

THE WATERTOWN CITY
SCHOOL DISTRICT
SUPERINTENDENT OF
SCHOOLS

and

WATERTOWN
ADMINISTRATIVE and
SUPERVISORY
ASSOCIATION

July 1, 2025 – June 30, 2029

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RECOGNITION

1. The Board hereby recognizes the Watertown Administrative and Supervisory Association (WASA) as the sole bargaining representative of all administrative personnel excluding "central office" administration. Said unit shall include Principals, Assistant Principals, Coordinators, Assistant Coordinators, and Directors. Any employee under the scope of this Recognition Clause shall be subject to all terms and conditions of employment in this Agreement, regardless of the employee's membership status in WASA.
2. Recognition is hereby granted for the purpose of collectively negotiating and entering into a written agreement with the employer regarding terms and conditions of employment. Said recognition recognizes that the employee unit has affirmed its intent to comply with all the requirements of Section 200 through 214 of the Civil Service Law and as amended.

ARTICLE I TERM

The Parties agree to a four (4) year agreement to run from July 1, 2025, through June 30, 2029.

ARTICLE II DUES DEDUCTION

1. At the request of WASA, the Board agrees that for the duration of the agreement, dues for the School Administrators Association of New York State (SAANYS) will be deducted, in accordance with the written authorization, from the salary of employees covered by this agreement.
2. Dues will be transmitted to SAANYS upon the following conditions:
 - a. On or before September 1st of the then contract year, the written authorization of the employee desiring dues deductions shall be filed with the District Payroll Office.
 - b. Before said date, the President or Treasurer of WASA shall file with the Clerk of the Board a certification of the current rate of membership dues of SAANYS and its national affiliate, together with a list by school buildings of the individuals desiring dues deductions and the amounts of such deductions for each.
 - c. Deductions of the total amount authorized by a particular individual shall be made in ten equal installments from the consecutive payrolls commencing with the first payroll in September of the contract year.
 - d. Promptly following each payroll from which deductions are made, the Board shall transmit to SAANYS the dues deducted for the particular time period. The Board shall provide a list of individuals for whom the deductions have been made and the amount deducted for each to WASA with the final payment.

ARTICLE III
LIAISON COMMITTEE

1. It is agreed by both parties that it is desirable to utilize, on a continuing basis, the expertise of administrators and supervising personnel with respect to the procedural means for the Superintendent of Schools to execute their responsibility under the law in the area of educational policy. The parties believe that continuing communication between the Superintendent of Schools and the Association should be provided so as to effectively utilize the contributions of administrators and supervisors in this area.
2. The Superintendent of Schools and four representatives from the Association shall constitute a committee which shall meet at least four times within the school year. The agenda for such meetings shall be prepared jointly by the President of the WASA and the Superintendent of Schools, and be distributed to the participants five working days prior to the date of each meeting of the liaison committee.
3. It will be the responsibility of the Superintendent of Schools and the President of WASA to initiate each meeting of the liaison committee. While the agenda for each meeting shall be prescribed at least as a beginning point for sessions, the goal of all meetings will be to achieve a closer, more effective working relationship between all levels of management.

ARTICLE IV
GRIEVANCE

A. Declaration of Purpose

It is necessary that employees have an effective method of resolving their individual and collective difference with the employer. Further, it is desirable that such differences be resolved as expeditiously as possible at the lowest administrative level. In this light, the following definitions and procedures are mutually agreed to:

1. Grievance is a claimed violation of the terms and conditions of employment as contained herein.
2. Aggrieved is any party to the contract.
3. Days employed in these procedures shall exclude Saturday, Sunday, and legal holidays when school is closed.

B. General Procedures

1. Except at the informal stage of resolution, all grievances shall be in writing and shall include the following:
 - a. Name of grievant.
 - b. Nature of grievance.
 - c. Details as to the time and place the aggrieved event took place, and the names of all parties involved, etc. Copies of relevant printed materials shall be included where appropriate.

2. The aggrieved may be represented at any or all stages by a representative of their own selection.
3. If a particular grievance affects multiple employees, nothing shall restrict their Association, at the request of the aggrieved, from filing a group action on their behalf.
4. Both parties agree to make all relevant materials available upon request to the other party of interest. The legal process shall be available to both parties to enforce disclosure and discovery after due notice.
5. All such written records that pertain to the processing of a particular grievance shall be maintained in a file separate from the individual(s) personnel folder(s).
6. If this grievance procedure is pursued to or through Stage 4, the grievant waives any and all rights to pursue said grievance through alternate procedures for adjudication.

C. Stages of Grievance

Stage 1 - Informal

1. A grievant shall discuss said grievance with their immediate Supervisor, or in the absence of an immediate Supervisor, directly with the Superintendent of Schools or their delegate. It is desirable that this discussion be informal and held as expeditiously as is possible.
2. If a satisfactory solution is not forthcoming, the grievant shall reduce the grievance to writing within three (3) days as specified in Section B, and resubmit it to the Supervisor. The Supervisor shall within three (3) days after receipt of same, issue a written decision to the grievant.

Stage 2 - Superintendent of Schools

1. If the grievant is not satisfied with the Stage 1 decision, the grievance may be forwarded within ten (10) days directly to the Superintendent with a note signifying it is an appeal from a Stage 1 decision.
2. Within five (5) days after receipt of this written appeal, the Superintendent of Schools, or their delegate, shall schedule a hearing with the grievant and other parties of interest. The hearings shall be held within seven (7) days of the receipt of the "appeal."
3. The Superintendent of Schools shall render a written decision of his findings within ten (10) days after the hearing.

Stage 3 - Board of Education

1. If the grievant is not satisfied with the Superintendent of School's written decision, an appeal in writing may be submitted within ten (10) days requesting a Board meeting.

2. Within fifteen (15) days after receipt of the written appeal from the Superintendent of Schools' decision, a hearing shall be held before the Board.
3. Within ten (10) days following the Board hearing, the Board shall render its written decision directly to the grievant and/or representative.
4. In no instance shall the Board, in the case of multiple grievances, meet more often than at ten (10) day intervals to process said multiple and/or simultaneous grievances.

Stage 4 - Arbitration

1. If after the Board appeal the grievant is not satisfied, the grievance may be submitted to Binding Arbitration by the issuance of a Demand for Arbitration notice. It must be sent to the Board Clerk within fifteen (15) days after receipt of the Stage 3 written decision.
2. If the Board and the grievant cannot agree upon a mutually acceptable arbitrator, one shall be selected according to the existing Labor Arbitration rules of the American Arbitration Association.
3. The arbitrator shall hear the case as soon as feasible, and render their written decision with appropriate justification in all due dispatch.
4. The decision of the arbitrator shall be final and binding on all parties. The arbitrator, however, shall have no power to recommend any action violative of this contract, nor shall they have power to add to, subtract from, or otherwise alter the express written language of this contract.
5. The full and total costs for the arbitrator and accompanying service shall be borne equally by both parties of interest.

ARTICLE V CREATION OF NEW POSITIONS

If during the term of this agreement, the Board creates a new position encompassed within this unit, then the terms and conditions of employment contained herein shall be deemed controlling.

ARTICLE VI ADMINISTRATOR'S EVALUATION

- A. The purpose of evaluations are to assess the quality and performance of the administrative staff. It is hoped that the evaluation process will provide an avenue for mutual understanding between central administration and the administrative staff. The evaluation process encompasses the following general procedure for formal evaluation.
 1. The employer must establish standards of performance.
 2. Standards must be clearly expressed.
 3. The employee must have reasonable notice that they are not meeting such standards.

4. The Superintendent of Schools or their designee must detail the specifics of such failures or compliance, making suggestions for improvement, and offer such supportive help as may be available.
5. The Superintendent of Schools or their designee shall re-evaluate, where appropriate, to ascertain if such improvements have been made.
6. If an employee is in danger of being dismissed, they shall be provided a written warning which will be signed by the employee, thereby acknowledging the warning. This provision does not preclude the District from taking immediate action, such as placing the employee on administrative leave, at the District's sole discretion. In the case of a probationary administrator, if the Superintendent determines that a recommendation will be made to discontinue their employment, the District's sole obligation to provide written notice will be to provide notice in accordance with Education Law sections 3019-a and 3031.
7. The parties agree to the evaluation instrument used currently by the District for Administrators. (Summative Administrator/Coordinator Performance Evaluation document).
8. The Superintendent of Schools, however, reserves their right to change the evaluation instrument with the proviso that in altering any expectation of standards of performance, the staff shall be fully apprised.
9. Validity of evaluation depends upon the care directed in observing an individual's work. Experienced supervisors recognize the importance of basing their evaluation on the observation of a variety of situations.

B. APPR Clause: Building Principals

The parties acknowledge the adoption of final regulations by the New York State Board of Regents to implement Chapter 143 of the Laws of 2024, relating to the evaluation of classroom teachers and building principals. These regulations, effective March 26, 2025, allow for the negotiation of new Annual Professional Performance Review (APPR) plans, with full implementation required no later than the 2031–2032 school year. The parties agree to meet outside the formal collective bargaining process to develop a new APPR plan consistent with these regulations.

**ARTICLE VII
JOB DESCRIPTION**

Job description for Administrative assignments are general and not inclusive.

**ARTICLE VIII
RELATED BENEFITS**

A. Injury Protection

1. Members of this bargaining unit who are unable to work as a result of an injury caused by misbehavior or negligence on the part of a student while the administrator, supervisor or coordinator is in the responsible performance of their duty shall not be charged sick leave and shall receive full pay for such period of

disability up to a maximum of 90 days. At the end of the 90 days if the person is still out and in all other on-the-job injury cases, the following will apply.

- a. In the event of any injury in the course of employment, the person will be reimbursed to the extent of their available sick leave.
- b. Any Workers Compensation payments, for which the person qualifies while on sick leave, shall be paid to the District. The dollar value will be converted to the equivalent number of working days, based upon the person's salary and at the termination of the absence, this number of days will be credited to the person's sick leave for the future.
- c. The parties agree that where a person is finally adjudged guilty of criminal charges or had judgment entered against them in a civil case as related to the incident, the Board has no further responsibility for pay or loss of accumulated leave.

B. Payment for Unused Accumulated Sick Leave at Retirement

1. At the time of an individual's retirement under the provisions of the New York State Teachers' Retirement System, the District will pay as outlined below for each unused sick day, up to 222 days.

Accumulated Days	Rate/Day	Maximum Benefit 12 mo.	Maximum Benefit 10 mo.
0-100	\$35	\$3,500	\$3,500
101-150	\$55	\$2,750	\$2,750
151-222	\$75	\$5,400	\$3,750
Total Maximum Benefit		\$11,650	\$10,000

*200 days for 10-month unit members

2. Retiring employees who receive payment for unused sick leave will have the amount of payment deposited in a 403b-7 account.

C. Health Insurance

1. Health insurance contributions by unit members, currently at a dollar value equivalent to 15% of the total premium charged to the District (15% unit member/85% District).
2. The District will implement an IRS 125 plan for the employee's share of the cost of the health insurance premium. In addition, each unit member shall have the right to participate in a full IRS 125 Cafeteria Plan.
3. A health insurance buyout for members not taking district offered health insurance will be paid at 10% of the actual cost of a single member policy. This payment will be made to the administrator on June 30 of the year the administrator did not use district offered health insurance.

D. Health Insurance Coverage Upon Retirement:

1. Employees hired after July 1, 2006, will be eligible to continue health insurance coverage in retirement provided they have met the following requirements:

- a. are employed by the Watertown City School District at the time of retirement and are enrolled in the health plan at the time of retirement;
- b. provide proof of retirement and otherwise meet the definition of retirement as specified by the NYS Teachers' Retirement System or the NYS Employees' Retirement System;
- c. meet the minimum service requirements with the Watertown City School District as listed in the following schedule:

Years of Service in District	Employee Premium Contribution	District Premium Contribution
5-9	75%	25%
10 - 19	50%	50%
20-24	25%	75%
25 +	0%	100%

- 2. Employees hired prior to July 1, 2006, will be eligible to continue health insurance coverage in retirement provided they have met the following requirements:
 - a. are employed by the Watertown City School District at the time of retirement and are enrolled in the health plan at the time of retirement;
 - b. provide proof of retirement and otherwise meet the definition of retirement as specified by the NYS Teachers' Retirement System or the NYS Employees' Retirement System;
 - c. meet the minimum service requirement of five (5) years of service with the Watertown City School District.
- 3. As of the ratification date of this contract, the Watertown City School District contributes 100% of the healthcare insurance premium to retirees hired prior to July 1, 2006, who meet the requirements listed in Article VIII, Paragraph D(2).

E. Dental Insurance

- 1. The District's total contribution towards individual coverage shall not exceed \$100.
- 2. The District's total contribution towards family coverage, shall not exceed \$200.

**ARTICLE IX
CONTINUING POLICIES**

District-wide policies of the Board of Education regarding terms and conditions of employment not covered by this agreement shall be continued. If such policies are of necessity changed, and if such change has an impact upon terms and conditions of employment, such impact as may exist will be deemed negotiable.

ARTICLE X
SICK LEAVE

- A. For all unit members, sick leave is accumulated at nineteen (19) days per school year, cumulative to a maximum of 222 days. Unit members will identify when sick leave is being taken to care for a family illness in the immediate family. When a member of the bargaining unit is absent for three (3) or more consecutive days for family illness, the District may request a doctor's certificate certifying as to the person who is ill and the nature of the illness. Definition of "Family" as in "Family Illness" is as follows: Mother, father, son, daughter, brother, sister, spouse, relative living in the household. In cases of relatives other than above, the employee shall submit to the Superintendent of Schools written justification for closeness of relationships and need in the particular situation. This shall be submitted as soon as practicable.
- B. Necessary Leave
1. Members of the bargaining unit shall be entitled to three (3) necessary business days a year. Unused necessary days may accumulate from year to year up to a maximum of five (5) for coordinators and six (6) for administrators, except that more than two days may be used in one absence upon the approval of the Superintendent of Schools, and for requests of more than two days in one absence the Superintendent of School's approval is required and they may request a reason.
 2. No reason or excuse for such necessary business absence shall be required, but reasonable notice shall be given by the employee to the Superintendent of Schools. If possible, 48 hours advance notice will be given for use of a necessary business day.
 3. In the absence of special circumstances to be reported by the employee to the Superintendent of Schools, a necessary business day shall not be taken on a day just prior to or just following a school vacation or holiday. A day or days without pay may not be taken as intervening days between necessary business days and school vacations or holidays.
 4. If at the beginning of the school year the additional three (3) days granted exceed six (6), which is the most that can be accumulated, then the excess of these days will be credited annually to the sick leave accumulation.
- C. Bereavement Leave
1. All unit members shall be entitled to five full days for each death in the immediate family.
 2. Definition of "family" as in "death in the immediate family" shall include: mother, father, son, daughter, brother, sister, grandmother, grandfather, spouse, mother-in-law, father-in-law, sister-in-law, brother-in-law, grandchild, son-in-law, daughter-in-law, aunt, uncle, first cousin, relative or other significant person living in the employee's household.

3. In cases of persons other than above, the employee shall submit to the Superintendent of Schools a request for bereavement leave. The request will include a written justification for closeness of relationship(s) and need in that situation. This request shall be submitted as soon as practical, and the Superintendent's decision will be final and not grievable by the employee or the unit.

ARTICLE XI WORK YEAR

All unit members will work July 1st – June 30th (inclusive of leave and holidays). Eleven-Month Positions - An administrative position covered by this Agreement may be designated as an eleven-month position either by mutual agreement between the District and the affected unit member; or at the time the position is posted and filled as an eleven-month position. The District shall provide notice to the Association of any such designation.

A. Work Year- Eleven-Month Positions

1. The work year for eleven-month positions shall be from July 1 through June 30, inclusive of one non-work month during the summer.
2. The non-work month shall be scheduled by mutual agreement between the District and the employee, taking into account program needs and staffing considerations.
3. The agreed-upon period shall be communicated in writing no later than May 1.
4. This non-work time will be unpaid and will not reduce the employee's accrued vacation leave.
5. Once designated, the non-work period shall remain fixed for that year, unless otherwise mutually agreed.

B. Salary- Eleven-Month Positions

1. In recognition of the reduced work schedule, unit members in eleven-month positions shall receive a proportionally reduced annual salary.
2. The salary shall reflect a deduction equivalent to one-twelfth (1/12) of the employee's full-time, twelve-month contractual salary.
3. Employees will continue to receive their salary on the same 21- or 26-pay period cycle, consistent with existing payroll practices.

C. Leave- Eleven-Month Positions

1. The following leave entitlements reflect proportional adjustments for an eleven-month work year. The use and eligibility requirements for each category of leave shall remain consistent with Article X. Nothing herein shall be construed to alter the application of other provisions in Article X, which shall continue to apply to eleven-month employees.
2. Leave entitlements for eleven-month employees shall be as follows:
 - a. Sick Leave – Fifteen (15) days annually.

- b. Necessary Business Leave – Two (2) personal days annually.
- c. Bereavement Leave – No reduction to the entitlement.
- d. Vacation Leave – Fifteen (15) vacation days annually.
- e. Vacation Sell-Back – Up to eight (8) days may be sold back per year.
- f. Vacation Carryover – Up to five (5) unused days may be carried over to the following fiscal year.

D. Health Insurance- Eleven-Month Positions

- 1. There shall be no change in the employee’s health insurance coverage or contribution rate as a result of designation to an eleven-month position.
- 2. Employee premium contributions will continue to be deducted across the same 21- or 26-pay period cycle, in accordance with existing payroll practices.

**ARTICLE XII
HOLIDAYS**

There shall be 13 or 14 approved holidays for the employees represented by the Association, as set forth below:

Labor Day	New Year’s Day
Columbus Day	Martin Luther King, Jr., Day
Veterans’ Day	Presidents’ Day
Thanksgiving	Good Friday
Friday after Thanksgiving	Memorial Day
Christmas Eve	Juneteenth, when observed in the school calendar
Christmas Day	Independence Day (July 4)

**ARTICLE XIII
VACATION**

- 1. Building administrators, excluding coordinators and directors, are entitled to twenty-five (25) vacation days per school year. Vacation requests may be made prior to June 1 for the succeeding school year. The Superintendent of Schools will review such requests, and approve or disapprove, based on the needs of the District's educational programs. The Superintendent of Schools shall, upon receipt, respond to such requests within ten (10) working days. Requests made after June 1 will be approved or disapproved at the discretion of the Superintendent of Schools.
- 2. All vacation time shall be taken during the school year. Unit members who are unable to use all of their vacation during the school year, due to extenuating circumstances, may petition the Superintendent in writing to carry-over up to seven (7) days into the succeeding year. If the Superintendent approves the carry-over of vacation days into the next school year, such carry-over days must be used by August 31. If the principal had responsibilities for summer programs, any approved carry-over days must be used by December 31.
- 3. Any 12-month employee who elects not to use the entirety of their vacation leave and instead would like to sell back up to ten (10) vacation days per year may do so at their per

diem rate in effect at the time the vacation time was granted. To be eligible for the vacation day buyback, the employee must submit a written request to the Superintendent no later than June 1 of the school year in which the vacation time was granted. Payment will be made on the first regular payroll date in July following the close of the budget year (June 30). This payment shall not be added to the employee's base salary nor used in the calculation of any percentage-based increase to the employee's base salary in the subsequent year. These funds will be directly deposited into a qualifying 403(b) plan selected by the administrator.

4. Upon termination of an employee, either by resignation or retirement, and when at least 30 days' written notice is given by such employee of their intended separation from service, any unused vacation credits are to be compensated at the employee's regular rate of pay. In the event a separation occurs after July 1, vacation will be accrued as follows: July 1 = three (3) days, each month thereafter, two (2) days.

5. Retirement Incentive: NYS Teachers' Retirement System

The members of the Watertown Administrative and Supervisory Association have expressed an interest in considering the New York State Teachers' Retirement incentive legislation should it be made available to local school districts. The district agrees to review the feasibility of offering the incentive each year the legislation is offered.

ARTICLE XIV **NEGOTIATION RESPONSIBILITIES**

1. It is acknowledged that placing building level administrators at the negotiating table as resource persons when dealing with other unit contracts, may be recognized and counter-productive in terms of the District's interests. Should conditions warrant, however, nothing shall restrict the Superintendent of Schools' prerogative in this area.
2. The expertise of building-level administration will be utilized in the development of District negotiating positions as it regards to instructional and non-instructional contracts.

ARTICLE XV **DISTRIBUTION OF CONTRACT**

The Board of Education shall reproduce copies of a final agreement and distribute individual copies to each WASA member within thirty (30) days after final agreement.

ARTICLE XVI **MISCELLANEOUS PROVISION**

This written agreement may be altered only with the mutual written acknowledgment of both parties.

ARTICLE XVII
SUCCESSOR AGREEMENT

Negotiations for successor agreement shall be commenced at any time upon request of either party. A mutually acceptable meeting date shall be set no more than fifteen (15) working days following such request.

ARTICLE XVIII
SICK LEAVE BANK

The sole purpose of the Sick Leave Bank is to provide additional sick leave to bank members who have exhausted their own sick leave and have suffered an unplanned and prolonged illness. The Sick Leave Bank will be administered according to the guidelines below. Recommendations for changes and/or interpretations will be made by the WASA officers subject to the approval of the Superintendent of Schools.

1. All professional members of the staff represented by WASA and employed by the Board of Education are eligible for membership.
2. Membership must be made in writing to the District Payroll Office for new employees; otherwise, membership will be delayed until the following school year.
3. An annual contribution of a minimum of two days up to a maximum of five days per school year must be made from a member's accumulated sick leave in order to begin membership in the bank. Fifteen (15) days will be loaned by the Board of Education. The days loaned by the Board of Education will be paid back when the bank reaches sixty-five (65) days. However, days donated by members will accrue until the bank reaches a total of one hundred (100) days. Once the total reaches one-hundred (100) days, members' contributions will cease until needed again.
4. Days contributed to the Sick Leave Bank are non-refundable.
5. Persons wishing to terminate membership in the Sick Leave Bank must notify the Superintendent of Schools in writing. Termination of membership must be accomplished between July 1 and September 1 of any given year.
6. Before a member can draw on the Sick Leave Bank, all of their personal sick leave must have been exhausted.
7. Benefits can be granted only for personal illness.
8. Benefits received from the bank will not have to be repaid.
9. Maximum benefits for any one individual shall not exceed:

Years of Service in District	Percent of Bank
0-5	20
6-10	40
11+	50

Benefits will be granted only as long as there are computed days available in the bank.

10. Benefits will apply only to days on which the member would have normally worked.
11. Daily benefits will be calculated by dividing the member's annual salary by 260 for 12-month and the per diem for less than 12-month unit members.
12. Applications for benefits submitted to the District Payroll Office must be accompanied by a detailed doctor's statement including such things as a complete diagnosis, expected duration, physical limitations, etc.
13. Benefits may be drawn from the bank by any one member only once in a given fiscal year.
14. All applications for benefits will be reviewed by the Sick Leave Bank Committee composed of the following, before forwarding them to the Superintendent of Schools for approval: WASA Officers, Central Office Administrator.
15. The Superintendent of Schools may require a member requesting and/or receiving benefits to submit to a physical examination by a doctor of the District's choice.

**ARTICLE XIX
SALARY INCREASES**

A. Salary.

Returning members salary increases for the term of this Agreement shall be the greater of the minimum hiring rate for the unit members title or the following percentage increases, whichever is greater:

- a. July 1, 2025, 4.25%
- b. July 1, 2026, 4.25%
- c. July 1, 2027, 4.00%
- d. July 1, 2028, 3.75%

B. Longevity.

1. Starting July 1, 2025, on July 1st of each school year, employees who will reach their anniversary years in the chart below by July 1st of that year shall receive an annual stipend representing a longevity increase.

Anniversary Year	Stipend
Year 5	\$500
Year 10	\$1,000
Year 15	\$1,500
Year 20	\$2,000
Year 25	\$2,500

2. Longevity payments shall be made as an annual stipend and are not retroactive prior to July 1, 2025. Employees shall only begin receiving longevity payments on or after this date based on their eligibility under this provision.
3. Longevity stipends are paid annually and are not added to base salary. Payments are made in a lump sum by September 1st of the school year following the milestone year.

4. Employees will continue receiving the milestone longevity stipend each year until they reach the next milestone anniversary, at which point their stipend will increase to the new milestone amount.

Examples of Longevity Payments

Employee Hired on July 1, 2012

- This employee reached their 10-year milestone on July 1, 2022.
- Starting in September 2025, they will continue to receive one thousand (\$1,000) dollars annually until September 2028.
- In September 2028, after reaching 15 years of service on July 1, 2027, their stipend will increase to fifteen hundred (\$1,500) dollars annually.
- They will continue to receive fifteen hundred (\$1,500) dollars annually until September 2033.
- In September 2033, after reaching 20 years of service on July 1, 2032, their stipend will increase to two thousand (\$2,000) dollars annually.

Employee Hired on September 1, 2012

- This employee reached their 10-year milestone in September 2022, but since their anniversary date is after July 1st, they do not qualify for a new milestone increase until the following year, July 1, 2023.
- Starting in September 2025, they will continue to receive one thousand (\$1,000) dollars annually until September 2029.
- In September 2029, after reaching 15 years of service on September 1, 2028, their stipend will increase to fifteen hundred (\$1,500) dollars annually.
- They will continue to receive fifteen hundred (\$1,500) dollars annually until September 2034.
- In September 2034, after reaching 20 years of service on July 1, 2033, their stipend will increase to two thousand (\$2,000) dollars annually.

5. An employee will not receive a longevity payment during a period of layoff. If the employee returns to service in the District after being recalled from layoff, the period of layoff will not be considered a break in service for the purpose of being eligible for future longevity payments.
6. An employee holding more than one title in the District will only be eligible for one longevity award per year.
7. Longevity payments are based on consecutive years of service in the Unit, are not cumulative, and are paid as a stipend, not as an addition to base salary.

C. Assignment Location Stipend

1. As recognition of the responsibilities associated with the roles of Middle School and High School Principal, and Middle School and High School Assistant Principal annual stipend shall be provided to the individuals serving in these roles.
2. The reference to the internal titles in this provision does not alter, modify, or create any change to the administrator's designated tenure area. The tenure area remains as defined by applicable law and the administrator's appointment.
3. Principals assigned to the following schools shall receive an annual stipend of:

- Middle School: two thousand (\$2,000) dollars.
 - High School: three thousand (\$3,000) dollars.
4. Assistant Principals assigned to the following schools shall receive an annual stipend of:
 - Middle School: fifteen hundred (\$1,500) dollars.
 - High School: twenty-five (\$2,500) dollars.
 5. Assignment to specific locations is at the sole discretion of the Superintendent. Administrators do not have a property interest or guarantee of continued assignment to any specific school or location.
 6. If an individual serves in one of the eligible positions for less than the full annual assignment, the stipend shall be prorated based on the number of days worked in the position during the assignment period.
 7. The stipend shall be paid in equal installments in accordance with the district's regular payroll schedule. For prorated assignments, payment shall align with the period of service rendered.

D. Director of Health and Physical Education Stipends

1. The Superintendent shall assign the duties of Director of Health and Director of Physical Education to appropriately certified individuals. Each individual shall receive a stipend in the amount of five thousand (\$5,000) dollars for performing the assigned duties. The stipend shall be paid in equal installments via the District's payroll.
2. The Superintendent of Schools may terminate the assignments set forth in Paragraph 1 at any time, and should this occur, the stipend will be prorated accordingly.
3. In the event there is a vacancy in the role of Director of Physical Education and/or Director of Health, the Superintendent shall notify the Association of the vacancy. Appropriately certified employees represented by the Association may apply.
4. In the event no employee of the Association is willing to perform the work of the Director of Health and Director of Physical Education the Superintendent has the authority to assign the work to an employee not represented by the Association, and the Association waives any claim of exclusivity relative to the work performed by the Director of Health and Director of Physical Education.
5. The performance assessment or annual evaluation for administrators in their capacities of Director of Health and Director of Physical Education, respectively, shall be separate and distinct from any performance assessment or annual evaluation conducted relative to their primary administrative appointment and title.

E. Homeschool Administrator

1. The Superintendent shall assign the duties of Homeschool Administrator to an individual represented by the Association. The individual assigned shall receive a stipend in the amount of five thousand (\$5,000) dollars for performing the associated duties. The stipend shall be paid in equal installments via the District's

payroll. Continuance of appointment of a Homeschool Administrator, and any associated stipend, beyond June 30, 2029, is subject to negotiation and mutual written agreement between the Parties.

2. The assignment of administrators to Homeschool Administrator is at the sole discretion of the Superintendent. There is no property interest or guarantee of the assignment.
3. The duties of the Homeschool Administrator shall be determined by the District, and shall include, but not necessarily be limited, to: oversight of the home instruction program, including ensuring compliance with state regulations and institutional policies; maintenance of accurate records of home instruction students, including attendance, progress, and assessment results; provision of support and guidance to parents and guardians regarding home instruction requirements and resources; collaboration with relevant stakeholders, including teachers, counselors, and administrators, to facilitate the success of home instruction students; and other related duties as may be identified and assigned by the Superintendent.
4. The Superintendent of Schools may terminate the assignments set forth in Paragraph 1 at any time, and should this occur, the stipend will be prorated based on the time served in the assignment during the school year.
5. In the event no employee of the Association is willing to perform the work of the Homeschool Administrator, the Superintendent has the authority to assign the work to an employee not represented by the Association, and the Association waives any claim of exclusivity relative to the work performed by the Homeschool Administrator.
6. The performance assessment or annual evaluation for an administrator serving as Homeschool Administrator, respectively, shall be separate and distinct from any performance assessment or annual evaluation conducted relative to their primary administrative appointment and title.

F. Mentorship

1. Commencing in the 2024-2025 school year and thereafter, the Superintendent of Schools will solicit input from the Association regarding mentorship assignments and duties for an employee represented by the Association; however, the appointment of the mentor shall be at the discretion of the Superintendent of Schools.
2. The Superintendent of Schools may terminate a mentor assignment at any time, and should this occur, the stipend will be prorated accordingly.
3. The Superintendent, in consultation with the Association and mentor, shall develop and determine the duties and responsibilities required of a mentor in light of the experience and job duties of the assigned mentee.
4. Both parties acknowledge and agree that the mentor shall refrain from any involvement in the performance assessment or annual evaluation of the mentee, in order to support an open and constructive mentorship relationship. All interactions between the mentor and mentee shall be treated as confidential, except in

circumstances involving potential harm to students, staff, or the school community; violations of law or district policy; or when the mentor is required to participate in an administrative or disciplinary process, including but not limited to Education Law §3020-a proceedings. In such cases, the mentor shall report the matter to the appropriate administrator and may be required to disclose relevant information.

5. The stipend for serving as a mentor shall be one thousand (\$1,000) dollars annually, paid in two equal installments on or about December 31 and June 30, each school year. The stipend shall be prorated if mentorship is less than a full school year. There may be certain situations whereby an individual who is not otherwise an employee of the District is best suited to serve as a mentor to the mentee other than an Association member. In these situations, an Association member will be paid three hundred (\$300) dollars to engage in orientation activities with the mentee. The individual who may or may not be an employee of the District will receive seven hundred (\$700) dollars to serve in a mentor capacity.
6. The Association recognizes that serving as a mentor is not work exclusive to the Association, and that the District has the ability to assign an individual who is not otherwise an employee of the District to serve as a mentor for employee represented by the Association.
7. The performance assessment or annual evaluation for the individual assigned to serve as mentor shall be separate and distinct from any performance assessment or annual evaluation conducted relative to their primary administrative appointment and title.

G. McKinney-Vento/Homeless Student Liaison

1. The Superintendent of Schools shall assign the duties of McKinney-Vento Liaison to an employee represented by the Association, with an associated stipend of twenty-five hundred (\$2,500) dollars.
2. The Superintendent of Schools may terminate the assignment of McKinney-Vento Liaison at any time, and should this occur, the stipend will be prorated accordingly.
3. In the event there is a vacancy in the role of McKinney-Vento Liaison, the Superintendent shall notify the Association of the vacancy. Interested individuals represented by the Association may request the assignment.
4. In the event no employee of the Association is willing to perform the work of the McKinney-Vento Liaison, the Superintendent has the authority to assign the work to an employee not represented by the Association, and the Association waives any claim of exclusivity relative to the work performed by the McKinney-Vento Liaison.
5. The performance assessment or annual evaluation for the individual assigned to serve as McKinney-Vento Liaison shall be separate and distinct from any performance assessment or annual evaluation conducted relative to their primary administrative appointment and title.

H. Cyclone Academy

1. The administrative positions in the Cyclone Academy (or other name has hereinafter may be assigned to the program) may be filled by either current employees or potential employees.
2. More than one administrator may be appointed by the Superintendent to perform Cyclone Academy supervision duties.
3. The appointment and continued appointment of administrators to the Cyclone Academy will be at the discretion of the Superintendent of Schools.
4. An administrator assigned to the Cyclone Academy has no continuing interest in the position. Current or past assignment does not create any property interest in continued assignment of the administrator.
5. Commencing July 1, 2024, administrators who are assigned to the supervision of the students in the Cyclone Academy will receive a stipend of one hundred twenty-five (\$125) dollars per day for those days they are providing supervision.
6. The stipend is provided for the supervision of the Cyclone Academy during its hours of operation when students are present on campus. Administrators assigned will be physically present in the building while students are in attendance.
7. The stipend will be paid during regular payroll, with timesheets submitted to account for hours worked.
8. Any duties typical to the administrator's position will not include extra compensation beyond the administrator's normal salary.
9. The performance assessment or annual evaluation for the individual assigned to serve as administrator shall be separate and distinct from any performance assessment or annual evaluation conducted relative to their primary administrative appointment and title.
10. The Superintendent will seek input from the administrators assigned to the Cyclone Academy regarding their duties. This includes regular consultations to discuss responsibilities, challenges, and potential improvements. While the Superintendent will consider the input from those administrators assigned, there is no obligation to implement any suggestions or make changes based solely on their feedback.
11. The Superintendent of Schools may, at any time, terminate an administrator's assignment to the Cyclone Academy based on the needs of the Cyclone Academy and the School District. The termination of the assignment will not require any advanced notice or prior warning as a prerequisite to the discontinuance of appointment.
12. The students of the Cyclone Academy are Watertown City School District secondary students under the ultimate supervision of the principal of the student's assigned school (i.e. Middle School or High School). Regular administrative responsibilities including educational oversight, discipline, attendance, and student services remain under the supervision of the principal of the student's assigned school.

ARTICLE XX
DEFERRED COMPENSATION ACCOUNT (457)

The District shall make available the opportunity for unit members to contribute to a 457 Deferred Compensation Plan for the purpose of saving for retirement. The plan will utilize the New York State Deferred Compensation Program (www.nysdcp.com).

ARTICLE XXI
JOB OPENINGS

Unit members will have a representative(s) present during the interview process any time the position represents unit work. If the superintendent chooses not to go through the interview process a meeting will be held at least five (5) business days in advance of the appointment with a representative(s) of the bargaining unit in which the superintendent will inform the unit of their decision. The Watertown Administrative School Association board will choose the unit representative(s).

ARTICLE XXII
PROFESSIONAL DEVELOPMENT STIPEND

A minimum of twelve hundred fifty (\$1250) dollars will be set aside annually for each unit member to use for professional development purposes. All requests to use these funds will be submitted to the superintendent for their approval.

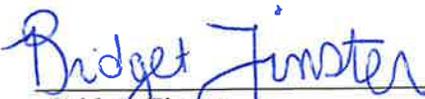
ARTICLE XXIII
CONDITION OF AGREEMENT

IF ANY PROVISION OF THIS AGREEMENT OR ANY APPLICATION OF THE AGREEMENT TO ANY EMPLOYEE OR GROUP OF EMPLOYEES SHALL BE CONTRARY TO LAW, THEN SUCH PROVISION OR APPLICATION SHALL BE DEEMED NOT VALID AND SUBSISTING, EXCEPT TO THE EXTENT PERMITTED BY LAW, BUT ALL OTHER PROVISIONS OR APPLICATIONS WILL CONTINUE IN FULL FORCE AND EFFECT.

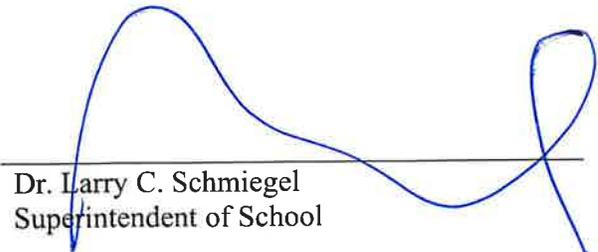
IN WITNESS WHEREOF this agreement has been executed in quadruplicate this 5 day of September, 2025.

Watertown Administrators and
Supervisors Association

City School District of the
City of Watertown



Bridget Finster
WASA President



Dr. Larry C. Schmiegel
Superintendent of School