AGREEMENT

by and between the

BOARD OF EDUCATION

of the

MOUNT PLEASANT CENTRAL SCHOOL DISTRICT

and

CSEA, Local 1000 AFSCME, AFL-CIO

CSEA

Mount Pleasant CSD Clerical Unit #9228
Westchester County Local 860

July 1, 2024 - June 30, 2027

MT. PLEASANT CENTRAL SCHOOL DISTRICT (CLERICAL)

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UNDERSTANDING OF AGREEMENT

AGREEMENT DATED __________, 2024 between the Board of Education, Mount Pleasant Central School District, Thornwood, Westchester County, New York (hereinafter referred to as the "Employer"), and the Civil Service Employees Association, Inc., Local 1000, AFSCME, AFL-CIO, Westchester Local 860, Mount Pleasant Clerical Unit, (hereinafter referred to as "CSEA".)

TERM OF CONTRACT: July 1, 2024 through June 30, 2027.

NOW, THEREFORE, it is hereby mutually agreed between the parties hereto as follows:

ARTICLE I

RECOGNITION

The Mount Pleasant Board of Education recognizes the Civil Service Employees Association, Inc., Local 1000, AFSCME, AFL-CIO, Westchester Local 860, for the Mount Pleasant Clerical Unit, pursuant to its terms of certification as the exclusive representative for collective negotiations with respect to salaries, wages, hours and all other terms and conditions of employment for the employees in the bargaining unit as defined in Schedule "A". Additionally, it is acknowledged by the parties that the following titles formerly part of this agreement remain under the exclusive representation of CSEA: Audio Visual Assistant, Senior Stenographer, Junior Accountant, Accountant, and Administrative Assistant.

The job responsibilities of CSEA represented employees fall under the classification, guidelines, and regulations of the New York State Civil Service and the Westchester County division of Civil Service. As outlined in the job descriptions, the distinguishing features of each classification shall be performed by CSEA represented clerical employees only.

ARTICLE II

DEDUCTIONS

SECTION 1 – DUES

1. The District agrees to deduct dues for membership in the local Union which is recognized by the Board as the bargaining unit. Union members shall waive all right and claim for said monies so deducted and transmitted in accordance with the authorization and relieve the Board and all of its Officers for any liability therefore.

2. Dues shall be deducted in twenty-four (24) installments beginning with the first salary payment of October. The dues so deducted will be forwarded to the Treasurer of the Union no later than five school days following the date of deduction from the Union member's paychecks.

3. The Union hereby agrees to indemnify the District and hold it harmless from all claims, damages, costs, fees, or charges of any kind which may arise out of the honoring by the District of dues deduction authorization and the transmitting of such deducted dues to the Union.

SECTION 2 – INSURANCE

The Employer agrees to deduct C.S.E.A. Group Insurance Premiums from salaries of employees who file written authorization with the Employer and who join the C.S.E.A. Group Insurance Plan and remit same to C.S.E.A., Inc., 143 Washington Avenue, Albany, New York 12210.

ARTICLE III

EMPLOYER - C.S.E.A. RELATIONSHIP

SECTION 1 - NO STRIKE AFFIRMATION

The C.S.E.A. affirms that it does not assert the right to strike against the Employer and agrees that it will not cause, instigate, encourage, or condone any such strike or impose upon any of its members or others an obligation to cause, instigate, encourage or condone such a strike.

SECTION 2 - BOARD OF EDUCATION AFFAIRS

The provisions of this agreement shall not be construed to restrain or limit the Employer in the full and absolute management of its affairs, except as expressly modified by this agreement.

SECTION 3 - EMPLOYEE SEPARATION

At least ten (10) working days notice, or earlier when possible, will be required for all resignation announcements. Failure to follow this clause will result in the loss of separation benefits.

ARTICLE IV

SICK LEAVE - BEREAVEMENT LEAVE - SICK BANK

SECTION 1 - SICK LEAVE

1. Unit members shall not accrue sick days until sixty (60) days after his/her employment date. After sixty (60) days, he/she shall accumulate sick days at the rate of one (1) day per month until the June 30th following the completion of one (1) full school year.

   Effective July 1st of the 11 and 12 month employees 2nd full school year of employment, and thereafter, he/she shall be granted fourteen (14) sick days annually. 10 month employees will continue to be granted ten (10) sick days annually. An employee is eligible to carry-over any unused sick days up to a maximum of 225, for employee use only. Additionally, should an employee retire from the District he/she can, if desired, request that their unused sick days up to a maximum of 165 be credited to the New York State Employees Retirement System (ERS).

Upon retirement from the District, into ERS, unused accumulated sick days from 175-225 shall be paid out upon retirement at the rate of $50.00 per day (up to a maximum of $2,500.00).

2. By October 15th of each year, the Business Office will issue to each employee a statement of accumulated sick leave. Failure to notify the Business Office within thirty (30) days shall indicate the statement is accepted as correct.

3. Family Sick Leave-Unit members shall be permitted to use no more than twelve (12) days of accrued sick leave days each year for the purposes of caring for a family member suffering from an illness. Unit members shall not be eligible to access the sick bank for this purpose. For the purposes of this benefit "family" shall be defined as parents, spouse, domestic partner or dependent children.

4. Unit members shall be required to submit a doctor's note that includes information relating to a diagnosis of the unit members' or family member's medical condition including symptoms, regime of continuing treatment and prognosis for return to work or re-evaluation. Said doctor's note shall be submitted after three (3) consecutive workdays of absence in the case of family illness and after five (5) consecutive workdays of absence in the case of personal illness.

SECTION 2 - BEREAVEMENT LEAVE

1. Five (5) days' leave will be granted for each death in the immediate family: mother, father, spouse, child, brother, sister, mother-in-law, father-in-law, grandchildren. Additional time may be granted at the discretion of the Board of Education.

2. Two days' leave will be granted for death in the immediate family: aunt, uncle, grandparent, brother-in-law, sister-in-law, daughter-in-law, and son-in-law. Additional time may be granted at the discretion of the Board of Education.

3. Unit members, annually, may use one (1) day of existing bereavement leave for the death of a non-relative. All bereavement days' continue to be non-cumulative.

SECTION 3 - SICK BANK

A Sick Leave Bank (SLB) shall be established to provide income protection to participants in the event that a unit member suffers from a prolonged or disabling illness or accident and who has exhausted his/her leave time.

Enrollment

In order to be eligible to access the SLB, unit members must had been employed by the Mount Pleasant Central School District for a minimum of six (6) months in a title represented by the unit.

1. Unit members with six (6) months of service to the District may enroll on the first day after his/her six (6) months of service to the District; or

2. in subsequent years provided that he/she reimburse the SLB with the initial contribution of sick days as required.

Committee

A Board of Governors shall administer the SLB. The Board shall consist of four (4) total members. Two (2) members shall be appointed by the President of the unit and two (2) members shall be appointed by the Superintendent of Schools. Unless otherwise stated, decisions of the Board of Governors will be made by majority vote and shall be final and binding and not subject to grievance and arbitration procedures.

The Board of Governors shall prepare appropriate forms of contribution of Leave Days and Leave Day Withdrawal Request forms and shall assure their availability to all who are entitled to receive them. Additionally, the Board of Governors shall establish procedures for the maintenance of appropriate records with respect to the SLB in conjunction with the Business Office and/or the Office of Human Resources.

All forms approved by the Board of Governors shall be forwarded promptly to the Business Office and/or the Office of Human Resources. Any disapproval shall be returned promptly to the applicant, together with an explanation for such disapproval.

Contributions

1. The initial contribution required of each eligible unit member shall be two (2) sick leave days.
2. The Board of Governors shall call upon each SLB participant for contributions of one (1) additional day each whenever the total number of days in the SLB falls below twenty-five (25) days.

Withdrawals

A participant of the SLB must exhaust all accumulated sick leave days and wait twenty (20) working days from the date the prolonged or disabling illness or accident occurred prior to being eligible for SLB days. Said wait period can only be waived by unanimous agreement of the Board of Governors.

1. Withdrawals from the SLB may only be made when a unit member suffers from a prolonged or disabling illness or accident and who has exhausted his/her leave time.

2. Each SLB Withdrawal Request must be accompanied by a statement signed by a physician confirming the nature of the illness or injury and the anticipated duration of the resulting incapability to attend to the unit member's duties.

3. Should the Board of Governors so request, either before or after approval of a SLB Withdrawal Request, the unit member shall be required to undergo a medical review by a physician of the Board of Governors' choice based upon the available doctors in the employee's health insurance plan.

4. The Board of Governors shall not grant a withdrawal of more than thirty (30) days for any one (1) unit member at any one (1) time. Additional leave days may be granted to a unit member after any thirty (30) day grant only on request to, and after review by, the Board of Governors and compliance with any reasonable requirements by the Board of Governors. The maximum lifetime benefits available to any participant in the SLB shall be one hundred eighty (180) days.

Miscellaneous

1. SLB provision will not apply if an employee is adjudged by the Board of Governors to be permanently incapacitated and consequently not able to return to work.

2. Employees who are eligible for full benefits (this does not refer to disability retirement benefits) under New York State Retirement System will be limited to a maximum withdrawal of one hundred eighty (180) days.

3. In accordance with the side letter approved July 25, 2018, the sick leave bank shall be credited with 334 days and all then-current full-time members of the association employed as of July 25, 2018 shall be deemed a participant in the sick leave bank and eligible for sick leave bank benefits in accordance with its rules and procedures.

ARTICLE V

PERSONAL LEAVE AND RELIGIOUS HOLIDAYS

Personal leave days are to be used to conduct personal business of such a nature that it could not be conducted at a time when school is not in session. Personal leave days cannot be used for gainful employment elsewhere.

Up to three (3) days personal leave may be granted annually to 11 and 12 month employees. Up to two (2) days personal leave may be granted annually to 10 month employees. Requests for personal leave shall be submitted to the immediate supervisor al least three (3) school days prior to the date of requested leave (except in cases of emergency) stating the specific reason for the requested leave. Notwithstanding the foregoing, when practicable, unit members must give two (2) weeks notice, including but not limited to: weddings, graduations, family reunions, communions, and college drop off/pick up.

Effective April 3, 2013 (ratification date), unit members who have exhausted all of his/her personal leave days in a school year and have an extraordinary personal circumstance which causes them to need additional personal days, may make application to the Superintendent of Schools for a one time use of accumulated sick days for personal day usage. A unit member who wishes to utilize this provision will be required to provide details of his/her extraordinary personal circumstances to the Superintendent of Schools who thereafter shall have the sole discretion of whether to grant the one time usage of accumulated sick days for personal day usage.

The three (3) personal leave days, if not used, will be accumulated as sick leave.
One (1) day of the three (3) may be taken without reason.

ARTICLE VI

WORKERS' COMPENSATION SICK LEAVE

(a) Any employee who is absent because of injuries received in the course of his/her employment, who is not guilty of negligence and who receives payment under Workers' Compensation, shall have accumulated sick leave deducted as follows:

Days absent:	1 to 5	Days Deducted:	None
Days absent:	Over 5 days	Days Deducted:	Percentage of one day which is equal to the difference between his/her actual pay and daily amount which the school district receives from Workers' Compensation Ins.

ARTICLE VII

WORK SCHEDULE

The workweek shall be Monday through Friday. A full-time employee will be expected to work seven (7) hours per day/thirty-five (35) hours per week. All hours worked above thirty-five (35) must have pre-approval in writing of the immediate supervisor or Superintendent of Schools. Approved hours between 35 and 40 shall be paid at straight time at the employee's regular rate of pay. Hours beyond forty (40) shall be paid at time and one-half (1 ½) of the employee's rate of pay pursuant to the Fair Labor Standards Act (FLSA). Overtime hours, those paid at time and one half (1.5) shall only be available to employees who work more than forty (40) hours in any week. *In order to be eligible for overtime hours,* the employee must receive approval said hours prior to working the overtime hours. All overtime hours shall be based upon an employee's weekly work schedule, submitted to the Business Office on a bi-weekly basis.

An employee, only upon supervisor authorization, may combine the one (1) fifteen (15) minute daily break with the thirty (30) minute lunch break for a total of a forty-five (45) minute uninterrupted lunch period. No singular lunch period and/or the combination of a lunch and the daily fifteen (15) minute break shall commence later than 1:00 pm.

Effective April 3, 2013, all current employees working a twelve (12) month position, shall remain a twelve (12) month employee. Upon the separation of service of a twelve (12) month employee and/or the hiring of a new employee, the District shall have the option of converting these new and/or vacant (twelve (12) month) positions to eleven (11) month positions.

Notwithstanding the foregoing, nothing herein shall preclude the District from exercising its staffing authority under applicable law, including Civil Service Section 80 et. seq.

<u>Ten Month Positions</u>

The work schedule for ten (10) month employees (Attendance Clerk for example), shall coincide with the student year as set forth on the annual school calendar, including one Superintendent's Conference Day. Further, ten (10) month employees shall only be required to work during those times when student attendance is required (except for one (1) Superintendent's Conference Day) and shall receive no other vacation days.

<u>Eleven Month Positions</u>

For eleven (11) month employees the following work schedule shall be applicable:

1. Generally, the work year for eleven (11) month employees shall be from July 1st through June 30th with all school holiday and recess periods off (no docking from annual salary), along with four (4) consecutive weeks in July and August to be annually agreed upon by the President of the Union and the Superintendent or his/her designee. For the 2024-2025 school year, July 15, 2024 through August 9, 2024 shall be the designated four (4) consecutive weeks. There shall be no other vacation days allotted to eleven (11) month employees; and
2. Eleven (11) month employees shall be provided with the contractual benefits, as detailed in the collective bargaining agreement, other than salary and longevity which shall be prorated based upon eleven months of service; and
3. Eleven (11) month employees may opt to be paid over twelve (12) months in any given school year based upon eleven (11) month compensation.
4. Notwithstanding the work year as defined in "1" above, in the event that clerical work remains, the Principal of each building shall have the discretion to offer up to a total of ten (10) work days during the four (4) weeks in July and August to be paid at a unit members'

per diem rate. Said work shall be voluntary and the specific assignment shall be at the sole discretion of the Principal.

Summer hours

Summer hours are in effect the first Monday after the close of school and conclude the Friday before Labor Day.

During summer hours employees will work and be paid for a thirty-five (35) hour work week. Employees shall be scheduled in the following manner: Monday through Thursday, employees shall work from 8:00 a.m. through 3:00 p.m. On Fridays, employees shall work from 8:00 a.m. to 12:00 p.m. On a daily basis, all District buildings will be covered by at least one (1) employee from 8:00 a.m. through 3:00 p.m., excluding summer Fridays as described above.

During Christmas break, February recess and Spring recess, employees work six and one-half (6.5) hours per day, either from 8:00 a.m. through 2:30 p.m. or 8:30 a.m. through 3:00 p.m. (which includes a half hour for lunch) for all employees. On a daily basis, all District buildings will be covered by at least one (1) employee from 8:00 a.m. through 3:00 p.m.

It is understood that, if an emergency exists therefore requiring coverage until 4:00 p.m., volunteers will be utilized.

Electronic Time & Attendance

The district shall retain the right to implement an electronic time and attendance system for the purpose of automated attendance and payroll calculations. Notwithstanding the above, the district may implement an Electronic Time & Attendance system, provided the District is successful in implementing electronic time and attendance with the District's other bargaining units.

ARTICLE VIII

SALARY SCHEDULE

1. Progression on the salary schedule will be on an annual basis and upon the recommendation of the Superintendent of Schools. A new Salary Schedule for employees covered by this agreement shall be implemented as follows:

    2024-2025: 2% applied to salary grid

    2025-2026: 2% applied to salary grid

    2026-2027: 2% applied to salary grid

    Effective July 1, 2021, the following Title-Column assignments will be in effect and all other columns will be removed:

Title(s)	**Column**
Clerk, Office Assistant (Automated Systems), Attendance Clerk	A1
Sr. Clerk, Computer Aide	B
Sr. Office Assistant (Automated Systems), Secretary to School District	C
Secretary to School Principal, Secretary to School Admin., Secretary to School Principal (Stenographer)	E
Senior Account Clerk	F1
Payroll Clerk	F2
Database Specialist	F4

2. When an individual is hired prior to January 1st, he/she shall progress to the next step on the schedule as of July 1st of the next school year.

   When an individual is hired on or after January 1st, he/she shall remain on the same step until June 30th of the following school year before he/she is advanced to the next step.

3. The Mount Pleasant Central School District has adopted the following longevity schedule:

Longevity All full time Union members shall receive the following longevity amounts added to his/her base annual compensation after completing the required number of years of service in the Mount Pleasant Central School District (does not have to be within the Unit). Notwithstanding the foregoing, anyone hired prior to May 15, 2024, that worked within the unit in a part-time capacity, greater than 0.5FTE, shall have his/her part-time service credited on a prorated basis towards the service requirement:

After 8 Years	$1425.00
After 15 Years	$1525.00
After 20 Years	$1625.00
Total	**$4575.00**

Longevity shall be paid on the July 1st following the effective longevity step (e.g. 8, 15, 20). Said amount shall be cumulative.

4. All unit members will be paid on a bi-weekly basis. Notwithstanding the above, the district may implement a semi-monthly pay frequency, provided the District is successful in revising the pay periods for the District's other bargaining units.
5. The District reserves the right to implement a requirement for direct deposit for all unit members.

ARTICLE IX

TERMINAL PAY, ETC.

In the event of employment for less than a full fiscal year (July 1 to June 30) salary will be prorated by multiplying the daily rate for said employee by the number of paid days employed. For the purpose of this calculation paid days shall include all paid holidays and recess periods. Recess periods are applicable to 10-month and 11-month employees only. The daily rate shall be calculated as 1/260th of the equivalent 12-month salary inclusive of longevity (if applicable).

For example, in 2018-2019 school year an employee with 22 years in the district at step 9, column c will be paid ($53,982+$4,200) / 260 – $223.78/day.

Also for example, April 2019 would include 22 paid days as follows:

Days	*Description*
1	*Paid Holiday (Good Friday: 10-mo., 11-mo. 12-mo. staff are off per contract)*
5	*Recess days (Spring Break: 12-mo staff report to work; 10-mo and 11-mo. staff are off per contract)*
16	*School days (all staff report to work)*
22	***Total paid days for April 2019***

The hourly rate for full-time employees will be based on the above daily rate divided by 7 hours per day.

ARTICLE X

VACATION

The procedure for determining vacations earned for employees will be as follows:

1. Employment date through June 30th of first year: earn one (1) vacation day per month.
   (a) July 1st following completion of first year through 5th year: 12 days
   (b) July 1st following completion of 5th year through 10th year: 18 days
   (c) July 1st following completion of 10th year and thereafter: 20 days
2. [Eliminated]
3. Upon employment with the District through June 30th of employee's first year, he/she shall earn one (1) vacation day per month. However, said employee shall not be able to access said

days until he/she has worked for the District for five (5) months. As an example and example only, an employee who is hired effective December 1st, shall earn a vacation day per month from December 1st through June 30th (7 vacation days). However, said employee shall not be eligible to use any vacation days until May 1st.

On each July 1st following the completion of the employee's first year, he/she shall be credited with his/her vacation allotment. Should an employee not complete a full year of employment his/her vacation allotment shall be pro-rated accordingly.

4. All vacations shall normally be taken when school is not in session, except for the weeks before and after the student school year. Vacations are to be taken at the discretion of the immediate administrative Supervisor and shall not be unreasonably withheld. Notwithstanding the foregoing, unit members may take vacation days when school is in session, with his/her direct supervisor's approval. Further, with permission of a unit member's supervisor, said vacation days can be used in conjunction with school closings and holidays.

   Any conflicts regarding vacation scheduling shall be resolved on the basis of seniority. It is agreed that all earned vacation must be earned by service in the Mount Pleasant Central Schools.

   A maximum of five (5) days may be carried over with authorization from the Superintendent of Schools.

   NOTE: If a legal holiday falls on a working day during a scheduled vacation, an additional day will be allowed.

5. Effective July 1, 2020, any unit member who served in an eleven (11) month title (0.6 FTE or greater) in the unit who is being assigned a twelve (12) month position (0.6 FTE or greater) in the same title, shall be awarded vacation based upon his/her service in an eleven (11) or twelve (12) month title (0.6 FTE or greater) in the unit.

   (a) As an example, an office assistant who worked for the District in a full-time 12 month position for five (5) years and then was assigned to a full-time 11 month office assistant position for five (5) years, before being assigned back to a full-time twelve (12) month office assistant shall be credited with 10+ years of service in the District and awarded twenty (20) vacation days. Vacation days for those unit members working 0.6 FTE to 0.9 FTE shall continue to be prorated.

ARTICLE XI

HOLIDAYS

The following religious and legal holidays would be observed by employees when they are listed on the school calendar as follows:

July 4th*	Day after Thanksgiving
Rosh Hashanah	Christmas Day
Columbus Day	New Year's Day
Labor Day*	Martin Luther King's Birthday
Yom Kippur	Washington's Birthday
Veterans Day	Good Friday
Thanksgiving Day	Memorial Day
	Juneteenth

If a holiday falls on a Saturday, it shall be celebrated on Friday, except if school is in session.

It is understood that employees shall be guaranteed 15 holidays with pay per year for 11-month and 12-month staff and 13 holidays for 10-month staff (*excludes July 4th and Labor day).

In the event that any of the 15 holidays listed above are not on the school calendar, the District and Union shall mutually agree on what days are designated as holidays.

ARTICLE XII

SNOW DAYS

In the event that the schools of the district are closed due to a snow emergency, employees will not be required to report to work.

ARTICLE XIII

PHYSICAL EXAMINATIONS

1. Physical examination by the school doctor is required of upon appointment.

2. The administration may request physical or psychiatric examinations at any time. When requested, it will be at the expense of the Board of Education.

ARTICLE XIV

JOB POSTINGS

All notices/announcements of job openings, vacancies and/or creation of new job titles within the unit shall be posted in the school buildings for five (5) days. In cases of lateral transfer, the positions shall be offered to the most qualified applicant with seniority.

ARTICLE XV

JURY DUTY

To the extent permissible by law, all Union members shall be required to request an adjournment of jury duty during the school year. Employees who serve on jury duty will be paid the difference between their compensation for jury duty and what they would have earned in the district during that period.

ARTICLE XVI

GROUP HEALTH PLAN

1. Deductions from payroll for the employee annual contribution toward health insurance premiums may, at the employee's option, be made in one (1) payment, five (5) consecutive payments or ten (10) consecutive payments, or 24 consecutive payments beginning with the first payroll check in September of any given year. Employees shall be given the opportunity to participate in a comprehensive Section 125 plan approved by the Internal Revenue Service (IRS).

The District shall contribute only the standard Medicare Part B premium for those unit members retiring on or after July 1, 2017.

Active employee health insurance contribution rates for unit members hired prior to July 28, 2021 will be as follows:

Year	Employee Contribution Rate
2024-2025	15.75%
2025-2026	15.75%
2026-2027	16.00%

All unit members hired after July 28, 2021 by the union will contribute 16.00%

2. All full time employees are eligible to enroll in the program, but should do so within three (3) months of their first day of employment.

3. Health Insurance Buyout - Employees covered under the District's health insurance plan may convert such coverage to salary under the following provisions:

4. Full time members of the bargaining unit who are covered under the bargaining unit who are covered under another health insurance plan, other than the District's 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 or she has health insurance through another source.

For those employees hired prior to October 21, 2009 he/shall receive as salary 50% of the premium savings, less the costs of retirement, social security or other applicable fringes. Effective October 21, 2009, all newly hired employees who opt to take the health insurance buy-out shall receive an amount of $4,000 for those employees otherwise entitled to family coverage, $3,500 for those employees otherwise entitled to 2-person coverage, or $2,000 for those employees otherwise entitled to individual coverage, less any amounts for retirement, social security, FICA etc. that must be paid on this amount.

5. Employees electing to reduce their coverage must do so each year by March lst, with the provisions of this section taking effect on July lst. Payment of the employee's share shall begin with the first half payment on the payroll nearest to October l5 and a second payment nearest to April l5. Full coverage will be automatically reinstated each year the employee fails to file. Reinstatement shall take place on July l and all benefits will be available on that date.

6. In the event that an employee's status changes drastically so that this arrangement causes severe hardship on the employee, that employee may apply for reinstatement. Such circumstances may include death of a spouse, loss of a spouse's employment, loss of a spouse's insurance coverage, or divorce, but not limited to the aforementioned examples.

7. The coverage of health insurance for members of the Union who retire ninety (90) days or less after October 21, 2009, whichever is later, shall be continued with the Board paying 100% of all premiums, provided that the retiree meets the following requirements:

   (a) Has completed a minimum of eight (8) years of service with the District;
   (b) Has qualified for retirement as a member of the retirement system, administered by the State of New York or one of its Civil Divisions. This is to mean that if a retired employee is receiving a pension from the State, said employee is qualified; and
   (c) Has been enrolled in the group health insurance program for the period required by law and/or regulations.

Employees hired after October 21, 2009 shall be required to complete a minimum of fifteen (15) years of service with the District prior to being eligible for health insurance into retirement.

In addition to the requirements set forth above, members of the Union who retire more than ninety (90) days after October 21, 2009, and wish to continue their health insurance coverage into retirement shall be required to make the same percentage contribution to the cost of health care premiums he/she was making immediately prior to retirement. Said percentage contribution shall continue until he/she is Medicare-eligible at which time Medicare will become primary coverage for the retiree and he/she would not be required to make any further contribution towards health care premiums to continue his/her District provided health coverage.

For those unit members that are eligible, per the contract criteria, for health insurance into retirement and who reach the age of Medicare eligibility:

Those unit members who are actively employed prior to July 1, 2024, shall continue to be eligible for Medicare coverage at a 0% employee contribution rate.

All employees hired on or after July 1, 2024 shall contribute 5% towards retiree health insurance costs, upon reaching the age of Medicare eligibility.

Surviving Spouse Benefits

Upon the completion of ten (10) years of service with the District, the District shall provide health insurance for three (3) months to the surviving spouse of a District employee who passes away during the first year of his/her retirement. The premium costs of said coverage shall be paid by the District, less any premium contributions owed by the retiree.

(a) The District reserves the right to change health insurance carrier, however, it is the intent of the parties that the benefits available to the membership are the benefits available through the Southern Westchester Schools Health Insurance Cooperative for the applicable benefit year for eligible employees, dependents and retirees. The foregoing is subject to Article XX of this agreement.

(b) The District shall provide the New York State Disability Insurance Plan for all employees in the bargaining unit.

ARTICLE XVII

PENSION RETIREMENT PLAN

1. The Employer will provide Plan 75i.

2. It is compulsory for employees in the competitive Civil Service Classifications, earning in excess of $l,500 a year, to join the New York State Retirement System in order to collect Social Security benefits.

3. Employees who have been employed for at least fifteen (15) years shall receive additional compensation in the amount of $2500 to be in one (1) lump sum on the last payroll preceding the effective date of retirement.

   In order to receive the above-mentioned payments employees shall submit a notice at least ninety (90) days prior to his/her retirement date. Such notice may be waived by the Superintendent of Schools for good cause shown.

4. It is agreed that all credited service must be in the Mount Pleasant Central School District.

5. The Board of Education will provide Section 60b of the NYS Retirement and Social Security Law.

6. The Board of Education will provide Section 41j of the NYS Retirement and Social Security Law.

7. Disability: The District shall provide the NYS Disability Insurance Plan for all employees in the bargaining unit.

ARTICLE XVIII

PERSONNEL FILES

Employees shall, upon written request, have the right to review the contents of his/her personnel file in the presence of an administrator or the administrator's representative. Excluded from this review are pre-employment placement documents and letters of reference.

Upon request, copies will be made of the items reviewed.

Employees shall have the right to make a written statement concerning any document added to his/her file. The receipt of this statement shall be acknowledged by an administrator's signature on the document and the statement will be attached to the document.

ARTICLE XIX

EMPLOYEE BENEFIT FUND

The Board of Education shall contribute the following amounts per employee of the unit:

Dental Plan

Dutchess Dental	
School Year	Amount
2024-2025	$168.67/month ($2,024.04/year)
2025-2026	$170.36/month ($2,044.32/year)
2026-2027	$173.77/month ($2,085.24/year)

Vision Plan

Platinum 12	
School Year	Amount
2024-2025	$24.34/month ($292.08/year)
2025-2026	$24.34/month ($292.08/year)
2026-2027	$24.34/month ($292.08/year)

The Fund must be used for the benefit of all employees within the Clerical Unit. The Trustees of the Fund shall render semi-annually to the Treasurer of the District the accounting of the use of such funds and an annual certified account. The number of employees for which payment is made shall be made annually in September, and such payments shall not be made for substitute or itinerant part-time employees. The Union shall annually provide to the District an accounting of the Employee Benefit Fund.

ARTICLE XX

GRIEVANCE PROCEDURE

SECTION 1

Any dispute arising concerning the interpretation of an express provision of this Agreement shall be the subject of a grievance and shall be processed in accordance with the following procedures, except that the term "grievance" shall not include or apply to the schedule of salaries and rates of pay and the classification of jobs, retirement benefits or to any matter as to which (i) a method of review is prescribed by law or any rule or regulation having the force and effect of law, or (ii) the Board is without authority to act.

SECTION 2

A grievance of an employee shall be presented, in writing, on forms to be provided by the Employer, by the employee concerned to the immediate supervisor within twenty (20) working days from the occurrence of the cause giving rise to the complaint or of actual or constructive notice thereof.

SECTION 3

In the event such grievance is not resolved at the preceding step of the grievance procedure within fifteen (15) working days from such presentation, it shall then be presented, in writing, on forms to be provided by the Employer, by the C.S.E.A. or the employee to the Superintendent or his designee for such purposes.

SECTION 4

In the event such grievance is not resolved at the preceding step of the grievance procedure within fifteen (15) working days from such presentation, then C.S.E.A. or the employee shall present the same in writing, on forms to be provided by the Employer, to the Board of Education.

SECTION 5

If the employee fails to assert a grievance within the time period stated in Section 2 above, such grievance shall be deemed waived. If the employee and/or the C.S.E.A. fails to proceed within any of the other stated time periods provided for above the other sections in this grievance procedure, then the C.S.E.A. and the aggrieved employee shall be bound by the position of the Employer at last stated by it, or by its representatives, as the case may be.

SECTION 6

In the event that such a grievance is not disposed of under Section 4 above, the Employer or the C.S.E.A., not later than twenty (20) working days after such presentation under Section 4 above, shall have the right to submit the issue to arbitration before an impartial arbitrator. If the grievance is not so submitted within such twenty (20) day period, it shall be deemed waived and shall not thereafter be submitted to arbitration. The submission shall include a brief statement on forms supplied by the Employer, setting forth (i) precisely the express provision(s) of this Agreement to be interpreted by the arbitrator, (ii) the facts on which the grievance is alleged (iii) the issues to be determined and (iv) the relief sought. The arbitrator shall issue his decision not later than thirty (30) days from the date of the closing of the hearings, or, if oral hearings have been waived, from the date of transmitting the file, statements and proofs to the arbitrator. The arbitration hearings shall be held in a Mount Pleasant Central School District Building after school hours. The decision shall be in writing and shall set forth the arbitrator's interpretation of the express provision(s) of this Agreement submitted. The arbitrator shall limit his decision strictly to the interpretation of the express provision(s) of this Agreement submitted to him and he shall be without power or authority to modify, amend, add to or subtract from any of the provisions of this Agreement, or to issue any decision or award limiting or interfering in any way with the exercise of the judgment, discretion, powers or duties of the Employer, or any of its representatives, under law or under this Agreement. The decision of the arbitrator, if made in accordance with this jurisdiction and authority under this agreement, will be accepted as final by the parties to the dispute and both will abide by it. In the event the parties are unable to agree upon an impartial arbitrator within ten (10) days after request for arbitration as hereinabove provided, then the Voluntary Labor Arbitration Rules of the American Arbitration Association shall be applied to the proceeding.

If there is any conflict between the provisions of this Agreement and said rules, the provisions of this Agreement shall prevail. The arbitrator's fees and the costs and expenses of the arbitration proceeding will be shared equally by the parties to the dispute.

ARTICLE XXI

LABOR/MANAGEMENT COMMITTEE

There shall be established a Labor/Management Committee consisting of an equal number of representatives from each party who shall meet upon mutual agreement to discuss items of concern.

ARTICLE XXII

HEALTH AND SAFETY

The District will take steps to ensure a safe and healthy environment for all employees.

ARTICLE XXIII

EMPLOYEE INFORMATION/TIME

Prior to a potential CSEA Clerical represented employee officially being offered a position with the District, the District shall meet with the CSEA Clerical Unit President, or his/her designee, to discuss the job title, salary and work hours.

In the event of a potential elimination (abolishment) or lay-off of a CSEA Clerical represented employee(s), the District shall confer and meet with the CSEA Clerical Unit President prior to notification by the District to the affected employee(s).

Additionally, the Unit President shall receive copies of the minutes of all Board meetings.
CSEA unit representatives may attend CSEA/AFSCME conventions, seminars, workshops, etc. at their own expense up to a total of 6 days per year not to exceed 2 representatives on a given day.

It is understood that the union representative designated to represent the union on grievances or to assist in the administration of this contract shall be permitted a reasonable amount of time to carry out their duties.

Prior approval of the immediate supervisor is required. It is understood that such approval shall not be unreasonably withheld.

ARTICLE XXIV

PROPERTY DAMAGE

The Board shall reimburse employees for the reasonable cost of any clothing or personal property physically on the employee's person which is damaged or destroyed as a result of an assault suffered by the employee while the employee was acting in the discharge of his/her duties and within the scope of employment up to a maximum of $500 and provided notice is given to the employee's principal in writing within 48 hours of the incident unless the employee is physically unable to render such a report.

ARTICLE XXV

OUT OF TITLE

Any employee who is required to work in a title where a higher maximum rate of pay is prescribed, for more than ten (10) consecutive work days, shall, commencing with the eleventh (11th) consecutive day and retroactive to the first (1st) day, be placed on the corresponding step of the higher title.

ARTICLE XXVI

ASSOCIATION MEETINGS

The District agrees that the CSEA clerical unit may hold Association meetings four (4) times per year; however, no release time for unit members will be provided. The Association shall give reasonable notice to the Superintendent of Schools in order to provide appropriate space for said meetings.

ARTICLE XXVII

SEPARABILITY

If any provision of this agreement becomes invalid or unenforceable by virtue of any legislation or court decision, it shall not affect the remaining provisions of the agreement and they shall remain in full force and effect as though the invalid and unenforceable provisions had not been originally included.

ARTICLE XXVIII

LEAVE OF ABSENCE/CHAPERONING

1. Any employee shall, upon the request and at the discretion of the Board of Education be allowed a leave of absence without pay for a period of up to one (1) year's duration.

2. Employees who request to do chaperone duties outside of the workday shall be placed on a list.

3. Child Care Leave: a Child Care Leave of up to one (1) year without pay may be granted by the Board of Education upon recommendation by the Superintendent of Schools due to the birth or adoption of a child by the employee and/or spouse. Such request shall be made in writing to the Superintendent of Schools not less than four (4) weeks prior to leave start date, if possible. Up to one additional year may be granted by the Superintendent with Board of Education approval. An employee granted a leave shall give not less than four (4) weeks'

notice of intent to return. Employees on leave for six (6) months or more will not be eligible for step movement upon return. Leave time will not accrue for the purposes of longevity credit. Any and all entitlement to Family Medical Leave Act (FMLA) leave shall be subsumed within any child care leave.

The rate and method of payment for chaperoning duties shall be the same as currently in effect for employees of the Mount Pleasant Teachers Association.

ARTICLE XXIX

STIPENDS

It is understood that any added duties to titles which result in the payment of stipends shall be posted in accordance with Article XIV in this agreement.

ARTICLE XXX

EMPLOYEE EVALUATIONS

An annual written evaluation shall be prepared by the Administration in charge of the clerical position. The procedures and forms shall be mutually agreed upon. All Union members shall be subject to an annual evaluation. The evaluation form is attached hereto as Appendix A.

ARTICLE XXXI

INVOLUNTARY TRANSFERS

Involuntary transfers of employees from one building to another building will not be made on a punitive basis.

In the event that a transfer is contemplated by the District, a meeting shall take place consisting of the affected employee, the Unit President and Superintendent of Schools to discuss the transfer and its affect(s) on the employees, the Unit and the District.

Following such meeting, the decision to transfer shall rest with the Superintendent of Schools.

ARTICLE XXXII

PART-TIME EMPLOYEES

Part-time employees shall be defined as any District employee that works no more than 17 ½ hours in a given week. The District shall attempt to limit the number of part-time workers to five (5) District-wide. If the District determines that an additional part-time employee is required, the CSEA Clerical President will be notified prior to any hiring, and the request will be negotiated and the decision to hire mutually agreed to.

1. A part-time employee regularly working beyond the 17 ½ hours per week shall be eligible for all benefits (pro-rated) as provided in the contract between the CSE Clerical and the District.

   Effective January 29th, 2018, Part-time employees are responsible for a full-time Association member's health insurance contribution rate plus an additional contribution based on their FTE. For example, based upon a $10,000 health insurance premium, the contribution amount for a 0.6 part-time employee is as follows:

   (a) Full-time Association member rate (2020-2021 rate as per Article XVI): 15% – $1,500 (and the District responsibility is $8,500)
   (b) Part-Time 0.6 FTE is additionally responsible for 0.4 of the District's $8,500 contribution – $3,400
   (c) Total health insurance premium for 0.6FTE employee – $4,900 ($1,500 + $3,400)

2. The hourly rate of pay for part-time employees working less than 17.5 hours per week shall be calculated by dividing the 12-month contract salary by 1,820 annual hours. Part-time clerical salary schedules shall be included in Schedule D.

3. The President of the CSEA Clerical unit shall receive a semi-annual report, reflecting time worked and wages, on each of the part-time workers.

ARTICLE XXXIII

COPIES OF AGREEMENT

The Union shall furnish each member a copy of this agreement.

ARTICLE XXXIV

DURATION OF THE AGREEMENT

This agreement shall be effective July 1, 2024 through June 30, 2027

ARTICLE XXXV

LEGISLATIVE APPROVAL

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 ADDITIONAL FUNDS THEREFORE SHALL NOT BECOME EFFECTIVE UNTIL THE APPROPRIATE LEGISLATIVE BODY HAS GIVEN APPROVAL. NO FINAL AGREEMENT SHALL BE EXECUTED WITHOUT RATIFICATION BY THE ASSOCIATION AND THE BOARD.

IN WITNESS THEREOF, the parties hereto have executed this Agreement as of the day and the year first above written.

MOUNT PLEASANT CENTRAL SCHOOL DISTRICT

President, Board of Education

Superintendent of Schools

CIVIL SERVICE EMPLOYEES ASSOCIATION, INC.
MOUNT PLEASANT CLERICAL UNIT II

CSEA LRS

Pres Clerical Unit

Director of Business Administration

Schedule A

2024-2025 - 12 Month

2.00%

Step	A1	B	C	E	F1	F2	F4
1	$38,800	$45,013	$50,189	$53,321	$54,874	$61,087	$63,157
2	$39,810	$46,021	$51,199	$54,357	$55,909	$62,121	$64,192
3	$40,819	$47,031	$52,208	$55,391	$56,946	$63,157	$65,228
4	$41,828	$48,041	$53,217	$56,427	$57,980	$64,192	$66,263
5	$42,838	$49,050	$54,227	$57,462	$59,016	$65,228	$67,299
6	$43,848	$50,060	$55,236	$58,498	$60,050	$66,263	$68,334
7	$44,857	$51,069	$56,245	$59,532	$61,087	$67,299	$69,369
8	$45,866	$52,078	$57,256	$60,569	$62,121	$68,334	$70,404
9	$46,876	$53,088	$58,264	$61,604	$63,157	$69,369	$71,440
10	$47,885	$54,098	$59,274	$62,639	$64,192	$70,404	$72,475
11	$48,895	$55,107	$60,284	$63,675	$65,228	$71,440	$73,510
12	$49,905	$56,117	$61,293	$64,710	$66,263	$72,475	$74,546
13	$50,914	$57,126	$62,303	$65,745	$67,299	$73,510	$75,582
14	$51,923	$58,135	$63,312	$66,780	$68,334	$74,546	$76,616
15	$52,932	$59,145	$64,321	$67,816	$69,369	$75,582	$77,653
16	$53,943	$60,155	$65,331	$68,851	$70,404	$76,616	$78,687
17	$54,951	$61,163	$66,341	$69,886	$71,440	$77,653	$79,723
18	$55,960	$62,173	$67,351	$70,923	$72,475	$78,687	$80,757
19	$56,971	$63,183	$68,359	$71,957	$73,510	$79,723	$81,794
20	$57,980	$64,192	$69,369	$72,993	$74,546	$80,757	$82,829

2025-2026 - 12 Month

2.00%

Step	A1	B	C	E	F1	F2	F4
1	$ 39,576	$ 45,913	$ 51,193	$ 54,387	$ 55,971	$ 62,309	$ 64,420
2	$ 40,606	$ 46,941	$ 52,223	$ 55,444	$ 57,027	$ 63,363	$ 65,476
3	$ 41,635	$ 47,972	$ 53,252	$ 56,499	$ 58,085	$ 64,420	$ 66,533
4	$ 42,665	$ 49,002	$ 54,281	$ 57,556	$ 59,140	$ 65,476	$ 67,588
5	$ 43,695	$ 50,031	$ 55,312	$ 58,611	$ 60,196	$ 66,533	$ 68,645
6	$ 44,725	$ 51,061	$ 56,341	$ 59,668	$ 61,251	$ 67,588	$ 69,701
7	$ 45,754	$ 52,090	$ 57,370	$ 60,723	$ 62,309	$ 68,645	$ 70,756
8	$ 46,783	$ 53,120	$ 58,401	$ 61,780	$ 63,363	$ 69,701	$ 71,812
9	$ 47,814	$ 54,150	$ 59,429	$ 62,836	$ 64,420	$ 70,756	$ 72,869
10	$ 48,843	$ 55,180	$ 60,459	$ 63,892	$ 65,476	$ 71,812	$ 73,925
11	$ 49,873	$ 56,209	$ 61,490	$ 64,949	$ 66,533	$ 72,869	$ 74,980
12	$ 50,903	$ 57,239	$ 62,519	$ 66,004	$ 67,588	$ 73,925	$ 76,037
13	$ 51,932	$ 58,269	$ 63,549	$ 67,060	$ 68,645	$ 74,980	$ 77,094
14	$ 52,961	$ 59,298	$ 64,578	$ 68,116	$ 69,701	$ 76,037	$ 78,148
15	$ 53,991	$ 60,328	$ 65,607	$ 69,172	$ 70,756	$ 77,094	$ 79,206
16	$ 55,022	$ 61,358	$ 66,638	$ 70,228	$ 71,812	$ 78,148	$ 80,261
17	$ 56,050	$ 62,386	$ 67,668	$ 71,284	$ 72,869	$ 79,206	$ 81,317
18	$ 57,079	$ 63,416	$ 68,698	$ 72,341	$ 73,925	$ 80,261	$ 82,372
19	$ 58,110	$ 64,447	$ 69,726	$ 73,396	$ 74,980	$ 81,317	$ 83,430
20	$ 59,140	$ 65,476	$ 70,756	$ 74,453	$ 76,037	$ 82,372	$ 84,486

2026-2027 - 12 Month

2.00%

Step	A1	B	C	E	F1	F2	F4
1	$40,368	$46,831	$52,217	$55,475	$57,090	$63,555	$65,708
2	$41,418	$47,880	$53,267	$56,553	$58,168	$64,630	$66,786
3	$42,468	$48,931	$54,317	$57,629	$59,247	$65,708	$67,864
4	$43,518	$49,982	$55,367	$58,707	$60,323	$66,786	$68,940
5	$44,569	$51,032	$56,418	$59,783	$61,400	$67,864	$70,018
6	$45,620	$52,082	$57,468	$60,861	$62,476	$68,940	$71,095
7	$46,669	$53,132	$58,517	$61,937	$63,555	$70,018	$72,171
8	$47,719	$54,182	$59,569	$63,016	$64,630	$71,095	$73,248
9	$48,770	$55,233	$60,618	$64,093	$65,708	$72,171	$74,326
10	$49,820	$56,284	$61,668	$65,170	$66,786	$73,248	$75,404
11	$50,870	$57,333	$62,720	$66,248	$67,864	$74,326	$76,480
12	$51,921	$58,384	$63,769	$67,324	$68,940	$75,404	$77,558
13	$52,971	$59,434	$64,820	$68,401	$70,018	$76,480	$78,636
14	$54,020	$60,484	$65,870	$69,478	$71,095	$77,558	$79,711
15	$55,071	$61,535	$66,919	$70,555	$72,171	$78,636	$80,790
16	$56,122	$62,585	$67,971	$71,633	$73,248	$79,711	$81,866
17	$57,171	$63,634	$69,021	$72,710	$74,326	$80,790	$82,943
18	$58,221	$64,684	$70,072	$73,788	$75,404	$81,866	$84,019
19	$59,272	$65,736	$71,121	$74,864	$76,480	$82,943	$85,099
20	$60,323	$66,786	$72,171	$75,942	$77,558	$84,019	$86,176

Column	Title(s)
A1	Clerk, Office Assistant (Automated Systems), Attendance Clerk
B	Sr. Clerk, Computer Aide
C	Sr. Office Assistant (Automated Systems), Secretary to School District
E	Secretary to School Principal, Secretary to School Admin., Secretary to School Principal
F1	Senior Account Clerk
F2	Payroll Clerk
F4	Database Specialist

Schedule B

2024-2025 - 11 Month

2.00%

Step	A1	B	C	E	F1	F2	F4
1	$35,567	$41,262	$46,007	$48,878	$50,301	$55,996	$57,894
2	$36,493	$42,186	$46,932	$49,827	$51,250	$56,944	$58,843
3	$37,417	$43,112	$47,857	$50,775	$52,201	$57,894	$59,792
4	$38,342	$44,038	$48,782	$51,725	$53,148	$58,843	$60,741
5	$39,268	$44,963	$49,708	$52,674	$54,098	$59,792	$61,691
6	$40,194	$45,888	$50,633	$53,623	$55,046	$60,741	$62,640
7	$41,119	$46,813	$51,558	$54,571	$55,996	$61,691	$63,588
8	$42,044	$47,738	$52,485	$55,522	$56,944	$62,640	$64,537
9	$42,970	$48,664	$53,409	$56,470	$57,894	$63,588	$65,487
10	$43,895	$49,590	$54,335	$57,419	$58,843	$64,537	$66,435
11	$44,820	$50,515	$55,260	$58,369	$59,792	$65,487	$67,384
12	$45,746	$51,441	$56,185	$59,318	$60,741	$66,435	$68,334
13	$46,671	$52,366	$57,111	$60,266	$61,691	$67,384	$69,284
14	$47,596	$53,290	$58,036	$61,215	$62,640	$68,334	$70,231
15	$48,521	$54,216	$58,961	$62,165	$63,588	$69,284	$71,182
16	$49,448	$55,142	$59,887	$63,113	$64,537	$70,231	$72,130
17	$50,372	$56,066	$60,813	$64,062	$65,487	$71,182	$73,079
18	$51,297	$56,992	$61,738	$65,013	$66,435	$72,130	$74,027
19	$52,223	$57,918	$62,662	$65,961	$67,384	$73,079	$74,978
20	$53,148	$58,843	$63,588	$66,910	$68,334	$74,027	$75,927

2025-2026 - 11 Month

2.00%

Step	A1	B	C	E	F1	F2	F4
1	$36,278	$42,087	$46,927	$49,855	$51,307	$57,117	$59,052
2	$37,222	$43,029	$47,871	$50,824	$52,275	$58,083	$60,020
3	$38,165	$43,974	$48,814	$51,791	$53,245	$59,052	$60,989
4	$39,110	$44,919	$49,758	$52,760	$54,212	$60,020	$61,956
5	$40,054	$45,862	$50,703	$53,727	$55,180	$60,989	$62,925
6	$40,998	$46,806	$51,646	$54,696	$56,147	$61,956	$63,893
7	$41,941	$47,749	$52,589	$55,663	$57,117	$62,925	$64,860
8	$42,884	$48,693	$53,534	$56,632	$58,083	$63,893	$65,828
9	$43,830	$49,638	$54,477	$57,600	$59,052	$64,860	$66,797
10	$44,773	$50,582	$55,421	$58,568	$60,020	$65,828	$67,765
11	$45,717	$51,525	$56,366	$59,537	$60,989	$66,797	$68,732
12	$46,661	$52,469	$57,309	$60,504	$61,956	$67,765	$69,701
13	$47,604	$53,413	$58,253	$61,472	$62,925	$68,732	$70,670
14	$48,548	$54,357	$59,197	$62,440	$63,893	$69,701	$71,636
15	$49,492	$55,301	$60,140	$63,408	$64,860	$70,670	$72,606
16	$50,437	$56,245	$61,085	$64,376	$65,828	$71,636	$73,573
17	$51,379	$57,187	$62,029	$65,344	$66,797	$72,606	$74,541
18	$52,322	$58,131	$62,973	$66,313	$67,765	$73,573	$75,508
19	$53,268	$59,076	$63,916	$67,280	$68,732	$74,541	$76,478
20	$54,212	$60,020	$64,860	$68,249	$69,701	$75,508	$77,446

2026-2027 - 11 Month

2.00%

Step	A1	B	C	E	F1	F2	F4
1	$37,004	$42,928	$47,866	$50,852	$52,333	$58,259	$60,232
2	$37,967	$43,890	$48,828	$51,840	$53,321	$59,244	$61,221
3	$38,929	$44,853	$49,791	$52,827	$54,310	$60,232	$62,209
4	$39,892	$45,817	$50,753	$53,815	$55,296	$61,221	$63,195
5	$40,855	$46,779	$51,717	$54,801	$56,283	$62,209	$64,183
6	$41,818	$47,742	$52,679	$55,789	$57,270	$63,195	$65,170
7	$42,780	$48,704	$53,641	$56,776	$58,259	$64,183	$66,157
8	$43,742	$49,667	$54,605	$57,765	$59,244	$65,170	$67,144
9	$44,706	$50,630	$55,567	$58,752	$60,232	$66,157	$68,132
10	$45,668	$51,594	$56,529	$59,739	$61,221	$67,144	$69,120
11	$46,631	$52,555	$57,493	$60,727	$62,209	$68,132	$70,107
12	$47,594	$53,519	$58,455	$61,714	$63,195	$69,120	$71,095
13	$48,557	$54,481	$59,418	$62,701	$64,183	$70,107	$72,083
14	$49,518	$55,444	$60,381	$63,688	$65,170	$71,095	$73,068
15	$50,482	$56,407	$61,342	$64,675	$66,157	$72,083	$74,058
16	$51,445	$57,370	$62,307	$65,664	$67,144	$73,068	$75,044
17	$52,407	$58,331	$63,269	$66,651	$68,132	$74,058	$76,031
18	$53,369	$59,294	$64,233	$67,639	$69,120	$75,044	$77,017
19	$54,333	$60,258	$65,194	$68,625	$70,107	$76,031	$78,007
20	$55,296	$61,221	$66,157	$69,614	$71,095	$77,017	$78,995

Column	Title(s)
A1	Clerk, Office Assistant (Automated Systems), Attendance Clerk
B	Sr. Clerk, Computer Aide
C	Sr. Office Assistant (Automated Systems), Secretary to School District
E	Secretary to School Principal, Secretary to School Admin., Secretary to School Principal
F1	Senior Account Clerk
F2	Payroll Clerk
F4	Database Specialist

Schedule C

2024-2025 - 10 Month

2.00%

Step	A1	B	C	E	F1	F2	F4
1	$32,333	$37,511	$41,824	$44,434	$45,728	$50,906	$52,631
2	$33,175	$38,351	$42,666	$45,298	$46,591	$51,768	$53,493
3	$34,016	$39,193	$43,507	$46,159	$47,455	$52,631	$54,357
4	$34,857	$40,034	$44,348	$47,023	$48,317	$53,493	$55,219
5	$35,698	$40,875	$45,189	$47,885	$49,180	$54,357	$56,083
6	$36,540	$41,717	$46,030	$48,748	$50,042	$55,219	$56,945
7	$37,381	$42,558	$46,871	$49,610	$50,906	$56,083	$57,808
8	$38,222	$43,398	$47,713	$50,474	$51,768	$56,945	$58,670
9	$39,063	$44,240	$48,553	$51,337	$52,631	$57,808	$59,533
10	$39,904	$45,082	$49,395	$52,199	$53,493	$58,670	$60,396
11	$40,746	$45,923	$50,237	$53,063	$54,357	$59,533	$61,258
12	$41,588	$46,764	$51,078	$53,925	$55,219	$60,396	$62,122
13	$42,428	$47,605	$51,919	$54,788	$56,083	$61,258	$62,985
14	$43,269	$48,446	$52,760	$55,650	$56,945	$62,122	$63,847
15	$44,110	$49,288	$53,601	$56,513	$57,808	$62,985	$64,711
16	$44,953	$50,129	$54,443	$57,376	$58,670	$63,847	$65,573
17	$45,793	$50,969	$55,284	$58,238	$59,533	$64,711	$66,436
18	$46,633	$51,811	$56,126	$59,103	$60,396	$65,573	$67,298
19	$47,476	$52,653	$56,966	$59,964	$61,258	$66,436	$68,162
20	$48,317	$53,493	$57,808	$60,828	$62,122	$67,298	$69,024

2025-2026 - 10 Month

2.00%

Step	A1	B	C	E	F1	F2	F4
1	$32,980	$38,261	$42,661	$45,323	$46,643	$51,924	$53,683
2	$33,838	$39,118	$43,519	$46,203	$47,523	$52,803	$54,563
3	$34,696	$39,977	$44,377	$47,083	$48,404	$53,683	$55,444
4	$35,554	$40,835	$45,234	$47,963	$49,283	$54,563	$56,323
5	$36,413	$41,693	$46,093	$48,843	$50,163	$55,444	$57,204
6	$37,271	$42,551	$46,951	$49,723	$51,043	$56,323	$58,084
7	$38,128	$43,408	$47,808	$50,603	$51,924	$57,204	$58,963
8	$38,986	$44,267	$48,668	$51,483	$52,803	$58,084	$59,843
9	$39,845	$45,125	$49,524	$52,363	$53,683	$58,963	$60,724
10	$40,703	$45,983	$50,383	$53,243	$54,563	$59,843	$61,604
11	$41,561	$46,841	$51,242	$54,124	$55,444	$60,724	$62,483
12	$42,419	$47,699	$52,099	$55,003	$56,323	$61,604	$63,364
13	$43,277	$48,558	$52,958	$55,883	$57,204	$62,483	$64,245
14	$44,134	$49,415	$53,815	$56,763	$58,084	$63,364	$65,123
15	$44,993	$50,273	$54,673	$57,643	$58,963	$64,245	$66,005
16	$45,852	$51,132	$55,532	$58,523	$59,843	$65,123	$66,884
17	$46,708	$51,988	$56,390	$59,403	$60,724	$66,005	$67,764
18	$47,566	$52,847	$57,248	$60,284	$61,604	$66,884	$68,643
19	$48,425	$53,706	$58,105	$61,163	$62,483	$67,764	$69,525
20	$49,283	$54,563	$58,963	$62,044	$63,364	$68,643	$70,405

2026-2027 - 10 Month

2.00%

Step	A1	B	C	E	F1	F2	F4
1	$33,640	$39,026	$43,514	$46,229	$47,575	$52,963	$54,757
2	$34,515	$39,900	$44,389	$47,128	$48,473	$53,858	$55,655
3	$35,390	$40,776	$45,264	$48,024	$49,373	$54,757	$56,553
4	$36,265	$41,652	$46,139	$48,923	$50,269	$55,655	$57,450
5	$37,141	$42,527	$47,015	$49,819	$51,167	$56,553	$58,348
6	$38,017	$43,402	$47,890	$50,718	$52,063	$57,450	$59,246
7	$38,891	$44,277	$48,764	$51,614	$52,963	$58,348	$60,143
8	$39,766	$45,152	$49,641	$52,513	$53,858	$59,246	$61,040
9	$40,642	$46,028	$50,515	$53,411	$54,757	$60,143	$61,938
10	$41,517	$46,903	$51,390	$54,308	$55,655	$61,040	$62,837
11	$42,392	$47,778	$52,267	$55,207	$56,553	$61,938	$63,733
12	$43,268	$48,653	$53,141	$56,103	$57,450	$62,837	$64,632
13	$44,143	$49,528	$54,017	$57,001	$58,348	$63,733	$65,530
14	$45,017	$50,403	$54,892	$57,898	$59,246	$64,632	$66,426
15	$45,893	$51,279	$55,766	$58,796	$60,143	$65,530	$67,325
16	$46,768	$52,154	$56,643	$59,694	$61,040	$66,426	$68,222
17	$47,643	$53,028	$57,518	$60,592	$61,938	$67,325	$69,119
18	$48,518	$53,903	$58,393	$61,490	$62,837	$68,222	$70,016
19	$49,393	$54,780	$59,268	$62,387	$63,733	$69,119	$70,916
20	$50,269	$55,655	$60,143	$63,285	$64,632	$70,016	$71,813

Column	Title(s)
A1	Clerk, Office Assistant (Automated Systems), Attendance Clerk
B	Sr. Clerk, Computer Aide
C	Sr. Office Assistant (Automated Systems), Secretary to School District
E	Secretary to School Principal, Secretary to School Admin., Secretary to School Principal
F1	Senior Account Clerk
F2	Payroll Clerk
F4	Database Specialist

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

Mary E. Sullivan, President