# Collective Bargaining Agreement

**Between the**

**SUPERINTENDENT OF SCHOOLS**

**of the**

**VICTOR CENTRAL SCHOOL DISTRICT**

**and the**

**VICTOR TEACHERS' ASSOCIATION**

**JULY 1, 2026 – JUNE 30, 2030**

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## Article I: Recognition

The Victor Central School District (hereinafter sometimes referred to as the "District"), has recognized the Victor Teachers Association (hereinafter sometimes referred to as the "Association") as the exclusive bargaining agent for the unit described as follows: The unit represented by the Victor Teachers' Association shall consist of all classroom teachers and all others on the teachers' salary schedule, teacher assistants and all registered nurses. Excluded from the unit represented by the Victor Teachers' Association are all staff members employed in full-time administrative positions requiring administrative certification.

The parties hereto shall discuss and agree mutually on matters of common concern, including salaries, wages, hours, and other terms and conditions of employment and the administration of grievances arising thereunder.

Membership in the Association shall not be a prerequisite for employment or continuation of employment of any employee.

## Article II: Administrative Rights

The parties agree that the administration of the Victor Central School District and the direction of the working forces are solely and exclusively the function and prerogative of the Board and its administrators. All the rights, functions, and prerogatives of the administration and the exercise thereof which are not expressly modified by one or more specific provisions of this Agreement are reserved and retained exclusively by and to the Board and are not subject to arbitration or negotiation during the term of this Agreement.

The Association recognizes that all matters pertaining to the policies that affect the management and operation of the school system, including its educational and fiscal affairs, are the basic responsibility of the Board pursuant to the Education Laws of the State of New York except as these policies are modified by the terms of this Agreement.

## Article III: Salaries

### New Hires

The starting minimum salaries for VTA members are as follows:

| | 2026-2027 | 2027-2028 | 2028-2029 | 2029-2030 |
|---|---|---|---|---|
| **Teacher - Bachelors** | $49,500 | $50,750 | $51,850 | $52,975 |
| **Teacher – Masters** | $51,700 | $53,150 | $54,500 | $55,850 |
| **Teaching Assistant** | $29,600 | $30,300 | $30,890 | $31,510 |
| **Nurse** | $45,100 | $46,300 | $47,400 | $48,500 |

In crediting years of teaching service for new hires the District shall have sole discretion. However, the District will make every effort to not hire someone at a rate higher than that of a current employee with same years of experience. The District will provide written notification to the VTA President when starting someone at a higher base salary than the highest paid member credited with the same years of experience.

Teaching Assistants who achieve Professional Certification will receive a one-time stipend of $375 that shall not be added to base. Documentation must be submitted to the office of the Assistant Superintendent of Personnel.

**VTA Members Hired Prior to July 1, 2026**

Salaries as agreed to between the district and for association members hired prior to July 1, 2026, for years of credited teaching experience as solely determined by the District is as follows:

Teachers and Teaching Assistants

| Years | 2026-2027 | 2027-2028 | 2028-2029 | 2029-2030 |
|---|---|---|---|---|
| 1-29 | 3.2% + $325 | 4.0% + $525 | 4.0% + $400 | 4.0% + $475 |
| 30+ | $2200 | $2500 | $2400 | $2400 |

Additional work beyond the contractual requirements for Teaching Assistants will be compensated at $20.40 hourly except that Teaching Assistants who earned a higher hourly rate in the school year shall continue at that higher hourly rate. Teacher Assistants voluntarily accepting an assignment as a substitute teacher and fulfilling all appropriate responsibilities for such assignment shall receive an additional stipend of $10 per hour. Time will be reported to the closest 15 minutes.

**Career Incentive for all salaried VTA Members**

Effective July 1, 2026, for those reaching the credited years of service.

15 credited years of service, effective at the employee's anniversary date $1,200
20 credited years of service, effective at the employee's anniversary date $1800
25 credited years of service, effective at the employee's anniversary date $1900
30 credited years of service, effective at the employee's anniversary date $2100

**National Board Certification**

Unit members who hold National Board for Professional Teaching Standards Certification, Certificate of Clinical Competence in Speech – Language Pathology (ASHA-CCC), Clinical Social Worker License, or National Board Certification in Occupational Therapy (NBCOT), will receive an additional $2,000 in salary annually.

In the event the District and Unit mutually agree to comparable certification for unit members not eligible for National Board Certification, the parties will agree on an appropriate stipend.

**Graduate Credits**

All graduate in-service credits completed between February 1, 2001, and February 1, 2018, shall be paid at the rate of $300 per set of 6 credits.

All graduate in-service credits post February 1, 2018, shall be paid at the rate of $400 per set of 6 credits.

**Master's Degree**

Stipend for a new Master's Degree shall be paid at the rate of $2,200.

## School Counselors/School Psychologists/Social Workers

I. School counselors', school psychologists' and social worker's salaries for ten months of service, based on the annual school calendar for teachers shall be computed as follows:

A. The base salary will be the same as for teachers.

B. In addition, each counselor, psychologist and social worker will receive 5% of his or her base salary for 10 months of service in each year of the contract.

C. Working in collaboration with the Building Principal, each counselor, psychologist and social worker will be required to participate in twenty (20) hours of professional development, attendance at conferences or after school workshops, facilitation of group presentations, or facilitation of individual parent meetings. This work will occur throughout the course of the school year, and accounts for additional time beyond the contractual day which is already compensated for with a pay differential. Any professional development during these arranged times will not be eligible for in-service credit as this work will be considered part of the employees' duties.

II. Remuneration for summer work shall be in accordance with the following procedures:

A. The summer work schedule for counselors /psychologists/social worker will be determined in conjunction with the Building Principal involved.

B. Counselors/psychologists/social workers are expected to work 20 summer days and will be paid at the rate of 10% per month of their base salary for the current ten months of service as computed in paragraphs A and B above. Members may submit a written request by May 1 annually to their supervisor and Assistant Superintendent for Pupil Services for an adjustment to the number of days worked at a rate of 1/200th of their salary.

C. In recognition of the differential and additional professional responsibilities, employees covered by this section will be eligible for coaching positions, provided the position does not interfere with those additional responsibilities. A meeting will take place between the Director of Health, Physical Education and Athletics, the Building Principal, the Head Coach of the sport, and the coaching applicant to discuss the specific responsibilities of the coaching positions.

## Registered Nurses

1. Registered nurses will receive the same fringe benefits as teachers, with the exception of sabbatical and teacher award participation.
2. Registered nurses are excluded from the tenure and probationary law provisions which apply to teachers. Registered nurses are appointed to a one year probationary period and may be dismissed or disciplined for cause.
3. Registered nurses will be evaluated a minimum of once per school year, no later than April 15th. Whenever possible, the written evaluation will be given to the nurse within ten working days following the evaluation conference. Registered nurses will be evaluated with a standard District evaluation.
4. The District will pay for approved courses.
5. All nurses will have a 30 minute duty-free lunch. Each office will be supervised by an appropriate aide or clerical staff member during this time.
6. Effective July 1, 2022, with prior approval, nurses will be paid $30.00 per hour for work required beyond the contractual work day to complete State and local required health forms.
7. Nurses attending overnight trips in order to perform nursing type services will be compensated at their daily rate of pay for every night of the trip.
8. Active Care During Sleeping Hours: In addition to the overnight daily rate, nurses required to provide direct patient care during designated sleeping hours shall be compensated at their hourly rate for the actual time worked.

a. Rounding: All additional time worked under this provision shall be rounded to the nearest whole hour.
b. Documentation: Nurses must submit a log of care provided during sleeping hours to their supervisor for verification and payment processing.

**Co-Curricular Pay Scale**

| | 2026-2030 | | | |
|---|---|---|---|---|
| | **Group 1** | **Group 2** | **Group 3** | **Group 4** |
| | $1,176.65 | $1,509.95 | $1,917.99 | $3,017.88 |
| VSH | Art Club<br>Chess Club<br>DEI<br>Drama Club<br>Freshmen Advisors<br>Gay Straight Alliance<br>Global Comp Club Asst.<br>International Club<br>Literary Magazine<br>Sophomore Class Advisor<br>Tri-M Honor Society<br>Wellness Club<br>Debate Club<br>Investing Club | French Club<br>Medical Explorers<br>National Honor Society<br>Outdoor Activities Club<br>Positive School Climate Comm<br>SEAS Club<br>Spanish Club<br>Yearbook Asst.<br>Coding Club | Academic Teams Asst.<br>Dollars for Scholars (2)<br>Global Comp Club<br>Junior Advisors (2)<br>Key Club (2)<br>Link Crew (2)<br>Math Academic Team (2)<br>Senior Class Advisor (2)<br>Student Council (2)<br>Victor Cares (2)<br>Model UN | Academic Teams<br>DECA (2)<br>Yearbook |
| VJH | Big Time Friends<br>Culinary Club<br>Victor Pops Orchestra<br>Jazz Band<br>Library Club<br>Math Olympiad<br>Positive Connections Club<br>Spanish Club<br>Victor Pride Coalition<br>Select Choir | Challenge Bowl<br>French Club<br>Garden Club | Student Council (2)<br>Yearbook | |
| INT | Math Olympiad<br>Student Council (2)<br>Morning Show | | | |

The following allocation will be made to address movement between the bands listed above: up to $2200.

Criteria established at the building levels will determine appropriate scope of work involved in each band. A building committee of two administrators and two unit members will review each club annually and propose changes between bands within the financial limits stated above. Annual recommendations will be sent to Human Resources prior to March 1st for changes in the subsequent year.

## PROCEDURES

Formation of New Clubs

A. Any unit member wishing to conduct a new club, including new clubs listed in Schedule H, shall submit a written request to the Building Principal within one month of the beginning of each school year. The request will include a description of proposed activities and duties of the advisor. The principal shall review the request and forward it, along with recommendations, to the Superintendent or his/her designee and Victor Teachers Association President or designee. The Superintendent or his/her designee shall review the request, the Principal's recommendations, and any input from the Victor Teachers Association President or designee, and shall determine whether the club will be recognized for that school year. The unit member will receive written notification of approval or disapproval from the Assistant Superintendent for Personnel prior to the first meeting of the club.

B. A club may be approved for a trial school year following the above procedure, and such a trial year shall be without compensation. After the trial year, the advisor for the club may apply for compensation as the advisor for the club on an on-going basis. If the club is then approved following the procedure above, the Association and the School will negotiate the amount of the stipend. The total number of compensated clubs shall not increase in any single year by more than two.

C. Club advisors for activities at the Intermediate School will be compensated at the rate of $250 per semester for up to four activities annually. These advisor positions are to be determined by the Building Principal and approved by the Assistant Superintendent for Personnel.

## Year-End Procedures

All Clubs/Activities

Prior to the end of each school year, the club advisor will submit to the Building Principal a brief summary of the club's activities during that year and any recommendations for improvement of such organization club during the following year. The Association and the District may agree to replace listed clubs based on a review of club activity, student participation, relevance, and duration.

## Music and Robotics Pay Scale

| 2026-2030 | | | | |
|---|---|---|---|---|
| **Group I** | **Group II** | **Group III** | **Group IV** | **Group V** |
| **$1,484.70** | **$2,145.24** | **$3,215.84** | **$3,575.40** | **$4,470.26** |
| Marching Band - Summer Asst. | Marching Band Asst. (2) | Fall Color guard | Play Director | Marching Band Director |
| Drill Instructor | Musical Asst. SH (11) | Percussion Instructor | Winter Color guard | SH Musical Director |
| Jazz Ensemble | Brass Instructor | Theater Arts Coordinator | Marching Band Drill Designer | JH Musical Director |
| Stage Technician Fall Play | Percussion Ensemble Technician (Drum line) | | Percussion Ensemble Director (Drum line) | FIRST Robotics |
| Play Asst.(4) | Musical Asst. (Play) JH (9) | | | |

| | | | | |
|---|---|---|---|---|
| Cadet Guard Director | | | | |
| Color Guard - Technician | | | | |
| First Robotics Assistant | | | | |

JH/SH musical director may request payment from the District for up to 7 members of the pit orchestra to receive $400 each (14 total).

In the event a unit member's salary would be less under this Agreement than the prior year's schedule, the unit member will not be harmed by this Agreement with a reduction in pay.

## Music/Robotics Service Credit

Beginning July 1, 2026, an annual service credit of $400 will be awarded to those who achieve each of the following experience levels in a specified program (Drama; Robotics; Instrumental/Color Guard/Marching Band): 10 years, 15 years, 20 years.

Other Activities: Concerts/Musical Festival/Art Exhibit $225

Music Teachers: An after-school public performance of band, chorus, orchestra, soloists, and lasting for approximately one hour. The conductor will be limited to three paid concerts per building per year, but can submit for additional concerts, which must be approved by the District. Full payment per conductor per concert will require a 20+ minute performance. One-half of the payment will be made if the performance is less than 20 minutes, but more than 10 minutes. Commencement will be a paid assignment.

Festivals: The conductor will be paid for a maximum of four (4) festivals per year. When an event exceeds 8 hours (including multiday festivals) outside the workday, members will be paid an additional $40 per hour, up to $100 per event. Music teachers can submit for additional paid festivals, provided they are approved by the District.

Art Teachers: Art teachers will be paid for up to three approved events per year. Members may submit for additional paid events, which must be approved by the District.

Pep Band $71.08 per game.

## Teacher Leaders

Effective July 1, 2026: The following structure will be established for the teacher leader positions.

A. Job Descriptions and Qualifications
The job descriptions for Teacher Leader positions are developed collaboratively by principals, other administrators, and teachers, subject to approval by the Superintendent or their designee. By applying for a Teacher Leader position, applicants agree to the roles and responsibilities as outlined in the *Teacher Leader Handbook*. Additional positions may be added to this list upon written agreement between the District and the Association. The TLH will be jointly approved by the Superintendent or his designee and the Association President or his designee before it will take effect.

B. Postings and Appointments
All vacancies will be posted in accordance with the terms of this Agreement. Appointments are made annually by the Board of Education upon the Superintendent's recommendation, following consultation with administration. All Teacher

Leader positions must be assigned to a single teacher ; positions shall not be split or shared without the prior written approval of the Superintendent of Schools or their designee

C. Staffing Adjustments
If a Teacher Leader position becomes full-time (1.0 FTE) and requires the teacher to be released from all instructional assignments, the District reserves the discretion to leave that specific Teacher Leader position unfilled.

D. Evaluations and Renewal
Performance evaluations shall be conducted annually, utilizing the evaluation document outlined in the *Teacher Leader Handbook*. If an administrator intends to recommend that a teacher not continue in a Teacher Leader role, the affected teacher will receive written notification, and a conference will be held between the parties to discuss the recommendation.

| **Group 1 Title: $3,900** | **Number of Positions** | **Group 2 $3,000** | **Number of Positions** |
|---|---|---|---|
| 7-12 World Language (HS/JHS) | 2 | pK-8 ELA Intervention Specialist | 1 |
| 7-12 Math (HS/JHS) | 2 | pK-8 Math Intervention Specialist | 1 |
| 7-12 ELA (HS/JHS) | 2 | Multiage | 1 |
| 7-12 Science (HS/JHS) | 2 | UPK | 1 |
| 7-12 Social Studies (HS/JHS) | 2 | **STRAND 3 $2,100** | **Number of Positions** |
| pK-12 Computer Science | 1 | Tech Support<br>pK-6: 3<br>7-12: 2 | 5 |
| 7-12 Business | 1 | ECS SEL | 1 |
| 7-12 Technology | 1 | Primary SEL | 1 |
| 7-12 Art<br>pK-6 Art | 2 | **STRAND 4 $1,400** | **Number of Positions** |
| 7-12 Music<br>pK-6 Music | 2 | VIS Grade 4 Operations | 1 |
| 7-12 PE/Health<br>pK-6 PE/Health | 2 | VIS Grade 5 Operations | 1 |
| pK-12 Library | 1 | VIS Grade 6 Operations | 1 |
| pK-12 ENL | 1 | Aquatics Director | 3 stipends per school year $1425 |
| pK-12 Nurse | 1 | | |
| pK-12 Psychologist | 1 | | |
| pK-12 Social Worker | 1 | | |
| pK-6 Counselor<br>7-12 Counselor | 2 | | |
| Building Level Special Education | 5 | | |
| Elem Humanities (per grade level) | 7 | | |
| Elem STEM (per grade level) | 7 | | |

# INTERSCHOLASTIC ATHLETICS

## Coaching Positions

The number of coaches delineated on the following chart represents the minimum number of coaches for the respective position. Additional coaching positions may be assigned on an annual basis at the discretion of the district due to increased student participation or heightened safety and supervision requirements.

The district reserves the right to leave existing positions vacant where enrollment no longer supports fielding a team. New teams or programs may be established at a strand negotiated by the VTA and the District. The Athletic Director will notify the District and the VTA of anticipated changes to coaching positions at the start of each season.

## Coaches' Salaries

The experience level of a coach shall be determined as the number of years their has been paid to coach in the position to which their has been appointed during the current school year. Service rendered as a volunteer coach shall not be recognized, credited, or applied to the experience credit pay schedule below. In the event a unit member's salary would be less under this Agreement than the prior year's salary, the unit member will not be harmed by this Agreement with a reduction in pay.

| **Coaches' Pay Schedule** | | | |
|---|---|---|---|
| **2026-2030** | | | |
| **Group** | **1-4 Years** | **5-8 Years** | **9 and Up** |
| **1** | $5,699.43 | $7,162.92 | $8,793.06 |
| **2** | $5,047.98 | $6,513.49 | $8,140.60 |
| **3** | $4,395.52 | $5,861.03 | $7,498.24 |
| **4** | $4,150.09 | $5,699.43 | $7,326.54 |
| **5** | $3,582.47 | $5,047.98 | $6,675.09 |
| **6** | $3,094.64 | $4,559.14 | $6,187.26 |

## COACHING SERVICE CREDIT

Eligibility for longevity service credit and associated payments are strictly limited to current, active employees of the District covered by this Collective Bargaining Agreement.

1. Beginning July 1, 2026, the following service credit amounts will be awarded to coaches who have achieved one of the experience levels below:

- 10 years of credited coaching service to the District in one sport: $400
- 15 years of credited coaching service to the District in one sport: $800
- 20 years of credited coaching service to the District in one sport: $900

- 25 years of credited coaching service to the District in one sport: $1000

2. In the event a unit member's salary would be less under this Agreement than the prior year's salary, the unit member will not be harmed by this Agreement with a reduction in pay.

| **GROUP 1** | | |
|---|---|---|
| Basketball Head Coach | 2 | 1 B, 1 G |
| Football Varsity Head Coach | 1 | |
| Ice Hockey Varsity Head Coach | 1 | |
| Indoor Track and Field Varsity Head Coach | 1 | |
| Swimming & Diving Varsity Head Coach | 1 | B |
| Wrestling Varsity Head Coach | 1 | 1 B |

| **GROUP 2** | | |
|---|---|---|
| Baseball Varsity Head Coach | 1 | |
| Cheerleading Varsity Winter Head Coach | 1 | |
| Cross Country Varsity Head Coach | 1 | |
| Flag Football Varsity Head Coach | 1 | |
| Football Associate Head Coach | 1 | |
| Lacrosse Varsity Head Coach | 2 | 1 B, 1 G |
| Soccer Varsity Head Coach | 2 | 1 B, 1 G |
| Softball Varsity Head Coach | 1 | |
| Strength & Conditioning All Annual Coordinator | 1 | |
| Swimming & Diving Varsity Head Coach | 1 | G |
| Volleyball Varsity Head Coach | 2 | 1B, 1G |
| Track & Field Varsity Head Coach | 1 | |

| **GROUP 3** | | |
|---|---|---|
| Alpine Skiing Varsity Head Coach | 1 | |
| Basketball Varsity Assistant | 2 | 1 B, 1 G |
| Basketball JV Coach | 2 | 1 B, 1 G |

| | | |
|---|---|---|
| Bowling Varsity Head Coach | 1 | |
| Cheerleading Varsity Fall Head Coach | 1 | |
| Cheerleading Varsity Winter Assistant | 1 | |
| Cheerleading Winter JV Coach | 1 | |
| Football Varsity Assistant | 3 | |
| Football JV Coach | 1 | |
| Golf Varsity Head Coach | 2 | 1 B, 1 G |
| Ice Hockey Varsity Assistant | 1 | |
| Indoor Track and Field Varsity Associate Head Coach | 1 | |
| Tennis Varsity Head Coach | 2 | 1B, 1G |
| Wrestling Varsity Assistant | 1 | 1 B |
| Wrestling JV Coach | 1 | |

| **GROUP 4** | | |
|---|---|---|
| Baseball Varsity Assistant | 1 | |
| Baseball JV Coach | 1 | |
| Basketball Modified Coach | 5 | 3 B, 2 G |
| Basketball Unified Head Coach | 1 | |
| Cheerleading Winter Modified Coach | 1 | |
| Flag Football Varsity Assistant | 1 | |
| Flag Football JV Coach | 1 | |
| Football JV Assistant | 2 | |
| Football Modified Coach | 2 | |
| Indoor Track & Field Varsity Assistant | 3 | |
| Indoor Track and Field Modified Coach | 1 | |
| Lacrosse Varsity Assistant | 2 | 1 B, 1 G |
| Lacrosse JV Coach | 2 | 1 B, 1 G |
| Soccer Varsity Assistant | 2 | 1 B, 1 G |
| Soccer JV Coach | 2 | 1 B, 1 G |
| Softball Varsity Assistant | 1 | |
| Softball JV Coach | 1 | |
| Swimming & Diving Varsity Assistant | 4 | 2 B, 2 G |

| | | |
|---|---|---|
| Swimming & Diving Modified Coach | 1 | |
| Track and Field Varsity Associate Head Coach | 1 | |
| Volleyball Varsity Assistant | 2 | 1 B, 1 G |
| Volleyball JV Coach | 2 | 1 B, 1 G |
| Wrestling Modified Coach | 1 | |

| **GROUP 5** | | |
|---|---|---|
| Alpine Skiing Varsity Assistant | 1 | |
| Cheerleading Varsity Fall Assistant | 1 | |
| Cheerleading JV Fall Coach | 1 | |
| Cross Country Varsity Assistant | 2 | |
| Flag Football JV Assistant | 1 | |
| Football Modified Assistant | 3 | |
| Golf JV Coach | 2 | 1 B, 1 G |
| Indoor Track & Field Modified Assistant | 3 | |
| Lacrosse JV Assistant | 2 | 1 B, 1 G |
| Soccer JV Assistant | 2 | 1 B, 1 G |
| Tennis JV Coach | 2 | 1 B, 1G |
| Track & Field Varsity Assistant | 3 | |
| Track & Field Modified Coach | 1 | |

| **GROUP 6** | | |
|---|---|---|
| Baseball Modified Coach | 3 | |
| Bowling Unified Head Coach | 1 | |
| Cheerleading Fall Modified Coach | 1 | |
| Cross Country Modified Coach | 1 | |
| Flag Football Modified Coach | 1 | |
| Lacrosse Modified | 2 | 1 B, 1G |
| Soccer Modified Coach | 4 | 2 B, 2 G |
| Softball Modified Coach | 2 | G |
| Tennis Modified Coach | 2 | 1 B, 1 G |

| | | |
|---|---|---|
| Track & Field Modified Assistant | 3 | |
| Volleyball Modified Coach | 3 | 1 B, 2 G |

## Article IV: Health Insurance

The Board agrees to continue the hospital/medical insurance plans in effect as of the signing of this Agreement, or a comparable insurance plan mutually agreed upon by the District and the Victor Teachers Association, applicable to all persons covered under this Agreement. As of July 1, 2026, the hospital/medical insurance plans in effect for this Agreement will be the Blue Cross/Blue Shield Finger Lakes Area School Health Plan (FLASHP), FLASP Blue Point 2 Select, Blue Point 2 Value, Health Blue PPO 25/40, and Health Blue HDHP $1500/3000 $1,800/$3,600. In the event the carrier in force or FLASHP ceases to offer any options listed above the district and the association mutually agree to find a comparable substitute with a comparable actuarial value.

A. **Health Insurance Plans:** Effective January 1, 2027, the HDHP plan is considered the base plan for all unit members.
    a. HDHP Plan premium contribution: The District will contribute toward the premium of the HDHP plans according to the following schedule:
        i. 2026-2027 - **99%**
        ii. 2027-2028 - **99%**
        iii. 2028-2029 - **98%**
        iv. 2029-2030 - **97%**
    b. Co-Pay plan premium contribution:
        i. July 1, 2026, through December 31, 2026, the District will contribute **84%** of the Co-Pay premium.
        ii. From January 1, 2027 onward, the unit member will be responsible for the cost of any unpaid portion of the base plan premium, plus any premium difference between HDHP and the higher-priced plan, minus an amount equal to the corresponding HSA contribution for those enrolled in the HDHP.
    c. Unit members hired between January and December of any school year who choose to enroll in an HDHP outside the HDHP open enrollment period will have two options:
        i. Enroll in a Co-Pay plan until standard open enrollment for a January 1 start on an HDHP, and be subject to Co-Pay plan premium contribution as described in section A.b Or
        ii. Enroll in an HDHP upon hire and receive a prorated portion of their 1st-year HSA Contribution. January 1, would constitute their 2nd year of enrollment, and their HSA contribution as indicated below in paragraph B.c.

B. **Health Savings Account (HSA) Contributions:** For unit members enrolled in an HDHP plan who are eligible to make or receive HSA contributions, the District will contribute to an HSA account. Pursuant to the previously signed Memorandum of Agreement, the final HSA contribution for members already enrolled in HDHP under the previous contract shall be made on July 1, 2026 while remaining in the prior fiscal year. For the purposes of this agreement, the first payment for all members enrolled in the HDHP will be made on January 1, 2027 in accordance with the stipulations outlined below.
    a. The standard plan year for the HDHP will be January 1 - December 31, in accordance with Excellus policy.
    b. First Year Enrollment in HDHP
        i. Unit Members who enroll for the first time in an HDHP plan during the standard open enrollment period will receive 100% of the HDHP deductible on the first business day on

or after January 1. They will not receive a second payment on July 1 of their first plan year. This is a one-time benefit available only during the unit members' first year of enrollment in an HDHP plan.

ii. Unit members hired outside the HDHP open enrollment period will have two option as indicated in paragraph B.c above.

c. Second Year of Enrollment in HDHP and beyond:

i. Effective January 1, 2027, unit members enrolled in an HDHP plan who are beyond their first year of enrollment will receive 80% of the deductible amount contributed to an HSA yearly, distributed as follows:

1. Half of the district contribution on the first business day after January 1
2. Half of the district contribution on the first business day after July 1

d. All general-purpose HRA accounts held by unit members who convert to an HDHP plan will be automatically converted to a limited-purpose and post-deductible HRA when the HDHP coverage begins

C. Any unit member who elects not to take health insurance coverage from the District shall receive a payment of $1,200. The payment will be made in two equal payments in January and June of each school year. In order to be eligible for the payment, the unit member must provide proof of coverage by another carrier. In the event the unit member, due to unforeseen circumstances resulting in loss of coverage, must rejoin the District's health insurance plan mid-year, the stipend will be prorated accordingly.

D. The Board will pay 65% of the dental plan. Unit members will pay 35%.

E. Unit members not enrolled in the HDHP will have the opportunity to participate in the District's Flexible Spending Plan.

F. In the event that the health insurance plans, costs, or benefits provided for in this Agreement will result in a penalty or tax or are otherwise impacted by the federal or state legislation, rules and/or regulations issued in relation to the Patient Protection and Affordable Care Act, the Health Care and Education Reconciliation Act of 2010, and/or any other legislation, rule or regulation, either party may re-open negotiations on the issues of wages and health care, upon ten (10) calendar days prior notice. If after 90 days from the notice to re-open an agreement is not reached, the District and employees impacted will be responsible for equally sharing the cost of any resulting excise tax or penalty that is imposed upon the plan, the plan sponsor and/or plan administration or the District.

G. All unit members not otherwise eligible for coverage pursuant to Article XV, shall be eligible to enroll in coverage under an alternate District-offered plan, Unit members electing to enroll in coverage under such plan shall be responsible for 100% of all applicable premium contributions and costs. The District shall have sole discretion regarding which plan shall be offered to unit members under this section.

## Article V: Death Benefit Insurance

A five thousand dollar term death benefit insurance policy will be provided by the District.

## Article VI: Professional Discipline

The Board and the Association accept the premise that basic to the recognition of the teacher as a professional is the fact that teachers must be prepared to assume the responsibilities applicable to their role as teachers and to the conditions set forth in this Agreement. Upon written request of the Administration, the Executive Committee of the Association shall take whatever action it deems appropriate when such responsibilities are not met.

Any member of the Association may submit a recommendation in favor of tenure to the Building Principals, who in turn shall submit such recommendation to the Superintendent. The recommendation shall be advisory only.

The parties agree that the District may exercise its right to postpone tenure appointments for new teachers until the fifth year of that teacher's probationary appointment. Jarema Credit, if appropriate, shall be awarded in accordance with New York State Law.

Probationary teachers may be discharged and removed from the teachers' salary schedule subject to the Fair Dismissal Procedure set forth hereinafter:

In the event a recommendation is to be made that a probationary teacher not be granted tenure or that the services of a probationary teacher be discontinued, the teacher shall be notified of the intended recommendation at least thirty (30) days in advance of the Board meeting at which the recommendation will be considered, and shall also be notified of the date of that Board meeting. If the teacher makes a written request not later than twenty -one (21) days prior to that meeting for a written statement setting forth the reasons for the recommendation, they shall be furnished with such a written statement within seven (7) days thereafter. The teacher may file a written response to such statement with the District Clerk no later than seven (7) days prior to the date of the Board meeting.

In addition to the foregoing, a teacher who is under dismissal proceedings shall, upon written request, be granted a closed hearing before the Board of Education to be held prior to the date when action shall be taken by the Board. The purpose of this meeting will be to provide full disclosure by both parties relative to the dismissal. The Board shall use the information gained at this hearing in making its determination.

Any unit member whose services are to be terminated will be notified of same by May 1st of the school year and no unit member will be dismissed after said May 1st except in the event of unforeseen circumstances.

## Article VII: Association Representation

Association Representative defined: Within five (5) days after Association Officers are selected, and subsequently as changes occur, the Recording Secretary of the Association shall notify Building Principals and the Superintendent in writing of the names of the unit members who have been selected. Only unit member so designated in writing will be recognized by the Board or Administration as accredited representatives of the Association.

A. Association Activities: The Board and Administration will not discriminate against any unit member because of Association activities.

B. The VTA president will be given 0.2 release time for the 22-23 school year and .4 release time each subsequent year.

C. The Association will be granted ten (10) days or 1/2 day equivalents during each of the contract years for Association activities. The use of these days will be determined by the President of the Association. The Association is to give prior notice to the Superintendent, and the time is not to interfere with the unit member 's responsibilities. The cost of the substitute will be borne by the Association.

D. The Superintendent shall provide time for the Association to meet with all new unit member during the District orientation session that is held prior to the opening of school.

E. The Association agrees that its Grievance Committee will handle all grievance matters outside of working hours whenever possible. Association Grievance Committee representatives shall be permitted to handle grievances arising under this Agreement in their area of jurisdiction during

working hours without loss of compensation, provided that the time so spent is devoted to the prompt handling of grievances in accordance with Article V, Grievance Procedure, and the time spent does not interfere with classroom activity. The Superintendent agrees to provide a Building Committee Representative with notification of any written grievance filed by an aggrieved unit member, in the event a representative of the Association is not involved as an initial participant.

F. Grievance Committee Building Representatives: A Grievance Committee Building Representative's activities during work hours shall include the following functions:

1. To consult with a unit member or unit member regarding the presentation of the unit member grievance.
2. To present a grievance to the Administration as provided in the Grievance Procedure of the Agreement.
3. To meet with an appropriate Administrator or other designated representative of the Board when necessary, to adjust grievances in accordance with the Grievance Procedure of this Agreement.

Grievance Committee and President: The Association activities of the Grievance Committee and the President during work hours shall not interfere with classroom activity.

G. Released Time NYSUT Representatives Assembly: Delegates of the Association will be granted released time with pay to attend the annual NYSUT Representatives Assembly. It is understood that any expenses, including the cost of substitutes, will be borne by the Association.

H. The Superintendent and the appropriate Building Principal will make every effort to relieve the Association President of all supervisory duties in grades 7-12, and provide an equivalent amount of time with aide in grades K-6. This period of time will be utilized by the President for the performance of his/her duties directly related to the administration of the contract between the District and the Association. The Association President can request discussions regarding additional time with the Superintendent.

I. The Superintendent or designee will meet at least monthly with the VTA President or designee to discuss matters pertaining to employment of unit members. These meetings shall not consider grievances and shall in no way abrogate or modify Article II, Administrative Rights, or the provisions of Article XXV, Complete Agreement.

## Article VIII: Grievance Procedures

Introduction: The Association President and the Superintendent shall jointly interpret this Agreement during its duration in a sincere effort to obviate unnecessary grievances. Should differences arise between the Administration and its unit members with respect to the terms and provisions of this Agreement, an earnest effort shall be made to settle such differences promptly between the Administration and the Association in a manner hereinafter outlined. In all instances where the Association's representative is mentioned, it is understood that the President of the Association may designate another member of the Association to replace that officer.

Definition: The term "grievance" as used in this Agreement shall mean any claimed violation, misinterpretation or inequitable application of the terms of this Agreement. The provisions of the Administrative Rights Article shall not be deemed to preclude the application of the grievance procedure as hereinafter set forth.

All grievances shall be presented and processed promptly according to the following procedure: Grievance Steps:

Step l: An aggrieved unit member and/or the Association's Grievance Committee Building Representative shall present the grievance in writing to the unit member's Building Principal for discussion. This meeting shall be held as soon as possible and, in all events, no later than twenty (20) regular work days after the unit member or the Association knew or should have known of the action which led to the complaint:

The Principal shall give their oral answer to the grievance no later than two regular work days after the oral discussion is completed.

Step 2: If a satisfactory settlement is not reached in Step 1, a Joint Committee will meet within 20 business days from notice that Step 1 did not resolve the issue and review the matter at hand to determine whether or not the matter can be resolved. A decision from the Committee will be rendered within ten business days from the initial Committee meeting. The Committee shall consist of up to 2 Superintendent designees and up to 2 VTA President designees.

Step 3: If a satisfactory settlement is not reached in Step 1 or Step 2, the Association President may submit the grievance in writing to the Superintendent within ten regular work days from the date of the Joint Leadership Committee Decision. A discussion of the written grievance will be held among the aggrieved unit member, the Association President, the aggrieved unit member 's Building Principal and the Superintendent. This discussion will take place as soon as possible, and in all events no later than three regular work days after presentation of the written grievance to the Superintendent. The Superintendent will give their written answer to the grievance within three regular work days after this discussion.

Step 4: If the written answer in Step 3 does not resolve the grievance, the Association President may request in writing a hearing before the Board. This request will be made to the President of the Board within ten regular working days following receipt of the written answer provided in Step 3 above. The Board shall answer the request in writing, giving the time and place of the subsequent meeting. The Association President shall acknowledge this communique in writing.

This review of the grievance will take place as soon as possible and, in all events, no later than five regular working days following the request for such hearing. This review shall permit the Grievance Committee to present the grievance to a majority of the Board. The Board shall give its written answer to the grievance within five regular working days after the adjournment of the Step 3 meeting.

Administration Grievance: If the Administration desires to file a grievance against the Association, such grievance will be presented in writing, signed by the Superintendent, and submitted to the Association President within five regular working days from the date of the action upon which the grievance is based. The Association will give the Board its written answer to the grievance within five regular working days after adjournment of the Step 4 meeting.

Time Limits: All time limits set forth in this Article shall be strictly adhered to unless the parties agree to an extension of such time limits in writing in one or more steps. In the event there is a violation of any of the time limits by the Association, the grievance shall be declared null and void. In the event there is a violation of any of the time limits by a Board representative or the Administration, the grievance may be advanced to the next applicable step of the grievance.

Grievances: All grievances presented in writing shall contain the following:

1. A statement of the facts upon which the grievance is based.
2. The law, rule, regulation, policy, or section of the written agreement alleged to have been violated.
3. The corrective action requested. When a grievance originates which includes two or more unit members, one aggrieved unit member will be selected by the Association to act for the group as the aggrieved unit member throughout the various steps of the grievance procedure.

It is recognized that grievances may arise which involve Board or administration actions relative to the application of the provisions of this Agreement which are not under the direct jurisdiction of the Building Principal; and in such instances, the grievance will be reduced to writing, signed by the Chairperson of the Grievance Committee, and submitted in Step 3 of the grievance procedure to the Superintendent. All other grievances must be submitted in Step 1 of the grievance procedure.

The Administration and the Association shall be responsible for taking their own notes during each step of the grievance procedure and maintaining their own individual grievance records. Both parties shall be entitled to a copy of all written documents submitted during any step of the grievance procedure.

The preparation and processing of grievances, insofar as practicable, shall be conducted during the hours of employment. All reasonable effort will be made to avoid interruption of classroom activity and to avoid involvement of students in any phase of the grievance procedure.

No interference, coercion, restraint, discrimination, or reprisal of any kind will be taken by the Board or by any member of the Administration against the aggrieved party, or any other participant in the grievance procedure or any other person by reason of such grievance or participation therein.

All documents, communications, and records dealing with the processing of a grievance shall be filed separately from the personnel files of the participants. The above records shall be available for inspection by the aggrieved employees and/or their representative and the Board and the Administration, but shall not be deemed a public record.

## Article IX: Arbitration

A. Contract Grievances

All grievances which have not been settled by the Grievance Procedure outlined in Article V, Grievance Procedure, shall be subject to arbitration at the request of either the Board or the Association. No items of dispute may be submitted to arbitration which are not within the terms of this Agreement or which are intended to question or limit the exercise or non-exercise of rights exclusively reserved to the Board and the Administration in Article II, Administrative Rights.

If either party desires to request arbitration, the following procedure will be followed:

The party requesting arbitration shall notify the other party in writing of its desire to submit a grievance to arbitration within ten (10) regular working days following the receipt of the written reply, as provided in Article V, Grievance Procedure, last sentence, Step 4.

Upon receipt of this written notice provided for in the above paragraph, the parties will jointly attempt to agree on a mutually acceptable arbitrator competent in the area of labor arbitration and will obtain a commitment from such arbitrator to serve. If within ten (10) regular working days following written notification requesting arbitration the parties are unable to agree upon an arbitrator and/or unable to obtain a commitment from such arbitrator to serve, the moving party of the grievance shall file a demand for arbitration with the American Arbitration Association in accordance with the rules of that Association. The decision of the arbitrator shall be binding on both parties.

Before the written submission of the grievance to the arbitrator, the Board and the Association's Grievance Committee shall meet and determine the issue(s) to be submitted to arbitration. Failing an agreement on the issue(s) involved, each party shall submit in writing to the arbitrator, with a copy to the other party, the issue(s) they believe are to be determined by the arbitrator.

The jurisdiction of the arbitrator shall be limited to the adjudication of grievances, and they shall have no power to arbitrate away in whole or in part, or to add to or subtract from, or modify any of the express provisions of this Agreement. The arbitrator shall confine their decision solely to the issue(s) submitted to them by the parties, and their decision shall be binding on both parties. Only one grievance may be arbitrated at a time unless the parties mutually agree otherwise in writing.

The fees and expenses of the arbitrator and the costs for the hearing room will be shared equally by the Board and the Association. All other expenses shall be borne by the party incurring them, and neither party shall be responsible for the expenses of witnesses called by the other.

B. 3020-a Option

1. In the event the Board finds probable cause exists for charges to be brought against a tenured employee pursuant to Education Law, Section 3020-a, the employee may elect to waive the statutory procedures under Section 3020-a and elect arbitration of the charges under Article VI based on just cause consistent with Education Law Section 3020-a.

2. The staff member shall notify the Superintendent in writing of their choice of procedure within ten (10) days of the receipt of the statement of charges. The statement of charges shall state the discipline to be administered.

3. Failure of the staff member to notify the Superintendent of their choice of procedures within the specified time period shall be deemed a waiver of rights to pursue either procedure.

4. Any suspension prior to the arbitration hearing shall be in accordance with the law at the time of suspension.

5. The parties agree to select an arbitrator pursuant to the rules of the American Arbitration Association and set up dates for a hearing as quickly as possible without undue delay. The arbitrator will render a decision within the time specified under Education Law §3020-a.

6. The costs of the arbitration shall be borne equally by the District and Association. The decision of the arbitrator shall be final and binding.

## Article X: Leave of Absence

A. Sick Leave

1. Sick Leave -- Any unit member on the salary schedule shall be eligible for **twelve (12)** days paid sick leave during any one school year. Any unused sick leave shall be carried over and accumulated from year to year to a maximum of 240 days. Sick leave shall be defined as personal illness or injury of the unit member. The Administration may require medical opinion relative to such illness or injury.

A unit member who has reached the maximum number of 240 sick days shall receive 12 sick days commencing at the beginning of the year after the individual achieves such maximum. Thereafter, absenteeism due to illness shall be deducted from the 12 days as needed before diminishing the maximum accumulated sick days.

2. Sick Leave Bank -- The Board will maintain a sick leave reserve to aid unit memberswho suffer prolonged illness and whose sick leave becomes exhausted during an extended period of illness or disability. unit members may apply for Sick Bank withdrawal at any time but will not receive benefits until all their accumulated sick leave is exhausted.

a. For each year of this Agreement and in each subsequent year during which the sick leave bank continues in effect, the maximum number of days available in the bank will not exceed approximately 500 days.

b. Each unit member on initial enrollment in the bank will donate two days of their sick leave to the bank and one day each year for two additional consecutive years. No more days will be added, except by members in their first three years of enrollment, until the bank is depleted to 250 days. In the event the bank is depleted to 250 days, all members who are not in their first three years of enrollment in the bank will have one additional day deducted from their accumulated sick days to be added to the sick bank. Members will be notified that this deduction will occur by the office of the Assistant Superintendent of Personnel and will be offered one week to withdraw from the bank in writing prior to the day being deducted. Upon withdrawal from the bank, the days contributed would be forfeited. No further action will be required of existing members. The chairperson of the sick leave bank committee will be responsible for the bookkeeping in cooperation with the Assistant Superintendent for Personnel.

c. Once in the bank, a member cannot withdraw except in writing to the Association President and the Assistant Superintendent for Personnel. The days contributed would be forfeited. The Association President will as soon as possible notify the District Office in writing of any unit member withdrawal.

d. New participating unit member must indicate an interest in the bank and make their contributions by October 1st of each year, or by the 30th day after date of hire or return.

e. Only active members of the bank may withdraw days. A member may not withdraw days from the bank until their own accumulated sick leave is depleted. In any case, the participant must have been absent because of illness for 15 consecutive school days prior to commencement of the sick leave bank benefits.

f. A committee, consisting of two members appointed by the President and two members appointed by the Superintendent, will be responsible for procedure and guidelines to administrator the bank.

g. The committee will request a written statement of the unit member 's physical condition from a duly licensed physician.

h. Part-time unit members shall donate days to the bank on a pro-rated basis in accordance with their appointment. Should they need to withdraw days, those days, if awarded, shall be pro-rated in accordance with their appointment.

i. Sick Bank Procedures

1. The unit member will submit a completed application to the Sick Bank Committee through the Sick Bank Chairperson. Applications can be obtained from the Personnel Office or Sick Bank Committee Chairperson

2. The application will include a written statement from a duly licensed New York State physician certifying that the applicant suffers from serious illness

3. The committee will have five working days to reply

4. Upon approval, benefits will commence immediately after conditions outlined are satisfied.

5. If a unit member who has qualified for Sick Bank benefits resumes their teaching duties, and then experiences a related recurring illness, the Committee will consider an application for extended benefits upon the receipt of a written statement from a licensed New York State physician.

6. Any unit member participating in the bank will be initially limited to withdrawing from the bank up to a total of 60 days. The unit member may then reapply to the Committee for further coverage.

The maximum number of days a unit member may receive from the Sick Leave Bank shall be determined on an individual basis by the Sick Bank Committee.

7. A unit member who is eligible for initial membership in the Victor Teachers' Association Sick Leave Bank, but who did not join, may become a member by donating four sick days. They may not, however, become eligible to receive benefits for a period of 10 weeks from the date of joining. The deadline for new membership is October 1st or 30 days from the date of hire or return from a leave.

B. Bereavement, Family Illness or Emergency Leave

A maximum of **three (3)** paid days during any one school year shall be allowed for illness in the family or the death of someone in the family or a close friend of the staff member. These days will accumulate as sick leave. Additional days may be allowed subject to the discretion of the Superintendent.

C. Personal Leave

Any unit member on the salary schedule shall be eligible for **three (3)** paid days during any one school year to be used for personal business which cannot be conducted except during the school day. In the event of an emergency and the unit member has used all personal days, the unit member may submit a written application to the Superintendent requesting permission to use a sick leave day.

Whenever possible, personal day requests should be submitted in WinCap per district procedure no later than two days in advance, indicating the dates of such requests. A specific reason for days of personal obligation shall not be required or requested. Any unused personal days shall accumulate as sick days at the end of the school year.

The Administration reserves the right to reject such a personal day request if it extends a school vacation or interferes with review prior to examinations. It is agreed that personal leave is not to be taken for recreational or vacation purposes.

Requests for a personal day to extend a vacation must be made in writing to the Assistant Superintendent for Personnel no less than two weeks prior to the date requested and must be accompanied by documentation to verify the event. Requests must include the requisite documentation and be made within the two week time frame or they may be declined. An exemption from this requirement will be made in the event of the funeral of a family member.

The district will grant personal time that extends a school vacation for the following purposes:

The member is in a wedding or a family member has a wedding or wedding rehearsal takes place on the day of work or necessitates travel during the workday in order to be present at the time of the event.

- A member's child has an official college event (college visit/open house/graduation/orientation) that takes place during the workday for which the date is set by the institution or necessitates travel during the workday in order to be present at the time of the event.
- A member's child has a school sponsored, extra-curricular event that takes place during the workday or necessitates travel during the workday in order to be present at the time of the event.
- A member's immediate family member receives an award or recognition that takes place during the workday or necessitates travel during the workday in order to be present at the time of the event.

- A member has a funeral in the family but has no additional bereavement days

The District and Association agree that this list is not exhaustive and the district will have sole discretion to grant personal days that extend a school vacation on a case by case basis.

The approved absence or leave of a VTA member that is not delineated in the collective bargaining agreement shall be deemed an unpaid day and as such, the employee will not receive wages. The granting of unpaid days is at the sole discretion of the Superintendent or their designee. Employees seeking unpaid time must submit their request to the Assistant Superintendent of Personnel at least 2 weeks in advance and provide supporting documentation to justify that request.

The employee shall be responsible for paying the full cost of any district-sponsored health insurance plan for the entirety of the period of unpaid leave; this shall not include unpaid days taken pursuant to the Family and Medical Leave Act or as a result of a documented incident outside of a member's locus of control.

The calculation used to determine the additional daily rate of insurance is the district's share of the monthly premium, divided by 20 days, multiplied by the number of unpaid days.

D. Childbearing Leave (Medical Disability)

Effective July 1, 2026, unit members returning from a board-approved medical disability leave for childbirth shall be eligible for a replenishment of sick leave days.

Unit members shall be credited up to twenty (20) individual illness (sick) days to replenish the accrued sick days actually utilized during their period of physical disability. Upon return to work and with the proper documentation, the unit member will be reimbursed up to ten (10) days at the completion of 6 calendar months and the remainder of the days at the completion of twelve (12) calendar months. The reimbursement numbers may be prorated based on the total number utilized.

Regardless of the length of the medical disability leave or the total number of days utilized, the maximum replenishment credit shall remain capped at twenty (20) days. Days drawn from the Union Sick Leave Bank are strictly excluded from replenishment eligibility.

Child Rearing Leave

Effective July 1, 2026, members may use up to fifteen (15) sick days for the purpose of child rearing immediately following the birth or adoption of a child, including surrogacy. The 15 sick days are a standalone benefit and shall not be combined with family emergency, personal leave or additional sick days to extend this benefit. Additionally, the child rearing leave cannot be combined with Childbearing Leave (Medical Disability) reimbursement benefit.

E. Visitation Days

Visitation days may be granted to a unit member upon request to a Building Principal for the purpose of observing and strengthening the instructional program of the District, such visitation to occur within or outside of the Victor Central School District with no loss of pay.

F. Leaves Without Pay

Whenever possible, unit member s desiring leaves of absence without pay, other than maternity, paternity, adoption, or extended sick leave (a discretionary leave), shall file a written request for such leave with the

Superintendent by March lst of the school year prior to that in which the leave is desired. The Administration may require a physician's statement of fitness to perform the duties of the job in the case of a unit member returning from any leave of absence which includes a period of disability. For the leaves outlined below, a unit member may apply to return from such leave for the beginning of a school year or semester only, and application for such return must be made by March 1st if the return will be at the beginning of the school year, or by October 1st if the return will be for the beginning of the second semester.

Professional Growth Activity Leave - In order to provide an opportunity to members of the professional staff to perform in an activity of special significance, which will result in professional growth, one leave of absence without pay shall be granted to a tenured teacher by the Superintendent with the approval of the Board of Education for every 125 full-time professional staff or majority thereof. The leave of absence may be one or two years in duration in the following areas: an elected or appointed office; or to join the Peace Corps, VISTA or Teacher Corps. The tenured professional staff member is to file a written request with the Superintendent indicating the purpose and/or details of the request. Upon return, provided the activity performed during the absence in accordance with the foregoing involves a teaching activity only, such teacher shall be entitled to reinstatement to a position in the District comparable to the one held prior to the leave and shall re-enter the school at the salary level they should have attained had they remained in the District. For other activities the teacher shall return to the District at the same salary level in existence at the time of departure.

1. Other Discretionary Leaves - Leave of absences without pay may be granted upon written request at the discretion of the Superintendent. The Association may make recommendations to the Superintendent concerning such requests, but the granting or disallowance of leaves of absence without pay or the return to active employment of unit member s after leaves in excess of one year shall not be a matter subject to the grievance procedure. A unit member returning from a leave of absence without pay after the start of a new semester may be assigned to another position in their tenure area at the discretion of the Superintendent. A unit member returning from a leave of absence without pay before the start of a new semester shall be reinstated to their former position, if available, or, if not, a position in his/her tenure area.

2. Leave for Armed Forces - An employee serving active military duty shall be entitled to such leave of absence, reinstatement, and other rights as are provided under the New York State Military Law, including but not limited to Sections 242 and 243 thereof, and the Federal Selective Service Act of I 967, as amended.

3. Child Care Leave - A unit member will be granted a childcare leave provided that the unit member gives at least 90 days notice prior to the commencement of the leave. Such notice is to be given so that the District will have the opportunity to obtain a qualified substitute unit member. The request for childcare leave shall include the date when the unit member wishes to commence the leave, as well as the anticipated date of return from the leave.

The childcare leave shall be for a period not to exceed two years commencing from the date the leave is taken. A unit member may apply to return from such leave for the beginning of a school year or semester only, and application for such return must be made by March 1st if the return will be at the beginning of the school year or by October 15th if the return will be for the beginning of the second semester. The unit member shall be reinstated to the former position, if available, or if not, to a position in their tenure area. The Board shall give the unit member the option of continuing dental and health insurance coverage through the group plan at the unit member 's expense during the childcare leave.

Adoption Leave - A leave of absence shall be available on request for a period not to exceed two years to a unit member adopting a child up to ten years of age or younger, or a child with a disability. This leave shall be available for the first year after the adoption of the child or the leave shall commence prior to receiving such custody if it is necessary to fulfill the requirements for adoption. A written request for such leave shall be submitted as soon as is reasonable under all the circumstances, but in no event later than 90 days prior to the commencement of the leave, except in case of emergency, in order to afford the District the greatest opportunity to obtain a qualified substitute. However, it is understood that a unit member adopting a child may commence the leave sooner than the 90 days provided for above in case of an emergency.

The unit member shall provide the District with sufficient verification of such adoption or a letter from the adoption agency stating that the leave prior to the actual adoption is a necessary condition of the adoption. A unit member may apply to return from such leave for the beginning of a school year or second semester only, and application for such return must be made by March 1st if the return will be at the beginning of the school year or by October 1st if the return will be made for the beginning of the second semester. The returning unit member shall be reinstated to their former position, if available, or, if not, a position in their tenure area.

The Board shall give the unit member the option of continuing coverage through the District's group plan at the unit member 's expense during adoption leave.

4. Teacher Exchange Leave - Upon recommendation of the Superintendent and approval by the Board of Education, a tenured teacher may be granted a leave of absence for one or two years without pay, for the purpose of participation in a teacher exchange program. Such leave shall be mutually arranged by the teacher, their Building Principal, and the Superintendent, and may be granted to one teacher annually. Upon return, such teacher shall be entitled to reinstatement to a position in the District, comparable to the one held prior to the leave, and shall re-enter the system at that salary level he or she would have attained, had they remained in the District. All applications for Teacher Exchange Leaves shall be submitted to the Board of Education by March 1st of the school year prior to that in which the leave of absence is requested. Teaching Assistants and nurses are not eligible.

5. FMLA

All leave and benefit provisions of this Agreement will be counted towards the leave and benefit provisions of the Family and Medical Leave Act of 1993 where applicable. FMLA leave and benefits will be applied for eligible employees if the contractual leave and benefits provide less than the FMLA.

G. Job Share

Tenure unit members may apply for job sharing. The District will determine the availability of the job sharing positions. Teacher(s) wishing to share a position shall apply in writing to the Superintendent of Schools by March 1st. Application should be made on a one-year basis and must be reviewed every year.

a. Job Sharing shall be defined as two (2) Association members sharing one (1) full-time position. Job sharing assignments shall be filled only by Association members who have agreed to work together under a mutually developed plan.

b. Unit members shall be paid on a prorated basis of their appropriate salary schedule.

c. Unit members shall retain full seniority earned prior to becoming a job sharer. Additional seniority shall not accrue during the time served job sharing.

d. Job sharers shall attend full workshop days, open house, and such other professional meetings as may be required without the payment of additional salary.

e. Job sharers may substitute for each other with the approval of their supervisor.

f. Applications may or may not, in the Superintendent's sole discretion, be approved on a yearly basis.

1. If denied, the unit member shall be notified no later than May 1st, and the reason for denial will be given in writing.

2. At the time an application is approved, the unit member(s) shall agree in writing:

- to their school and subject assignment for the year and
- to the rate of compensation for the assignment.

g. Job sharers shall be granted a leave of absence from their prior positions for the time of the job share. Upon the conclusion of a job-sharing position, a unit member shall return to a full-time position in the District, consistent with the Education Law and this Agreement with all rights and benefits unless the job sharing position is continued for another year.

h. Job sharers shall be entitled to all provided benefits at the level consistent with their part- time status.

## Article XI: Sabbatical Leave and Teacher Awards

A. Sabbatical Leave

Consistent with the intent of the Board of Victor Central School District to provide and maintain an atmosphere which stimulates, encourages, and assists the professional growth and development of the teachers and strengthens the instructional program of the District, the following Sabbatical Leave Policy is adopted:

1. At the discretion of the Board of Education, not more than one full year or two half years' sabbatical leave may be granted during one school year.

2. A permanently certified teacher who has served the District for seven years may, upon recommendation of the Superintendent, and with the approval of the Board of Education, be granted a leave of absence for study or travel.

3. Applicants must file with the Superintendent a statement of the definite purpose for which the leave is desired. If the leave is for study, the institution and the courses to be taken must be stated. In case of travel, the specific objectives which are sought through such travel must be stated. The statement shall also indicate the definite benefits to the District that may accrue as a result of the applicant's proposed study or travel program.

4. Application must, whenever possible, be submitted by the first of March prior to the year in which leave is desired. A written decision must be received by the applicant within thirty (30) days from the date of receipt of application by the Board of Education.

5. Priorities in Selection -- In case the number of applicants exceeds the number of sabbatical leaves allocated, the selection will be based on the following criteria:

a. The best interests of the District in making this investment in the professional growth of the recipient shall be considered in selecting the successful applicant.

b. The need to strengthen a department or to prepare a person in an area of great shortage shall be considered.

c. Total length of service in the District will be weighed.

d. Fair distribution among grade and high school positions shall be allowed for.

e. Contingent upon the availability of a substitute.

f. Teaching Assistants and nurses are not eligible.

B. Once Sabbatical Leave Has Been Granted

1. A teacher granted sabbatical leave shall be required to submit a report to the Superintendent each semester of leave, indicating the extent to which the stated objectives have been realized. If such reports are unsatisfactory, the leave may be terminated by the Board at the recommendation of the Superintendent.

2. Sabbatical leave shall be granted for one person for one full year or two persons for a half year each. A teacher on sabbatical leave will receive half salary in accordance with their position on the District's salary schedule during the year or half year for which the leave is granted, exclusive of remuneration paid for extra classroom assignments. In addition, an allowance of 5% of the recipient's annual salary shall be paid for each dependent up to a total of three (3). Dependent shall mean spouse and children.

3. A teacher on sabbatical leave shall be awarded annual salary increments, any general salary increases which may accrue in their absence, and all benefits accorded the rest of the professional staff during this period of absence.

4. The recipient of a sabbatical leave shall be required to file a written agreement to return to the School District for one full year following the expiration of the leave. If the recipient does not do this, they shall be required to repay the District in full the salary that has been paid to them while on sabbatical leave.

C. Teacher Awards

For each year of the contract, an allocation of $20,000 will be requested for teacher awards in the annual budget. Teachers may submit teacher award applications two times during the school year. Applications for projects that can be completed by June 30th of that school year shall be submitted by November 15th• Applicants for projects undertaken in the summer shall submit application by April 15th, whenever possible. Waiver of the submission dates shall be at the discretion of the Awards Committee.

The application process specified above shall be used during each year of the Agreement period. Teacher award applications shall be considered in conjunction with the following guidelines:

1. Awards may be made to teachers for the following purposes:

a. To encourage teachers to be lifelong learners and/or in professional enrichment.

b. To coordinate curriculum beyond normal planning and preparation.

c. To allow for educational research and/or support experimental approaches.

d. To allow teachers to create a resource base that supports the curriculum and students' needs.

e. To provide for teachers authoring their own material s/texts.

2. Awards shall be made by the Awards Committee composed of five teachers (one from each building: ECS, Primary, Intermediate, Junior High and Senior High) appointed by the Victor Teachers' Association and two administrators appointed by the Superintendent. Membership on the Committee shall not bar members from applying for awards.

3. Awards shall be made on the basis of a written application filed at least 30 days before the start of the award, and the Awards Committee may require interviews with the applicant. Teacher award applications will be co-signed by the applicant's Building Principal.

4. Awards may not be used to fulfill requirements for certification, either provisional or permanent.

5. Recipients of awards shall return to their position in the District for at least one full semester or forfeit the award, and a written agreement to return to the District for the one full semester shall be required prior to the award.

6. Awards will be given for projects which will not interfere with the usual instructional time or school year, unless the participant receives permission from the Superintendent.

7. The Awards Committee may vary the above guidelines if unusual circumstances so warrant, except that the Committee may not excuse people during the required school days.

8. All awards will be granted for projects taking place during one fiscal school year and must be completed and reimbursed prior to June 30th of that year with the exception of teachers who embark on the National Certification project which requires two consecutive years of commitment. No other monies will be carried forward to the succeeding school year, and the Committee will not consider any other multi-year commitments.

9. A written report of all teacher award proposals and their allocations shall be submitted to the Teacher Awards Committee by September 30th of the school year following the granting of such awards.

## Article XII: Professional Improvement

A. In-service Program

Unit members are urged to take advantage of the opportunities to participate in professional development to including but not limited to graduate coursework, professional conferences, and other similar opportunities for professional growth. The purpose of this is to provide a framework within which unit members may have the opportunity to keep abreast of changes and best practices within their subject matter field or in the profession. Costs of Professional Development may be covered by the District, the Victor Teacher Center, an outside group, or the employee. An in-service credit system shall be instituted whereby the Board and the Association weigh the time consumed, work involved, institution, and programs undertaken for the purpose of allotting credits earned to compensate unit members for professional development as applicable. Unless otherwise noted, training/professional development completed outside of the contractual school hours instituted by the Office of Curriculum and Instruction and Technology Department will be paid at the training rate. In-service credit will be granted for all other approved training/professional development completed outside of contractual school hours.

Expense for representatives of the VTA at the annual NYSUT Representatives Assembly, or any other meetings sponsored by NYSUT, will be paid by the VTA, including the cost of substitute teachers.

Approval process, reimbursement for PD and earning of in-service credit:

Process and procedures for professional development shall be found in Frontline Professional Growth.

Special attention shall be paid to the following terms of Frontline Professional Growth:

- Substitute coverage
- Estimated expenses
- Application and processing deadlines
- Attendance verifications and travel expenses /receipts

For approved professional development, budgeted and allowable expenses for conferences and workshops, such as rooms, meals, tolls, travel and registration may be paid in full by the District. If more than one unit member from the District attends a conference, every attempt shall be made to consolidate travel so that mileage will be paid for only one vehicle. Transportation shall be pooled with neighboring school districts when possible. School-owned vehicles shall be driven when available. Mileage to and from will be calculated as the distance from 953 High Street Victor, NY to the site OR your actual mileage, whichever is less.

Initial approvals in Frontline Professional Growth will occur within 30 business days or as soon as practical after submission of the request.

Verification of Attendance and all other pertinent materials are submitted through to the Professional Development/In-Service Drop Box and necessary expense vouchers, receipts, etc. are forwarded to the Business Office as soon as practical after the conference or workshop.

Final approval for Professional Staff Development hours will be granted within 30 business days or as soon as practical, after said workshop/conference has been attended, given the aforementioned submissions are complete.

Unit members may appeal decisions regarding professional development matters as outlined in the faculty manual.

B. Collaboration Days

Collaboration days may be granted for the purpose of members engaging in district related work not otherwise delineated in Article XII with approval of the respective building or district level administrator. Priority for collaboration days will be given to carry out work of department and district-wide initiatives.

C. Graduate Courses

Unit members will receive in-service/graduate credit for graduate coursework related to their current assignment and/or certification in their tenure area. Unit members seeking to earn graduate credits must seek prior approval from the Assistant Superintendent for Instruction in order to receive in- service credit. Failure to obtain approval may mean that no credit will be awarded on the salary schedule.

Workshops such as DASA & Mandated Reporting are required for certificate holders. As such, the District will not grant in-service credit for these types of requirements.

D. Curriculum

The Board and the Association agree that services of the professional administration and teaching personnel in our school system shall be utilized in planning and revision of curricula. Such services shall be rendered in a manner mutually agreed upon by the Board and the Association.

The following payment schedule will be utilized when an approved activity occurs outside of regular school times:

**Participation ($22.50)**: Summer meeting, Interview committee member, after-school student monitoring, Saturday school student monitoring, proctoring, monitoring of students, essay mentoring

**Training ($29.25)**: Professional development or training

**CSE Meetings ($22.50):** Flat Rate. CSE meeting (summer, 8-9 am, during planning)

**Additional Instructional Responsibilities ($40)**: Summer Student Instruction, Curriculum writing, Leading Professional Development, IEP writing in lieu of release days (pre-approved), UPK and K Screening, Regents

Grading, After School Academic Support/Tutoring, Teacher Awards, agreeing to sub during assigned planning time or lunch at the request of an administrator (Minimum $40 for up to an hour, prorated thereafter)

**For Teaching Assistants:** $20.40 or their hourly rate

- Participation: After-school and Saturday supervision, support during clubs, concerts, and transportation

**Vouchers must be submitted within 30 days of the event to guarantee payment**

**Stipends**

- **Chemical Hygiene Officer: $2000**
    - In the event a unit member's salary would be less under this Agreement than the prior year's salary, the unit member will not be harmed by this Agreement with a reduction in pay.

* Staff developers preparing for professional development for pay will be paid at a rate of 1.5 times the number of scheduled hours of training. Outside Staff developers will negotiate terms and conditions of employment.

Unit members will be paid at the participation rate for a minimum of one hour for attending and/or participating in meetings occurring during vacations.

Superintendent Conference Days are part of the work year and not included in this clause.

E. Conferences

Approval for the attendance of unit members at conferences shall be the final responsibility of the Assistant Superintendent for Instruction as delegated by the Superintendent.

The Assistant Superintendent for Instruction may reserve the right to make exceptions to the following rules and regulations when unit members are requested to serve on committees, asked to speak, or are officers of an Association.

In-service and Graduate Credit Remuneration:

- Each graduate course credit shall be recognized as such (1.0 credit).
- Every fifteen (15) in-service clock hours equals one (1) in-service credit.
- Each in-service credit is recognized as such (1.0 credit).
- There will be no cap on graduate/in-service credit for salary purposes for the duration of the Agreement.
- Any additional salary increase for six (6) completed in-service/graduate credits shall be adjusted in October and February of each school year.

Salary Adjustments for Graduate and/or In-service Credits

All graduate in-service credits completed between February 1, 2001, and February 1, 2018, shall be paid at the rate of $300 per set of 6 credits.

All graduate in-service credits post February 1, 2018, shall be paid at the rate of $400 per set of 6 credits.

F. Administrative Interviewing

The Administration will actively include the Association President or his/her designee in the interviewing process for administrative personnel when vacancies occur in the District. The procedure by which the Association will be involved in the interviewing process will be determined by the Superintendent and the Board of Education in each instance. All decisions will be reserved to the discretion of the Superintendent and the Board of Education.

## Article XIII: Right to Know

Upon two days prior written notice, unit members who are members of the negotiating unit shall be provided an opportunity to review their personnel file, except for pre-employment references and credentials, in the presence of the Assistant Superintendent for Personnel or other appropriate administrator in his/her absence. Such unit members shall have the right to add statements or responses to their file in connection with any matters therein contained which such unit members deem to be adverse. This right of review shall be limited to once each semester in each school year. In accordance with the foregoing, personnel files shall be available for inspection at a time mutually agreeable to such unit member making the request and the Assistant Superintendent for Personnel or other appropriate administrator.

Any complaint of substance regarding a unit member who is a member of the negotiating unit made by an Administrator or to the Administration by a parent, student or other person will be called to the attention of the subject unit member. Prior to the inclusion in a unit member's file of any statement or correspondence the subject unit member will be provided an opportunity to see and read such material. Such unit member shall initial the material indicating that their has observed same, which initialing shall not necessarily mean that their agrees with its contents.

## Article XIV: Observation and Evaluation/Intervention and Support Program

The District and VTA will maintain a collectively bargained stand-alone document that will be aligned with NYS Education Law and NYSED guidelines regarding the APPR/STEPS process. This document will govern all aspects of teacher observation and evaluation, support and improvement plans and the appeal process as applicable. Language specific to VTA members who are not subject to the NYS APPR/STEPS process will be included in this mutually developed document.

## Article XV: Jury Duty Pay

Any unit member who must be absent from work in order to serve as a juror shall be paid for the time actually lost from work less any amount received by the unit member as juror fees. A unit member must provide their Building Principal with a statement filed by an official of the court certifying as to the unit member service as a juror or appearance in court for that purpose, the date or dates, and hours of attendance and the compensation paid they, exclusive of transportation allowance.

## Article XVI: Dues Deduction

A. The District agrees to deduct from the salaries of its employees dues which individual employees authorize the Board to deduct and to transmit the monies promptly to the Victor Teachers Association.

B. The District shall, following each pay period from which a dues deduction is made, transmit the amount so deducted to the Victor Teachers Association. Each transmittal shall be accompanied by a listing of the members for whom deductions have been made and the amount deducted for each. If deductions have been made for only a portion of the deduction period, the listing should show the date of commencement of such deductions.

C. The District shall check off and remit payments to the NYSUT Benefit Trust and VOTE/COPE upon the submission of a signed authorization to the Payroll office for anyone within the bargaining unit. Such signed authorization may be discontinued at the end of its term upon written notice by the employee to the District. The District shall remit to the NYSUT Benefit Trust and VOTE /COPE the payments deducted and shall furnish the plan and the bargaining unit with a list of all employees from whose salaries such deductions have been made.

D. The Association shall indemnify and save the District and its authorized representatives harmless from any and all manner of claims, demands, suits, actions or other forms of liability which may arise against the District or its representatives out of or by reason of the deductions provided for hereunder, the payment of the same to the Association, or any other action taken or not taken by the District or its representatives, including any

liability relating to previously signed payroll deduction authorizations previously agreed to between the Board and the Association.

## Article XVII: General Conditions of Employment

A. Hours of Work

For the term of this Agreement, the regular workday shall be seven and one-half (7 1/2) hours except in cases of emergency.

B. Learning Walks & STEPS

The STEPS (Standards-Based Educator Evaluation and Professional Support) process shall utilize a district-developed Learning Walk structure as a vehicle for professional growth and reflection.

1. Goal Setting & Reflection: Unit members shall individually complete the STEPS goal-setting document (incorporating approved NYS Teacher Standards and rubric language) between the opening of school and the October Conference Day. A final End-of-Year reflection shall be completed prior to the final summary meeting. Each reflection window shall account for thirty (30) minutes of annual professional growth time.
2. Learning Walks: Unit members shall participate in two (2) cumulative hours of peer-to-peer Learning Walks per school year, broken down into one (1) hour between October and January, and one (1) hour between January and March. These peer visitations shall be conducted during the Unit member's regular contractual planning periods or at another mutually agreed-upon time during the work day. Administration and unit members will collaboratively define expectations for learning walks, subject to final administrative approval. The primary purpose of these walks is to identify and deepen best practices that improve student outcomes, and they shall not be evaluative in nature.
3. Mid-Year Collaboration: Unit members shall participate in a mandatory one (1) hour professional development session on the January Professional Development Day, to be held after contractual hours for reflection, celebrations, sharing, and implementation of best practices, and refinement of goals or processes.

C. Collaborative Professional Learning/PLC/Collaborative Teamwork

Structure and Governance: Unit members shall participate in four (4) Elementary and five (5) Secondary collaborative learning sessions per month, in addition to building specific faculty/grade level/department meetings as needed. Collaborative time will include both PLC meetings and targeted professional learning to improve student outcomes, develop curriculum, and enhance instructional practices. PLC teams and meeting agendas shall be developed collaboratively between designated Teacher Leaders, district administration, and building leaders. Responsibilities include, but are not limited to, the collective analysis of student data, establishment of targeted action plans, development of common formative assessments, the collaborative review of student work and unit plans, curriculum mapping, adjusting pacing guides, and reviewing subject-specific standards.

D. Supervision of School-Sponsored Events

In addition to the normal professional responsibilities of a teacher, at least one organizational advisor or classroom teacher must also be in attendance at all functions sponsored by his or her respective activity or class without additional remuneration. The procedure for securing chaperones can be found in Appendix A. For the following supervisory assignments, unit members shall receive the following:

1. Ticket Sellers. Ticket sellers must be ready to sell tickets one-half hour before game time and until the start of the third quarter of the varsity games unless otherwise notified.

2. Athletic Supervision and Approved Chaperoning of School-Sponsored Events

- On-Campus
- Off-Campus
    - Mileage to and from will be calculated as the distance from 953 High Street Victor, NY to the site OR your actual mileage, whichever is less.

The District recognizes that there are times that some events, such as all-league and track invitational, are longer than normal events. For these events, the stipend will be prorated based on Appendix B. This is not for normal league home & away events.

Both home and away chaperones to be paid by the sponsoring organization. For away events, in emergency situations requiring supervision by chaperones for more than five and one-half (5.5) hours, chaperones will be paid at the applicable hourly rate with no maximum. The Principal and supervisor of the event will determine the number of chaperones necessary.

3. Coordinator of Night Activities

$75 stipend per event plus $17.95 per event for additional responsibilities.

The District recognizes that there are times that some events, such as all-league and track invitational, are longer than normal events. For these events, the stipend will be prorated based on 3.5 hours per stipend. This is not for normal league home & away events.

D. Teacher Aides

The Board recognizes the important contribution that teacher aides make in specific jobs in the school system. The Board will utilize, whenever possible, teacher aides as cafeteria and study hall monitors lay readers, and classroom aides. Teacher aides will be employed in the District program to assist teachers whenever such services permit the classroom teacher to do a more effective job and thereby improve the instructional program. Teachers and principals will continue to review the most effective way to use aides so that their services can have a thorough and immediate effect upon the classroom and the children in the classroom.

E. Clerical Assistance

The Board recognizes the important contributions that clerical assistance makes in specific jobs in the school system.

The Board will continue to utilize clerical assistance in the school system and will make an effort to increase clerical assistance when it has a direct bearing on increasing the effectiveness of the instructional process in the school system.

F. Assignments and Transfers

1. Vacancies - The Board and the Association agree that if and when vacancies in the District occur, written notification of the vacancy will be posted in each building for ten (10) calendar days prior to the closing date for the submission of applications. A vacancy shall be defined as a position for which the District has received a letter of resignation, notice of retirement, an incumbent has been granted an unpaid leave of absence for at least one semester, a teacher has been transferred, or there is a newly-created position. No vacancy will be filled until current teachers interested in such a position have first been interviewed. The District will provide the Association President with copies of vacancies as they occur.

2. Voluntary Transfer- Any teacher who wishes to be considered for a transfer in grade level, subject, or building assignment will file with the Superintendent or designee a written statement indicating their desire to

change. This statement shall include the individual's preference of grade level, subject and/or building. The Superintendent or designee will notify the teacher when a vacancy occurs. Within ten (10) calendar days of the job posting of such notice, the teacher shall signify in writing his/her intention to become an active applicant for the position via district protocol. If the request involves a building transfer, the Superintendent or designee may solicit recommendations in writing from both building principals prior to further consideration of the request to change. Applications from currently employed members who are tenured in the same subject area as the vacancy shall be given preference over applications of new hires. Such voluntary requests will be honored if they do not conflict with the instructional requirements and best interests of the District. The determination of the appointment will be made on a basis of sound educational policy by the administration. Where two or more internal applications from currently employed members who are tenured in the same subject area as the vacancy are received, and the District determines that the applicants are evenly qualified by the standards set forth above, the most senior applicant shall be appointed to the position. This section shall not apply to vacancies occurring from August 1st through Labor Day; however, the Superintendent or designee shall notify the Association President or designee whenever such vacancies occur. If requested, the reason for denying transfer will be provided in writing to the denied teacher within thirty (30) days of the teacher's request.

3. Involuntary Transfer. Transfers from one building to another will be accomplished by considering the needs of the educational program including the grade level, certification, subject matter and background experience of the staff. The least senior staff teacher shall be transferred, these factors being equal. No transfer from one building to another, or from one subject or grade level to another, will be made without prior consultation with the staff teacher involved by the teacher's direct administrator or supervisor. Consultation involving buildings or subject transfers will be made not less than sixty (60) calendar days prior to the effective date of the transfer. Transfers involving grade levels will require consultation with the staff member by the teacher's direct administrator or supervisor at the time when the decision for such a transfer is known. If the number of classes or sections decreases within the sixty (60) day time limit, members may accept the option of transfer upon fewer than sixty (60) days prior consultation. Consultation shall mean a face-to-face meeting with the staff member during which the view of the staff member shall be heard and considered. Each staff member shall also be entitled to an explanation of why the transfer is necessary and why they were selected for transfer. Transfers will not be made for the purpose of discrimination or discipline of any teacher, unless directed pursuant to a disciplinary hearing.

4. When changes in grade or room assignments are made, the Principal and the teacher will review the impact of such change. The Principal will make appropriate efforts to provide reasonable resources to facilitate the change.

5. The District is responsible for moving District-owned property.

6. This section is not applicable to Teaching Assistants.

G. School Year

The work year for returning unit members shall not exceed 187 days and one (1) day shall be utilized by unit members for new-year preparations (188 Total Work Days.) Two (2) half days (student days with early dismissal) will be scheduled at the discretion of the Superintendent for the purposes of work on NYSED initiatives during the subsequent school years.

Professional Development Committee/ Scheduling Superintendent Conference/Staff Development Days

Staff members participating in Councils and Program Evaluations (including the Monitoring Task Force) listed in the District's Shared Decision Making Document will be granted 15 in-service clock hours for each committee they serve on during the course of the school year. In addition, members of the Safety Committee,

Professional Development Committee, Mentor Panel, and Teacher Award committee will be granted 15 in-service clock hours for each committee they serve on during the course of the school year. Members of the Teacher Center Policy Board will be granted 7 in-service clock hours for each school year that they serve. Membership on committees is determined by the VTA President or their Designee.

A Professional Development Committee will be formed for the purpose of assisting with the development of the District's professional development plan and implementation. Under the leadership of the Assistant Superintendent for Instruction or a chosen representative, the Professional Development Committee will consist of two teacher leaders from Strands 1 and 2 representing each building. These yearly appointments, based on building BLT recommendations, require final approval from the VTA president. In cases where no one is available, the ASI and VTA President will work together to ensure appropriate representation. Every effort will be made to distribute conference day schedules two weeks in advance.

Additional committees may be formed to complete a variety of tasks that fall outside the bounds of the work expected to be completed during the VTA contractual day, and committees may be eligible for in-service hours at the sole discretion of the Superintendent or their designee. A new committee may be proposed, in writing, to both the Superintendent and the VTA President by any member of the VTA or VCSD administration. Prior to the first meeting, a determination will be made by the Superintendent about how many in-service hours will be granted to each member at the completion of the work and how many VTA members are eligible for credit. Membership on such committees is determined by the VTA President or their Designee.

VTA members serving on committees that earn in-service clock hours are expected to maintain regular and predictable attendance. Members who miss 2 or more meetings prior to January 1 of each school year may be asked to meet with the VTA President and Assistant Superintendent for Instruction to discuss whether continued membership on the committee is warranted. Members who do not serve on the committee through the end of the school year will not be eligible for in-service clock hours.

If the District in compliant with NYSED guidelines for state aid purposes for instructional hours at the K-6 level, accounting for five professional development conference days and three school closings/snow days, the District will schedule one day without K-6 students on the last day of regularly scheduled classes for K-6 students.

The Superintendent of Schools or his/her designee will meet with the President of the Association or his/her designee to discuss the Association's role in the New Educators Orientation Program.

Unit members shall be required to attend such in-service courses, curriculum workshops, and general orientation sessions during the school year as may be evolved by the mutual plans of the Administration, Association, and the Board for the improvement of the educational program of the school system.

The VTA President and the Superintendent or their designee(s) will after reviewing the recommendations of BOCES and other organizational calendars, shall discuss, recommend, and submit the tentative school calendar during February of the current school year for the subsequent school year's calendar. To the extent possible Board shall give final approval to the calendar by March 31st of the current school year.

In the event emergency conditions force the closing of schools and the instructional days are thereby reduced to a total below the minimum required by law for any one school year, the VTA Leadership and Superintendent or their designee (s) shall convene in order to make a recommendation to the Superintendent as to specific dates to be used for instruction in order to bring the total up to the minimum required by law. The Superintendent shall submit said recommendation to the Board, who shall give final approval to the revised calendar.

H. Remuneration

The salary schedules, schedule of payments for extra-curricular activities, and pay to department chairpersons are contained in this Agreement. Any additional salary increase for six (6) completed graduate hours shall be adjusted in October and February of each school year. All graduate credit must be earned at colleges or universities accredited by the New York State Department of Education.

The District will reimburse for the cost of the New York State license for Speech Pathologists, Registered Nurses, Occupational Therapists, and Physical Therapists.

I. Pay Day Schedule

The schedule of pay days for unit members will begin twice a month commencing on or about the 15th of September, in each school year. The second pay in each month during the school year will be on or about the 30th of each month.

Upon employment, a unit member shall indicate their choice of a ten or twelve month pay schedule. This election shall be made by a unit member on or before September 30th of each school year and shall be binding for said entire school year.

If a schedule pay day occurs during a legal holiday or vacation period, the Administration will use its best efforts to cause checks to be issued prior to such legal holiday or vacation period.

Unit members will receive payment via direct deposit only and all pay stubs and W2 Forms will be available in electronic format through WinCap Employee Self-Serve (ESS) only.

J. General Conditions

Teachers will be provided with one planning period per day while the students are in school. If there are exceptional circumstances which prevent a teacher from having one planning period per day, the matter will be resolved by the Superintendent, the President of the Association, and the teacher involved. A period shall be defined as one class period for senior and junior high school teachers, and as one special class period for elementary teachers. Special class is defined as art, music, physical education, and library. An attempt will be made to provide adequate lunch rooms, restrooms, and lavatory facilities exclusively for staff use in all schools, and each school shall contain at least one room assigned as a faculty workroom.

Elementary unit members who contribute to, but do not have primary responsibility for chairing IEP, 504 and BIP meetings who attend a CSE, 504 or BIP meeting scheduled from 8:00-9:00 am with approval of an administrator will receive the participation rate.

<u>Teaching Assignments Grade 7-8</u>

The normal teaching assignments for teachers in grades 7-8 will be 20 instructional periods and 2 supervisory assignments in a six-day cycle. Teachers may be assigned up to 24 instructional periods over a 6 day cycle if enrollment dictates. Members who are assigned 24 instructional periods by an administrator will be paid a $3000 stipend per year. Beginning in the 29-30 school year, the stipend will be $4000 if the total number of teachers 7-12 teaching over the normal assignment exceeds 30. For members assigned 21 to 23 instructional periods, the stipend will be prorated. The administration will make reasonable efforts to rotate staff who are assigned additional instruction periods as long as it does not conflict with the instructional requirements and best interest of the District.

Supervisory is defined as a study hall or lunch duty. One supervisory assignment is equal to 4 hours of study hall over a 6 day cycle or 1 lunch period daily over a 6 day cycle. Supervision will be assigned per the following chart and will be calculated per semester:

20 -21 Instructional Periods - 2 Supervisory Assignments

8 hours of study hall OR
4 hours of study hall and daily cafeteria duty

22-23 Instructional Periods - 1 Supervisory Assignment
4 hours of study hall or daily cafeteria duty

24 Instructional Periods with 2 or fewer preps - 1 Supervisory Assignment
4 hours of study halls or daily cafeteria duty

24 Instructional Periods with 3 or more preps - No supervisory Assignment
No supervision

Teaching Assignments Grades 9-12

The normal teaching assignments for teachers in grades 9-12 will be 10 instructional periods and 2 supervisory assignments in a 4-day cycle. Supervisory is defined as a study hall or lunch duty. Teachers may be assigned up to 12 instructional periods if enrollment dictates. Members who are assigned 12 instructional periods by an administrator will be paid a $3000 stipend per year. Beginning in the 29-30 school year, the stipend will be $4000 if the total number of teachers 7-12 teaching over the normal assignment exceeds 30. Members who are assigned 11 instructional periods by an administrator will be paid a $1500 stipend per year. Beginning in the 29-30 school year, the stipend will be $4000 if the total number of teachers 7-12 teaching over the normal assignment exceeds 30. The stipend will be paid yearly and prorated for 10.5 or 11.5 instructional periods. The administration will make reasonable efforts to rotate staff who are assigned 11 or 12 instructional periods as long as it does not conflict with the instructional requirements and best interest of the District.

Teachers in grades 9-12 who are assigned additional 12 instructional periods, will not be scheduled a supervisory duty. Teachers with fewer than 12 instructional periods may be assigned a supervisory provided they still get their contractual planning period.

Whenever possible, teachers shall be allowed ten to fifteen minutes travel time between buildings when such travel is part of their responsibility.

Faculty meetings can be held as often as twice monthly.

K. Workload

Consistent with District procedure and policy, it is the responsibility of the Superintendent to establish and maintain an effective learning process in the District, and in this connection to establish workload guidelines. In special circumstances, the Superintendent may vary the above guidelines and will notify the Association of said circumstances.

The district will continue to make every effort to abide by the following guidelines to maintain a positive learning atmosphere in all classrooms.

Class Size Guidelines

Kindergarten 22
Grades 1-6 22-25
Grades 7-12 23-30

The student load for the five instructional classes for each teacher shall not exceed 140 students. Starting in the 2023-2024 school year, the student load for six instructional classes shall not exceed 168.

In special areas (music- excluding major chorus, art, physical education), the average teaching assignment shall not exceed 200 students per day. The administration will make every attempt to have no more students assigned to a special class than can safely and effectively instructed at stations provided in the particular classroom. Every attempt will be made to equalize class sizes in special areas. In Family and Consumer Science, every effort will be made to keep class sizes to 24 students during the contract period. In Technology, every effort will be made to keep class sizes to 24 students during the contract period. For safety reasons, every effort will be made to keep class sizes to 19 students in high school classes using power equipment on a regular basis.

If any of the preceding class size or student load guidelines are exceeded, the Superintendent or their designee will meet with the Association President or their designee within 20 days to resolve the issue.

All of the preceding guidelines pertain to the regular teaching day schedule and do not include the activity period schedule.

L.Workload – Special Education

The District agrees to abide by Public Law 94-142, the Commissioner's Regulations, and the Education Law as it pertains to the education of children with disabilities.

All Special Education teachers (K-12) will be provided with one free instructional period daily.

Each Special Education Teacher, Speech-Language Pathologist, Occupational Therapist, and Physical Therapist shall receive a total of two days of release time for the purpose of writing IEP's, writing annual reviews. Members may request this benefit as 15 hours outside of the workday at the curriculum rate identified in Article XII, and this is subject to approval by their supervisor. Five additional days will be built in to be used as needed with the approval of the District. Other PPS staff may request this benefit subject to the approval from the District.

M. Injury Under Certain Circumstances

The Superintendent shall grant a unit member sick days to offset absence resulting from personal injury of the unit member caused by an assault during the enforcement of any School District procedure or policy by the unit member, provided the unit member acted reasonably and within the scope of the teacher's employment.

N. Parent Conferences

Grades PK-6 - The school district shall schedule one (1) full day and two (2) half (.5) day PK-6 parent conferences in the Fall. One (1) full day PK-6 parent conferences in the Spring. PK-6 students will not report to school on these days. PreK Teachers who teach both a morning and afternoon class of Half Day PreK will receive a total of (2) full days and four (4) half (.5) days for parent conferences in the Fall and (2) full days for parent conferences in the Spring. PreK and 7-12 students will be in attendance for these days. Teachers will make themselves available for evening conferences on the half day in the Fall and as needed in the Spring.

Grades 7-12 - Following the first and third marking periods, parent conference opportunities shall be available from 6:30 p.m. to 8:30 p.m. (2 hours per semester). Teachers are expected to be in attendance if they have conferences scheduled during these evenings.

O. Release Time for Teacher Leaders

When consistent with appropriate staffing requirements and other operational conditions, the Superintendent and the appropriate Building Principals will have the ability to provide release time (supervisory, days, course load) to teacher leaders to carry out the responsibilities of their duties.

P. Part-Time Teachers

Part-time teachers in the elementary schools will be hired on a six-tenths (.6) basis. Part-time teachers in the secondary schools, and all special subject area part-time teachers (K-12), will be hired on the following basis:

One period of instruction per day, or one full day per week: **.2**

- no health benefits
- no assigned supervisory responsibility

Two periods of instruction per day, or two full days per week: **.4**

- no health benefits
- no assigned supervisory responsibility

Three periods of instruction per day, or three full days per week: **.6**

- District will pay .8 of contractual health benefit (teacher will pay .2)
- One supervisory responsibility
- One planning period

Four periods of instruction per day, or four full days per week: **.8**

- District will pay same health insurance as for full-time members
- One supervisory responsibility
- One planning period

All part-time teachers will receive sick days, personal days, and family emergency benefits pro-rated as to the amount of time the teacher is employed. Assignments for proctoring exams will also be pro-rated.

Before and end of school day responsibilities shall be assigned to part-time teachers only when their teaching responsibilities (including supervision duty and planning period) begin and end at that time of the day (i.e. instruction in a.m., supervision in a.m.).

Part time teachers are encouraged to attend one faculty meeting each month in their primary assigned building, workshops, staff development programs, and must attend Open Houses as scheduled by the School Principal. If the parties agree, any teacher may be hired on a basis other than .2, .4, .6, or.8.

## Article XVIII: Seniority

Seniority in connection with layoffs and recall shall be defined as the length of continuous service in the District within a tenure area. Teachers shall not accrue seniority or service time while on any unpaid leave of absence except that no teachers who were granted such an unpaid leave of absence prior to September 1, 1981, shall be denied seniority credit for any unpaid leave. Teacher salary credit pursuant to Article VII (E) (1) and (6) shall continue to be in effect. In determining seniority hereunder, the seniority date for each teacher shall be established as beginning with that teacher's most recent date of hire in a tenure area with the School District. Teachers shall be laid off in accordance with seniority and shall be recalled in the inverse order of seniority subject to the applicable provisions of the Education Law for the State of New York.

## Article XIX: Employee Support

The Victor School District agrees to provide all staff members with access to an Employee Assistance Program.

## Article XX: Professional Courtesy/Attendance Policy

A unit member residing outside the Victor Central School District will be allowed to enroll their child/children in the District (K-12 only) under the following circumstances:

A. Transportation to and from school is provided by the unit member;
B. Space is available (no additional cost to the District); and
C. 50% tuition is paid by the unit member prior to enrollment of the child.

a. Tuition is calculated based on the Actual Non-resident Tuition (NRT) Report from the most recent prior fiscal year (Published by NYSED)
b. A maximum of six (6) students will be permitted to attend the Victor Schools during the term of this agreement.

## Article XXI: Retirement

A. Retirement Plan

The Board agrees to continue the New York State Teachers Retirement Plan in effect as of the date of signing of this Agreement applicable to the teachers for the term of this Agreement. The Board agrees to make any changes in the Retirement Plan applicable to the Laws of the State of New York.

B. Retirement Incentive

When a teacher first becomes eligible for retirement without penalty under the New York State Teachers' Retirement System and meets the following eligibility requirements, that teacher shall be permitted to elect early retirement effective June 30th and receive retirement incentive benefits.

Eligibility:

1. Fifteen (15) years of full-time service in the Victor Central School District immediately prior to retirement.
2. The unit member must retire in the school year in which the unit member is first eligible for retirement without penalty under the provisions of the New York State Teachers' Retirement System, or in the school year immediately following. A unit member who will meet the eligibility criteria for retirement on or before August 31st shall be eligible to retire at the end of the immediately preceding school semester, June 30th.
3. Submit an irrevocable written letter of resignation to the Board by January 15th for retirement at the end of the school year in which unit member is retiring. An exception to this deadline may be granted by the Superintendent of Schools.

Benefits:

The retirement incentive benefit shall be the teacher's daily rate of pay multiplied by the number sick days they have accumulated, the total not to exceed $30,000 or 37% of their final salary, whichever is lower. In the event that 37% of the teacher's final salary (base, masters, and hours) exceeds the teacher's daily rate of pay multiplied by the number of sick days they have accumulated, the teacher may choose in writing to compute the benefit at 37% of their final salary (base, masters, and hours), not to exceed $30,000. (Teaching Assistants are entitled to 70% of this benefit).

At the discretion of the Superintendent, the resignation deadlines and date of retirement may be waived.

1. The employer agrees to make an Employer Non-elective Contribution to the 403b account of each covered employee who is eligible for the retirement incentive as provided for in Article XXI, Section B of the existing Collective Bargaining Agreement, which contribution shall be remitted, in accordance with all of the terms of this contract, by no later than the first payroll in July of the calendar year in which the Employee retires. The amount of the Employ Non-elective Contribution shall be based upon the retirement incentive sum, and shall be subject to the remaining terms and conditions of this contract.

2. No Cash Option – No employee may receive cash in lieu of or as an alternative to any of the Employer's Non-elective Contribution(s) described herein.

3.Contribution Limitations- In any applicable year, the maximum Employer Contribution shall not cause an employee's 403(b) account to exceed the applicable contribution limits under Section 415(c)(1) of the Code, as adjusted for cost-of-living increases. For Employer Non-elective Contributions made post-employment to former employees' 403(b) account, the Contribution Limit shall be based on the employee's compensation, as determined under Section 403(b)(3) of the Code.

In the event that the calculation of the Employer Non-elective Contribution referenced in any of the preceding paragraphs exceed the applicable Contribution Limits, the excess amount shall be handled by the Employer as follows:

For all members in the New York State Teachers' Retirement System ("TRS") and the New York State & Local Employees' Retirement System ("ERS") the Employer shall first make and Employer Non-elective Contribution up to the Contribution Limit of the *Internal Revenue Code* and then pay any excess amount as compensation unless and until the Contribution Limit of the *Internal Revenue Code* are fully met through payment of the Employer's Non-Elective Contribution.

4. 403(b) Accounts – Employer contributions shall be deposited into the 403(b) account through the designated provider as selected by the parties.

5.Tier I Adjustments – For Tier I members with membership dates prior to June 17, 1971 the Employer Non-elective Contribution hereunder will be reported as non-regular compensation to the New York State Teachers' Retirement System.

6.This agreement shall be subject to IRS regulations and rulings. Should any portion be declared contrary to law, then such portion shall not be deemed valid and subsisting, but all other portions shall continue in full force and effect. As to those portions declared contrary to law, the Association and the Employer shall promptly meet and alter those portions in order to provide the same or similar benefit(s) which conform, as closest as possible, to the original intent of the parties.

7. Both the Employer and the Employee are responsible for providing accurate information to the 403(b) Provider. This information includes both Elective and Employer Non-Elective Contributions and the amount of the participant's Includible Compensation.

C. Health Insurance

1. For teachers who retire from this District in the school year in which the unit member is eligible for retirement under the provisions of their respective retirement system between between July 1, 2026, and June 30, 2030, and who have at least fifteen (15) years of credited service in the Victor Central School District, the Board will pay the same premium percentage as was in effect at the time of their retirement. A unit member who will meet the eligibility criteria for retirement on or before August 31st shall be eligible to retire at the end of the immediately preceding school year, June 30th .Retirement health insurance benefits are governed by the terms of the Agreement in effect at the time of retirement. Teaching Assistants are entitled to 90% of this benefit.

2. The above benefit will continue for a maximum of 15 years. For each year the retiree does not take insurance from the District under this provision, the retiree can extend the benefit at and beyond age 70 for an equal number of years. Should the retiree die prior to the expiration of the retiree's paid health

insurance, the surviving spouse may elect to continue health insurance coverage through the District's group plan at their expense.

3. In retirement, the district will pay the same fixed rate for HSA deposits. If an individual retires on a single plan but later decides in retirement to add dependents, the District's premium contribution will continue as if the individual remained on the single plan. However, a member may move from a more expensive plan to a less expensive plan.

4. To provide long-term security, the Employer offers retirees fifteen (15) years of continuous health insurance coverage. This benefit is designed as a single, uninterrupted fifteen (15) year window. To ensure the stability of the plan, this period is fixed and runs consecutively without the option for pauses or extensions. Enrollment must remain continuous to maintain eligibility. While retirees may choose to transition to other coverage, doing so concludes their participation in this specific plan, and they will not be able to re-enroll at a later date.

5. At the expiration of the retiree's health benefit, retirees or surviving spouses may elect to continue in the District Group Health Plan. The retiree or surviving spouse will assume 100% of the premium costs.

6. A VTA retiree who moves out of the coverage area for their health maintenance organization, at retirement or at any point during retirement, may elect to carry Healthy Blue 25/40 with the school District paying health insurance benefits according to the terms of the Agreement in effect at the time of retirement.

7. An eligible retiree who moves out of the coverage area for a Victor health maintenance organization, at retirement or at any point during their coverage period for retirement health insurance, may request reimbursement of the premium they paid for another health insurance plan under which they are covered. The retiree must notify the Victor School District Business Office in writing, with proof of insurance coverage, of their intent to file such a claim for premium reimbursement within one month of the start of the period for which reimbursement will be sought. Claims must be submitted by June 15th and will be paid once annually, in July. Retirees must submit a copy of the premium bill for each month during the prior twelve month period for which they are seeking reimbursement. Reimbursement will not exceed the value of the lesser of the District payment for which the retiree would be eligible if still residing in the District coverage area, or the actual cost of the retiree's coverage.

D. The District will process the retirement incentive payment through a tax deferred plan agreed to by the parties to this Agreement, so long as that is permitted by IRS law and New York State Teachers' Retirement System regulation.

E. Retirees age sixty-five (65) and over or who become Medicare eligible will convert to a FLASHP experience rated Medicare Advantage HMO or PPO Product offered through Excellus. The District will continue coverage not exceeding terms in paragraphs 1 and 2 of Section C. Health Insurance above. When the retiree reaches the age of eligibility for Medicare they may enroll in a Medicare product supported by the FLASHP consortium.

## Article XXII: Equal Employment Opportunity

The parties specifically agree that all provisions of this Agreement shall be equally applied to all employees without regard to sex, age, race, color, creed, religion, marital status, non-disqualifying disability, national origin, or any other category protected by law.

## Article XXIII: Terms Subject to Governmental Ruling

If any of the terms of this Agreement are in violation of applicable State and/or Federal Law or rulings of any State or Federal agency having cognizance in such matters, or of any changes in such laws or rulings, then only that portion of this Agreement specifically affected by such law or ruling shall become superseded, and all the balance of the Agreement shall remain in full force and effect in accordance with the terms of this Agreement. It is agreed by and between the parties that any provision of this Agreement requiring legislative action to permit its implementation by amendment of law or by providing the additional funds therefore shall not become effective until the appropriate legislative body has been given approval.

## Article XXIV: Notification of Policy Changes

Before the Board adopts a change in policy which affects the terms and conditions of employment of unit members, and which is not covered by the terms of this Agreement and has not been proposed by the Association, the Board will notify the President of the Association in writing, that it is considering such a change. The Association may present its views on the proposed change by replying in writing within five days of the notification.

## Article XXV: Complete Agreement

A. It is the intent of the parties hereto that the provisions of this Agreement, which supersedes all prior agreements, and understandings, oral or written, expressed or implied, between such parties, shall govern their entire relationship and shall be the sole source of any and all rights of claims which may be asserted in arbitration hereunder or otherwise.

B. The parties shall maintain in effect during the term of this Agreement, and accept as modified by this Agreement, clearly understood and well defined past practices relating to all mandatory subjects of bargaining.

## Article XXVI: Duration of Agreement

## Duration of Agreement

This Agreement shall be effective July 1, 2026, and shall continue in full force and effect through June 30, 2030 except as otherwise noted herein and from year to year thereafter, unless either party hereto gives to the other party notice in writing of a desire to terminate or modify said Agreement no sooner than December 13, 2029, and at least by January 12, 2030, which dates are no sooner than 200 days and at least 170 days prior to the expiration of this Agreement or any anniversary thereof.

Termination

The parties shall, in the event of notice of termination or modification under the provisions hereof, commence negotiations concerning amendments to the Agreement with the dates herein before set forth.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals this 2 day of September, 2026.

VICTOR CENTRAL SCHOOL DISTRICT

Timothy Terranova Ed. D./Superintendent of Schools

Michael Modleski, President, Victor Teachers Association

## Appendix A

**Chaperone Request**

Chaperones will be paid for by the district for school sponsored not for profit events for which supervision is required at the rate outlined in the "General Conditions of Employment" section of the VTA contract. The respective administrator must give approval prior to chaperones being confirmed. It will be the purview of the district to determine the number of chaperones required at an event. The role of paid chaperones is to collectively supervise all students in attendance to ensure their safety.

In order to secure chaperones for an event, club advisors must submit this form to their building administrator. If the estimated budget reflects that the **intention** is for the event to be not for profit, the district will provide chaperones to ensure a ratio of 1 adult per 20 students in attendance. Note that there is an understanding that if the event subsequently results in a profit, the respective club will not be held liable for payment of chaperones. Per the contract, club advisors directly responsible for the club/organization sponsoring the event will not be eligible for chaperone pay.

Once approval is given, advisors will be responsible for securing the approved number of chaperones and submitting that list to the business office after the event.

Approximately 2 weeks prior to the event or when practical, advisors will update the building administrator with an exact count. Additional chaperones may be considered if necessary.

Advisor Name(s): _____

Event Name: _____

Event Date: _____

Minimum Number of Students Expected: _____

** Estimate revenue and expenses must be completed on reverse side*

**Estimated Revenue**

| Description | Total |
|---|---|
| | |
| | |
| | |
| | |
| | |
| **ESTIMATED TOTAL REVENUE** | |

**Estimated Expenses**

| Description | Total |
|---|---|
| | |
| | |
| | |
| | |
| | |
| **ESTIMATED TOTAL EXPENSES** | |

## Appendix B

## VCS Supervision Pay Schedule

| Hours Worked | Hours/3.5 | Rounded Units | Home Pay | Average Hourly Wage |
|---|---|---|---|---|
| 0.25 | 0.07 | 0.25 | $18.75 | $75.00 |
| 0.50 | 0.14 | 0.25 | $18.75 | $37.50 |
| 0.75 | 0.21 | 0.25 | $18.75 | $25.00 |
| 1.00 | 0.29 | 0.5 | $37.50 | $37.50 |
| 1.25 | 0.36 | 0.5 | $37.50 | $30.00 |
| 1.50 | 0.43 | 0.5 | $37.50 | $25.00 |
| 1.75 | 0.50 | 0.5 | $37.50 | $21.43 |
| 2.00 | 0.57 | 0.75 | $56.25 | $28.13 |
| 2.25 | 0.64 | 0.75 | $56.25 | $25.00 |
| 2.50 | 0.71 | 0.75 | $56.25 | $22.50 |
| 2.75 | 0.79 | 1 | $75.00 | $27.27 |
| 3.00 | 0.86 | 1 | $75.00 | $25.00 |
| 3.25 | 0.93 | 1 | $75.00 | $23.08 |
| 3.50 | 1.00 | 1 | $75.00 | $21.43 |
| 3.75 | 1.07 | 1.25 | $93.75 | $25.00 |
| 4.00 | 1.14 | 1.25 | $93.75 | $23.44 |
| 4.25 | 1.21 | 1.25 | $93.75 | $22.06 |
| 4.50 | 1.29 | 1.5 | $112.50 | $25.00 |
| 4.75 | 1.36 | 1.5 | $112.50 | $23.68 |
| 5.00 | 1.43 | 1.5 | $112.50 | $22.50 |
| 5.25 | 1.50 | 1.5 | $112.50 | $21.43 |
| 5.50 | 1.57 | 1.75 | $131.25 | $23.86 |
| 5.75 | 1.64 | 1.75 | $131.25 | $22.83 |
| 6.00 | 1.71 | 1.75 | $131.25 | $21.88 |
| 6.25 | 1.79 | 2 | $150.00 | $24.00 |
| 6.50 | 1.86 | 2 | $150.00 | $23.08 |
| 6.75 | 1.93 | 2 | $150.00 | $22.22 |
| 7.00 | 2.00 | 2 | $150.00 | $21.43 |
| 7.25 | 2.07 | 2.25 | $168.75 | $23.28 |
| 7.50 | 2.14 | 2.25 | $168.75 | $22.50 |
| 7.75 | 2.21 | 2.25 | $168.75 | $21.77 |
| 8.00 | 2.29 | 2.5 | $187.50 | $23.44 |