

# **AGREEMENT**

*BY AND BETWEEN THE*

**IRVINGTON UNION FREE  
SCHOOL DISTRICT**

AND THE

*CIVIL SERVICE EMPLOYEES  
ASSOCIATION, INC.*

LOCAL 1000, AFSCME, AFL-CIO

**CSEA**

*IRVINGTON UNION FREE  
SCHOOL DISTRICT CLERICAL UNIT*

WESTCHESTER COUNTY LOCAL 860

*JULY 1, 2020-JUNE 30, 2027*

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**I. ARTICLE I – RECOGNITION**

RECOGNITION OF NEGOTIATION UNIT - The Board of Education of the Irvington Union Free School District, having determined that The Civil Service Employees Association, Inc., Local 1000, AFSCME, AFL-CIO, for the Non-Instructional Unit hereby recognizes the above Association as the exclusive negotiating agent for the clerical staff members, receptionist, teacher aides, computer aides and community aides of the District. Such recognition shall extend until the maximum period by law. Effective September 3, 2021 the position/title of Payroll Clerk shall be excluded from the bargaining unit. The Board agrees not to negotiate with any other organization other than the aforementioned Association for the duration of this Agreement.

**II. ARTICLE II - DUES DEDUCTION/AGENCY SHOP DEDUCTION**

- A) The Board agrees to deduct from the salary of all employees who are members of the Association, CSEA dues of the local unit, Life Insurance and Sick and Accident Premiums and Credit Union as chosen by the CSEA Unit for those who voluntarily and individually authorize the Board to deduct and transmit these monies to the Association. Employees' authorization shall be in writing and in a manner consistent with law.
- B) Deductions shall be made uniformly and consistently on each payday of the month. Funds thus collected shall be transmitted monthly to the Association.
- C) Subject to the procedures set forth in this Article, employees who so desire may also have deductions for any CSEA endorsed plans taken from their paychecks.
- D) Deductions authorized by any employee shall continue as authorization unless or until such employee notifies the Board as to his or her desire to discontinue or to change authorization in writing.
- E) Notification of discontinuance of deductions shall be in writing and signed by the employee and submitted to the Board in triplicate. One copy shall be retained by the Board, one copy shall be forwarded by the Board to the Treasurer of the Civil Service Employees Association, Inc., 143 Washington Avenue, Albany, NY 12210, and one copy shall be forwarded to the Westchester County Local 860, 595 West Hartsdale Avenue, White Plains, NY 10603.
- F) The Civil Service Employees Association, Inc. assumes full responsibility for the disposition of the funds so deducted once they are turned over.

**III. ARTICLE III - SALARY SCHEDULE**

For the 2020/21 school year: 1.50% of base salary payable as a one-time payment not added to base salary. Said payment shall solely be applicable to unit members who worked during the 2020/21 school year (prorated for less than a full year of service and/or part-time service based upon FTE) and were still actively working for the District as of September 3, 2021.

Retroactive to July 1, 2021, there shall be a 1.75% salary increase applied to the 2019/20 salary schedule for the 2021/22 school year (Appendix C-1).

An additional one-time payment not added to base salary shall be made during the 2021/22 school year to unit members who are enrolled in the District's health insurance plan. Said payment shall be based upon the unit member's health insurance coverage as of July 1, 2021, as follows:

Single Coverage-	\$350
Two Person Coverage (spouse or child)-	\$750
Family Coverage-	\$875

Said payment will be made twice during the 2021/22 school year, with the first payment occurring at the first payroll cycle in October and the second payment occurring at the first payroll cycle in February. Said payment will be pro-rated to adjust for any changes in employee's health coverage election.

Effective July 1, 2022, a new 13 step salary schedule has been created for all unit members in accordance with Appendix C-2. Attached hereto as Exhibit A is the conversion chart the parties shall utilize for movement from unit member step placement on the 2021/22 salary schedule to their step placement on the new 2022/23 salary schedule. The 1.25% salary increase for the 2022/23 school year has already been incorporated into the salary schedule set forth in Appendix C-2.

Effective July 1, 2023, there shall be a 1.10% salary increase applied to the 2022/23 salary schedule for the 2023/24 school year (Appendix C-3).

Effective July 1, 2024, there shall be a 1.25% salary increase applied to the 2023/24 salary schedule for the 2024/25 school year (Appendix C-4).

Effective July 1, 2025, there shall be a 1.10% salary increase applied to the 2024/25 salary schedule for the 2025/26 school year (Appendix C-5).

Effective July 1, 2026, there shall be a 1.25% salary increase applied to the 2025/26 salary schedule for the 2026/27 school year (Appendix C-6).

The complete salary schedule shall be attached to this Agreement as Appendix "C".

#### **IV. ARTICLE IV - CAREER INCREMENT**

Effective July 1, 2016, on the unit member's anniversary date a career increment will be paid to employees as follows:

After ten (10) years of service, all employees will receive a \$1,300 career increment.

After fifteen (15) years of service, all employees will receive an additional \$1,450 career increment.

After twenty (20) years of service all employees will receive an additional \$1,600 career increment.

Effective July 1, 2021, any employee hired on or between July 1 and January 31 in a fiscal year, would advance to the next longevity level by July 1 of the following fiscal year. Any employee hired on or between February 1 and June 30 of a fiscal year would remain at the same longevity level on July 1 of the following fiscal year, consistent with step movement, and would advance to the next longevity step on July 1 of the subsequent fiscal year. No proration of longevity will occur as all longevity levels will be set by July 1 for the fiscal year. The District agrees, on a one-time, non-precedential basis, to advance all Association members hired "mid-year" to their

next applicable longevity level for the 2021-2022 school year only, regardless of said Association members' dates of hire. The first half of the applicable career increment payment shall be made to eligible unit members on or before December 15. The second half of the applicable career increment payment shall be made to eligible unit members on or before June 15. If an employee retires or leaves prior to the second payment, the amount of longevity owed will be payable with the employee's last paycheck due on a pro-rated basis.

Any employee who has worked a six (6) or seven (7) hour day for the last seven (7) years, but not less than four (4) hours in any one (1) of the ten (10) years of service is entitled to the career increment. Career increment shall be prorated for ten (10) month employees.

**V. ARTICLE V - STARTING SALARY**

The starting salary in each case will be determined by the Superintendent of Schools with the approval of the Board of Education. The step a person is hired upon will be predicated on experience and any person on the staff with comparable experience beneath this step will be automatically raised to this step within the schedule.

**VI. ARTICLE VI – INCREMENTS**

Advancement of incremental steps will be subject to review of the Business Administrator and Building Principal and submitted to the Superintendent of Schools for approval by the Board of Education.

If the Board fails to approve a step advancement by June 15, or if the employee is dissatisfied with the recommendation or the Board's decision, the employee may submit to the Board by the following July 15, a written request for a review of such recommendation or decision by an arbitration panel composed of one (1) representative of the CSEA, one (1) representative of the Board, and a Chairman appointed by the American Arbitration Association. Panel shall be designated within thirty (30) days of such request.

Such panel shall conduct a hearing and report to the Board and the employee in writing as to whether it believes there was just cause for the recommendation or decision in question, but such report shall be final and binding on all parties.

**VII. ARTICLE VII – PROMOTIONS**

If an employee is appointed to, reallocated to, or promoted to a position with a higher scale, he or she shall be paid the lowest scale step in the higher scale which is not less than his or her present scale, or at the discretion of the administrator, be offered any higher step up to the corresponding step of the present title.

**VIII. ARTICLE VIII – OVERTIME**

Overtime (any time worked in excess of seven (7) hours per day) must be authorized in advance by the Business Administrator and should be paid at the rate of time and one-half the regular rate of pay or by compensatory time.

Any employee working in excess of the normal workday but up to and including seven (7) hours per day will be paid the regular rate of pay and must be authorized by the Business Administrator.

**IX. ARTICLE IX - HOURS OF WORK**

A) All full-time unit members other than those identified in sub-paragraph (B) below shall work a forty (40) hour week, eight (8) hours per day, Monday through Friday, inclusive of one (1) hour per day for lunch.

B) Teacher Aides, Computer Aides, Receptionists and Library Clerks will work a seven (7) hour day from September 1 to June 30. Effective July 1, 2017, Teacher Aides, Computer Aides and Library Clerks may be required, in the sole discretion of the school district, to report for work prior to September 1 for up to three (3) Superintendent's Conference days. For each day Teacher Aides, Computer Aides and Library Clerks are required to report for work prior to September 1, said unit members shall have their work year reduced by one workday between the close of school and June 30th. Reductions shall begin with June 30, then June 29, then June 28, as needed.

Effective July 1, 2017, Teacher Aides and Computer Aides assigned to work five (5) or more hours per day shall be required to attend a maximum of one (1) meeting per month. Said meetings shall not exceed one (1) hour in length, shall not be during their normal workday, and unit members shall be paid for attendance. Said Aides shall be advised of the schedule for said meetings by September 15. Said Aides may be excused from attending a meeting based upon extenuating circumstances, with prior approval of their immediate supervisor. Aides not attending a meeting shall not be paid. Such absences shall not be a determining factor in termination, but may be considered in unit member evaluations.

C) Each employee will receive a fifteen (15) minute morning break.

D) Summer hours - from July 1 to August 31 of each year, all twelve (12) month employees shall work a thirty-two and one-half (32-1/2) hour workweek. Effective July 1, 2021, in those school years where Friday is the last workday in August immediately before the start of school, the District shall have the right to require that clerical staff work a regular workday (as set forth in sub-paragraph (A) above) on said Friday and summer hours shall not be applicable. In such event, clerical staff shall be scheduled to work a half day during the last week of the following June. The placement of said half day during the last week of June shall be determined by the District. In the event said right is exercised during a particular school year, the District shall notify affected unit members of same within two (2) weeks after the Board adopts the District calendar for the following school year.

E) Early dismissal due to inclement weather (after the children have cleared the building): the non-teaching staff is free to go with the approval of the immediate supervisor.

**X. ARTICLE X - VACATION AND HOLIDAYS**

- A) School holidays and recesses falling within the school year shall be counted as time off with pay in the same manner as for the teaching staff.
- B) Vacations may be taken any time during July and August with prior approval of the employee's immediate supervisor. At least five (5) days' notice for all vacation requests shall be provided to the employee's immediate supervisor. Notwithstanding the foregoing, no vacation may be taken for the five (5) work days before the first Superintendent's Conference Day of each school year unless extenuating circumstances prevail. In the event a unit member seeks to use vacation during said five (5) day period or during a time other than during the months of July and August, such vacation will require written approval by the employee's immediate supervisor and said approval shall not be unreasonably denied. Ten (10) month employees are for the school year only and thus do not include any summer vacation provisions.
- C) July 1<sup>st</sup> shall be considered the commencement date for determining "year of service" in any of the following requirements.
  - 1. After the completion of one (1) year of service, an employee shall accrue and be entitled to ten (10) days of vacation.
  - 2. After the completion of five (5) years of service, an employee shall accrue and be entitled to fifteen (15) days of vacation. The last five (5) days may be taken at the employee's discretion with the approval of the immediate supervisor.
  - 3. An employee with over two (2) years' service, who terminates his or her employment voluntarily (other than resignation for the purpose of retirement), shall be entitled to the cash equivalent of 5/6 of one (1) day's wage for each calendar month from July 1 preceding the date of termination through the effective date of the employee's resignation.
  - 4. An employee with less than one (1) year's service shall receive a vacation of 5/6 of one (1) day for each full calendar month of employment, provided such employee is employed at the time such vacation is taken.
  - 5. If a vacation period includes a holiday normally celebrated on a day other than Saturday or Sunday, the employee may extend his or her vacation by such day or days.
  - 6. An employee with over two (2) years' service, who has submitted a "resignation for the purpose of retirement" from Irvington UFSD shall be granted the cash equivalent of one day's wage for each accrued vacation day.

**XI. ARTICLE XI - ABSENCES - LEAVE**

**A. Illness**

Absence allowance due to illness in any one school year will be as follows:

Twelve (12)-Month Employee

1<sup>st</sup> year of employment - six (6) days  
2<sup>nd</sup> year of employment - nine (9) days  
3<sup>rd</sup> year of employment - thirteen (13) days

Ten (10)-Month Employee

six (6) days  
eight (8) days  
ten and a half (10-1/2) days

To Reflect District Practice, Sick Leave Accumulation Shall Be Unlimited

A non-cumulative reserve of thirty (30) working days will be available to each employee for an extended illness. This reserve can be utilized only once by each employee. Extended illness shall mean illness or disability for thirty (30) or more working days. This reserve shall be in effect only after accumulated sick leave has been used up. Thereafter, the employee will receive the difference between his salary and the amount paid for a substitute until long term disability insurance becomes effective.

1. When a part-time employee is absent from his work hours, he or she is considered to be absent for a full workday.
2. An employee who has been absent for illness for five (5) consecutive school days shall be required to submit a doctor's note to the Building Principal (or immediate supervisor) substantiating such illness. An employee who has been absent for illness for eight (8) school days during a particular thirty (30) day period shall be required to submit a doctor's note to the Building Principal (or immediate supervisor) substantiating such illness.
3. Newly appointed ten (10) month employees will be allowed fourteen (14) sick days and newly appointed twelve (12) month employees will be allowed fifteen (15) sick days before any loss of pay. This allowance covers the first two years of service in Irvington, and if an employee leaves the District in less than two (2) years, having used more than this allowance, his or her salary will be adjusted accordingly.
4. If an employee is absent from work due to an injury as defined in the Workers' Compensation Law, the employee shall continue to accrue sick leave days on an annual basis in accordance with sub-paragraph (A) above while actively employed. Employees shall be required to use accrued sick leave during said Workers' Compensation absence in order to receive full pay. Once accrued sick leave has been exhausted the employee shall be entitled to receive Workers' Compensation benefits in accordance with applicable law. Said employee shall be noted as "without pay" for payroll purposes but shall continue to receive applicable benefits in accordance with practice for the remainder of the Workers' Compensation absence. The foregoing shall not supersede any rights the Board may have under Civil Service Law.

B) Absence Other Than Illness

1. Personal Leave

Personal days may only be used for the purpose of transacting or attending to personal business which cannot be attended to other than on a school day during school hours. Each employee will be granted two (2) personal business days per year for the first year



of employment, four (4) days for the second year of employment, and five (5) days for the third and each year thereafter of employment, but these days shall not be accumulated. All personal business days shall require reasonable notice and the reason for such absence. However, upon reasonable notice and reasons no approval shall be required. In all instances, employees seeking to use their fifth (5th) personal day in a school year before or after a holiday must obtain the approval of the building principal which may be granted or denied in the building principal's sole discretion. All unused leave shall be credited to sick leave at the end of each fiscal year.

2. Family Illness - Death in Family

Three (3) days additional leave with no deduction in pay for illness in the immediate family and three (3) days additional leave with no deduction in pay for death in the immediate family will be provided. These days will neither be accumulated nor deducted from sick leave. The immediate family is herein defined as father, mother, brother, sister, son, daughter, husband or wife, grandparents, father-and mother-in-law, brother-and sister-in-law.

3. Jury Duty

An employee who is called for jury duty will receive his or her regular salary and will have no time deducted from his or her sick and/or personal days. However, if an employee receives jury duty pay for a workday, he or she will turn that amount over to the District, less the amount paid for travel expenses.

C) Leave of Absence

1. A leave of absence may be granted without pay for valid reasons with the approval of the Board.
2. The leave of absence may be no longer than two (2) years.
3. Notice of intent to return must be given by the first month of the last semester prior to return. Agreement to provide such notice shall be a condition of granting the leave. Failure to provide notice in a timely manner shall constitute a resignation effective when the notice was due except in extenuating circumstances.
4. Possible reasons for leave of absence would include, but not be limited to, work in the Peace Corps, recuperation from illness, and for the purpose of completing field work/student teaching in the area of education.
5. During such leave, an employee will not be entitled to any benefits underwritten by the Board of Education, or any steps of promotion normally allowed. In those instances where a benefit is contributory, such may be continued during leave if prepaid by the employee in advance.

D) Maternity Leave

A Maternity Leave without pay shall be granted by the Board of Education upon request. It shall last no more than one (1) year. An additional year may be granted with Board approval.

An employee granted a leave shall give four (4) weeks notice of intent to return, and upon return shall receive the same salary as at the start of the leave.

**XII. ARTICLE XII - GRIEVANCE PROCEDURE**

Every employee of the school district has the right to request a meeting with administration to resolve operational problems and differences. The grievance policy shall become Appendix A of this document.

**XIII. ARTICLE XIII - PERSONNEL FILES**

In the event any evaluation or comments are added to the personnel file of any of the non-teaching personnel in this unit, a copy is to be sent to that employee and he or she shall have the opportunity to respond to the statements.

No item will be placed in an employee's personnel file until it has been signed by the employee, unless the employee has failed to sign the item within ten (10) working days after the item has been submitted to the employee for signature.

Signature means only that the employee has seen the item, not necessarily that he or she agrees with it. Submission for signature will be done by Certified Mail, Return Receipt, to the employee's address as listed in District records, unless the employee wishes to sign the item promptly upon in-person submission by an Administrator.

**XIV. ARTICLE XIV - EMPLOYEE PROTECTION**

- A. For all employees hired before February 17, 2017, upon the completion of a probationary period of six (6) months, which may be extended to twelve (12) months at the District's discretion upon two (2) weeks' notification to the employee, all non-competitive and labor class employees shall be afforded the same rights as competitive employees under Section 75 of the Civil Service Law as it relates to removal and/or suspension. During such probationary period, the employment of the probationary employee may be terminated by the Board in accordance with law.

For all employees hired after February 17, 2017, the following shall be applicable:

1. Full-time non-competitive and labor class employees: Upon the completion of a probationary period of six (6) months, which may be extended to twelve (12) months at the District's discretion upon two (2) weeks' notification to the employee, all non-competitive and labor class employees shall be afforded the same rights as competitive employees under Section 75 of the Civil Service Law as it relates to removal and/or suspension.

2. Part-time non-competitive and labor class employees: Upon the completion of a probationary period of twelve (12) months, which may be extended to eighteen (18) months at the District's discretion upon two (2) weeks' notification to the employee, all part-time non-competitive and labor class employees shall be afforded the same rights as competitive employees under Section 75 of the Civil Service Law as it relates to removal and/or suspension.

For all full-time employees hired after September 3, 2021, the following shall be applicable:

All non-competitive and labor class employees: Upon the completion of a probationary period of twelve (12) months, all non-competitive and labor class employees shall be afforded the same rights as competitive employees under Section 75 of the Civil Service Law as it relates to removal and/or suspension.

- B. Notwithstanding the above, no employee's seniority rights under Civil Service Law shall be adversely affected.
- C. Seniority shall be defined as time served with the employer from the employee's first date of hire. Said service time shall not include unpaid leaves of absence or periods of separation from the District.
- D. Layoff Procedure – In the event of a layoff, all members of the bargaining unit shall be laid off by classification and title pursuant to Section 80, 80A and 81 of the Civil Service Law.

## **XV. ARTICLE XV - EMPLOYEE BENEFITS**

- A. Retirement - See Appendix B  
The Board will provide Plan 75i, Death Benefit 60B, and Section 41J of the New York State Employees Retirement System. Attached hereto as Appendix "B" is a summary of such provisions. In the event of any difference between such summary and the actual statutory provisions, the latter shall govern. The parties acknowledge that Appendix "B" (referring to retirement benefits) is set forth in this Agreement for informational purposes only.
- B. Life Insurance  
The Board will pay the full cost of \$70,000 term life insurance for all employees working at least twenty (20) hours per week.
- C. Disability Insurance  
Disability Insurance - the Board will pay the full cost of a long-term disability insurance policy for all employees working at least thirty (30) hours per week. Such policy shall include an elimination period, no waiting period, with income payable as per the schedule of benefits. A copy of the disability policy will be kept on file in the business office.

D. Health Insurance

1. Change in Health Insurance Carriers/Plan

The Board, at its option, may change carriers and select one or more insurance companies to provide health insurance coverage. The substitute carrier shall provide a substantially similar overall benefit package to that provided by SWSCHP. However, the Board may change co-pays and deductibles moderately for cost savings. The Board will provide four (4) months' notice of any change in carrier to provide opportunity for discussion by the parties. If the Irvington Clerical Unit feels the changes are other than moderate in nature, it may submit the matter to expedited arbitration.

2. Active Employees

Employees shall contribute towards their annual health insurance premiums 6% of appropriate premium, not to exceed \$525 for individual coverage or \$1050 for family coverage, whichever is less. Effective July 1, 2021, the above maximum contribution caps shall be eliminated and the following shall be applicable based strictly upon the below percentage contributions for the school year indicated:

2021/22	6.50%
2022/23	6.75%
2023/24	7.00%
2024/25	7.25%
2025/26 and beyond	7.50%

Contributions to the cost of premiums will be made through biweekly payroll deductions. The Board will pay applicable premiums in the State-Wide Schools Cooperative Health Plan for all employees working at least twenty (20) hours per week on a regular basis and their dependents.

For part-time employees (employees who work less than twenty (20) hours per week) who elect to participate, the Board will pay a prorated portion of the premium paid by the Board, prorated according to their part-time employment, and the employee must pay the remaining amount or the contribution applicable to full-time employees, whichever is higher.

3. Retired Employees

All retired employees hired on or before July 11, 2011, with ten (10) full-time years of service in the Irvington Schools, and their spouses, shall receive the same coverage and shall not be required to pay any premium contribution for said coverage.

A retired employee has the option to cover any additional cost for coverage of dependents whom the employee wishes to include subject to the terms of the insurance plan in effect.

All full-time employees hired after July 11, 2011 and before February 17, 2017 shall be eligible for said coverage as follows:

Employees with 10-15 years of service shall be required to pay the applicable contribution rate in effect for active employees at the time of retirement.

Employees with 16-19 years of service shall be required to pay 50% of the applicable contribution rate in effect for active employees at the time of retirement.

Employees with 20+ years of service shall not be required to pay any premium contribution for said coverage.

Said full-time employees shall be eligible for individual or two (2) person health insurance coverage into retirement subject to the rules and regulations of the applicable health insurance plan.

All full-time employees hired after February 17, 2017, shall be eligible for said coverage as follows:

Employees with 10-15 years of service shall be required to pay the applicable contribution rate in effect for active employees at the time of retirement.

Employees with more than 15 years of service shall be required to pay 50% of the applicable contribution rate in effect for active employees at the time of retirement.

Medicare Part B reimbursements will be paid at the Basic level only for all unit members hired prior to September 3, 2021 and retiring on or after July 2, 2022. Medicare Part B reimbursements will no longer be available for unit members hired on or after September 3, 2021.

E. Dental and Optical Insurance

The Board shall contribute towards the Employee Benefit Fund per the following schedule:

Effective July 1, 2018: \$1,200 per employee  
Effective July 1, 2023: \$1,300 per employee  
Effective July 1, 2024: \$1,350 per employee  
Effective July 1, 2025: \$1,400 per employee

F. Employee Transfer

Regular ten-month (10) employees who transfer to twelve (12) month positions will receive full credit for all years of service.

G. Employee Resignation/Layoffs

Effective July 1, 2011, in the event an employee resigns to accept another position within the school district or is laid off but is reinstated and/or recalled to a position covered under this contract within one (1) year, said employee shall have all accrued leave (i.e., sick leave, personal leave, vacation, etc.) earned in the previous position(s) restored to him/her at the time of reinstatement or recall. The parties herewith acknowledge that employees shall not be permitted to accrue such benefits during the period of time the employee has been separated from service.

H. Job Openings

Subject to the provisions of the Civil Service Law, employees shall have the first option to bid on such positions before outside help is considered. The employee shall submit his or

her request for consideration to the Business Administration and Superintendent. Selection of employee applications will be based on seniority and qualifications and may also include successfully passing written and/or oral aptitude tests or actual performance tests administered uniformly to all applicants.

I. Board Obligations

As vacancies occur or different job opportunities are opened in the school system and the Board feels it necessary to fill such vacancy or job openings, a notice will be posted that the vacancy or job opening exists. During the summer months, all postings of vacancies or job openings will be mailed to the Union President.

J. Out-of-Title

Any employee required by the appropriate supervisor, in writing, to work out-of-title at a higher rate of pay for more than ten (10) consecutive working days shall receive the higher rate on the same step in the higher title retroactive to the first (1<sup>st</sup>) day.

Any teacher aide substituting at the elementary schools no less than one-half ( $\frac{1}{2}$ ) the day for the regular teacher due to the absence of the teacher shall be paid for one-half ( $\frac{1}{2}$ ) day at the rate set forth below plus his/her normal pay and substituting for one (1) full day shall be paid at the rate set forth below plus his/her normal pay:

Effective February 17, 2017: \$30 for half day / \$60 for full day

Effective July 1, 2018: \$35 for half day / \$70 for full day

Effective February 17, 2017, any teacher aide substituting at the middle school/high school levels for the regular teacher due to the absence of the teacher shall be paid at the rate set forth below, per school period of coverage, plus his/her normal pay:

Effective February 17, 2017: \$10 per period

Effective July 1, 2018: \$11 per period

For the period prior to February 17, 2017, middle school/high school teacher aide substitutes will continue to be paid only for half-day or full-day coverage at the rate of \$30 per half day / \$60 for full day.

K. Payments in Lieu of Health Insurance

Effective July 1, 2017, full-time unit members who are currently receiving health insurance from sources other than the District and who opt out of the District's health insurance program for at least one year, shall receive a cash payment – payable in two equal installments - for the year they opt out of the health insurance program based on the following:

Proof of two (2) person or family coverage elsewhere = \$5,000 annual payment

Proof of single coverage elsewhere = \$3,000 annual payment

Unit members will not be eligible for the buyout if their spouse works for and receives coverage through the District. Effective July 1, 2021, said flat dollar payments shall be increased to \$3,198.96 for single coverage and \$5,331.59 two (2) person or family coverage. Thereafter, index flat dollar payments to the percentage increase of the District's health care premium cost for individual, two (2) person or family coverage.

- L. The Board signed a Memorandum of Agreement allowing district retirees to participate in the CSEA Employee Benefit Fund Retiree Dental Plan, at no cost to the District.

**XVI. ARTICLE XVI - ASSOCIATION RIGHTS**

- A. The President of the Westchester Local 860 of the Civil Service Employees Association, Inc. or his or her designated agent or the designated Labor Relations Representative, shall have a right to visit facilities of the employer for the purpose of adjusting grievances.

- B. Duly authorized representatives of the Association shall be permitted to transact official Association business directly to the administration of this Agreement on school property during the workday, but at reasonable times and in a reasonable manner that shall not interfere with or interrupt work of the individual duties and responsibilities of such representatives of school employees.

The Association shall certify to the Board the names of its authorized representatives and the staffs field representatives and the area in which their representation is effective. Should such representative not be available at a time when his or her services are required, an alternate designee may be named.

- C. All Association members shall be allowed one (1) hour of work time a month for Association meetings which are to be held on or after 2:00 P.M. and shall be allowed the use of a district building to conduct such meeting.

- D. The Association shall have the right to post notices and other communications dealing with proper and legal Association business on bulletin boards maintained on the premises and facilities of the Board reserved in an accessible place in each building for the exclusive use of the Association. These boards shall be paid for by the Association.

- E. The President of the Association shall be notified of all new employees, and shall have the right to inform such employees of the Union and available benefits and to distribute relevant materials.

- F. The President of the Association or his or her designated alternate may be given up to three (3) days off with pay in any year to attend CSEA conventions.

- G. Pay Checks

Each ten (10) month employee will choose either a twenty-one (21) or twenty-five (25) pay check package by the end of the previous school year, in writing. Twenty-five pay checks will result in a balloon check at the end of June.

**XVII. ARTICLE XVII - MANAGEMENT OF THE SCHOOL DISTRICT**

The Union agrees that the management of the School District and the direction of the working forces in their normal duties shall be the sole discretion and is the sole responsibility of the Board, and agrees that all management rights (except as specifically limited by any of the provisions of this Agreement) are reserved to the Board, including among others, the right to hire new employees in accordance with the Civil Service Law, to promote, transfer, to discipline for just cause, or suspend for just cause, or discharge for just cause consistent with Civil Service Law, to assign work, to schedule employees' scheduled workweek or the working hours thereof, to lay off employees consistent with Civil Service Law. The Union further agrees that the enumerated management rights and powers shall not be deemed to exclude other management rights and powers not specifically enumerated herein.

**XVIII. ARTICLE XVIII - PREVIOUS PRACTICE CLAUSE**

All conditions of employment which have been in practice and are open and notorious within the District shall be maintained for the life of this contract except as provided by the express terms and conditions of this contract.

**XIX. ARTICLE XIX - COURSE OF STUDY**

Any employee who desires to undertake courses of study designed to enhance the ability of his/her job classification shall receive full reimbursement for tuition and books upon successful completion of the course(s), subject to the prior approval of the Board of Education.

**XX. ARTICLE XX - MANDATORY PROVISIONS**

Notice as provided by Section 204-A of the New York State Public Employees' Fair Employment Act:

"It is agreed by and between the parties that any provision of this Agreement requiring legislative action to permit the implementation by amendment of law or by providing the additional funds, therefore, shall not become effective until the appropriate legislative board has given approval."

**XXI. ARTICLE XXII - LABOR/MANAGEMENT COMMITTEE**

There will be a Labor/Management Committee consisting of representatives of the CSEA and the Board of Education. The purpose of such committee will be for a full discussion of any matter excluding grievances or negotiations.



**XXII. ARTICLE XXIII-TERM OF AGREEMENT**

The provisions of this Agreement shall become effective July 1, 2020, and shall remain in full force and effect through June 30, 2027.

M Patricia Buscefi  
CSEA  
CLERICAL UNIT PRESIDENT

DATE: 5/9/22

Kimberly Morales  
CSEA  
LABOR RELATIONS SPECIALIST

DATE: 5/9/22

K Harrison  
IRVINGTON UNION FREE  
SCHOOL DISTRICT

DATE: 5/10/22

**“APPENDIX A”**  
**GRIEVANCE PROCEDURE**

I. **GRIEVANCE**

The Board of Education of Irvington Union Free School District and the CSEA do hereby establish and adopt the following procedures for the orderly settlement of any grievance of all non-teaching employees covered by this Agreement.

II. **DECLARATION OF POLICY**

It is hereby declared to be the purpose of these procedures to provide a means for orderly settlement of any differences, promptly and fairly, as they arise and to assure equitable and proper treatment of the members of the bargaining unit pursuant to established rules, regulations and policies of the District.

A) **DEFINITIONS**

1. **Non-teaching Employee** shall mean an employee or group of employees similarly situated in the bargaining unit.
2. **Supervisor** shall mean the person to whom the said employee is directly responsible.
3. **Chief Administrator** shall mean the Superintendent.
4. **Representative** shall mean the person or persons designated by the aggrieved employee as his or her counsel or to act and speak on his or her behalf.
5. **Committee** shall mean the CSEA Grievance Committee.
6. **Grievance** shall mean any claimed violation, misrepresentation or inequitable application of the Collective Bargaining Agreement.

B) **BASIC PRINCIPLES**

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. A non-teaching employee shall have the right to present grievances in accordance with these procedures, free from coercion, interference, restraint, discrimination or reprisal. All hearings held prior to the review stage shall be strictly confidential.
3. Said employee shall have the right to be represented at any stage of the procedures by a person or persons of his or her own choice and/or by the Grievance Committee of the CSEA. All meetings held to resolve a grievance shall be open to the representatives of the aggrieved employee.
4. Each party to a grievance shall have access at reasonable times to all written statements and records pertaining to such case.
5. It shall be the responsibility of the Chief Administrator to take such steps as may be necessary to give force and effect to these procedures. Each supervisor shall have the

responsibility to consider promptly each grievance presented to him or her and make a determination within the authority delegated to him or her within the time specified in these procedures.

6. 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 his or her assignment. These procedures are not designed to be used for changing such rules or establishing new ones.

### III. PROCEDURES

#### Step 1

Within thirty (30) calendar days of the date on which the act or omission actually occurred or when the employee or Union reasonably should have become aware of the act or omission, a written grievance shall be submitted by the employee or Union to the employee's immediate supervisor. The supervisor shall be allowed up to ten (10) calendar days in which to respond in writing. Failure to file a grievance within the time period shall constitute a waiver of a grievance unless mutually extended by the parties.

#### Step 2

Within ten (10) calendar days of the receipt of the previous response, the employee or Union may file a written appeal of such decision to the Superintendent of Schools (or designated representative). The Superintendent of Schools shall be allowed up to ten (10) calendar days in which to respond in writing.

#### Step 3

Within ten (10) calendar days of the receipt of the Step 2 determination, the employee(s) or Union, may request a meeting of representatives of the Board of Education for review and determination. The meeting shall be held within thirty (30) calendar days of the date of the request and a determination shall be rendered within five (5) calendar days of the date of the meeting.

#### Step 4

Within thirty (30) calendar days of the receipt of the Step 3 determination, the Union shall have the right to file a written Demand for Arbitration to the American Arbitration Association with a copy to the Clerk of the Board of Education, indicating a desire to proceed to final and binding arbitration.

The Arbitrator shall be selected in accordance with the rules of the American Arbitration Association (AAA).

The cost of the Arbitrator shall be divided equally between the parties.

The Arbitrator shall not have authority to change or modify the Agreement.

## **“APPENDIX B”**

### **EMPLOYEE BENEFITS**

#### **SECTION 75i - RETIREMENT**

##### **TIER I**

Members are not required to contribute. Minimum retirement age is fifty-five (55). When a member retires with twenty (20) or more years of service, the retirement allowance (including annuity purchased by any Age Sixty (60) Plan Member contributions for service before April 1, 1960) is 1/50<sup>th</sup> of FAS for each year of service. The pension portion of this allowance cannot exceed seventy-five percent (75%) of FAS. (Members with fewer than twenty (20) years of service retire under the provisions of Section 75-e.)

##### **TIER II**

Normal retirement age is sixty-two (62). Members are not required to contribute. When a member retires with twenty (20) or more years of service, the retirement allowance (including annuity purchased by any Age Sixty (60) Plan Member contributions for service before April 1, 1960) is 1/50<sup>th</sup> of FAS for each year of service. (Members with fewer than twenty (20) years service retire under the provisions of Section 74-e.)

##### **TIER III**

You must contribute three (3) percent of your wages toward the support of retirement benefits. Contributions are not required after you have contributed for thirty (30) years.

A Tier III member must render at least ten (10) years of creditable service after July 1, 1973 and attain age sixty-two (62) in order to be eligible for a service retirement benefit.

If you have previously been a member of a public retirement system in New York, you must accumulate a total of ten (10) years of service which is creditable under CO-ESC (at least five (5) years of which is served after July 1, 1976) and attain age sixty-two (62) to qualify for a service retirement benefit.

#### **NORMAL SERVICE RETIREMENT BENEFIT**

If you retire at age sixty-two (62) with twenty (20) or more years of service, the normal service retirement benefit is a pension of 1/50<sup>th</sup> of your final average salary times your years of credited service (up to thirty (30) years) less fifty (50) percent of the CO-ESC/Social Security retirement benefit.

If you retire at age sixty-two (62) or later with fewer than twenty (20) years of service, the normal service retirement benefit is a pension of 1/60<sup>th</sup> of your final average salary times your years of credited service.

#### **EARLY SERVICE RETIREMENT BENEFIT**

This benefit, not payable before age fifty-five (55) is calculated as either of the above, without the Social Security reduction, and is reduced by 1/15<sup>th</sup> for each of the first two (2) years by which retirement precedes age sixty (60).

At age sixty-two (62) the benefit is further reduced by fifty (50) percent of the CO-ESC/Social Security retirement benefit.

#### TIER IV

**Article 15** - Those who joined or rejoined the Retirement System on or after September 1, 1983.

A Tier IV member must have ten (10) or more years of credited service and be sixty-two (62) years of age or older in order to be eligible for a service retirement benefit. You are required to contribute three (3) percent of your gross salary.

With ten (10) years of service credit you are vested.

#### **SERVICE RETIREMENT ALLOWANCE**

If you retire with twenty-five (25) years or more of service, your retirement benefit will equal two (2) percent of your final average salary multiplied by your years of credited service (not to exceed thirty (30) years) plus one and one-half (1.5) percent of your final average salary for years of service beyond thirty (30).

If you retire with fewer than twenty-five (25) years of service, your service retirement benefit will equal 1.66% of your final average salary multiplied by total years of credited service.

#### **DEATH BENEFIT**

One month's salary for each year of credited service to a maximum of thirty-six (36) years.

#### **SECTION 41J**

##### TIER I, II, III

This applies if the earning and accumulation of sick leave (prior to member's retirement) were authorized by law, rule, regulation, written order or written policy. Allowable unused sick leave credit is limited to one hundred sixty-five (165) days and is applied as additional service credit on a calendar day basis. This time cannot be used to qualify a member for a benefit.

#### **SECTION 60B**

##### TIER I

This guaranteed minimum death benefit is applicable to members who die while in service, last joined or rejoined a public retirement system before July 1, 1973, last entered or re-entered the employ or a participating employer prior to April 1, 1982 and were in such employment on March 31, 1982, were under age sixty (60) when they began that employment, had at least ninety (90) days of continuous service within the fifteen (15) months preceding death.

In addition to the requirements for members who die while in service certain additional requirements must be met by a member not receiving salary on the date of death. Such a member must have had credit for at least one (1) year continuous service immediately before leaving employment, been employed within the twelve (12) months preceding death and not been otherwise gainfully employed. This death benefit is paid in place of the regular ordinary death benefit unless the regular benefit is greater. (In the event of accidental death, the accidental death benefit is payable.)

## TIER II

One (1) times one (1) year's salary after one (1) year service, two (2) times one (1) year's salary after two (2) years, three (3) times one (1) year's salary after three (3) or more years of service.

## TIER III

Benefit equal to  $1/12^{\text{th}}$  of the last year's salary for each credited year of service up to thirty-six (36) years. This benefit will be paid to the beneficiary or beneficiaries named by the member.

# APPENDIX C

## 2020-21

### 10 month CSEA Clerical/Aides

Step	Office Assistant/ Receptionist	Library Clerk	Teacher Aide/ Computer Aide	Clerk	Office Assistant Auto Office Assistant
1	\$34,785	\$33,534	\$27,179	\$27,194	\$39,950
2	\$36,525	\$35,449	\$28,923	\$28,768	\$42,322
3	\$38,352	\$37,362	\$30,663	\$30,203	\$44,686
4	\$40,270	\$39,274	\$32,401	\$31,705	\$47,059
5	\$42,281	\$41,148	\$34,136	\$33,202	\$49,429
6	\$44,397	\$43,122	\$35,906	\$34,714	\$51,798
7	\$46,616	\$45,970	\$38,488	\$37,033	\$55,112

### 12 month CSEA Clerical/Aides

Step	Jr. Acc't.	Database Ass't. Secretary to School Office/ Principal	Sr. Auto. Off. Ass't. Sr. Acct. Clerk Off. Ass't./Auto Payroll Clerk	Acct. Clerk	Community Aide	Office Assistant
1	\$59,430	\$49,565	\$47,941	\$46,316	\$44,239	\$41,743
2	\$62,275	\$52,414	\$50,785	\$49,169	\$46,269	\$43,830
3	\$65,116	\$55,251	\$53,624	\$52,005	\$48,286	\$46,022
4	\$67,960	\$58,096	\$56,470	\$54,852	\$50,317	\$48,325
5	\$70,809	\$60,942	\$59,315	\$57,698	\$52,353	\$50,739
6	\$73,647	\$63,785	\$62,159	\$60,540	\$54,379	\$53,277
7	\$77,339	\$67,476	\$66,134	\$64,806	\$58,720	\$55,938

# APPENDIX C-1

2021-22

1.75%

10 month CSEA Clerical/Aides

<u>Step</u>	<u>Receptionist</u>	<u>Library Clerk</u>	<u>Teacher Aide/ Computer Aide</u>	<u>Office Assistant Automated Systems</u>
1	\$35,393	\$34,120	\$27,655	\$40,649
2	\$37,164	\$36,070	\$29,429	\$43,063
3	\$39,023	\$38,016	\$31,200	\$45,468
4	\$40,974	\$39,962	\$32,968	\$47,883
5	\$43,021	\$41,868	\$34,734	\$50,294
6	\$45,174	\$43,877	\$36,534	\$52,705
7	\$47,432	\$46,775	\$39,162	\$56,076

12 month CSEA Clerical/Aides

<u>Step</u>	<u>Jr. Acc't.</u>	<u>Database Ass't. Secretary to School Office/ Principal</u>	<u>Sr. Acct. Clerk Office Assistant Automated Systems Sr. Off. Ass't./ Automated Systems</u>
1	\$60,470	\$50,432	\$48,780
2	\$63,365	\$53,331	\$51,674
3	\$66,256	\$56,218	\$54,562
4	\$69,149	\$59,113	\$57,458
5	\$72,048	\$62,009	\$60,353
6	\$74,936	\$64,901	\$63,247
7	\$78,693	\$68,656	\$67,291



2022-23

1.25%

10 month CSEA Clerical/Aides

<u>Step</u>	<u>Receptionist</u>	<u>Library Clerk</u>	<u>Teacher Aide/ Computer Aide</u>	<u>Office Assistant Automated Systems</u>
1	\$35,836	\$34,547	\$28,001	\$41,157
2	\$36,732	\$35,534	\$28,899	\$42,379
3	\$37,628	\$36,521	\$29,797	\$43,601
4	\$38,569	\$37,506	\$30,693	\$44,819
5	\$39,511	\$38,491	\$31,590	\$46,036
6	\$40,499	\$39,476	\$32,485	\$47,259
7	\$41,487	\$40,461	\$33,380	\$48,481
8	\$42,523	\$41,426	\$34,274	\$49,702
9	\$43,559	\$42,391	\$35,168	\$50,923
10	\$44,649	\$43,408	\$36,079	\$52,143
11	\$45,738	\$44,425	\$36,991	\$53,364
12	\$46,882	\$45,892	\$38,321	\$55,070
13	\$48,025	\$47,359	\$39,651	\$56,777

12 month CSEA Clerical/Aides

<u>Step</u>	<u>Jr. Acc't.</u>	<u>Database Ass't. Secretary to School Office/ Principal</u>	<u>Sr. Acct. Clerk Office Assistant Automated Systems Sr. Off. Ass't./ Automated Systems</u>
1	\$61,225	\$51,063	\$49,390
2	\$62,691	\$52,530	\$50,855
3	\$64,157	\$53,998	\$52,320
4	\$65,621	\$55,459	\$53,782
5	\$67,084	\$56,921	\$55,244
6	\$68,549	\$58,386	\$56,710
7	\$70,014	\$59,852	\$58,176
8	\$71,481	\$61,318	\$59,642
9	\$72,949	\$62,784	\$61,108
10	\$74,411	\$64,248	\$62,573
11	\$75,873	\$65,712	\$64,038
12	\$77,775	\$67,614	\$66,085
13	\$79,676	\$69,515	\$68,132

# APPENDIX C-3

2023-24

1.10%

10 month CSEA Clerical/Aides

<u>Step</u>	<u>Receptionist</u>	<u>Library Clerk</u>	<u>Teacher Aide/ Computer Aide</u>	<u>Office Assistant Automated Systems</u>
1	\$36,230	\$34,927	\$28,309	\$41,610
2	\$37,136	\$35,925	\$29,217	\$42,845
3	\$38,042	\$36,922	\$30,125	\$44,081
4	\$38,994	\$37,918	\$31,031	\$45,312
5	\$39,945	\$38,914	\$31,937	\$46,543
6	\$40,944	\$39,910	\$32,842	\$47,779
7	\$41,943	\$40,906	\$33,747	\$49,015
8	\$42,991	\$41,882	\$34,651	\$50,249
9	\$44,038	\$42,857	\$35,555	\$51,483
10	\$45,140	\$43,886	\$36,476	\$52,717
11	\$46,241	\$44,914	\$37,398	\$53,951
12	\$47,397	\$46,397	\$38,743	\$55,676
13	\$48,553	\$47,880	\$40,088	\$57,402

12 month CSEA Clerical/Aides

<u>Step</u>	<u>Jr. Acc't.</u>	<u>Database Ass't. Secretary to School Office/ Principal</u>	<u>Sr. Acct. Clerk Office Assistant Automated Systems Sr. Off. Ass't./ Automated Systems</u>
1	\$61,899	\$51,624	\$49,933
2	\$63,381	\$53,108	\$51,414
3	\$64,863	\$54,592	\$52,895
4	\$66,342	\$56,069	\$54,373
5	\$67,822	\$57,547	\$55,852
6	\$69,303	\$59,029	\$57,334
7	\$70,784	\$60,510	\$58,816
8	\$72,267	\$61,992	\$60,298
9	\$73,751	\$63,474	\$61,780
10	\$75,229	\$64,955	\$63,261
11	\$76,708	\$66,435	\$64,742
12	\$78,630	\$68,357	\$66,812
13	\$80,553	\$70,279	\$68,882

# APPENDIX C-4

2024-25

1.25%

10 month CSEA Clerical/Aides

<u>Step</u>	<u>Receptionist</u>	<u>Library Clerk</u>	<u>Teacher Aide/ Computer Aide</u>	<u>Office Assistant Automated Systems</u>
1	\$36,683	\$35,363	\$28,662	\$42,130
2	\$37,600	\$36,374	\$29,582	\$43,381
3	\$38,518	\$37,384	\$30,502	\$44,632
4	\$39,481	\$38,392	\$31,419	\$45,878
5	\$40,445	\$39,401	\$32,336	\$47,124
6	\$41,456	\$40,409	\$33,253	\$48,376
7	\$42,467	\$41,418	\$34,169	\$49,627
8	\$43,528	\$42,405	\$35,084	\$50,877
9	\$44,589	\$43,393	\$35,999	\$52,127
10	\$45,704	\$44,434	\$36,932	\$53,376
11	\$46,819	\$45,475	\$37,865	\$54,625
12	\$47,990	\$46,977	\$39,227	\$56,372
13	\$49,160	\$48,479	\$40,589	\$58,119

12 month CSEA Clerical/Aides

<u>Step</u>	<u>Jr. Acc't.</u>	<u>Database Ass't. Secretary to School Office/ Principal</u>	<u>Sr. Acct. Clerk Office Assistant Automated Systems Sr. Off. Ass't./ Automated Systems</u>
1	\$62,673	\$52,270	\$50,558
2	\$64,173	\$53,772	\$52,057
3	\$65,674	\$55,274	\$53,556
4	\$67,172	\$56,770	\$55,053
5	\$68,670	\$58,266	\$56,550
6	\$70,169	\$59,766	\$58,050
7	\$71,668	\$61,267	\$59,551
8	\$73,171	\$62,767	\$61,052
9	\$74,673	\$64,268	\$62,552
10	\$76,170	\$65,767	\$64,052
11	\$77,666	\$67,266	\$65,551
12	\$79,613	\$69,212	\$67,647
13	\$81,560	\$71,158	\$69,743

# APPENDIX C-5

2025-26

1.10%

10 month CSEA Clerical/Aides

<u>Step</u>	<u>Receptionist</u>	<u>Library Clerk</u>	<u>Teacher Aide/ Computer Aide</u>	<u>Office Assistant Automated Systems</u>
1	\$37,086	\$35,752	\$28,978	\$42,593
2	\$38,014	\$36,774	\$29,907	\$43,858
3	\$38,941	\$37,795	\$30,837	\$45,122
4	\$39,915	\$38,815	\$31,765	\$46,383
5	\$40,890	\$39,834	\$32,692	\$47,643
6	\$41,912	\$40,854	\$33,618	\$48,908
7	\$42,934	\$41,873	\$34,545	\$50,173
8	\$44,007	\$42,872	\$35,470	\$51,437
9	\$45,079	\$43,870	\$36,395	\$52,700
10	\$46,207	\$44,923	\$37,338	\$53,963
11	\$47,334	\$45,975	\$38,282	\$55,226
12	\$48,518	\$47,494	\$39,658	\$56,992
13	\$49,701	\$49,012	\$41,035	\$58,758

12 month CSEA Clerical/Aides

<u>Step</u>	<u>Jr. Acc't.</u>	<u>Database Ass't. Secretary to School Office/ Principal</u>	<u>Sr. Acct. Clerk Office Assistant Automated Systems Sr. Off. Ass't./ Automated Systems</u>
1	\$63,362	\$52,845	\$51,114
2	\$64,879	\$54,363	\$52,630
3	\$66,396	\$55,882	\$54,146
4	\$67,911	\$57,395	\$55,659
5	\$69,425	\$58,907	\$57,172
6	\$70,941	\$60,424	\$58,689
7	\$72,457	\$61,940	\$60,206
8	\$73,976	\$63,458	\$61,723
9	\$75,495	\$64,975	\$63,240
10	\$77,008	\$66,490	\$64,756
11	\$78,521	\$68,006	\$66,272
12	\$80,489	\$69,973	\$68,391
13	\$82,457	\$71,941	\$70,510

# APPENDIX C-6

2026-27

1.25%

10 month CSEA Clerical/Aides

<u>Step</u>	<u>Receptionist</u>	<u>Library Clerk</u>	<u>Teacher Aide/ Computer Aide</u>	<u>Office Assistant Automated Systems</u>
1	\$37,550	\$36,199	\$29,340	\$43,126
2	\$38,489	\$37,233	\$30,281	\$44,406
3	\$39,428	\$38,267	\$31,223	\$45,687
4	\$40,414	\$39,300	\$32,162	\$46,962
5	\$41,401	\$40,332	\$33,101	\$48,238
6	\$42,436	\$41,364	\$34,039	\$49,519
7	\$43,471	\$42,397	\$34,977	\$50,800
8	\$44,557	\$43,408	\$35,913	\$52,080
9	\$45,643	\$44,419	\$36,850	\$53,359
10	\$46,784	\$45,484	\$37,805	\$54,638
11	\$47,926	\$46,550	\$38,760	\$55,916
12	\$49,124	\$48,087	\$40,154	\$57,705
13	\$50,322	\$49,625	\$41,548	\$59,493

12 month CSEA Clerical/Aides

<u>Step</u>	<u>Jr. Acc't.</u>	<u>Database Ass't. Secretary to School Office/ Principal</u>	<u>Sr. Acct. Clerk Office Assistant Automated Systems Sr. Off. Ass't./ Automated Systems</u>
1	\$64,154	\$53,505	\$51,753
2	\$65,690	\$55,043	\$53,287
3	\$67,226	\$56,581	\$54,822
4	\$68,759	\$58,112	\$56,354
5	\$70,293	\$59,644	\$57,887
6	\$71,828	\$61,179	\$59,423
7	\$73,363	\$62,715	\$60,959
8	\$74,900	\$64,251	\$62,495
9	\$76,438	\$65,787	\$64,031
10	\$77,970	\$67,321	\$65,566
11	\$79,502	\$68,856	\$67,101
12	\$81,495	\$70,848	\$69,246
13	\$83,488	\$72,840	\$71,391

# Exhibit A

## Conversion Illustration for 2022-23

10 month

Old*	Receptionist		Library Clerk		Aide		Office Assistant				
	Old*	New	Old*	New	Old*	New	Old*	New			
1	35,836	1	34,547	1	34,547	1	28,001	1	41,157	1	41,157
2	37,628	3	36,521	3	36,521	2	29,797	2	43,601	3	43,601
3	39,511	5	38,491	5	38,491	3	31,590	3	46,036	5	46,036
4	41,487	7	40,461	7	40,461	4	33,380	4	48,481	7	48,481
5	43,559	9	42,391	9	42,391	5	35,168	5	50,923	9	50,923
6	45,738	11	44,425	11	44,425	6	36,991	6	53,364	11	53,364
7	48,025	13	47,359	13	47,359	7	39,651	7	56,777	13	56,777

12 month

Old*	Secretary to School Office/ Principal		Office Assistant		
	Old*	New	Old*	New	
1	51,063	1	49,390	1	49,390
2	53,998	3	52,320	3	52,320
3	56,921	5	55,244	5	55,244
4	59,852	7	58,176	7	58,176
5	62,784	9	61,108	9	61,108
6	65,712	11	64,038	11	64,038
7	69,515	13	68,132	13	68,132

\* Old - includes step advance from prior year. Examples:

Step 1 from 2021-22 becomes "old step" 2 which converts to Step 3 on the new schedule

Step 5 from 2021-22 becomes "old step" 6 which converts to Step 11 on the new schedule