

10/11/17

AGREEMENT

between the

COMMACK UNION FREE SCHOOL DISTRICT

and the

**COMMACK SCHOOLS SECRETARIAL ASSOCIATION/UNITED PUBLIC
SERVICE EMPLOYEES UNION**

July 1, 2016 - June 30, 2020

AGREEMENT BETWEEN THE COMMACK UNION FREE SCHOOL DISTRICT

and the

**COMMACK SCHOOLS SECRETARIAL ASSOCIATION/UNITED PUBLIC SERVICE
EMPLOYEES UNION**

DISTRICT NEGOTIATING COMMITTEE

Mara N. Harvey, Esq.
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**COMMACK SCHOOLS SECRETARIAL ASSOCIATION/UNITED PUBLIC EMPLOYEES
UNION NEGOTIATING TEAM**

Susan Brandel, Chairperson
Margaret Alexandrovich
Amanda Barker, UPSEU Labor Relations Representative
Gloria Fernandez
Diana Lerch
Patricia Quigg
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MEMBERS OF THE BOARD OF EDUCATION

Steven Hartman, President
Jared Behar, Vice President
Jennifer Carpenter, Trustee
William Hender, Trustee
Pamela Verity, Trustee

**OFFICERS OF THE COMMACK SCHOOLS SECRETARIAL ASSOCIATION/UNITED
PUBLIC SERVICE EMPLOYEES UNION**

Gloria Fernandez, President
Frann Weinstein, 1st Vice President
Janet Phelan, 2nd Vice President
Toni Boble, Treasurer
Debra Fornaro, Recording Secretary
Susan Brandel, Corresponding Secretary

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THIS AGREEMENT dated the 10th day of January, 2017 between the Commack Union Free School District, Commack, New York, hereinafter referred to as the District and the Commack Schools Secretarial Association/United Public Service Employees Union, hereinafter referred to as “CSSA/UPSEU,” effective July 1, 2016 to June 30, 2020.

WITNESSETH:

WHEREAS, the CSSA/UPSEU has previously been designated as the exclusive bargaining agent for secretarial employees and clerks within the Commack School District; and

WHEREAS, the District and CSSA/UPSEU have negotiated pursuant to Article 14 of the Civil Service Law;

NOW, THEREFORE, in consideration of the mutual covenants contained herein, it is agreed as follows:

**ARTICLE I
EFFECTIVE DATE AND DURATION**

The provisions of this Agreement will be effective as of July 1, 2016, and will remain in full force and effect until June 30, 2020.

**ARTICLE II
ENTIRE CONTRACT AND MODIFICATION THEREOF**

A. The covenants hereby entered into and appended shall constitute the entire agreement between the parties hereto.

B. The contract between the parties hereto may not be added to, diminished, or changed in any way except by written mutual agreement.

C. Except where a provision of this agreement supersedes an existing benefit or practice, no provision of said agreement shall be construed as to diminish terms and conditions of employment, which have been officially sanctioned by the District.

D. No part of said agreement shall be construed to preclude the District from giving any further benefits to its employees upon prior notification to CSSA/UPSEU.

E. **IT IS AGREED BY AND BETWEEN THE PARTIES THAT ANY PROVISION OF THIS AGREEMENT REQUIRING LEGISLATIVE ACTION TO PERMIT ITS IMPLEMENTATION BY AMENDMENT OR LAW, OR BY PROVIDING THE ADDITIONAL FUNDS THEREFORE, SHALL NOT BECOME EFFECTIVE UNTIL THE APPROPRIATE LEGISLATIVE BODY HAS GIVEN APPROVAL.**

**ARTICLE III
NEGOTIATING PROCEDURES**

No later than January 15 of each negotiating year, the parties shall enter into good faith negotiations over the terms and conditions of employment for the succeeding school year and shall continue in such negotiations until full and complete agreement shall have been reached:

- A. No bargaining shall take place over any matter excluded by law or mutually excluded by the parties hereto.
- B. The contract will be emailed to all members and maintained on the District's website.

**ARTICLE IV
RIGHTS AND RESPONSIBILITIES**

- A. CSSA/UPSEU shall have the right to post notices of its activities on school bulletin boards designated by the Building Principal for that purpose.
- B. CSSA/UPSEU shall have the right to use school buildings, when approved under existing policy, provided such use shall not interfere with the school program.
- C. One copy of all existing policies, regulations, and job descriptions, pertaining to employees covered by this Agreement shall be forwarded to the President of CSSA/UPSEU.
- D. One copy of newly formulated policies, regulations, and job descriptions pertaining to employees covered by this Agreement, shall be forwarded to the President of CSSA/UPSEU as soon as possible.
- E. Members of the CSSA/UPSEU negotiating team may be released from their normal responsibilities during negotiation sessions, subject to the approval of their administrator.

**ARTICLE V
ADVISORY COUNCIL**

- A. An advisory Council shall be established in order to maintain a mutual working relationship between the District, Administration, and CSSA/UPSEU.
- B. The Council shall consist of representatives of CSSA/UPSEU who shall meet with the Assistant Superintendent for Business, or her/his designee, to discuss matters of mutual concern.
- C. The first meeting each year will be held in September, at a time mutually agreeable to both parties. Dates and times of subsequent meetings will be set as the need arises.
- D. Preparation of an agenda will be the mutual responsibility of the parties and shall be distributed to the participants one week prior to each meeting.

E. Agenda items shall take priority, but shall not preclude other items of interest from being considered at such meetings.

F. These meetings shall be basically designed to discuss items that are not considered to be negotiable, and may include staff discord, job reclassification, and other related problems.

ARTICLE VI INSURANCE

A. Medical and Dental Insurance

1. The District shall maintain a group medical and dental insurance program with similar coverage as presently exists for its employees and their families. A summary of existing plans is set forth in Appendix B. Members of the unit who elect such coverage and who were appointed by the District with a starting date prior to July 1, 2005, shall reimburse the District 15% of the gross cost of such coverage through December 31, 2008, and 16% of the gross cost of such coverage thereafter. Members of the unit who elect such coverage and who were appointed by the District with a starting date after June 30, 2005 shall reimburse the District 20% of the gross cost of such coverage. Members of the unit who elect such coverage and who are appointed by the Board with a starting date after November 21, 2013, will reimburse the District 23% of the gross cost of such coverage. The employees who are currently on the preferred eligibility list will not be subject to this increase in health insurance upon recall.

2. The District agrees to provide the above individual medical insurance program, excluding dental insurance coverage, at 100 % full cost to age 65 for those members of the bargaining unit who, upon retirement, have completed ten (10) or more years of service in the District and have reached the minimum retirement age as prescribed by law. Upon reaching age 65 the District will pay 50% of the cost of individual coverage and 35% of the cost of family coverage for this group of employees.

3. It is understood and agreed that the District will only provide that portion of medical and dental coverage available under the then existing plan to employees and/or retirees and that such coverage will be modified to provide for Medicare coverage when the employee and/or retiree becomes eligible for Medicare.

4. The District shall offer to all members of the unit the opportunity to opt out of medical and dental coverage and become eligible for payment as noted below under the following conditions:

- a. Buyback will be offered on a calendar year basis only. Members who opt out of medical and dental coverage will be afforded the opportunity to do so on a calendar year basis in December of each calendar year and must complete and return the appropriate forms to the District on a timely basis.

- b. Members who carry individual medical and dental coverage will be eligible for individual buyback only.
- c. Members may elect to have any buyback amounts credited to the District's Section 125 (Cafeteria) plan.
- d. Members eligible for individual buyback only who elect to participate in the buyback will receive \$1,700 annually. Members eligible for family buyback who elect to participate in the buyback and waive insurance will receive \$4,000 annually. Members having family insurance who elect to receive individual insurance only will receive \$2,000 annually. Payments in all cases will consist of two equal payments to be made in January and July of each calendar year.
- e. Members who participate in the buyback plan shall be eligible for coverage in retirement to the extent that such coverage is available under the District's medical and dental plan.
- f. To be eligible to receive a payment in lieu of health insurance coverage, an employee who disenrolls in NYSHIP must have other (non-NYSHIP) employer sponsored health insurance coverage and the disenrollment must be in compliance with all NYSHIP Policy Memorandum 122r3 and any other NYSHIP requirements relating to disenrollment and/or buyback or buyout eligibility. In the event that Policy Memorandum 122r3 is revoked or finally adjudicated to not apply to the District or to members of CSSA/UPSEU by a court or PERB case to which the District is a party, all available appeals have been exhausted, the buy back or buyout eligibility restrictions in that Policy Memorandum will cease to apply and, on a prospective only basis, buybacks or buyouts will be made available to unit employees to the extent consistent with any other applicable law, rule, regulation, NYSHIP policy or contract provisions then in place.

B. Disability Insurance

1. The District agrees to provide a Long-Term-Disability Program identical to that provided for the Commack Teachers Association. A summary of the existing plan is set forth in Appendix C.
2. The District agrees to provide a Short-Term Disability Program covering the period from 15 calendar days to 90 calendar days at a rate of 2/3 of daily wages not to exceed \$2,000 per month. This program will be provided at no cost to the employee.
3. The unit shall be permitted to purchase additional long-term disability insurance to provide up to \$5,000 per month in benefits. The cost of any additional insurance purchased shall be borne in full by the unit and its members.

C. Life Insurance

The District agrees to provide a Life Insurance Plan identical to that provided for the Commack Teachers Association. A summary of the existing plan is set forth in Appendix D.

**ARTICLE VII
RETIREMENT**

A. The District shall provide a non-contributory plan (Section 75(c) of the New York State Retirement System). Effective August 29, 1988, the District shall provide Plan 75(i) of the NYS system in accordance with all applicable laws, rules and regulations of the State and System for those eligible.

B. The District agrees to provide the death benefit (Section 60b) under the New York State Retirement System to all eligible employees.

**ARTICLE VIII
WORKERS' COMPENSATION**

When a member of this unit is absent and unable to perform her duties as a result of personal injury sustained during the course of her employment, she will be entitled to a leave bank reimbursement of all lost days to a maximum of 30.

**ARTICLE IX
WORKING CONDITIONS**

A. Working Hours and Workday

1. The workweek for full-time clerical personnel is established as 35 hours per week consisting of seven hours per day for five consecutive days (excluding lunch).

2. The workday from July 1 through August 31 and any scheduled work day on which school is not in session shall be from 9:00 a.m. to 3:00 p.m. with a 45 minute lunch break. There will be no coffee break included in the summer work schedule. Effective July 1, 2016, an employee may work 8:00 a.m. to 2:00 p.m., provided that at least one employee in each District building works 9:00 a.m. to 3:00 p.m. Employees who by mutual agreement begin their summer workday other than at 9:00 a.m. shall have their total summer work hours adjusted in accordance with the above.

3. For part-time employees, the basic workweek shall be the number of hours for which regular salary is paid.

4. Full-time personnel will be entitled to a 15 minute coffee break for each four-hour period within the workday.

5. Effective July 1, 1999, 12-month personnel hired after June 30, 1990, shall be granted

one (1) school recess period off annually after 10 consecutive years of full-time service to the District. The selection of the recess period shall be subject to approval of the immediate supervisor and the Superintendent or his designee. Employees in this category who are hired prior to January 1 of any fiscal year will be eligible for consideration in the fiscal year in which they complete their tenth consecutive year. Employees in this category who are hired after December 31 of any fiscal year will be eligible for consideration in the fiscal year following that in which they complete their tenth consecutive year of service. There shall be no exchange of days for any of the recess periods.

6. Effective July 1, 1999, all 12-month personnel shall work an additional 10 hours without additional compensation each year. Said hours shall be assigned by the District with at least five of the hours used for in-service training. The remaining hours shall be assigned by the immediate supervisor with at least three days' advance notice for completion of special projects. 10 ½ month personnel shall work an additional eight hours annually to be prorated as above without additional compensation.

B. The District agrees to provide:

1. Air conditioning in all areas in which office personnel are required to perform their duties for prolonged periods exceeding one hour.
2. Wherever practical, adequate restroom facilities.
3. Wherever practical, a lounge and rest area for clerical personnel.

C. Overtime

1. Overtime is directed time worked in any workweek over and above the hours worked in an employee's basic workweek or at a time previously scheduled as a holiday.
2. In computing time worked, all paid time (for legal holidays, sick leave, and vacations) shall be included.
3. Where overtime is directed, it shall be paid at the following rates:
 - a. Hours worked above the basic workweek, but not in excess of 40 for that workweek, including lunch, shall be paid at straight time.
 - b. Hours worked for that workweek in excess of 40 hours, including lunch, shall be paid at time and one-half.
4. Employees directed to report for work on days when the schools are closed due to inclement weather will receive (at the employee's discretion) monetary compensation or compensatory time off.

D. Personal Security

As a general rule, personnel would not be required to work alone in a building except under extraordinary circumstances.

**ARTICLE X
SUBSTITUTES**

A. Employees, in case of absence, will use the services of the designated calling number in order to secure a substitute for the period of absence.

B. During the absence of an employee, a substitute will be provided upon the request of the building administrator. Such requests shall be limited to the budget allocation for each building.

C. Excessed clerical personnel shall have first priority on the substitute list.

**ARTICLE XI
GOOD SAMARITAN CLAUSE**

The District agrees to save harmless and protect employees from financial loss and will provide for their defense, arising out of any claim, demand, suit or judgment by reason of alleged negligence or other act resulting in accidental bodily injury to any person within or about the school building, providing such clerical employee, at the time of the accident or injury was acting in the discharge of her duties within the scope of her employment and/or under the direction of the District, pursuant to the procedures set forth in Section 3023 of the Education Law.

**ARTICLE XII
PAYROLL DEDUCTIONS**

Members of CSSA/UPSEU shall be accorded the privilege of payroll deductions for the following:

A. Membership in CSSA/UPSEU, NYSAES, NAEOP.

B. Tax-sheltered Annuity plan.

C. Teachers Federal Credit Union.

D. Subscription to the AFLAC plan.

E. Agency Fee for non-member personnel when required by contract. The District agrees that no later than the second pay period after the start of the school year or after the effective date of employment, it will deduct each month a service charge toward the administration of this agreement and the presentation of such non-member provided that each non-member will have available to him or her, membership in the CSSA/UPSEU on the same terms and conditions which

are available to every other member of the union. The CSSA/UPSEU shall notify the District of the amount of such service charge which in no case shall be greater than the dues paid by members.

F. CSSA/UPSEU will indemnify and save the District harmless against any and all claims, demands, suits or other forms of liability that arise out of, or by reason of action taken or not taken by the District for the purpose of complying with any of the provisions of this Article, or in reliance of any list, notice or assignment furnished under any provision of such.

**ARTICLE XIII
PERSONNEL FILE AND EVALUATIONS**

An individual employee may request and receive a written evaluation from her administrator and may submit a written comment thereon for filing therewith.

Each employee shall have the right, at reasonable times and intervals, to review or examine the contents of her personnel file upon written request, except for pre-employment materials deemed confidential.

**ARTICLE XIV
LEAVE POLICY**

A. Sick Leave

1. Effective July 1, 1999, maximum sick leave accumulation shall have no maximum limit for purposes of illness. However, a maximum of 175 days may be accumulated for purposes of conversion at retirement or resignation in accordance with I. of this Article. Effective July 1, 2016, an employee may use sick days for an illness in his/her immediate family or family member residing in his/her household.

	10 ½-month employees	12-month employees
One day per month	10 ½ days	12 days

2. On or before July 15th of each year, the employee will receive from the Personnel Office, in writing, the cumulative sick leave, earned and unused, up to and including the previous June 30th.

3. 10 ½ month employees who work additional time during summer months will be entitled to one sick leave day per month, cumulative without limit.

B. Extended Sick Leave

Special Conditions: Continuous illness or disability prohibiting duty beyond accumulated allowance. Request in writing supported by M.D. certificate indicating probable date of

return to duty. Medical examination performed by school physician, if required by Superintendent of Schools.

Commencing second year of employment, 30 days (or more at the discretion of the District) reserve allowance is credited for use in case of special conditions. Employee will replace the number of days used from reserve allowance in the following manner: At the end of each school year, the number of days remaining in regular entitlement will not accumulate, but will be used to replace reserve days formerly used. If employee resigns before all days have been replaced, employee will have the sum deducted from pay at rate of annual salary at time reserve was used, times number of days owed. If employee leaves the District after receiving final pay, employee is required to reimburse the district at the same rate as defined above. The District in its discretion may waive the requirement of repayment of sick days.

C. Other (Non-cumulative):

The following days may be used for personal reasons:

- | | |
|------------------------------------|----------------|
| Illness in immediate family | Legal Demand |
| Personal | Moving |
| Civil Service Exams | Conference Day |
| Graduation of Husband, Wife, Child | Quarantine |

	10 ½-month employees	12-month employees
Hired prior to 7/1/90	5	6
Hired after 7/1/90	4	5
Hired after 7/1/94	3	4

D. In case of death

	10 ½-month employees	12-month employees
Immediate family (per death) Effective July 1, 2016, the term immediate family is defined as the employee’s grandparent, parent, spouse, sibling, child (including adopted and step children), and in-laws of the same relation.	5 days	5 days
Persons defined as not immediate family (per death) Effective July 1, 2016, the term persons defined as not immediate family includes the employee’s aunt, uncle, niece or nephew.	1 day	1 day

E. Child Care Leave

One year without pay, renewable subject to District’s approval for one additional year, provided employee enters her request one month prior to scheduled day of return.

F. Vacation Leave

	12-month employees
Employee in first five years of service	15 days
Employee with more than five years’ service	20 days
Employee with more than ten years’ service	25 days **

**** Not applicable to those hired after July 1, 1990**

1. 10 ½-month employees will be expected to work under the school calendar work year, to begin August 16 through June 30. They will receive no vacation time other than recess days and holidays within the school calendar.

2. Vacation days are to be taken at the discretion of the employee’s administrator. All days must be taken during periods indicated by the Administration. Requests may be submitted at any time during the year. However, all requests are subject to approval of the District.

3. Reimbursement will not be made for unused vacation days. An employee must take the vacation allotted and will not be able to accumulate more than 30 days.

4. On or before July 15 of each year, the employee will receive from the Personnel Office, in writing, the cumulative vacation time earned and unused, up to and including the previous June 30.

5. Members of the unit whose employment is terminated by retirement, layoff, or by resignation shall be entitled to convert unused vacation time at the rate of 1/260 of their then current annual salary for each vacation day accrued. Payment shall be made for no more than 30 accrued vacation days.

6. Effective July 1, 2016, an employee who transfers from a 10 ½ month position to a 12 month position will receive prorated vacation leave days.

G. Leave of Absence

The existing policy on Leave of Absence will remain in effect, i.e., employees who are on permanent employment may be granted, upon approval of the District, a one year’s leave of absence. The District agrees to consider an employee's request for a one year extension of leave of

absence provided that she makes application for such extension more than 30 days prior to the end of her original leave of absence.

H. Holiday Leave

The following days, when schools are closed, are to be paid holidays:

New Year's Day	Rosh Hashanah (2 nd day)
President's Birthday	Yom Kippur
Holy Thursday	Columbus Day
Good Friday	Election Day
Passover (1st day)	Veteran's Day
Friday proceeding Memorial Day	Martin L. King's Birthday
Memorial Day	Thanksgiving Day
Fourth of July	Thanksgiving Friday
Labor Day	Christmas Eve
Rosh Hashanah (1 st day)	Christmas Day
	New Year's Eve

If during the school year, the number of holidays falls below 18, members of the unit shall receive an alternate paid holiday or holidays on a date or dates mutually agreed upon by the Superintendent of Schools and the Association President.

I. Terminal Leave

1. After 10 years of service in the District, an employee whose employment is terminated by retirement, layoff, or by resignation [after 20 years of service] shall be entitled to convert unused sick leave at the rate of one day's pay for each three days of accumulated sick time at the rate of 1/210 of their then current annual salary for 10 ½-month employees and at the rate of 1/260 of their then current annual salary for 12-month employees. Payment shall be made for no more than 175 accrued sick days.

2. An employee whose employment is terminated under the terms of the preceding paragraph shall have the option of having payment of the aforesaid terminal leave payment made within 60 days of the date of termination, or on July 1 of the subsequent calendar year.

3. An employee may submit her resignation three years prior to the actual retirement date. This employee will receive payment for the accumulated leave as enumerated in I. 1. spread over those last three years.

4. After three years of service in the District, an employee who dies will have unused sick leave accrue to the beneficiary of said employee, on the same one-for-three basis.

5. Effective July 1, 2016, employees will participate in the District's Section 403(b) tax sheltered annuity plan ("403(b) plan"). An employee utilizing this 403(b) plan must first

execute an indemnification agreement prepared by the District pursuant to which the employee will indemnify and save and hold the District and any and all of its employees, representatives, officers and/or members of the Board of Education (collectively, “employees”) harmless against any and all claims, demands, suits or other forms of liability which may arise out of, or by reason of, any action taken or not taken by the District or any of its employees for the purpose of complying with this provision and State law, except any actions that may arise out of criminal and/or tortious acts or omissions on the part of the District or its employees that are not attributable to an act or omission by the employee or the employee’s agents.

J. Effective July 1, 2016, sick and vacation leave will be prorated in the first and last years of employment.

ARTICLE XV GRIEVANCE PROCEDURES

A. The District in compliance with Article 16 of the General Municipal Laws (Chapter 554 of the Laws of 1962) regarding the establishment of grievance procedures for public employees does hereby establish and adopt the following procedures for the orderly settlement of grievances of employees of the District to be effective July 1, 1987.

B. In order to establish a more harmonious and cooperative relationship between the District and its employees, which will enhance the educational program of the District, it is hereby declared to be the purpose of these procedures to provide a means for orderly settlement of differences, promptly and fairly, as they arise and to assure equitable and proper treatment of employees pursuant to established rules, regulations, and policies of the District. The provisions of these procedures shall be liberally construed for the accomplishment of this purpose.

- C.
1. School District shall mean Commack School District.
 2. Board of Education shall mean the Board of Education of Commack School District.
 3. Public Employee or Employee shall mean any person directly employed and compensated by the School District. For the purpose of these procedures, employees shall be classified as follows:
 - a. Administrative Staff shall mean any employee whose position required certification by the State Education Department, excluding those employees who are eligible for membership in the Commack Teachers Association. Specifically exempted from all classification is the Superintendent of Schools.
 - b. Teaching Staff shall mean any employee whose position requires certification by the State Education Department and any employee assisting such teaching staff whose position does not require certification by the State

Education Department.

c. Secretarial and Health Service Staff shall mean any employee whose position requires certification by the Suffolk County Civil Service Commission and whose duties are encompassed within the classifications normally used to designate nursing, secretarial, and clerical work associated with public schools and all other employees performing work of a like nature.

d. Maintenance Staff shall mean any employee whose position requires certification by the Suffolk County Civil Service Commission and/or whose duties are encompassed within the classification normally used to designate custodial workers, maintenance workers, cafeteria employees, and any and all employees performing work of like nature.

4. Administrator means any employee responsible for or exercising any degree of supervision or authority over another employee.

a. Chief Administrator shall mean the Superintendent of the District.

b. Immediate Supervisor shall mean the administrator to whom another employee is directly responsible.

c. Intermediate Supervisor shall mean the administrator (other than the Chief Administrator) to whom the Immediate Supervisor is directly responsible.

5. Representative shall mean the person or persons designated by the aggrieved employee as employee's counsel or to act on employee's behalf.

6. Grievance means any claimed violation, misinterpretation, or inequitable application of any existing laws, rules, regulations, or policies which relate to or involve the employee or groups of employees in the exercise of the duties assigned to employee, or may call attention to the need for a policy.

D. 1. It is the intent of these procedures to provide for the orderly settlement of differences in a fair and equitable manner. The resolution of a grievance at the earliest possible stage is encouraged.

2. An employee, or the CSSA/UPSEU, shall have the right to present grievances in accordance with these procedures, free from coercion, interference, restraint, discrimination or reprisal.

3. At all stages, hereinafter described, an employee shall have the right to be represented by a person or persons of employee's own choice. The CSSA/UPSEU shall have the right to initiate any grievance at any appropriate stage.

4. Each party to a grievance shall have access at reasonable times to all written statements and records pertaining to such case.

5. All hearings shall be confidential at the discretion of aggrieved employee or CSSA/UPSEU.

6. It shall be the responsibility of the Chief Administrator of the District to take such steps as may be necessary to give force and effect to these procedures. Each administrator shall have the responsibility to consider promptly each grievance presented to him/her and make a determination within the authority delegated to him/her within the time specified in these procedures.

7. The function of these procedures is to assure equitable and proper treatment under the existing laws, rules, regulations and policies which relate to or affect the employee in the performance of employee's assignment. They are not designed to be used for changing such rules, or establishing new ones. Nothing herein shall be deemed to be in conflict with any other part of the agreement.

8. The District agrees that, in grievances prosecuted by an individual employee, no grievance adjustment or disposition shall be inconsistent with the terms and provisions of this agreement, and that no such grievance hearing shall be held unless the CSSA/UPSEU has been afforded notice and an opportunity to be present.

E. Grievance Procedures

1. Informal Stage - CSSA/UPSEU will present the grievance in writing to the aggrieved employee's Immediate Supervisor who will discuss the grievance with the aggrieved employee or CSSA/UPSEU. The Immediate Supervisor shall render his/her determination to the aggrieved employee or CSSA/UPSEU within five school days after the grievance has been presented to him/her. If such grievance is not satisfactorily resolved at this stage, CSSA/UPSEU may proceed to the informal stage or the intermediate stage, as the case may be.

2. Intermediate Stage - Within five school days after a determination has been made at the preceding stage, the aggrieved employee or CSSA/UPSEU may, in writing, present her Immediate Supervisor who is immediately responsible, if such there be, who shall orally discuss the grievance with the aggrieved employee or CSSA/UPSEU. The Intermediate Supervisor shall render his/her determination to the aggrieved employee or CSSA/UPSEU within five school days after the grievance has been presented to him/her. If such grievance is not satisfactorily resolved at this stage, CSSA/UPSEU may proceed to the formal stage.

3. Formal Stage

a. Within five school days after a determination has been made by the Immediate Supervisor or Intermediate Supervisor, as the case may be, the aggrieved employee or CSSA/UPSEU may make a written request to the Chief Administrator or his designee for review and determination. If the Chief Administrator designates a person to act on his behalf, he/she shall also delegate full

authority to render a determination on his behalf.

b. The Chief Administrator or his designee shall immediately notify the aggrieved employee or CSSA/UPSEU, Immediate Supervisor, Intermediate Supervisor and any other administrator previously rendering a determination in the case to submit written statements to him within five school days setting forth the specific nature of the grievance, the facts relating thereto, and the determinations previously rendered.

c. If such is requested in the written statement of either party pursuant to paragraph "b" above, the Chief Administrator or his designee shall notify all parties concerned in the case, of the time and place when an informal hearing will be held where such parties may appear and present oral and written statements supplementing their position in the case. Such hearings shall be held within five school days of receipt of the written statements pursuant to paragraph "b."

d. The Chief Administrator or his designee shall render his determination within 10 school days after the written statements pursuant to paragraph "b" have been presented to him.

F. Binding Arbitration Procedure

1. If the grievance has not been satisfactorily resolved in the above stages, either party to this agreement (the District or the CSSA/UPSEU, and no other person) may, within five school days of the determination required by E.3.d. above, make a written demand for arbitration to the Public Employee Relations Board in accordance with its Rules and Procedures then prevailing. The arbitrator so appointed must be mutually approved by the parties to this Agreement.

2. Such arbitration shall be final and binding upon both parties. Any award of the arbitrator shall be promptly complied with, and, in any event, shall be enforceable under the laws of New York.

3. All expenses shall be equally divided by the parties to this Agreement.

4. This stage of the grievance procedure shall apply only to grievances arising out of disputes concerning the meaning, interpretation, or application of the terms and provisions of this Agreement without regard to Section C.6. above.

5. All binding arbitration shall be held within the geographical boundaries of the District.

ARTICLE XVI PROFESSIONAL ADVANCEMENT

A. Professional Certification. An additional differential, without proration, will be given to a CSSA/UPSEU member who has attained Professional Certification from the National Association of Educational Office Personnel (an affiliate of N.E.A.). This differential will be in

accordance with the amounts noted in Appendices A-1, A-2 and A-3 attached hereto.

B. College Degree Program. An additional differential, without proration, will be given to a CSSA/UPSEU member who has attained an Associate Degree through an accredited college degree program. This differential will be in accordance with the amounts noted in Appendices A-1, A-2 and A-3 attached hereto.

C. In-Service courses and workshops, when offered in the fall and spring, will continue to be accepted for credit for professional certification for CSSA/UPSEU members.

ARTICLE XVII COURSE FEE REIMBURSEMENT

A. Any fees for courses taken for differentials shall be reimbursed by the District to the employees as follows:

1. Employees after one full year of service shall be entitled to be reimbursed the actual sum expended for all courses taken during the fiscal year or the sum of \$80, whichever is less.

2. Employees with more than three years of service shall be entitled to be reimbursed the actual sum expended for all courses taken during the fiscal year or the sum of \$600, whichever is less.

3. Adult education courses approved for professional certification and taken at Commack Schools will be reimbursed within the foregoing limits, or the fee waived, at the discretion of the District.

B. In order for the Course Fee Reimbursement provision as hereinafter set forth to apply, the following prerequisites are necessary:

1. The course must have the prior approval of the employee's administrator and the appropriate central office administrator, and lead towards the Associate Degree or relate to specific secretarial and clerical competencies.

2. The course must be successfully completed, or audited, where auditing is approved by the Superintendent of Schools.

C. "Course" shall be defined as any undergraduate course at any approved institution beyond a four year high school and includes, but is not limited to, a business school, a two year college, a four year college, or an adult education course as defined above.

**ARTICLE XVIII
CONFERENCES**

A sum of \$4,000 per year will be allotted to members of the unit for the purpose of attendance at conferences and conventions. The approval of the Superintendent of Schools, or his/her designee, is required for attendance at such conferences. Days of absence for attendance at such conferences (not to exceed three) are not to be deducted from annual leave. Employees will be required to write an evaluation and critique of the conference attended with copies to be made available to all members of the secretarial staff.

**ARTICLE XIX
APPOINTMENTS, TRANSFERS, PROMOTIONS**

A. All positions will be based on Civil Service status. Personnel will be required to take the appropriate Civil Service examination before employment in the Commack School District within the regulations of the Civil Service Law.

Whenever possible, notice of Civil Service examinations shall be sent to all buildings to be posted therein, but the District assumes no liability in this regard. Each employee is responsible for informing herself of any examinations to be offered.

B. Civil Service job descriptions are on file in the Personnel Office. These shall apply to the Civil Service examinations mentioned above.

C. When a position covered by the Agreement becomes vacant, due and sufficient notice shall be given to all personnel covered by this Agreement. Said notice shall be dated and posted for at least two (2) weeks in all schools and/or places of employment and shall contain:

1. Job classification;
2. Civil Service Test Requirements for the position;
3. Salary class.

Employees covered by this Agreement may apply for said position(s) and will be given preference over other applicants, if sufficiently qualified, including Civil Service requirements. Within a reasonable time, all applicants shall be notified, in writing, that their application has been received.

D. There shall be consultation with CSSA/UPSEU Executive Board representatives when new positions are created and salaries set. In addition, said position(s) shall be posted in a manner similar to Section D above. Employees covered by this Agreement shall be given first preference, where qualifications are comparable.

E. In order for any employee to affect a change to a new classification, she shall be required to pass the appropriate Civil Service examination and be reachable. The one exception would be an examination given by Civil Service so infrequently that it has been impossible to take

the examination, with the provision that the examination be taken at the earliest date it is given. Although a person may, under the above conditions, hold a position tentatively until the exam is passed and the person is reachable, the pay will be at the previous rate for a maximum of two years' duration. Thereafter, the upgrade in pay will be implemented with the understanding that the individual must pass the appropriate promotional Civil Service examination when offered. When the examination is passed and the individual is reachable, pay for the entire period of service from the time of the position upgrade at the advanced rate will be provided.

F. In the event an employee is transferred within her classification because of elimination of position or closing of a building, employee shall suffer no reduction in weekly, monthly, or annual salary, or change of Civil Service status.

If an involuntary transfer is made to a lower Civil Service classification because of a lack of seniority; i.e., Stenographer retreating to Clerk Typist, her salary and credit differential shall remain frozen until such time as salaries for her new position reach that figure, at which time her salary shall be increased accordingly.

In the event that an employee is transferred from a 12-month to a 10 1/2 month position, it is understood that she will receive ninety (90) percent of the annual salary. If the transfer is from ten and one-half (10 1/2)-month to a twelve (12)-month position, the salary will be adjusted accordingly.

When an employee covered by this contract is transferred to another position in the District with the same Civil Service classification, the employee's salary and fringe benefits shall be maintained as if the employee had been retained in the prior position.

G. 1. Should an employee be promoted from one title "group" to a higher title "group," that employee shall be placed on the same step on the new column. Should an employee who is "off step" be promoted to a higher group title, then that employee shall receive an increase in salary equivalent to the % difference between top step (#15 or #26 for employees hired on or after November 21, 2013) of the present title and the new promotional title. It is understood that "present title" salary does include any longevity that may have been awarded.

2. During the year, promotional raises will be implemented immediately.

H. A permanent employee who passes an examination for a change in classification, and who is appointed from the Civil Service list, shall retain tenure in her former classification during her probationary period and until gaining tenure in her new classification.

I. Should a member of this unit be designated in writing by the Assistant Superintendent for Personnel, or her/his designated representative, to assume the full responsibilities of a higher paying classification for three consecutive days, such employee shall receive the higher paid rate for such work, at her step, retroactive to the first day of such work. Under no circumstances should a member of this unit assume the responsibilities of an administrator.

**ARTICLE XX
CIVIL SERVICE SENIORITY RULING**

The parties shall be bound by Rule 21 as stated in the Suffolk County Civil Service Handbook, as set forth in Appendix E.

**ARTICLE XXI
SALARY SCHEDULE FEATURES**

A. Salaries for personnel covered by this agreement shall be in accordance with Appendices A-1, A-2, A-3, A-4 and placed on file in the Personnel Department.

B. The titles Data Control Specialist and Office Applications Specialist shall be considered unit members and shall be added to Column VII and IV, respectively, of the salary schedule.

C. All positions are considered twelve-month positions but some employees will receive agreed upon prorated salaries, i.e., Secretary Elementary Principal, based upon a 10 1/2-month work year, will be paid a figure of 90% of salary schedule.

D. The salary schedule shall be amended to reflect that Senior Stenographers to the Principal in Primary and Intermediate Schools shall receive an annual stipend of \$1,000 during the term of this agreement, to be paid on a bi-weekly basis.

E. Effective January 10, 2017, each step of the 2015-2016 salary schedule will be increased by 1% as per Appendix "A-1." Effective July 1, 2017, each step on the 2016-2017 salary schedule will be increased by 1.25% as per Appendix "A-2." Effective July 1, 2018, each step on the 2017-2018 salary schedule will be increased by 1.75% as per Appendix "A-3." Effective July 1, 2019, each step on the 2018-2019 salary schedule will be increased by 1.75% as per Appendix "A-4." The percentages set forth in this paragraph will apply to longevity, PSP and college stipends.

F. Any person who has been previously employed in the District and is rehired shall receive at least the same salary as previously earned, plus the appropriate portion of that year's raise. In the event that the position is now a 10 1/2-month position, employee will receive 90% of that annual salary.

G. It is understood and agreed that for purposes of placement "on step" during the institution of a 15-step (or 26 step for employees who were hired on or after November 21, 2013) salary schedule effective July 1, 1987, all salary differentials granted prior to July 1, 1987, shall remain in full force and effect and be considered as part of the annual salary.

All salary differentials granted to employees on the salary step schedule after July 1, 1987, shall NOT be deemed part of the salary for purposes of salary step movement, but shall be ADDED to the annual salary.

After July 1, 1987, employees beyond 15 steps (or 26 steps for employees who were hired on or after November 21, 2013) shall have any differentials added to their annual salary.

H. It is understood and agreed that any clerical salary adjustment, other than those covered under this agreement, will be taken under consideration by the parties to this contract before implementation.

I. Effective July 1, 2005, employees first appointed by the District and having a starting date between July 1 and December 31 of any contract year shall be placed on step 1 of the appropriate column of the salary schedule and move to step 2 the following July. Employees first appointed by the District and having a starting date between January 1 and June 30 of any contract year shall be placed on step 1 of the appropriate column and will remain on step 1 for the next contract year.

IN WITNESS WHEREOF, the parties hereto have set their hands and seals this _____ day of _____, 2017.

COMMACK UNION FREE SCHOOL
DISTRICT

SECRETARIAL ASSOCIATION/UNITED
PUBLIC SERVICE EMPLOYEES UNION

Steven Hartman, President

Gloria Fernandez, President

Dr. Donald James, Superintendent

Frann Weinstein, 1st Vice President

Kevin E. Boyle, Jr., UPSEU President

Appendix A-1

2016-2017 - 12 Month Schedule Effective January 10, 2017 (Employees Hired Before November 21, 2013)

Group Classifications are as follows:

- Group I: Clerk Typist; Photocopy Machine Operator; Switchboard Operator
- Group II: Account Clerk; Account Clerk Typist; Data Processing Equipment Operator; Photocopy Machine Operator II; Stenographer
- Group III: Senior Clerk Typist
- Group IV: Senior Data Processing Equipment Operator; Senior Stenographer; Office Applications Specialist
- Group V: Principal Clerk; Senior Account Clerk
- Group VI: Principal Stenographer
- Group VII: Data Control Specialist; Principal Account Clerk; Purchasing Technician

STEP	GROUP I	GROUP II	GROUP III	GROUP IV	GROUP V	GROUP VI	GROUP VII
1	\$38,029	\$41,832	\$43,922	\$46,118	\$48,424	\$50,845	\$53,387
2	\$39,173	\$43,090	\$45,244	\$47,506	\$49,882	\$52,375	\$54,995
3	\$40,346	\$44,384	\$46,601	\$48,930	\$51,379	\$53,948	\$56,645
4	\$41,555	\$45,711	\$47,996	\$50,395	\$52,916	\$55,562	\$58,339
5	\$42,803	\$47,083	\$49,437	\$51,910	\$54,505	\$57,232	\$60,090
6	\$44,087	\$48,496	\$50,919	\$53,465	\$56,139	\$58,946	\$61,893
7	\$45,412	\$49,952	\$52,448	\$55,071	\$57,825	\$60,715	\$63,752
8	\$46,775	\$51,451	\$54,025	\$56,725	\$59,563	\$62,541	\$65,666
9	\$48,178	\$52,995	\$55,644	\$58,426	\$61,347	\$64,416	\$67,636
10	\$49,622	\$54,585	\$57,313	\$60,180	\$63,187	\$66,349	\$69,666
11	\$51,109	\$56,219	\$59,030	\$61,983	\$65,080	\$68,333	\$71,749
12	\$52,643	\$57,906	\$60,804	\$63,842	\$67,036	\$70,386	\$73,906
13	\$54,222	\$59,643	\$62,625	\$65,756	\$69,045	\$72,497	\$76,121
14	\$55,848	\$61,433	\$64,506	\$69,751	\$71,115	\$74,673	\$78,405
15	\$57,524	\$63,275	\$66,440	\$69,762	\$73,250	\$76,913	\$80,758

STIPEND:

PSP/College	\$2,372
Primary & Intermediate School Senior Stenographer	\$1,048

LONGEVITY:

Beginning with the 15 th year of service, employees will receive a longevity increase of:	\$3,163
Beginning with the 18 th , 20 th , 23 rd , and 25 th year of service, employees will receive a longevity increase of:	\$2,372

2016-2017 - 12 Month Schedule
Effective January 10, 2017
(Employees Hired On or After November 21, 2013)

Group Classifications are as follows:

- Group I: Clerk Typist; Photocopy Machine Operator; Switchboard Operator
 Group II: Account Clerk; Account Clerk Typist; Data Processing Equipment Operator;
 Photocopy Machine Operator II; Stenographer
 Group III: Senior Clerk Typist
 Group IV: Senior Data Processing Equipment Operator; Senior Stenographer;
 Office Applications Specialist
 Group V: Principal Clerk; Senior Account Clerk
 Group VI: Principal Stenographer
 Group VII: Data Control Specialist; Principal Account Clerk; Purchasing Technician

STEP	GROUP I	GROUP II	GROUP III	GROUP IV	GROUP V	GROUP VI	GROUP VII
1	\$37,652	\$41,418	\$43,487	\$45,661	\$47,945	\$50,383	\$52,858
2	\$38,310	\$42,143	\$44,248	\$46,460	\$48,783	\$51,223	\$53,784
3	\$38,981	\$42,881	\$45,028	\$47,273	\$49,636	\$52,119	\$54,725
4	\$39,664	\$43,631	\$45,811	\$48,100	\$50,506	\$53,031	\$55,682
5	\$40,358	\$44,395	\$46,612	\$48,943	\$51,390	\$53,959	\$56,657
6	\$41,064	\$45,171	\$47,428	\$49,799	\$52,289	\$54,904	\$57,649
7	\$41,783	\$45,962	\$48,258	\$50,671	\$53,204	\$55,865	\$58,658
8	\$42,513	\$46,766	\$49,102	\$51,557	\$54,135	\$56,843	\$59,684
9	\$43,257	\$47,584	\$49,962	\$52,459	\$55,082	\$57,837	\$60,728
10	\$44,015	\$48,417	\$50,835	\$53,377	\$56,046	\$58,850	\$61,791
11	\$44,784	\$49,265	\$51,725	\$54,312	\$57,027	\$59,879	\$62,873
12	\$45,568	\$50,126	\$52,630	\$55,262	\$58,025	\$60,927	\$63,972
13	\$46,366	\$51,004	\$53,551	\$56,229	\$59,041	\$61,993	\$65,092
14	\$47,177	\$51,897	\$54,488	\$57,213	\$60,074	\$63,079	\$66,232
15	\$49,197	\$53,917	\$56,508	\$59,233	\$62,094	\$65,099	\$68,252
16	\$50,059	\$54,860	\$57,497	\$60,270	\$63,181	\$66,237	\$69,446
17	\$50,934	\$55,820	\$58,503	\$61,324	\$64,285	\$67,396	\$70,662
18	\$52,954	\$57,840	\$60,523	\$63,344	\$66,305	\$69,416	\$72,682
19	\$53,880	\$58,853	\$61,583	\$64,453	\$67,466	\$70,631	\$73,953
20	\$55,900	\$60,873	\$63,603	\$66,473	\$69,486	\$72,651	\$75,973
21	\$56,879	\$61,937	\$64,716	\$67,636	\$70,702	\$73,923	\$77,302
22	\$57,874	\$63,021	\$65,848	\$68,819	\$71,939	\$75,217	\$78,656
23	\$59,894	\$65,041	\$67,868	\$70,839	\$73,959	\$77,237	\$80,676
24	\$60,942	\$66,179	\$69,056	\$72,080	\$75,254	\$78,588	\$82,088
25	\$62,962	\$68,199	\$71,076	\$74,100	\$77,274	\$80,608	\$84,108
26	\$64,982	\$70,219	\$73,096	\$76,120	\$79,294	\$82,628	\$86,128

STIPEND:

PSP /College	\$2,347
Primary & Intermediate School Senior Stenographer	\$1,038

**2016-2017 Salary Schedule - 10 ½ Month Schedule
Effective January 10, 2017
(Employees Hired Before November 21, 2013)**

Group Classifications are as follows:

- Group I: Clerk Typist; Photocopy Machine Operator; Switchboard Operator
 Group II: Account Clerk; Account Clerk Typist; Data Processing Equipment Operator;
 Photocopy Machine Operator II; Stenographer
 Group III: Senior Clerk Typist
 Group IV: Senior Data Processing Equipment Operator; Senior Stenographer;
 Office Applications Specialist
 Group V: Principal Clerk; Senior Account Clerk
 Group VI: Principal Stenographer
 Group VII: Data Control Specialist; Principal Account Clerk; Purchasing Technician

STEP	GROUP I	GROUP II	GROUP III	GROUP IV	GROUP V	GROUP VI	GROUP VII
1	\$34,226	\$37,649	\$39,529	\$41,507	\$43,584	\$45,762	\$48,048
2	\$35,255	\$38,780	\$40,719	\$42,755	\$44,893	\$47,137	\$49,494
3	\$36,311	\$39,944	\$41,940	\$44,036	\$46,240	\$48,552	\$50,980
4	\$37,399	\$41,138	\$43,197	\$45,356	\$47,625	\$50,005	\$52,504
5	\$38,521	\$42,374	\$44,494	\$46,720	\$49,054	\$51,507	\$54,080
6	\$39,678	\$43,645	\$45,827	\$48,118	\$50,524	\$53,050	\$55,703
7	\$40,870	\$44,956	\$47,203	\$49,565	\$52,040	\$54,643	\$57,377
8	\$42,097	\$46,307	\$48,622	\$51,051	\$53,606	\$56,286	\$59,100
9	\$43,359	\$47,694	\$50,081	\$52,583	\$55,213	\$57,973	\$60,873
10	\$44,659	\$49,127	\$51,582	\$54,161	\$56,869	\$59,714	\$62,698
11	\$45,997	\$50,595	\$53,127	\$55,783	\$58,571	\$61,500	\$64,574
12	\$47,379	\$52,116	\$54,722	\$57,457	\$60,331	\$63,346	\$66,514
13	\$48,801	\$53,677	\$56,363	\$59,181	\$62,139	\$65,248	\$68,507
14	\$50,262	\$55,289	\$58,055	\$60,957	\$64,003	\$67,204	\$70,564
15	\$51,772	\$56,948	\$59,795	\$62,785	\$65,926	\$69,220	\$72,681

STIPEND:

PSP/College	\$2,372
Primary & Intermediate School Senior Stenographer	\$1,048

LONGEVITY:

Beginning with the 15 th year of service, employees will receive a longevity increase of:	\$3,163
Beginning with the 18 th , 20 th , 23 rd , and 25 th year of service, employees will receive a longevity increase of:	\$2,372

2016-2017 - 10 ½ Month Schedule
Effective January 10, 2017
(Employees Hired On or After November 21, 2013)

Group Classifications are as follows:

- Group I: Clerk Typist; Photocopy Machine Operator; Switchboard Operator
 Group II: Account Clerk; Account Clerk Typist; Data Processing Equipment Operator;
 Photocopy Machine Operator II; Stenographer
 Group III: Senior Clerk Typist
 Group IV: Senior Data Processing Equipment Operator; Senior Stenographer;
 Office Applications Specialist
 Group V: Principal Clerk; Senior Account Clerk
 Group VI: Principal Stenographer
 Group VII: Data Control Specialist; Principal Account Clerk; Purchasing Technician

STEP	GROUP I	GROUP II	GROUP III	GROUP IV	GROUP V	GROUP VI	GROUP VII
1	\$33,887	\$37,276	\$39,138	\$41,095	\$43,150	\$45,308	\$47,572
2	\$34,479	\$37,929	\$39,823	\$41,814	\$43,905	\$46,101	\$48,405
3	\$35,083	\$38,592	\$40,520	\$42,546	\$44,673	\$46,907	\$49,252
4	\$35,697	\$39,268	\$41,229	\$43,291	\$45,455	\$47,728	\$50,114
5	\$36,322	\$39,955	\$41,950	\$44,048	\$46,251	\$48,564	\$50,991
6	\$36,958	\$40,654	\$42,685	\$44,819	\$47,060	\$49,413	\$51,884
7	\$37,604	\$41,366	\$43,432	\$45,604	\$47,884	\$50,279	\$52,792
8	\$38,262	\$42,090	\$44,192	\$46,401	\$48,721	\$51,159	\$53,715
9	\$38,931	\$42,826	\$44,965	\$47,213	\$49,575	\$52,053	\$54,655
10	\$39,613	\$43,575	\$45,752	\$48,040	\$50,441	\$52,964	\$55,612
11	\$40,306	\$44,338	\$46,552	\$48,880	\$51,324	\$53,891	\$56,585
12	\$41,011	\$45,114	\$47,367	\$49,735	\$52,222	\$54,835	\$57,575
13	\$41,730	\$45,903	\$48,196	\$50,606	\$53,137	\$55,793	\$58,583
14	\$42,459	\$46,707	\$49,040	\$51,492	\$54,066	\$56,770	\$59,608
15	\$44,277	\$48,525	\$50,858	\$53,310	\$55,884	\$58,589	\$61,426
16	\$45,053	\$49,374	\$51,747	\$54,243	\$56,863	\$59,613	\$62,501
17	\$45,841	\$50,237	\$52,653	\$55,191	\$57,857	\$60,657	\$63,596
18	\$47,659	\$52,055	\$54,471	\$57,009	\$59,675	\$62,475	\$65,414
19	\$48,492	\$52,967	\$55,425	\$58,008	\$60,719	\$63,568	\$66,558
20	\$50,310	\$54,785	\$57,243	\$59,826	\$62,537	\$65,386	\$68,376
21	\$51,373	\$55,744	\$58,245	\$60,872	\$63,632	\$66,531	\$69,572
22	\$52,087	\$56,719	\$59,263	\$61,937	\$64,745	\$67,695	\$70,790
23	\$53,905	\$58,537	\$61,081	\$63,755	\$66,563	\$69,513	\$72,608
24	\$54,848	\$59,562	\$62,150	\$64,871	\$67,729	\$70,729	\$73,879
25	\$56,666	\$61,380	\$63,968	\$66,689	\$69,547	\$72,547	\$75,697
26	\$57,215	\$63,198	\$65,786	\$68,507	\$71,365	\$74,365	\$77,515

STIPEND:

PSP/College	\$2,347
Primary & Intermediate School Senior Stenographer	\$1,038

Appendix A-2

2017-2018 - 12 Month Schedule Effective July 1, 2017 (Employees Hired Before November 21, 2013)

Group Classifications are as follows:

- Group I: Clerk Typist; Photocopy Machine Operator; Switchboard Operator
 Group II: Account Clerk; Account Clerk Typist; Data Processing Equipment Operator; Photocopy Machine Operator II; Stenographer
 Group III: Senior Clerk Typist
 Group IV: Senior Data Processing Equipment Operator; Senior Stenographer; Office Applications Specialist
 Group V: Principal Clerk; Senior Account Clerk
 Group VI: Principal Stenographer
 Group VII: Data Control Specialist; Principal Account Clerk; Purchasing Technician

STEP	GROUP I	GROUP II	GROUP III	GROUP IV	GROUP V	GROUP VI	GROUP VII
1	\$38,504	\$42,355	\$44,471	\$46,694	\$49,029	\$51,481	\$54,054
2	\$39,663	\$43,629	\$45,810	\$48,100	\$50,506	\$53,030	\$55,682
3	\$40,850	\$44,939	\$47,184	\$49,542	\$52,021	\$54,622	\$57,353
4	\$42,074	\$46,282	\$48,596	\$51,025	\$53,577	\$56,257	\$59,068
5	\$43,338	\$47,672	\$50,055	\$52,559	\$55,186	\$57,947	\$60,841
6	\$44,638	\$49,102	\$51,555	\$54,133	\$56,841	\$59,683	\$62,667
7	\$45,980	\$50,576	\$53,104	\$55,759	\$58,548	\$61,474	\$64,549
8	\$47,360	\$52,094	\$54,700	\$57,434	\$60,308	\$63,323	\$66,487
9	\$48,780	\$53,657	\$56,340	\$59,156	\$62,114	\$65,221	\$68,481
10	\$50,242	\$55,267	\$58,029	\$60,932	\$63,977	\$67,178	\$70,537
11	\$51,748	\$56,922	\$59,768	\$62,758	\$65,894	\$69,187	\$72,646
12	\$53,301	\$58,630	\$61,564	\$64,640	\$67,874	\$71,266	\$74,830
13	\$54,900	\$60,389	\$63,408	\$66,578	\$69,908	\$73,403	\$77,073
14	\$56,546	\$62,201	\$65,312	\$70,623	\$72,004	\$75,606	\$79,385
15	\$58,243	\$64,066	\$67,271	\$70,634	\$74,166	\$77,874	\$81,767

STIPEND:

PSP/College	\$2,402
Primary & Intermediate School Senior Stenographer	\$1,061

LONGEVITY:

Beginning with the 15 th year of service, employees will receive a longevity increase of:	\$3,203
Beginning with the 18 th , 20 th , 23 rd , and 25 th year of service, employees will receive a longevity increase of:	\$2,402

2017-2018 - 12 Month Schedule
Effective July 1, 2017
(Employees Hired On or After November 21, 2013)

Group Classifications are as follows:

- Group I: Clerk Typist; Photocopy Machine Operator; Switchboard Operator
 Group II: Account Clerk; Account Clerk Typist; Data Processing Equipment Operator;
 Photocopy Machine Operator II; Stenographer
 Group III: Senior Clerk Typist
 Group IV: Senior Data Processing Equipment Operator; Senior Stenographer;
 Office Applications Specialist
 Group V: Principal Clerk; Senior Account Clerk
 Group VI: Principal Stenographer
 Group VII: Data Control Specialist; Principal Account Clerk; Purchasing Technician

STEP	GROUP I	GROUP II	GROUP III	GROUP IV	GROUP V	GROUP VI	GROUP VII
1	\$38,123	\$41,936	\$44,031	\$46,232	\$48,554	\$51,013	\$53,519
2	\$38,789	\$42,670	\$44,801	\$47,041	\$49,393	\$51,863	\$54,456
3	\$39,468	\$43,417	\$45,585	\$47,864	\$50,256	\$52,770	\$55,409
4	\$40,160	\$44,176	\$46,384	\$48,701	\$51,137	\$53,694	\$56,378
5	\$40,862	\$44,950	\$47,195	\$49,555	\$52,032	\$54,633	\$57,365
6	\$41,577	\$45,736	\$48,021	\$50,421	\$52,943	\$55,590	\$58,370
7	\$42,305	\$46,537	\$48,861	\$51,304	\$53,869	\$56,563	\$59,391
8	\$43,044	\$47,351	\$49,716	\$52,201	\$54,812	\$57,554	\$60,430
9	\$43,798	\$48,179	\$50,587	\$53,115	\$55,771	\$58,560	\$61,487
10	\$44,565	\$49,022	\$51,470	\$54,044	\$56,747	\$59,586	\$62,563
11	\$45,344	\$49,881	\$52,372	\$54,991	\$57,740	\$60,627	\$63,659
12	\$46,138	\$50,753	\$53,288	\$55,953	\$58,750	\$61,689	\$64,772
13	\$46,946	\$51,642	\$54,220	\$56,932	\$59,779	\$62,768	\$65,906
14	\$47,767	\$52,546	\$55,169	\$57,928	\$60,825	\$63,867	\$67,060
15	\$49,812	\$54,591	\$57,214	\$59,973	\$62,870	\$65,913	\$69,105
16	\$50,685	\$55,546	\$58,216	\$61,023	\$63,971	\$67,065	\$70,314
17	\$51,571	\$56,518	\$59,234	\$62,091	\$65,089	\$68,238	\$71,545
18	\$53,616	\$58,563	\$61,280	\$64,136	\$67,134	\$70,284	\$73,591
19	\$54,554	\$59,589	\$62,353	\$65,259	\$68,309	\$71,514	\$74,877
20	\$56,599	\$61,634	\$64,398	\$67,304	\$70,355	\$73,559	\$76,923
21	\$57,590	\$62,711	\$65,525	\$68,481	\$71,586	\$74,847	\$78,268
22	\$58,597	\$63,809	\$66,671	\$69,679	\$72,838	\$76,157	\$79,639
23	\$60,643	\$65,854	\$68,716	\$71,724	\$74,883	\$78,202	\$81,684
24	\$61,704	\$67,006	\$69,919	\$72,981	\$76,195	\$79,570	\$83,114
25	\$63,749	\$69,051	\$71,964	\$75,026	\$78,240	\$81,616	\$85,159
26	\$65,794	\$71,097	\$74,010	\$77,072	\$80,285	\$83,661	\$87,205

STIPEND:

PSP/College	\$2,376
Primary & Intermediate School Senior Stenographer	\$1,051

2017-2018 - 10 ½ Month Schedule
Effective July 1, 2017
(Employees Hired Before November 21, 2013)

Group Classifications are as follows:

- Group I: Clerk Typist; Photocopy Machine Operator; Switchboard Operator
 Group II: Account Clerk; Account Clerk Typist; Data Processing Equipment Operator;
 Photocopy Machine Operator II; Stenographer
 Group III: Senior Clerk Typist
 Group IV: Senior Data Processing Equipment Operator; Senior Stenographer;
 Office Applications Specialist
 Group V: Principal Clerk; Senior Account Clerk
 Group VI: Principal Stenographer
 Group VII: Data Control Specialist; Principal Account Clerk; Purchasing Technician

STEP	GROUP I	GROUP II	GROUP III	GROUP IV	GROUP V	GROUP VI	GROUP VII
1	\$34,654	\$38,120	\$40,023	\$42,026	\$44,129	\$46,334	\$48,649
2	\$35,696	\$39,265	\$41,228	\$43,289	\$45,454	\$47,726	\$50,113
3	\$36,765	\$40,443	\$42,464	\$44,586	\$46,818	\$49,159	\$51,617
4	\$37,866	\$41,652	\$43,737	\$45,923	\$48,220	\$50,630	\$53,160
5	\$39,003	\$42,904	\$45,050	\$47,304	\$49,667	\$52,151	\$54,756
6	\$40,174	\$44,191	\$46,400	\$48,719	\$51,156	\$53,713	\$56,399
7	\$41,381	\$45,518	\$47,793	\$50,185	\$52,691	\$55,326	\$58,094
8	\$42,623	\$46,886	\$49,230	\$51,689	\$54,276	\$56,990	\$59,839
9	\$43,901	\$48,290	\$50,707	\$53,240	\$55,903	\$58,698	\$61,634
10	\$45,217	\$49,741	\$52,227	\$54,838	\$57,580	\$60,460	\$63,482
11	\$46,572	\$51,227	\$53,791	\$56,480	\$59,303	\$62,269	\$65,381
12	\$47,971	\$52,767	\$55,406	\$58,175	\$61,085	\$64,138	\$67,345
13	\$49,411	\$54,348	\$57,068	\$59,921	\$62,916	\$66,064	\$69,363
14	\$50,890	\$55,980	\$58,781	\$61,719	\$64,803	\$68,044	\$71,446
15	\$52,419	\$57,660	\$60,542	\$63,570	\$66,750	\$70,085	\$73,590

STIPEND:

PSP/College	\$2,402
Primary & Intermediate School Senior Stenographer	\$1,061

LONGEVITY:

Beginning with the 15 th year of service, employees will receive a longevity increase of:	\$3,203
Beginning with the 18 th , 20 th , 23 rd , and 25 th year of service, employees will receive a Longevity increase of:	\$2,402

2017-2018 - 10 ½ Month Schedule

Effective July 1, 2017

(Employees Hired On or After November 21, 2013)

Group Classifications are as follows:

Group I: Clerk Typist; Photocopy Machine Operator; Switchboard Operator

Group II: Account Clerk; Account Clerk Typist; Data Processing Equipment Operator; Photocopy Machine Operator II; Stenographer

Group III: Senior Clerk Typist

Group IV: Senior Data Processing Equipment Operator; Senior Stenographer; Office Applications Specialist

Group V: Principal Clerk; Senior Account Clerk

Group VI: Principal Stenographer

Group VII: Data Control Specialist; Principal Account Clerk; Purchasing Technician

STEP	GROUP I	GROUP II	GROUP III	GROUP IV	GROUP V	GROUP VI	GROUP VII
1	\$34,311	\$37,742	\$39,627	\$41,609	\$43,689	\$45,874	\$48,167
2	\$34,910	\$38,403	\$40,321	\$42,337	\$44,454	\$46,677	\$49,010
3	\$35,522	\$39,074	\$41,027	\$43,078	\$45,231	\$47,493	\$49,868
4	\$36,143	\$39,759	\$41,744	\$43,832	\$46,023	\$48,325	\$50,740
5	\$36,776	\$40,454	\$42,474	\$44,599	\$46,829	\$49,171	\$51,628
6	\$37,420	\$41,162	\$43,219	\$45,379	\$47,648	\$50,031	\$52,533
7	\$38,074	\$41,883	\$43,975	\$46,174	\$48,483	\$50,907	\$53,452
8	\$38,740	\$42,616	\$44,744	\$46,981	\$49,330	\$51,798	\$54,386
9	\$39,418	\$43,361	\$45,527	\$47,803	\$50,195	\$52,704	\$55,338
10	\$40,108	\$44,120	\$46,324	\$48,641	\$51,072	\$53,626	\$56,307
11	\$40,810	\$44,892	\$47,134	\$49,491	\$51,966	\$54,565	\$57,292
12	\$41,524	\$45,678	\$47,959	\$50,357	\$52,875	\$55,520	\$58,295
13	\$42,252	\$46,477	\$48,798	\$51,239	\$53,801	\$56,490	\$59,315
14	\$42,990	\$47,291	\$49,653	\$52,136	\$54,742	\$57,480	\$60,353
15	\$44,830	\$49,132	\$51,494	\$53,976	\$56,583	\$59,321	\$62,194
16	\$45,616	\$49,991	\$52,394	\$54,921	\$57,574	\$60,358	\$63,282
17	\$46,414	\$50,865	\$53,311	\$55,881	\$58,580	\$61,415	\$64,391
18	\$48,255	\$52,706	\$55,152	\$57,722	\$60,421	\$63,256	\$66,232
19	\$49,098	\$53,629	\$56,118	\$58,733	\$61,478	\$64,363	\$67,390
20	\$50,939	\$55,470	\$57,959	\$60,574	\$63,319	\$66,203	\$69,231
21	\$52,015	\$56,441	\$58,973	\$61,633	\$64,427	\$67,363	\$70,442
22	\$52,738	\$57,428	\$60,004	\$62,711	\$65,554	\$68,541	\$71,675
23	\$54,579	\$59,269	\$61,845	\$64,552	\$67,395	\$70,382	\$73,516
24	\$55,534	\$60,307	\$62,927	\$65,682	\$68,576	\$71,613	\$74,802
25	\$57,374	\$62,147	\$64,768	\$67,523	\$70,416	\$73,454	\$76,643
26	\$57,930	\$63,988	\$66,608	\$69,363	\$72,257	\$75,295	\$78,484

STIPEND:

PSP/College	\$2,376
Primary & Intermediate School Senior Stenographer	\$1,051

Appendix A-3

2018-2019 - 12 Month Schedule Effective July 1, 2018 (Employees Hired Before November 21, 2013)

Group Classifications are as follows:

Group I:	Clerk Typist; Photocopy Machine Operator; Switchboard Operator
Group II:	Account Clerk; Account Clerk Typist; Data Processing Equipment Operator; Photocopy Machine Operator II; Stenographer
Group III:	Senior Clerk Typist
Group IV:	Senior Data Processing Equipment Operator; Senior Stenographer; Office Applications Specialist
Group V:	Principal Clerk; Senior Account Clerk
Group VI:	Principal Stenographer
Group VII:	Data Control Specialist; Principal Account Clerk; Purchasing Technician

STEP	GROUP I	GROUP II	GROUP III	GROUP IV	GROUP V	GROUP VI	GROUP VII
1	\$39,178	\$43,096	\$45,249	\$47,511	\$49,887	\$52,382	\$55,000
2	\$40,357	\$44,393	\$46,612	\$48,942	\$51,390	\$53,958	\$56,656
3	\$41,565	\$45,725	\$48,010	\$50,409	\$52,931	\$55,578	\$58,357
4	\$42,810	\$47,092	\$49,446	\$51,918	\$54,515	\$57,241	\$60,102
5	\$44,096	\$48,506	\$50,931	\$53,479	\$56,152	\$58,961	\$61,906
6	\$45,419	\$49,961	\$52,457	\$55,080	\$57,836	\$60,727	\$63,764
7	\$46,785	\$51,461	\$54,033	\$56,735	\$59,573	\$62,550	\$65,679
8	\$48,189	\$53,006	\$55,657	\$58,439	\$61,363	\$64,431	\$67,651
9	\$49,634	\$54,596	\$57,326	\$60,191	\$63,201	\$66,362	\$69,679
10	\$51,121	\$56,234	\$59,045	\$61,998	\$65,097	\$68,354	\$71,771
11	\$52,654	\$57,918	\$60,814	\$63,856	\$67,047	\$70,398	\$73,917
12	\$54,234	\$59,656	\$62,641	\$65,771	\$69,062	\$72,513	\$76,140
13	\$55,861	\$61,446	\$64,518	\$67,743	\$71,131	\$74,688	\$78,422
14	\$57,536	\$63,290	\$66,455	\$71,859	\$73,264	\$76,929	\$80,774
15	\$59,262	\$65,187	\$68,448	\$71,870	\$75,464	\$79,237	\$83,198

STIPEND:

PSP/College	\$2,444
Primary & Intermediate School Senior Stenographer	\$1,080

LONGEVITY:

Beginning with the 15 th year of service, employees will receive a longevity increase of:	\$3,259
Beginning with the 18 th , 20 th , 23 rd , and 25 th year of service, employees will receive a longevity increase of:	\$2,444

2018-2019 - 12 Month Schedule
Effective July 1, 2018
(Employees Hired On or After November 21, 2013)

Group Classifications are as follows:

- Group I: Clerk Typist; Photocopy Machine Operator; Switchboard Operator
 Group II: Account Clerk; Account Clerk Typist; Data Processing Equipment Operator;
 Photocopy Machine Operator II; Stenographer
 Group III: Senior Clerk Typist
 Group IV: Senior Data Processing Equipment Operator; Senior Stenographer;
 Office Applications Specialist
 Group V: Principal Clerk; Senior Account Clerk
 Group VI: Principal Stenographer
 Group VII: Data Control Specialist; Principal Account Clerk; Purchasing Technician

STEP	GROUP I	GROUP II	GROUP III	GROUP IV	GROUP V	GROUP VI	GROUP VII
1	\$38,790	\$42,670	\$44,802	\$47,041	\$49,394	\$51,906	\$54,456
2	\$39,468	\$43,417	\$45,585	\$47,864	\$50,257	\$52,771	\$55,409
3	\$40,159	\$44,177	\$46,383	\$48,702	\$51,135	\$53,693	\$56,379
4	\$40,863	\$44,949	\$47,196	\$49,553	\$52,032	\$54,634	\$57,365
5	\$41,577	\$45,737	\$48,021	\$50,422	\$52,943	\$55,589	\$58,369
6	\$42,305	\$46,536	\$48,861	\$51,303	\$53,870	\$56,563	\$59,391
7	\$43,045	\$47,351	\$49,716	\$52,202	\$54,812	\$57,553	\$60,430
8	\$43,797	\$48,180	\$50,586	\$53,115	\$55,771	\$58,561	\$61,488
9	\$44,564	\$49,022	\$51,472	\$54,045	\$56,747	\$59,585	\$62,563
10	\$45,345	\$49,880	\$52,371	\$54,990	\$57,740	\$60,629	\$63,658
11	\$46,138	\$50,754	\$53,289	\$55,953	\$58,750	\$61,688	\$64,773
12	\$46,945	\$51,641	\$54,221	\$56,932	\$59,778	\$62,769	\$65,906
13	\$47,768	\$52,546	\$55,169	\$57,928	\$60,825	\$63,866	\$67,059
14	\$48,603	\$53,466	\$56,134	\$58,942	\$61,889	\$64,985	\$68,234
15	\$50,684	\$55,546	\$58,215	\$61,023	\$63,970	\$67,066	\$70,314
16	\$51,572	\$56,518	\$59,235	\$62,091	\$65,090	\$68,239	\$71,544
17	\$52,473	\$57,507	\$60,271	\$63,178	\$66,228	\$69,432	\$72,797
18	\$54,554	\$59,588	\$62,352	\$65,258	\$68,309	\$71,514	\$74,879
19	\$55,509	\$60,632	\$63,444	\$66,401	\$69,504	\$72,765	\$76,187
20	\$57,589	\$62,713	\$65,525	\$68,482	\$71,586	\$74,846	\$78,269
21	\$58,598	\$63,808	\$66,672	\$69,679	\$72,839	\$76,157	\$79,638
22	\$59,622	\$64,926	\$67,838	\$70,898	\$74,113	\$77,490	\$81,033
23	\$61,704	\$67,006	\$69,919	\$72,979	\$76,193	\$79,571	\$83,113
24	\$62,784	\$68,179	\$71,143	\$74,258	\$77,528	\$80,962	\$84,568
25	\$64,865	\$70,259	\$73,223	\$76,339	\$79,609	\$83,044	\$86,649
26	\$66,945	\$72,341	\$75,305	\$78,421	\$81,690	\$85,125	\$88,731

STIPEND:

PSP/College	\$2,418
Primary & Intermediate School Senior Stenographer	\$1,069

2018-2019 - 10 ½ Month Schedule
Effective July 1, 2018
(Employees Hired Before November 21, 2013)

Group Classifications are as follows:

- Group I: Clerk Typist; Photocopy Machine Operator; Switchboard Operator
 Group II: Account Clerk; Account Clerk Typist; Data Processing Equipment Operator;
 Photocopy Machine Operator II; Stenographer
 Group III: Senior Clerk Typist
 Group IV: Senior Data Processing Equipment Operator; Senior Stenographer;
 Office Applications Specialist
 Group V: Principal Clerk; Senior Account Clerk
 Group VI: Principal Stenographer
 Group VII: Data Control Specialist; Principal Account Clerk; Purchasing Technician

STEP	GROUP I	GROUP II	GROUP III	GROUP IV	GROUP V	GROUP VI	GROUP VII
1	\$35,260	\$38,787	\$40,723	\$42,761	\$44,901	\$47,145	\$49,500
2	\$36,321	\$39,952	\$41,949	\$44,047	\$46,249	\$48,561	\$50,990
3	\$37,408	\$41,151	\$43,207	\$45,366	\$47,637	\$50,019	\$52,520
4	\$38,529	\$42,381	\$44,502	\$46,727	\$49,064	\$51,516	\$54,090
5	\$39,686	\$43,655	\$45,838	\$48,132	\$50,536	\$53,064	\$55,714
6	\$40,877	\$44,964	\$47,212	\$49,572	\$52,051	\$54,653	\$57,386
7	\$42,105	\$46,315	\$48,629	\$51,063	\$53,613	\$56,294	\$59,111
8	\$43,369	\$47,707	\$50,092	\$52,594	\$55,226	\$57,987	\$60,886
9	\$44,669	\$49,135	\$51,594	\$54,172	\$56,881	\$59,725	\$62,713
10	\$46,008	\$50,611	\$53,141	\$55,798	\$58,588	\$61,518	\$64,593
11	\$47,387	\$52,123	\$54,732	\$57,468	\$60,341	\$63,359	\$66,525
12	\$48,810	\$53,690	\$56,376	\$59,193	\$62,154	\$65,260	\$68,524
13	\$50,276	\$55,299	\$58,067	\$60,970	\$64,017	\$67,220	\$70,577
14	\$51,781	\$56,960	\$59,810	\$62,799	\$65,937	\$69,235	\$72,696
15	\$53,336	\$58,669	\$61,601	\$64,682	\$67,918	\$71,311	\$74,878

STIPEND:

PSP/College	\$2,444
Primary & Intermediate School Senior Stenographer	\$1,080

LONGEVITY:

Beginning with the 15 th year of service, employees will receive a longevity increase of:	\$3,259
Beginning with the 18 th , 20 th , 23 rd , and 25 th year of service, employees will receive a longevity increase of:	\$2,444

2018-2019 - 10 ½ Month Schedule
Effective July 1, 2018
(Employees Hired On or After November 21, 2013)

Group Classifications are as follows:

- Group I: Clerk Typist; Photocopy Machine Operator; Switchboard Operator
 Group II: Account Clerk; Account Clerk Typist; Data Processing Equipment Operator;
 Photocopy Machine Operator II; Stenographer
 Group III: Senior Clerk Typist
 Group IV: Senior Data Processing Equipment Operator; Senior Stenographer;
 Office Applications Specialist
 Group V: Principal Clerk; Senior Account Clerk
 Group VI: Principal Stenographer
 Group VII: Data Control Specialist; Principal Account Clerk; Purchasing Technician

STEP	GROUP I	GROUP II	GROUP III	GROUP IV	GROUP V	GROUP VI	GROUP VII
1	\$34,911	\$38,402	\$40,320	\$42,337	\$44,454	\$46,677	\$49,010
2	\$35,521	\$39,075	\$41,027	\$43,078	\$45,232	\$47,494	\$49,868
3	\$36,144	\$39,758	\$41,745	\$43,832	\$46,023	\$48,324	\$50,741
4	\$36,776	\$40,455	\$42,475	\$44,599	\$46,828	\$49,171	\$51,628
5	\$37,420	\$41,162	\$43,217	\$45,379	\$47,649	\$50,031	\$52,531
6	\$38,075	\$41,882	\$43,975	\$46,173	\$48,482	\$50,907	\$53,452
7	\$38,740	\$42,616	\$44,745	\$46,982	\$49,331	\$51,798	\$54,387
8	\$39,418	\$43,362	\$45,527	\$47,803	\$50,193	\$52,704	\$55,338
9	\$40,108	\$44,120	\$46,324	\$48,640	\$51,073	\$53,626	\$56,306
10	\$40,810	\$44,892	\$47,135	\$49,492	\$51,966	\$54,564	\$57,292
11	\$41,524	\$45,678	\$47,959	\$50,357	\$52,875	\$55,520	\$58,295
12	\$42,251	\$46,477	\$48,798	\$51,238	\$53,800	\$56,492	\$59,315
13	\$42,991	\$47,290	\$49,652	\$52,136	\$54,743	\$57,479	\$60,353
14	\$43,742	\$48,119	\$50,522	\$53,048	\$55,700	\$58,486	\$61,409
15	\$45,615	\$49,992	\$52,395	\$54,921	\$57,573	\$60,359	\$63,282
16	\$46,414	\$50,866	\$53,311	\$55,882	\$58,582	\$61,414	\$64,389
17	\$47,226	\$51,755	\$54,244	\$56,859	\$59,605	\$62,490	\$65,518
18	\$49,099	\$53,628	\$56,117	\$58,732	\$61,478	\$64,363	\$67,391
19	\$49,957	\$54,568	\$57,100	\$59,761	\$62,554	\$65,489	\$68,569
20	\$51,830	\$56,441	\$58,973	\$61,634	\$64,427	\$67,362	\$70,443
21	\$52,925	\$57,429	\$60,005	\$62,712	\$65,554	\$68,542	\$71,675
22	\$53,661	\$58,433	\$61,054	\$63,808	\$66,701	\$69,740	\$72,929
23	\$55,534	\$60,306	\$62,927	\$65,682	\$68,574	\$71,614	\$74,803
24	\$56,506	\$61,362	\$64,028	\$66,831	\$69,776	\$72,866	\$76,111
25	\$58,378	\$63,235	\$65,901	\$68,705	\$71,648	\$74,739	\$77,984
26	\$58,944	\$65,108	\$67,774	\$70,577	\$73,521	\$76,613	\$79,857

STIPEND:

PSP/College	\$2,418
Primary & Intermediate School Senior Stenographer	\$1,069

Appendix A-4
2019-2020 - 12 Month Schedule
Effective July 1, 2019
(Employees Hired Before November 21, 2013)

Group Classifications are as follows:

Group I:	Clerk Typist; Photocopy Machine Operator; Switchboard Operator
Group II:	Account Clerk; Account Clerk Typist; Data Processing Equipment Operator; Photocopy Machine Operator II; Stenographer
Group III:	Senior Clerk Typist
Group IV:	Senior Data Processing Equipment Operator; Senior Stenographer; Office Applications Specialist
Group V:	Principal Clerk; Senior Account Clerk
Group VI:	Principal Stenographer
Group VII:	Data Control Specialist; Principal Account Clerk; Purchasing Technician

STEP	GROUP I	GROUP II	GROUP III	GROUP IV	GROUP V	GROUP VI	GROUP VII
1	\$39,864	\$43,850	\$46,041	\$48,342	\$50,760	\$53,299	\$55,963
2	\$41,063	\$45,170	\$47,428	\$49,798	\$52,289	\$54,902	\$57,647
3	\$42,292	\$46,525	\$48,850	\$51,291	\$53,857	\$56,551	\$59,378
4	\$43,559	\$47,916	\$50,311	\$52,827	\$55,469	\$58,243	\$61,154
5	\$44,868	\$49,355	\$51,822	\$54,415	\$57,135	\$59,993	\$62,989
6	\$46,214	\$50,835	\$53,375	\$56,044	\$58,848	\$61,790	\$64,880
7	\$47,604	\$52,362	\$54,979	\$57,728	\$60,616	\$63,645	\$66,828
8	\$49,032	\$53,934	\$56,631	\$59,462	\$62,437	\$65,559	\$68,835
9	\$50,503	\$55,551	\$58,329	\$61,244	\$64,307	\$67,523	\$70,898
10	\$52,016	\$57,218	\$60,078	\$63,083	\$66,236	\$69,550	\$73,027
11	\$53,575	\$58,932	\$61,878	\$64,973	\$68,220	\$71,630	\$75,211
12	\$55,183	\$60,700	\$63,737	\$66,922	\$70,271	\$73,782	\$77,472
13	\$56,839	\$62,521	\$65,647	\$68,929	\$72,376	\$75,995	\$79,794
14	\$58,543	\$64,398	\$67,618	\$73,117	\$74,546	\$78,275	\$82,188
15	\$60,299	\$66,328	\$69,646	\$73,128	\$76,785	\$80,624	84,654

STIPEND:

PSP/College	\$2,487
Primary & Intermediate School Senior Stenographer	\$1,099

LONGEVITY:

Beginning with the 15 th year of service, employees will receive a longevity increase of:	\$3,316
Beginning with the 18 th , 20 th , 23 rd , and 25 th year of service, employees will receive a longevity increase of:	\$2,487

2019-2020 - 12 Month Schedule
Effective July 1, 2019
(Employees Hired On or After November 21, 2013)

Group Classifications are as follows:

- Group I: Clerk Typist; Photocopy Machine Operator; Switchboard Operator
 Group II: Account Clerk; Account Clerk Typist; Data Processing Equipment Operator;
 Photocopy Machine Operator II; Stenographer
 Group III: Senior Clerk Typist
 Group IV: Senior Data Processing Equipment Operator; Senior Stenographer;
 Office Applications Specialist
 Group V: Principal Clerk; Senior Account Clerk
 Group VI: Principal Stenographer
 Group VII: Data Control Specialist; Principal Account Clerk; Purchasing Technician

STEP	GROUP I	GROUP II	GROUP III	GROUP IV	GROUP V	GROUP VI	GROUP VII
1	\$39,469	\$43,417	\$45,586	\$47,864	\$50,258	\$52,814	\$55,409
2	\$40,159	\$44,177	\$46,383	\$48,702	\$51,136	\$53,694	\$56,379
3	\$40,862	\$44,950	\$47,195	\$49,554	\$52,030	\$54,633	\$57,366
4	\$41,578	\$45,736	\$48,022	\$50,420	\$52,943	\$55,590	\$58,369
5	\$42,305	\$46,537	\$48,861	\$51,304	\$53,870	\$56,562	\$59,390
6	\$43,045	\$47,350	\$49,716	\$52,201	\$54,813	\$57,553	\$60,430
7	\$43,798	\$48,180	\$50,586	\$53,116	\$55,771	\$58,560	\$61,488
8	\$44,563	\$49,023	\$51,471	\$54,045	\$56,747	\$59,586	\$62,564
9	\$45,344	\$49,880	\$52,373	\$54,991	\$57,740	\$60,628	\$63,658
10	\$46,139	\$50,753	\$53,287	\$55,952	\$58,750	\$61,690	\$64,772
11	\$46,945	\$51,642	\$54,222	\$56,932	\$59,778	\$62,768	\$65,907
12	\$47,767	\$52,545	\$55,170	\$57,928	\$60,824	\$63,867	\$67,059
13	\$48,604	\$53,466	\$56,134	\$58,942	\$61,889	\$64,984	\$68,233
14	\$49,454	\$54,402	\$57,116	\$59,973	\$62,972	\$66,122	\$69,428
15	\$51,571	\$56,518	\$59,234	\$62,091	\$65,089	\$68,240	\$71,544
16	\$52,475	\$57,507	\$60,272	\$63,178	\$66,229	\$69,433	\$72,796
17	\$53,391	\$58,513	\$61,326	\$64,284	\$67,387	\$70,647	\$74,071
18	\$55,509	\$60,631	\$63,443	\$66,400	\$69,504	\$72,765	\$76,189
19	\$56,480	\$61,693	\$64,554	\$67,563	\$70,720	\$74,038	\$77,520
20	\$58,597	\$63,810	\$66,672	\$69,680	\$72,839	\$76,156	\$79,639
21	\$59,623	\$64,925	\$67,839	\$70,898	\$74,114	\$77,490	\$81,032
22	\$60,665	\$66,062	\$69,025	\$72,139	\$75,410	\$78,846	\$82,451
23	\$62,784	\$68,179	\$71,143	\$74,256	\$77,526	\$80,963	\$84,567
24	\$63,883	\$69,372	\$72,388	\$75,558	\$78,885	\$82,379	\$86,048
25	\$66,000	\$71,489	\$74,504	\$77,675	\$81,002	\$84,497	\$88,165
26	\$68,117	\$73,607	\$76,623	\$79,793	\$83,120	\$86,615	\$90,284

STIPEND:

PSP/College	\$2,460
Primary & Intermediate School Senior Stenographer	\$1,088

2019-2020 - 10 ½ Month Schedule
Effective July 1, 2019
(Employees Hired Before November 21, 2013)

Group Classifications are as follows:

Group I:	Clerk Typist; Photocopy Machine Operator; Switchboard Operator
Group II:	Account Clerk; Account Clerk Typist; Data Processing Equipment Operator; Photocopy Machine Operator II; Stenographer
Group III:	Senior Clerk Typist
Group IV:	Senior Data Processing Equipment Operator; Senior Stenographer; Office Applications Specialist
Group V:	Principal Clerk; Senior Account Clerk
Group VI:	Principal Stenographer
Group VII:	Data Control Specialist; Principal Account Clerk; Purchasing Technician

STEP	GROUP I	GROUP II	GROUP III	GROUP IV	GROUP V	GROUP VI	GROUP VII
1	\$35,877	\$39,466	\$41,436	\$43,509	\$45,687	\$47,970	\$50,366
2	\$36,957	\$40,651	\$42,683	\$44,818	\$47,058	\$49,411	\$51,882
3	\$38,063	\$41,871	\$43,963	\$46,160	\$48,471	\$50,894	\$53,439
4	\$39,203	\$43,123	\$45,281	\$47,545	\$49,923	\$52,418	\$55,037
5	\$40,381	\$44,419	\$46,640	\$48,974	\$51,420	\$53,993	\$56,689
6	\$41,592	\$45,751	\$48,038	\$50,440	\$52,962	\$55,609	\$58,390
7	\$42,842	\$47,126	\$49,480	\$51,957	\$54,551	\$57,279	\$60,145
8	\$44,128	\$48,542	\$50,969	\$53,514	\$56,192	\$59,002	\$61,952
9	\$45,451	\$49,995	\$52,497	\$55,120	\$57,876	\$60,770	\$63,810
10	\$46,813	\$51,497	\$54,071	\$56,774	\$59,613	\$62,595	\$65,723
11	\$48,216	\$53,035	\$55,690	\$58,474	\$61,397	\$64,468	\$67,689
12	\$49,664	\$54,630	\$57,363	\$60,229	\$63,242	\$66,402	\$69,723
13	\$51,156	\$56,267	\$59,083	\$62,037	\$65,137	\$68,396	\$71,812
14	\$52,687	\$57,957	\$60,857	\$63,898	\$67,091	\$70,447	\$73,968
15	\$54,269	\$59,696	\$62,679	\$65,814	\$69,107	\$72,559	\$76,188

STIPEND:

PSP/College	\$2,487
Primary & Intermediate School Senior Stenographer	\$1,099

LONGEVITY:

Beginning with the 15 th year of service, employees will receive a longevity increase of:	\$3,316
Beginning with the 18 th , 20 th , 23 rd , and 25 th year of service, employees will receive a Longevity increase of:	\$2,487

2019-2020 - 10 ½ Month Schedule
Effective July 1, 2019
(Employees Hired On or After November 21, 2013)

Group Classifications are as follows:

- Group I: Clerk Typist; Photocopy Machine Operator; Switchboard Operator
 Group II: Account Clerk; Account Clerk Typist; Data Processing Equipment Operator;
 Photocopy Machine Operator II; Stenographer
 Group III: Senior Clerk Typist
 Group IV: Senior Data Processing Equipment Operator; Senior Stenographer;
 Office Applications Specialist
 Group V: Principal Clerk; Senior Account Clerk
 Group VI: Principal Stenographer
 Group VII: Data Control Specialist; Principal Account Clerk; Purchasing Technician

STEP	GROUP I	GROUP II	GROUP III	GROUP IV	GROUP V	GROUP VI	GROUP VII
1	\$35,522	\$39,074	\$41,026	\$43,078	\$45,232	\$47,494	\$49,868
2	\$36,143	\$39,759	\$41,745	\$43,832	\$46,024	\$48,325	\$50,741
3	\$36,777	\$40,454	\$42,476	\$44,599	\$46,828	\$49,170	\$51,629
4	\$37,420	\$41,163	\$43,218	\$45,379	\$47,647	\$50,031	\$52,531
5	\$38,075	\$41,882	\$43,973	\$46,173	\$48,483	\$50,907	\$53,450
6	\$38,741	\$42,615	\$44,745	\$46,981	\$49,330	\$51,798	\$54,387
7	\$39,418	\$43,362	\$45,528	\$47,804	\$50,194	\$52,704	\$55,339
8	\$40,108	\$44,121	\$46,324	\$48,640	\$51,071	\$53,626	\$56,306
9	\$40,810	\$44,892	\$47,135	\$49,491	\$51,967	\$54,564	\$57,291
10	\$41,524	\$45,678	\$47,960	\$50,358	\$52,875	\$55,519	\$58,295
11	\$42,251	\$46,477	\$48,798	\$51,238	\$53,800	\$56,492	\$59,315
12	\$42,990	\$47,290	\$49,652	\$52,135	\$54,742	\$57,481	\$60,353
13	\$43,743	\$48,118	\$50,521	\$53,048	\$55,701	\$58,485	\$61,409
14	\$44,507	\$48,961	\$51,406	\$53,976	\$56,675	\$59,510	\$62,484
15	\$46,413	\$50,867	\$53,312	\$55,882	\$58,581	\$61,415	\$64,389
16	\$47,226	\$51,756	\$54,244	\$56,860	\$59,607	\$62,489	\$65,516
17	\$48,052	\$52,661	\$55,193	\$57,854	\$60,648	\$63,584	\$66,665
18	\$49,958	\$54,566	\$57,099	\$59,760	\$62,554	\$65,489	\$68,570
19	\$50,831	\$55,523	\$58,099	\$60,807	\$63,649	\$66,635	\$69,769
20	\$52,737	\$57,429	\$60,005	\$62,713	\$65,554	\$68,541	\$71,676
21	\$53,851	\$58,434	\$61,055	\$63,809	\$66,701	\$69,741	\$72,929
22	\$54,600	\$59,456	\$62,122	\$64,925	\$67,868	\$70,960	\$74,205
23	\$56,506	\$61,361	\$64,028	\$66,831	\$69,774	\$72,867	\$76,112
24	\$57,495	\$62,436	\$65,148	\$68,001	\$70,997	\$74,141	\$77,443
25	\$59,400	\$64,342	\$67,054	\$69,907	\$72,902	\$76,047	\$79,349
26	\$59,976	\$66,247	\$68,960	\$71,812	\$74,808	\$77,954	\$81,254

STIPEND:

PSP/College

\$2,460

Primary & Intermediate School Senior Stenographer

\$1,088

Appendix B

MEDICAL - DENTAL PLAN SUMMARY

NEW YORK STATE HEALTH INSURANCE PLAN

Schedules according to booklet.

PHYSICIANS BENEFITS

Schedules according to booklet.

MATERNITY BENEFITS

Schedules according to booklet.

SUPPLEMENTAL CO-MINGLED MAJOR MEDICAL AND DENTAL BENEFITS

Schedules according to booklet

The parties agree that the programs of insurance as listed above will be identical to that of the Commack Teachers Association.

Appendix C

NON-CONTRIBUTORY - LONG-TERM DISABILITY PLAN SUMMARY

INSURANCE SCHEDULE

The amount of insurance for each insured employee shall be determined from the table below:

<u>Each Employee</u>	<u>Monthly Benefit Amount</u>
(Provided such employee is actively at work on the date his insurance becomes effective, otherwise, the day following his return to active work.)	66 2/3% of basic monthly earnings, subject to a maximum of \$2,000 and a minimum of \$50.

MAXIMUM BENEFIT PERIOD TO age 70 for accident: To age 70 for sickness PER PERIOD OF DISABILITY.

WAITING PERIOD: 90 calendar days.

Note: THE MONTHLY BENEFIT PAYABLE WILL BE REDUCED BY THE AMOUNT OF ANY "OTHER INCOME."

DEFINITION OF ELIGIBLE EMPLOYEES

The term "employee" shall mean each of the Employer's full-time employees regularly working on any annual salary at the Employer's usual place of business who is a clerical employee.

The parties agree that the programs of insurance as listed above will be identical to that of the Commack Teachers Association.

Appendix D

NON-CONTRIBUTORY LIFE INSURANCE PLAN SUMMARY

ALL CLERICAL EMPLOYEES

<u>Annual Rate of Basic Earnings</u>	<u>Term of Continuous Service</u>	<u>Amount of Group Life Insurance</u>
\$15,000 or more	20 years or more	\$29,000
	15 years but less than 20 years	26,100
	10 years but less than 15 years	23,200
	5 years but less than 10 years	20,300
	3 years but less than 5 years	17,400
	Less than 3 years	14,500
\$10,000 but less than \$15,000	20 years or more	\$26,100
	15 years but less than 20 years	26,100
	10 years but less than 15 years	20,300
	5 years but less than 10 years	17,400
	3 years but less than 5 years	14,500
	Less than 3 years	11,600
Less than \$10,000	20 years or more	\$23,200
	15 years but less than 20 years	20,300
	10 years but less than 15 years	17,400
	5 years but less than 10 years	14,500
	3 years but less than 5 years	11,600
	Less than 3 years	8,700

The parties agree that the programs of insurance as listed above will be identical to that of the Commack Teachers Association.

Appendix E

CIVIL SERVICE SENIORITY RULING

COMPETITIVE CLASS ABOLITION OF POSITIONS, LAYOFF, DISPLACEMENT

1. Definitions

A. Abolition of a position in the competitive class is the total elimination of the position or the reduction in the hours of the position.

B. Direct Line of Promotion is a series of titles in the classification plan with a common generic root, such as Senior, Principal, Head, Chief or I, II, III, IV.

C. Layoff Unit is each official department, as prescribed by Section 35e of the State Civil Service Law, of the County or any municipality. Where a municipality has a single appointing authority, it is a single layoff unit.

D. Next Lower Occupied Title is the closest lower title in the direct line of promotion in the layoff unit in which one or more persons serve.

2. Retention Standing

A. Retention standing is derived from an incumbent's continuous service. Continuous service starts on the date of the original appointment on a permanent or contingent permanent basis in the classified service in the jurisdiction in which abolition of position occurs. For purposes of determining original appointment, completion of probation is not required. Prior service in another municipality is not included in the employee's retention standing unless the individual was transferred.

1) A leave of absence is not an interruption of continuous service.

2) A period of time during which an employee is on a preferred list does not constitute an interruption of continuous service.

3) A resignation followed by a reinstatement more than one year after resignation constitutes a break in service and the original appointment date is the date of reinstatement.

4) Non-permanent (Temporary, provisional or unclassified) service preceding the original appointment is not included in the computation of retention standing. However, non-permanent service immediately preceded and followed by permanent classified service does not interrupt continuous service and is included in the computation of retention standing.

5) An employee who transfers into a different municipality maintains continuous service from the employee's original appointment in the municipality from which the employee transferred.

Retention standing and eligibility for examination are derived from the date of original appointment in the municipality from which the employee transferred.

B. In the case of disabled veterans, the date of original appointment shall be sixty months earlier than the actual date, while the date of original appointment of non-disabled veterans shall be thirty months earlier than the actual date. For the purpose of this Rule, the definition of “veteran” or “disabled veteran” is that contained in Section 85 of the State Civil Service Law. Spouses of veterans with a 100% service-connected disability may be entitled to additional retention standing pursuant to Section 85 of the State Civil Service Law.

C. When two or more employees were originally appointed on a permanent basis on the same date from the same eligible list, their retention rights are determined by their grade on that eligible list; the person having the higher grade has the greater retention right. If their scores were the same, preference for retention is at the discretion of the appointing authority.

D. Blind employees are granted absolute preference in retention. Persons are considered blind if they are certified by the Commission for Visually Handicapped of the New York State Social Services Department.

3. Layoff

A. When an occupied position in the competitive class is abolished, layoff is to be made from among those employees holding the affected title in the same layoff unit as the abolished position.

B. The order of layoff is as follows:

Appointment Type Layoff Order

Temporary and Provisional first to be laid off

Contingent Permanent Probationary second to be laid off

Contingent Permanent third to be laid off

Permanent Probationary fourth to be laid off

Permanent last to be laid off

C. When comparing retention rights of employees, the comparison is to be made only from among those with the same employment status (i.e., permanent with permanent, probationary with probationary, etc.). The addition of blind or veterans’ preference does not allow an employee to be compared with another employee in a different employment status.

D. Temporary and provisional employees have no retention standing. Therefore, the order of their layoff is at the discretion of the appointing authority.

4. Vertical Bumping

A. When the abolition of a position causes the layoff of a permanent competitive class employee, such employee may then bump (displace) an employee having less retention standing in a lower level occupied title in the direct line of promotion in the same layoff unit. An employee shall not be required to have held service in the title to which bump is sought. For purposes of this section, a position is considered occupied if it is filled by a temporary, provisional, contingent permanent, probationary or permanent employee, or it is an encumbered vacant position being held for another permanent employee in accordance with Rule 16.

B. Opportunity to bump begins with the next lower occupied title in the direct line of promotion. In the event that the employee cannot bump an employee in the next lower level occupied title in the direct line of promotion due to insufficient retention standing, the opportunity for bumping proceeds down to successively lower level occupied titles within the direct line of promotion until an employee with less retention standing is identified. In the event that there is more than one employee with less retention standing in the lower occupied title, the one with the least retention standing shall be displaced. In no case may any employee bump another employee with greater retention standing, and it shall always be the employee with the least retention standing in a title who is bumped.

C. When the layoff involves more than one position in a title, the laid off employee with the greatest retention standing is the first to bump and displaces the employee with the least retention standing with the direct line of promotion in accordance with the provisions of paragraphs 4A and B of this Rule.

D. An employee who refuses to bump waives all further rights to bump or retreat.

E. The layoff of a temporary, provisional, contingent permanent or probationary employee by virtue of position abolition or displacement does not constitute a basis to bump pursuant to Section 80 of the State Civil Service Law of these Rules.

5. Retreat

A. A displaced permanent competitive class incumbent who cannot bump a lower level incumbent in the direct line of promotion in accordance with the provisions of these Rules may be eligible to retreat.

B. An employee may retreat to the title last held, on a permanent post-probationary permanent or contingent permanent basis, prior to service in the title from which laid off or displaced, provided all of the following conditions are met.

- 1) the position to which retreat is sought is occupied; and,
- 2) the retreating employee has greater retention standing than the employee to be displaced; and,
- 3) the position to which retreat is sought is in the competitive class and exists in the same layoff

unit; and,

- 4) the salary grade of the position sought is lower than the current salary grade; and,
 - 5) service in the title to which retreat is sought was in the same municipality; and,
 - 6) service of the displacing incumbent while in the former title was satisfactory.
- C. An employee may retreat to the tile last held on a post-probationary permanent or contingent permanent basis in the jurisdiction even if there was intervening service in a different municipality provided.
- 1) such intervening service was for a period of less than one year, or,
 - 2) the entire period of intervening service occurred during an authorized leave of absence.
- D. Where the Department of Civil Service has effected a title change to better describe the duties of a position, but the duties have not substantially changed since the displaced employee last served in that title, for retreat purposes the new title will be deemed to be comparable to the former title.
- E. An employee who refuses to displace a less senior incumbent must be laid off
- F. The layoff of a temporary, provisional, contingent permanent or probationary employee by virtue of position abolition or displacement does not constitute a basis for that laid off employee to retreat under Section 80 of the State Civil Service Law or these Rules.
6. Appointments Pursuant to Section 55A

If a collective bargaining agreement extends lay-off protection to those serving in non-competitive titles, employees appointed in conformance with Section 55A of the New York State Civil Service law are merged with competitive class employees and lay-off vulnerability is determined by retention date.

Appendix F

RETIREMENT INCENTIVE

The District and the Association shall establish a retirement incentive in the amount of \$15,000 for eligible employees. Eligible employees shall be defined as follows:

A. Effective July 1, 2016, any employee who is employed by the District as of July 1, 2016 and notifies the District in writing of his/her irrevocable intent to retire from District employment by no later than June 30 of the then-current fiscal year will be eligible for the retirement incentive.

B. All members must apply for and receive a service retirement pension through the NYSERS to be eligible for a retirement incentive.

C. Members must give the District no less than thirty (30) days' notice of their intention to retire to be eligible for a retirement incentive.

D. This retirement incentive will sunset and be of no further force and effect as of June 30, 2020, at 11:59:59 p.m. It is expressly agreed that there is no obligation on the part of the District to negotiate an extension or renewal of this retirement incentive.