AGREEMENT BETWEEN

MAMARONECK BOARD OF EDUCATION

and the

ASSOCIATION OF SCHOOL ADMINISTRATORS

July 1, 2023 through June 30, 2026

TABLE OF CONTENTS

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MAMARONECK BOARD OF EDUCATION

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ASSOCIATION OF SCHOOL ADMINISTRATORS

AGREEMENT between the Mamaroneck Board of Education ("Board") and the Association of School Administrators ("Association") for the period of July 1, 2020 through June 30, 2023 continuing thereafter until either side requests renegotiation.

The Board recognizes the important contributions of the administrative staff to the quality of Mamaroneck Public Schools. Therefore, the Board adopts the following terms and conditions of employment for administrative purposes.

ARTICLE I – RECOGNITION CLAUSE

The Board of Education of the Mamaroneck Union Free School District of the Town of Mamaroneck, New York recognizes the Association of School Administrators, the recognized union, as the employee organization representing personnel with the following specific titles: High School Principal, Middle School Principal, Elementary Principal, Director of Special Education, Director of Humanities 4-12, Director of Health, PE & Athletics, Assistant Athletic Director, Director of Technology, Director of STEM K-12, Director of Literacy K-3, Director of Performing Arts, Secondary Assistant Principal, Director of Multilingual Programs, Director of Research, Assessment and Accountability, Director of Diversity, Equity, Inclusion and Belonging, Assistant Director of Special Education, Supervisor of Instruction, and Elementary Assistant Principal employed by the School District pursuant to Chapter 392 of the Laws of 1967 of the State of New York conferring upon said Association the rights accompanying recognition set forth in Section 208 of said statute, providing that unchallenged representation status under the Act is hereby conferred subject to and in accordance with the Taylor Law. Interim administrators are excluded from the bargaining unit represented by the Association of School Administrators.

ARTICLE II – BENEFITS

1. Health Insurance Premium Contributions

The Board of Education offers individual or family coverage, whichever applies, to all qualified employees and their dependents.

The District reserves the right to change health insurance carriers and/or providers and/or plans provided the level of benefits is substantially the same as the existing plan. The District shall provide 90 days' written notice of the above-referenced change(s) to the Association and shall promptly meet with the Association to review said change(s) in detail. In the event the Association wishes to challenge whether the level of benefits for the new carrier/provider/plan is substantially similar to that of the existing carrier/provider/plan (and the parties herewith acknowledge that this shall serve as the sole basis for challenge) the Association may demand expedited arbitration to resolve the dispute within 60 days of said notice in accordance with the rules and regulations of the American Arbitration Association. The arbitrator shall render his/her determination prior to the effective date of the change in plans.

a. Active Employees

All unit members hired prior to February 1, 2018, shall contribute towards the cost of health insurance coverage (Plan and Prescription coverage) at the following rates:

2023-2024	16.0%
2024-2025	17.0%
2025-2026	18.0%

All unit members hired on or after February 1, 2018 shall contribute 18% towards the cost of health insurance coverage (Plan and Prescription coverage) for each year of this Agreement.

Dual family plan coverage will not be extended in the case of more than one family member of the same family being in the employ of the District.

The schedule of plan changes set forth in Appendix C shall be implemented effective July 1, 2023.

b. Retired Employees Premium Contributions

Retirees shall continue to contribute to the health insurance plan at the percentage of the premium in place at the time of their retirement from the District. Said eligibility is contingent upon the retiree providing at least ten (10) years of service to the District and thereafter retiring from the District and into the New York State Teachers' Retirement System. Effective

February 2, 2022, for purposes of this provision all Association members shall be credited with any prior immediately preceding full-time teaching service in the District in order to meet the ten (10) year eligibility requirement for health insurance in retirement. Retirees shall continue to be eligible for basic Medicare reimbursement as per State and Federal regulations. Spouses of unit members hired on or after July 1, 2023, shall not be eligible for any Medicare reimbursement.

c. The parties agree to continue discussions in a committee to be chaired by the Assistant Superintendent for Business Operations and the Assistant Superintendent for Student Support Services, Personnel and Administration regarding changes to the health insurance plan.

d. All newly hired unit members (not those unit members with immediately preceding full-time District teaching service) employed on or after February 1, 2018, shall contribute 30% towards the cost of health insurance coverage in the event said unit member(s) has/have between ten to twelve (10-12) years of service in the District as an administrator at the time of retirement. Newly hired unit members (not those unit members with immediately preceding full-time District teaching service) employed on or after February 1, 2018, shall contribute 25% towards the cost of health insurance coverage in the event said unit member(s) has/have more than twelve (12) years of service in the District as an administrator at the time of retirement.

2. Health Insurance Buyout

All unit members who are covered under another health insurance plan, under either a spouse or a relative, may opt to waive coverage under this agreement for a full year by completing the appropriate form furnished by the District. In order to be eligible for this option a member of the bargaining unit must certify that he/she has health insurance through another source. An eligible unit member who is covered as a dependent or spouse on the District's health insurance plan shall not be eligible for the buyout.

Unit members electing to waiver their health insurance coverage must do so each year during the applicable open enrollment period with the provisions of this section taking effect on January 1st. Reinstatement to the District health insurance coverage will automatically occur each year the employee fails to file his/her request for the buyout. Reinstatement shall take place on January 1st and all benefits will be available on that date.

The District shall pay to unit members, as and for a health insurance buyout, the total sum of ten percent (10%) of the premium cost for individual coverage per year based upon the rate in effect on January 1st. the first half of the payment shall be made on the payroll nearest to June 15th and the second payment shall be made on the payroll nearest to December 15th. Such payment will be included in the employees' paycheck for said period.

Payments shall occur only in the event that the unit member remains on the buyout during the specified period. To the extent that the unit member has a qualifying circumstance which requires him/her to return to District health insurance during the year (as per the District health insurance plan) his/her buyout monies shall be prorated accordingly.

3. Dental/Welfare Fund

The District shall contribute to the MTA Dental/Welfare fund for each member of the unit annually at the same rate as members of the Mamaroneck Teachers' Association.

4. Annuity Plan

Administrators will be eligible to participate in a tax sheltered "Annuity Plan" established pursuant to the Internal Revenue Service Code.

5. Compensation for Injuries in Line of Duty

When a unit member is absent from her/his duties as a result of personal injury caused by an accident incurred in the course of her/his employment under the circumstances entitling her/him to benefits under the Workers' Compensation Law of New York, the employee shall receive full compensation from the School District, subject to the following restrictions. Unit members shall be required to use their own accumulative sick leave for each day of absence for up to a period of ninety (90) days. Any sick leave applied to said absence will be restored upon receipt of Workers' Compensation award on a pro rata basis. Self-renewing days shall not be used for Workers' Compensation absences.

Full pay coverage shall extend up to a maximum of ninety (90) days, as set forth in the preceding paragraph OR during that period for which it is held by the Workers' Compensation Board that the injury is compensable under Workers' Compensation laws, whichever is shorter. For purposes of this provision, the determination of the Workers' Compensation Board that the disability has terminated shall be final and binding upon the unit member.

6. Retirement Recognition Plan

a. Members of the unit shall be entitled to a retirement allowance of 25% of their last year's base salary, including longevities, provided they meet the following conditions:

   i. They have a minimum of fifteen (15) years of service in the

District; and
ii. They are 55 years or older at the time of their retirement; and
iii. They provide written notice of retirement no later than January 15th to be effective the first payroll period of the following July; and
iv. They retire as of the first payroll period of July.

b. Such payments shall be made in a lump sum in the first payroll period of July. Letters of resignation for the purposes of retirement shall be irrevocable.

c. Any unit member hired after November 5, 2013 shall not be entitled to the aforementioned Retirement Recognition Plan. An assistant principal hired before November 5, 2013, promoted to another unit position after November 5, 2013, would remain eligible for the Plan. Additionally, the above-referenced Retirement Recognition Plan shall continue to apply to members of the teacher bargaining unit who were hired on or before November 5, 2013 and how subsequently become administrators in accordance with the following. For purposes of this provision all Association members shall be credited with any prior immediately preceding full-time teaching service in the District in order to meet the fifteen (15) year eligibility requirement for the Retirement Recognition Plan.

d. Unit members hired after November 5, 2013, who are not eligible for the above-referenced Retirement Recognition Plan, shall be eligible to receive a payment of $2,500 provided the following eligibility requirements are met:

i. They have a minimum of fifteen (15) years of service with the District; and
ii. They are 55 years or older at the time of their retirement; and
iii. They provide written notice of retirement no later than January 15th to be effective the last payroll period of June; and
iv. They retire as of June 30th.

e. Such payments shall be made in a lump sum in the last payroll period of June. Letters of resignation for the purposes of retirement shall be irrevocable.

ARTICLE III – LEAVES

1. Child Care Leave

a. Notice of Leave Options and Application for Use of Accumulative Sick Leave/FMLA/Child Care Leave

i. All unit members will be required to file an application for leave under this Article at least ninety (90) days in advance of the requested date of the leave, unless medical circumstances require shorter notice, for all of the following:
   A. Use of up to eight (8) weeks or ten (10) weeks of their own accumulative sick leave days; and/or
   B. Use of up to twelve (12) weeks of FMLA; and/or
   C. The ability to take Child Care Leaves without pay and benefits, upon written application for a period not exceeding eighteen (18) months, inclusive of time absent due to items A and B above, from the date of the commencement of the leave.

ii. Said written application shall include the commencement date of the leave and shall specify the entire length of the leave period.

   Upon the birth or adoption of the child, unit members will be notified of all possible leave options.

b. Use of Accumulated Sick Leave and Family Medical Leave Act (FMLA)

Effective July 1, 2023, unit members shall be permitted to utilize up to eight (8) weeks (natural birth) or ten (10) weeks (caesarean birth) of their own accumulative sick leave days due to the birth of a child. Use of paid leave days shall commence as of the date of the qualifying event (birth of the child). This provision shall be equally applied to all paternity leaves.

A female unit member who takes a pregnancy related leave, as set forth above, shall be permitted to take advantage of sick leave entitlement to the same extent that would be the case were she suffering from some other disability, subject to the above limitations.

A medical certificate of the unit member's physical condition may be required, and the Board may require its own medical examination. Unit members taking Adoption Leave will be permitted to use up to ten (10) accumulative sick leave days for adoptions occurring within the United States. For adoptions occurring outside the United States, unit members taking Adoption Leave will be permitted to use of to fifteen (15) accumulative sick leave days.

Should a unit member wish to access the remainder of the twelve (12) weeks of FMLA, to the extent applicable, it shall be unpaid. Eligibility for FMLA shall be subject to the applicable FMLA requirements.

c. Child Care Leave

Male and female unit members will be granted Child Care Leaves without pay and benefits, upon written application, for a period not exceeding eighteen (18) months from the date of commencement of the leave. The eight (8) or ten (10) weeks of paid leave time as well as the FMLA Leave time set forth above shall be subsumed within this eighteen (18) month period. Couples will only be eligible for eighteen (18) months total between them per event.

Unit members who take an unpaid Child Care Leave will not be eligible for a second unpaid Child Care Leave unless and until they have returned to work for two (2) full semesters prior to the commencement of the second Child Care Leave.

Unit members shall not accumulate benefits during such unpaid Child Care Leave.

2. Personal Leave

a. Authorized absences for other than personal illness or illness in the immediate family shall be, in general, limited to five (5) days in any school year. Administrators shall generally specify the reasons for the request to the extent that the reasons will not divulge confidential information. Administrators may apply for additional time to the Superintendent.

Effective November 5, 2013, personal leave may only be used for personal business that cannot be accomplished at any time other than during work hours.

Examples include:

1. Closing title in the context of the sale or purchase of a home;
2. Moving from one residence to another;
3. Required appearance at any legal proceeding;
4. Required appearance at any state, county or federal office;
5. Visiting a college when first matriculating a son or daughter;
6. Attending the college graduation of a son or daughter;
7. Attending the wedding of a member of the immediate family– “immediate family” shall be defined as mother, father, sister, brother, son, daughter;
8. Marriage of the employee;
9. Birth of a child;
10. Observance of established religious holidays as required by the obligations of one’s faith;
11. Attendance at a professional meeting;

12. If emergency circumstances beyond an employee's control, such as impassable roads and unavailable transportation, deprive an employee of any means of reaching school, his absence may be excused, and he is asked to notify the Office of the Superintendent of Schools between 8:00 a.m. and 8:30 a.m.;
13. Illness in the immediate family – "immediate family" shall be defined as mother, father, sister, brother, son, daughter, spouse (of employee or spouse);
14. Doctor's appointment.

3. Bereavement Leave

Administrators shall be eligible for five (5) days for each death in the unit member's immediate family, which consists of husband, wife, son, daughter, brother, sister, mother, father, or person in loco parentis of the Administrator or his/her spouse. Administrators may apply for additional time to the Superintendent.

4. Sick Leave

a. Members of the Association hired prior to September 1, 2004 shall be credited with a total accumulation of three hundred (300) days of sick leave, to be used by said unit member for personal illness during his/her employment with the District, effective January 15, 2008. Said unit members shall not be eligible to receive any other sick days for use during their employment with the District, other than the award of sick bank days to a unit member, pursuant to this Agreement, in the event of a long-term, catastrophic illness and/or injury.

b. Members of the Association hired after September 1, 2004 shall be credited with sick leave accumulation in accordance with the following subparagraphs. The Association and its members herewith agree to cooperate with the District with respect to determining the number of sick leave days utilized by unit members who were hired on or after September 1, 2004.

i. For those administrators who have prior service as teachers in the district, they shall be credited with their sick leave accumulation earned as teachers and, thereafter, shall earn 19 days per year as an administrator. The maximum accumulation shall be 205 days.

ii. For those administrators who do not have prior service as teachers in the district, they shall be credited with 30 sick days in each of their first two years and, thereafter, shall earn 19 days per year as an administrator. The maximum accumulation shall be 205 days.

c. Members of the Association hired on or after July 1, 2013 shall be credited with twelve (12) sick days at the commencement of their employment. Thereafter, said Association members shall accrue one (1) sick leave day per month for a total of twelve (12) sick leave days per year. Association members shall be permitted to accumulate unused sick leave up to a maximum of 205 days.

5. Sick Leave Bank

a. A sick leave bank shall be established to provide for income protection for members of the Association in the event of a long-term catastrophic illness and/or injury. Unit members shall be required to exhaust their accumulated sick leave prior to making application to the sick leave bank for sick bank days.

b. Participation in the sick bank shall be mandatory for all unit members.

c. Initially, the sick bank will consist of a total of one hundred (100) days. The initial funding of said sick bank shall be as follows:

i. Fifty (50) days contributed by the Association. All unit members shall be required to contribute sick leave days to the sick bank on a pro-rata basis to reach the fifty (50) day contribution requirement set forth in this agreement; and

ii. Fifty (50) days contributed by the District. Thereafter, the sick bank shall be funded solely through contributions from members of the Association.

d. The sick bank will be administered by a committee consisting of two members from the District and two members from the Association.

e. All applicants must submit a medical certificate substantiating the applicant's illness and certifying that the illness and/or injury is long term or catastrophic in nature. The committee shall subsequently determine the sufficiency of proof regarding whether the employee is suffering from a long term, catastrophic illness and/or injury by a majority vote of the committee. The committee shall also be authorized to require the applicant to undergo an evaluation to determine the applicant's eligibility for sick bank days. Any and all decisions of the committee shall be final and binding and shall not be subject to the parties' grievance procedure. In the event the committee is unable to reach a majority determination, the sufficiency of proof regarding whether the employee is suffering from a long-term, catastrophic illness and/or injury shall be determined by a licensed physician mutually agreed upon by the District and the Association. The physician's determination shall be final and binding and shall not be subject to the parties' grievance procedure.

f. Unused days may be left in the sick bank each year to accumulate to a maximum of two hundred (200) days.

g. Should the total days in the sick bank fall below one hundred days (100) during the course of the school year, the sick bank will be replenished solely through the contributions of members of the Association on a pro-rata basis, to ensure that at least 100 days are available for use during the course of any given school year.

h. The Committee is authorized to grant no more than thirty (30) sick bank days for any one (1) unit member. Should a unit member require more than thirty (30) sick bank days, he/she must reapply to the committee.

i. Applications for use of sick bank days beyond the school year in which the application is made shall not be approved. A unit member whose illness extends to the following school year must reapply to the sick bank the following school year in order to be eligible for consideration of sick bank days for said school year.

j. The District shall account for attendance and sick leave accumulation of Association members in accordance with procedures to be established by the Assistant Superintendent for Student Support Services, Personnel and Administration.

ARTICLE IV – DISABILITY and LIFE INSURANCE

1. Long Term Disability Coverage equivalent to the present coverage provided in the First Unum Life insurance Co. Policy, including the heretofore negotiated insurance transfer package. To the extent that the Administrators are out of work for personal illness and are eligible for the District's long term disability coverage, Administrators are required to access that coverage. The District shall pay the difference between the insurance coverage and the regular salary for the balance of the available sick leave.

2. A term Life Insurance Plan for one and one-half (1½ x) times the administrators' annual salary to the nearest $1,000. Administrators have the option to purchase additional insurance with the cost to be borne by Administrator. (Restricted to limits of insurance provider.)

ARTICLE V – TUITION REIMBURSEMENT

Effective July 1, 2023, the District shall allocate $6,000 for an annual tuition reimbursement plan for members of the Unit. Effective July 1, 2024, said allocation shall be increased to $10,000. One third of said allocation(s) shall be available each semester (Fall/Spring/Summer) for use by unit members submitting the required documentation by the following designated dates.

Members of the unit shall submit their requests for such funds to the Superintendent or his/her designee by September 15th for the Fall semester (with the exception of the 2023/24 school year when said submission may be made by October 15, 2023), by February 1st for the Spring semester and by June 15th for the Summer semester. Such requests shall include a complete description of the coursework and how it will benefit the administrator in the performance of his/her duties in the District. Approval of such coursework shall be at the sole discretion of the Superintendent,

In the event that multiple unit members are eligible for tuition reimbursement in any one semester, the applicable amount shall be divided evenly among all such unit members. In the even that any amount of the unused allocation remains for any semester, said amount shall not be rolled over into the next semester.

ARTICLE VI – 403-b CONTRIBUTIONS

1. The Board of Education will make a one-time transfer of monies presently existing in each unit member's individual "Benefit Fund" account, as set forth in the attached Exhibit "B", into an Internal Revenue Code Section 403(b) account as may be selected by the unit member pursuant to the provisions of paragraph 3 and 4 of this Article V.

2. The Board of Education will make an employer non-elective contribution in a sum equal to 1.50% of the total cost for administrative salaries for the contract year, subject to the limitations of Internal Revenue Service Code section 415, and as applicable to Internal Revenue Service Code Section 403(b) plans under Code Section 403(b)(1) and 403(b)(2). The parties herewith acknowledge that said sum shall be based upon the number of unit members employed by the District as of January 1st of each school fiscal year. For each year in which such contribution is made, said monies shall be distributed among unit members participating during the year of contribution. Specifically, each unit member shall receive a sum equal to 1.50% (based upon the above). of his/her base salary for the contract year. In the event a contribution to a unit member's plan would cause the unit member to exceed the contribution limitations applicable to his/her plan account said excess monies shall be paid directly to the unit member as salary, subject to any and all applicable taxes. Unit members must have received compensation during the year of contribution in order to be eligible

for this provision. The employer non-elective, non-discretionary contribution will be made in accordance with the school fiscal year.

3. The non-elective employer contributions, as specified above, shall be contributed to such Code Section 403(b) account as may be selected by the unit member pursuant to all of the terms specified herein. If a unit member does not designate a Code Section 403(b) account, or if the account so designated will not accept an employer non-elective contribution for any reason, then the District shall deposit the contribution, in the name of the unit member, into an account established with a Code Section 403(b) provider that will accept such contribution. Each unit member shall notify the District in writing of the total elective contributions, if any, made by such individual to any Code Section 403(b) account, other than with respect to contributions made as an employee or former employee of the District, for any plan year in which a District contribution is to be made. Such notification shall be provided no later than thirty (30) days prior to the required date of the contribution.

4. The Association acknowledges that the District has made no representation to the Association or its members as to the position of the Internal Revenue Service (IRS) or the Courts regarding the taxability or tax-deferred nature of the non-elective employer contribution provided hereunder or as to the position of the TRS regarding whether these contributions will be included in the member's final average salary. The District shall fulfill any applicable legal obligations in processing and reporting these contributions to the TRS. In this regard, the Association and its members shall be responsible for their own liabilities to the extent that the Internal Revenue Service, the Courts or the TRS either re-characterizes or denies the intended treatment or characterization of the contribution and further shall hold the District harmless if either of such events shall occur. The terms of the within provision shall be deemed incorporated into the existing 403(b) plan without further amendment of the plan itself.

ARTICLE VII – STAFF DEVELOPMENT

A staff development fund of $10,000 per year will be provided for the life of this Agreement. Effective July 1, 2024, the fund amount will increase to $15,000. This fund will allow Unit members to attend professional conferences or staff development activities approved by the Superintendent of Schools. Such approval should not be withheld unreasonably.

1. Each unit member may apply for an amount of up to $2,000 per year to attend a professional conference of staff development activity of up to five (5) school days in length.

2. In the event of a conflict, preference will be determined by length of service in the District.

3. Beyond the first year of the Agreement, requests for participation must be made to the Superintendent of Schools on the appropriate form by no later than September 1 for attendance during the first semester and by no later than February 1 for attendance during the second semester or summer. During the first year of the Agreement, requests should be made no later than April 15. The dates may be waived by mutual written agreement of the parties.

4. Once a unit member has participated in the staff development program, he/she will not be eligible for further participation until all unit members have had the opportunity to participate. The intention is for every member of the Unit to participate in this staff development program at least once during the life of the Contract.

If, in any year, the full $10,000 (or $15,000) is not expended, the monies not expended will be carried over to the next school year. A committee of Unit members will meet and recommend to the Superintendent of Schools how the carryover funds should be used. Such uses are to be directly related to supporting the professional development of the unit members. A recommendation should be made to the Superintendent by no later than July 15 regarding carryover funds from the previous school year.

ARTICLE VIII – SALARY

1. Members of the Unit shall be paid according to the attached salary schedules and corresponding title. (Appendix "A").

   The annexed schedules reflect an increase as follows:

2023-2024	-	2.00%
2024-2025	-	1.75%
2025-2026	-	1.75%

   All unit members actively employed as of June 30, 2023, and still employed as of November 1, 2023, shall receive a one-time payment not added to base salary in the amount of $1,000. Said payment shall be made to interim administrators who served in a title covered under Article 1 (Recognition Clause) during the 2022-2023 school year (July 1, 2022 – June 30, 2023). Said payment shall be prorated for part-time employees and for those serving less than a full year. Said payments shall be made to all eligible unit members on or before December 31, 2023.

2. Any new administrator shall be placed on the appropriate schedule as agreed to between the new administrator and the Board and after discussion with the Association.

3. Those administrators appointed during the school year shall have his/her salary prorated accordingly.

4. A committee shall be convened consisting of Association and District representatives to discuss the provision of appropriate compensation or support in the event of an administrator's extended absence. Such discussions shall take place in a timely manner upon the request of either party on a case by case basis.

5. In the event the District seeks to:

   a. change any of the titles covered under the Recognition Clause; or

   b. change the job description for a particular title covered under the Recognition Clause; or

   c. abolish or create a position covered under the Recognition Clause.

   Said actions will be discussed with the Association prior to implementation.

6. Directors hired prior to November 5, 2013, will continue to be paid upon their current schedules. Directors hired after November 5, 2013, shall be paid on the Director of Special Education schedule, which will be re-labeled the Director Schedule.

7. Assistant Athletic Director

   Effective July 1, 2023, the newly created title of Assistant Athletic Director shall be placed on the Secondary Assistant Principal Salary Schedule for employees hired on or after July 1, 2018.

8. Effective February 1, 2018, all payroll shall be facilitated by way of "Direct Deposit."

9. <u>11 Month Pay Periods</u>:

   Effective July 1, 2024, the following shall be applicable for all unit members:

   a. July and August: semi-monthly pay at 1/44th of salary each pay period.

   b. September through June: semi-monthly pay at 1/22nd of salary each pay period.

10. Step Movement:

Unit members who are on unpaid leave of absence from employment for more than six (6) full months during the course of a school year, will not be entitled to step movement for the following school year. The foregoing shall not be applicable to paid leaves of absence, however, in the event a unit member is authorized to take a combined paid and unpaid leave of absence and the unpaid portion exceeds six (6) full months during the course of a school year, said unit member will not be entitled to step movement for the following school year.

ARTICLE IX – LONGEVITY

For administrators appointed effective July 1, 1998 and, thereafter, there will be three longevity steps. Administrators will be granted these longevity increases at the beginning of their 10th, 15th and 20th years. Administrators who have served at least five (5) years as an administrator in the District shall receive up to three (3) years of service credit towards longevity based upon years of service as an administrator in another public school district.

For administrators employed in the District prior to July 1, 1998, longevity shall be provided at the 10th, 15th, 20th and 25th years of service. The longevity amounts are reflected in the attached schedules.

Eligibility criteria for District teachers who thereafter are employed as administrators:

District teachers who thereafter become administrators shall have his/her total years of service in the District credited for purposes of longevity. For example, if an employee was working at the District as a teacher prior to his/her appointment to the new administrative position, then the total years of teaching service with the District will be credited towards longevity. Effective July 1, 2023, this paragraph shall be applicable to unit members who previously served as teachers and were hired as administrators on or after November 5, 2013. Only longevity service credit shall be granted as a result of said change. No retroactive payments shall be made to affected unit members.

ARTICLE X – MISCELLANEOUS

1. No additional stipends or salary adjustments may be given to any administrator represented by the Association without prior approval from the negotiating Committee of the Association and the Superintendent of Schools.

2. The guidelines below shall be followed when members of the Administrators' Unit will not be in their building on a day when an administrator is scheduled to work.

a. If an administrator utilizes sick leave, this shall be reported to the Superintendent's office.

b. If an administrator will be out on a scheduled work day for a reason which cannot be charged to sick leave, he/she shall consult with the Superintendent with regard to such request at least two (2) weeks in advance, where possible.

c. If an administrator is scheduled to work, but is out of his/her building, the building secretary shall know where the administrator is, and how he/she may be reached in the event of any emergency.

d. The twenty-two (22) work days required in July and August shall include the last eight (8) working days in August. The Superintendent's office shall be notified no later than June 1st, on a form provided by the District, for the remaining days to be worked in July and August.

3. Work Year

a. The work year shall be defined as the period of September 1 through June 30, with teacher holidays and recesses plus twenty-two (22) workdays during July and August as defined below. Effective July 1, 2023, said workdays shall be reduced from twenty-two (22) to twenty-one (21). Effective July 1, 2024, said workdays shall be reduced from twenty-one (21) to twenty (20).

b. The Superintendent shall have the right to schedule up to five (5) of the applicable summer workdays during the first six (6) working days in July, provided the Superintendent gives notice no later than April 15th. Additionally, the last five (5) workdays in August shall be required workdays.

c. The Superintendent's office shall be notified no later than June 1st, on a form provided by the District, of the remaining days to be worked in July and August. Notwithstanding the foregoing, the following shall be applicable for all unit members for the remaining ten (10) workdays. At least one administrator must either be physically working or designated as "on call" in each building (elementary and secondary) for each workday over the summer to ensure building coverage. Said designation shall be communicated to the Superintendent no later than June 1st. Administrators designated to be "on call" for a particular workday shall be required to work remotely or in person to address urgent matters on an as-needed basis as determined by the Superintendent. Administrators who work remotely or in person on an "on call" day shall receive compensatory time for all hours worked.

d. Notwithstanding the foregoing, those administrators who work summer days beyond those required by the contract shall be granted compensatory days off. A maximum of two (2) compensatory days off may be used by unit members during the academic school year. For Directors only, said maximum shall be increased to five (5) compensatory days. Both the request to work the extra days and the request to utilize the days during the school year shall be subject to the advance approval of the Superintendent of School. Said approval shall not be unreasonably withheld. There shall be no accumulation, nor payment for said days. In the event said days are not used during the following academic school year (September 1st-June 30th), said days shall be lost.

4. Labor/Management Committee

A meeting will be conducted in January of each year with the Superintendent, a liaison committee of three Board of Education members and three members of the Association for purposes of improving communication.

5. Claims for Payment

In order to be eligible for payment, unit members must submit all claims for payment (payroll and expense reimbursements) to the Business Office within thirty (30) days of completing the work for the associated activity/event/program/assignment.

ARTICLE XI– GRIEVANCE PROCEDURE

1. DEFINITIONS

a. A "Grievance" shall mean a claim by a unit member or members that, as to her/him or them, there has been a violation or discriminatory application of the provisions of this Agreement or those existing Board policies related to salaries, hours, and working conditions of the unit members except that the term "grievance" shall not apply to any matter as to which (1) the method of review is prescribed by law, or rule or regulation having the force or effect of law, or (2) the Board is without authority to act.

All grievances shall be submitted within sixty (60) days of the date of the alleged violation or the date the grievant should have reasonably known of the alleged violation, or the grievance shall be deemed waived and barred and outside the scope of this procedure. The fact that an administrator's grievance is ruled untimely shall not be deemed a precedent or waiver with regard to another administrator's grievance which is timely, even if such grievance is on the same topic.

b. "Party in interest" shall include the aggrieved person and any person who might be required to take action or against whom it is required to take action in order to resolve a grievance.

2. PURPOSE

a. The purpose of this procedure is to secure equitable solutions at the lowest possible administrative level to the disputes which may arise as to matters set forth in paragraph 1(a).

b. Nothing herein contained shall be construed as limiting the right of any administrator having a grievance to discuss the matter informally with any appropriate member of the administration, and having her/his grievance adjusted without the intervention of the Association provided the adjustment is not inconsistent with the terms of this Agreement. The Association shall have the opportunity to be present and to state its views at any level in the Grievance Procedure beyond Level One.

3. FORMAL PROCEDURE

Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered as a maximum, and every effort should be made to expedite the process. The limits specified may, however, be extended by mutual written agreement.

a. Level One

An aggrieved person shall first present her/his grievance, in writing or orally as she/he may choose, to the Superintendent and/or his/her designee with the objective of resolving the matter informally at which time the aggrieved person:

i. May discuss the grievance personally and alone, or

ii. May be accompanied, at her/his request, by the Association's representative, or

iii. May request that the Association's representative act on her/his behalf.

Such meeting will take place within twenty (20) school days after receipt of the written grievance by the Superintendent.

b. **Level Two**

If the Association is not satisfied with the disposition of the grievance at level One, or if no decision has been rendered, the Association may request, within ten (10) days, a review of the matter by the Board of Education. Any determination made by the Board shall have no bearing upon the Board's right to accept, reject or modify an advisory arbitration award made by an arbitrator at Level Three.

c. **Level Three**

If the Association is not satisfied with the disposition of the grievance at Level Two, or if no decision has been rendered within thirty (30) school days after the grievance has been heard by the Board, the aggrieved party may, within (10) school days after the date of the Board's decision or thirty (30) school days after the grievance was heard by the Board, whichever is later, request to submit the grievance to advisory arbitration. The parties shall mutually select the Arbitrator. If the parties cannot agree upon an Arbitrator, the Arbitrator shall be selected pursuant to the rules of the American Arbitration Association. The Arbitrator shall have authority to hold hearings and make procedural rules not inconsistent with this Agreement.

Such hearings shall be held as promptly as practicable after the aggrieved person's request for arbitration, and she/he shall issue her/his decision within a reasonable time after the date of the close of the hearings, or if oral hearings have been waived, then from the date the final statements and evidence are submitted to her/him. Her/his decision shall be in writing and shall set forth her/his findings of fact and her/his award. The arbitrator shall be without power or authority to alter, amend or modify any of the terms of this Agreement, or to make any decision which requires the commission of an act prohibited by law or which violates the terms of this Agreement or the rules or regulations of the Board which were in existence upon the effective date of this Agreement or which were promulgated thereafter but are not inconsistent with the terms of this Agreement. The decision of the Arbitrator shall be advisory to the

Board, the Association and the aggrieved person and to the parties in interest, if any. The Board and the Association shall notify one another in writing within thirty (30) calendar days of the award whether the party accepts the advisory award.

The cost of the service of the Arbitrator, including per diem expenses, if any, and the actual and necessary travel and subsistence expenses, shall be borne equally by the Board and the Association.

ARTICLE XII– MENTORING PROGRAM

A mentoring program for Administrators shall be established, which program shall be modeled after the Teachers' mentor program. In order to effectuate said program, a committee shall be established of equal representation to determine criteria and job responsibilities for the mentor, including training requirements. It shall be within the Superintendent's sole discretion to determine whether a mentor is necessary for a particular Administrator. It shall also be within the Superintendent's sole discretion to select the mentor for a particular mentee. Such mentor(s) selected by the Superintendent shall receive an annual stipend in the amount of $1,200.

ARTICLE XIII – TUITION FREE ENROLLMENT OF CHILDREN OF PROFESSIONAL STAFF

Non-resident administrators appointed July 1, 1998, and thereafter, will pay tuition of $500 per child, per year, for each child attending school in the district.

Beginning July 1, 2008, Administrators residing outside the School District who are hired effective July 1, 2008, or thereafter, will have the opportunity to enroll their children in the Mamaroneck Union Free School District at a rate of $5000 per child per year, provided that there is space available, provided that the Administrator will be responsible for transportation arrangements, and provided that the student(s) can be accommodated.

For new unit members hired on or after July 1, 2018, the tuition rate shall be 50% of the NYSED Estimated Non-Resident Tuition Report rates for the year.

ARTICLE XIV – 457 PLAN

The District shall establish an IRC § 457 Plan for Unit members, provided such Plan is at no additional cost to the District.

ARTICLE XV

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

ARTICLE XVI

The Board and the Association agree that complaints regarding pedagogy and/or administrative/supervisory practices that do not constitute misconduct pursuant to Education Law §3020-a are best handled and resolved as close to their origin as possible. The proper channeling of complaints will be as follows:

1. Administrator
2. Appropriate Central Office Administrator
3. Board of Education

If a parent, student, staff or other fails to follow this procedure, and a complaint regarding pedagogy and/or administrative/supervisory practices that do not constitute misconduct pursuant to Education Law §3020-a is made to someone other than the administrator, said complaint will not be validated unless it is brought to the attention of the administrator.

Dated: 12/19/2024, 2024

For the Mamaroneck U.F.S.D.

Dr. Charles Sampson
Superintendent of Schools

Mario Washington
Co-President
Association of School Administrators

Jenny Rodriguez
Co-President
Association of School Administrator

Mamaroneck UFSD
Administrators Salary Schedule 2023-2024

1.02

2023-2024 EMPLOYEES HIRED BEFORE JULY 1, 2018

	HS Principal	Middle School Principal / Director of Admin. Tech	Elementary Principal	Sec Asst Principal	Elem Asst Principal	Directors	
STEP	**A**	**B**	**C**	**E**	**F**	**G**	
1	144,349	137,862	131,379	116,965	105,545	126,927	inactive
2	152,277	145,429	138,584	123,370	111,318	133,886	inactive
3	160,204	152,998	145,793	129,776	117,089	140,846	
4	164,242	156,477	149,833	134,654	120,814	145,304	
5	168,281	160,511	153,867	137,233	124,544	148,610	
6	172,320	165,109	157,907	140,959	128,270	152,491	
7	176,356	169,147	161,941	144,685	131,997	156,314	
8	180,390	173,188	165,986	148,416	135,721	160,259	
9	184,432	177,228	170,021	150,915	138,229	164,138	
10	188,472	181,263	174,055	154,645	141,956	168,023	
11	192,954	185,571	178,191	158,313	145,316	171,924	
12	197,545	189,982	182,427	162,073	148,767	175,922	
13	201,854	194,125	186,404	165,601	152,003	179,755	
14	204,856	197,012	189,175	168,060	154,258	182,426	
15	207,905	199,942	191,988	170,556	156,549	185,137	
16	210,997	202,918	194,843	173,089	158,870	187,890	
17	214,139	205,936	197,741	175,660	161,228	190,683	
18	217,350	209,025	200,707	178,296	163,647	193,543	
19	220,611	212,160	203,717	180,970	166,102	196,446	
20	223,921	215,342	206,773	183,685	168,594	199,394	
21	227,279	218,573	209,875	186,440	171,123	202,385	
22	230,689	221,851	213,023	189,237	173,690	205,420	

2023-2024 EMPLOYEES HIRED ON OR AFTER JULY 1, 2018

STEP	HS Principal A	Middle School Principal / Director of Admin. Tech B	Elementary Principal C	Sec Asst Principal E	Elem Asst Principal F	Directors G
1	164,242	156,477	149,833	134,654	120,814	145,304
2	166,706	158,824	152,081	136,672	122,625	147,484
3	169,207	161,206	154,363	138,722	124,466	149,696
4	171,745	163,624	156,677	140,805	126,332	151,942
5	174,320	166,078	159,028	142,916	128,227	154,220
6	176,935	168,570	161,413	145,059	130,152	156,533
7	179,589	171,099	163,834	147,236	132,102	158,882
8	182,282	173,664	166,292	149,445	134,084	161,265
9	185,018	176,270	168,786	151,686	136,097	163,683
10	187,793	178,914	171,318	153,962	138,138	166,139
11	190,610	181,599	173,888	156,270	140,209	168,632
12	193,470	184,321	176,496	158,615	142,312	171,161
13	196,371	187,087	179,144	160,994	144,446	173,728
14	199,316	189,892	181,830	163,409	146,614	176,335
15	202,306	192,741	184,558	165,859	148,813	178,978
16	205,341	195,632	187,327	168,348	151,046	181,664
17	208,421	198,567	190,137	170,873	153,311	184,388
18	211,547	201,545	192,987	173,437	155,611	187,155
19	214,139	205,936	195,884	175,660	157,944	190,683
20	215,744	207,480	198,296	176,978	160,795	192,113
21	217,350	209,025	200,707	178,296	163,647	193,543
22	220,611	212,160	203,717	180,970	166,102	196,446
23	223,921	215,342	206,773	183,685	168,594	199,394

2023-2024

Hired **before** 7/1/1998		Hired **after** 7/1/1998	
Longevity		Longevity	
1		1	
2		2	
3		3	
4		4	
5		5	
6		6	
7		7	
8		8	
9		9	
10	5,007	10	2,985
11	5,007	11	2,985
12	5,007	12	2,985
13	5,007	13	2,985
14	5,007	14	2,985
15	10,550	15	5,969
16	10,550	16	5,969
17	10,550	17	5,969
18	10,550	18	5,969
19	10,550	19	5,969
20	16,762	20	8,954
21	16,762	21	8,954
22	16,762	22	8,954
23	16,762	23	8,954
24	16,762	24	8,954
25	21,349	25	8,954
26	21,349	26	8,954

Mamaroneck UFSD
Administrators Salary Schedule 2024-2025

1.0175

2024-2025 EMPLOYEES HIRED BEFORE JULY 1, 2018

	HS Principal	Middle School Principal / Director of Admin. Tech	Elementary Principal	Sec Asst Principal	Elem Asst Principal	Directors	
STEP	**A**	**B**	**C**	**E**	**F**	**G**	
1	146,875	140,275	133,678	119,012	107,392	129,148	inactive
2	154,942	147,974	141,010	125,529	113,266	136,229	inactive
3	163,008	155,675	148,344	132,047	119,138	143,310	
4	167,117	159,216	152,455	137,011	122,928	147,847	
5	171,226	163,320	156,560	139,634	126,724	151,211	
6	175,335	167,999	160,671	143,426	130,515	155,160	
7	179,442	172,107	164,775	147,217	134,307	159,049	
8	183,547	176,219	168,890	151,013	138,096	163,064	
9	187,660	180,330	172,996	153,556	140,648	167,011	
10	191,770	184,435	177,101	157,352	144,441	170,963	
11	196,331	188,818	181,309	161,084	147,859	174,933	
12	201,002	193,307	185,619	164,909	151,370	179,001	
13	205,386	197,523	189,666	168,499	154,664	182,900	
14	208,441	200,460	192,486	171,001	156,957	185,618	
15	211,543	203,441	195,348	173,541	159,288	188,377	
16	214,690	206,469	198,253	176,118	161,650	191,178	
17	217,886	209,540	201,202	178,734	164,050	194,020	
18	221,153	212,682	204,220	181,416	166,511	196,930	
19	224,471	215,873	207,283	184,137	169,009	199,884	
20	227,839	219,111	210,392	186,899	171,544	202,883	
21	231,257	222,398	213,548	189,703	174,117	205,926	
22	234,726	225,734	216,751	192,548	176,729	209,015	

2024-2025 EMPLOYEES HIRED ON OR AFTER JULY 1, 2018

	HS Principal	Middle School Principal / Director of Admin. Tech	Elementary Principal	Sec Asst Principal	Elem Asst Principal	Directors
STEP	**A**	**B**	**C**	**E**	**F**	**G**
1	167,117	159,216	152,455	137,011	122,928	147,847
2	169,623	161,604	154,742	139,064	124,771	150,065
3	172,168	164,027	157,064	141,150	126,644	152,316
4	174,750	166,488	159,419	143,269	128,543	154,601
5	177,371	168,985	161,811	145,417	130,471	156,919
6	180,032	171,520	164,238	147,598	132,430	159,273
7	182,732	174,093	166,702	149,813	134,414	161,663
8	185,472	176,703	169,202	152,061	136,431	164,087
9	188,256	179,355	171,739	154,341	138,478	166,548
10	191,080	182,045	174,316	156,656	140,555	169,046
11	193,946	184,777	176,931	159,005	142,663	171,583
12	196,855	187,547	179,584	161,391	144,803	174,156
13	199,808	190,361	182,279	163,811	146,974	176,769
14	202,804	193,215	185,012	166,269	149,180	179,420
15	205,846	196,114	187,788	168,762	151,417	182,111
16	208,935	199,055	190,605	171,294	153,689	184,843
17	212,068	202,042	193,465	173,864	155,994	187,615
18	215,249	205,072	196,364	176,472	158,334	190,430
19	217,886	209,540	199,312	178,734	160,708	194,020
20	219,520	211,111	201,766	180,075	163,609	195,475
21	221,153	212,682	204,220	181,416	166,511	196,930
22	224,471	215,873	207,283	184,137	169,009	199,884
23	227,839	219,111	210,392	186,899	171,544	202,883

2024-2025

Hired **before** 7/1/1998		Hired **after** 7/1/1998	
Longevity		Longevity	
1		1	
2		2	
3		3	
4		4	
5		5	
6		6	
7		7	
8		8	
9		9	
10	5,095	10	3,037
11	5,095	11	3,037
12	5,095	12	3,037
13	5,095	13	3,037
14	5,095	14	3,037
15	10,734	15	6,073
16	10,734	16	6,073
17	10,734	17	6,073
18	10,734	18	6,073
19	10,734	19	6,073
20	17,055	20	9,110
21	17,055	21	9,110
22	17,055	22	9,110
23	17,055	23	9,110
24	17,055	24	9,110
25	21,722	25	9,110
26	21,722	26	9,110

Mamaroneck UFSD
Administrators Salary Schedule 2025-2026

1.0175

2025-2026 EMPLOYEES HIRED BEFORE JULY 1, 2018

	HS Principal	Middle School Principal / Director of Admin. Tech	Elementary Principal	Sec Asst Principal	Elem Asst Principal	Directors	
STEP	**A**	**B**	**C**	**E**	**F**	**G**	
1	149,446	142,730	136,018	121,095	109,271	131,408	inactive
2	157,653	150,563	143,477	127,726	115,248	138,613	inactive
3	165,860	158,400	150,940	134,358	121,223	145,818	
4	170,041	162,002	155,123	139,408	125,079	150,434	
5	174,222	166,178	159,299	142,078	128,941	153,857	
6	178,404	170,939	163,482	145,936	132,799	157,875	
7	182,582	175,119	167,659	149,793	136,658	161,833	
8	186,759	179,302	171,846	153,656	140,513	165,917	
9	190,944	183,485	176,024	156,243	143,110	169,934	
10	195,126	187,663	180,200	160,105	146,968	173,955	
11	199,767	192,122	184,482	163,903	150,447	177,994	
12	204,520	196,690	188,868	167,795	154,019	182,134	
13	208,981	200,979	192,985	171,448	157,370	186,101	
14	212,088	203,968	195,854	173,994	159,704	188,867	
15	215,245	207,002	198,767	176,578	162,076	191,674	
16	218,447	210,082	201,723	179,200	164,479	194,524	
17	221,699	213,207	204,723	181,862	166,921	197,415	
18	225,024	216,404	207,794	184,591	169,425	200,376	
19	228,400	219,651	210,910	187,360	171,966	203,382	
20	231,826	222,945	214,074	190,170	174,546	206,434	
21	235,304	226,290	217,285	193,022	177,164	209,530	
22	238,833	229,684	220,544	195,918	179,822	212,673	

2025-2026 EMPLOYEES HIRED ON OR AFTER JULY 1, 2018

	HS Principal	Middle School Principal / Director of Admin. Tech	Elementary Principal	Sec Asst Principal	Elem Asst Principal	Directors
STEP	**A**	**B**	**C**	**E**	**F**	**G**
1	170,041	162,002	155,123	139,408	125,079	150,434
2	172,591	164,432	157,450	141,497	126,955	152,691
3	175,181	166,897	159,813	143,620	128,860	154,981
4	177,808	169,401	162,209	145,776	130,792	157,307
5	180,475	171,942	164,643	147,962	132,754	159,665
6	183,182	174,522	167,112	150,181	134,747	162,060
7	185,930	177,140	169,619	152,434	136,766	164,492
8	188,718	179,796	172,163	154,722	138,818	166,959
9	191,550	182,494	174,745	157,042	140,902	169,463
10	194,423	185,231	177,367	159,398	143,015	172,004
11	197,340	188,010	180,027	161,787	145,159	174,585
12	200,300	190,829	182,727	164,215	147,337	177,204
13	203,305	193,693	185,469	166,678	149,546	179,862
14	206,353	196,597	188,250	169,178	151,790	182,560
15	209,448	199,546	191,074	171,715	154,067	185,297
16	212,591	202,539	193,941	174,292	156,379	188,078
17	215,779	205,578	196,850	176,906	158,724	190,899
18	219,016	208,661	199,801	179,560	161,105	193,762
19	221,699	213,207	202,800	181,862	163,520	197,415
20	223,361	214,806	205,297	183,227	166,472	198,896
21	225,024	216,404	207,794	184,591	169,425	200,376
22	228,400	219,651	210,910	187,360	171,966	203,382
23	231,826	222,945	214,074	190,170	174,546	206,434

2025-2026

Hired **before** 7/1/1998		Hired **after** 7/1/1998	
Longevity		Longevity	
1		1	
2		2	
3		3	
4		4	
5		5	
6		6	
7		7	
8		8	
9		9	
10	5,184	10	3,090
11	5,184	11	3,090
12	5,184	12	3,090
13	5,184	13	3,090
14	5,184	14	3,090
15	10,922	15	6,180
16	10,922	16	6,180
17	10,922	17	6,180
18	10,922	18	6,180
19	10,922	19	6,180
20	17,353	20	9,270
21	17,353	21	9,270
22	17,353	22	9,270
23	17,353	23	9,270
24	17,353	24	9,270
25	22,102	25	9,270
26	22,102	26	9,270