AGREEMENT

by and between

UNION FREE SCHOOL DISTRICT OF THE TARRYTOWNS

and the

CIVIL SERVICE EMPLOYEES' ASSOCIATION, INC.

Local 1000, AFSCME, AFL-CIO

Tarrytowns Non-Instructional Unit 9156-02

Westchester County Local 860

July 1, 2022 – June 30, 2026

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ARTICLE I - PREAMBLE AND RECOGNITION

A. Acceptance of a position with the Public Schools of the Tarrytowns is to undertake a responsibility of a high order. Each employee of the School District assumes part of the responsibility for the welfare of the most valuable possession of the communities - their children. The non-instructional employees not only protect the health and safety of the children of the school but also teach many valuable lessons in the most effective manner possible, by example. The employee of the School District who performs assigned work efficiently, who is neat in appearance effective in protecting the property of the school, and who maintains dignity at all times for his/her work and for the schools is a teacher of children.

B. COLLECTIVE BARGAINING AGREEMENT entered into by and between the Union Free School District of the Tarrytowns (hereinafter referred to as the "District"), recognizes the Civil Service Employees Association, Inc., Local 1000, AFSCME, AFL-CIO, for the Tarrytowns Non-Instructional Unit 9156-2, (hereinafter referred to as the "Union"), as the sole and exclusive bargaining representative for the unit 9156-2 defined as all non-instructional personnel including all registered school nurses. Titles to be excluded from the union are the Secretary to the Superintendent, the positions of Personnel Assistant and Senior Office Assistant/Automated Systems assigned to the Human Resources Office, the Payroll Clerk and the Senior Office Assistant assigned to the Business Manager, the Business Manager, the Superintendent of Buildings and Grounds, the Supervisor of Transportation, and all other administrative, teaching, and supervisory employees.

ARTICLE II - JOB CLASSIFICATION

The specific duties and responsibilities of each position in the school district are found in the applicable job descriptions as maintained in the Human Resources Office.

ARTICLE III - CIVIL SERVICE

A The regulations of the New York Civil Service Commission cover all non-instructional employees of the School District. Nothing in these policies or other regulations of the School District is to be considered as superseding the Civil Service regulations.

B. 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 fund, therefore, shall not become effective until the appropriate legislative body has given approval.

ARTICLE IV - RETIREMENT PLAN /EARLY NOTIFICATION INCENTIVE

A. The School District will provide for all Civil Service employees regularly working more than 20 hours per week membership in the New York State and Local Retirement

Systems.

The District shall subscribe to the New York State and Local Retirement Systems and shall participate in a buy-back of credit for veterans if allowed by the legislature, provided that it is done at no cost to the District.

B. The District shall allow any employee who actually retires from active district employment under the terms of the New York State and local retirement systems to cash in unused sick leave days remaining as of the day of retirement at the rate of $75.00 for each day in excess of 50 days, with a maximum payout of 120 days. This will sunset at the end of the contract on June 30, 2026.

The language then reverts back to:

The District shall allow any employee who actually retires from active district employment under the terms of the New York State and local retirement systems to cash in unused sick leave days remaining as of the day of retirement at the rate of $50.00 for each day in excess of 50 accumulated. No allowance will be granted for more than 120 such days, with a maximum payout of $6,000.00.

ARTICLE V - SALARY DEDUCTIONS

A. The Civil Service Employees Association, Inc. shall have exclusive rights to payroll deduction of dues and union-sponsored insurance and benefit program premiums for employees covered by this Agreement. Such dues and premiums shall be remitted to the Civil Service Employees Association, Inc., 143 Washington Avenue, Albany, New York 12210 on a payroll period basis. No other insurance organization shall be accorded any payroll deduction privilege without the express consent and written authorization of the Civil Service Employees Association, Inc.

The District agrees to submit to the Civil Service Employees Association, Inc., 143 Washington Avenue, Albany, New York 12210, each payroll period, a list itemizing the deductions of each employee.

B. The District agrees that no other representative or organization offering benefits or programs similar to those offered or sponsored by the Civil Service Employees Association, Inc., shall be provided access to bargaining unit employees. The Employer further agrees that it will not permit any other organization or union to hold meetings for the purpose of discussing terms and conditions of employment or be provided meeting space, on property or premises owned or occupied by the Tarrytown School District.

C. The Civil Service Employees Association, Inc., having been recognized or certified as the exclusive representative of employees within the bargaining unit represented by this agreement, shall have deductions made from the wage or salary of employees of the said bargaining unit who are not members of the Civil Service Employees Associations,

Inc. The District shall make such deductions and transmit the amount so deducted, along with a listing of such employees, to Civil Service Employees Association, Inc., 143 Washington Avenue, Albany, New York 12210.

D. On the effective date of this Agreement, the District shall supply to the Union a list of all employees in the bargaining unit showing the employee's full name, home address, social security number, job title, work location, membership status, insurance deduction and first date of employment. Such information shall hereafter be provided to the Unit President on a quarterly basis. The District shall supply to the Union President on a bi-monthly basis the name, title, work location, and date of hire of all new employees. In addition, the District shall supply a listing of employees who terminate their employment or are terminated from their employment.

ARTICLE VI - INSURANCE PROVISION

A. The District shall contribute $ 530.00 annually per eligible employee for participation in the CSEA's EBF Sunrise Dental Plan. Should the full premium cost for any bargaining unit members enrolled in individual dental coverage be less than $530.00, any remaining money shall be put towards the premium costs, in equal shares, of bargaining unit members enrolled in family dental coverage.

B. Eligible employees hired prior to ratification of this MOA (October 5, 2017), shall be required to pay fifteen (15%) percent of the annual premium for multi-person coverage, and the District shall pay eighty-five (85%) percent. Such eligible employees choosing individual coverage shall be required to pay twelve (12%) percent of the annual premium for such coverage, and the District shall pay eighty-eight (88%) percent. This shall remain in efect5 for the 2016-2017, 2017-2018, and 2018-2019 school years.

Eligible employees hired on or after the ratification of this MOA (October 5, 2017) shall be required to pay sixteen (16%) percent of the annual premium for both multi-person and individual coverage, and the District shall pay eighty-four (84%) percent of the annual premium.

The District shall contribute the following annually per eligible employee for participation in the SWSCHP Health Plan for the term of this contract (this clause to sunset on June 30, 2019):

School Year 2017-2018

Single Coverage	$ 400.00 per employee*
Two-Person Coverage	$ 800.00 per employee*
Family Coverage	$1,200.00 per employee*

School Year 2018-2019

Single Coverage	$ 200.00 per employee*
Two-Person Coverage	$ 400.00 per employee*
Family Coverage	$ 600.00 per employee*

1. Employee contribution for eligible employees hired **after** October 5, 2017:

2022-2023	16.25 % for family, two-person, and single plan
2023-2024	16.50 % for family, two-person, and single plan
2024-2025	16.75% for family, two-person, and single plan
2025-2026	17 % for family, two-person, and single plan

2. Employee contribution for eligible employees hired **before** October 5, 2017:

2022-2023	15.25 % for family, two-person plan
2023-2024	15.50 % for family, two-person plan
2024-2025	15.75 % for family, two-person plan
2025-2026	16 % for family, two-person plan
2022-2023	13.25% single plan
2023-2024	13.50% single plan
2024-2025	13.75% single plan
2025-2026	14 % single plan

*Amount to be prorated based upon the start date of employees hired after July 1, 2016.

Article XXXV Terms of Agreement, subsection C. applies to this section.

C. The District reserves the right to substitute health insurance carriers at no less than the benefit of the plan currently in effect. Copies of the plan shall be given to the Union for review.

Upon retirement, health insurance benefits will continue for all annual salaried employees. The share paid by the employee upon retirement shall be the same as was in effect at the time of retirement. The Union and the District together shall seek the best coverage possible.

Upon ratification of this MOA (October 5, 2017), all new annual salaried employees must complete ten (10) years of continuous service and be eligible to retire pursuant to the requirements of the New York State Retirement System, to receive health insurance benefits in retirement. The annual premium percentage share paid by the employee upon retirement shall be the same as was in effect at the time of retirement. The Union and the District together shall seek the best coverage possible.

All hourly employees who work seven (7) hours or more a day; have completed 15 years of continuous service or more with the District; enrolls in the District's health insurance in their last year with the District prior to retirement; be eligible to retire pursuant to the requirements of the New York State Retirement System and retires into the New York State Retirement System shall be eligible for health insurance in retirement. The annual premium percentage share paid by the employee upon retirement shall be the same as was in effect at the time of retirement.

Employees who wish to retire will provide, when possible, two (2) months' notice in the form of a letter which may be revoked.

D. Upon retirement, dental insurance, and life insurance will be continued for all annual salaried employees hired before March 10, 1995, only.

E. TUFSD agrees, as long as there is no cost to the District, to sign the memorandum to allow retirees to continue enrollment in CSEA Employee Benefit Fund's Dental and Vision plans.

Effective July 1, 2022, the District will reimburse all unit members (salaried or hourly) up to $200 for optical expenses per year. To receive such reimbursement, unit members must provide the District with itemized receipts for vision care expenses. Alternatively, when available from General Vision System (GVS), in $50 increments, the District will provide up to $200 in vouchers per General Vision System. The maximum combined benefit (vouchers or reimbursement) will not exceed $200 per year.

F. The District will pay $48.06 toward the total annual premium cost of individual life insurance for all members of this unit.

G. Statewide

Qualifying members covered under health insurance of another party who can demonstrate such coverage may elect to waive district health insurance coverage and take, in lieu thereof, on an annual basis of one thousand ($1,000) dollars, such buyout stipend shall increase if the number of qualifying members electing to waive coverage increase in number as follows:

Number of Qualifying Unit Members Opting Out	Buyout Stipend0-23
	$1,000
24-28	$2,000
29 and above	$,3000

This increase must be maintained throughout the duration of the academic year in order to receive the increased waiver amount. The waiver must be received by October 15th of each year. Any qualifying member currently receiving a waiver from the district health insurance plan shall continue to be eligible. New staff members beginning after

September 1st in any year who wish to waive the district's health insurance under this section may do so and receive a pro-rata share for the first year.

ARTICLE VII - DAILY REPORTING

Each employee of this Unit shall, upon reporting for work and upon leaving at the end of the day, record the time utilizing the electronic time-keeping device at his/her building. The record generated from this device is the official record of employment upon which the payrolls are justified and salary checks prepared. No salary payment can be made without this record. Should an employee not use the time-keeping device to record his/her arrival at or departure from the building, immediate questions should be raised as to the reasons why, so that no deductions will be necessary.

All union members will begin to use the electronic time-keeping devices on Friday, October 4, 2019.

ARTICLE VIII - REGULATIONS GOVERNING WORKING CONDITIONS

A. The workday for nurses, secretarial and clerical employees shall be 7 hours per day, excluding 1 hour for lunch and breaks during the school year and during summer recess Monday through Friday.

B. In order to ensure proper personnel coverage, the Superintendent of Schools will establish the schedule of work hours. In no case, however, will the hours established be in conflict with the hours described in Section "A" above

C. Each nurse, the secretarial and clerical employee shall have an option of a flexible schedule of lunch and break time during the workday.

D. The work year for Registered School Nurses and Licensed Professional Nurses will be September 1 through the last day of school for students. Staff assigned to private schools will report to duty in the district following the end of the private school's school year until the last day of school for in-district students.

E. Effective upon ratification of this contract, unit members must exhaust vacation, personal and compensatory before unpaid time will be considered for approval.

F. Effective upon ratification of this contract returning ten (10) month unit members who are on leave (not medical) from employment for more than five (5) months in any given school year or twelve (12) month employees who are on leave from employment for more than six (6) months in any given school year will not be entitled to salary increment for the next school year.

ARTICLE IX - HOURLY RATE EMPLOYEES

A. Salaries shall be paid according to the schedules attached to this agreement.

B. An hourly-rate employee who works 20 hours or more per week and has been employed for one year is eligible to participate in insurance benefits. Health, dental, optical, and life insurance plans will be available on current enrollment dates and on a shared-cost basis determined by the number of hours worked (Current Benefits Schedule Appendix B).

C. Leave provisions for employees who work twenty hours or more per week are as follows:

Hours Worked Per Day	Sick Days Per Year	Personal Days Per Year
6 - 7.5	11	1
5 – 5.5	9	1
4 – 4.5	7	0

D Hourly-rate employees shall be allowed to accumulate sick leave days.

E. A total of 2 family illness days per year may be taken from an employee's sick days.

F. Hourly rate employees shall be entitled to a total of 5 bereavement days per year, as defined in Article XIII, the hours of such days being the time that they are scheduled to work on a regular basis. Bereavement days may be taken for relatives as per Article XIII.

G. Hourly rate employees will be granted two paid snow days if school is closed for two or more snow days and paid their regular hours for delayed openings

H. Hourly employees, who work more than 20 hours per week, shall be paid their regular daily rate for Labor Day, Veteran's Day, Thanksgiving Day, Christmas Day, New Year's Day, Martin Luther King's Birthday, Memorial Day, and Juneteenth

ARTICLE X - OVERTIME

A. All employees covered by this agreement shall receive overtime compensation at the rate of time and one-half for all hours worked in excess of an 8-hour workday or 40-hour workweek. Overtime will only be paid to employees who secure approval in advance. Authorized leave shall be counted as time worked for the purpose of computation of overtime. The exception to the case is the partial day use of sick time.

B. In addition, employees required to work on Sundays and holidays receive double time.

C. Substitution of time off for overtime pay at the overtime rule shall be allowed to any non-instructional employee if agreed upon in advance by the employee and the superintendent's designee. The rules for utilizing compensatory time shall be in accordance with those in effect for vacation leave, Article XVII. If compensatory time cannot be used by the end of the fiscal year, no more than five (5) days can be carried

over and must be used by the end of the following fiscal year.

D. Any employee called in for work at a time that is not continuous with his/her regular workday shall receive no less than 2 hours of pay.

ARTICLE XI - LEGAL HOLIDAYS

A. Legal holidays and Presidential Election Day shall be granted to all annual salaried employees providing school is not in session, as follows:

New Year's Day	Independence Day	Veterans Day
Presidents' Birthday	Labor Day	Thanksgiving Day
Martin Luther King Day,	Columbus Day	Christmas Day
Memorial Day	Presidential Election Day	Juneteenth

B. In the event that a legal holiday, as defined above, shall be used for a school day, Civil Service Employees covered by this agreement shall be granted a compensatory day designated by the Superintendent of Schools.

C. When school is not in session, the secretarial and clerical staff may be excused from work at the discretion of the Superintendent of Schools. However, if any of the secretarial or clerical staff are required to work during Christmas, Easter, or another vacation period of not less than one week included in the school calendar between the opening of school in September and the closing thereof in June, they shall receive compensation at a per diem rate, based on individual applicable annual salary.

D. In the event that Independence Day falls on Saturday or Sunday, Civil Service employees covered by this agreement shall be granted the following Monday or the preceding Friday as a legal holiday.

E. The entire non-instructional staff will be granted the day following Thanksgiving, as a day off.

ARTICLE XII - SICK AND FAMILY ILLNESS LEAVE

A. To the extent possible, employees to provide at least four (4) weeks' notice for a paid or unpaid Leave of Absence, when possible.

B. Twelve (12) month employees will be allowed sixteen and one half (16 1h) sick days (13 1/2 for 10 months) of absence because of personal illness without loss of pay per year.

The unused portion shall be cumulative to a maximum of 225 days (190 for 10 months). A day of absence is defined as a normal workday as per the contract.

C. A medical note may be required after 4 consecutive days of illness. Said note should include the physician's estimate of further necessary absence.

D. Accumulated sick leave can be used for on-the-job injuries for the period of time covered by Workers' Compensation. If the School District is reimbursed by Worker's Compensation for such sick days taken, the employee will be credited with an appropriate amount of sick time equal to the reimbursement divided by the worker's daily or hourly rate of pay.

E. A maximum of 3 days during the fiscal year will be allowed for serious illness in the immediate family for all full-time annual salaried employees.

F. SICK LEAVE BANK

A sick leave bank shall be established to provide income protection to participants who suffer from a prolonged and disabling illness or injury and are ineligible for Workers' Compensation benefits.

CONTRIBUTION

This will be on a voluntary basis. Only those who contribute shall be eligible to receive this benefit. The initial contribution required of each eligible employee will be 5 sick leave days for full-time employees and three (3) sick leave days for part-time employees. The minimum number of days to be maintained in the sick leave bank shall be 200. Participants will contribute 1additional day when the balance falls below this level. Employees who borrow days will be required to repay such days at the rate of three (3) days per year until totally repaid.

COMMITTEE

A committee of two administrators and two members of the bargaining unit will jointly administer the sick leave bank. The Executive Board will appoint the two CSEA members for a term coinciding with the Executive Board's term of office.

The Committee/or its designee shall administer the bank, be responsible for accepting the recording of members, maintain records regarding the number of sick leave days in the bank, and act on each application for benefits submitted to it within 10 working days. In all cases, the committee shall make the final determination of approval or disapproval of an employee's application. A mediator will be chosen jointly to resolve any and all disputes when the committee reaches an impasse. The mediator's decision will be binding. An appeal from the committee's/mediator's decision will not be entertained.

ELIGIBILITY

Any member of the bargaining unit who is a contributing member of the bank and is a

full-time contract salaried employee who works 35 hours or more per week is eligible for sick band benefits as per the full-time employee chart. Any member of the bargaining unit, who is a contributing member of the bank and is a part-time employee, shall receive benefits pursuant to the part-time employee chart. Sick leave accruals, vacation, and personal leave time must be exhausted before being eligible to withdraw from the sick leave bank. Vacation time will be the only time earned while out on sick leave. If any accrued time (vacation, personal, sick) is credited to the participant while out on sick bank leave, such time will be used prior to receiving additional sick bank leave time.

The participant must have been sick/injured for 20 consecutive workdays prior to the commencement of sick leave bank benefits. The number of sick bank days a member is eligible for is outlined in the attached schedule.

BENEFIT

A participant should make an application for withdrawals 10 days before his/her accumulated leave time has been exhausted. After approval of the committee, compensation will be retroactive to the expiration of the accumulated leave time. The committee will be afforded ample time to investigate applications, with a maximum time being 10 working days from the date of receiving the application. Each sick leave withdrawal request must be accompanied by a statement signed by a physician confirming the nature of the illness or injury.

Should the committee so request, either before or after approval of a sick leave withdrawal request, the participant shall be required to undergo a medical review by a physician of the committee's choice at the participant's expense. Failure to comply with such request may result in disapproval or cancellation of the sick leave withdrawal.

The committee shall have the right to review at any time sick leave withdrawals. The benefit available to any participant in the sick leave bank shall be 200 days within a 5-year period for full-time employees and one hundred (100) days within a five (5) year period for part-time employees.

PAYMENT

Payment will be paid at a rate equal to a regular daily rate of pay based on the participant's contract work schedule. Under no circumstances will the participant receive compensation covered by sick bank leave without the written consent of the sick bank committee. The sick bank will not be held responsible, and days will only be deducted if there is prior committee approval. All sick bank participants shall sign an agreement to reimburse the sick bank for all days for which reimbursement is received from a third party.

SCHEDULE OF SICK DAYS

Full-Time Employee Sick Bank

Years of Service (July 1st)	Members Accumulated Sick Day Bal	Full Time Maximum # of Sick Bank Days Available	Members Accumulated Sick Day Bal	Full-Time Maximum # of Sick Bank Days Available
10 +	50 or more	200	Under 50	100
8 to 9	45 or more	180	under 45	90
7 to 8	40 or more	160	under 40	80
6 to 7	35 or more	140	under 35	70
5 to 6	25 or more	100	under 25	50
4 to 5	20 or more	80	under 20	40
3 to 4	15 or more	60	under 15	30
2 to 3	10 or more	40	under 10	20
1to 2	5 or more	20	Under 5	10

Part-Time Employee Sick Bank

Years of Service (July 1st)	Members Accumulated Sick Day Bal	Part-Time Maximum # PT of Sick Bank Days Available	Members Accumulated Sick Day Bal	Part-Time Maximum # of Sick Bank Days Available
10 +	34 or more	100	Under 34	50
8 to 9	31or more	90	under 31	45
7 to 8	28 or more	80	under 28	40
6 to 7	24 or more	70	under 24	35
5 to 6	17 or more	50	under 17	25
4 to 5	14 or more	40	under 14	20
3 to 4	10 or more	30	under 10	15
2 to 3	7 or more	20	under 7	10
1to 2	3 or more	10	Under 3	5

TERMINATION

A member's rights to continue to participate in the sick leave bank shall end upon

termination of participant's employment by the District or failure of the participant to contribute additional leave days duly called for by the committee unless the committee grants a waiver.

All employees covered by this Agreement shall be notified in writing by October 1st of each fiscal year as to the number of sick days he/she has accumulated.

ARTICLE XIII - BEREAVEMENT LEAVE

All full-time non-instructional employees shall be allowed five (5) days per occurrence for the death of an immediate family member without loss of pay. Immediate family is defined as spouse, son, daughter, parents, grandparents, grandchildren, sister, brother, stepparents, and stepchildren.

A total of five (5) days in a fiscal year will be allowed for the death of other family members without loss of pay. Other family is defined as son-in-law, daughter-in- law, sister-in-law, brother-in-law, mother-in-law, father-in-law, aunt, uncle, nephew, niece, or any relative with whom one is residing.

ARTICLE XIV - PERSONAL LEAVE

A. All full-time non-instructional employees may be granted not more than 4 half days or 2 whole days absence for personal reasons without loss of pay, subject to the approval of the Superintendent of Schools in advance. The 2 personal days can be taken without reason. Notice of need for personal business days shall be submitted in triplicate to the immediate supervisor as far in advance as possible. Approval by the Superintendent of Schools shall not be reasonably denied. If denied, the staff member may take the day with the loss of pay. Any dispute arising from the denial shall be arbitrable.

B. Such absences shall not be allowed on the last working day preceding or the first working day following a legal holiday.

C. No personal leave shall be granted for personal days immediately preceding or following an individual's vacation.

D. Personal leave will be bought back by the District annually at the rate of $25.00 per day at the completion of the District's fiscal year on June 30th or, at the employee's option, forwarded to an employee's sick leave accumulation.

E. Jury Duty

1. Upon receipt of a jury subpoena, an employee must notify the Superintendent of Schools or his/her designee within 5 school days in order to permit the Superintendent, with the consent of the employee, to attempt to secure postponement.

2. All compensation for jury duty shall be endorsed over to the Board of Education in consideration of the person receiving full compensation and benefits. In the event an employee fails to notify the Superintendent of Schools, he/she then forfeit all compensation from the School District during his/her services on jury duty.

ARTICLE XV - PARENTAL LEAVE

An expectant parent may apply to the Superintendent of Schools for a leave of absence. Upon approval by the Board of Education, a leave of absence without pay shall be granted for a period not to exceed 1year. Parental leave shall be granted, upon application to the Superintendent of Schools, for the actual term of the disability due to pregnancy. In all other respects, parental leave shall be governed by the Family and Medical Leave Act.

Employees are to provide at least four (4) weeks' notice for a Leave of Absence when possible.

ARTICLE XVI - LEAVE WITHOUT PAY

Any employee shall have the right to request a leave of absence without pay of up to one (1) year, which may be extended an additional year, subject to the approval of the Board of Education.

Employees are to provide at least four (4) weeks' notice for a Leave of Absence when possible.

ARTICLE XVII - VACATIONS

A. A paid vacation is provided to all 12-month full-time salaried employees covered by this agreement as follows: after one (1) year of service - 2 weeks; after 5 years of service 3 weeks; after 10 years of service - 4 weeks.

B. Vacations may be taken at any time during the year if agreeable to the individual's immediate supervisor. Vacations will be given on a seniority basis subject to manning and staffing needs.

C. Upon separation of service, earned vacation shall be paid to employees on a pro- rated basis.

D. Five-sixths ($5/6^{th}$) of a day per month vacation with pay shall be given to all new employees with a minimum of 3 months of service, and such vacation credit shall extend to June 30th.

E. For purposes of vacation eligibility, any employee currently in this bargaining unit who assumes a 12-month position from a 10-month position shall receive full credit for years of service.

ARTICLE XVIII - PROMOTION

A The salary for an employee who is appointed to a higher job classification effective July 1st shall be no less than their current salary, plus $1000 plus the equivalent of the annual increase in their previous classification. Employees who are appointed to a higher job classification after July 1st shall receive a salary no less than $1000 higher than their current salary. (When a new job title is created, the Administration and Union will establish the corresponding salary schedule.)

B. Any employee who has the opportunity to take advance-training courses, which in the opinion of the Superintendent would benefit the District, may be granted leave without pay.

C. All job openings shall be posted for at least 1workweek on District Bulletin boards. The Superintendent and Board shall give preference to senior employees among those equally qualified.

ARTICLE XIX - EMERGENCY DAYS

All non-instructional employees are expected to be present for work on Emergency Days. Each employee must use good judgment in any such decision.

ARTICLE XX - MILEAGE ALLOWANCE

Mileage allowance will be granted at the rate established by the Board of Education at its annual organization meeting for each year of the agreement.

ARTICLE XXI - CALENDAR COMMITTEE

The CSEA group is to be represented on the Calendar Committee. When the school calendar is made up, it shall state specifically when the non-teaching staff may expect to be free from work.

ARTICLE XXII - EVALUATION AND FILES

A. All employees shall be evaluated on job performance at least 1time per year. Each evaluated employee shall be given a copy of the evaluation and an opportunity to review, respond or comment on it prior to the evaluation being placed in the employee's file. A signature on an evaluation shall not be construed as an agreement, but only an indication that it has been reviewed.

B. Employees shall be given the opportunity to confer with his/her supervisor about any formal complaint. That employee shall have the right to put a written explanation into his/her individual personnel file.

C. Each employee shall have the right to review his/her own personnel file on request at

reasonable notice and shall have the right to make 1 copy of any material contained in said file at the employee's expense.

ARTICLE XXIII - CHANGES AND AMENDMENTS

Any new or unusual circumstances, change, or amendment not covered by this agreement, which affects the Civil Service employees of the School District, shall be reviewed by and between the Board of Education and the CSEA.

ARTICLE XXIV - DISCIPLINARY PROCEDURE

After 6 months probationary period, all non-competitive and labor-class employees hired on or prior to the ratification of this MOA (October 5, 2017) shall have the same rights as competitive employees under Section 75 of the Civil Service Law as it is related to suspensions and/or removal. Hearing officers appointed pursuant to the provision of Section 75 shall be appointed from a list of designated impartial hearing officers agreed to by and between the parties.

All new employees in the non-competitive or labor class hired after the ratification of this MOA October 5, 2017) must complete eighteen months (18) months of probationary service to be eligible for the same rights as competitive employees under Section 75 of the Civil Service Law as it is related to suspensions and/or removal.

ARTICLE XXV - SAVE HARMLESS CLAUSE

The Board will provide legal counsel to advise an employee who is assaulted in the performance of assigned duties. The Board will save harmless and protect all members from financial loss arising out of any lawsuit by reason of alleged negligence if the employee was working in the discharge of assigned duties within the scope of that employee's employment or under the discretion of the Board.

ARTICLE XXVI - SAFETY AND WELFARE

A. The District agrees to provide a safe and healthy place to work and shall furnish and use safety devices and safeguards and shall adopt and use methods and processes adequate to render the workplace safe and healthful and shall do every other thing necessary to protect the life, health, and safety of employees. The District shall repair and maintain every place of employment so as to render it safe and healthful.
B. In accordance with the requirements of OSHA, it shall be the exclusive responsibility of the District to ensure the safety and health of its employees.

ARTICLE XXVII - CONTRACTING OUT

Where feasible, work usually performed by the employees in the bargaining unit will not be contracted out if it will result in loss of employment to the employees employed by the

District, and such actions by the District, if any, will not be arbitrary or capricious. Notice to the Association will be given prior to entering into any such contractual commitment and the Association shall be given an opportunity to be heard.

ARTICLE XXVIII - SALARY

A. The base salary shall be increased as follows; salaries shall be paid accordingly to the salary schedule attached:

2022-2023 1.95%
2023-2024 1.85%
2024-2025 1.85%
2025-2026 1.85%

Effective July 1, 2020, Steps 19 and 20 will be added to the salary schedule at 2% increments; no employees will be hired at step 1 or step 2.

All unit members who were on top step (18) for a minimum of two years as of July 1, 2020, will receive a one-time lump sum off-step payment as follows:

i. Salaried $1,000
ii. Hourly $500

Article XXXV Terms of Agreement, subsection C. applies to this section.

i. All bargaining unit members in the title of "Senior Office Assistant" hired on or after July 1, 2013, shall be paid in accordance with the "SR Office Assistant" salary column and not the "SEC PR/STNO, SR STNO, SR Office Assistant" salary column.

ii. All bargaining unit members in the title of "Secretary to Principal" hired on or after July 1, 2013, shall be paid in accordance with the "SCRE TO PRINC" salary column and not the "SEC PR/STNO, SR STNO, SR Office Assistant" salary column.

B Salaries shall be paid according to the salary schedules attached, as set forth above.

C. All salary increments for personnel covered by this agreement shall be automatic except where the Superintendent certifies that the job performance of an individual employee is inadequate. In those situations, an increment may be withheld.

D. Stipends will be noted in the salary schedule.

E. Any unit member due an increment shall advance accordingly.

F. Commencing with the 2017-2018 school year, or at any time thereafter, the District reserves the right to change to a semi-monthly pay schedule through direct deposit for all unit members upon reasonable notice to the Association and unit members.

G. Unit members hired between July 1st and March 31st of the school year shall move to the next step as of July 1st of the next school year. Unit members hired between April 1 and June 30th shall not move to the next step in July of the next school year but shall be moved to the next one on July 1st of the following school year.

H. Teacher Aides assigned to assist with toileting will receive a yearly stipend of $750.

ARTICLE XXIX - OUT OF TITLE PAY

Employees who are directed, in writing, by his/her immediate supervisor to work in a higher category for 5 consecutive days or more shall be paid at the corresponding step of the higher rate retroactive to the first day.

ARTICLE XXX – LONGEVITY

Effective July 1, 2022, all longevity payments will be paid in one payment immediately following the unit member's anniversary date.

A. For eligible bargaining unit members hired prior to July 1, 2013, the longevity schedule shall read as follows:

After 10 years	$ 900
After 15 years	$1,250
After 20 years	$1,500
After 25 years	$1,750
After 30 years	$2,000

For eligible bargaining unit members hired on or after July 1, 2013, the longevity schedule shall read as follows:

After 15 years	$1250.00
After 20 years	$1500.00
After 25 years	$1750.00
After 30 years	$2000.00

B. Only full-time, ten (10), and twelve (12) employees shall be eligible for longevity. For the purposes of this Article, a bargaining unit member working at least thirty-five (35) hours per week shall constitute a full-time employee.

ARTICLE XXXI - ADMINISTRATIVE AND UNION RIGHTS

A. Employees who are designated by the Union to adjust grievances or assist in the administration of the agreement shall be granted a reasonable amount of time off with the approval of the Superintendent, without loss of pay. The Unit President or his/her designee shall be allowed 2 hours per week to conduct Union business.

B. Time without loss of pay may be granted for up to 2 employees to attend the statewide delegate's CSEA convention.

C. The Board shall install up to 6 bulletin boards for posting of Union meeting notices. There shall be 1bulletin board in each school building, which shall be placed in a conspicuous place for the posting of matters pertaining to Union business.

D. The President of the Union shall receive a copy of all job postings.

E. The Union and its representatives shall have the right to use the school building at reasonable hours for meetings.

The Union shall be allowed to use the following equipment items that are located in the schools: mimeograph, ditto, photocopying, and printing equipment, calculating machines, and other audio-visual equipment. The cost of materials shall be borne by the Union and requests are subject to the availability of the equipment.

The Union may use the inter-school mail service and mailboxes for communications with members.

The use of school facilities is subject to the Superintendent's approval through his/her delegated representative responsible for these facilities and this approval shall not be unreasonably withheld.

F. A copy of the official agenda for each Board meeting shall be given to the Union prior to each Board meeting. The Union shall be given the unofficial minutes of official Board meetings as soon as possible after such meetings.

G. Non-employee Union District Representatives shall notify the Human Resources Department when on campus.

H. Greater effort will be made to utilize CSEA 1 members for translation services. Building principals will be made aware and will be told to reach out to CSEA 2 members. Notwithstanding, the district may choose to utilize other sources.

ARTICLE XXXII - MANAGEMENT RIGHTS

The Union recognizes that the Board has the responsibility and authority to manage and direct on behalf of the public all the operations and activities of the school district to the full extent authorized by law. The exercise of these powers, rights, authority, duties, and responsibilities by the Board and the adoption of such rules, regulations, and policies, as it may deem necessary, shall be limited only by the terms of this agreement.

ARTICLE XXXIII - LAY-OFFS

All non-competitive and labor-class employees shall be laid off according to seniority within each job title.

ARTICLE XXXIV - GRIEVANCE PROCEDURE

The organization and procedure for the processing of grievances for members of the Union shall be as follows:

Definitions:

A. "Employee" shall mean any person or persons directly employed by the Board who are affected by an alleged grievance.

B. "Grievance" shall mean any claimed violation, misinterpretation, or inequitable application of the existing agreement.

C. "Department" shall mean any school, office, or department of the Board of Education.

D. "Supervisor" shall mean any employee or officer on a higher level of authority than the employee in the department wherein the grievance exists and who assigns and supervises the employee's work, approves time records, or evaluates that employee's work performance.

E. "Days" shall mean all days other than Saturdays, Sundays, and legal holidays. Saturdays, Sundays, and legal holidays shall be excluded in computing the number of days within which action must be taken or notice given.

F. "Grievance Committee" is a 3-member committee made up of employees appointed by the Union.

First Stage:

A An employee who claims to have a grievance shall present the grievance to the Grievance Committee, in writing, within 15 days after the grievance occurs, specifying

the grievance and requesting a conference to discuss the grievance.

B. The Grievance Committee shall discuss the grievance with the employee and shall make such investigation as it deems appropriate, including but not limited to discussion with the appropriate Supervisor, Department Head, or Principal.

C. Within 5 days after the presentation of the grievance to the Grievance Committee, said Grievance Committee shall have its decision and communicate the same, in writing, to the employee presenting the grievance, the representative of the employee, the Superintendent of Schools and to the President of the Union.

Second Stage:

A If the grievance is not resolved by the Grievance Committee and the Supervisor, Department Head or Principal on the basis of the First Stage, the Superintendent of Schools shall receive all records and reports relative to the grievance. The employee may then choose one of the following alternatives.

B. The employee may request of the Superintendent of Schools a review of the determination made in the First Stage of this procedure. Said request for review by the Superintendent of Schools shall be submitted, in writing, within 7 days after the receipt of said determination in the First Stage of this procedure. The Superintendent of Schools will review the decision in the First Stage of this procedure and make a determination within 10 days of the request for review. The Union has the right to present to the Superintendent, in writing, within 7 days after the receipt of the determination in the First Stage of this procedure, a brief outlining its views on the grievance.

C. The employee or representative may request, in writing a hearing with the Superintendent of Schools to review the determination made in the First Stage of this procedure. Said request must be submitted to the Superintendent within 7 days after receipt of the determination made in the First Stage of this procedure. The office of the Superintendent shall set a date for said hearing within 5 days of the receipt of the request and shall notify the appropriate individuals and the Union of this date. The hearing shall take place within 14 days of the receipt of this request. The Superintendent of Schools shall submit to the employee and/or a duly designated representative any findings upon such review within 10 days after the conclusion of said hearings. The Union has the right at the hearing to present orally or in writing a brief giving its view on the grievance.

Third Stage:

A. An employee may appeal from the determination made in the First Stage and the determination of the Superintendent of Schools after the completion of the First Stage and the Second Stage, as outlined under this procedure, upon written notice within 10 days after the receipt of the determination by the Superintendent of Schools to the Superintendent and CSEA demanding arbitration.

B. The decision of the arbitrators will be binding only insofar as it interprets the agreement, and in all other respects, it is advisory.

C. Arbitration shall proceed under the Voluntary Labor Arbitration Rules of the American Arbitration Association.

D. The Board agrees to continue to adhere to its policy of not discriminating or taking any reprisals against an employee instituting a grievance action.

E. Any willful interruption in the performance of employee duties individually or by group action directly or indirectly related to the binding decision of the arbitrator shall be sufficient cause to invalidate and void the right to binding arbitration as herein provided.

F. The arbitrator will be selected by the American Arbitration Association, with the cost of the arbitrator being borne equally by the Board and the CSEA.

Presentation:

A. Any employee may informally present a complaint or grievance orally to the immediate Supervisor at any time without being represented. When an employee wishes to present a grievance formally according to the grievance procedure as set forth in the current Agreement in the First Stage and in the Second Stage, the grievance shall be presented to the Union, which shall first investigate the circumstances of the grievance prior to its presentation.

   Thereafter the employee claiming a grievance shall have the right at all remaining stages to proceed personally, or through the CSEA, or any counsel assigned by the CSEA or a counsel or representative of that employee's own choice. If the employee should not designate the CSEA, the CSEA shall have the right to be present at all stages of the procedure herein set forth and shall be entitled to receive notice of all proceedings, copies of all papers, and a copy of the final decision mailed to the President of the Union within 5 days of such final decision.

B. In addition to matters contained in this Agreement, the Tarrytowns Non- Instructional Unit of Westchester Local 860 of CSEA, Inc., Local 1000, AFSCME, AFL-CIO wishes to express its belief in the principle that duties and obligations are accompanied by rights and responsibilities, and the Tarrytowns Non- Instructional Unit herewith asserts that it will do its utmost to see that its members perform their respective duties in the schools loyally, efficiently and continuously under the terms of this Agreement. The Union and its members also wish to reaffirm that they will continue to give service of the highest quality to the School District and to exercise their best efforts to protect the interest of the Public Schools of the Tarrytowns, the children of the Schools, and the citizens of the community.

ARTICLE XXXV - TERMS OF AGREEMENT

A. The term of this Agreement is from July 1, 2019, through and including June 30, 2022. The CSEA unit shall have the unchallenged representation status for the maximum period permitted by law on the date of this Agreement.

B. The terms of this Agreement are herewith accepted by The Board of Education Union Free School District of the Tarrytowns, the Non-Instructional Employees of the Tarrytowns School Unit 9156-2, Westchester Local 860, and Civil Service Employees Association, Inc.

C. To be eligible for all retroactive payments pursuant to this Contract, employee must be active and, on the payroll, as of the date of ratification of the Memorandum of Agreement.

All provisions of the 2019-2022 Agreement between parties shall remain unchanged except as provided above.

The parties agree that the extension of the 2019-2022 Agreement as agreed upon herein shall not constitute a precedent.

Public Schools of the Tarrytowns

Christopher Borsari
Superintendent

3/27/2023
Date

Tarrytown Non-Instructional
CSEA Unit 9169-02

Eric Andrus
President

3/27/23
Date

Reuben Traite
CSEA Labor Relations Specialist

3/27/23
Date

	2022 - 23														
Step	CLERK-INCL SP SPEAK	OFFICE ASST	OFFICE ASST SP SPEAK BENE ASST	Office Ast Fin Svcs	Secretary School Districts	SEC PRIN SR OFFICE ASSISTANT	SR ACCT CLERK	Account Clerk	DATA ANALYST	GRANT WRITER	NEW SR OFFICE ASST (7-1-13)	NEW SEC TO PRINCIPAL (7-1-13)	RN 10 MO	LPN 10 MO	Step
1	35,650	40,252	41,343	45,248	47,779	48,988	49,946	44,339	73,767	88,294	46,571	48,988	45,688	39,691	1
2	36,363	41,057	42,171	46,152	48,735	49,969	50,946	45,228	75,243	90,061	47,503	49,969	46,602	40,485	2
3	37,091	41,879	43,014	47,075	49,711	50,969	51,965	46,132	76,749	91,864	48,453	50,969	47,535	41,294	3
4	37,833	42,717	43,875	48,017	50,706	51,989	53,006	47,055	78,285	93,702	49,424	51,989	48,486	42,120	4
5	38,591	43,572	44,754	48,978	51,720	53,029	54,066	47,997	79,852	95,577	50,413	53,029	49,457	42,964	5
6	39,363	44,444	45,649	49,957	52,756	54,091	55,148	48,957	81,450	97,490	51,421	54,091	50,447	43,823	6
7	40,151	45,333	46,562	50,957	53,811	55,172	56,252	49,938	83,080	99,441	52,450	55,172	51,456	44,699	7
8	40,954	46,240	47,494	51,978	54,888	56,277	57,377	50,936	84,743	101,431	53,500	56,277	52,485	45,593	8
9	41,773	47,166	48,445	53,015	55,987	57,403	58,526	51,957	86,438	103,460	54,571	57,403	53,536	46,504	9
10	42,610	48,110	49,414	54,075	57,179	58,552	59,697	52,995	88,168	105,531	55,663	58,552	54,607	47,434	10
11	43,462	49,073	50,403	55,157	58,250	59,724	60,892	54,056	89,932	107,643	56,777	59,724	55,700	48,383	11
12	44,331	50,054	51,412	56,259	59,416	60,919	62,110	55,138	91,733	109,798	57,913	60,919	56,815	49,351	12
13	45,217	51,056	52,440	57,385	60,604	62,137	63,352	56,240	93,567	111,993	59,071	62,137	57,951	50,338	13
14	46,122	52,077	53,489	58,532	61,816	63,380	64,620	57,365	95,439	114,233	60,253	63,380	59,111	51,345	14
15	47,044	53,118	54,558	59,703	63,053	64,648	65,912	58,513	97,347	116,518	61,458	64,648	60,292	52,372	15
16	47,985	54,180	55,649	60,897	64,314	65,941	67,230	59,682	99,294	118,848	62,687	65,941	61,498	53,419	16
17	48,945	55,264	56,762	62,116	65,599	67,259	68,575	60,877	101,280	121,225	63,941	67,259	62,728	54,488	17
18	49,924	56,369	57,898	63,357	66,911	68,605	69,947	62,094	103,306	123,650	65,220	68,605	63,983	55,578	18
19	50,922	57,497	59,056	64,624	68,250	69,977	71,346	63,336	105,372	126,123	66,524	69,977	65,263	56,689	19
20	51,941	58,647	60,237	65,917	69,615	71,376	72,772	64,602	107,479	128,645	67,855	71,376	66,568	57,823	20
	CLER	ASST	OFSP	OAFS	SSD	STNO	SRAC	ACTC	DATA	GRAN	SO13	SP13	10RN	LPN	

	2023 - 24														
Step	CLERK-INCL SP SPEAK	OFFICE ASST	OFFICE ASST SP SPEAK BENE ASST	Office Ast Fin Svcs	Secretary School Districts	SEC PRIN SR OFFICE ASSISTANT	SR ACCT CLERK	Account Clerk	DATA ANALYST	GRANT WRITER	NEW SR OFFICE ASST (7-1-13)	NEW SEC TO PRINCIPAL (7-1-13)	RN 10 MO	LPN 10 MO	Step
1	36,309	40,996	42,108	46,085	48,663	49,894	50,870	45,159	75,132	89,928	47,433	49,894	46,533	40,426	1
2	37,036	41,817	42,951	47,006	49,637	50,893	51,889	46,065	76,635	91,728	48,381	50,893	47,465	41,234	2
3	37,777	42,653	43,810	47,946	50,630	51,912	52,926	46,985	78,169	93,563	49,350	51,912	48,414	42,058	3
4	38,533	43,507	44,687	48,905	51,644	52,951	53,986	47,925	79,733	95,436	50,338	52,951	49,383	42,899	4
5	39,305	44,378	45,581	49,884	52,677	54,010	55,066	48,885	81,329	97,345	51,345	54,010	50,372	43,758	5
6	40,091	45,266	46,493	50,881	53,732	55,091	56,168	49,863	82,957	99,293	52,372	55,091	51,380	44,634	6
7	40,893	46,171	47,424	51,899	54,806	56,193	57,293	50,862	84,617	101,280	53,421	56,193	52,408	45,526	7
8	41,711	47,095	48,373	52,940	55,904	57,318	58,439	51,878	86,311	103,307	54,490	57,318	53,456	46,437	8
9	42,546	48,039	49,341	53,996	57,023	58,465	59,609	52,918	88,037	105,374	55,580	58,465	54,527	47,365	9
10	43,398	49,000	50,328	55,075	58,237	59,635	60,801	53,976	89,799	107,484	56,692	59,635	55,617	48,312	10
11	44,266	49,980	51,336	56,177	59,327	60,829	62,019	55,057	91,596	109,635	57,827	60,829	56,730	49,278	11
12	45,151	50,980	52,363	57,300	60,515	62,046	63,259	56,158	93,430	111,829	58,984	62,046	57,866	50,264	12
13	46,054	52,000	53,410	58,446	61,725	63,287	64,524	57,280	95,298	114,065	60,164	63,287	59,023	51,270	13
14	46,976	53,040	54,478	59,615	62,960	64,553	65,815	58,426	97,204	116,347	61,368	64,553	60,204	52,295	14
15	47,915	54,101	55,567	60,808	64,219	65,844	67,132	59,595	99,148	118,673	62,595	65,844	61,408	53,341	15
16	48,873	55,183	56,679	62,024	65,504	67,161	68,474	60,787	101,131	121,047	63,847	67,161	62,636	54,408	16
17	49,850	56,286	57,812	63,265	66,813	68,504	69,844	62,003	103,154	123,468	65,124	68,504	63,889	55,496	17
18	50,847	57,412	58,969	64,529	68,149	69,874	71,241	63,243	105,217	125,937	66,426	69,874	65,167	56,606	18
19	51,864	58,560	60,148	65,820	69,512	71,271	72,665	64,507	107,321	128,456	67,755	71,271	66,470	57,738	19
20	52,901	59,732	61,351	67,136	70,903	72,697	74,119	65,798	109,468	131,025	69,110	72,697	67,799	58,893	20
	CLER	ASST	OFSP	OAFS	SSD	STNO	SRAC	ACTC	DATA	GRAN	SO13	SP13	10RN	LPN	

	2024 - 25														
Step	CLERK-INCL SP SPEAK	OFFICE ASST	OFFICE ASST SP SPEAK BENE ASST	Office Ast Fin Svcs	Secretary School Districts	SEC PRIN SR OFFICE ASSISTANT	SR ACCT CLERK	Account Clerk	DATA ANALYST	GRANT WRITER	NEW SR OFFICE ASST (7-1-13)	NEW SEC TO PRINCIPAL (7-1-13)	RN 10 MO	LPN 10 MO	Step
1	36,981	41,755	42,887	46,938	49,563	50,817	51,811	45,994	76,521	91,591	48,310	50,817	47,394	41,173	1
2	37,721	42,590	43,746	47,876	50,555	51,835	52,849	46,917	78,053	93,425	49,276	51,835	48,343	41,997	2
3	38,476	43,442	44,620	48,833	51,567	52,872	53,906	47,854	79,615	95,294	50,263	52,872	49,310	42,836	3
4	39,246	44,312	45,513	49,810	52,599	53,930	54,985	48,812	81,209	97,201	51,269	53,930	50,297	43,693	4
5	40,032	45,199	46,425	50,807	53,652	55,010	56,085	49,789	82,834	99,146	52,295	55,010	51,303	44,568	5
6	40,833	46,104	47,353	51,823	54,726	56,110	57,207	50,785	84,492	101,130	53,341	56,110	52,330	45,459	6
7	41,650	47,025	48,301	52,859	55,820	57,233	58,353	51,802	86,183	103,154	54,409	57,233	53,378	46,368	7
8	42,483	47,967	49,268	53,919	56,938	58,378	59,520	52,838	87,908	105,219	55,498	58,378	54,445	47,296	8
9	43,333	48,927	50,254	54,995	58,078	59,547	60,712	53,897	89,666	107,324	56,608	59,547	55,535	48,241	9
10	44,201	49,906	51,260	56,094	59,314	60,739	61,926	54,974	91,461	109,472	57,741	60,739	56,646	49,206	10
11	45,085	50,905	52,285	57,217	60,425	61,954	63,166	56,075	93,291	111,663	58,897	61,954	57,780	50,190	11
12	45,987	51,923	53,332	58,360	61,635	63,194	64,430	57,197	95,158	113,898	60,076	63,194	58,936	51,194	12
13	46,906	52,962	54,398	59,527	62,867	64,458	65,718	58,340	97,061	116,175	61,277	64,458	60,115	52,218	13
14	47,845	54,021	55,486	60,718	64,124	65,747	67,033	59,507	99,002	118,499	62,503	65,747	61,318	53,262	14
15	48,801	55,102	56,595	61,933	65,407	67,062	68,374	60,698	100,982	120,869	63,753	67,062	62,544	54,328	15
16	49,777	56,204	57,727	63,171	66,716	68,403	69,741	61,911	103,002	123,286	65,028	68,403	63,795	55,414	16
17	50,772	57,328	58,882	64,435	68,049	69,771	71,136	63,150	105,062	125,752	66,329	69,771	65,071	56,523	17
18	51,788	58,474	60,060	65,723	69,410	71,166	72,559	64,413	107,163	128,267	67,655	71,166	66,372	57,653	18
19	52,824	59,644	61,261	67,038	70,798	72,590	74,010	65,701	109,307	130,832	69,008	72,590	67,700	58,806	19
20	53,880	60,837	62,486	68,378	72,214	74,042	75,490	67,015	111,493	133,449	70,388	74,042	69,054	59,982	20
	CLER	ASST	OFSP	OAFS	SSD	STNO	SRAC	ACTC	DATA	GRAN	SO13	SP13	10RN	LPN	

	2025 - 26														
Step	CLERK-INCL SP SPEAK	OFFICE ASST	OFFICE ASST SP SPEAK BENE ASST	Office Ast Fin Svcs	Secretary School Districts	SEC PRIN SR OFFICE ASSISTANT	SR ACCT CLERK	Account Clerk	DATA ANALYST	GRANT WRITER	NEW SR OFFICE ASST (7-1-13)	NEW SEC TO PRINCIPAL (7-1-13)	RN 10 MO	LPN 10 MO	Step
1	37,665	42,527	43,680	47,806	50,480	51,757	52,770	46,845	77,937	93,286	49,204	51,757	48,271	41,935	1
2	38,419	43,378	44,555	48,761	51,490	52,794	53,826	47,785	79,497	95,153	50,188	52,794	49,237	42,774	2
3	39,188	44,246	45,446	49,736	52,521	53,850	54,903	48,740	81,088	97,057	51,192	53,850	50,222	43,629	3
4	39,972	45,132	46,355	50,731	53,572	54,928	56,002	49,715	82,711	99,000	52,218	54,928	51,227	44,501	4
5	40,772	46,035	47,284	51,747	54,644	56,027	57,122	50,710	84,366	100,980	53,262	56,027	52,253	45,392	5
6	41,588	46,956	48,229	52,782	55,738	57,148	58,265	51,725	86,055	103,001	54,328	57,148	53,298	46,300	6
7	42,420	47,895	49,194	53,837	56,853	58,291	59,432	52,761	87,777	105,062	55,415	58,291	54,365	47,226	7
8	43,269	48,854	50,179	54,917	57,992	59,458	60,621	53,815	89,534	107,165	56,525	59,458	55,453	48,171	8
9	44,135	49,832	51,184	56,012	59,152	60,648	61,835	54,894	91,325	109,309	57,656	60,648	56,563	49,133	9
10	45,018	50,829	52,208	57,132	60,412	61,862	63,072	55,991	93,153	111,497	58,809	61,862	57,694	50,116	10
11	45,919	51,847	53,253	58,275	61,543	63,100	64,335	57,112	95,017	113,729	59,986	63,100	58,849	51,118	11
12	46,838	52,884	54,318	59,440	62,775	64,363	65,622	58,255	96,919	116,005	61,187	64,363	60,027	52,141	12
13	47,773	53,942	55,405	60,629	64,030	65,650	66,934	59,419	98,857	118,325	62,411	65,650	61,227	53,184	13
14	48,730	55,021	56,513	61,841	65,311	66,963	68,273	60,608	100,834	120,691	63,660	66,963	62,452	54,248	14
15	49,704	56,121	57,643	63,078	66,617	68,302	69,638	61,821	102,851	123,105	64,932	68,302	63,701	55,333	15
16	50,698	57,243	58,795	64,340	67,950	69,668	71,031	63,056	104,908	125,567	66,231	69,668	64,975	56,439	16
17	51,712	58,388	59,971	65,627	69,308	71,062	72,452	64,318	107,006	128,078	67,556	71,062	66,275	57,568	17
18	52,746	59,556	61,171	66,939	70,694	72,483	73,901	65,604	109,146	130,640	68,907	72,483	67,600	58,720	18
19	53,801	60,747	62,394	68,278	72,108	73,933	75,379	66,916	111,329	133,253	70,285	73,933	68,952	59,894	19
20	54,877	61,962	63,642	69,643	73,550	75,411	76,886	68,255	113,555	135,918	71,691	75,411	70,331	61,092	20
	CLER	ASST	OFSP	OAFS	SSD	STNO	SRAC	ACTC	DATA	GRAN	SO13	SP13	10RN	LPN	

Step	Health Aide Teacher Aide	2022 - 23 School Monitor Corridor Aide	Step
1	17.88	15.65	1
2	18.24	15.96	2
3	18.60	16.28	3
4	18.97	16.61	4
5	19.36	16.94	5
6	19.74	17.28	6
7	20.14	17.62	7
8	20.54	17.97	8
9	20.95	18.33	9
10	21.37	18.70	10
11	21.79	19.08	11
12	22.24	19.46	12
13	22.68	19.85	13
14	23.13	20.24	14
15	23.59	20.65	15
16	24.06	21.06	16
17	24.54	21.48	17
18	25.03	21.91	18
19	25.53	22.35	19
20	26.04	22.79	20

Step	Health Aide Teacher Aide	2023 - 24 School Monitor Corridor Aide	Step
1	18.21	15.94	1
2	18.58	16.25	2
3	18.95	16.58	3
4	19.32	16.92	4
5	19.71	17.25	5
6	20.10	17.60	6
7	20.51	17.95	7
8	20.92	18.30	8
9	21.33	18.67	9
10	21.76	19.05	10
11	22.19	19.43	11
12	22.65	19.82	12
13	23.10	20.22	13
14	23.56	20.62	14
15	24.02	21.03	15
16	24.50	21.45	16
17	24.99	21.88	17
18	25.49	22.31	18
19	26.00	22.76	19
20	26.52	23.22	20

Step	Health Aide / Teacher Aide	2024 - 25 School Monitor Corridor Aide	Step
1	18.55	16.23	1
2	18.92	16.56	2
3	19.30	16.89	3
4	19.68	17.23	4
5	20.08	17.57	5
6	20.47	17.93	6
7	20.89	18.28	7
8	21.31	18.64	8
9	21.73	19.02	9
10	22.17	19.40	10
11	22.61	19.79	11
12	23.07	20.19	12
13	23.53	20.59	13
14	24.00	21.00	14
15	24.47	21.42	15
16	24.96	21.84	16
17	25.46	22.28	17
18	25.97	22.73	18
19	26.49	23.18	19
20	27.02	23.65	20

Step	Health Aide Teacher Aide	2025 - 26 School Monitor Corridor Aide	Step
1	18.89	16.53	1
2	19.27	16.86	2
3	19.65	17.20	3
4	20.05	17.55	4
5	20.45	17.90	5
6	20.85	18.26	6
7	21.28	18.62	7
8	21.70	18.99	8
9	22.13	19.37	9
10	22.58	19.76	10
11	23.02	20.16	11
12	23.49	20.56	12
13	23.96	20.97	13
14	24.44	21.39	14
15	24.92	21.81	15
16	25.42	22.25	16
17	25.93	22.69	17
18	26.45	23.15	18
19	26.98	23.61	19
20	27.51	24.08	20