

**AGREEMENT**

**between**

**MIDDLE COUNTRY CENTRAL SCHOOL DISTRICT**

**Centereach, New York**

**and**

**MIDDLE COUNTRY SECRETARIAL ASSOCIATION**

**CLERICAL UNIT**

**July 1, 2022 to June 30, 2027**

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## **1.0 THE AGREEMENT**

### **1.1 Term of Agreement**

This agreement shall be effective July 1, 2022, and all terms and conditions shall remain in force and effect until June 30, 2027, except as hereinafter otherwise specifically provided.

### **1.2 Past Better Conditions**

Any "terms and conditions of employment" not specifically covered herein shall not be changed during the life of this agreement without prior negotiations with the Association.

### **1.3 Required Notice**

The following notice is included in this agreement as required by law:

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

### **1.4 Changes in Personnel Policy**

Should the District contemplate changes in personnel policy that involve "terms and conditions of employment" which are not covered by this agreement, and which would affect any or all of the employees covered by this agreement, the District shall apprise the Association of such changes, and notification shall be given not later than ten (10) working days prior to such action or change. Such changes shall not be implemented prior to discussion with the Association, if discussion is requested.

1.5 The Association and the employees recognize the right of the District to legislate and regulate work rules for all employees of the District as provided by law. The Association and employees further recognize the right of the District to manage its affairs and to direct the work

force, and to be able to make all decisions as to the operation of the school system and its work force, including, but not limited to, the increase and/or decrease of the work force, discipline, and all other rights normally inherent in management, except as is otherwise limited by the terms of this agreement.

## **2.0 ASSOCIATION STATUS AND RIGHTS**

### **2.1 Recognition and Leave**

(a) The District recognizes the Association as the exclusive representative for the purposes of collective negotiations and pursuant to Article 14 of the Civil Service Law of all clerical and data processing employees, including part-time employees, but excluding substitute and temporary employees. The period of unchallenged exclusive recognition shall continue in effect through the maximum allowable period by law.

(b) Assignment of work to clerical/data processing employees shall be done in accordance with past practice of the parties.

(c) Union Business - Up to a maximum of forty-eight (48) hours per year shall be available for Association business. Prior approval must be secured from the Superintendent or his/her designee and the individuals' immediate Supervisor. Approval shall not be unreasonably withheld.

### **2.2 Dues Deduction**

At the member's request, the District shall deduct from pay dues as designated by the Association for membership in the Association on the basis of individually signed, voluntary deduction authorization cards, in form agreed to by the District and the Association.

### **2.3 Grievance Procedure**

(a) Any grievance or dispute which may arise between the parties with respect to the applicable meaning or interpretation of this agreement shall be settled in the following manner:

STEP 1 - The Association shall take up the grievance with the immediate Supervisor of the employee or employees involved within fifteen (15) working days of its occurrence. If, at that time, the Association is unaware of the grievance, it shall be taken up within fifteen (15) working days of his/her knowledge of its occurrence. The Supervisor shall then attempt to adjust the matter, and shall respond to the Association within five (5) working days. The Association shall receive a written response to a grievance at Step 1, if the grievance is submitted in writing on the appropriate form.

STEP 2 - If the grievance has not been settled, it shall be presented, in writing, by the Association to the Superintendent's designee within seven (7) working days after the Supervisor's response is due. The Superintendent's designee shall respond to the Association, in writing, within five (5) working days.

STEP 3 - If the grievance determination by the Superintendent or his/her designee is found to be unsatisfactory, the Association may petition the Board of Education to review the decision of the Superintendent or his/her designee in Executive Session within two (2) calendar weeks. The Board of Education shall respond, in writing, to the Association within five (5) working days after the review of the grievance.

STEP 4

(a) If the grievance is still unsettled, the Association may, within fifteen (15) working days after the reply of the Board of Education is due, by written notice to the Board, indicate its intention to arbitrate.

(b) Failure to respond within the indicated time limits shall allow an appeal as if a denial had been made the last day possible.

(c) Nothing in this grievance procedure shall prevent any employee from initiating and processing a grievance, but only the Association can request arbitration. In the event an employee

initiates a grievance, the Association shall be given the opportunity to participate in all proceedings.

(d) When an employee has a grievance pending, filed by the Association, no representative of the District shall discuss the grievance or related conditions of employment with that employee, unless a representative of the Association shall be present.

(e) The cost of the arbitrator shall be shared by the parties.

(f) Whenever the Association initiates a grievance on its own behalf, the grievance procedure shall commence at Step 2 on page 5.

## **2.4 Arbitration**

(a) Selection of the arbitrator shall be made pursuant to the Voluntary Rules of the American Arbitration Association. The arbitrator shall have no authority to add to or delete from the provisions of this agreement, but shall only be empowered to interpret the provisions herein.

(b) The decision of the arbitrator shall be final and binding upon all parties, and shall be complied with promptly.

## **2.5 No Strikes**

The Association affirms that it does not assert the right to strike against the District or any government, nor will it assist or participate in any such strike, nor impose an obligation to conduct a strike, or participate in such a strike.

## **2.6 Representative Status**

The Association affirms it will represent all employees in the unit described in Section 2.1 on page 2 without regard to whether or not they are members of the Association.

## **2.7 Involuntary Transfers**

It is hereby agreed that, except in emergency situation, the Association shall be given ten (10) days prior notice of involuntary transfers of employees. Every reasonable effort will be made to permit full discussion of the employee's view with respect to the pending transfer.

## **2.8 Notification of Vacancies**

a) The District shall forward notices of any vacancies within the bargaining unit to the President of the Association and to the appropriate Administrators, who shall post such notices in their buildings.

b) The District shall provide the MCSA with a list of vacancies every six (6) weeks, upon request of the Association.

## **3.0 WORKING CONDITIONS**

### **3.1 Workweek**

The regular workweek for employees shall consist of five (5) consecutive days, seven and one-half (7½) hours per day, thirty-seven and one-half (37½) hours per week plus one (1) hour for lunch per day/five (5) additional hours per week.

When school is not in session, the regular workweek shall consist of five (5) consecutive days, seven (7) hours per day, thirty-five (35) hours per week plus one (1) hour for lunch per day/five (5) additional hours per week. Unit Members shall work a reduced work week during the summer recess consisting of four (4) consecutive days. Said days shall be determined by the Superintendent of Schools. Unit members may be required to work a five-day week during the last two (2) weeks of summer recess prior to the week when teachers are first required to return to work (i.e., when MCAA Administrators are required to work a five-day week). Any unit member required to work the five-day work week by his/her Building Administrator will be granted a

compensatory day for each of the up to two required days, to be taken on a day when students are not in attendance and upon prior notice by the employee to the Building Administrator.

### **3.2 Seniority**

(a) Seniority shall be based on job title or classification for purposes of determining seniority in position.

(b) For longevity increment or vacation purposes, seniority shall commence with the most recent date of regular employment on contract using payroll records as the source documents. Time on approved leaves shall not be counted as a break in service, but time on such leave shall not count as "service" for such purposes.

(c) It is understood that the seniority provision in Section 3.2(a) is deemed to mean that for purposes of layoff only, seniority shall be based upon length of continuous service within the District. With respect to regular part-time employees, credit shall be given for each year of part-time service. To accomplish this, seniority for both full-time and part-time employees shall be computed upon an hourly basis.

### **3.3 Vacations**

(a) Employees are allowed two (2) weeks of paid vacation after one (1) year of employment, and additional days of paid vacation as follows:

<u>Years of Service</u>	<u>Vacation Days</u>	<u>Years of Service</u>	<u>Vacation Days</u>
1	10	6	16
2	11	7	17
3	12	8	18
4	13	9	19
5	15	10	20

(b) Ten (10) and eleven (11) month secretarial personnel shall be entitled to pro rata vacations pursuant to Section 3.3(a) and Section 3.4.

(c) Vacation entitlement for all employees shall be arranged between the employee and his/her immediate Supervisor, and shall be taken at a time when schools are not in session. An employee may request that up to five (5) days vacation entitlement be taken when schools are in session. Such requests may be granted at the discretion of the Superintendent or his/her designee.

**3.4 Vacation Pay Upon Termination**

Paid vacation days are earned in accordance with the following schedule, and employees upon termination are entitled to unused earned prorated vacation pay in accordance herewith:

<u>Years of Service</u>	<u>Earned Vacation Days Per Month</u>	<u>Years of Service</u>	<u>Earned Vacation Days Per Month</u>
1st	.83	6th	1.33
2nd	.92	7th	1.42
3rd	1.00	8th	1.50
4th	1.08	9th	1.58
5th	1.25	10th	1.66

**3.5 Holidays**

(a) Employees are entitled to sixteen (16) holidays per year as follows:

- |                        |                           |
|------------------------|---------------------------|
| New Year's Day         | Election Day              |
| Martin Luther King Day | Veterans' Day             |
| President's Day        | Thanksgiving Day          |
| Good Friday            | Day after Thanksgiving    |
| Memorial Day           | Day before Christmas      |
| Juneteenth             | Christmas                 |
| Fourth of July         | Day before New Year's Day |
| Labor Day              |                           |
| Columbus Day           |                           |

If the clerical unit is required to work on any of the above holidays, the Superintendent shall determine an alternative holiday, during the period of September 1 to June 30, in which the altered holiday fell, after consultation with the Union. Employees who work on the alternate holiday shall not be paid at the overtime rate, unless they work in excess of the seven and one-half (7 ½) hour day.

(b) Should a holiday fall on a Saturday or Sunday, respectively, Friday or Monday, respectively, shall be deemed the holiday, unless school is in session that day, in which case the District and the Association shall meet and agree upon another day.

#### **4.0 COMPENSATION**

##### **4.1 Salaries**

Effective July 1, 2022: The 2021-22 salary schedule shall be increased by the State-issued tax levy limit based upon the consumer price index for all urban consumers (CPI-U) for the twelve (12) month period ending December 31, 2021, with a minimum of 1% and a maximum of 2%.

Effective July 1, 2023: The 2022-23 salary schedule shall be increased by the State-issued tax levy limit based upon the consumer price index for all urban consumers (CPI-U) for the twelve (12) month period ending December 31, 2022, with a minimum of 1% and a maximum of 2%.

Effective July 1, 2024: The 2023-24 salary schedule shall be increased by the State-issued tax levy limit based upon the consumer price index for all urban consumers (CPI-U) for the twelve (12) month period ending December 31, 2023, with a minimum of 1% and a maximum of 2%.

Effective July 1, 2025: The 2024-25 salary schedule shall be increased by the State-issued tax levy limit based upon the consumer price index for all urban consumers (CPI-U) for the twelve (12) month period ending December 31, 2024, with a minimum of 1% and a maximum of 2%.

Effective July 1, 2026: The 2025-26 salary schedule shall be increased by the State-issued tax levy limit based upon the consumer price index for all urban consumers (CPI-U) for the twelve (12) month period ending December 31, 2025, with a minimum of 1% and a maximum of 2%.

##### **4.2 Longevity Increments**

Effective July 1, 2022, employees who have completed the following years of service shall receive the indicated longevity increases.

<u>Years of Service</u>	<u>Increment</u>
6	\$300
10	\$825
13	\$925
18	\$1,025
20	\$1,250

Longevity payments pursuant to this provision shall be paid in the first payroll which occurs in July.

#### **4.3 Chief Secretary Payment**

The Chief Building Secretary for each school shall be designated, in writing, by the building principal, and shall receive a Six Hundred (\$600) Dollar annual payment for remaining on call during his/her break time. Such payment shall be made as a lump sum in the first payroll in July.

#### **4.4 Shift Differential**

Employees whose shift commences at 3:00 p.m., or whose major portion of the workday is after 3:00 p.m., shall be paid a differential of forty (40¢) cents per hour for all hours after 3:00 p.m.

#### **4.5 Overtime**

- (a) All overtime shall be computed on a daily and weekly basis.
- (b) All overtime performed Monday through Saturday shall be computed at the rate of time and one-half. All work performed on a Sunday shall be paid at a rate of double time. All work performed on a holiday shall be paid at the rate of double time, plus a day's pay for the holiday.
- (c) All employees shall receive double time payment after sixteen (16) hours of continuous work.

(d) All overtime shall be the responsibility of the Superintendent and/or his/her designee and must be approved in advance.

#### **4.6 Method of Payment**

All ten (10) month and eleven (11) month employees may, at their own option, choose the twenty-six (26) payment method of pay.

### **5.0 EMPLOYEE BENEFITS**

#### **5.1 Medical Insurance**

**NYSHIP.** NYSHIP shall be available to unit members who are eligible to receive health insurance coverage in accordance with the terms of this Article. Effective July 1, 2022, all unit members who participate in NYSHIP shall contribute 9.5% of the health insurance premiums. Effective July 1, 2023, all unit members who participate in NYSHIP shall contribute 10.5% of the health insurance premiums. Effective July 1, 2024, all unit members who participate in NYSHIP shall contribute 11.5% of the health insurance premiums. Effective July 1, 2026, all unit members who participate in NYSHIP shall contribute 12.5% of the health insurance premiums.

**HIP Access.** Effective July 1, 2022, HIP Access shall be available to unit members who are eligible to receive health insurance coverage in accordance with the terms of this Article. Effective July 1, 2022, all unit members who participate in HIP Access shall contribute 9.5% of the health insurance premiums. Effective December 7, 2022, HIP Access shall only be available to unit members who are eligible to receive health insurance coverage in accordance with the terms of this Article and only if the member is a HIP Access participant as of December 7, 2022. Effective January 1, 2023, all unit members who participate in HIP Access shall contribute 29.5% of the health insurance premiums. Effective July 1, 2023, all unit members who participate in HIP Access shall contribute 30.5% of the health insurance premiums. Effective January 1, 2024, the District will contribute on behalf of all unit members who participate in HIP Access an amount

which equals that which the District contributes for NYSHIP participants at that time, and the employee shall be responsible for the balance of premiums.

Except as otherwise set forth herein, after prior consultation with the Association, the District may offer voluntary health insurance plans in addition to NYSHIP and HIP Access.

**HIP Savings.** In January 2023, each bargaining unit member employed on December 7, 2022 and also employed on January 1, 2023, shall receive a one-time, off-schedule payment of \$1000. In January 2024, each bargaining unit member employed on December 7, 2022 and also employed on January 1, 2024, shall receive a one-time, off-schedule payment of \$1500.

**Health Insurance in Retirement.** For unit members hired on or before December 7, 2022, the District shall pay one hundred (100%) percent of the cost of individual coverage upon retirement and fifty (50%) percent of the cost of dependent coverage upon retirement. For unit members hired after December 7, 2022, the District shall pay eighty (80%) percent of the cost of individual coverage upon retirement and fifty (50%) percent of the cost of dependent coverage upon retirement. To be eligible for health insurance into retirement, the Unit member must have ten (10) years of full-time or part-time service within the District, and actually retire from the District, as accepted and approved by the New York State Employees' Retirement System. All unit members shall be eligible for NYSHIP in retirement. HIP Access shall only be available in retirement if the unit member was a HIP Access participant as of December 7, 2022 and continues as a participant in HIP Access until the date of retirement. The District may offer Aetna retiree health insurance as an option in retirement and, if it does so, it shall be a voluntary option for any retiree who qualifies.

**Health Insurance Declination.** Unit employees who are eligible to receive health insurance coverage through the District may opt not to be covered by the District. Unit employees who elect not to be covered for health insurance by the District shall be entitled to receive \$1,500

provided the employee remains uncovered by the District for a period of twelve (12) consecutive months.

Unit employees shall advise the District of their desire not to be covered no later than December 1st and coverage shall cease as of January 1st. Payments shall be made during the first pay period of the following January provided the declination has been in effect from the preceding January.

The declination of Health Insurance shall remain in force annually thereafter unless the employee(s) who have declined such coverage for a given year wish to re-enroll in the Health Insurance Program for the following year. Said employee(s) shall notify the District of such change no later than November 1st preceding the year in which they wish to reenter the plan. Such coverage shall take effect on January 1st.

Unit employees hired on or after January 1st may advise the District of their desire not to be covered by Health Insurance at any time in their first calendar year. Such employees shall receive a pro rata share of the \$1,500 provided the employee remains uncovered by the District through December of that same calendar year. Thereafter, they shall be treated the same as all other unit employees declining coverage.

Individuals making this election shall submit sworn statements to the District indicating they have health insurance coverage under another plan.

Nothing contained herein shall preclude a member of the unit from applying to reenter the District's plan at any time for reasons consistent with the rules of the District's flexible benefit plan and applicable law. In the event a unit employee reenters the plan within the first twelve (12) months, no payment shall be made. In the event a unit employee resumes health insurance coverage after the first twelve (12) months of declined coverage, but prior to the due date for their

annual payments, no payments shall be made for the year in which the unit employee's declination was for less than twelve (12) months.

In the event a member seeks to reenter the District's Plan, the District shall request that the Plan waive any applicable waiting period.

In accordance with the rules and regulations of the Empire Plan, a unit employee who is employed by the District and whose spouse is employed by the District shall not be entitled to family coverage provided by the District, unless the maintenance of such plan is required to comply with a court order, judgment or legal separation.

With respect to those unit employees whose spouses are employed by the District, the employees will have the option of determining which spouse shall be covered by the District's Family Plan.

Nevertheless, a unit employee who thereafter becomes no longer covered by his/her spouse's said coverage (e.g., death, divorce, loss of job, loss of coverage, etc.) shall be entitled to immediate reinstatement without any restrictions, without any cost to the individual and pre-existing conditions shall not in any way preclude full coverage.

Unit employees who lose coverage shall notify the District as soon as reasonably possible of their intent to re-enroll in the District's health insurance plan. Such reinstatement shall be immediate upon notice to the District.

In any event the spouse who is no longer entitled to the family coverage has the option of individual coverage or a \$1,500 payment. Such payment will be made during the first pay period of the following January.

The District has instituted a flexible benefits plan pursuant to Internal Revenue Code Section 125 in which unit employees are eligible to participate in accordance with the rules of the plan.

## **5.2 Life Insurance**

Clerical employees shall be provided fifteen thousand (\$15,000) dollar group life insurance at no cost to the employee.

## **5.3 Dental Insurance**

The District shall include the personnel covered by this agreement in a dental insurance plan, paid for by the District, known as New York Life Insurance Company.

## **5.4 Retirement Program**

(a) Effective July 1, 1989, all employees shall be included under Section 75(i) of the New York State Employees Retirement Law, the cost of which shall be fully paid by the District.

(b) Upon notice of retirement four (4) months prior to the date of actual retirement, an employee shall receive a per diem rate of compensation of two (2) days for every five (5) days of their accumulated sick leave. Payment shall be included in the regular paycheck over the last four (4) months of service prior to retirement.

## **5.5 Sick Leave**

(a) All employees shall accrue one (1) sick day per month. Such accrual shall aggregate to 160 days. After one (1) year of service, the employee shall be entitled to his/her annual accrual of sick leave at the beginning of the year, provided, however, that if the employee leaves the District prior to the end of the school year, he/she will only be entitled to a prorated amount of sick leave based on actual service to the District.

(b) Clerical employees employed for three (3) or more years shall be eligible for extended sick leave beyond their accrued sick leave, equivalent to twice the amount of their accrued sick leave at the time of the commencement of the extended illness, with a minimum of 110 workdays and a maximum of 220 workdays, provided they meet the following eligibility requirements:

1. A signed physician's note must be supplied by the employee to the Personnel Office attesting to the fact that the employee is under a doctor's care, and will be unable to report to work because of health reasons for a minimum of twenty-five (25) calendar days.

2. Only employee illness which confines the employee to a hospital or his/her home will qualify (aside from office calls to his/her physician or other medical facility).

3. The District's doctor must agree that the illness referred to in (b) requires confinement to home or hospital, and that the employee will be unable to report to work because of health reasons for a minimum of twenty-five (25) calendar days.

4. In the event of a dispute between the District's doctor and the employee's doctor, they shall agree on a third doctor, whose opinion shall be binding. The cost of the third doctor shall be paid by the District. In the event the doctors are unable to agree upon a third doctor, the employee may grieve the District's denial under the grievance procedure commencing at the Board of Education level.

5. Extended Sick Leave may not be used for Workers' Compensation cases.

6. Extended Sick Leave may be used only for the employee's personal illness.

7. In the event the District alleges an abuse by an employee on Extended Sick Leave, a committee composed of two (2) representatives of the Union, two (2) representatives of the Superintendent, and a fifth party mutually selected by the parties shall hear and adjudicate such alleged abuses. In the event the parties are unable to agree, the third party shall be selected from a list submitted by the American Arbitration Association (AAA).

8. Employees shall use their accrued sick leave prior to becoming eligible for Extended Sick Leave.

9. Upon return from sick leave, employees shall have their accumulated sick leave credited with one-third (1/3) of the number of accumulated sick days at the time of the commencement of the extended illness.

10. In the event an employee has exhausted his/her sick leave, and has an extended illness for more than ten (10) calendar days but less than twenty-five (25) calendar days, such employee may be placed on Extended Sick Leave, provided he/she complies with all the other requirements listed above, and provided further (1) that upon return from such leave, the employee shall have deducted from his/her "future" sick leave the days advanced by the District; and (2) the employee agrees that in the event he/she leaves the employ of the District prior to paying back the advanced days, he/she shall authorize the District to deduct from his/her final paychecks the amounts advanced by the District.

#### **5.6 Payment for Unused Sick Leave**

Unit members who have a minimum of thirty (30) sick days as of June 30<sup>th</sup> shall be eligible to sell back up to five (5) sick days at the unit member's per diem rate. Unit members who have a minimum of fifty (50) sick days as of June 30<sup>th</sup> shall be eligible to sell back up to eight (8) sick days at the unit member's per diem rate. The remaining unused days shall be applied to the employee's accrued leave days. Payment for these days will be paid in a separate check the following school year the first week in December.

Employees shall notify the District, in writing, of their intention to exercise this option by the last day of the school year. To be eligible, employees must work, their full contract year.

#### **5.7 Personal Leave**

Employees shall be entitled to three (3) days off with pay for personal leave time per year. In the event that employees require additional time, such days may be granted where, in the

judgment of the District, circumstances warrant the granting of such days. Unused personal days shall be rolled over at the end of the school year into unused sick leave.

**5.8 Bereavement Leave**

Employees shall be entitled to three (3) days off with pay for death in the family. "Family" shall include: father, mother, brother, sister, half-brother, half-sister, children, husband, wife, grandmother, grandfather, grandchild, mother-in-law, and father-in-law.

**5.9 In-service Course Time**

Employees shall be entitled to attend in-service courses during regular working hours without loss of pay, with the Supervisor's approval, providing, however, the courses are not directly related to Civil Service tests.

**5.10 Secretarial Conference Time**

Employees shall be entitled to one (1) day per year for Secretarial Conference, whenever attendance at such conference shall be, with the approval of the Superintendent of Schools.

**5.11 Notice of Termination**

Members of the unit shall be entitled to a thirty (30) day Notice of Termination if their position is abolished.

**5.12 Inclement Weather**

When school is closed all day due to inclement weather, all employees shall be paid their regular rate of pay for two (2) such days per year.

Personnel required to work when school is closed due to inclement weather shall receive compensatory time off with the approval of their Supervisor.

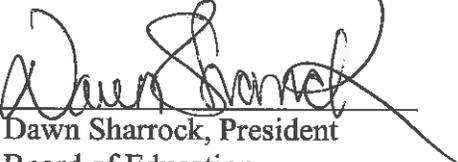
**5.13 Unpaid Leave of Absence**

Clerical employees with a minimum of five (5) years of full-time service with the District may be granted an unpaid leave of absence at the discretion of the Board of Education, which shall

not deny such request arbitrarily or capriciously. Such unpaid leave, if granted, shall be for a minimum of six (6) months and up to a maximum of one (1) year. Request for such leaves must be submitted at least sixty (60) days in advance of the commencement of such leave and the request must include the commencement date and termination date of such requested leave. Employees who are granted such leave must advise the District if they plan to return from such leave at least forty-five (45) days prior to the end of a six (6) month or ninety (90) days prior to the end of a leave in excess of six (6) months.

SIGNATURE OF THE PARTIES TO  
THE AGREEMENT

MIDDLE COUNTRY  
CENTRAL SCHOOL DISTRICT

By:   
Dawn Sharrock, President  
Board of Education

Date: 2/28/23

MIDDLE COUNTRY  
SECRETARIAL ASSOCIATION  
CLERICAL UNIT

By:   
Colleen Moore  
President

Date: 2-13-2023

**MCSA Salary Schedule**  
**2022 / 2023**  
(2.00% INCREASE)

STEP	<u>A</u> <u>Salary</u>	<u>B</u> <u>Salary</u>	<u>C</u> <u>Salary</u>	<u>D</u> <u>Salary</u>	<u>E</u> <u>Salary</u>	<u>F</u> <u>Salary</u>	<u>G</u> <u>Salary</u>	<u>H</u> <u>Salary</u>
E	36,775	38,739	40,084	40,709	44,674	49,691	54,822	60,303
1	38,093	40,057	41,407	42,033	45,999	50,786	56,142	61,751
2	39,340	41,317	42,658	43,289	47,252	52,621	58,011	63,601
3	40,726	42,690	44,036	44,662	48,629	54,722	59,904	65,510
4	42,252	44,213	45,547	46,185	50,148	56,685	61,149	67,476
5	43,903	45,863	47,208	47,837	51,802	58,906	63,347	69,498
6	45,683	47,654	49,000	49,618	53,594	61,261	65,545	71,586
7	47,912	49,881	51,227	51,847	55,821	63,705	67,944	73,731
8	50,138	52,109	53,451	54,072	58,038	66,142	70,658	75,944
9	52,527	54,498	55,842	56,462	60,432	68,539	73,055	78,223
10	54,628	56,680	58,078	58,719	62,848	71,278	75,976	80,569
11	56,940	58,993	60,391	61,032	65,161	73,590	78,287	82,987
GRADE A	OFFICE ASSISTANT, CLERK							
GRADE B	STENOGRAPHER							
GRADE C	SENIOR OFFICE ASSISTANT, SENIOR STENOGRAPHER							
GRADE D	ACCOUNT CLERK, ACCOUNT CLERK TYPIST							
GRADE E	PRINCIPAL OFFICE ASSISTANT, PRINCIPAL STENOGRAPHER, SENIOR ACCOUNT CLERK							
GRADE F	SECRETARIAL ASSISTANT, ADMINISTRATIVE ASSISTANT, NETWORK AND SYSTEMS COORDINATOR PURCHASING TECHNICIAN							
GRADE G	PRINCIPAL ACCOUNT CLERK, DISTRICT TREASURER, DATA CONTROL SPECIALIST							
GRADE H	PAYROLL SUPERVISOR, EMPLOYEE BENEFITS SUPERVISOR, PERSONNEL ASSISTANT, DISTRICT CLERK							

**MCSA Salary Schedule**  
**2023 / 2024**  
(2.00% INCREASE)

STEP	<u>A</u> <u>Salary</u>	<u>B</u> <u>Salary</u>	<u>C</u> <u>Salary</u>	<u>D</u> <u>Salary</u>	<u>E</u> <u>Salary</u>	<u>F</u> <u>Salary</u>	<u>G</u> <u>Salary</u>	<u>H</u> <u>Salary</u>
E	37,511	39,514	40,886	41,523	45,567	50,685	55,918	61,509
1	38,855	40,858	42,235	42,874	46,919	51,802	57,265	62,986
2	40,127	42,143	43,511	44,155	48,197	53,673	59,171	64,873
3	41,540	43,544	44,917	45,555	49,602	55,816	61,102	66,820
4	43,097	45,097	46,458	47,109	51,151	57,819	62,372	68,826
5	44,781	46,780	48,152	48,794	52,838	60,084	64,614	70,888
6	46,597	48,607	49,980	50,610	54,666	62,486	66,856	73,018
7	48,870	50,879	52,252	52,884	56,937	64,979	69,303	75,206
8	51,141	53,151	54,520	55,153	59,199	67,465	72,071	77,463
9	53,578	55,588	56,959	57,591	61,641	69,910	74,516	79,787
10	55,721	57,814	59,240	59,893	64,105	72,704	77,496	82,180
11	58,079	60,173	61,599	62,253	66,464	75,062	79,853	84,647

GRADE A	OFFICE ASSISTANT, CLERK
GRADE B	STENOGRAPHER
GRADE C	SENIOR OFFICE ASSISTANT, SENIOR STENOGRAPHER
GRADE D	ACCOUNT CLERK, ACCOUNT CLERK TYPIST
GRADE E	PRINCIPAL OFFICE ASSISTANT, PRINCIPAL STENOGRAPHER, SENIOR ACCOUNT CLERK
GRADE F	SECRETARIAL ASSISTANT, ADMINISTRATIVE ASSISTANT, NETWORK AND SYSTEMS COORDINATOR PURCHASING TECHNICIAN
GRADE G	PRINCIPAL ACCOUNT CLERK, DISTRICT TREASURER, DATA CONTROL SPECIALIST
GRADE H	PAYROLL SUPERVISOR, EMPLOYEE BENEFITS SUPERVISOR, PERSONNEL ASSISTANT, DISTRICT CLERK

Note: Match NV

**MCSA Salary Schedule**  
**2024 / 2025**  
(2.00% INCREASE)

<b>STEP</b>	<b><u>A</u></b> <b><u>Salary</u></b>	<b><u>B</u></b> <b><u>Salary</u></b>	<b><u>C</u></b> <b><u>Salary</u></b>	<b><u>D</u></b> <b><u>Salary</u></b>	<b><u>E</u></b> <b><u>Salary</u></b>	<b><u>F</u></b> <b><u>Salary</u></b>	<b><u>G</u></b> <b><u>Salary</u></b>	<b><u>H</u></b> <b><u>Salary</u></b>
<b>E</b>	38,261	40,304	41,704	42,353	46,478	51,699	57,036	62,739
<b>1</b>	39,632	41,675	43,080	43,731	47,857	52,838	58,410	64,246
<b>2</b>	40,930	42,986	44,381	45,038	49,161	54,746	60,354	66,170
<b>3</b>	42,371	44,415	45,815	46,466	50,594	56,932	62,324	68,156
<b>4</b>	43,959	45,999	47,387	48,051	52,174	58,975	63,619	70,203
<b>5</b>	45,677	47,716	49,115	49,770	53,895	61,286	65,906	72,306
<b>6</b>	47,529	49,579	50,980	51,622	55,759	63,736	68,193	74,478
<b>7</b>	49,847	51,897	53,297	53,942	58,076	66,279	70,689	76,710
<b>8</b>	52,164	54,214	55,610	56,256	60,383	68,814	73,512	79,012
<b>9</b>	54,650	56,700	58,098	58,743	62,874	71,308	76,006	81,383
<b>10</b>	56,835	58,970	60,425	61,091	65,387	74,158	79,046	83,824
<b>11</b>	59,241	61,376	62,831	63,498	67,793	76,563	81,450	86,340

GRADE A OFFICE ASSISTANT, CLERK

GRADE B STENOGRAPHER

GRADE C SENIOR OFFICE ASSISTANT, SENIOR STENOGRAPHER

GRADE D ACCOUNT CLERK, ACCOUNT CLERK TYPIST

GRADE E PRINCIPAL OFFICE ASSISTANT, PRINCIPAL STENOGRAPHER, SENIOR ACCOUNT CLERK

GRADE F SECRETARIAL ASSISTANT, ADMINISTRATIVE ASSISTANT, NETWORK AND SYSTEMS COORDINATOR  
PURCHASING TECHNICIAN

GRADE G PRINCIPAL ACCOUNT CLERK, DISTRICT TREASURER, DATA CONTROL SPECIALIST

GRADE H PAYROLL SUPERVISOR, EMPLOYEE BENEFITS SUPERVISOR, PERSONNEL ASSISTANT, DISTRICT CLERK

Note: Match NV

**MCSA Salary Schedule**  
**2025 / 2026**  
**(2.00% INCREASE)**

<b>STEP</b>	<b><u>A</u></b> <b><u>Salary</u></b>	<b><u>B</u></b> <b><u>Salary</u></b>	<b><u>C</u></b> <b><u>Salary</u></b>	<b><u>D</u></b> <b><u>Salary</u></b>	<b><u>E</u></b> <b><u>Salary</u></b>	<b><u>F</u></b> <b><u>Salary</u></b>	<b><u>G</u></b> <b><u>Salary</u></b>	<b><u>H</u></b> <b><u>Salary</u></b>
<b>E</b>	39,026	41,110	42,538	43,201	47,408	52,733	58,177	63,994
<b>1</b>	40,425	42,509	43,941	44,606	48,815	53,895	59,579	65,531
<b>2</b>	41,748	43,846	45,269	45,939	50,144	55,841	61,562	67,494
<b>3</b>	43,218	45,303	46,732	47,395	51,606	58,071	63,571	69,520
<b>4</b>	44,838	46,919	48,335	49,012	53,218	60,155	64,892	71,607
<b>5</b>	46,590	48,670	50,097	50,765	54,973	62,511	67,224	73,752
<b>6</b>	48,480	50,571	51,999	52,655	56,875	65,010	69,557	75,968
<b>7</b>	50,844	52,935	54,363	55,021	59,237	67,604	72,103	78,244
<b>8</b>	53,207	55,298	56,723	57,381	61,591	70,191	74,983	80,593
<b>9</b>	55,743	57,834	59,260	59,918	64,131	72,734	77,526	83,010
<b>10</b>	57,972	60,150	61,633	62,313	66,695	75,641	80,627	85,500
<b>11</b>	60,425	62,604	64,088	64,768	69,149	78,095	83,079	88,067

GRADE A OFFICE ASSISTANT, CLERK

GRADE B STENOGRAPHER

GRADE C SENIOR OFFICE ASSISTANT, SENIOR STENOGRAPHER

GRADE D ACCOUNT CLERK, ACCOUNT CLERK TYPIST

GRADE E PRINCIPAL OFFICE ASSISTANT, PRINCIPAL STENOGRAPHER, SENIOR ACCOUNT CLERK

GRADE F SECRETARIAL ASSISTANT, ADMINISTRATIVE ASSISTANT, NETWORK AND SYSTEMS COORDINATOR  
PURCHASING TECHNICIAN

GRADE G PRINCIPAL ACCOUNT CLERK, DISTRICT TREASURER, DATA CONTROL SPECIALIST

GRADE H PAYROLL SUPERVISOR, EMPLOYEE BENEFITS SUPERVISOR, PERSONNEL ASSISTANT, DISTRICT CLERK

Note: Match NV