

AGREEMENT

between the

**SYOSSET CENTRAL SCHOOL DISTRICT
COUNTY OF NASSAU, SYOSSET, N.Y.**

And The

**SYOSSET TEACHERS' ASSOCIATION,
SYOSSET REGISTERED NURSES UNIT**

JULY 1, 2017- JUNE 30, 2020

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ARTICLE 1 - PREAMBLE

Pursuant to the requirements of Article 14 of the Civil Service Law, entitled "Public Employees' Fair Employment Act" (hereinafter referred to as the "Taylor Law"), in order to encourage and increase effective and harmonious working relationships between the Board of Education of Syosset Central School District ("the Board") and registered nurses ("R.N.'s") of the School District ("the District") who are represented by the Syosset Teachers' Association ("the STA") and to establish the terms and conditions of employment of the R.N.'s for the period of this Agreement, this Agreement is entered into between the District and the STA. It shall be effective July 1, 2017 and shall continue in effect on all terms and conditions through June 30, 2020.

ARTICLE 2 - RECOGNITION

A. For purpose of collective negotiations, the District and the STA recognize the unit to be as follows:

Included: All regularly employed full-time and part-time District School Registered Nurses ("R.N.'s").

Excluded: All others.

B. The STA affirms that it does not assert the right to strike against any government, to assist or participate in any such strike, or to impose an obligation to conduct, assist or participate in such a strike.

ARTICLE 3 - RESPONSIBILITIES OF THE BOARD, SUPERINTENDENT, STA AND R.N.'S

A. The STA and the District jointly recognize the legally defined responsibilities and powers of the Board, of the Superintendent and of the STA. The STA and the District agree that, in consonance with its statutory obligations, the Board establishes District-wide policies, and appoints a superintendent who establishes administrative rules and procedures for the District. Thus, both parties to this Agreement agree that it, the law, Board policies and administrative rules and procedures govern the educational process of the District.

B. The STA and the District agree that, in consonance with the STA's statutory obligations, the STA represents the R.N.'s within its community of interest, in full and open negotiations with respect to salary, wages, hours and other terms and conditions of employment.

C. R.N.'s are directly responsible to the principal of the school(s) to which they are assigned. They shall be subject to all Board bylaws and policies, such regulations as may be formulated by the Superintendent, and to the school rules and regulations formulated by the principal.

D. Identification Badges: Unit members shall wear a District issued identification badge during the work day and at other District events when supervising students. Said badges shall be worn in

a visible manner. The badges shall not be used for the recordation of attendance nor shall data collected as a result of staff wearing said identification badges be used as evidence in any disciplinary proceeding.

ARTICLE 4 - OBLIGATIONS UNDER TAYLOR LAW

The parties recognize that the Taylor Law was enacted by the State Legislature to promote harmonious and cooperative relationships between government and its employees and to protect the public by assuring at all times the orderly and uninterrupted operations and functions of government. To effectuate that policy, the parties have entered into this Agreement.

ARTICLE 5 - RECOGNITION RIGHTS

The District recognizes the right of the STA, as the exclusive representative of the R.N.'s unit, to full and open negotiations with respect to salary, wages, hours, and other terms and conditions of their employment.

ARTICLE 6 - TERMS OF NEGOTIATIONS

The parties agree to negotiate on such matters at appropriate times as hereinafter set forth and in accordance with the requirements of the Taylor Law, and to enter into written agreements determining such salaries, wages, hours and other terms and conditions of employment.

ARTICLE 7 - NEGOTIATION PROCEDURES

A. Meetings on successor agreements will be held upon the written request of either the District or the STA to negotiate items relative to wages, hours, and terms and conditions of employment, between representatives of the two parties. Agreements between such representatives shall be subject to ratification by both the bargaining unit and the Board.

B. Both parties will present their full proposals by December 31, 2019, unless a specified later date is mutually agreed upon.

C. Each party shall provide the other upon request and in a timely fashion with any and all non-confidential prepared information, statistics, and records necessary for negotiations or for the proper administration or enforcement of the Agreement.

ARTICLE 8 - R.N. AND ASSOCIATION RIGHTS

A. The STA and all STA building representatives shall have the right to conduct STA business in the schools, provided it does not interfere with their individual work obligations or the total instructional program.

B. The STA shall have the right to place notices, circulars and other materials in the R.N.'s mailboxes. Copies of all such material will be given to the building principal, but his/her advance approval will not be required.

C. The STA bulletin board in the faculty room of each school building may be used for the purpose of displaying notices, circulars and other STA material. Copies of all such material will be given to the building principal, but his/her advance approval will not be required.

D. The use of mail delivery service employed by the District will be available to the STA.

ARTICLE 9 - DUES DEDUCTIONS

A. Union Dues

1. The District agrees to deduct from R.N.'s salaries dues for the STA, the New York State United Teachers ("NYSUT"), and the American Federation of Teachers ("AFT"), upon filing with the District dues deduction authorization cards signed by individual R.N.'s, the form of said cards to be mutually agreed upon by the District and the STA.

2. An authorization by an R.N. for dues deduction shall become effective as of the next regular payment of salary or wages occurring not earlier than fifteen (15) days subsequent to the date of filing such authorization, and shall continue in effect until five (5) days subsequent to the date on which (a) the R.N. files a written revocation of such authorization on a form to be mutually agreed upon by the District and the STA; (b) the R.N. ceases to be employed by the District; or (c) the R.N. becomes employed by the District in a position included in a different negotiating unit.

3. Whenever an R.N. authorizes the deduction and payment of dues to the STA, the NYSUT and the AFT, no such deduction or payment shall be made by the District until and unless the STA shall file with the District a written order, in the manner and on a form to be mutually agreed upon by the District and the STA, stating the amount of dues to be deducted and paid on account of the R.N.; whenever the District shall deduct and pay over any such authorized amounts to the designated organization, the District shall not be liable to see to the proper application of such funds by such organization or its officers or agents.

4. The STA shall certify to the District in writing the current rate of membership dues of each of the associations named above. The STA will give the District thirty (30) days' written notice prior to the effective date of any change in dues.

5. The dues deduction referred to in this Article shall be made in installments during the school year as shall be specified by the STA in writing.

6. No later than November 1 of each year, the District shall provide the STA with a list of those R.N.'s who have on file with the District effective dues deduction authorization cards. The District shall notify the STA monthly of all changes in the list.

B. Agency Fee

1. Each R.N. who is not a member of the STA shall pay to the STA an agency shop fee deduction ("agency fee"). The agency fee shall be paid in the same manner as the dues "check-off."

The agency fee shall continue in effect until (a) the R.N. ceases to be employed by the District; or (b) the R.N. becomes employed by the District in a position included in a different negotiating unit.

2. Whenever the District is required to deduct and pay over an agency fee, no such deduction or payment shall be made by the District until and unless the STA shall file with the District a written order, in the manner and on a form to be mutually agreed upon by the District and the STA, stating the amount of the agency fee to be so deducted and paid on account of the R.N. Whenever the District shall deduct and pay over any such authorized amounts to the STA, the District shall not be liable to see to the proper application of such funds by the STA or its officers or agents.

3. The STA shall certify to the District in writing the current rate of agency fee. The STA will give the District thirty (30) days' written notice prior to the effective date of any changes in the agency fee.

4. The Agency fee deductions referred to in this Article shall be made in installments during the school year as shall be specified by the STA in writing.

5. The STA agrees to save and hold harmless the District from all loss, expenses, damages, costs and attorneys' fees that may accrue as a result of the agency fee provisions, by reason of any action or suits brought against the District by employee in the unit aggrieved by the implementation of said agency fee provisions. Furthermore, the STA will participate in all legal actions or proceedings brought which relate to the agency fee provisions to the fullest extent possible. Representation of the STA by attorneys retained by NYSUT and/or direct participation by the STA will be deemed as fulfilling the conditions of this paragraph.

C. VOTE/COPE Contributions

The District agrees to deduct from R.N.'s salaries an amount of money for Vote/Cope contributions. R.N.'s, on a voluntary basis, will sign deduction authorization forms for this purpose, in a form similar to that used for dues deductions. The procedures utilized for this deduction shall be the same as those set forth for dues deductions.

ARTICLE 10 - GRIEVANCE PROCEDURES

A. Declaration of Purpose

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

B. Definitions

1. A grievance is a claim by any R.N. or group of R.N.'s based upon any violation, misinterpretation, or misapplication of this Agreement.
2. The term supervisor shall mean any department chairperson, principal, assistant principal, immediate superior, or other administrative or supervisory officer, except for the chief executive officer, responsible for the area in which an alleged grievance arises.
3. The chief executive officer is the Superintendent of Schools.
4. STA shall mean Syosset Teachers Association.
5. Aggrieved party shall mean any person or group of persons in the negotiating unit filing a grievance.
6. Party in interest shall mean the grievance committee of the STA and any party named in a grievance who is not the aggrieved party.
7. Grievance committee is the committee created and constituted by the STA.
8. Hearing officer shall mean any individual or board charged with the duty of rendering decisions at any stage on grievances hereunder.

C. Procedures

1. All grievances shall include the name and position of the aggrieved party, the identity of the provision of this Agreement involved in the grievance, the time when and the place where the alleged events or conditions constituting the grievance existed, the identity of the party responsible for causing the events or conditions, if known to the aggrieved party, and a general statement of the nature of the grievance and the redress sought by the aggrieved party.
2. Except for informal decisions at Stage 1a, all decisions shall be rendered in writing at each step of the grievance procedure, setting forth findings of facts, conclusions and supporting reasons therefore. Each decision shall be promptly transmitted to the R.N. and the STA.
3. If the grievance affects a group of R.N.'s and appears to be associated with system wide policies, it may be submitted by the STA directly at Stage 2.
4. The preparation and processing of grievances, insofar as practicable, shall be conducted during the hours of employment. All reasonable effort will be made to avoid interruption of work activity and to avoid involvement of students in any phase of the grievance procedure.

5. The District and the STA agree to facilitate any investigation that may be required and to make available any and all material and relevant non-confidential documents, communications and records concerning the alleged grievance.

6. Except as otherwise provided in E (l) (a) and E (l) (b), an aggrieved party and any party in interest shall have the right at all stages of a grievance to confront and cross-examine all witnesses called against him/her, to testify and to call witnesses on his/her own behalf, and to be furnished with a copy of any minutes of the proceedings made at each and every stage of this grievance procedure.

7. No interference, coercion, restraint, discrimination or reprisal of any kind will be taken by the Board or by any member of the administration against the aggrieved party, any party in interest, any representative, any member of the grievance committee or any other participant in the grievance procedure, or any other person, by reason of such grievance or participation therein.

8. Forms for filing grievances, serving notices, taking appeals, and making reports and recommendations, and other necessary documents, will be jointly developed by the District and the STA. The Superintendent shall then have them printed and distributed so as to facilitate operation of the grievance procedure.

9. All documents, communications, and records dealing with the processing of a grievance shall be filed separately from the personnel files of the participants.

10. Nothing contained herein will be construed as limiting the right of any R.N. having a grievance to discuss the matter informally with any appropriate member of the administration and having the grievance informally adjusted without intervention of the STA, provided the adjustment is not inconsistent with the terms of this Agreement and the STA has been given an opportunity to be present at such adjustment and to state its views on the grievance. In the event that any grievance is adjusted without formal determination, pursuant to this procedure, while such adjustment shall be binding upon the aggrieved party and shall, in all respect, be final, said adjustment shall not create a precedent of ruling binding upon either of the parties to this Agreement in future proceedings. This informal adjustment procedures shall be in addition to the procedure set forth in paragraph E(1) and E(4), inclusive.

11. The Superintendent shall be responsible for accumulating and maintaining an official grievance record which shall consist of the written grievance, all exhibits, transcripts, communications, minutes, and/or notes of testimony, as the case may be, written arguments and briefs considered at all levels other than Stage 1a, and all written decisions at all stages.

12. The existence of the procedure hereby established shall not be deemed to require any R.N. to pursue the remedies here provided and shall not in any manner, impair or limit the right of any R.N. to pursue other remedies. With respect to any one grievance, however, a R.N. must elect between the procedures here provided and the other remedies available to the R.N. and such election shall be final and binding.

D. Time Limits

1. Since it is important to good relationships that grievances be processed as rapidly as possible, every effort will be made by all parties to expedite the process. The time limits specified for either party may be extended by mutual agreement.

2. No written grievance will be entertained as described below, and such grievance will be deemed waived, unless the written grievance is filed at the first available stage within 45 school days after the R.N. knew or should have known of the act or condition on which the grievance is based.

3. If a decision at one stage is not appealed to the next stage of the procedure within the time limit specified, the grievance will be deemed to be discontinued and further appeal under this Agreement shall be barred.

4. Failure at any stage of the grievance procedure to communicate a decision to the aggrieved party, the parties' representatives and the STA within the specified time limit shall permit the lodging of an appeal at the next stage of the procedure within the time that would have been allotted had the decision been communicated by the final day.

E. Stages of Grievance

1. Stage 1: Supervisor

a. An R.N. having a grievance will discuss it with the R.N.'s supervisor, either directly or through a representative, with the objective of resolving the matter informally. The supervisor will confer with all parties in interest. If the R.N. submits the grievance through a representative, the R.N. may be present during the discussion of the grievance.

b. If the grievance is not resolved informally, it shall be reduced to writing and presented to the supervisor. Within five (5) school days after the written grievance is presented to the supervisor, he/she shall render a decision thereon in writing, and present it to the R.N., the R.N.'s representative, and the STA.

2. Stage 2: Chief Executive Officer

a. If the R.N. initiating the grievance is not satisfied with the written decision at the conclusion of Stage 1 and wishes to proceed further under this grievance procedure, the R.N. shall, within five (5) school days, present the grievance to the STA's grievance committee for its consideration.

b. If the grievance committee determines that the R.N. has a meritorious grievance, then it will file a written appeal of the decision at Stage 1 with the chief executive officer within twenty (20) school days after the R.N. has received such written decision. Copies of the written decision at Stage 1 shall be submitted with the appeal.

c. Within ten (10) school days after receipt of the appeal, the chief executive

officer or duly authorized representative shall hold a hearing with the R.N. and the grievance committee or its representative and all other parties in interest, and within five (5) school days after the conclusion of the hearing, shall render a decision in writing to the R.N., the grievance committee and its representatives.

3. Stage 3: Board of Education

a. If the R.N. and the STA are not satisfied with the decision at Stage 2, the grievance committee will file an appeal in writing with the Board within fifteen (15) school days after receiving the decision at Stage 2.

b. The Board may determine the appeal based on the record of proceedings and such other written information as the parties may wish to submit. The Board may also conduct a hearing in executive session. If the hearing is to be held, it shall be within twenty-one (21) days after receipt of the appeal. The Board's determination of the appeal shall be within five (5) days after the conclusion of the hearing, or ten (10) days after receipt of the appeal, whichever is later.

4. Stage 4: Arbitration

a. If the R.N. and/or the STA are not satisfied with the decision at Stage 3 and the STA determines that the grievance is meritorious and that appealing it is in the best interest of the school system, it may submit the grievance to arbitration by written notice to the chief executive officer within fifteen (15) school days of the decision at Stage 3.

b. Within fifteen (15) school days after such written notice of submission to arbitration, a request for a list of arbitrators will be made to the American Arbitration Association.

c. The selected arbitrator will hear the matter promptly and will issue the decision not later than fourteen (14) calendar days from the date of the close of the hearing or, if oral hearings have been waived, then from the date the final statements and proofs are submitted. The arbitrator's decision will be in writing and will set forth findings of fact, reasoning and conclusion on the issues.

d. The arbitrator shall confine the decision to the application and interpretation of this Agreement and shall be without power or authority to make any decision (1) which is contrary to or inconsistent with the terms of this Agreement, (2) on any matter not included in this Agreement, or (3) that violates any provision of law or of any rule or regulation having the force and effect of law.

e. If made in accordance with the arbitrator's authority and jurisdiction under this Agreement, the decision of the arbitrator shall be final and binding upon all parties with respect to all matters submitted to the arbitrator, except for grievances arising under paragraphs in Articles 12 (C) (2) (3), 13 (I) (4) and 16 of this Agreement, on which the decision of the arbitrator shall be advisory only.

f. It is the current intent of the District to continue the policies expressed in

paragraphs in Articles 12 (C), 13 (I) (4) and 16 of this Agreement unchanged for the duration of this Agreement. However, in the event that circumstances warrant a change in such policies, the District will advise the STA regarding the nature of the contemplated change or changes, and if the STA requests, the parties will discuss and attempt to agree on the changes. If the STA believes it is aggrieved by any such instituted change, it may proceed directly to arbitration beginning with Stage 4, provided, however, that the determination of the arbitrator in Stage 4 shall be advisory only and shall not be binding upon either party.

g. The costs for the services of the arbitrator, including expenses, if any, will be borne equally by the District and the STA.

ARTICLE 11 - WORK YEAR

A. The R.N.'s shall work the same days as those worked by members of the teachers' bargaining unit.

B. In addition, as part of annual compensation, each R.N. may be assigned by the building principal to attend one (1) night meeting with parents per year.

ARTICLE 12 - WORK DAY

A. Except as provided in Article 11(B) and Article 12(C), each R.N. shall work an 8 hour day.

B. Each R.N. shall receive 55 minutes per day for an uninterrupted lunch, unless an emergency arises and the R.N. is the "on call" nurse.

C. Staff Meetings

1. Faculty Meetings: R.N.'s shall attend those building staff meetings that relate in whole or in part to their duties and responsibilities, as determined by the building principal.

2. Departmental Meetings: R.N.'s shall attend all departmental meetings, which shall be held at the District's discretion, but shall commence at 3:30 p.m.

3. Unauthorized absence from staff meetings is considered absence from professional duty. In order to provide efficient school operation, R.N.'s are required to signify arrival and departure to and from school buildings on a daily basis; no time sheet or other device for systematic recording time of arrival or departure will be used. R.N.'s may leave the building at times other than non-duty lunch periods subject to the approval of the building principal.

D. All R.N.'s, who work until 4:00 p.m., shall leave at 3:30 p.m. on all Star Days as indicated on the CSEA 10-month calendar. All R.N.'s, who work shifts that end at a time other than 4:00 p.m., shall leave thirty (30) minutes prior to the end of their assigned shift on all Star Days as indicated on the CSEA 10-month calendar.

E. Overnight Field Trips

The District agrees that at least one nurse from each school sending students on an overnight field trip will attend the trip.

ARTICLE 13 - COMPENSATION

A. Salary

1. 2017-2018 School Year: Effective July 1, 2017, the salary schedule in effect on June 30, 2017 shall be increased by \$500 and thereafter by one percent (1%). Step increment for the 2017-2018 school year shall be granted to eligible unit members effective July 1, 2017 (or effective February 1, 2018 in the case of those unit members entitled to the award of increment on February 1st of the school year).

2. 2018-2019 School Year: Effective July 1, 2018, the salary schedule in effect on June 30, 2018 shall be increased by \$500 and thereafter one percent (1%). Step increment for the 2018-2019 school year shall be granted to eligible unit members effective July 1, 2018 (or effective February 1, 2019 in the case of those unit members entitled to the award of increment on February 1st of the school year).

3. 2019-2020 School Year: Effective July 1, 2019, the salary schedule in effect on June 30, 2019 shall be increased by one-half percent (0.5%). Step increment for the 2019-2020 school year shall be granted to eligible unit members effective July 1, 2019 (or effective February 1, 2020 in the case of those unit members entitled to the award of increment on February 1st of the school year).

The R.N. salary schedules for the 2017-2018, 2018-2019, and 2019-2020 school years are attached to this Agreement as Appendix 1.

B. Advancement on Salary Schedule

1. In order to receive credit for advancement from one salary schedule to a higher salary schedule for graduate study, prior approval forms must be filed with the Deputy Superintendent. If courses are for completion of a degree program, prior approval is needed only for the program and not for each course. If the courses are not related to a degree program, all individual courses will need prior approval. Prior approval further applies to all undergraduate courses.

2. Salary advancement from one column of a salary schedule to the next may take place only at regularly scheduled intervals. Effective September 1, 2010, horizontal movement on the schedule shall be limited to one step per fiscal year. When courses have been successfully completed, or a degree earned for advancement, placement on the higher schedule will take place as follows:

a. On September 1, after conclusion of summer sessions, provided the official transcript is received in the Deputy Superintendent's office by November 1.

b. On February 1, after conclusion of the fall semester, provided the official transcript is received in the Deputy Superintendent's Office by March 15.

c. On September 1, after the conclusion of the spring semester, provided the official transcript is received in the Deputy Superintendent's Office by September 1.

3. These dates will apply provided that the degree or transcripts and the form used for applying for the advancement in salary schedule are submitted to the Deputy Superintendent's Office. Where change in salary is based upon completion of courses, official transcripts are to be sent directly to the Deputy Superintendent's Office by the college or university, at the request of the student. All courses taken subsequent to the granting of the Bachelor's Degree should be taken within a specific discipline or in appropriate related fields in order to receive approval for salary credit.

C. Increments

1. R.N.'s hired between July 1 and January 31 will receive anniversary increments effective July 1.

2. R.N.'s hired between February 1 and June 30 will receive anniversary increments effective February 1.

3. The Board specifically reserves the right, as a condition of the approved salary schedule, to withhold a scheduled salary increment or a salary increase in the case of an R.N. not otherwise entitled to a salary increment on the recommendation of the Superintendent. It is understood that such withholding is subject to review under the grievance procedures.

D. Prior Nursing Service and Related Experience

Credit for prior years of nursing service and/or related service may be granted at the District's discretion.

E. Placement on Salary Schedule

Placement on the salary schedule is set at the time of employment. The step and the column depend upon educational preparation, full-time nursing experience and related experience as evaluated by the Superintendent of Schools. The evaluation is based upon the information as set forth by the candidate upon application for the position as verified by the Personnel Office. It is incumbent upon the newly appointed R.N. to furnish official transcripts, degrees, New York State Certificate and military discharge, where indicated, as soon after appointment as possible, but no later than November 1 of the current year, to substantiate salary placement. On November 1, the file of each newly appointed R.N. is audited for these documents. If they have been provided, it will become necessary to reevaluate the salary placement giving credit for only such employment and study that has been substantiated. R.N. salary schedules will be distributed annually to each R.N. after they have been adopted by the Board.

F. Field Trip and Extracurricular Activity Supervision

Effective September 1, 2017, the 2016-2017 rates will be increased by 1.00%. Effective September 1, 2018, the 2017-2018 rates will be increased by 1.00%. Effective September 1, 2019, the 2018-2019 rates will be increased by 0.5%.

1. The compensation for chaperoning activities shall be as follows:

2017-2018	\$30.88 per hour
2018-2019	\$31.19 per hour
2019-2020	\$31.35 per hour

2. R.N.'s who accompany children on overnight field trips will have the right to recommend exclusion from the trip for those children whose presence they feel would be detrimental to the health and safety of all involved.

- a. R.N.'s who accompany students on overnight field trips on days when school is in session will be compensated at the following rate per day per trip:*

Effective September 1, 2017	\$119.45
Effective September 1, 2018	\$120.64
Effective September 1, 2019	\$121.24

*In addition to the foregoing rates, R.N.'s who accompany students on overnight field trips when school is in session shall be compensated at their regular hourly rate for hours worked in excess of their normal "work day" as defined in Article 12, during which they have to provide direct services to students (i.e. administering required early morning or evening medications, checking blood sugar, etc.).

- b. R.N.'s who accompany students on overnight field trips on days when school is not in session will be compensated at the following rate per day per trip.

Effective September 1, 2017	\$149.32
Effective September 1, 2018	\$150.81
Effective September 1, 2019	\$151.56

- c. R.N.'s who accompany students on overnight field trips that include days when school is in session and days when school is not in session shall be compensated at the per day rate to the following maximum rates:

Effective September 1, 2017	\$1,193.22
Effective September 1, 2018	\$1,205.15
Effective September 1, 2019	\$1,211.18

- d. R.N.'s assigned to the supervision of extracurricular activities on days

when school is in session shall be compensated at the following per hour rate:

Effective September 1, 2017	\$29.83 per hour to a maximum of \$119.13
Effective September 1, 2018	\$30.13 per hour to a maximum of \$120.32
Effective September 1, 2019	\$30.28 per hour to a maximum of \$120.92

e. R.N.'s assigned to the supervision of extracurricular activities on days when school is not in session shall be compensated at the following rate:

Effective September 1, 2017	\$29.86 per hour to a maximum of \$149.32
Effective September 1, 2018	\$30.16 per hour to a maximum of \$150.81
Effective September 1, 2019	\$30.31 per hour to a maximum of \$151.56

f. The compensation will be:

Effective September 1, 2017 – August 31, 2018	\$123.59, \$154.45, \$1,234.47
Effective September 1, 2018 – August 31, 2019	\$124.83, \$155.99, \$1,246.81
Effective September 1, 2019 – August 31, 2020	\$125.45, \$156.77, \$1,253.04

G. Payment Procedures: 21 and 26 Payment Options

1. R.N.'s may elect to receive their salaries on either a 21 or 26 payment basis. R.N.'s electing the 21 payment basis must file their request in writing with the Business Office Payroll Department during June of the preceding year. Under the 21 payment plan, R.N.'s will be paid 21 times on alternate Fridays throughout the year.

2. R.N.'s who elect the 26 payment plan will be paid 21 times on alternate Fridays throughout the year, each payment constituting 1/26th the annual contract salary, plus a payment on the last day of school equivalent to 5/26th the annual contract salary.

H. Direct Deposit

Effective until June 30, 2018, the District provides the option of direct deposit for all unit members. This includes all transactions for which the receiving institutions are capable of receiving electronic transfers. The District agrees never to withdraw funds from these accounts. All unit members shall be paid via direct deposit, effective as of July 1, 2018.

I. Retirement Benefits

1. For the purposes of this Section, "retirement" shall mean the formal application for retirement by the R.N. and its acceptance by the New York State Employees' Retirement System.

2. In order to qualify for benefits after retirement, a R.N. must have been employed on a full-time basis in the District for a minimum of ten (10) years. Notwithstanding the foregoing, R.N.'s hired on or after October 22, 2014 must complete fifteen (15) full years of service with the

Syosset Central School District in order to be eligible for health insurance coverage during retirement.

3. The District shall provide life insurance for R.N.'s who resign for purposes of retirement after ten (10) full years of full-time service in the District in the amount of 1/2 of the face amount of life insurance provided the R.N. on the last day of service. Such insurance shall be provided by the District only up to age 65.

4. In order to qualify for retirement benefits under this Agreement, an R.N. shall submit his or her resignation for the purpose of vesting or retiring not less than 60 calendar days before the effective date of resignation. In extraordinary circumstances, the time limits required by this paragraph may be waived by the Superintendent in his/her sole and unreviewable discretion, which shall not be grievable under Article 10. The granting of a waiver shall not be considered a precedent with respect to any other waiver applications.

5. R.N.'s who have reached a minimum age of 50 and who have completed ten (10) years of actual service in the District would be eligible at the time of retirement or when vesting for retirement from the District for terminal pay based on an agreed annual amount of unused sick leave; with total payment not to exceed \$6,000 for any R.N. or \$7,000 in the case of an R.N. who has completed twenty-five (25) years of service in the District. The standard to be used in computing the unused sick leave for purposes of retirement will be as follows:

a. The average number of sick leave days used by the bargaining unit will be computed for each year.

b. Each R.N. will have his/her record for the last ten (10) years compared with the average. An R.N. may accumulate up to the difference between those days not used for sickness and the average number of days of absence for sickness compiled by the bargaining unit for any given year and, concomitantly, may lose up to, but no more than, the average number of days of absence compiled for any given year. For example: if the average number of sick leave days is seven (7) in a given year, an R.N. who has been absent for only 3 days would be entitled to "bank" 4 days. If the R.N. in question had been absent 11 days that year, he/she would be charged with a debit of 4 days for the particular year.

c. Any R.N.'s who would otherwise be eligible to receive unused sick leave pay, but who do not have an accumulation of days equivalent to \$1,000 in value under the R.N. who has completed twenty (20) years of service in the District shall be entitled to receive a minimum of \$2,500. Such an R.N. who has completed twenty-five (25) years of service in the District shall be entitled to receive a minimum of \$3,500.

d. The District shall continue to pay the full cost of R.N.'s retirement under Section 75-E of the Retirement and Social Security Law, as well as the full cost of R.N.'s retirement under Section 75-I of the Retirement and Social Security Law for R.N.'s under Tiers 1 or 2.

e. R.N.'s who have completed a minimum of ten (10) years of actual service in the District and who actually retire pursuant to the procedures of the New York State Employees

Retirement System shall be paid a service recognition payment of \$1,500 upon their resignation for the purposes of retirement.

f. All monies due an R.N. upon separation from the District's services shall be paid by the first paycheck following separation.

J. Vehicular Vandalism Protection

With the submission of paid insurance claims for vandalized automobiles or other vehicles belonging to R.N.'s which have been vandalized while parked on school property, the District agrees to pay the deductible amount up to a maximum of \$200 per claim. R.N.'s shall be required to report incidents of such vandalism on the day of occurrence to school and police authorities.

K. Tax Shelter Annuities

The District agrees to offer any TSA (Section 403(b)) product recommended by the majority of the TSA Committee's members. The District may require that unit members sign a save-harmless agreement for products or companies added on or after July 1, 1998.

L. Continuation Credit

The District agrees to attempt to register all District workshops for unit members with the National Association for the purpose of unit members obtaining continuation credit. The STA shall provide the District with the relevant contact information for the National Association.

ARTICLE 14 - BENEFITS

A. Eligibility

In order to qualify for any benefits, an R.N. must work on a contract basis for half-time or more. Benefits shall be prorated, and the District's share of all benefits shall be prorated, based on the percentage of time worked when the R.N. is working more than 1/2 of the normal workweek.

B. Health Insurance

1. The R.N.'s rate for contribution for health insurance during active employment shall be 20% of the cost and the District will pay 80% of the cost. If the increase in premium costs exceed 10% in any year, active employees will additionally contribute 50% of all premium costs above 10%. It is understood that the base contribution will return to 20% in each succeeding year. Details of the plans (New York State Health Insurance Program) may be secured from the Benefits Office. The STA shall not unreasonably withhold its consent to substitute comparable coverage which the District may propose to provide.

2. Effective July 1, 2007, all employees retiring after July 1, 2007 will contribute 10% of premium costs, for life.

3. As set forth in Article 13, Section (I)(3) of this Agreement, unit members hired on or after October 22, 2014 must complete fifteen (15) full years of service with the Syosset Central School District in order to be eligible for health insurance coverage during retirement.

4. R.N.'s may elect to pay for their portion of the health insurance cost on a payroll deduction plan.

5. The District may offer unit members the voluntary option of health care coverage in a non-indemnity health care insurance plan selected with the concurrence of the STA.

C. Health Insurance Declination

An R.N. who has participated in the District's group health insurance coverage for one year, and who then declines coverage, shall be paid 1/2 of the contribution the District would have paid had the R.N. not declined. For unit members hired on or after October 22, 2014, the amount of the health insurance declination payment shall be reduced to the flat-dollar amount of \$1,500 for the declination of individual coverage, and the flat-dollar amount of \$3,000 for the declination of family coverage. The payment shall be made annually as additional salary and will be paid as a separate check during the spring semester of the corresponding school year. The R.N. shall be permitted to re-enroll in the group health insurance program as provided by law and regulations.

D. Life Insurance

Life Insurance shall be in the amount of \$14,300 for full-time R.N.'s working 10 months. Part-time R.N.'s shall receive a prorated amount. Premiums shall be paid by the District. In addition, at their option, prior to retirement nurses may purchase, at their expense, additional life insurance benefits in \$10,000 increments, up to \$300,000. In accordance with the terms of the District's life insurance policy, such supplemental life insurance benefit will be reduced during retirement due to age-related reductions at age 65 and at age 70.

E. Dental Insurance

1. Dental insurance has been approved by the District for all regularly employed R.N.'s. R.N.'s will be given an opportunity to join the dental plan in accordance with regulations agreed upon in the contract between the insurer and the District. Information booklets and claims forms may be obtained from the Benefits Office, telephone extension 5659.

2. Part of the cost of the premium for this insurance is paid by the District. The cost per month to the R.N. of the premium for this insurance is \$2.00 for individual coverage and \$12.00 for dependent coverage. Effective July 1, 2007, the monthly premiums for family coverage will be increased by \$7.50 to provide an additional maximum lifetime benefit of \$1,500, which may be used for any dental procedure not covered by the District's dental plan. The additional cost for individual coverage will be determined by the District following consultation with the District's Plan Administrator. Effective July 1, 2010, the monthly premiums for individual coverage will be increased by \$3.50.

3. An R.N. who is already covered by dental insurance through a policy held by a husband or wife may decline to become part of the District's group coverage.

F. Domestic Partnerships

A domestic partner will be treated like a spouse for the purpose of health insurance, life insurance, and dental insurance.

G. Effective July 1, 2017, annual salary will be increased by \$1,000 for any registered nurse who achieves, or has achieved a relevant national certification from the American Nurses Credentialing Center.

ARTICLE 15 - LEAVES OF ABSENCE

A. Sick Leave

1. This section is adopted pursuant to the obligations of the District under the appropriate Education Law.

2. R.N.s who have not completed five (5) years of employment by July 1 of any year shall receive ten (10) days sick leave per year. Upon completion of the five (5) years, they will, with the approval of the Superintendent and subject to review by the Board, be granted additional sick leave of 100 working days from the inception of an illness, plus any unused sick days from their first five (5) years of service up to a maximum of 150 days. Such employees shall continue to add to each year's total days by the amount of days of unused leave up to a maximum of ten (10) per year. (That is, if no days are taken, 10 will be added; if 6 are taken, 4 will be added up to a maximum of 150 days.) This shall continue year by year until 150 are accumulated as the limit.

3. Part-time R.N.s shall accrue sick leave at the rate of one (1) day per month employed, i.e., 10 days, to an accumulated maximum of 150 after five (5) years. "Days" in the preceding sentence shall mean the amount of time the R.N. normally works.

4. Sick leave benefits are prorated for R.N.'s who separate from their employment mid-year.

5. Employees normally will not be required to furnish a doctor's certificate for each absence for personal illness.

6. If a doctor was consulted or was in attendance in connection with a specific illness, this fact should be stated on the absence report. Absence for illness reports should therefore read as follows: either "personal illness, doctor not required" or "personal illness, Dr. (name) visited (or in attendance)."

7. If the District believes a unit member is absent an excessive number of times due to illness, or appears to be unnecessarily over-utilizing leave privilege, the Deputy Superintendent, or

central office administrator, may meet with the affected unit member to discuss the District's concerns. The unit member shall be permitted union representation during the meeting. The District may require the unit member to undergo a medical examination, by a physician, appointed and compensated by the Board to determine the employee's physical fitness for the particular work assignment.

8. In the event of a determination in inappropriate use of leave privileges, the unit member may be required to submit a physician's certification of illness for all future absences, or to submit an affirmation (in the form appended hereto as Appendix 2) attesting to the illness, in the event that a physician was not consulted, respecting the future illness that led to the future absence. Such requirement shall terminate after 12 months unless the District has determined that there has been a further inappropriate use of leave privilege after following the procedures set forth in paragraph 5. If such a determination is made, the requirement may be continued for up to an additional 12 months.

9. In the discretion of the Deputy Superintendent or other central office administrator, unit members absent for five (5) consecutive days may be required to provide medical documentation, which shall include a physician's diagnosis, treatment plan and prognosis, including a statement of the probable length of disability. The District may require the employee to undergo a medical examination by a physician appointed and compensated by the Board, to determine the employee's physical fitness for the particular work assignment. This also applies to post-delivery absences in the case that an extension of sick leave is required after the medical standard 6-8 week period.

B. Personal Days

1. Any R.N. may request the use of up to a maximum of four (4) personal business days per school year, without loss of salary, by reason of emergency personal business, i.e., business that could not have been postponed to a non-school day. Effective July 1, 2014, R.N.'s who have completed five (5) full years of service with the District may request the use of up to a maximum of five (5) personal business days per school year, without loss of salary, by reason of emergency personal business. Personal leave benefits are prorated for R.N.'s who separate from their employment mid-year.

2. Approved absences for religious observance shall be charged to personal days.

3. Typical approvable reasons for personal days of absence include: 1) serious illness in the immediate family; 2) death in family, or death of a friend; 3) graduation ceremony of a family member; 4) mandated court appearance; 5) title closing in connection with purchase of home or property; 6) automobile accident or breakdown with no alternate transportation readily available or other emergency situation; 7) taking his/her child to college; and 8) picking up child from college. One (1) personal business day per school year may be taken without the R.N. stating a general reason provided that such personal business day is not taken on a day that is adjacent to a weekend, holiday or recess period unless otherwise approved by the administration.

4. Typical non-approval reasons for personal days of absence include: 1) seeing a child in a play or other performance; 2) accompanying husband or wife on a business trip or vacation; 3) appointment with a lawyer, accountant, or physician that could be held on a weekend or after school

hours; 4) granting of days for marriage; 5) delayed return flight or ship embarkation that was within the R.N.'s control.

C. Bereavement Leave

Effective November 17, 2014, R.N.'s shall be entitled to three (3) days off with pay in the event of death of an immediate family member. "Immediate family member" for the purpose of this bereavement leave provision only shall be defined as spouse, child, parent, sibling, grandparent, grandchild, parent-in-law, brother-in-law, sister-in-law or other family member residing in the home.

In the event that death of an immediate family member requires the R.N. to be absent for more than three (3) days, unit members may utilize a maximum of two (2) personal business days per year. If the unit member has no personal business days available, provision may be made at the discretion of the Superintendent, to allow up to two (2) additional personal business days of leave. In such case, an appropriate reduction of up to two (2) days leave shall be made upon reemployment of the R.N. during the following year.

D. Workers' Compensation Leave

If an R.N. is injured and uses up his/her sick leave for a workers' compensation injury and then is absent for a separate illness and has no bank of sick leave left, the District agrees to apply a prorated shares of sick leave from the percentage of salary that would have to be payable under the Workers' Compensation Law.

E. Unauthorized Absence

In the event of unauthorized absence, an R.N. may be subject to dismissal or other disciplinary action on the recommendation of the Superintendent, and in any event, a proportionate share of the annual salary shall be deducted for each day's unauthorized absence.

ARTICLE 16 - ANNUAL EVALUATIONS

A. In order to maintain a high level of professional performance by all R.N.s, they shall receive the advantage of continuing observation and conferences designed to evaluate their strengths and weaknesses and to promote maximum growth.

B. While electronic devices, such as tape recorders and video recorders may be used for assisting R.N.'s, they will not be used for the observation or evaluation of R.N.'s.

C. Written evaluations shall be prepared by the supervisory personnel and a copy shall be forwarded to the Superintendent's Office on a schedule to be announced annually. A copy of each evaluation must be furnished to the R.N. concerned.

D. Following is the procedure for submission of these evaluation reports:

1. The principal of each school writes an evaluation on all R.N.s assigned to that building.
2. The evaluations are signed by the R.N.s. The R.N.'s signature indicates only that the evaluation has been read. It is not an indication of approval of the contents contained in the evaluation.
3. The R.N.'s signature on an evaluation must be accompanied by a statement indicating that the evaluation has been read.
4. Should R.N.'s disagree with the contents of an evaluation, they have the right to submit written addenda within two weeks of the dates of evaluation conferences to supervisors responsible for evaluations in question. Written addenda will be physically attached to evaluations before they are forwarded to the Superintendent's Office and placed in R.N.'s personnel files. After all signatures have been affixed to evaluations, they are to be sent to the Superintendent to be filed in the R.N.'s personnel files.

ARTICLE 17 - TRANSFERS

A. An R.N. may request a transfer to another school by submitting a written request directly to the Superintendent. In evaluating a request, it will be necessary to consider that (1) a balanced staff be maintained in each school; (2) the probationary R.N.s be expected to complete the probationary period in the school originally assigned; and (3) the wishes of the individual R.N. be honored whenever practicable.

B. An R.N. may apply for a transfer to become effective at the beginning of the next school year giving reasons therefor. The application shall be made by April 15. If so desired, the request will be held in confidence and the principal of the R.N. making the application will not be notified of the request in the event the request is denied. Should approval of the request be contemplated, the R.N. will be advised that the principal will be contacted regarding the transfer request.

C. In unusual circumstances, an R.N. may apply for a transfer to become effective during the school year in which the application is made, giving reasons therefor. The confidentiality of this request and the reason therefor shall be at the discretion of the Superintendent.

D. If the R.N.'s request for transfer is approved, the R.N. shall be advised by direct mail. In such cases, every reasonable effort shall be made to transfer the R.N. as soon as practical in accordance with stated wishes. In selecting R.N.s to be transferred, the following shall be considered in implementing transfers:

1. The provisions of paragraph A above.
2. The length of nursing experience in the school system; this factor shall be controlling where all other factors are substantially equal.

3. The date of request for transfer.

E. The District will post unit vacancies known to it as of April 5 for the purpose of permitting present R.N.s to indicate their interest.

F. If an R.N. desires to know what vacancies exist or are known to be forthcoming, the R.N. shall, upon request, be given this information by calling in person at the office of the appropriate department head and/or principal.

G. It is desirable that transfers and changes in assignments be on a voluntary basis whenever feasible. In making involuntary transfers and/or changes in assignments, the preferences of the individual R.N. shall be honored whenever feasible. R.N.s shall be notified at the earliest date of involuntary transfer and/or change in assignment and the reasons therefor. The parties agree that a minimum of thirty (30) days' notice is desirable.

ARTICLE 18 - PERSONNEL FILES

Each R.N. shall have the right, upon request, to review the contents of his/her personnel file, except for placement papers and references acquired at the time of employment by the District. The R.N. will also be entitled to have a representative of the STA present during such review. Before any document becomes part of an R.N.'s official file, it must be seen by the R.N., who shall have the right to make a written response. Copies of such material shall be made available to the R.N. (This right is for all material except transcripts and/or references for employment.)

ARTICLE 19 - VACANCIES

All openings for positions within the unit shall be adequately publicized in every District building and facility.

Adequate opportunity shall be given interested R.N.s (minimum one week) to file.

ARTICLE 20 - CONFERENCES

Effective July 1, 2007, nurses will be approved to attend conferences every second year.

ARTICLE 21 - GENERAL

A. Separability

In the event any provision of this Agreement is, or shall at any time be, contrary to law, all other provisions of this Agreement shall continue in effect.

B. Applicability

This Agreement shall supersede any rules, regulations or practices of the Board and

Superintendent which shall be contrary to or inconsistent with its terms.

C. Construction

Nothing herein contained is intended, nor shall it be interpreted, to abridge or violate the rights and obligations accorded to or imposed upon the respective parties by the Education Law of the State of New York.

D. Copies of Agreement

Copies of this Agreement shall be reproduced and a copy given to each R.N., with the cost to be shared equally by the District and the STA.

E. Entire Agreement

This Agreement is the entire agreement between the parties with respect to the terms and conditions of employment of the R.N.'s in this bargaining unit. It may not be modified, amended or changed in any way except upon the written agreement of the parties.

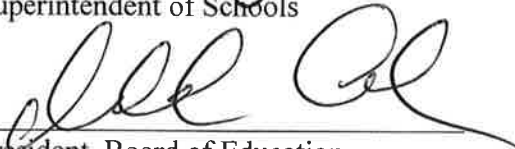
F. Taylor Law Notice

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

In witness whereof, the parties have executed this Agreement by their duly authorized representatives on this ____ day of _____, 2018.



Dr. Thomas L. Rogers
Superintendent of Schools



President, Board of Education



Kim Pritchard
President, Syosset Teachers' Association

APPENDIX 1

**Syosset CSD
Syosset, New York
Syosset Teachers' Association
Nurses
2017-18 Salary Schedule**

Step	RN	BA	BA+15
1	\$46,101.00	\$46,297.00	\$46,496.00
2	\$46,496.00	\$46,693.00	\$46,893.00
3	\$46,893.00	\$47,091.00	\$47,287.00
4	\$47,287.00	\$47,486.00	\$47,684.00
5	\$47,684.00	\$47,882.00	\$48,078.00
6	\$48,673.00	\$48,869.00	\$49,068.00
7	\$49,663.00	\$49,859.00	\$50,057.00
8	\$50,644.00	\$50,845.00	\$51,042.00
9	\$51,633.00	\$51,833.00	\$52,030.00
10	\$52,624.00	\$52,818.00	\$53,019.00
11	\$53,612.00	\$53,810.00	\$54,009.00
12	\$55,966.00	\$56,162.00	\$56,360.00
13	\$58,316.00	\$58,515.00	\$58,712.00
14	\$60,670.00	\$60,867.00	\$61,063.00
15	\$63,023.00	\$63,219.00	\$63,417.00
16	\$64,272.00	\$64,473.00	\$64,674.00
17	\$65,549.00	\$65,753.00	\$65,958.00
18	\$65,549.00	\$65,753.00	\$65,958.00
19	\$65,549.00	\$65,753.00	\$65,958.00
20	\$65,549.00	\$65,753.00	\$65,958.00
21	\$66,849.00	\$67,058.00	\$67,268.00
22	\$66,849.00	\$67,058.00	\$67,268.00
23	\$66,849.00	\$67,058.00	\$67,268.00
24	\$66,849.00	\$67,058.00	\$67,268.00
25	\$66,849.00	\$67,058.00	\$67,268.00
26	\$68,177.00	\$68,387.00	\$68,604.00

**Syosset CSD
Syosset, New York
Syosset Teachers' Association
Nurses
2018-19 Salary Schedule**

Step	RN	BA	BA+15
1	\$47,067.00	\$47,265.00	\$47,466.00
2	\$47,466.00	\$47,665.00	\$47,867.00
3	\$47,867.00	\$48,067.00	\$48,265.00
4	\$48,265.00	\$48,466.00	\$48,666.00
5	\$48,666.00	\$48,866.00	\$49,064.00
6	\$49,665.00	\$49,863.00	\$50,064.00
7	\$50,665.00	\$50,863.00	\$51,063.00
8	\$51,655.00	\$51,858.00	\$52,057.00
9	\$52,654.00	\$52,856.00	\$53,055.00
10	\$53,655.00	\$53,851.00	\$54,054.00
11	\$54,653.00	\$54,853.00	\$55,054.00
12	\$57,031.00	\$57,229.00	\$57,429.00
13	\$59,404.00	\$59,605.00	\$59,804.00
14	\$61,782.00	\$61,981.00	\$62,179.00
15	\$64,158.00	\$64,356.00	\$64,556.00
16	\$65,420.00	\$65,623.00	\$65,826.00
17	\$66,709.00	\$66,916.00	\$67,123.00
18	\$66,709.00	\$66,916.00	\$67,123.00
19	\$66,709.00	\$66,916.00	\$67,123.00
20	\$66,709.00	\$66,916.00	\$67,123.00
21	\$68,022.00	\$68,234.00	\$68,446.00
22	\$68,022.00	\$68,234.00	\$68,446.00
23	\$68,022.00	\$68,234.00	\$68,446.00
24	\$68,022.00	\$68,234.00	\$68,446.00
25	\$68,022.00	\$68,234.00	\$68,446.00
26	\$69,364.00	\$69,576.00	\$69,795.00

**Syosset CSD
Syosset, New York
Syosset Teachers' Association
Nurses
2019-20 Salary Schedule**

Step	RN	BA	BA+15
1	\$47,302.00	\$47,501.00	\$47,703.00
2	\$47,703.00	\$47,903.00	\$48,106.00
3	\$48,106.00	\$48,307.00	\$48,506.00
4	\$48,506.00	\$48,708.00	\$48,909.00
5	\$48,909.00	\$49,110.00	\$49,309.00
6	\$49,913.00	\$50,112.00	\$50,314.00
7	\$50,918.00	\$51,117.00	\$51,318.00
8	\$51,913.00	\$52,117.00	\$52,317.00
9	\$52,917.00	\$53,120.00	\$53,320.00
10	\$53,923.00	\$54,120.00	\$54,324.00
11	\$54,926.00	\$55,127.00	\$55,329.00
12	\$57,316.00	\$57,515.00	\$57,716.00
13	\$59,701.00	\$59,903.00	\$60,103.00
14	\$62,091.00	\$62,291.00	\$62,490.00
15	\$64,479.00	\$64,678.00	\$64,879.00
16	\$65,747.00	\$65,951.00	\$66,155.00
17	\$67,043.00	\$67,251.00	\$67,459.00
18	\$67,043.00	\$67,251.00	\$67,459.00
19	\$67,043.00	\$67,251.00	\$67,459.00
20	\$67,043.00	\$67,251.00	\$67,459.00
21	\$68,362.00	\$68,575.00	\$68,788.00
22	\$68,362.00	\$68,575.00	\$68,788.00
23	\$68,362.00	\$68,575.00	\$68,788.00
24	\$68,362.00	\$68,575.00	\$68,788.00
25	\$68,362.00	\$68,575.00	\$68,788.00
26	\$69,711.00	\$69,924.00	\$70,144.00

APPENDIX 2

AFFIRMATION

I, _____ (employees' name) herewith affirm that I was ill and restricted to home on _____ (enter dates). I was unable to report to work on _____ (enter dates).

I was not seen nor treated by a medical practitioner on said day(s).

DATED:

(Employee)