

AGREEMENT

between the

**ELWOOD UNION FREE SCHOOL
DISTRICT**

and the

**ELWOOD SECRETARIAL
ASSOCIATION**

July 1, 2024 – June 30, 2029

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AGREEMENT entered into this 1st day of July 2024 between the negotiating representatives of the ELWOOD SECRETARIAL ASSOCIATION (hereinafter referred to as the "Union") and the negotiating representatives of the ELWOOD UNION FREE SCHOOL DISTRICT (hereinafter referred to as the "District").

WITNESSETH

WHEREAS, under the provisions of the Public Employees Fair Employment Act, the parties, at the request of the Association, have by their respective representatives, negotiated modifications, and revisions in the wages, hours, and terms and conditions of employment of the secretarial and clerical staff of the District in the unit more fully described in Article "I" of this Agreement; and

WHEREAS, the parties have reached certain agreements during such negotiations, including the renewal of the Collective Negotiations Agreement which expired by its terms on June 30, 2024, and have expressed a desire to embody such agreements in a new Collective Negotiations Agreement for the purpose of establishing and maintaining harmonious relations between the District and the employees, and to that end provide for the fair and peaceful adjustment of any disputes which may arise between them.

NOW, THEREFORE, in consideration of the mutual covenants herein contained, the parties hereby agree as follows:

ARTICLE I RECOGNITION

The District recognizes the Association as the exclusive representative of the employees in the bargaining unit consisting of all secretarial and clerical staff, including but not limited to office assistants, senior office assistants, principal office assistant, account clerks, senior account clerks, administrative assistants, senior administrative assistants and chief office assistants, but excluding confidential employees within the meaning of the Public Employment Relations Act, the secretary to the Superintendent of Schools, the secretary to the Director of Human Resources, the secretary to the Assistant Superintendent for Business, the secretary for Committee on Preschool and Special Education, Payroll Clerk, and the District Data Coordinator for the purpose of collective negotiations under the Public Employees Fair Employment Act.

ARTICLE II NO STRIKE

The District and the Association subscribe to the principles set forth in the Public Employees Fair Employment Act that all disputes between the parties shall be resolved by peaceful and appropriate means without interruption of work. The Association therefore agrees that there shall be no strike, work stoppages, or other concerted refusals to perform work by the employees governed by this Agreement and agrees not to instigate or to participate in such a strike.

ARTICLE III CREDIT UNION DEDUCTION

The District agrees to deduct from the salaries of the employees covered by this Agreement an amount of money to be deposited within the Teachers Federal Credit Union. Such deductions shall be made from the salaries of those employees who individually and voluntarily authorize the District in writing, on the appropriate form, to deduct and transmit such monies to the Credit Union. The administrative procedures to be followed in implementing this provision shall be mutually agreed upon between the District and the Association.

ARTICLE IV WORKWEEK; WORKYEAR; TIME OFF; MISCELLANEOUS

A. All full-time salaried employees shall work thirty-five (35) hours per week, five (5) days per week and seven (7) hours per day, which shall be exclusive of one (1) hour per day for lunch.

Overtime at the rate of time and one half shall apply to all employees who work in excess of 35 hours in any week.

B. The work schedule for employees employed on a ten-month basis shall be from September 1st to June 30th of each school year. The work schedule for employees employed on an eleven-month basis shall be 239 working days and shall consist of the same work schedule for ten-month employees plus an additional number of days during the summer months to equal 239 workdays as scheduled by the Superintendent of Schools or his/her designee. The work schedule for employees employed on a twelve-month basis shall be from July 1 to June 30 of each school year and such twelve-month employees shall be entitled to paid vacation in accordance with Article "V" below. Principals' secretaries shall be twelve (12) month employees.

C. Hours of work during the summer (July 1st–August 31st), Superintendent's Conference Days and recess periods will be from 8:00 AM to 2:30 PM, with lunch reduced from one hour to 45 minutes.

D. Employees who are hired on a ten-month or eleven-month basis shall be excused from work whenever the teaching staff is excused from work between the starting date for pupils in September, and the ending date for pupils in June. Employees who are hired on a twelve-month basis shall be excused from work on all holidays on which the schools are closed. Other time off, in addition to such legal holidays, shall be established by the District at the beginning of the school year. Such established days off are indicated on the school calendar. The parties acknowledge the fact that the number of holidays for twelve-month personnel shall be a minimum of 19 in number. Part-time twelve-month unit members who work at least 3½ hours per day will receive pay for all holidays that full-time, twelve-month unit members receive. All full-time employees will be entitled to one (1) "flex" vacation day between each year (September 1st – June 30th). Ten (10) and eleven (11) month employees will be entitled to one additional flex day per year. It is agreed and understood, however, that such employees will complete and submit the standard District vacation request at least two weeks in advance of the date requested.

In the event of an early dismissal, all employees may be permitted to leave ½ hour after students are dismissed in the particular building. District employees will be dismissed at 1:00 PM. Any employee required to remain on premises for special duty longer than the other employees will receive compensatory time equal to the additional time worked.

E. On reasonable advance notice to the Building Principal concerned, and with the approval of the Superintendent, employees covered by this Agreement may be granted days off without pay during the year or be granted days off with pay which shall then be changed against their paid vacation.

F. When a ten-month or eleven-month employee is changed to a twelve-month employee, prorated credit for years of service as a ten-month or eleven-month employee shall be applied for all purposes including, but not limited to, vacations, salaries, etc.

Credit shall be prorated in the following manner: For each day of ten-month employment, employee shall be credited for .84 of a day as a twelve-month employee. For each day of the eleven-month employment, employee shall be credited for .92 of a day as a twelve-month employee.

G. Any person working as a ten-month employee, putting in at least four (4) weeks during the summer months on a per diem basis, and who is later moved to a twelve-month position, should be credited for the summers worked when figuring eligibility for vacation time.

H. In the event that school is closed because of unused snow days, members will not be required to work.

I. The Elwood Secretarial Association will be granted a maximum of six (6) days of leave to be utilized by members designated by the Association for the purpose of attending professional association conferences. Members attending such conferences will not suffer a loss in pay. The Association will notify the District at least two (2) weeks in advance of the members who will be attending and the number of days they will be gone.

J. The District will pay the cost of attendance of unit members at conferences, as approved by the District.

K. When the District determines that a unit member requires additional training, the District shall pay the costs of said training, and the District will provide release or compensatory time off for the training. This includes computer training.

L. No member of the clerical unit will be required to make or receive calls relative to substitute teaching and/or teacher aides other than within the member's specific working hours or while in separate paid assignment for that purpose.

M. Upon thirty (30) days' notice, the District will grant an unpaid Family Care leave (including mother, father, spouse and children) of one year during which period a member may purchase their own insurance coverage at the District rate, if the District carrier approves.

N. The District may designate a period in the summer of up to 10 working days as "summer shutdown" time, during which all 12-month unit members shall take vacation. In lieu of using vacation days, such 12-month staff may substitute unpaid days. The period shall occur between July 20th and August 10th.

O. Extra temporary clerical work (non-overtime, non-substitute), when needed to be done, shall first be offered to unit members who are available for the job/project and are qualified and eligible under Civil Service guidelines to do it. This process will be monitored over the life of the contract and will be evaluated at the end of the contract. If either party wishes not to renew this provision in a successor agreement, it will not be renewed.

P. Twelve (12) month employees may designate two school recess periods per year as paid time off which shall be scheduled in conjunction with their immediate supervisor.

Q. Full-time members shall receive two (2) paid fifteen (15) minute breaks daily.

ARTICLE V PAID VACATION

A. Full-time (employed on a twelve-month basis) employees shall accrue ten (10) vacation days annually prorated from date of hire. After completion of three (3) full years, they shall accrue fifteen (15) days annually; and after five (5) full years, they shall accrue twenty (20) days annually.

B. A twelve-month employee who terminates employment after one (1) full year of employment shall, at the time of leaving, be entitled to vacation pay prorated against their annual vacation. Entitlement is based upon the number of years and months of completed work service in which the employment is terminated.

C. Twelve-month employees' full vacation entitlement cannot be carried over into the next year.

D. Part-time 12-month employees, on an annual salary (working 3 ½ hours or more per day) are entitled to half the vacation that full-time 12-month employees receive. Other rules governing these part-timers who are entitled to vacation are as described above.

E. Twelve-month employees assigned to schools may use up to five (5) days of earned vacation leave on days when school is in session, provided that a request to use such leave is made in writing to the principal at least two weeks in advance of the contemplated date or dates, the principal approves such request, and no substitute is necessary. The principal's approval shall not be unreasonably withheld.

F. In addition to the five-day allotment specified herein, unit members may be granted up to an additional five (5) earned vacation days to use on days when school is in session, at the discretion of the Superintendent or his designee, in special circumstances.

G. Requests for vacation leave to be taken during the two (2) weeks prior to the end of the school year and the two (2) weeks immediately preceding the start of the school year shall be subject to approval of the Superintendent of Schools.

ARTICLE VI SICK LEAVE

A. Full-time employees who are hired on a ten-month basis shall be entitled to eleven (11) days of sick leave per year, which may be accumulated without limit.

B. Full-time employees who are hired on an eleven-month basis shall be entitled to twelve (12) days of sick leave per year, which may be accumulated without limit.

C. Full-time employees who are hired on a twelve-month basis shall be entitled to thirteen (13) days of sick leave per year, which may be accumulated without limit.

D. Part-time 3-hour 10-month employees receive 10 days of sick leave per year; Part-time, 10-month employees working at least 3 ½ hours receive 11 days of sick leave per year; Part-time 3-hour 11-month employees receive 11 days of sick leave per year. Part-time 11-month employees working at least 3½ hours receive 12 days of sick leave per year. Part-time 12-month employees working at least 3 hours per day receive (12) sick days per year. Part-time 12-month employees working at least 3 ½ hours per day receive thirteen (13) sick days per year.

E. The District reserves the right to request a doctor's certificate for any day of sick leave.

F. Association members shall be advised of their number of accumulated sick days on AESOP.

G. Upon the mutual consent of the Superintendent of Schools and the Association President, a clerical staff member may contribute sick leave days standing to his/her credit to another clerical staff member who has no remaining sick leave days standing to his/her credit, up to a maximum of five (5) days per school year. Sick leave days may only be contributed to a unit member who has experienced an involuntary leave from work due to a severe illness or accident requiring prolonged hospitalization or recovery.

ARTICLE VII PERSONAL LEAVE

A. **Personal Business** – Upon written request to the Building Principal or immediate supervisor, an employee will be granted three (3) personal business days per year. Personal business leave requested for a day immediately before or after a recess period (Christmas, winter, spring), or Thanksgiving break shall be for the purpose of conducting personal business which cannot be accomplished on any other day. A reason must be given. The request will not be unreasonably denied. No reason need be given for personal business day requests for other times. Any unused personal business day will be accumulated as sick days.

B. **Jury Duty** – Upon written notification and appropriate verification to the Supervisor and Building Principal, absence for jury duty shall be granted. Compensation received for jury duty, with the exception of travel and expenses reimbursement, if any, shall be refunded to the District.

C. **Death in the Family** – A maximum of five (5) days of leave shall be granted by reason of a death in the immediate family. "Immediate family" is defined as husband, wife, children, mother, father, brother, sister, grandfather, grandmother, father-in-law, mother-in-law, grandchildren, brother-in-law, sister-in-law, son-in-law, daughter-in-law, and other members of the household of which the employee is a part.

ARTICLE VIII VACANCIES, PROMOTIONS AND LAYOFFS

A. Notice shall be given to the Association of all vacancies that exist or develop for positions within the negotiating unit; said notice shall include a general job description. It is agreed that seniority shall be one of the factors considered in filling such vacancy.

B.

1. Excessed personnel shall be entitled to all rights and privileges granted under Civil Service Law.

2. Part-time positions will be combined to form full-time positions, if possible.

3. The District shall provide the Association with a seniority list of all employees in the unit by October 15th of each year.

4. Excessed personnel shall be offered the option to continue all medical, dental and group life benefits if the carrier approves.

5. The continuation shall be at the group rate and at the clerical person's expense.

ARTICLE IX WORKLOAD REVIEW

Building Administrators shall periodically review workloads with employees in each building.

ARTICLE X ANNUITY AND INSURANCE PLAN

The District shall make available to all employees a Tax-Sheltered Annuity and shall provide a Group Life and Accidental Death and Dismemberment Insurance Policy for all full-time employees in an amount equal to one hundred (100%) percent of annual salary rounded to the next higher \$500.00, with a minimum life insurance benefit of \$3,000. The insurance plan shall also provide employees with the opportunity to purchase additional insurance up to the face amount of \$10,000, at no cost to the District, to be paid for by appropriate payroll deduction when authorized in writing by the employee, subject to the provision that at least 75% of the total District employees covered by the carrier's insurance plan have subscribed to this supplementary insurance feature.

ARTICLE XI HEALTH INSURANCE PLAN

The District agrees to provide health insurance to all regular employees covered under the State Health Insurance Plan in accordance with the provisions of such plan. Effective July 1, 2023, the employee shall contribute 21.75% for individual or family coverage.

The District further agrees to contribute against the premium cost of the State Employees Health Insurance Plan at 85% of the premium cost for an individual retiree and 75% of the premium cost for his/her dependents. In addition, the District will assume 50% of the cost of the existing wrap-around policy for both members and retirees.

Part-time employees will be eligible for health insurance if they are employed twenty (20) hours per week and dental insurance if they are employed thirty (30) hours per week.

Unit members who decline health insurance shall receive the following payments in each calendar year, provided that at least one more member, in addition to those who have already waived health insurance coverage, formally declines coverage during the first calendar year subsequent to the effective date of that Agreement, that is, 2009: \$1,500 for Individual Coverage and \$3,000 for Family coverage.

ARTICLE XII DISABILITY INSURANCE

The District agrees to include eligible personnel covered by this Agreement on the same terms and conditions under the District's present group disability income insurance plan.

The Long Term Disability Plan shall be amended so as to provide that if a unit member has exhausted available leave time prior to the expiration of ninety (90) days, the District will provide coverage for that period of the ninety (90) days for which the employee has no available leave credit to apply.

ARTICLE XIII DENTAL INSURANCE PLAN; IRS 125 PLAN

A. The District agrees to continue to provide group family dental insurance for all unit members who have been appointed to work at least 30 hours per week. The extent of insurance coverage, including deductibles and all procedures shall be as set forth by the carrier in its official explanation of benefits publication, which is distributed to all enrollees. During the term of this Agreement, the employees' portion of the annual dental insurance premium shall be \$35 for Individual coverage and \$75 for Family coverage.

B. All employee contributions to all health and dental insurance premiums shall be processed through an IRS Section 125 plan. The IRS 125 plan shall be expanded to permit all deductions allowable under IRS regulations.

ARTICLE XIV DUES AND REMITTANCE

A. The District agrees to payroll deductions for Association members for membership dues. Members will authorize the payroll deductions of membership dues in accordance with the terms of the signed authorization card. Such authorization will remain in effect and continue from year-to-year unless revoked in writing by the member as set forth below or the member is no longer an employee of the District.

B. Upon receipt of the written authorization directing payroll deduction, the District shall deduct and remit the dues from the regular salary of each employee to the Association on a biweekly basis commencing with the second check in September for twenty (20) pay periods. For new hires, such deduction is to begin no later than thirty (30) days after the effective date of employment, provided written authorization for payroll deduction has been received. The authorized dues deductions shall be transferred to the Association as soon as practicable, but in no event more than ten (10) calendar days from the date of deductions.

C. Withdrawal of payroll dues deduction must be made in writing to the Association with a copy to the District business office within the window period of August 1st to 31st.

D. For each payroll period, the District will provide the Association with a breakdown of dues deductions by member. Should a member who has authorized dues deduction be removed from the District's payroll or placed on an involuntary or voluntary leave of absence, whether paid or unpaid, such employee's membership in the Association shall be continued upon the employee's return to the payroll.

E. The Alliance agrees to hold the District harmless from any claim, grievance, PERB proceeding, litigation or judgment arising from the membership dues deduction(s), unless said claim, proceeding or judgment is the result of Elwood UFSD's negligence or wrongdoing.

F. The District assumes no liability or responsibility for the disposition of Alliance dues after they have been received by the Alliance.

ARTICLE XV GRIEVANCE PROCEDURES

Any grievance arising concerning the interpretation or application of the terms of this Agreement or the rights claimed to exist thereunder shall be processed in accordance with the following procedures, it being understood that nothing herein contained shall be construed as limiting the rights of such employee having a grievance to discuss the matter informally with any appropriate member of the administration, and that the aggrieved party may have a representative of his/her own choosing with him/her at any stage in the grievance procedures. An aggrieved party is defined as any member of the bargaining unit, and any group of members of the Elwood Secretarial Association.

Stage 1: The first procedural stage shall consist of the employee's presentation of the grievance to his/her immediate supervisor. The discussion and resolution of a grievance at this stage shall be on an oral and informal basis. In the event that such grievance is not satisfactorily resolved, such employee may proceed to the second stage.

Stage 2: The second procedural stage shall consist of a written request by the aggrieved employee with ten (10) days following the decision at Stage 1 for a review and a determination of his/her grievance by the Superintendent or his/her designee. The Superintendent will render his/her decision within ten (10) days after the conclusion of the presentation of such grievance. In the event that the aggrieved employee is not satisfied with such decision, such employee may proceed to the third stage.

Stage 3:

1) If the aggrieved is not satisfied with the decision at Stage 2, he/she may submit the grievance to arbitration by written notice to the Superintendent within fifteen (15) calendar days of the decision at Stage 2.

2) The District and the Association agree to use the following permanent arbitrators, in rotating order:

1. Phil Maier
2. Howard Edelman
3. Bonnie Siber Weinstock
4. Rosemary Townley
5. Martin Scheinman

Within ten (10) working days, or as soon thereafter as possible, after receipt of such written notice from the aggrieved, the District and the Association will contact the next arbitrator in rotation and will obtain a commitment from said arbitrator to serve. Both parties will abide by the Rules and Regulations for Voluntary Arbitration of the American Arbitration Association insofar as they do not conflict with the terms of this agreement.

3) The selected arbitrator will hear the matter promptly and will issue a decision no later than thirty (30) calendar days from the date of the close of the hearing. The arbitrator will set forth the findings of fact, reasoning, and conclusions on the issues presented, in writing to the District and aggrieved.

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

5) The decision of the arbitrator is final and binding on both parties except in the event that the arbitrator's award exceeds \$5,000, in which case the award becomes advisory.

6) Jurisdiction

The arbitrator shall limit his/her decision strictly to the claimed violation of express provisions of the Agreement submitted to him/her and the arbitrator shall be without power or authority to make any decision:

a) Contrary to, or inconsistent with, or modifying, violating, or varying in any way, the terms and provisions of this Agreement.

b) Overruling the exercise of the Board's or Superintendent's discretion under the terms and provisions of this agreement so long as the Board or Superintendent can demonstrate that there is substantial evidence in the record supporting the determination made, and that the determination was not arbitrary or capricious.

7) Review of Arbitration Awards

a) The arbitrator's award may be appealed by either the District or the Association to a tri-partite appeals board consisting of one member appointed by the District, one member appointed by the Association and a neutral member appointed pursuant to the procedure for the appointment of arbitrators by JAMS. The Appeals Board shall allow for the presentation or oral argument and the submission of briefs. The Appeals Board shall be provided with the record below together with the award of the arbitrator. The appeal shall be initiated within fifteen (15) school days of the parties' receipt of the arbitrator's award by either party serving the other,

by mail or in person to the Superintendent or an Association Officer, of a writing denominated as a demand for appeal.

b) The Appeals Board may vacate, modify, or correct any award: (i) based upon any of the grounds referred to in the Civil Practice Law and Rules, (ii) where the arbitrators' findings of fact are not supported by substantial evidence, or (iii) where the arbitrators' conclusions of law are erroneous.

c) The cost of services for the neutral member of the Appeals Board shall be shared equally by the District and the Association.

d) The Appeals Board award shall be deemed to be a final and binding arbitration award.

ARTICLE XVI

RETIREMENT PLAN; TAX SHELTERED ANNUITY; RETIREMENT INCENTIVE

A. Upon request, the District agrees it shall pay for the full cost for each employee, under a non-contributory retirement plan to the New York State Retirement System.

B. All unit members eligible to participate in any annuity contract in accord with Section 403(b) of the Internal Revenue Code, as such eligibility is therein defined or as is otherwise defined by law, may so participate in accord with District procedures governing such participation.

C. Upon retirement, each member will receive one (1) day's pay for each three (3) days of unused accumulated sick leave, based upon salary schedule and position at the time of retirement. This provision is also available to any member who is laid off because of school closing or declining enrollment.

D. Employees who are eligible for ordinary service retirement from ERS and who have at least ten (10) years of continuous service in the Elwood Union Free School District shall be paid \$850 for each year of employment for years one (1) to fifteen (15) and \$1,000 for years sixteen (16) through twenty (20).

Years of service are defined as the full-time equivalent amount of continuous service to the District. Part-time service will be prorated, and substitute service will not count toward the years of service calculation.

To be eligible for the foregoing years of service payment, a unit member must provide the District with at least two (2) months' notice calculated from the date of retirement. The Superintendent has sole discretion to waive such notice requirement should an unforeseen catastrophic event necessitate retirement.

**ARTICLE XVII
TAYLOR LAW**

IT IS AGREED BY AND BETWEEN THE PARTIES, IN ACCORDANCE WITH ARTICLE 14, 204-A OF THE TAYLOR LAW, 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.

**ARTICLE XVIII
TRANSFERS**

The District agrees that wherever possible, considering both the needs of the District and the wishes of the employee, will retain an employee in his/her job responsibility and location notwithstanding a reassignment and/or transfer of his/her administrative supervisor.

**ARTICLE XIX
TRAVEL REIMBURSEMENT**

Any member who is requested to use his/her personal car in the performance of his/her duties, will be reimbursed for mileage at the approved district rate.

**ARTICLE XX
JOINT ADMINISTRATIVE/CLERICAL COMMITTEE**

The Superintendent or his/her designee will meet bimonthly with representatives of the clerical personnel for purposes of reviewing and studying ongoing terms and conditions of employment of said clerical personnel. In the event that both sides agree, the meeting may be canceled, or additional meetings can be held.

**ARTICLE XXI
WAGES**

A. The salary schedules for 2024-2025, 2025-2026, 2026-2027, 2027-2028 and 2028-2029 are set forth as Appendices "A", "B", "C", "D" and "E" to this Agreement.

Effective July 1, 2024, the salary schedule annexed hereto as Appendix "A" shall be implemented and unit members will remain on their step as of June 30, 2024.

Effective July 1, 2025, there shall be a 2.0% increase on the salary schedule with normal step movement.

Effective July 1, 2026, there shall be a 2.0% increase on the salary schedule with normal step movement.

Effective July 1, 2027, there shall be a 2.0% increase on the salary schedule with normal step movement.

Effective July 1, 2028, there shall be a 2.0% increase on the salary schedule with normal step movement.

B. Following the first ten (10) years of service, full-time salaried employees shall receive an additional \$1,300 per year as longevity pay. Following the first fifteen (15) years of service, full-time salaried employees shall receive an additional \$975 per year as longevity pay. Following the first twenty (20) years of service, full-time salaried employees shall receive an additional \$1,075 per year as longevity pay. Cumulative additional pay after twenty (20) years of service will thus be \$3,350. It is further agreed and understood that hourly rates for all unit members will be computed by dividing the 12-month rate by 1820 hours/year. Longevity for all affected members, 10-, 11- and 12-month employees, shall hereafter occur on July 1st immediately following the specified years of service. For the purpose of counting time applied for eligibility, "years" shall mean length of service accrued as of any July 1, and eligibility shall only occur effective as of that date, with no proration. However, employees hired before March 1 in any year shall have a full year of service credited for longevity purposes as of the subsequent July 1. Part-time unit members will have longevity calculated on a pro-rated basis.

C. Each unit member shall have his or her pay directly deposited into a financial account where direct deposit is possible, said account designated by the unit member.

D. Up to three (3) years of relevant paid clerical experience may be credited towards step placement on the salary schedule at the time of hire. This credit will be granted at the sole discretion of the Superintendent of Schools.

E. All new employees starting anywhere between July 1 and December 31 start at Step 1 and move to Step 2 the next fiscal year. Any employee starting on January 1 to June 30th will be placed on Step 1 and will remain on that step throughout the following fiscal year. A fiscal year is the period beginning on July 1 and ending on the following June 30.

F. Whenever a member of this unit is moved from one column of the salary schedule to another, the move will be done in a horizontal manner, without any loss of salary placement step. For example, an employee moving from Step 6 of the clerk typist column to the senior clerk typist column shall be placed on Step 6 of the senior clerk typist column and shall advance to Step 7 of the column at the end of the school year in which the transfer occurs.

G. Whenever an employee is required to assume the duties of an employee in a higher salary column for more than five (5) consecutive days in any school year, the person assuming the new duties shall receive the same salary at the category rate according to his or her experience retroactive to the first day.

H. Part-time 11- and 12-month employees regularly scheduled to work, and actually working 3½ hours per day or more will be paid on the basis of an annual salary. Part-time 10-

month employees (regardless of number of hours worked), or part-time 11- and 12-month employees working less than 3½ hours per day will be paid on an hourly basis.

I. Pay for part-time hourly unit members who work regular hours (e.g., library clerks and main office supplementary clerical staff) shall be annualized for the purpose of providing even bi-weekly paychecks, providing that said unit members have five (5) or more sick days available. Should the number of sick days fall below five, a two-week pay delay must be instituted.

J. It is agreed and understood that if additional clerical titles are approved by the Civil Service Commission for unit members, beyond those represented in the existing salary schedule, the parties will meet to discuss salaries for such titles.

K. Ten-month employees will have the option of receiving 21 or 25 paychecks.

ARTICLE XXII DURATION OF AGREEMENT

A. The provisions of this contract shall be effective as of July 1, 2024, and shall remain in full force and effect through June 30, 2029. Either party may initiate negotiations over a successor agreement by written notice to the other party on or about January 1, 2029.

B. This contract shall not be changed, altered or impaired in any manner unless consented to, in writing, by the parties concerned herein.

C. When the parties are ready to share contract proposals for a successor agreement, such contract proposals shall be exchanged at the same time.

ARTICLE XXIII PERSONNEL FILES

Each member shall have the right to inspect his/her personnel file upon notification to the Personnel Office. All material to be entered into the unit member's personnel file shall first be forwarded to the member for signature. Signature shall only mean that the unit member has seen the material and does not mean that he/she agrees with its content. Each member shall have the right to affix a reply to any material placed into his/her file.

ARTICLE XXIV VANDALISM

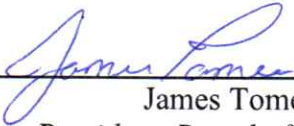
The District agrees to set aside the sum of \$350 each year of the contract to reimburse paid claims for damage to employee personal property caused by vandalism. The sum will be cumulative to a maximum of \$1,050 and will be the limit of District liability for all employees in the unit during the term of the contract.

**ARTICLE XXV
ILLEGALITY**

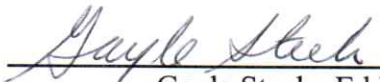
In the event any part, provision, or term of this Agreement shall be determined or found to be contrary to law, then such provision shall not be applicable, nor shall the term thereof be performed or enforced except to the extent permitted by law. However, all other terms and provisions of this Agreement shall continue in full force and effect.

IN WITNESS WHEREOF, the parties hereunto set their hands and seals the day and year first written above.

**ELWOOD UNION FREE SCHOOL
DISTRICT**

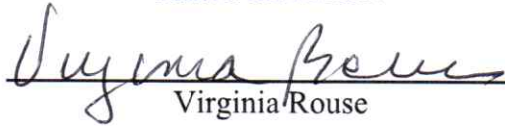


James Tomeo
President, Board of Education



Gayle Steele, Ed.D.
Superintendent of Schools

**ELWOOD SECRETARIAL
ASSOCIATION**



Virginia Rouse
President

APPENDIX “A”
SALARY SCHEDULE – 2024-2025

Step	OFF AST 10	OFF AST 11	OFF AST 12	SNR OA 10	SNR OA 11	SNR OA 12	S D/P 10	S D/P 11	S D/P 12
1.00	35,031	37,884	40,734	39,617	42,919	46,208	40,861	44,367	47,770
2.00	36,523	39,496	42,488	41,353	44,838	48,291	42,668	46,341	49,935
3.00	37,224	40,401	43,454	42,219	45,870	49,417	43,679	47,464	51,152
4.00	38,104	41,289	44,423	43,173	46,902	50,542	44,617	48,496	52,277
5.00	39,592	42,973	46,267	44,908	48,822	52,624	46,425	50,507	54,448
6.00	40,558	44,023	47,406	46,037	50,017	53,922	47,583	51,774	55,835
7.00	41,526	45,074	48,546	47,160	51,303	55,315	48,809	53,131	57,305
8.00	42,488	46,196	49,776	48,291	52,571	56,700	49,980	54,417	58,711
9.00	43,544	47,337	51,002	49,505	53,929	58,174	51,264	55,830	60,254
10.00	44,596	48,460	52,235	50,714	55,197	59,561	52,494	57,188	61,729
11.00	45,650	49,582	53,462	51,845	56,482	60,953	53,652	58,474	63,118
12.00	46,616	50,723	54,688	53,058	57,823	62,423	54,952	59,904	64,677
13.00	48,210	52,388	56,462	54,726	59,649	64,353	56,724	61,804	66,694

Step	ACCT CLK	SR ACT CT	PR OA 10	PR OA 11	PR OA 12	PROA12 A/S	ADM ASST	SR ADMIN	CHIEF OFF ASST
1.00	49,245	50,787	41,536	45,255	48,752	50,314	49,659	54,195	50,566
2.00	51,324	53,063	43,342	47,265	50,921	52,565	51,607	56,361	52,826
3.00	52,714	54,470	44,353	48,369	52,132	53,867	52,798	57,575	54,090
4.00	54,097	55,878	45,291	49,401	53,259	54,994	53,913	58,701	55,264
5.00	56,094	58,421	47,098	51,393	55,432	57,255	56,175	60,873	57,527
6.00	57,742	60,749	48,256	52,679	56,817	58,731	57,907	62,261	58,972
7.00	59,216	62,156	49,478	54,019	58,286	60,277	59,639	63,728	60,503
8.00	60,690	64,158	50,652	55,323	59,693	61,704	61,046	65,136	61,967
9.00	62,252	65,565	51,940	56,736	61,240	63,319	63,308	66,679	63,902
10.00	63,640	66,972	53,164	58,093	62,713	64,881	64,716	68,155	65,113
11.00	65,113	68,380	54,323	59,379	64,101	66,266	66,123	70,541	66,560
12.00	66,604	69,787	55,619	60,810	65,661	67,914	67,638	71,102	68,185
13.00	68,600	71,194	57,391	62,710	67,676	70,017	69,624	73,117	70,234

**APPENDIX “B”
SALARY SCHEDULE – 2025-2026**

Step	OFF AST 10	OFF AST 11	OFF AST 12	SNR OA 10	SNR OA 11	SNR OA 12	S D/P 10	S D/P 11	S D/P 12
1.00	35,732	38,642	41,549	40,409	43,777	47,132	41,678	45,254	48,725
2.00	37,253	40,286	43,338	42,180	45,735	49,257	43,521	47,268	50,934
3.00	37,968	41,209	44,323	43,063	46,787	50,405	44,553	48,413	52,175
4.00	38,866	42,115	45,311	44,036	47,840	51,553	45,509	49,466	53,323
5.00	40,384	43,832	47,192	45,806	49,798	53,676	47,354	51,517	55,537
6.00	41,369	44,903	48,354	46,958	51,017	55,000	48,535	52,809	56,952
7.00	42,357	45,975	49,517	48,103	52,329	56,421	49,785	54,194	58,451
8.00	43,338	47,120	50,772	49,257	53,622	57,834	50,980	55,505	59,885
9.00	44,415	48,284	52,022	50,495	55,008	59,337	52,289	56,947	61,459
10.00	45,488	49,429	53,280	51,728	56,301	60,752	53,544	58,332	62,964
11.00	46,563	50,574	54,531	52,882	57,612	62,172	54,725	59,643	64,380
12.00	47,548	51,737	55,782	54,119	58,979	63,671	56,051	61,102	65,971
13.00	49,174	53,436	57,591	55,821	60,842	65,640	57,858	63,040	68,028

Step	ACCT CLK	SR ACT CT	PR OA 10	PR OA 11	PR OA 12	PROA12 A/S	ADM ASST	SR ADMIN	CHIEF OFF ASST
1.00	50,230	51,803	42,367	46,160	49,727	51,320	50,652	55,279	51,577
2.00	52,350	54,124	44,209	48,210	51,939	53,616	52,639	57,488	53,883
3.00	53,768	55,559	45,240	49,336	53,175	54,944	53,854	58,727	55,172
4.00	55,179	56,996	46,197	50,389	54,324	56,094	54,991	59,875	56,369
5.00	57,216	59,589	48,040	52,421	56,541	58,400	57,299	62,090	58,678
6.00	58,897	61,964	49,221	53,733	57,953	59,906	59,065	63,506	60,151
7.00	60,400	63,399	50,468	55,099	59,452	61,483	60,832	65,003	61,713
8.00	61,904	65,441	51,665	56,429	60,887	62,938	62,267	66,439	63,206
9.00	63,497	66,876	52,979	57,871	62,465	64,585	64,574	68,013	65,180
10.00	64,913	68,311	54,227	59,255	63,967	66,179	66,010	69,518	66,415
11.00	66,415	69,748	55,409	60,567	65,383	67,591	67,445	71,952	67,891
12.00	67,936	71,183	56,731	62,026	66,974	69,272	68,991	72,524	69,549
13.00	69,972	72,618	58,539	63,964	69,030	71,417	71,016	74,579	71,639

APPENDIX “C”
SALARY SCHEDULE – 2026-2027

Step	OFF AST 10	OFF AST 11	OFF AST 12	SNR OA 10	SNR OA 11	SNR OA 12	S D/P 10	S D/P 11	S D/P 12
1.00	36,446	39,415	42,380	41,218	44,653	48,075	42,512	46,159	49,700
2.00	37,999	41,092	44,205	43,024	46,649	50,242	44,392	48,213	51,952
3.00	38,728	42,033	45,210	43,925	47,723	51,413	45,444	49,382	53,219
4.00	39,643	42,957	46,218	44,917	48,797	52,584	46,420	50,455	54,389
5.00	41,192	44,709	48,136	46,722	50,794	54,750	48,301	52,547	56,648
6.00	42,197	45,802	49,321	47,897	52,038	56,100	49,505	53,866	58,091
7.00	43,204	46,895	50,507	49,065	53,376	57,550	50,781	55,277	59,620
8.00	44,205	48,062	51,787	50,242	54,695	58,991	51,999	56,615	61,083
9.00	45,303	49,249	53,062	51,505	56,108	60,524	53,335	58,086	62,688
10.00	46,398	50,418	54,345	52,763	57,427	61,967	54,615	59,498	64,223
11.00	47,494	51,585	55,622	53,940	58,764	63,416	55,820	60,836	65,668
12.00	48,499	52,772	56,897	55,202	60,159	64,945	57,172	62,324	67,290
13.00	50,158	54,504	58,743	56,937	62,059	66,953	59,016	64,301	69,388

Step	ACCT CLK	SR ACT CT	PR OA 10	PR OA 11	PR OA 12	PROA12 A/S	ADM ASST	SR ADMIN	CHIEF OFF ASST
1.00	51,234	52,839	43,214	47,083	50,722	52,347	51,665	56,384	52,609
2.00	53,397	55,207	45,093	49,175	52,978	54,689	53,692	58,638	54,960
3.00	54,844	56,671	46,145	50,323	54,238	56,043	54,931	59,901	56,275
4.00	56,283	58,135	47,121	51,397	55,411	57,216	56,091	61,073	57,497
5.00	58,360	60,781	49,001	53,469	57,671	59,568	58,444	63,332	59,851
6.00	60,075	63,203	50,206	54,807	59,112	61,104	60,246	64,776	61,354
7.00	61,608	64,667	51,477	56,201	60,641	62,712	62,048	66,303	62,947
8.00	63,142	66,750	52,698	57,558	62,105	64,197	63,512	67,767	64,470
9.00	64,767	68,214	54,038	59,028	63,714	65,877	65,866	69,373	66,484
10.00	66,211	69,678	55,312	60,440	65,247	67,502	67,331	70,908	67,744
11.00	67,744	71,143	56,518	61,778	66,691	68,943	68,794	73,391	69,249
12.00	69,295	72,606	57,866	63,267	68,314	70,658	70,371	73,975	70,940
13.00	71,371	74,070	59,710	65,243	70,410	72,846	72,437	76,071	73,071

APPENDIX “D”
SALARY SCHEDULE – 2027-2028

Step	OFF AST 10	OFF AST 11	OFF AST 12	SNR OA 10	SNR OA 11	SNR OA 12	S D/P 10	S D/P 11	S D/P 12
1.00	37,175	40,203	43,227	42,042	45,546	49,036	43,362	47,083	50,694
2.00	38,758	41,913	45,089	43,884	47,582	51,247	45,280	49,177	52,991
3.00	39,502	42,874	46,114	44,803	48,678	52,442	46,353	50,369	54,283
4.00	40,436	43,816	47,142	45,816	49,773	53,636	47,348	51,464	55,477
5.00	42,015	45,603	49,099	47,657	51,810	55,845	49,267	53,598	57,781
6.00	43,040	46,718	50,308	48,855	53,078	57,222	50,495	54,943	59,253
7.00	44,068	47,833	51,517	50,047	54,443	58,701	51,797	56,383	60,813
8.00	45,089	49,024	52,823	51,247	55,789	60,170	53,039	57,748	62,305
9.00	46,209	50,234	54,124	52,535	57,230	61,735	54,402	59,247	63,942
10.00	47,326	51,426	55,432	53,818	58,575	63,207	55,707	60,688	65,507
11.00	48,444	52,617	56,734	55,018	59,939	64,684	56,936	62,053	66,981
12.00	49,469	53,828	58,035	56,306	61,362	66,244	58,316	63,571	68,636
13.00	51,161	55,595	59,918	58,076	63,300	68,292	60,196	65,587	70,776

Step	ACCT CLK	SR ACT CT	PR OA 10	PR OA 11	PR OA 12	PROA12 A/S	ADM ASST	SR ADMIN	CHIEF OFF ASST
1.00	52,259	53,896	44,078	48,025	51,736	53,394	52,699	57,512	53,661
2.00	54,465	56,311	45,995	50,158	54,038	55,782	54,766	59,811	56,059
3.00	55,941	57,804	47,068	51,330	55,323	57,164	56,030	61,099	57,401
4.00	57,408	59,298	48,063	52,425	56,519	58,360	57,213	62,294	58,647
5.00	59,527	61,997	49,981	54,539	58,825	60,759	59,613	64,599	61,048
6.00	61,276	64,467	51,210	55,903	60,295	62,326	61,451	66,072	62,582
7.00	62,840	65,960	52,506	57,325	61,854	63,966	63,289	67,629	64,206
8.00	64,405	68,085	53,752	58,709	63,347	65,481	64,783	69,123	65,760
9.00	66,062	69,578	55,119	60,209	64,988	67,195	67,183	70,760	67,813
10.00	67,535	71,071	56,418	61,649	66,552	68,852	68,677	72,327	69,098
11.00	69,098	72,565	57,648	63,013	68,024	70,322	70,170	74,859	70,634
12.00	70,681	74,059	59,023	64,532	69,680	72,071	71,778	75,454	72,358
13.00	72,799	75,552	60,904	66,548	71,818	74,303	73,886	77,592	74,533

APPENDIX “E”
SALARY SCHEDULE – 2028-2029

Step	OFF AST 10	OFF AST 11	OFF AST 12	SNR OA 10	SNR OA 11	SNR OA 12	S D/P 10	S D/P 11	S D/P 12
1.00	37,919	41,007	44,092	42,883	46,457	50,017	44,229	48,024	51,708
2.00	39,534	42,752	45,990	44,762	48,534	52,272	46,185	50,161	54,051
3.00	40,292	43,731	47,036	45,699	49,651	53,491	47,280	51,377	55,369
4.00	41,245	44,693	48,085	46,732	50,768	54,708	48,295	52,494	56,586
5.00	42,856	46,515	50,081	48,610	52,847	56,962	50,252	54,670	58,936
6.00	43,901	47,652	51,314	49,832	54,140	58,367	51,505	56,042	60,438
7.00	44,949	48,790	52,548	51,048	55,532	59,875	52,832	57,511	62,029
8.00	45,990	50,004	53,879	52,272	56,905	61,374	54,100	58,903	63,551
9.00	47,133	51,239	55,206	53,586	58,374	62,969	55,490	60,432	65,221
10.00	48,272	52,455	56,541	54,894	59,747	64,471	56,821	61,902	66,817
11.00	49,413	53,669	57,869	56,119	61,138	65,977	58,075	63,294	68,321
12.00	50,459	54,904	59,196	57,432	62,589	67,569	59,482	64,842	70,008
13.00	52,184	56,706	61,116	59,237	64,566	69,658	61,400	66,899	72,192

Step	ACCT CLK	SR ACT CT	PR OA 10	PR OA 11	PR OA 12	PROA12 A/S	ADM ASST	SR ADMIN	CHIEF OFF ASST
1.00	53,304	54,973	44,960	48,985	52,771	54,461	53,752	58,662	54,734
2.00	55,555	57,437	46,915	51,161	55,119	56,898	55,861	61,007	57,181
3.00	57,059	58,960	48,009	52,356	56,429	58,307	57,150	62,321	58,549
4.00	58,556	60,484	49,024	53,473	57,649	59,527	58,357	63,540	59,820
5.00	60,718	63,237	50,980	55,629	60,001	61,975	60,806	65,891	62,269
6.00	62,502	65,757	52,234	57,021	61,501	63,572	62,680	67,393	63,833
7.00	64,097	67,280	53,557	58,472	63,091	65,246	64,555	68,981	65,490
8.00	65,693	69,447	54,827	59,883	64,614	66,790	66,078	70,505	67,075
9.00	67,384	70,970	56,222	61,413	66,288	68,539	68,527	72,175	69,170
10.00	68,886	72,493	57,546	62,882	67,883	70,229	70,051	73,773	70,480
11.00	70,480	74,017	58,801	64,274	69,385	71,728	71,574	76,356	72,047
12.00	72,094	75,540	60,204	65,823	71,074	73,512	73,214	76,963	73,806
13.00	74,255	77,063	62,122	67,879	73,255	75,789	75,363	79,144	76,024

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