECURITY SUPERVISOR	\$ 78,446	\$ 80,834	\$ 83,279	\$ 85,610	\$ 87,950	\$ 90,575	\$ 93,104	\$ 95,855	\$ 98,558	\$ 101,243
PURCHASING AGENT	\$ 88,515	\$ 90,926	\$ 93,279	\$ 95,685	\$ 98,066	\$ 100,499	\$ 102,925	\$ 105,479	\$ 108,022	\$ 110,677
COMPUTER PROGRAMMER	\$ 78,446	\$ 80,834	\$ 83,217	\$ 85,610	\$ 87,990	\$ 90,575	\$ 93,104	\$ 95,855	\$ 98,558	\$ 101,243
REGISTERED NURSE-10 MONTH	\$ 53,171	\$ 56,547	\$ 59,919	\$ 73,300	\$ 76,677	\$ 80,056	\$ 83,432	\$ 86,847	\$ 90,235	\$ 93,625
DATA PROCESSING OPERATOR	\$ 55,994	\$ 58,406	\$ 60,764	\$ 63,180	\$ 65,551	\$ 67,883	\$ 71,824	\$ 73,979	\$ 75,081	\$ 76,866
PAYROLL CLERK	\$ 57,511	\$ 58,994	\$ 60,463	\$ 61,936	\$ 63,393	\$ 65,313	\$ 72,760	\$ 74,773	\$ 75,875	\$ 77,660
INVENTORY CONTROL CLERK	\$ 57,511	\$ 58,994	\$ 60,463	\$ 61,936	\$ 63,393	\$ 65,313	\$ 72,760	\$ 74,773	\$ 75,875	\$ 77,660
SENIOR CLERK	\$ 57,511	\$ 58,994	\$ 60,463	\$ 61,936	\$ 63,393	\$ 65,313	\$ 72,760	\$ 74,773	\$ 75,875	\$ 77,660
CLERK-12 MONTHS	\$ 41,556	\$ 43,030	\$ 44,511	\$ 45,982	\$ 47,468	\$ 48,899	\$ 51,460	\$ 53,002	\$ 54,105	\$ 55,490
TELEPHONE OPERATOR-12 MONTHS	\$ 46,515	\$ 47,990	\$ 49,474	\$ 50,901	\$ 52,385	\$ 54,621	\$ 56,564	\$ 60,324	\$ 61,427	\$ 63,212
SENIOR STENOGRAPHER	\$ 57,511	\$ 58,994	\$ 60,463	\$ 61,936	\$ 63,393	\$ 65,313	\$ 72,760	\$ 74,773	\$ 75,875	\$ 77,660
STENOGRAPHER-12 MONTHS/FULL	\$ 46,515	\$ 47,990	\$ 49,474	\$ 50,901	\$ 52,385	\$ 56,711	\$ 62,007	\$ 63,869	\$ 64,972	\$ 66,757
STENOGRAPHER-10 MONTHS/FULL	\$ 38,680	\$ 39,900	\$ 41,134	\$ 42,314	\$ 43,555	\$ 47,151	\$ 51,674	\$ 53,223	\$ 54,326	\$ 56,111
SENIOR TYPIST	\$ 45,455	\$ 46,938	\$ 48,416	\$ 49,855	\$ 51,332	\$ 54,084	\$ 58,558	\$ 60,313	\$ 61,416	\$ 63,201
TYPIST-12 MONTHS/FULL	\$ 44,393	\$ 45,873	\$ 47,350	\$ 48,801	\$ 50,270	\$ 52,515	\$ 56,462	\$ 58,153	\$ 59,256	\$ 61,041
TYPIST-10 MONTHS/FULL	\$ 36,905	\$ 38,139	\$ 39,366	\$ 40,571	\$ 41,795	\$ 43,666	\$ 46,943	\$ 48,353	\$ 49,456	\$ 51,241
SENIOR ACCOUNTANT	\$ 67,980	\$ 72,426	\$ 76,872	\$ 81,308	\$ 85,764	\$ 86,309	\$ 94,656	\$ 99,102	\$ 100,205	\$ 101,990
MAINTENANCE MECHANIC	\$ 57,946	\$ 58,789	\$ 60,252	\$ 61,735	\$ 63,182	\$ 67,797	\$ 71,735	\$ 73,891	\$ 74,994	\$ 76,779
GENERAL MECHANIC	\$ 48,515	\$ 50,926	\$ 53,279	\$ 55,685	\$ 58,066	\$ 100,488	\$ 105,025	\$ 108,177	\$ 109,280	\$ 111,065
MAINTENANCE FOREPERSON	\$ 88,515	\$ 90,926	\$ 93,279	\$ 95,685	\$ 98,066	\$ 100,488	\$ 105,025	\$ 108,177	\$ 109,280	\$ 111,065
CUSTODIAL FOREPERSON	\$ 88,515	\$ 90,926	\$ 93,279	\$ 95,685	\$ 98,066	\$ 100,499	\$ 105,025	\$ 108,179	\$ 109,282	\$ 111,067
HEAD CUSTODIAN	\$ 54,966	\$ 56,454	\$ 57,919	\$ 59,373	\$ 60,842	\$ 63,382	\$ 67,121	\$ 69,136	\$ 70,239	\$ 72,024
CUSTODIAN	\$ 48,821	\$ 50,270	\$ 51,745	\$ 53,222	\$ 54,689	\$ 58,059	\$ 62,007	\$ 63,869	\$ 64,972	\$ 66,757
MESSENGER	\$ 48,233	\$ 49,709	\$ 51,185	\$ 52,625	\$ 54,119	\$ 55,583	\$ 59,528	\$ 61,315	\$ 62,418	\$ 64,203
GROUND MAINTENANCE PERSON	\$ 48,233	\$ 49,709	\$ 51,185	\$ 52,625	\$ 54,119	\$ 55,583	\$ 59,528	\$ 61,315	\$ 62,418	\$ 64,203
CLEANER	\$ 43,555	\$ 45,035	\$ 46,526	\$ 47,990	\$ 49,474	\$ 50,901	\$ 53,468	\$ 55,071	\$ 56,173	\$ 57,958
CLEANER HALF TIME-4 HOURS	\$ 21,783	\$ 22,527	\$ 23,282	\$ 24,001	\$ 24,742	\$ 25,454	\$ 26,739	\$ 27,541	\$ 28,644	\$ 30,429
MASON	\$ 57,946	\$ 58,789	\$ 60,252	\$ 61,735	\$ 63,182	\$ 67,797	\$ 71,735	\$ 73,891	\$ 74,994	\$ 76,779
PAINTER	\$ 57,946	\$ 58,789	\$ 60,252	\$ 61,735	\$ 63,182	\$ 67,797	\$ 71,735	\$ 73,891	\$ 74,994	\$ 76,779
COOK MANAGER	\$ 40,120	\$ 41,016	\$ 42,252	\$ 43,490	\$ 44,758	\$ 45,991	\$ 49,265	\$ 50,743	\$ 51,846	\$ 53,631
COOK-10 MONTHS/5 HOUR	\$ 25,177	\$ 26,027	\$ 26,865	\$ 27,719	\$ 28,561	\$ 30,617	\$ 32,152	\$ 33,120	\$ 34,223	\$ 35,008
COOK-10 MONTHS	\$ 34,968	\$ 36,143	\$ 37,311	\$ 38,495	\$ 39,666	\$ 42,523	\$ 44,657	\$ 45,998	\$ 47,101	\$ 48,486
FOOD SERVICE HELPER-20 HR/10 MO	\$ 18,033	\$ 18,653	\$ 19,264	\$ 19,870	\$ 20,485	\$ 21,088	\$ 22,152	\$ 22,815	\$ 23,918	\$ 25,703
FOOD SERVICE HELPER-25 HR/10 MO	\$ 21,518	\$ 22,316	\$ 23,079	\$ 23,837	\$ 24,606	\$ 26,357	\$ 27,686	\$ 28,517	\$ 29,620	\$ 31,405
FOOD SERVICE HELPER-30 HR/10 MO	\$ 27,050	\$ 27,982	\$ 28,894	\$ 29,805	\$ 30,732	\$ 31,627	\$ 33,225	\$ 34,221	\$ 35,323	\$ 37,108
FOOD SERVICE HELPER-35 HR/10 MO	\$ 31,554	\$ 32,641	\$ 33,708	\$ 34,770	\$ 35,849	\$ 36,902	\$ 38,759	\$ 39,923	\$ 41,026	\$ 42,811
RECORDS MANAGEMENT OFFICER	\$ 78,446	\$ 80,834	\$ 83,217	\$ 85,610	\$ 87,990	\$ 90,575	\$ 95,104	\$ 97,955	\$ 99,058	\$ 100,843
COMPUTER TECHNICIAN	\$ 84,938	\$ 87,059	\$ 89,234	\$ 91,464	\$ 93,750	\$ 96,093	\$ 98,498	\$ 101,452	\$ 102,555	\$ 104,340
ASST. COMP REP & NW SUPPORT	\$ 48,132	\$ 49,816	\$ 51,559	\$ 53,362	\$ 55,231	\$ 57,162	\$ 59,164	\$ 61,234	\$ 62,337	\$ 64,122
ADMINISTRATIVE ASSISTANT	\$ 61,420	\$ 63,795	\$ 66,169	\$ 68,604	\$ 71,096	\$ 74,412	\$ 77,889	\$ 81,119	\$ 82,222	\$ 84,007
PRINCIPAL CLERK	\$ 60,820	\$ 62,303	\$ 63,772	\$ 65,244	\$ 66,701	\$ 68,621	\$ 76,068	\$ 78,081	\$ 79,184	\$ 80,969
PAYROLL SPECIALIST	\$ 67,980	\$ 72,426	\$ 76,872	\$ 81,318	\$ 85,764	\$ 86,309	\$ 94,656	\$ 99,102	\$ 100,205	\$ 101,990
SENIOR CASHIER	\$ 61,702	\$ 63,185	\$ 64,654	\$ 66,126	\$ 67,583	\$ 69,503	\$ 76,973	\$ 78,963	\$ 80,066	\$ 81,851
SHIFT DIFFERENTIAL-5%										
HEAD CUSTODIAN	\$ 57,714	\$ 59,276	\$ 60,815	\$ 62,341	\$ 63,884	\$ 66,341	\$ 70,477	\$ 72,593	\$ 73,751	\$ 75,625
CUSTODIAN	\$ 51,262	\$ 52,784	\$ 54,332	\$ 55,883	\$ 57,423	\$ 60,962	\$ 65,108	\$ 67,052	\$ 68,220	\$ 70,095
CLEANER	\$ 45,733	\$ 47,287	\$ 48,852	\$ 50,390	\$ 51,947	\$ 53,446	\$ 56,142	\$ 57,824	\$ 59,982	\$ 60,856

## **APPENDIX "B" - GRIEVANCE PROCEDURE - (ARTICLE XIII)**

### **A. Declaration of Purpose:**

Whereas, the establishment and maintenance of a harmonious and cooperative relationship between the District and its employees is essential to effective operation of the schools, it is the purpose of this procedure to secure equitable solutions to alleged grievances of employees at the administrative level, through procedures under which they may present grievances free from coercion, interference, restraint, discrimination or reprisals, and by which the District and its employees are afforded adequate opportunity to dispose of their grievances without the necessity of time-consuming and costly proceedings before administrative agencies or in the courts.

### **B. Definitions:**

1. A grievance is any claim by the Union that there has been a violation, misinterpretation or inequitable application of the terms of this Agreement or that a unit member has been treated unfairly, inequitably or contrary to the established policy and practice relating to this Agreement.
2. "Day" shall mean a workday.

### **C. Procedure:**

1. Before submission of a written grievance, the grievant must attempt to resolve the grievance informally with the immediate supervisor.
2. A grievance shall be deemed waived unless it is submitted within thirty (30) days after the grievant knew of the events or conditions on which the grievance is based.
3. In the event that informal resolution is unsuccessful, the Union may file a grievance on a mutually agreeable form. The Union shall file a copy with the Assistant Superintendent of Human Resources.
4. Within five (5) days after the filing of the grievance, the Assistant Superintendent of Human Resources will meet with the Union and the grievant for the purpose of resolving the matter. Upon conclusion of the meeting, the Assistant Superintendent of Human Resources will have five (5) days in which to transmit a written answer to the Union and the grievant.

### **5. Arbitration:**

- a. Within twenty (20) days after the receipt of the answer or after the answer is due, the Union may, by notice, refer the grievance to arbitration. The arbitrator shall be mutually agreed upon. If they are unable to agree upon an arbitrator within a reasonable period of time, the selection of the arbitrator and arbitration procedures shall be conducted pursuant to the Voluntary Labor

Arbitration Association Rules of the American Arbitration Association. The cost of the arbitrator shall be shared by the parties, including any cost associated with a court reporter.

- b. The decision of such arbitrator shall be final and binding on all parties.
- c. The arbitrator shall have no power or authority to make any decision which requires the commission of an act prohibited by law or which is violative of the terms of this Agreement.

**D. Miscellaneous:**

1. The District and the Union agree to facilitate any investigation which may be required to make available to each other any and all material and relevant documents, communications, and the records concerning the alleged grievance, except those considered confidential or actionable. All hearings shall be fair, just and conducted in good faith.
2. No reprisals of any kind will be taken by the Board of Education or the Administration against any employee because of his participation in the grievance procedure.
3. The time limits specified for either party may be extended only by mutual agreement.
4. If a decision at one stage is not appealed to the next stage of the procedure within the time specified, the grievance will be deemed to be so decided or withdrawn and dismissed on the merits and be discontinued and further appeal and consideration shall be barred.
5. In the event a grievance is filed on or after May 1st, upon request by or on behalf of the grievant or by the Union, the time limits set forth herein will be reduced pro rata so that the grievance procedure may be exhausted prior to the end of the school year or as soon thereafter as possible.

### **APPENDIX "C" - PERFORMANCE EVALUATION PROGRAM**

The Performance Evaluation Program is based on a supervisory rating of the performance of the important tasks and/or responsibilities that make up each employee's job as described in the official Civil Service job description.

As an employee's evaluation period ends on June 30<sup>th</sup> of each year, it is the responsibility of the immediate supervisor to provide continuous counseling and an annual evaluation.

Employees shall undergo a formal evaluation every six months. The evaluation shall be supervised by the Superintendent or his/her designee and shall be designed to identify the employee's strengths and provide such assistance and suggestions as may be required to maintain or improve the employee's performance.

In the event an employee receives an "unsatisfactory" rating, specific objectives and criteria will be set forth to improve performance. Any employee who has received an unsatisfactory rating will be reevaluated within three months.

The Superintendent or his/her designee and, if desired by the employee, the President of the Unit, will cooperatively design a system for improvement that includes specific goals.

Nothing in this article is to be interpreted as constituting a waiver of the District's rights and responsibility to take disciplinary action in the case of misconduct or failure to maintain job performance.

Nothing in this article is to be interpreted as constituting waiver of an employee's right to a defense against charges as provided in the New York State Civil Service Law.



#### **APPENDIX "D" - LATENESS POLICY**

1. Every employee is obligated to report for work as scheduled.
2. There shall be a grace period of up to 15 minutes per pay period. When an employee's lateness extends beyond the 15-minute grace period for the pay period, the employee will be "charged" the amount of time he/she is tardy in 15-minute intervals. (i.e., if an employee is tardy 20 minutes, he/she will be charged 30 minutes, if late 31 minutes, charged 45 minutes.)
3. Lateness beyond the 15 minutes grace period shall be classified as "excused" or "not excused" as determined by the employee's supervisor. Excused lateness shall not be charged against the employee. Such determinations shall be reasonably made by the employee's supervisor, and the tardy employee may be required to furnish proof satisfactory to the supervisor of the cause of the lateness. A request for the excusal shall not be unreasonably denied. A refusal to excuse a lateness may be appealed to the Superintendent of Schools and/or his/her designee whose decision shall be final.
4. "Charges" shall be made from accumulated time (i.e. vacation and personal). In the event an employee does not have accumulated time available, "charges" shall be made from the hourly rate of pay.
5. This policy in no way condones lateness of up to 15 minutes nor does this mean that employees are "allowed" to be late.
6. **Disciplinary Action**  
Same as in CBA

**APPENDIX "E" - PLACEMENT OF TEMPORARY OR PERMANENTLY DISABLED  
EMPLOYEES**

**PURPOSE:**

This policy provides for the placement of District employees in modified duty assignments when temporarily disabled, ensuring maximum manpower utilization in an effort to reduce costs.

**DEFINITIONS:**

*Modified Duty* - Work that eliminates, minimizes, or modifies certain lifting, walking or other physical or mental requirements that prevent an employee from returning to regular work. May also mean performing all regular aspects of the job, but at a reduced number of hours per week.

*Restrictions* - Any physical or mental limitation which precludes an employee from performing all duties of the regular job.

*Temporary Disability* - A physical or mental disability that reasonably can be expected to be resolved, allowing a worker to return to full duty.

**MODIFIED DUTY POLICY FOR TEMPORARILY DISABLED EMPLOYEES**

The District's obligation to provide modified duty shall be consistent with the law, and the District shall make a reasonable effort to provide modified duty provided the employee is deemed temporarily or permanently disabled under the ADA.

1. **Purpose**

This program is designed to provide guidelines for the uniform treatment of any employee who, because of some physical or mental disability resulting from an industrial or personal injury/illness, temporarily cannot perform the duties normally assigned to the job. The District shall make every reasonable effort to provide modified duty based on an employee's restrictions and an evaluation of work experiences.

**PLACEMENT OF DISABLED EMPLOYEES POLICY**

2. **Procedures**

- a. Upon return to work after a serious injury or illness, an employee must provide a written release by a licensed physician. The release shall indicate the employee's ability to return to regular or light duty work. If modified duty is indicated, the physician shall specify the work restrictions.
- b. The District may select to have an employee examined by a designated physician when the employees has been away from work for an extended

period of time due to injury or illness, or the employee is being released to return to work with medical restrictions, and clarification is needed. The physician shall be informed of the tasks the employee will be expected to perform.

If the District-designated physician releases an employee to work on a modified duty status, the physician shall notify the District that the employee is being returned to limited work and specifically what the restrictions are. An employee returned to work with no limitations shall report to regular work.

- c. An employee released for modified duty shall report immediately to the Office of Human Resources with appropriate documentation completed by the physician, specifying the work restrictions.
- d. The Office of Human Resources shall assign the employee to modified duty if an appropriate assignment is available, and instruct the employee where and when to report for work.
- e. Modified duty assignments will be provided as appropriate work is available. These assignments need not be identified in advance, but will be determined by the needs of the District.

#### **PLACEMENT OF DISABLED EMPLOYEES POLICY**

- a. Assignment of an employee to modified duty shall be for a maximum of six months. There is no minimum length of time for light duty assignment.
- b. Modified duty may exceed six months with the recommendation of the supervisor and approval of the Office of Human Resources. Such assignment shall not exceed one year.
- c. If no modified duty consistent with the restrictions stipulated by the physician is available within the District, the employee will be placed in the appropriate leave status.

#### **COMPENSATION**

- a. While temporarily assigned to the modified duty program, the employee will be paid at regular base pay.
- b. Salary increases shall be in accordance with the appropriate Unit contract.

**APPENDIX "F"**  
**NON-COMPETITIVE AND LABOR CLASS PROBATIONARY PERIOD**  
**FOR EMPLOYEES HIRED AFTER FEBRUARY 12, 2009**

1. All "new" employees in the non-competitive and labor classification (Custodial and Maintenance positions only) hired after February 12, 2009 will serve for twenty-four (24) months before becoming eligible for the job protection rights under Section 75 of the Civil Service Law as outlined in Article V, Section 2. The twenty-four (24) month period may be extended for an additional six (6) months thus, to a maximum of thirty (30) months provided, however, that the following occurs.

Should the District want to extend the period beyond the twenty-four (24) months, for an additional six (6) months, the District shall within one (1) calendar month prior to the end of the twenty-four months, send via Certified Mail Return Receipt and Regular Mail a letter to the employee's last address on record advising him/her that the period shall be extended. However, said extension can be for no more than an additional six (6) months.

2. The Performance Evaluation Program is based on a supervisory rating of the performance of the important tasks and/or responsibilities that make up each employee's job as described in the Official Civil Service job description.
3. As an employee's evaluation period end on June 30<sup>th</sup> each year, it is the responsibility of the immediate supervisor to provide continuous counseling and an annual evaluation.
4. Employees shall undergo a formal evaluation every six months. The evaluation shall be supervised by the Superintendent or his/her designee and shall be designed to identify the employee's strengths and provide such assistance and suggestion as may be required to maintain or improve the employee's performance.
5. In the event an employee receives an "unsatisfactory" rating, specific objective and criteria will be set forth to improve performance. Any employee who has received an unsatisfactory rating will be reevaluated within three months.
6. All counseling evaluations, memorandums, counseling documents shall be in writing. The probationary employee, if desired shall have the right to submit a written rebuttal within fifteen (15) calendar days. Said rebuttal shall then be attached to the Districts employee evaluation, memorandum, and/or counseling documents.
7. All counseling meetings shall be held during the employee's regular work day and in the presence of a union representative.
8. The Superintendent or his/her designee and, if desired by the employee, the President of the Unit, will cooperatively design a system for improvement that includes specific goals.
9. Nothing in this article is to be interpreted as constituting waiver of an employee's right to defense against charges as provided in the New York State Civil Service Law.



**Local 1000, AFSCME, AFL-CIO**  
143 Washington Ave., Albany, NY 12210

Mary E. Sullivan, President

