

AGREEMENT
BETWEEN THE
ONTEORA CENTRAL SCHOOL DISTRICT
BOARD OF EDUCATION
AND THE
ONTEORA NON-TEACHING EMPLOYEES
ASSOCIATION

JULY 1, 2026 – JUNE 30, 2029

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ARTICLE I RECOGNITION

- A. A. The District recognizes the Ontario Non-Teaching Employees Association (ONTEA) as the exclusive representative of all those employees in the appropriate bargaining unit as described below, including but not limited to:

Auto Mechanic	Dispatcher	Network Support Specialist
Auto Mechanic Helper	Food Service Helper	Network Systems Specialist
Behavioral Intervention Specialist	Groundskeeper (I & II)	Parent Peer Trainer
Building Maintenance Mechanic	Head Bus Driver	Personal Health Care Aide
Certified Occupational Therapist Asst.	Head Cook	School Bus Driver
Cook	Head Custodian	Senior Food Service Helper
Custodian	Inventory Control Specialist	Senior Typist
Custodial Worker	Maintenance Mechanic Helper	Teaching Assistant
Database Program Specialist	Monitor	Typist

- B. The appropriate bargaining unit shall exclude the following personnel: All employees included as part of bargaining units represented by the OAA (Ontario Administrators Association), the OTA (Ontario Teachers Association), and ONTSA (Ontario Non-Teaching Supervisors Association). In addition, thereto, the District shall be allowed to designate a maximum of twelve (12) employees to serve as confidential personnel.

ARTICLE II ASSOCIATION RIGHTS

A. Meetings

1. The Association is authorized to conduct meetings on District properties, subject to District policy regarding the use of said property, except that it shall not be necessary for the Association to file an application to the Board of Education for such use. It must, however, clear the use of any building with the appropriate building administrator. Association business will be conducted outside the workday.

B. Notices

1. The District shall provide space for bulletin boards for the posting of Association notices and vacancies that exist within the District as follows:
 - a) Two bulletin boards in the high school;

- b) One bulletin board in each elementary school;
 - c) One bulletin board in the Transportation department;
 - d) One bulletin board in the Buildings & Grounds department.
2. The Association has the right to use school machines and equipment for the production of materials to be distributed to members of the bargaining unit.

C. Board Proceedings

1. The District will provide the Association with an agenda for each official Board meeting, as soon as they become available. The District also agrees to provide the Association with minutes of each meeting, as soon as they become available for distribution.

D. Dues Deduction and Agency Fee

1. No later than September 30 of each year, the Board will provide the Association (ONTEA) with a list of those employees who have voluntarily authorized the Board to deduct dues. Any employee desiring to have the Board discontinue deductions he/she had previously authorized must notify the Board and the Association concerned in writing.
2. The Board agrees to deduct from the salaries of its non-teaching staff member's dues for the Onteora Non-Teaching Employees Association. Employees' authorizations will be made in writing in the form set forth below:

PAYROLL DEDUCTION AUTHORIZATION		
Social Security Number _____		
Last Name _____	First Name _____	M.I. _____
Employer Name _____		
Organization _____		
<p>To the Employer: I hereby authorize you, according to arrangements agreed upon with the above organization, to deduct from my salary and transmit to said organization, dues as certified by said organization. I hereby waive all right and claim to said monies so deducted and transmitted in accordance with this authorization and relieve the Employer and all its officers from any liability therefor. I revoke any and all instruments heretofore made by me for such purposes. This authority shall remain in full force and effect for all purposes while I am employed in this school system, or until revoked by me in writing between September 1st and September 15th of any given year.</p>		
Member Signature: _____		Date: _____
		

3. The Association will certify to the Board in writing the current rate of membership dues of the Association named above. The Association will give the Board thirty (30) days written notice prior to the effective date of such change.
4. Deductions referred to above will be made in twenty (20) equal installments during the school year. The Board will not be required to honor, for any month's deduction, any authorizations that are delivered to it later than one (1) week prior to the distribution of the payroll from which deductions are to be made.
5. The Board agrees that it will not accord dues deductions or similar check-off rights to any other organization until and unless such organization has been duly recognized or certified according to law.
6. The Board agrees to make an agency fee deduction for those individuals who are not members of the Association, such deduction to equal the amount deducted for those individuals who are members of the Association unless a lesser amount is established by the Association.

E. Fair Practices

1. No reprisals of any kind will be taken against any employee by reason of his/her membership in the Association or participation in any of its activities.

F. Union Business

1. The Union President or his/her designee shall be given a bank of fourteen (14) days for Union business which may be used in full or half day increments. The Union will notify the District no later than July 1 of the identity of the Union President. The President will notify the Superintendent or his/her designee, no less than twenty-four (24) hours in advance of the date(s) requested.

**ARTICLE III
EMPLOYEE PROTECTION**

A. Safety Practices

1. The parties recognize the necessity of following good safety practices in all job classifications. The District will provide adequate equipment and maintain both equipment and working conditions in a safe manner. Any condition which is felt to be unsafe shall be reported to the Administration, promptly investigated and corrections made where required. ONTEA members should follow the proper channel and bring concerns to their department union representative.

2. All employees shall have safe and healthful conditions under which to carry out their duties.

B. Assault, Accident or Injury

1. If an employee is assaulted, the school attorney shall advise the employee of the employee's rights upon request. The safe-harmless provisions of Education Law shall apply if such assault on an employee results in loss of time. The employee shall be paid in full for such loss of time for a period of up to available sick leave not to exceed six (6) months following the assault. Such paid absence shall not be deducted from any sick leave to which such employee is entitled under this Agreement. Worker's Compensation, if any, shall be payable to the School District.
2. Employees will immediately report all cases of assault, accident, injury, loss of property or illness suffered by them in connection with their employment to their principal or immediate supervisor. The report will then be forwarded to the Superintendent or his/her designee of the District and the Association president.

**ARTICLE IV
OBSERVATION AND EVALUATION**

- A. The purpose of observation and evaluation is the improvement of employee performance. Observation in and of itself is a continuous on-going process. To this end, the guidelines as set forth below shall be understood to be a minimum.
- B. All observations of work performance of employees shall be conducted openly, with full knowledge of the employees that they are being observed or evaluated. This shall not preclude the District from including in the annual evaluation documented instances which have occurred as a result of routine supervision. Additionally, surveillance and/or monitoring equipment may be used for investigations into theft and/or Worker's Compensation fraud and/or on school buses.
- C. Evaluation forms will be completed by Administrators or other Supervisory personnel where applicable. Only an Administrator/Supervisor can conduct evaluations. These personnel, however, may be assisted in the preparation of the evaluation form by supervisory personnel in the ONTEA unit, i.e., Head Custodian, Head Cook, etc. Supervisory personnel in the ONTEA unit will not be involved in any disciplinary proceedings affecting other members of the unit. Teachers may provide input for Teaching Assistant and Classroom Monitor evaluations.

- D. In the event a written evaluation report is rendered on any visitation, the Administrator/Supervisor shall first confer with the employee in order to ascertain levels of difficulty associated with the job and other pertinent factors.
- E. Employees will be given a copy of any evaluation report of any observation by their Administrator/Supervisor and will be required to sign the office copy to indicate that they have received same.
- F. Within five (5) working days following any evaluation, the evaluated employee and the employee's Administrator/Supervisor will meet to discuss the observation. All such conferences will be held in private.
- G. Effort shall be made by the administration or supervising personnel to help an employee if there is evidence of need for such assistance.
- H. Should the District conclude the unsatisfactory performance exists on part of any employee, a conference shall be held. The attendance at such conference shall include the employee and the employee's representative, at the employee's option, the employee's immediate Administrator/Supervisor and the Superintendent or the Superintendent's designee. The purpose of such conference will be to suggest means and methods of performance improvement so that if implemented by the employee, the employee may remain in the employ of the District in the same capacity.
- I. The rated employee has the right to write a reaction to the evaluation, which will be included with the office copy. The Administrator/Supervisor, in order to indicate that he/she has received such, will affix his/her signature to such written reaction.
- J. The Association hereby consents to the District's implementation of an Annual Professional Performance Review and Teaching Assistant Improvement Plan which is consistent with the regulations of the Commissioner. The APPR and TAIP shall be incorporated into the collective bargaining agreement.
- K. Evaluation Form
 - 1. A separate and applicable form for each service department shall be drafted separately by a joint committee from each department consisting of the Administrator/Supervisor and two (2) Association representatives from each department.

ARTICLE V
EMPLOYEE PERSONNEL FILES

- A. There will be one official district employee personnel file which shall be maintained in the central office. Employees shall have the right, upon request, to review the contents of their files excluding confidential references pertaining to hiring or promotion. Any employee shall be entitled to have a personally selected representative accompany him/her during such review.
- B. Employee files shall contain routine financial information and matters of factual nature which relate to the job performance of an employee.
- C. No material except confidential references pertaining to promotion shall be filed unless the employee has had an opportunity to examine the material. Employees shall be given an opportunity to affix their signature on the actual copy to be kept with the understanding that such signature merely signifies that they have examined the materials. Such signature does not necessarily indicate agreement with its content. The employee shall have the right to reply in writing to any material placed in the personnel file. The reply shall be attached to the material and filed in the official District personnel file. While the failure to reply shall not be construed as a waiver of a defense in any case, employees shall ordinarily be expected to reply in ten (10) days of the placement of any unusual material in a file.
- D. Upon receipt of a written request, the employee shall be furnished a reproduction of any material at the employee's own expense, excluding confidential references pertaining to hiring or promotion.
- E. No material which is inaccurate, not based on facts or unjust shall be placed in the employee's personnel file.

ARTICLE VI
GRIEVANCE PROCEDURE

- A. A grievance shall mean a complaint by an employee in the bargaining unit that:
 - 1. There has been a misapplication, misinterpretation, violation of this Agreement.
 - 2. There has been a violation, misapplication or misinterpretation of, or inequitable treatment under established past practice, policy or rules and regulations of the Board of Education affecting the terms and conditions of employment of members of the bargaining unit. As used in this Article, the term employee shall mean:
 - a. An individual employee, or;

- b. A group of employees, or;
 - c. The Association.
- B. This procedure shall not be used to adjust a complaint where the law requires a specific procedure and method of redress inconsistent with this procedure.
- C. A grievance shall be deemed waived unless it is submitted in writing within thirty (30) calendar days after the aggrieved knew or should have known of the events or conditions on which the grievance is based. The grievance shall be in writing at Step 2 and above.
- D. STEPS:
 - 1. Step 1:
 - a) The employee shall discuss the matter with his/her Administrator/Supervisor. The employee may be represented by a representative of the Association or any other representative. The Administrator/Supervisor shall give the employee a written answer within ten (10) calendar days. A copy of the answer shall be given to the Association.
 - 2. Step 2:
 - a. If the grievance is not resolved at Step 1, the employee or the employee's representative may, within ten (10) calendar days, submit the grievance, in writing, to the Superintendent or his/her designee. The Superintendent or his/her designee shall set-up a conference to be held within ten (10) calendar days of submission of the grievance. The employee and/or the employee's representative shall be present at the conference to meet with the Superintendent and/or the Superintendent's designee to discuss the grievance in an attempt to resolve it. If the employee is not represented by the Association, the Superintendent or his/her designee shall notify the Association of the conference. The Association shall be entitled to be present at the conference and to state its views on the matter.
 - b. The Superintendent or his/her designee shall furnish the employee and the Association with the decision, in writing, within ten (10) calendar days of the conference.
 - 3. Step 3:
 - a. If the answer from Step 2 is not satisfactory, the Association may file an appeal in writing with the Board of Education within ten (10) calendar days after receiving the decision at Step 2.

- b. Within ten (10) calendar days after receipt of an appeal, the Board of Education shall hold a hearing on the grievance. Here, the employee and/or the employee's representative shall be present. If the employee is not represented by the Association, the Board shall notify the Association of the hearing. The Association shall be entitled to be present at the hearing and to state its views on the matter.
 - c. The Board of Education shall furnish the employee and the Association its decision, in writing, within ten (10) calendar days of the hearing.
- 4. Step 4:
 - a. If the Board's answer from Step 3 is not satisfactory, the Association may submit the matter to arbitration within ten (10) calendar days of the receipt of the written answer. If no answer is received by the Association within ten (10) calendar days of the Step 3 conference, the Association may submit the matter to arbitration.
 - b. Any grievance proceeding to arbitration shall be submitted to the following arbitrators on a rotating basis: Howard C. Edelman, Dennis Campagna and Martin Scheinman. If they are unable to serve, and if the parties are unable to agree upon another arbitrator, the grievance shall then be referred to the American Arbitration Association for arbitration under its Voluntary Labor Arbitration Rules.
 - c. The arbitrator's hearing shall be held in the Onteora Central School District. The arbitrator shall hear and decide the case, or cases, that were set before him/her by the notice of arbitration. The arbitrator shall be bound by this Agreement. The arbitrator shall have no power to delete or modify the provision of this Agreement.
 - d. The arbitrator shall have the power to make awards, to fix back pay or other compensations. The arbitrator's decision and award shall be in writing and shall be submitted to the parties within thirty (30) calendar days of the conclusion of the hearing.
 - e. The decision and award of the arbitrator shall be binding. Fees and expenses of the arbitrator shall be shared equally by the Association and the Board of Education.

- E. Time units in this section may be extended or shortened by mutual consent of the parties. However, it is understood that the purpose of this procedure is to resolve grievances as quickly and equitably as possible.
- F. Nothing in this Article shall be construed to deny employees of their rights under the Civil Service Law or the Education Law.
- G. When any hearings or conferences are held, under this section, on school time, employees who are entitled to be present at the hearing or conferences shall be excused with pay for that purpose, without loss of sick or personal days.
- H. If at any step in the grievance procedure, the representative of the Board of Education fails to respond within the time limits prescribed by this Article, the Association shall assume that the answer is unsatisfactory and may immediately go to the next step in the process.
- I. If a grievance affects a group or class of employees, it may be submitted directly at Step 2 by the Association.
- J. In the event a grievance is filed on or after June 1 upon request by or on behalf of the grievant, the time limits set forth herein will be reduced pro rata so that the grievance procedure may be exhausted prior to the end of the school term, or as soon thereafter as is possible.
- K. All documents, communications and records dealing with the processing of a grievance shall be filed separately from the personnel file of the participant.
- L. Should the Association represent an individual in any stage of the aforementioned procedure necessary witnesses shall be provided by the Association to the District.

ARTICLE VII

PAID AND UNPAID ABSENCE

A. Sick Leave

- 1. Each 12-month non-teaching staff member shall be granted eighteen (18) days per year for sick leave for personal illness or serious illness in the immediate family as defined below. Each 10-month non-teaching staff member shall be granted sixteen (16) days per year for sick leave for personal illness or serious illness in the immediate family as defined below. Each year, the eighteen (18) or sixteen (16) sick leave days will be credited to each non-teaching staff member following the staff member's first day of service. If a staff member does not complete a full year of service in the district, the staff member's sick leave benefit shall be pro-rated

proportionately. Sick leave may be accumulated to a maximum of 275 days. Medical check-ups or annual physical examinations are considered sick leave.

2. For the purposes of serious illness in the immediate family, immediate family shall be defined as husband, wife, child, stepchild(ren), father, mother, step-parent, grandchild, brother, sister and domestic partner (as defined consistent with the DEHIC Alternate PPO definition). Serious illness leave requires that the immediate family member be under a physician's care. Staff members will be required to provide medical verification when requested by the District.
3. Sick leave days may be used, with prior approval, in ¼ day increments.
4. Should members of ONTEA use four or more consecutive sick leave days, the District may require a physician's note.

B. Personal Leave

1. Each non-teaching staff member shall be granted four (4) days with pay for conducting personal business that cannot be conducted at any other time. Personal leave is not to be considered as vacation days but implies that the situation warranting use of these days is considered to be more important than the employee's responsibilities to the school district.
2. Personal leave must be requested in writing to the immediate supervisor five (5) days in advance, except in the case of emergency. Upon return from emergency leave, the non-teaching staff member must file a request in writing.
3. When requested by the Superintendent of Schools or his/her designee a reason must be provided for the use of a personal day falling on a Monday, Friday, the day before or the day after a holiday.
4. Any personal leave unused by the end of each school year will be transferred to the employee's accumulated sick leave not to exceed the established maximum per Article VII-A-1 of this Agreement.
5. Personal leave days may be used, with prior approval, in ¼ day increments.

C. Bereavement Leave

1. Staff members will be permitted five (5) days emergency leave with pay, per occurrence, for death in the immediate family as defined in "A" above. A maximum of two (2) emergency leave days per occurrence, not to exceed four (4) days per year with pay shall be granted for death of non-immediate family as

follows: father-in-law, mother-in-law, sister-in-law, brother-in-law, employee's grandparents, uncle and aunt. Documentation must be provided when requested by the District. Part-time non-teaching staff members shall be provided with two (2) days paid leave annually for an immediate family member and one (1) day paid leave annually for a non-immediate family member.

2. In the occurrence of immediate family, one (1) day of the five (5) days allocated can be used within six (6) months of death for a memorial service. Documentation must be provided when requested by the district.

D. Other Leaves

1. Absence from duties necessitated by subpoena of any court or any official body having the legal power to compel attendance shall not be charged to any form of leave and salary shall be paid in full. Where actions are brought against the District by ONTEA, this provision shall be limited to only those subpoenas which are necessary.
2. Any employee subpoenaed will be paid his/her regular salary while serving as a juror, provided that within five (5) business days of completing the jury assignment, the employee submits documentation from the court substantiating the absence.

E. Sick Leave Bank

1. Employees may be allowed to contribute up to two (2) days from their accumulated Sick Leave to the Sick Bank. Only contributing employees may be members of the Bank. Six (6) months of service is required to be eligible for utilization of the sick leave bank. The Bank shall be for use in cases of prolonged serious illness or injury after accumulated sick leave has been exhausted. There shall be automatic renewal when the Bank is exhausted and use by an individual is limited to sixty (60) days per school year. Withdrawals, additions and the general use shall be regulated by a committee of three (3) administrators and three (3) employees who are members of the Sick Bank.

F. Vacation Leave

1. First Year twelve-month staff shall accumulate vacation days prorated at the rate of one (1) day for each month worked beginning with the third month of employment through to June 30th to be used after July 1 of the following year.
2. Commencing on the July 1 after the date of appointment, all employees accumulate vacation leave with pay as per the schedule that follows:

<u>After Full Years of Service</u>	<u>Vacation Days Earned</u>
1	10 work days
2	11 work days
3	12 work days
4	13 work days
5	14 work days
6	15 work days
7	16 work days
8	17 work days
9	18 work days
10	19 work days
11	20 work days

3. Employees leaving the service of the Onteora Central School District shall be entitled to this classification of leave on a pro-rated basis. At least eleven (11) days must be worked in the starting month and in the ending month in order to receive respective full month credit.
4. Each newly hired ten-month (10) clerical staff member shall earn and accrue vacation leave on a pro-rated basis of up to eight (8) days for the full work year extending from September 1 through June 30 (or the equivalent thereof). After July 1, in the year following initial hire, this accumulated vacation leave is to be taken during the Winter and/or Spring recesses. Commencing on the July 1 after the date of appointment, all employees accumulate vacation leave with pay as per the schedule that follows:

<u>After Full Years of Service</u>	<u>Vacation Days Earned</u>
1	8 work days
5	10 work days
10	12 work days

5. Eligible employees shall take vacation leave during the month of July and/or August, periods when school is closed, or when school is in session, as may be approved by the Superintendent or his/her designee. In determining vacation schedules, the seniority of employees shall be honored whenever practicable. At

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least ten (10) days' notice will be given prior to an employee being granted vacation.

6. Should an employee's vacation become interrupted due to a death in the immediate family, vacation time will be converted to the appropriate bereavement leave.
7. Employees may carry over up to a maximum of ten (10) days or fifty percent of their accrued vacation from one year to the succeeding year. However, they may never have more than thirty (30) vacation days available.
8. Twelve-month employees shall not request vacation or personal leave during the week prior to the first week of school and the first week of school as well as the last week of school while students are present. Supervisors and the Superintendent or his/her designee shall provide special consideration to events that could arise and are requested at least ten days in advance.

G. Parental Leave of Absence

1. An unpaid leave of absence shall be granted to an employee for the purpose of child rearing as follows:
 - a. An employee shall be entitled upon request to a leave to begin within one (1) year of delivery or adoption of a child up to five (5) years of age. Said employee shall notify the Superintendent or his/her designee in writing of intent to take such leave and, except in case of emergency, shall give such notice at least (30) days prior to the date on which said leave is to begin.
2. An employee who is granted such leave of absence, pursuant to Section G-1 above, shall have the following re-employment rights:
 - a. An employee shall be returned to the same position or a position similar and within the employee's own area upon sixty (60) days' notice to the District of intent to return. Child care leave of up to one (1) year shall be allowed to all employees with rights to extend for one (1) year more.
 - b. Upon return to service an employee shall have restored the same benefits accrued at the time the leave commenced.
3. Parental leave policies shall be consistent with current Federal and State laws.

4. It shall be assumed that when leave is granted for a period of time as requested by the applicant for such leave, a mutual contract shall be deemed to exist between the District and the employee as to the time of leave. It is understood, however, that such mutual contract shall be open to review by the Board where undue hardship exists on behalf of the employee. An undue hardship shall include, but is not limited to, termination of pregnancy, death, or any other reason that would necessitate the employee returning to work.

H. Service Leave

1. Any regular employee requesting leave as a member of the Peace Corps, Vista or any service program will receive a leave of absence with full employment right at the termination of such duty. This shall exclude voluntary service in excess of four (4) years. No salary shall be paid during this leave of absence if the duty time extends beyond fifteen (15) days.
2. The District will grant employees paid leave while on ordered military duty in accordance with Section 242 of the New York Military Law.
3. Personnel on leave as a member of the Peace Corps or any service program shall be advanced on the salary and shall receive full credit for such service.

I. Part-Time Leave Benefits

1. Part-time employees shall be provided with three (3) paid leave days which may be used for illness or personal leave. Requests for personal leave that are not of an emergency nature must be submitted three (3) work days in advance of the requested time off.

**ARTICLE VIII
EMPLOYEE BENEFITS**

A. Holidays

1. The following holidays are granted with pay, per school calendar, for the duration of this contract: Juneteenth (provided it does not fall on a weekend), Fourth of July, Labor Day, Rosh Hashanah (provided school is closed), Yom Kippur (provided school is closed), Columbus Day, Veteran's Day, Thanksgiving Day and the day following, Christmas (2 days), New Year's Day, Martin Luther King, Jr. Birthday, Lunar New Year (provided it does not fall on a weekend), President's Day, Good Friday, and Memorial Day.

In a year when Lunar New Year is observed, 10-month staff will have Superintendents Conference days reduced by one (1), the specific date to be determined by the Assistant Superintendent for Curriculum and Instruction.

2. A weekday requested by ONTEA and approved by the Superintendent of Schools or his/her designee, will be granted in lieu of a holiday falling on a weekend.

B. Health Insurance

1. New employees hired after 7/1/26 are only eligible for the EPO 20 health insurance plan, at the rates stated, and are not eligible for the Health Reimbursement Account.
2. Effective July 1, 2026, all members in the DEHIC EPO 20 plan shall contribute 1% of premiums if their total pay is equal to or less than \$38,000 and 2% of the premium if their total pay is greater than \$38,000. Mid-year hires will be evaluated based on their full annual pay, prorated accordingly.
3. All current employees enrolled in the DEHIC Alt PPO shall contribute 10% of the premium of that plan.
4. Effective September 23, 2014, any unit member who as of July 1, 2014 is enrolled in either MVP or CDPHP shall continue to be offered that particular plan as a health insurance option. No other unit members shall be offered MVP or CDPHP as a health insurance plan option.
5. Unit members currently under MVP and CDPHP, shall contribute 10% of the premiums of the plan.
6. Effective with the 2014-2015 school year, the District shall contribute \$850 into a Health Reimbursement Account (HRA) for current employees only enrolled in the DEHIC EPO20 plan. Employees hired after 7/1/26 are not eligible for the HRA.
7. Effective 7/1/2028, all new hires shall contribute 5% of the premiums of the EPO 20 plan.
8. Probationary Period
 - a. Employees hired on or after November 15, 1999 and before September 23, 2014, must be regularly scheduled to work at least 28 hours per week and complete six (6) months of service with the District in order to be eligible for health insurance coverage with the District. Employees still completing

his/her six months of service with the District as of September 23, 2014, shall be eligible for health insurance coverage on the ninety-first (91st) calendar day after he/she began employment with the District or September 23, 2014, whichever is later.

- i) The six (6) month period as a probationary full-time employee shall commence from the date of hire;
- ii) Time spent as a substitute shall not count towards the completion of the six (6) month period;
- iii) Summer months and periods in which school is not in session and the employee was not required to report to work shall not count towards the completion of the six (6) month period;
- iv) Any period of time during which an employee is out of work in excess of two (2) weeks shall not count towards the completion of the six (6) month period.

b. Employees hired on or after September 23, 2014, who are regularly scheduled to work at least 28 hours per week, shall be eligible for health insurance coverage with the District after ninety (90) calendar days.

- i) The ninety (90) day period as a probationary full-time employee shall commence from the date of hire;
- ii) Time spent as a substitute shall not count towards the completion of the ninety (90) day period.

9. It is further understood that this change will provide to all retirees, all rights and benefits as those currently provided for under the collective bargaining agreement in the event the District changes health insurance carriers.

10. Employee contributions will automatically be deducted by the District through a Section 125 IRC plan.

11. Buyout

a. Except for employees subject to mandatory buyout (see Section 14-c below), employees opting to waive coverage and receive payout in lieu of insurance shall be entitled to an annual payment of \$2,000 for family and \$1,500 for individual.

b. Employees withdrawing for a full year as of July 1 will be paid one-half the amount in December and one-half the amount in the following June. Employees withdrawing at other times will receive pro-rated payments. Any individual electing this option may revert to the plan of previous enrollment subject to the provisions of each individual plan.

- c. The health insurance buyout will be mandatory for District employees whose spouse or domestic partner as defined by the applicable plan is also a District employee. The employee opting out will receive \$2,500. Payment will be made in semi-annual installments in December and in June of each year.
 - d. Retirees and employees who become ineligible for the buyout because of death or divorce will be immediately reinstated to the District health insurance plan or HMO option. The reinstatement of the retiree or employee will cause the buyout to be prorated for that year.
- 12. The District and the ONTEA will explore alternative health insurance options. If the ONTEA requests the District withdraw from the DEHIC Alternate PPO Plan and/or HMO options in order to provide alternative health insurance options, the District will not unreasonably withhold its permission.
 - 13. Part-time employees shall be able to purchase health insurance through the District health insurance plan, subject to the provisions of the plan.
 - 14. Health insurance coverage for employees resigning at the end of the school year shall be terminated as of August 31 of that school year. Employees resigning during the school year will be covered for one (1) month following the month in which their resignation takes place.
 - 15. Employees who have exhausted paid leave days and are not out on approved FMLA days will be responsible for paying that portion of health insurance premium for the duration of their unpaid status. The per diem rate will be calculated by the Business Office.

C. Benefit Trust

- 1. The Onteora Non-Teaching Employees Association will maintain a Benefit Trust. In addition, the District will fund the Onteora Non-Teaching Employees Association Benefit Trust at a rate of:
Benefit Trust:
Effective July 1, 2022 \$1,655
Effective July 1, 2023 \$1,680
Effective July 1, 2024 \$1,705
- 2. Employees hired after November 15, 1999 must be regularly scheduled to work a 28 hour work week and complete six (6) months of service with the District to be eligible for a District Benefit Trust contribution.

3. The Trust shall be administered by Trustees appointed by the President of the Association. The Trust shall provide adequate fiduciary safeguards.
4. The District shall make payments to the Trust semi-annually; one-half (50%) on October 1, and one-half (50%) on March 15, for the total amount.
5. Financial reports, which shall be subject to audit, of the monies shall be made available to the District for periodic review. The Trustee shall forward to the Board copies of the Trusts' financial report, pursuant to the Agreement and Declaration of Trust.
6. Monies shall be used solely to purchase or to provide benefits to participants of the Trust. No Trust monies can be used by any participant, or by the Trust itself, in any litigation against the Onteora Central School District.
7. The District shall make payments to the Benefit Trust as per section (1) one above for all eligible unit members. The ONTEA agrees to permit all Central Office Administrators, and all Confidential/Managerial Personnel to participate in the Benefit Trust.

D. IRS Code 125

1. The District will implement an IRS code 125 flexible benefits plan for the purpose of health related expenditures. The ONTEA will establish a committee to meet with the District for implementing this plan.

E. Educational Training

1. The District recognizes the importance of continuing education of all its employees. To encourage such, the District will make workshops and training programs relating to their employment. Should any employee decide to attend such, they shall do so at District's expense, suffering no loss of pay or accumulated leave. A stipend of \$50.00 shall be paid when the course is taken during non-working hours.
2. Employees may be directed to attend workshops or training programs mandated by law, required by the District or necessary to maintain certification. Employees attending such shall suffer no loss of accumulated leave if the workshop or training program is taken during working hours. Employees shall be paid at their hourly rate calculated on a straight time basis if the workshop training session is taken during non-working hours. Salary payment shall only be made after the employee has submitted proof that he/she has successfully completed the workshop or training session.

3. All courses must be pre-approved by the Superintendent or his/her designee. Payment of the stipend shall only be made after the employee has submitted proof that he/she has successfully completed the course.
4. An employee may attend a conference or professional development course that is functionally related to their job responsibilities within the District upon pre-approval by the Superintendent or his/her designee. A written request with a description of the conference or professional development course must be submitted at least thirty (30) days in advance, when possible, and must include a justification of its value to the employee's job responsibilities. Should any employee attend such, they shall suffer no loss of pay or accumulated leave. The Superintendent may authorize the reimbursement of the reasonable and necessary expenses of attendance at such a conference or professional development course. Such reimbursement shall be consistent with Board policy.

G. Uniforms

1. Maintenance, Grounds, Custodial and Transportation Personnel

- a. Uniform allowances shall consist of four (4) articles [shirts and pants] with a minimum order of two (2) shirts. New Hires shall receive five (5) shirts, five (5) pants, an outer jacket or a lightweight jacket. This will begin their cycle.

Shirts may either be long sleeve or short sleeve.
- b. Pants may be either work pant or jean style.
- c. Individuals may choose to wear their own blue jeans provided the pants are in good condition. (No sweat pants shall be worn). Supervisor may request that a different pair of pants shall be worn if condition is not acceptable.
- d. Outer jacket for Maintenance, Grounds, Custodial and Transportation personnel shall be purchased on a three (3) year cycle. Garment subject to replacement from damage at work if approved by Supervisor.
- e. Lightweight jacket (windbreaker) or vest for Maintenance, Grounds, Custodial and Transportation personnel shall be purchased on a two (2) year cycle.

Cannot purchase both if cycle coincides-individual choice

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- f. District patch and name to be embroidered onto garments and not removed by individual.
- g. Uniforms are to be worn by all personnel.
- h. District reserves final determination of styles and colors.
- i. Uniforms damaged at work may be replaced upon approval of the Supervisor.
- j. The District shall provide two sets of safety apparel for each building to Maintenance, Custodial and Transportation personnel to carry out job responsibilities including but not limited to: coveralls, gloves, rain gear and safety goggles.
- k. The District shall research and purchase full coverage shoe protection for staff members that strip floors.
- l. For Maintenance, Grounds and Auto Mechanic, the District shall reimburse for, or arrange for the purchase of safety boots once per calendar year for a total not to exceed \$125 per employee. Employees must provide a receipt of purchase in order to receive reimbursement.

2. Cafeteria Staff

- a. The District agrees to provide two (2) replacement uniforms (any four (4) units) each year to cafeteria staff. All Cafeteria staff employees will be required to wear the uniforms provided to them by the District. New hires shall receive five (5) shirts and five (5) pants.
- b. Uniforms are to be worn by all personnel.
- c. District reserves final determination of styles and colors.
- d. The District shall reimburse for, or arrange for the purchase of safety shoes with non-slip soles once per calendar years for up to \$70 for each employee. Employees must provide a receipt of purchase in order to receive reimbursement.

H. Uniforms – Summer (summer shall be defined as starting the day after High School graduation in June and ending the last day before all staff returns for the new school year)

1. Maintenance, Grounds, Custodial and Auto Mechanic

- a. Shall be allowed to wear a more comfortable shirt other than a uniform shirt during the summer when school is not in session provided that the garment presents a professional image. Final determination on whether a garment is suitable for work shall be made by the Department Supervisor. Non-suitable garments include, shirts with no sleeves, torn fabric and offensive words or logos. This is not to be considered an all-inclusive list.

2. Summer Bus Drivers

- a. Summer bus drivers shall not be required to wear school year uniforms during the summer. The District shall provide the drivers with two (2) lightweight shirts each summer that they work.
- b. The District name and staff member's name shall be embroidered onto the lightweight shirts and not removed by the staff member.

I. Safe Drive Incentive

District School Bus Drivers and School Chauffeur will be eligible for a safe driving incentive award to be paid to each qualifying employee on the next available payroll after June 30th of each year. The award shall be given to those drivers who for the identified period of time were not the cause in any manner whatsoever of personal, vehicular or property damage while operating a District-owned vehicle or while acting in an employee capacity. The incentive awards amounts shall be as follows:

a.	3 consecutive years of safe driving	\$ 500.00
b.	5 consecutive years of safe driving	\$ 700.00
c.	10 consecutive years of safe driving	\$1,000.00
d.	15 consecutive years of safe driving	\$1,500.00
e.	20 consecutive years of safe driving	\$2,000.00

Safe driving records using the above-stated criteria shall be maintained prospectively by the District effective July 1, 2020 to determine eligibility for the incentive with the first eligible award date of June 30, 2023.

The payment of the incentive is a one-time bonus not added to base salary.

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**ARTICLE IX
RETIREMENT**

- A. The District shall provide eligible employees with the improved Non-Contributory Retirement Plan (Section 75-i). Employees hired on or after July 1, 1976, desiring to participate in the retirement plan provided by the District may do so pursuant to Article 14 of the Retirement and Social Security Law of the State of New York.
- B. A retirement incentive in the amount of \$8,750 will be made available to anyone who retires in their first year of eligibility without penalty if the employee completed fifteen (15) years of credited service in the District.
- C. Additional benefits will be granted to eligible members of the New York State Employees Retirement System through the provision of Section 41j and 34j allowing application for unused sick leave as additional service credit upon retirement.
- D. Any employee eligible for retirement with either ERS or TRS shall be paid sixty (\$60.00) dollars per day up to a maximum of 275 days for unused sick days.
- E. Retiree Health Insurance
 - 1. Employees hired on or before 10/20/03 must complete five (5) years of service with the District and meet the retirement eligibilities of ERS and/or TRS in order to be eligible for retiree health insurance. Any employee hired subsequent to 10/20/03 must complete fifteen (15) cumulative years of service with the District and meet the eligibility requirements of ERS and/or TRS in order to be eligible to receive retiree health insurance.
 - 2. Health insurance premium payments for retirees shall be 100% for individuals and 50% of the difference between the individual and family premium costs. Effective July 1, 2000, retiree family coverage increases to 60% for employees retiring after June 30, 2000.

**ARTICLE X
REDUCTION IN FORCE AND RESIGNATION**

- A. The following language shall apply to any layoff or reductions in the work force for all positions covered by this bargaining unit:
 - 1. Every effort shall be made to meet the reduction by attrition (i.e., retirement, etc.).

2. If the incumbent where the position is abolished is qualified for vacancy either in the area of the incumbent's employment or in another area:
 - a. The employee shall be reassigned the vacancy in the employee's area of employment, but if this is not possible, then
 - b. The employee will be moved to any other area in which the employee may be qualified.
 3. In lieu of layoff, the district may reduce the hours of affected personnel.
 4. Excessed employees will be paid for their accumulated vacation time at the salary in effect at the time of the excessing.
 5. The parties agree that in the event the need arises to layoff a Teaching Assistant, all part-time Teaching Assistants shall be laid off prior to the layoff of any full-time Teaching Assistants.
- B. When resigning from the District, ONTEA members will provide the District with two weeks' notice.

ARTICLE XI RIGHT OF CONFRONTATION

- A. All non-teaching employees shall have the right to confront any person who registers a complaint against them with the administration if any disciplinary action is to be taken against them. If the person registering the complaint refuses such confrontation, no action may be taken against the employee, except in those cases where the Superintendent or the Superintendent's designee has sufficient additional substantiation to warrant independent disciplinary action. If any disciplinary action is contemplated, the employee has the right to representation of the employee's own choosing.

ARTICLE XII POSTING OF VACANCIES AND EXTRA PAY

A. Notice of and Application for Vacancies

1. From time to time during each school year, or as they occur, the Superintendent shall have posted on all Association bulletin boards in all school buildings a list of the known vacancies for the then current and the following school year, including but not limited to non-teaching, promotional, extra pay positions. Said notices shall clearly set forth a description of and the qualifications for the position including the duties and salary.

2. Such notices shall be posted as far in advance as practicable, ordinarily at least ten (10) days before the final date when applications must be submitted and in no event less than five (5) days before such date. In the case of vacancies occurring during the summer vacation, the notice thereof shall be posted in the administration offices of the Onteora Central School District and a copy thereof shall be sent to the Association. Such list of vacancies shall include all vacancies of any type whatsoever occurring within the employer-employee negotiating unit represented by the Association President or designee.
3. Employees who desire to apply for any such vacancy shall submit their applications in writing to the Superintendent within the time limit specified.
4. Any Part-Time employee applying for and deemed qualified for such a vacancy shall be guaranteed an interview.

B. Qualifications for Assignment

1. Factors taken into consideration by the District shall include qualifications, experience and seniority in all appointments and assignment to any and all vacancies and openings. Unsuccessful applicants who are existing employees of the District in the negotiating unit represented by the Association shall, upon request, be furnished with a written explanation as to why they did not receive the appointment of such vacancy.

C. New Positions

1. The provisions hereof shall apply to new positions created within the school system as well as vacancies occurring in the existing positions.

ARTICLE XIII

**SCHOOL CLOSING FOR BAD WEATHER OR AN EMERGENCY, SCHOOL CLOSED DURING THE
WORKDAY FOR BAD WEATHER OR AN EMERGENCY, SCHOOL OPENING DELAYED FOR BAD
WEATHER OR AN EMERGENCY**

A. School Closed for Bad Weather or an Emergency

1. When school is closed because of bad weather or an emergency, non-teaching employees will not be expected to report to work. Further, all such employees shall suffer no loss of pay or accumulated leave time.
2. For the purposes of snow removal and/or securing the buildings, employees under ordinary circumstances are required to report for work.

3. In all other cases, employees may be requested to work on such a day when school is closed for bad weather or an emergency, after the immediate supervisor has secured permission from the Superintendent or his/her designee.
4. Cafeteria staff who report to work when school is closed because of inclement weather shall be entitled to a guarantee of a minimum of four (4) hours at the employee's regular hourly rate if they are a full-time cafeteria employee and two (2) hours at the employee's regular hourly rate if they are a part-time cafeteria employee.

B. School Closed During the Workday for Bad Weather or an Emergency

1. When school is closed during the workday due to bad weather or an emergency, non-teaching personnel may be dismissed early as follows:
 - a. Teaching Assistants, Monitors, Parent Peer Trainer, Behavior Intervention Assistant, Certified Occupational Therapy Assistant and Clerical Staff may be dismissed at the discretion of the individual building administrator or appropriate supervisor no later than one (1) hour following teacher dismissal.
 - b. For the purpose of securing the cafeterias, the Superintendent or his/her designee may require cafeteria employees to remain up to one (1) hour after teachers have been dismissed due to bad weather or an emergency.
 - c. Transportation personnel and Bus Attendants may be released at the discretion of the Director of Transportation no later than one half hour following completion of all bus runs.
 - d. Custodial, Maintenance and Grounds personnel shall be released by the Director or Assistant Director of Facilities & Operations upon the completion of their normal daily job assignments. Other shifts shall be called in by the Director or Assistant Director of Facilities & Operations within one (1) hour after the dismissal of children. The maximum amount of time required by 2nd and 3rd shifts shall be no greater than what was performed by the 1st Shift.
 - e. Any employee requested to perform additional work beyond the dismissal time when school is closed during the work day for bad weather or an emergency will be compensated on an overtime (time and one-half) basis computed to the nearest quarter hour. There shall be no guarantee of minimum time at this rate.

C. School Opening Delayed for Bad Weather or an Emergency

1. On delayed opening days, employees may be required to report to work at their normal times, under normal circumstances. Employees working the delay time will not get extra pay. This applies to Custodial, Maintenance, Grounds and Cafeteria employees.

**ARTICLE XIV
SNOW DAY OR EMERGENCY DAY COMPENSATION**

- A. Custodial, Maintenance and Grounds employees are eligible for snow day pay. Snow day pay is defined as regular payment plus a minimum of four (4) hours paid at time and one-half or time and one-half for actual hours worked, whichever is greater.
- B. Transportation employees who report to work for the purpose of moving buses and clearing snow for buses shall be eligible for snow day pay. Snow day pay is defined as regular payment plus a minimum of four (4) hours paid at time and one-half or time and one-half for actual hours worked, whichever is greater.
- C. The District may rearrange the work schedule so that it coordinates with the employee's regularly scheduled shift. Also, the District may reassign employees to other schools if necessary.
- D. In the event it is necessary for the District to call in a person out-of-shift, that person will receive time and one-half overtime.

**ARTICLE XV
THE WORK WEEK**

- A. During summer, spring and winter recess, all employees may be scheduled for a day shift with no loss of night differential. However, this scheduling shift shall not be made where it would cause personal hardship.
- B. Any employee (other than a Teaching Assistant), working less than twenty-eight (28) hours per week shall be considered a part-time employee. The parties agree that a full-time Teaching Assistant is one who works thirty-two and one-half (32.5) or more hours per week.
- C. Full-time Cafeteria employees, Teaching Assistants, Bus Attendants, Monitors, Parent Peer Trainer, Behavior Intervention Assistant, Certified Occupational Therapy Assistant and School Bus Drivers (10 mos.) will be scheduled to work on all days on which teachers report, not to exceed 184 days.

- D. For twelve-month clerical personnel, the work week will consist of 37½ hours or 40 hours per week, except for winter and spring recess and between July 15 and August 15, when the work week will be either 35 hours and 37½ hours respectively. For ten (10) month clerical personnel, the work week will consist of 37½ hours except for winter and spring recess when it will be 35 hours.
- E. For Custodian, Custodial Worker, School Bus Dispatcher, Head Bus Driver, Head Custodian, Inventory Control Specialist, Auto Mechanic, Auto Mechanic Helper, Bus Driver, Building Maintenance Mechanic and Building Maintenance Mechanic Helper, the work week will consist of forty (40) hours.
1. A Custodial Worker whose regular work week includes Saturday will be given Monday as their regular day off. If school is closed on Monday for any reason, the worker will receive a comp day, so not work more days than anyone within the same title. The comp day must be taken within the week and must be agreed upon between the Supervisor and the employee. The comp day will be their regular day off so the employee will suffer no loss of pay or accumulated leave. During the summer months, such employee shall be assigned to work Monday through Friday.
- F. For Cook Managers and Cooks, the work day shall be a seven (7) hour work day. For Food Service Workers, the work day shall be a six (6) hour work day. Certain employees may work a shorter or longer work day and be paid proportionately.
- G. The District shall have the sole discretion to determine Bus Driver work schedules. Straight time shall be paid for all hours worked regardless of when scheduled, provided the employee has not worked more than a forty (40) hour work week or eight (8) hours per day. The daily schedule may include the first late run which shall be no later than 5:15 PM.
- H. Hourly Bus Driver
1. The hourly bus driver shall be available to drive short runs. The Hourly Bus Driver shall not be meant to displace current full-time drivers. The hourly bus driver may be utilized to cover full time driver routes to allow for full time drivers to be assigned to extra runs for field/sports trips during the week. The hourly bus driver shall be paid at an hourly wage based upon Step 1 of the 10-month school bus driver salary schedule.

I. Field Trips

1. In the instance of field trips, the following conditions will prevail unless subcontracted.
 - a. Employees will receive compensation at the overtime rate of pay after completing an eight (8) hour workday Monday through Friday excluding holidays.
 - b. On weekends and holidays overtime will be paid.
 - c. The driver will be required to check in and check out before the delivery and return of trip.
 - d. It is understood between the parties that all trips fourteen (14) hours or less will be conducted on a total duration basis as per past practice.
 - e. For any field or sports trip scheduled as "drop only" on a weekend, drivers shall be compensated for three (3) hours minimum.

- J. The District shall allow state required refresher courses for transportation employees and bus attendants to be conducted on Superintendent Conference Days when such courses shall not interfere with planned professional development by the District, not to exceed four hours in a year. On these days, employees shall be allowed to attend state refresher courses without loss of pay.

**ARTICLE XVI
TRAVEL ALLOWANCE**

- A. Upon written request to the Superintendent of Schools or his/her designee, permission may be granted to all personnel to travel at District expense on school business. Maximum reimbursement of expenses incurred by District personnel while on such school business is as follows:
- a. The mileage rate for use of private transportation when no District-owned vehicles are available will be the IRS mileage rate in effect as of July 1 of that year of the contract. When school employees use their personal truck for hauling school supplies beyond the normal capabilities of an automobile, they will be compensated at the IRS mileage rate in effect as of July 1 of that year of the contract.

- b. Personnel required to travel outside the school district will be allotted the meal allowance as listed below. Transportation personnel shall be allowed to purchase prepared food at establishments including but not limited to super markets and convenience stores. To obtain reimbursement, personnel shall submit detailed receipts at the prevailing meal allowance with the name of the establishment and the date coinciding with the date of travel.

Breakfast	up to	\$12.00
Lunch	up to	\$16.00
Dinner	up to	\$23.00

- B. An employee shall be guaranteed a full refund of all expenses incurred, as listed above. Such refund shall be determined by the surrendering of receipts, (excluding mileage) by the employee.

ARTICLE XVII SALARY

- A.
1. All unit members eligible for step advancements shall progress one step on the schedule.
 2. The salary schedules shall be increased by 3% in each year of the contract.
 3. Each longevity tier, strawboss, and night differential shall be increased by 3% in 2026-2027, 3% in 2027-2028; and 3% in 2028-2029.
 4. For each year of the contract, any unit member on top step of the salary schedule for a second consecutive year shall receive an additional 2.0% off-schedule increase which shall be added to their base salary.
- B. Non-teaching employees, excluding supervisory personnel, shall be paid at the rate of time and one-half the employee's normal hourly rate for services performed in excess of eight (8) hours in any one day providing a work week of forty (40) hours, including approved leave, has been completed. Holiday work shall be construed as overtime. When and where administratively feasible, the employee may opt for compensatory time off.
- C. Overtime will not be paid during the normal work week when an employee utilizes approved or disapproved unpaid leave. Overtime work immediately following a vacation week (Monday through Friday) will not be paid at the overtime rate of pay without prior written approval from the District. If an employee is working overtime immediately following vacation (as above), he/she must notify the District before commencing vacation period. If an employee is working overtime immediately following vacation period (as above), then overtime must include weekend time (Saturday or Sunday). If there is approved paid leave prior to overtime, the District may require a doctor's note for a sick leave absence. This requirement will not apply for all other approved paid leave.

- D. Any employee regularly scheduled for a Monday through Friday shift shall be compensated on an overtime basis when assigned to weekend work.
- E. Ten-month positions shall be paid on 10/12 of annual salary.
- F. Custodians and Head Custodians are responsible for making a daily check of their respective building seven (7) days a week. In the event that they are away from the area, another Custodian or Head Custodian shall be assigned the responsibility for this building check by the Director of Facilities & Operations or the Assistant Director of Facilities & Operations. Custodial workers will also be allowed to conduct building checks with training and a check list. They will be assigned at the discretion of the Director or Assistant Director of Facilities and Operations. Building checks will be offered to those Custodial Workers normally assigned to a building first. If coverage is not obtained from a staff member from within the building, the building check may be assigned to staff members from other buildings.
- G. People working nights will receive a stipend as listed in the salary schedule.
- H. Straw Boss
1. In the high school building one (1) custodial worker on the afternoon shift and one (1) custodial worker on the evening shift and one (1) maintenance worker on the afternoon shift shall be designated as straw boss and receive a stipend as listed in the salary schedule.
- I. The Ontario Central School District agrees that the addition of another step to the salary schedule will not be asserted to create the right of the District to add steps in the future or freeze employees on step as an alternate method of payment without Union consent.
- J. Step advancement for part-time hourly employees will commence on July 1 and January 1 for 12-month employees following accumulation of 840 hour increments as per current practice.
- K. Step advancement for part-time hourly employees will commence on September 1 and February 1 for 10-month employees following accumulation of 840 hour increments as per current practice.
- L. In lieu of stipend an employee, promoted, appointed or who assumes the responsibilities of a higher grade shall receive payment as per the adopted salary schedule as set forth herein for work done in that higher grade. An employee assuming the responsibilities for a higher grade for five (5) consecutive working days or more will be paid at the salary grade of the person being replaced.

- M. Teaching Assistants at the elementary level who are assigned by the Building Principal to cover the class of a teacher as a substitute teacher shall receive the following addition to their regular compensation: thirty dollars (\$30) for half day and sixty dollars (\$60) for a full day. Half day shall be considered up to half of the scheduled work day. Full day shall be considered any time beyond half of the scheduled work day.
- N. Teaching Assistants at the secondary level who are assigned by the Building Principal to cover the class of a teacher as a substitute teacher shall receive the following addition to their regular compensation: thirty dollars (\$30) for half day and sixty dollars (\$60) for a full day. Half day shall be considered up to half of the scheduled work day. Full day shall be considered any time beyond half of the scheduled work day.
- O. Teaching Assistants who are Therapeutic Crisis Intervention (TCI) trained and assigned to the MAPs program will receive an annual stipend of six hundred and fifty dollars (\$650). The stipend is paid as long as the assignment to the MAPs program is in effect and is non-cumulative. TCI training will be provided at District expense.
- P. For the 2021-2022 school year, a Head Custodian, Custodian, or Building Maintenance Mechanic who is requested, based on guidance from the District of Facilities, to show up at a school building due to an alarm or an emergency call when the building is closed, shall be entitled to a minimum of 2 hours of overtime or overtime for actual hours worked, whichever is greater.
- Q. Payroll Savings
1. Tax sheltered annuities are available for any non-teaching staff member upon request to the Board of Education. Payments for these annuities will be deducted automatically by the school district from each pay check.
- R. Longevity
1. Calculation of longevity will be based on actual service with fractional service added to yield full time equivalent service. For purposes of longevity eligibility, length of service must be continuous. "Continuous" shall be described to mean no break in employment (*e.g.* resignation or termination). Any service that precedes a break in service shall not be counted toward the calculation of longevity.
 2. Longevity will commence on July 1 and January 1 following the anniversary date for 12-month employees.
 3. Longevity will commence on September 1 and February 1 following the anniversary date for 10-month employees.

- S. Any Building and Grounds employee who is called-in to work by the Director of Facilities during an employee's off-duty hours when the building is closed, due to an emergency or an alarm call, shall be paid for a minimum of two (2) hours at time and one-half for all hours worked, provided that such hours are not contiguous to the employee's regular shift.

**ARTICLE XVIII
WORKERS' COMPENSATION**

- A. An employee who is absent due to a Worker's Compensation injury and who is disabled from his/her performance of duty to the District, may use his/her accumulated leave during the period of the Worker's Compensation injury. Any Worker's Compensation award will be received by the District with the employee receiving credit for loss of sick leave. The credit will be compiled to the nearest day by dividing the reimbursement received from the Worker's Compensation carrier by the employee's daily rate of compensation in effect at the time of the injury.

**ARTICLE XIX
DRUG/ALCOHOL & SUBSTANCE TESTING**

- A. Employees required by law to have an annual physical will be subject to a provision for a Drug/Alcohol/Substance test at no cost to the employee.
- B. Any District employee who in the normal course of his/her work is either: (a) required to drive a vehicle on district business; or (b) utilize any machines or mechanical equipment (including Custodial Workers, Custodians, Maintenance Mechanics, Maintenance Mechanic Helper, and Inventory Control Specialist), shall be subject to the same random controlled substance and alcohol testing policy and procedure(s) during the course of the regular work day that apply to employees with commercial drivers licenses (CDL).
- C. Employees required to hold CDLs for employment with the District shall be subject to the District's CDL Drug and Alcohol testing policy.

**ARTICLE XX
MISCELLANEOUS**

- A. The District agrees that any past practice, existing policy or employee benefit not modified, eliminated or superseded by any provision of this contract shall remain in full force and effect for the life of this contract.
- B. With respect to matters not covered by this Agreement, the District agrees that it will make no changes affecting the terms and conditions of employment of its employees without appropriate good faith negotiations with the Association.

- C. Any individual arrangement, agreement, or contract between the Board and an individual employee concerning matters which are covered by this Agreement, shall be subject to and consistent with the terms and conditions of this Agreement.
- D. This Agreement shall supersede any rules, regulations or practices of the District relating to terms and conditions of employment and the administration of grievances which shall be contrary to or inconsistent with its terms.
- E. If any provisions of this Agreement or any application of the Agreement to any employee or group of employees shall be found contrary to law, then such provision or application shall not be deemed valid and subsisting except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.
- F. Any individual who fills the position of Teaching Assistant with the District shall continue to be governed by the terms and conditions of employment set forth in the contract between the District and the Association, unless such provision would be contrary to law in light of the individual holding the position of Teaching Assistant or modified by this Agreement.
- G. Copies of this Agreement shall be printed at the expense of the District and given to all employees now employed or hereafter employed by the District.
- H. A joint labor management committee shall be established to address concerns of either party and shall meet on a monthly basis, as needed. Each party shall designate its representatives.
- J. IT IS AGREED BY AND BETWEEN THE PARTIES THAT ANY PROVISION OF THIS AGREEMENT REQUIRING LEGISLATIVE ACTION TO PERMIT ITS IMPLEMENTATION BY AMENDMENT OF LAW OR BY PROVIDING THE ADDITIONAL FUNDS THEREFOR, SHALL NOT BECOME EFFECTIVE UNTIL THE APPROPRIATE LEGISLATIVE BODY HAS GIVEN APPROVAL.

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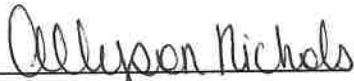
**ARTICLE XXI
DURATION OF AGREEMENT**

This Agreement shall be effective as of July 1, 2026 and shall continue in full force and effect until and through June 30, 2029.

DATED THIS 7 DAY OF 7, 2026

ON BEHALF OF THE ASSOCIATION

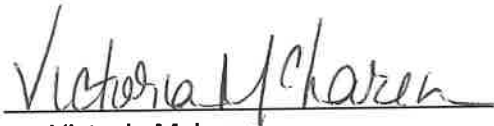
By:



Allyson Nichols
President

ON BEHALF OF THE BOARD OF EDUCATION

By:



Victoria McLaren
Superintendent of Schools

Typist

10 Months (37.5 hours/week- 215 days)

Civil Service Title: Typist

	2025-26	2026-27	2027-28	2028-29
	2.00%	3.00%	3.00%	3.00%
Step 1	28,832	29,697	30,588	31,506
Step 2	30,548	31,464	32,408	33,380
Step 3	32,255	33,223	34,220	35,247
Step 4	33,970	34,989	36,039	37,120
Step 5	35,682	36,752	37,855	38,991
Step 6	37,392	38,514	39,669	40,859
Step 7	39,109	40,282	41,490	42,735
Step 8	40,819	42,044	43,305	44,604
Step 9	42,527	43,803	45,117	46,471
Step 10	43,227	44,524	45,860	47,236
Step 11	43,924	45,242	46,599	47,997
Step 12	44,621	45,960	47,339	48,759
Step 13	45,290	46,649	48,048	49,489
Step 14	45,960	47,339	48,759	50,222
Step 15	46,629	48,028	49,469	50,953
Step 16	47,298	48,717	50,179	51,684

Longevity after continuous years

15	3,391	3,493	3,598	3,706
17	1,661	1,711	1,762	1,815
20	1,065	1,097	1,130	1,164
25	1,065	1,097	1,130	1,164

an

ma

Typist

12 Months (37.5 hours/week)

Civil Service Title: Typist

	2025-26	2026-27	2027-28	2028-29
	2.00%	3.00%	3.00%	3.00%
Step 1	34,982	36,031	37,112	38,225
Step 2	37,039	38,150	39,295	40,474
Step 3	39,094	40,267	41,475	42,719
Step 4	41,148	42,382	43,653	44,963
Step 5	43,202	44,498	45,833	47,208
Step 6	45,309	46,668	48,068	49,510
Step 7	47,312	48,731	50,193	51,699
Step 8	49,368	50,849	52,374	53,945
Step 9	51,416	52,958	54,547	56,183
Step 10	52,289	53,858	55,474	57,138
Step 11	53,157	54,752	56,395	58,087
Step 12	54,030	55,651	57,321	59,041
Step 13	54,841	56,486	58,181	59,926
Step 14	55,650	57,320	59,040	60,811
Step 15	56,459	58,153	59,898	61,695
Step 16	57,269	58,987	60,757	62,580

Longevity after continuous years

15	3,391	3,493	3,598	3,706
17	2,006	2,066	2,128	2,192
20	1,065	1,097	1,130	1,164
25	1,065	1,097	1,130	1,164

an (M)

Typist

12 Months (40.0 hours/week)

Civil Service Title: Typist

	2025-26	2026-27	2027-28	2028-29
	2.00%	3.00%	3.00%	3.00%
Step 1	37,316	38,435	39,588	40,776
Step 2	39,511	40,696	41,917	43,175
Step 3	41,699	42,950	44,239	45,566
Step 4	43,892	45,209	46,565	47,962
Step 5	46,084	47,467	48,891	50,358
Step 6	48,329	49,779	51,272	52,810
Step 7	50,467	51,981	53,540	55,146
Step 8	52,659	54,239	55,866	57,542
Step 9	54,843	56,488	58,183	59,928
Step 10	55,775	57,448	59,171	60,946
Step 11	56,702	58,403	60,155	61,960
Step 12	57,634	59,363	61,144	62,978
Step 13	58,498	60,253	62,061	63,923
Step 14	59,361	61,142	62,976	64,865
Step 15	60,225	62,032	63,893	65,810
Step 16	61,088	62,921	64,809	66,753

Longevity after continuous years

15	3,391	3,493	3,598	3,706
17	2,006	2,066	2,128	2,192
20	1,065	1,097	1,130	1,164
25	1,065	1,097	1,130	1,164

all



Senior Typist

12 Month (40.0 hours/week)

Civil Service Title: Senior Typist

	2025-26	2026-27	2027-28	2028-29
	2.00%	3.00%	3.00%	3.00%
Step 1	42,574	43,851	45,167	46,522
Step 2	44,797	46,141	47,525	48,951
Step 3	47,018	48,429	49,882	51,378
Step 4	49,241	50,718	52,240	53,807
Step 5	51,462	53,006	54,596	56,234
Step 6	53,685	55,297	56,956	58,665
Step 7	55,908	57,584	59,312	61,091
Step 8	58,129	59,873	61,669	63,519
Step 9	60,344	62,154	64,019	65,940
Step 10	61,216	63,052	64,944	66,892
Step 11	62,090	63,952	65,871	67,847
Step 12	62,961	64,850	66,796	68,800
Step 13	63,905	65,822	67,797	69,831
Step 14	64,849	66,794	68,798	70,862
Step 15	65,793	67,767	69,800	71,894
Step 16	66,737	68,739	70,801	72,925

Longevity after continuous years

15	3,391	3,493	3,598	3,706
17	2,006	2,066	2,128	2,192
20	1,065	1,097	1,130	1,164
25	1,065	1,097	1,130	1,164

an



Database Program Specialist

12 months (37.5 hours/week)

Civil Service Titles: School District Database Program Specialist

	2025-26	2026-27	2027-28	2028-29
	2.00%	3.00%	3.00%	3.00%
Step 1	42,053	43,315	44,614	45,952
Step 2	43,865	45,181	46,536	47,932
Step 3	45,679	47,049	48,461	49,914
Step 4	47,496	48,921	50,389	51,901
Step 5	49,310	50,789	52,313	53,882
Step 6	51,124	52,658	54,238	55,865
Step 7	52,937	54,525	56,161	57,846
Step 8	54,749	56,391	58,083	59,825
Step 9	56,566	58,263	60,011	61,811
Step 10	58,380	60,131	61,935	63,793
Step 11	60,193	61,999	63,859	65,775
Step 12	62,007	63,867	65,783	67,756
Step 13	62,703	64,584	66,522	68,518
Step 14	63,400	65,302	67,261	69,279
Step 15	64,099	66,022	68,003	70,043
Step 16	65,059	67,011	69,021	71,092

Longevity after continuous years

15	3,391	3,493	3,598	3,706
17	1,661	1,711	1,762	1,815
20	1,065	1,097	1,130	1,164
25	1,065	1,097	1,130	1,164

an

(M)

Network Systems Specialist II

12 Months (40.0 hours/week)

Civil Service Titles: Network Systems Specialist II Network Support Specialist II

	2025-26	2026-27	2027-28	2028-29
	2.00%	3.00%	3.00%	3.00%
Step 1	61,973	63,832	65,747	67,719
Step 2	63,787	65,701	67,672	69,702
Step 3	65,601	67,569	69,596	71,684
Step 4	67,416	69,438	71,521	73,667
Step 5	69,233	71,310	73,449	75,652
Step 6	71,045	73,176	75,371	77,632
Step 7	72,858	75,044	77,295	79,614
Step 8	74,672	76,912	79,219	81,596
Step 9	76,486	78,781	81,144	83,578
Step 10	78,301	80,650	83,070	85,562
Step 11	80,115	82,518	84,994	87,544
Step 12	81,926	84,384	86,916	89,523
Step 13	83,742	86,254	88,842	91,507
Step 14	85,555	88,122	90,766	93,489
Step 15	87,368	89,989	92,689	95,470
Step 16	88,680	91,340	94,080	96,902

Longevity after continuous years

15	3,391	3,493	3,598	3,706
17	1,661	1,711	1,762	1,815
20	1,065	1,097	1,130	1,164
25	1,065	1,097	1,130	1,164

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(M)

Certified Occupational Therapist Assistant/ Behavioral Intervention Assistant

10 Month (32.5 hours/week)

Civil Service Titles: Occupational Therapy Assistant Behavior Intervention Specialist

	2025-26	2026-27	2027-28	2028-29
	2.00%	3.00%	3.00%	3.00%
Step 1	42,053	43,315	44,614	45,952
Step 2	43,865	45,181	46,536	47,932
Step 3	45,680	47,050	48,462	49,916
Step 4	47,496	48,921	50,389	51,901
Step 5	49,310	50,789	52,313	53,882
Step 6	51,124	52,658	54,238	55,865
Step 7	52,937	54,525	56,161	57,846
Step 8	54,749	56,391	58,083	59,825
Step 9	56,566	58,263	60,011	61,811
Step 10	58,380	60,131	61,935	63,793
Step 11	60,193	61,999	63,859	65,775
Step 12	62,007	63,867	65,783	67,756
Step 13	62,703	64,584	66,522	68,518
Step 14	63,400	65,302	67,261	69,279
Step 15	64,098	66,021	68,002	70,042
Step 16	65,060	67,012	69,022	71,093

Longevity after continuous years

15	3,391	3,493	3,598	3,706
17	1,661	1,711	1,762	1,815
20	1,065	1,097	1,130	1,164
25	1,065	1,097	1,130	1,164

an



Personal Health Care Aide

10 Month (32.5 hours/week)

Civil Service Titles: Health Aide

	2025-26	2026-27	2027-28	2028-29
	2.00%	3.00%	3.00%	3.00%
Step 1	22,596	23,274	23,972	24,691
Step 2	23,521	24,227	24,954	25,703
Step 3	24,452	25,186	25,942	26,720
Step 4	25,379	26,140	26,924	27,732
Step 5	26,308	27,097	27,910	28,747
Step 6	27,235	28,052	28,894	29,761
Step 7	28,163	29,008	29,878	30,774
Step 8	29,089	29,962	30,861	31,787
Step 9	30,018	30,919	31,847	32,802
Step 10	30,949	31,877	32,833	33,818
Step 11	31,577	32,524	33,500	34,505
Step 12	32,204	33,170	34,165	35,190
Step 13	32,835	33,820	34,835	35,880
Step 14	33,459	34,463	35,497	36,562
Step 15	34,087	35,110	36,163	37,248
Step 16	34,584	35,622	36,691	37,792

Longevity after continuous years

15	3,391	3,493	3,598	3,706
20	1,065	1,097	1,130	1,164
25	1,065	1,097	1,130	1,164

an



Monitor - Full Time

10 Month (32.5 hours/week)

Civil Service Titles: School Monitor, School Bus Attendant

	2025-26	2026-27	2027-28	2028-29
	2.00%	3.00%	3.00%	3.00%
Step 1	21,576	22,223	22,890	23,577
Step 2	22,501	23,176	23,871	24,587
Step 3	23,432	24,135	24,859	25,605
Step 4	24,359	25,090	25,843	26,618
Step 5	25,288	26,047	26,828	27,633
Step 6	26,215	27,001	27,811	28,645
Step 7	27,143	27,957	28,796	29,660
Step 8	28,069	28,911	29,778	30,671
Step 9	28,998	29,868	30,764	31,687
Step 10	29,929	30,827	31,752	32,705
Step 11	30,557	31,474	32,418	33,390
Step 12	31,184	32,120	33,084	34,077
Step 13	31,815	32,769	33,752	34,765
Step 14	32,439	33,412	34,414	35,446
Step 15	33,067	34,059	35,081	36,133
Step 16	33,564	34,571	35,608	36,676

Longevity after continuous years

15	3,391	3,493	3,598	3,706
20	1,065	1,097	1,130	1,164
25	1,065	1,097	1,130	1,164

all

(M)

Monitor - Full Time

10 Months (35.0 hours/week)

Civil Service Titles: School Monitor, School Bus Attendant

	2025-26	2026-27	2027-28	2028-29
	2.00%	3.00%	3.00%	3.00%
Step 1	23,238	23,935	24,653	25,393
Step 2	24,233	24,960	25,709	26,480
Step 3	25,232	25,989	26,769	27,572
Step 4	26,233	27,020	27,831	28,666
Step 5	27,233	28,050	28,892	29,759
Step 6	28,232	29,079	29,951	30,850
Step 7	29,230	30,107	31,010	31,940
Step 8	30,230	31,137	32,071	33,033
Step 9	31,230	32,167	33,132	34,126
Step 10	32,232	33,199	34,195	35,221
Step 11	32,906	33,893	34,910	35,957
Step 12	33,582	34,589	35,627	36,696
Step 13	34,261	35,288	36,348	37,438
Step 14	34,936	35,984	37,064	38,176
Step 15	35,611	36,679	37,779	38,912
Step 16	36,145	37,229	38,346	39,496

Longevity after continuous years

15	3,391	3,493	3,598	3,706
20	1,065	1,097	1,130	1,164
25	1,065	1,097	1,130	1,164

Qen



Monitor - Full Time

10 Months (40.0 hours/week)

Civil Service Titles: School Monitor, School Bus Attendant

	2025-26	2026-27	2027-28	2028-29
	2.00%	3.00%	3.00%	3.00%
Step 1	26,555	27,352	28,173	29,018
Step 2	27,697	28,528	29,384	30,266
Step 3	28,841	29,706	30,597	31,515
Step 4	29,983	30,882	31,808	32,762
Step 5	31,126	32,059	33,021	34,012
Step 6	32,263	33,232	34,229	35,256
Step 7	33,406	34,408	35,440	36,503
Step 8	34,548	35,584	36,652	37,752
Step 9	35,693	36,764	37,867	39,003
Step 10	36,835	37,940	39,078	40,250
Step 11	37,610	38,739	39,900	41,097
Step 12	38,382	39,533	40,719	41,941
Step 13	39,155	40,330	41,540	42,786
Step 14	39,928	41,126	42,360	43,631
Step 15	40,699	41,920	43,178	44,473
Step 16	41,310	42,549	43,825	45,140

Longevity after continuous years

15	3,391	3,493	3,598	3,706
20	1,065	1,097	1,130	1,164
25	1,065	1,097	1,130	1,164

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Monitor (Hourly)

	2025-26	2026-27	2027-28	2028-29
	2.00%	3.00%	3.00%	3.00%
Step 1	18.25	18.80	19.36	19.94
Step 2	19.02	19.59	20.17	20.78
Step 3	19.81	20.40	21.01	21.64
Step 4	20.58	21.20	21.83	22.49
Step 5	21.38	22.02	22.68	23.36
Step 6	22.16	22.83	23.51	24.22
Step 7	22.94	23.63	24.34	25.07
Step 8	23.73	24.45	25.18	25.93
Step 9	24.51	25.25	26.01	26.79
Step 10	25.29	26.05	26.84	27.64
Step 11	25.83	26.60	27.40	28.22
Step 12	26.36	27.15	27.96	28.80
Step 13	26.89	27.70	28.53	29.38
Step 14	27.42	28.25	29.09	29.97
Step 15	27.95	28.79	29.65	30.54
Step 16	28.37	29.22	30.09	31.00

Qen



Custodial Worker/ Groundskeeper I

12 Months (40.0 hours/week)

Civil Service Titles: Custodial Worker, Groundkeeper I

	2025-26	2026-27	2027-28	2028-29
	2.00%	3.00%	3.00%	3.00%
Step 1	34,204	35,230	36,287	37,376
Step 2	36,085	37,168	38,283	39,431
Step 3	37,963	39,102	40,275	41,483
Step 4	39,845	41,040	42,271	43,539
Step 5	41,724	42,976	44,265	45,593
Step 6	43,607	44,915	46,262	47,650
Step 7	45,486	46,851	48,257	49,705
Step 8	47,365	48,786	50,250	51,758
Step 9	49,247	50,724	52,246	53,813
Step 10	51,126	52,660	54,240	55,867
Step 11	53,005	54,595	56,233	57,920
Step 12	54,893	56,540	58,236	59,983
Step 13	55,838	57,513	59,238	61,015
Step 14	56,779	58,482	60,236	62,043
Step 15	57,721	59,453	61,237	63,074
Step 16	58,586	60,344	62,154	64,019
Night Differential	1,594	1,642	1,691	1,742
Straw Boss	1,333	1,373	1,414	1,456
Longevity after continuous years				
15	3,391	3,493	3,598	3,706
17	2,142	2,206	2,272	2,340
20	1,065	1,097	1,130	1,164
25	1,065	1,097	1,130	1,164

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(M)

Inventory Control Specialist

12 Months (40.0 hours/week)

Civil Service Title: Senior Inventory Control Asst.

	2025-26	2026-27	2027-28	2028-29
	2.00%	3.00%	3.00%	3.00%
Step 1	48,384	49,837	51,332	52,872
Step 2	49,836	51,331	52,871	54,457
Step 3	51,332	52,872	54,458	56,092
Step 4	52,872	54,458	56,092	57,775
Step 5	54,459	56,093	57,776	59,509
Step 6	56,092	57,775	59,508	61,293
Step 7	57,776	59,509	61,294	63,133
Step 8	59,509	61,294	63,133	65,027
Step 9	61,294	63,133	65,027	66,978
Step 10	63,133	65,027	66,978	68,987
Step 11	65,026	66,977	68,986	71,056
Step 12	66,976	68,985	71,055	73,187
Step 13	68,986	71,056	73,188	75,384
Step 14	71,056	73,188	75,384	77,646
Step 15	73,188	75,384	77,646	79,975
Step 16	75,383	77,644	79,973	82,372

Longevity after continuous years

15	3,391	3,493	3,598	3,706
17	2,142	2,206	2,272	2,340
20	1,065	1,097	1,130	1,164
25	1,065	1,097	1,130	1,164

an

(M)

Custodian (Elementary School)

12 Months (40.0 hours/week)

Civil Service Title: Custodian

	2025-26	2026-27	2027-28	2028-29
	2.00%	3.00%	3.00%	3.00%
Step 1	42,140	43,404	44,706	46,047
Step 2	44,122	45,446	46,809	48,213
Step 3	46,107	47,490	48,915	50,382
Step 4	48,092	49,535	51,021	52,552
Step 5	50,077	51,579	53,126	54,720
Step 6	52,064	53,626	55,235	56,892
Step 7	54,045	55,666	57,336	59,056
Step 8	56,034	57,715	59,446	61,229
Step 9	58,020	59,761	61,554	63,401
Step 10	60,003	61,803	63,657	65,567
Step 11	61,988	63,848	65,763	67,736
Step 12	63,961	65,880	67,856	69,892
Step 13	64,909	66,856	68,862	70,928
Step 14	65,848	67,823	69,858	71,954
Step 15	66,792	68,796	70,860	72,986
Step 16	67,793	69,827	71,922	74,080

Longevity after continuous years

15	3,391	3,493	3,598	3,706
17	2,142	2,206	2,272	2,340
20	1,065	1,097	1,130	1,164
25	1,065	1,097	1,130	1,164

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(M)

Custodian (High School)

12 Months (40.0 hours/week)

Civil Service Title: Custodian

	2025-26	2026-27	2027-28	2028-29
	2.00%	3.00%	3.00%	3.00%
Step 1	42,990	44,280	45,608	46,976
Step 2	45,117	46,471	47,865	49,301
Step 3	47,240	48,657	50,117	51,621
Step 4	49,369	50,850	52,376	53,947
Step 5	51,496	53,041	54,632	56,271
Step 6	53,622	55,231	56,888	58,595
Step 7	55,750	57,423	59,146	60,920
Step 8	57,872	59,608	61,396	63,238
Step 9	59,999	61,799	63,653	65,563
Step 10	62,123	63,987	65,907	67,884
Step 11	64,251	66,179	68,164	70,209
Step 12	66,366	68,357	70,408	72,520
Step 13	67,312	69,331	71,411	73,553
Step 14	68,251	70,299	72,408	74,580
Step 15	69,197	71,273	73,411	75,613
Step 16	70,234	72,341	74,511	76,746
Night Differential	1,594	1,642	1,691	1,742
Longevity after continuous years				
15	3,391	3,493	3,598	3,706
17	2,142	2,206	2,272	2,340
20	1,065	1,097	1,130	1,164
25	1,065	1,097	1,130	1,164

Qm

(M)

Head Custodian

12 Months (40.0 hours/week)

Civil Service Title: Head Custodian

	2025-26	2026-27	2027-28	2028-29
	2.00%	3.00%	3.00%	3.00%
Step 1	44,710	46,051	47,433	48,856
Step 2	46,922	48,330	49,780	51,273
Step 3	49,129	50,603	52,121	53,685
Step 4	51,344	52,884	54,471	56,105
Step 5	53,556	55,163	56,818	58,523
Step 6	55,767	57,440	59,163	60,938
Step 7	57,980	59,719	61,511	63,356
Step 8	60,186	61,992	63,852	65,768
Step 9	62,401	64,273	66,201	68,187
Step 10	64,608	66,546	68,542	70,598
Step 11	66,821	68,826	70,891	73,018
Step 12	69,021	71,092	73,225	75,422
Step 13	70,005	72,105	74,268	76,496
Step 14	70,981	73,110	75,303	77,562
Step 15	71,964	74,123	76,347	78,637
Step 16	73,043	75,234	77,491	79,816

Longevity after continuous years

15	3,391	3,493	3,598	3,706
17	2,142	2,206	2,272	2,340
20	1,065	1,097	1,130	1,164
25	1,065	1,097	1,130	1,164

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Building Maintenance Mechanic & Auto Mechanic & Dispatcher

12 Months (40.0 hours/week)

Civil Service Titles: Building Maintenance Worker II, Automotive Mechanic,
Dispatcher

	2025-26	2026-27	2027-28	2028-29
	2.00%	3.00%	3.00%	3.00%
Step 1	47,370	48,791	50,255	51,763
Step 2	49,304	50,783	52,306	53,875
Step 3	51,203	52,739	54,321	55,951
Step 4	53,172	54,767	56,410	58,102
Step 5	55,102	56,755	58,458	60,212
Step 6	57,037	58,748	60,510	62,325
Step 7	58,968	60,737	62,559	64,436
Step 8	60,901	62,728	64,610	66,548
Step 9	62,831	64,716	66,657	68,657
Step 10	63,773	65,686	67,657	69,687
Step 11	64,716	66,657	68,657	70,717
Step 12	65,656	67,626	69,655	71,745
Step 13	66,642	68,641	70,700	72,821
Step 14	67,626	69,655	71,745	73,897
Step 15	68,610	70,668	72,788	74,972
Step 16	69,595	71,683	73,833	76,048
Night Differential	1,594	1,642	1,691	1,742
Longevity after continuous years				
15	3,391	3,493	3,598	3,706
17	2,142	2,206	2,272	2,340
20	1,065	1,097	1,130	1,164
25	1,065	1,097	1,130	1,164

an

MM

Auto Mechanic Helper, Maintenance Mechanic Helper & Head Bus Driver

12 Months (40.0 hours/week)

Civil Service Titles: Automotive Mechanic Helper, Building Maintenance
Worker I, Groundskeeper II, Head Bus Driver

	2025-26	2026-27	2027-28	2028-29
	2.00%	3.00%	3.00%	3.00%
Step 1	35,617	36,686	37,787	38,921
Step 2	37,782	38,915	40,082	41,284
Step 3	39,946	41,144	42,378	43,649
Step 4	42,111	43,374	44,676	46,015
Step 5	44,276	45,604	46,972	48,381
Step 6	46,442	47,835	49,270	50,748
Step 7	48,604	50,062	51,564	53,111
Step 8	50,769	52,292	53,861	55,477
Step 9	52,936	54,524	56,160	57,845
Step 10	55,099	56,752	58,455	60,209
Step 11	57,264	58,982	60,751	62,574
Step 12	59,426	61,209	63,045	64,936
Step 13	60,369	62,180	64,046	65,966
Step 14	61,311	63,150	65,045	66,996
Step 15	62,253	64,121	66,045	68,026
Step 16	63,187	65,083	67,035	69,047
Night Differential	1,594	1,642	1,691	1,742

Longevity after continuous years

15	3,391	3,493	3,598	3,706
17	2,142	2,206	2,272	2,340
20	1,065	1,097	1,130	1,164
25	1,065	1,097	1,130	1,164

an



School Bus Driver

10 Months (40.0 hours/week)

Civil Service Title: School Bus Driver

	2025-26	2026-27	2027-28	2028-29
	2.00%	3.00%	3.00%	3.00%
Step 1	29,365	30,246	31,153	32,088
Step 2	31,165	32,100	33,063	34,055
Step 3	32,973	33,962	34,981	36,030
Step 4	34,862	35,908	36,985	38,095
Step 5	36,578	37,675	38,805	39,969
Step 6	38,382	39,533	40,719	41,941
Step 7	40,184	41,390	42,632	43,911
Step 8	41,988	43,248	44,545	45,881
Step 9	43,791	45,105	46,458	47,852
Step 10	45,595	46,963	48,372	49,823
Step 11	47,401	48,823	50,288	51,797
Step 12	49,201	50,677	52,197	53,763
Step 13	49,899	51,396	52,938	54,526
Step 14	50,597	52,115	53,678	55,288
Step 15	51,296	52,835	54,420	56,053
Step 16	52,065	53,627	55,236	56,893

Longevity after continuous years

15	3,391	3,493	3,598	3,706
17	1,661	1,711	1,762	1,815
20	1,065	1,097	1,130	1,164
25	1,065	1,097	1,130	1,164

QUN

(M)

Head Cook

10 Months (35.0 hours/week)

Civil Service Title: Head Cook

	2025-26	2026-27	2027-28	2028-29
	2.00%	3.00%	3.00%	3.00%
Step 1	26,611	27,409	28,231	29,078
Step 2	28,140	28,984	29,854	30,750
Step 3	29,952	30,851	31,777	32,730
Step 4	31,770	32,723	33,705	34,716
Step 5	33,585	34,593	35,631	36,700
Step 6	35,183	36,238	37,325	38,445
Step 7	36,121	37,205	38,321	39,471
Step 8	36,837	37,942	39,080	40,252
Step 9	37,550	38,677	39,837	41,032
Step 10	38,265	39,413	40,595	41,813
Step 11	38,983	40,152	41,357	42,598
Step 12	39,662	40,852	42,078	43,340
Step 13	40,317	41,527	42,773	44,056

Longevity after continuous years

15	3,391	3,493	3,598	3,706
20	1,065	1,097	1,130	1,164
25	1,065	1,097	1,130	1,164

an

SM

Cook - Full Time

10 Months (30 hours/week)

Civil Service Title: Cook

	2025-26	2026-27	2027-28	2028-29
	2.00%	3.00%	3.00%	3.00%
Step 1	20,069	20,671	21,291	21,930
Step 2	20,921	21,549	22,195	22,861
Step 3	22,254	22,922	23,610	24,318
Step 4	23,590	24,298	25,027	25,778
Step 5	24,924	25,672	26,442	27,235
Step 6	25,898	26,675	27,475	28,299
Step 7	26,875	27,681	28,511	29,366
Step 8	27,469	28,293	29,142	30,016
Step 9	28,067	28,909	29,776	30,669
Step 10	28,668	29,528	30,414	31,326
Step 11	29,265	30,143	31,047	31,978
Step 12	29,864	30,760	31,683	32,633
Step 13	30,311	31,220	32,157	33,122
Longevity after continuous years				
15	3,391	3,493	3,598	3,706
20	1,065	1,097	1,130	1,164
25	1,065	1,097	1,130	1,164

QUN

(M)

Cook - Full Time

10 Months (32.5 hours/week)

Civil Service Title: Cook

	2025-26	2026-27	2027-28	2028-29
	2.00%	3.00%	3.00%	3.00%
Step 1	21,740	22,392	23,064	23,756
Step 2	22,664	23,344	24,044	24,765
Step 3	24,108	24,831	25,576	26,343
Step 4	25,555	26,322	27,112	27,925
Step 5	27,001	27,811	28,645	29,504
Step 6	28,059	28,901	29,768	30,661
Step 7	29,112	29,985	30,885	31,812
Step 8	29,735	30,627	31,546	32,492
Step 9	30,408	31,320	32,260	33,228
Step 10	31,054	31,986	32,946	33,934
Step 11	31,703	32,654	33,634	34,643
Step 12	32,348	33,318	34,318	35,348
Step 13	32,833	33,818	34,833	35,878

Longevity after continuous years

15	3,391	3,493	3,598	3,706
20	1,065	1,097	1,130	1,164
25	1,065	1,097	1,130	1,164

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(M)

Cook - Full Time

10 Months (35.0 hours/week)

Civil Service Title: Cook

	2025-26	2026-27	2027-28	2028-29
	2.00%	3.00%	3.00%	3.00%
Step 1	23,410	24,112	24,835	25,580
Step 2	24,408	25,140	25,894	26,671
Step 3	25,963	26,742	27,544	28,370
Step 4	27,522	28,348	29,198	30,074
Step 5	29,080	29,952	30,851	31,777
Step 6	30,215	31,121	32,055	33,017
Step 7	31,351	32,292	33,261	34,259
Step 8	32,049	33,010	34,000	35,020
Step 9	32,744	33,726	34,738	35,780
Step 10	33,443	34,446	35,479	36,543
Step 11	34,141	35,165	36,220	37,307
Step 12	34,838	35,883	36,959	38,068
Step 13	35,360	36,421	37,514	38,639

Longevity after continuous years

15	3,391	3,493	3,598	3,706
20	1,065	1,097	1,130	1,164
25	1,065	1,097	1,130	1,164

an

(M)

Senior Food Service Helper - Full Time

10 Months (35 hours/week)

Civil Service Title: Senior Food Service Helper

	2025-26	2026-27	2027-28	2028-29
	2.00%	3.00%	3.00%	3.00%
Step 1	22,726	23,408	24,110	24,833
Step 2	23,792	24,506	25,241	25,998
Step 3	25,282	26,040	26,821	27,626
Step 4	26,837	27,642	28,471	29,325
Step 5	28,323	29,173	30,048	30,949
Step 6	29,601	30,489	31,404	32,346
Step 7	30,525	31,441	32,384	33,356
Step 8	31,231	32,168	33,133	34,127
Step 9	31,935	32,893	33,880	34,896
Step 10	32,639	33,618	34,627	35,666
Step 11	33,345	34,345	35,375	36,436
Step 12	33,937	34,955	36,004	37,084
Longevity after continuous years				
15	3,391	3,493	3,598	3,706
20	1,065	1,097	1,130	1,164
25	1,065	1,097	1,130	1,164

QUN

W

Food Service Helper - Full Time

10 Months (30 hours/week)

Civil Service Title: Food Service Helper

	2025-26	2026-27	2027-28	2028-29
	2.00%	3.00%	3.00%	3.00%
Step 1	18,893	19,460	20,044	20,645
Step 2	19,867	20,463	21,077	21,709
Step 3	21,083	21,715	22,366	23,037
Step 4	22,416	23,088	23,781	24,494
Step 5	23,628	24,337	25,067	25,819
Step 6	24,846	25,591	26,359	27,150
Step 7	25,456	26,220	27,007	27,817
Step 8	26,069	26,851	27,657	28,487
Step 9	26,677	27,477	28,301	29,150
Step 10	27,288	28,107	28,950	29,819
Step 11	27,899	28,736	29,598	30,486
Step 12	28,317	29,167	30,042	30,943

Longevity after continuous years

15	3,391	3,493	3,598	3,706
20	1,065	1,097	1,130	1,164
25	1,065	1,097	1,130	1,164

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(M)

Food Service Helper

10 Months (32.5 hours/week)

Civil Service Title: Food Service Helper

	2025-26	2026-27	2027-28	2028-29
	2.00%	3.00%	3.00%	3.00%
Step 1	20,467	21,081	21,713	22,364
Step 2	21,519	22,165	22,830	23,515
Step 3	22,840	23,525	24,231	24,958
Step 4	24,281	25,009	25,759	26,532
Step 5	25,598	26,366	27,157	27,972
Step 6	26,917	27,725	28,557	29,414
Step 7	27,578	28,405	29,257	30,135
Step 8	28,240	29,087	29,960	30,859
Step 9	28,903	29,770	30,663	31,583
Step 10	29,562	30,449	31,362	32,303
Step 11	30,223	31,130	32,064	33,026
Step 12	30,677	31,597	32,545	33,521

Longevity after continuous years

15	3,391	3,493	3,598	3,706
20	1,065	1,097	1,130	1,164
25	1,065	1,097	1,130	1,164

den

(M)

Food Service Helper

10 Months (35.0 hours/week)

Civil Service Title: Food Service Helper

	2025-26	2026-27	2027-28	2028-29
	2.00%	3.00%	3.00%	3.00%
Step 1	22,041	22,702	23,383	24,085
Step 2	23,176	23,871	24,587	25,325
Step 3	24,599	25,337	26,097	26,880
Step 4	26,153	26,938	27,746	28,578
Step 5	27,567	28,394	29,246	30,123
Step 6	28,986	29,856	30,752	31,675
Step 7	29,699	30,590	31,508	32,453
Step 8	30,412	31,324	32,264	33,232
Step 9	31,126	32,060	33,022	34,013
Step 10	31,836	32,791	33,775	34,788
Step 11	32,549	33,525	34,531	35,567
Step 12	33,038	34,029	35,050	36,102

Longevity after continuous years

15	3,391	3,493	3,598	3,706
20	1,065	1,097	1,130	1,164
25	1,065	1,097	1,130	1,164

QNH



Food Service Helper (Hrly)

Civil Service Title: Food Service Helper

	2025-26	2026-27	2027-28	2028-29
	2.00%	3.00%	3.00%	3.00%
Step 1	17.31	17.83	18.36	18.91
Step 2	18.18	18.73	19.29	19.87
Step 3	19.32	19.90	20.50	21.11
Step 4	20.52	21.14	21.77	22.43
Step 5	21.64	22.29	22.96	23.64
Step 6	22.75	23.43	24.14	24.86
Step 7	23.31	24.01	24.73	25.48
Step 8	23.88	24.59	25.33	26.09
Step 9	24.44	25.17	25.93	26.71
Step 10	24.98	25.73	26.50	27.30
Step 11	25.54	26.31	27.10	27.91
Step 12	25.93	26.70	27.50	28.33

QAN

W1

Teaching Assistants - Full Time

10 Months (32.5 hours/week)

	2025-26	2026-27	2027-28	2028-29
	2.00%	3.00%	3.00%	3.00%
Step 1	24,630	25,369	26,130	26,914
Step 2	25,688	26,459	27,253	28,071
Step 3	26,746	27,548	28,374	29,225
Step 4	27,807	28,641	29,500	30,385
Step 5	28,866	29,732	30,624	31,543
Step 6	29,924	30,822	31,747	32,699
Step 7	30,986	31,916	32,873	33,859
Step 8	32,044	33,005	33,995	35,015
Step 9	33,104	34,097	35,120	36,174
Step 10	34,165	35,190	36,246	37,333
Step 11	34,883	35,929	37,007	38,117
Step 12	35,596	36,664	37,764	38,897
Step 13	36,316	37,405	38,527	39,683
Step 14	37,032	38,143	39,287	40,466
Step 15	37,749	38,881	40,047	41,248
Step 16	38,315	39,464	40,648	41,867

Longevity after continuous years

15	3,581	3,688	3,799	3,913
20	1,113	1,146	1,181	1,216
25	1,113	1,146	1,181	1,216

Qen

(M)

Teaching Assistants - Full Time

10 Months (35 hours/week)

	2025-26	2026-27	2027-28	2028-29
	2.00%	3.00%	3.00%	3.00%
Step 1	26,521	27,317	28,137	28,981
Step 2	27,664	28,494	29,349	30,229
Step 3	28,807	29,671	30,561	31,478
Step 4	29,950	30,849	31,774	32,728
Step 5	31,092	32,025	32,986	33,976
Step 6	32,234	33,201	34,197	35,223
Step 7	33,377	34,378	35,409	36,471
Step 8	34,500	35,535	36,601	37,699
Step 9	35,645	36,714	37,815	38,949
Step 10	36,786	37,890	39,027	40,198
Step 11	37,565	38,692	39,853	41,049
Step 12	38,328	39,478	40,662	41,882
Step 13	39,105	40,278	41,486	42,731
Step 14	39,883	41,079	42,311	43,580
Step 15	40,644	41,863	43,119	44,413
Step 16	41,254	42,492	43,767	45,080

Longevity after continuous years

15	3,581	3,688	3,799	3,913
20	1,113	1,146	1,181	1,216
25	1,113	1,146	1,181	1,216

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W