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Contract Database Metadata Elements

Title: **Nyack Union Free School District and Nyack Association of Educational Secretaries (2000)**

Employer Name: **Nyack Union Free School District**

Union: **Nyack Association of Educational Secretaries**

Local:

Effective Date: **07/01/00**

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5828_06302005

Nyack Ufsd And Nyack Assn Of
Educatnl Secretaries

SD / WC

AGREEMENT

Regarding the Terms and Conditions

of Public Employment between

NYACK UNION FREE SCHOOL DISTRICT

AND

NYACK ASSOCIATION OF EDUCATIONAL SECRETARIES

July 01, 2000 - JUNE 30, 2005

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This Agreement, made and entered into by and between the Nyack Union Free School District Board of Education, hereinafter called the "Board" and the Nyack Association of Educational Secretaries, hereinafter called the "Association" N.A.E.S. is to cover all secretarial and clerical employees as follows:

ARTICLE I - Applicable Law

The Public Employees Fair Employment Act; the other provisions of applicable Civil Service Law and local laws; regulations and policies of Nyack Union Free School District which are not inconsistent with said Act, and Civil Service Law which govern the terms of this Agreement are applicable.

ARTICLE II - Recognition

Section I:

The Board, having determined that the Association is supported by a majority of the full and part-time salaried secretaries and clerks, recognizes this unit as the sole and exclusive representative for all the employees from the first day of July, 2000 and until the thirtieth day of June, 2005.

Section 2:

The Association of Educational Secretaries affirms that it does not assert the right to strike against the Board, to assist or participate in such a strike or any other work stoppage.

Section 3:

The Association of Educational Secretaries affirms that all employees will work toward a common goal and that is to assist the professional staff in providing the best possible education for the children and youth of the school district and that the welfare of the children is paramount at all times.

ARTICLE III - Procedures for Negotiations

Section I - Good Faith Negotiations:

The Board and the Association agree to negotiate in accordance with the procedures set forth herein in a good faith effort to reach agreement.

Section 2 - Negotiating Team:

The Board of designated representative(s) of the Board will meet with representatives designated by the Association for the purpose of discussion and reaching mutually satisfactory agreements. Neither party in any negotiations shall have any control over the selection of the representative(s) of the other party.

Section 3 - Opening Negotiations:

Upon request of either party for a meeting to open negotiations on a successor agreement, a mutually acceptable meeting date shall be set not more than fifteen (15) calendar days following such request. In any given year, such request shall be made by March 1, unless the parties agree upon a different date.

Section 4:

It is contemplated that the terms and conditions of employment provided in this Agreement, July 01, 2000 to June 30, 2005, once ratified, shall remain in effect until altered by mutual agreement in writing between the parties.

ARTICLE IV - Compensation

Section I - Salary:

a. SALARY SCHEDULE

School Year	
2000-2001	3.5% increase on the salary schedule
2001-2002	3.5% increase on the salary schedule
2002-2003	3.5% increase on the salary schedule
2003-2004	3.5% increase on the salary schedule
2004-2005	4.0% increase on the salary schedule

b. Salary schedule step increase for full-time 12 month, full time 10 month and 17.5 hour employees.

c. Longevity salary awards begin after Step 20 has been achieved. Longevity payment each year will increase by the base salary increase for all years. For the 2000-2001 school year after 20 step has been achieved longevity award will be $1,400 and $2,000 after 24th step.

Members currently receiving longevity under current agreement will revert back to salary chart if they are between steps 16-20.

d. In cases of reclassification of position and passing of appropriate Civil Service examination in said classification, a movement to a new classification will be effected at a salary of not less than the unit member received before the change.

e. An employee working for more than 15 consecutive days as a substitute for another employee on a higher level for a reason other than vacation will be paid at the rate of the higher classification for the period of time in the higher classification.

Section 2 - Part-Time Staff:

Individuals employed less than one-half time are not eligible for special district benefits such as hospitalization. However, such employees are eligible for sick leave, personal leave, and membership in N.A.E.S.

Section 3 - Extra Work and Overtime:

a. When work periods exceed seven (7) hours on a given day, as authorized by the supervisor, the employee will be paid a straight time rate of the employee's regular hourly or daily rate of pay.

b. Overtime hours exceeding forty (40) hours per week will be paid at the rate of time-and-one-half of the employee's regular hourly or daily rate of pay.

c. Double time will be paid for the time worked on Sunday and legal holidays.

d. Personnel called for special work during the weekend or on holidays will be assured payment for at least two (2) hours of work which will be taken in salary.

Section 4 - Deductions:

Deductions will be computed at 1/250 of annual salary for twelve (12) month employees and at 1/200 for ten (10) month employees.

ARTICLE V - Probationary Employment and Job Posting:

a. All permanent employees are employed initially for a probationary period of twenty-six (26) weeks. If the performance and professional behavior of the probationer is not satisfactory, the employment may be terminated prior to the completion of the twenty-six (26) week period, but not prior to two (2) weeks service, or according to Civil Service regulations.

b. Every inter-departmental promotion or transfer shall be for a probationary period of twelve (12) weeks. If the performance and professional behavior of the probationer is not satisfactory, her employment in such position may be discontinued at the end of such term. In case of such transfer, this position vacated may only be filled on a temporary basis so that the transferee may return to her original position.

c. Any period of authorized or unauthorized absence aggregating up to ten (10) work days during the probationary term may, at the discretion of the appointing authority, be counted as time served in the probationary term. Any such period of absence in excess of the aggregate of ten (10) work days, shall not be counted as time served in the probationary term.

d. The probationer's immediate supervisor shall carefully observe her performance and professional behavior and after six (6) weeks and sixteen (16) weeks, report in writing (evaluation form) to the proper appointing authority (Assistant Superintendent for Business). A probationer whose services are to be terminated for unsatisfactory service shall receive written notice at least two (2) weeks prior to such termination, and upon request, shall be granted an interview with the appointing authority (Assistant Superintendent for Business or her representative.

e. When an employee who has not completed her probationary term is appointed on a temporary or provisional basis to a higher level position, the period of temporary or provisional service rendered by such employee in such higher level position may, at the discretion of the appointing authority, be considered as satisfactory probationary service in his lower position and may be counted as such in determining the satisfactory completion of such probationary term.

Section 2 - Summer Clerical Postings:

Summer clerical positions will be posted in each building no later than June 10 of each year. All unit members have the right of first refusal to any and all summer clerical positions if, in the opinion of the immediate Supervisor for that position, the bargaining unit member possesses the necessary skills.

Section 3 - Vacancies

When a secretarial or clerical vacancy occurs or a new secretarial or clerical position is created, postings shall be made in all buildings of the District within two or three working days.

ARTICLE VI - Vacations

Vacation time for all twelve (12) month employees will be calculated as follows during the 1st year of employment:

Hire Date	No. of Days July 1 (Following Year)
July 1 - August 31	10 Days
September 1 - October 31	9 Days
November 1 - December 31	8 Days
January 1 - February 28	6 Days
March 1 - April 30	4 Days
May 1 - June 30	2 Days

No vacation days shall be awarded prior to the following July 1 after employment.

After completing a FULL fiscal year of employment (July 1 - June 30) the breakdown is as follows:

Completed Years	Days Earned
2-4	10
5-9	15
10	16
11	17
12	18
13	19
14 and over	20

Section 2:

The regular vacation period is July 1 through August 31. Special circumstances could warrant an adjustment in the vacation period. This would require the approval of the Assistant Superintendent for Business upon special request by the employee with authorization of the immediate supervisor or principal. Personnel may take the holiday, mid-winter and spring vacation in place of their regular vacations, at the discretion of the Assistant Superintendent for Business.

Section 3:

Vacation days cannot be accumulated from year to year, but in any case must be used by June 30 of each year. Vacation days earned during a school year must be taken during the vacation period immediately following this year, at the discretion of the immediate supervisor.

Section 4:

Twelve month part-time permanent employees on annual salary are entitled to the amount of vacation proportionate to the percent of time employed during the year, paid at their weekly salary rate.

ARTICLE VII - Paid Holidays

Section I:

The following paid holidays are granted to provisional and permanent employees in accordance with the current school calendar:

a. July Fourth

Labor Day

Columbus Day

Election Day (according to school schedule)

Veterans' Day

Thanksgiving Vacation (according to school schedule)

December 24

December 25

December 31

January 1

Martin Luther King Jr.'s Birthday (according to school schedule)

Lincoln's Birthday (If school is not scheduled for Lincoln's Birthday, it should constitute a paid holiday.)

Washington's Birthday

Good Friday

Memorial Day

b. Holiday and Spring Recess Staffing:

Secretarial and clerical employees included in this agreement are required to work one day over holiday recess and one day over the spring recess. These days will constitute a full workday as determined by your current work schedule and will be consistent throughout the district as collaboratively determined between the district and NAES. These dates will be published by September 1st of the school year.

c. Mid-Winter Recess Period Staffing

Secretarial and clerical employees included in this agreement will not be required to work during the mid-winter period as long as that recess period is part of the school calendar. When the mid-winter break is part of the school calendar, members will work one additional day over the spring recess.

d. Personnel may be granted the holiday, mid-winter and spring vacations without pay at the discretion of the Assistant Superintendent for Business, or may reschedule work days within any of the above holiday periods on a one-day-for-one-day basis to enable the employee to work one entire holiday period and to arrange another without scheduled work. This, too, is at the discretion of the immediate supervisor.

Section 2 - Special School Holidays:

a. On Superintendent Conference Days (at the discretion of the Assistant Superintendent for Business, the secretarial and clerical staff shall be allowed to operate individual workshops or work with other school districts within the county or their workshops. Attendance at these workshops is obligatory for the duration of the conference as scheduled, thereby terminating the employee's work day.

b. When school is closed for weather, emergencies or unscheduled school closings, no secretary or clerical workers shall be required to report to work and there shall be no loss of salary for this time. However, a secretary shall report to work when a reasonable request is made and additional salary will be paid on a per diem basis. A reasonable request shall not be refused.

ARTICLE VIII - Absence Policies

Section I:

a. Fifteen (15) days shall be granted to each employee for each year of employment to a maximum of 150 days accumulated (10 month employees) and 200 days (12 month employees) accumulated. All employee absences must be reported to the office in which she works to the person responsible for receiving such calls. In the event an employee is absent five (5) consecutive work days or more, she shall present a doctor's certificate to the

Business/Personnel Office prior to the following pay period. The sick leave schedule is attached hereto as Schedule A.

Section 2:

a. On July 1st of each year, if an employee has unused sick leave, it will be added to that which has already been accumulated.

b. All unit members shall be eligible to participate on a voluntary basis in the sick bank. Unit members must be employed for 2 years before being eligible to draw from the bank.

Days contributed will be deducted from members sick time. Days drawn from the sick bank may only be available after all members sick leave and vacation time is exhausted.

Eligible members will submit a request in writing to draw from the sick bank to a committee mutually agreed upon by N.A.E.S. and administration stating the reason for request accompanied with a letter from a physician for verification.

c. All employees shall be entitled to use (if necessary) any accumulated sick leave days to attend to immediate family illnesses or emergencies within the immediate family. Such time shall be deducted from the employee's sick leave days, upon notification of the immediate supervisor.

d. Immediate family is construed to be parents (including in-laws) children, sisters, brothers (including in-laws) husband, wife, grandparents, grandchildren or any relative residing in the employee's home.

e. Long-term leave bank to be used for long-term catastrophic illnesses or accidents.

Section 3:

All employees shall be entitled to five (5) days absence from employment, with pay, for a death in the immediate family not chargeable to sick leave, commencing with the date of death. (See Article VIII, Section 2 (d) for definition of immediate family)

Section 4:

Any employee who retires with fifteen (15) years of service with the district after 1/15/93 is entitled to a reduction in benefit contributions in an amount equal to a maximum of eighty five (85) unused sick days at the individual's per diem rate (1/240). This amount may be used toward the retiree's benefit contributions for health and dental coverage or be taken in payments over a five year period.

Section 5:

Jury Duty absence is allowed with salary, in the event the Commissioner of Jurors will not excuse the employee.

Section 6 - Personal Days:

Personnel will be granted three (3) personal days per year, not to be used for recreation, shopping or the like.

The principal, after checking with Business/Personnel office to be sure that the number of days allowed has not exceeded, will approve the request and forward the form to Business/Personnel office.

ARTICLE IX - Time Schedule

Section I:

The regular working hours are:

a. September 1 - June 30: 7 hours per day, exclusive of lunch, 35 hours per week, per building schedule.

b. July 1 - August 31: 6 hours per day, exclusive of lunch, 30 hours per week, per building schedule.

c. Lunch hour: One (1) hour per day shall be granted for lunch.

d. Coffee Break: A fifteen (15) minute coffee break shall be allowed each employee daily during the morning hours.

ARTICLE X - Performance Review Plan

By June 30 of each school year every member of the bargaining unit will be evaluated by the immediate supervisor. The evaluation shall be in writing on the performance review form attached hereto as Schedule B.

ARTICLE XI - Health and Dental Insurance - Annuities

Section 1 - Insurance Plan:

Subject to the limitation contained in Section 3, the Board will pay 100% of the cost of the health insurance plan for each staff member. The Board will also pay 100% of the additional cost of the health insurance plan for the staff member's eligible dependents, with insurance coverage remaining at or above the levels provided heretofore.

Section 2 - Dental Insurance Plan:

Subject to the limitation contained in Section 3, the Board will pay 100% of the cost of a dental insurance plan for each staff member. The Board will also pay 100% of the additional cost of the plan for staff member's eligible dependents.

Section 3:

The Board of Education will provide an excess major medical/optical rider insurance an life insurance program for unit members.

The Board of Education will provide Life Insurance to each unit member in the amount of $11,000.00 during the term of this agreement.

It is understood and agreed that the Board of Education allocation of premium costs for all employees was established at a ceiling as of June 1983. Increases in premiums beyond that ceiling are to be borne by the insured.

Beginning July 1, 1985 all new employees within the bargaining unit of the Nyack Association of Educational Secretaries will assume ten (10) percent of premiums of all insurance coverage provided unit employees in the Nyack Union Free School District.

Beginning July 1, 1996 all new employees within the bargaining unit of the NAES will assume twenty (20) percent of premiums for health, excess major medical, dental and life insurance.

Section 4 - Less-than-full-time Employees:

After July 1, 1972, new employees working fewer than 35 hours but 20 hours or more, will be entitled to half of the paid benefits for health and dental policies.

Section 5:

The Board may explore different carriers or self-funding provided that the provisions of the policy are equal or better in all respects to the coverage as of June 30, 1988. The number of participating physicians may not be guaranteed.

Section 6 - Annuities:

The Board agrees to purchase annuities at no cost to the Board for employees in accordance with the provisions of Section 403 (b) of the Internal Revenue Code of 1954, as amended. The Superintendent is authorized to approve, on behalf of the Board, applications from employees for agreements with the school district for reductions in the contract salary, the amount of such reductions to be remitted to any of the following for application to a non-forfeitable annuity account:

1. Aetna Variable Annuity Life Insurance for the company' s variable-rate annuity plan
2. Connecticut Mutual Life for the company's variable-rate annuity plan
3. Metropolitan Life
4. Travelers Insurance Company
5. Confidential Planning Corporation
6. Merrill Lynch

Dates to enter this program or to change from one program to another will be limited to November 1 & March 1.

Section 7 - Flexible Spending Plan:

The District will establish a Flexible Benefit Plan per Internal Revenue Code Section 125 in order to allow employees to participate in the benefits offered on a "pre-tax" basis. The following benefits to be considered for the plan are:

Premium Redirection Plan

Health Care Reimbursement Account

"Other benefits may be added upon mutual agreement by the Board of Education and Nyack Association of Educational Secretaries".

"The plan will become effective as soon as the plan can be created, however no later than January 1, 1993."

ARTICLE XII - Classification Transfers

No secretarial or clerical employee shall be transferred outside her present classification.

ARTICLE XIII - Association Rights and Responsibilities

Section I - Annual Meeting of the New York State United Teachers:

The Board of Education shall not cover expenses for the annual meeting. One member of the Nyack Association of Educational Secretaries shall be allowed to attend the annual meeting of the New York State United Teachers. There will be no deduction of salary for attendance at this meeting (not to exceed two days).

Section 2 - Orientation:

Upon initial employment or reassignment, a unit member will be given a period equivalent to one day, with pay, for job orientation.

Section 3 - Personnel Files:

The material in the personnel files is the property of the Board of Education and, therefore, privileged information. All evaluations made of the employee's performance and professional behavior which are placed in the files will have been seen and must be either signed or initialed by the staff member prior to being placed in the file. The staff member may submit any written statements in respect to the evaluation, which will also be included in the personnel file.

Complaints or letters of complaint that are going to be filed in the staff member's permanent file will be reviewed in conference with the immediate supervisor. The complaint or letters of complaint must then be initialed by the staff member. Any additional comments the staff member might wish to make regarding the complaint will also be included in the permanent file. The initialing does not indicate anything but that the staff member is aware of the complaint.

Complimentary letters and notices of award respecting an employee's service will be included in the employee's personnel file.

The staff member, upon request, may review the contents of his file with the personnel officer or his designee, except for privileged and confidential information.

Section 4 - Copies of Agreement/Job Description:

All unit members will receive a copy of this Agreement and any employee new to the district will be issued a copy of the Agreement as part of the orientation process.

In addition, the particular job description, similar to the P.O. 27 Civil Service form, will be reviewed with each new employee.

Section 5 - Just Cause:

No unit member shall be discriminated against, reprimanded, reduced in rank or privilege without just cause.

Section 6 - Agency Shop Fee Deduction:

All twelve-month employees who work fewer than twenty hours per week and all ten-month employees who work fewer than thirty-five hours per week who wish to join N.A.E.S will pay dues at the rate of fifty percent of full-time employees.

Employee authorization shall be in writing in the following form:

DESIGNATION AND PAYROLL DEDUCTION AUTHORIZATION

(Print) Last Name First Initial Building

TO: BOARD OF EDUCATION OF NYACK PUBLIC SCHOOLS Pursuant to Chapter 392, Laws of 1967, I hereby designate the NYACK ASSOCIATION of EDUCATIONAL SECRETARIES as my representative for the purpose of collective negotiations, and I hereby request and authorize you, according to arrangements agreed upon with such association, to deduct from my salary and transmit to the association indicated below the dues as certified by the respective association. I hereby waive all rights and claim for said monies so deducted and transmitted in accordance with this authorization and relieve the Board of Education and all its officers from any liability therefore. This authority shall be continuous while employed in this school system or until withdrawn by written notice.

NYACK ASSOCIATION OF EDUCATIONAL SECRETARIES

_____ _____

Employee's Signature Date

The Nyack Association of Educational Secretaries shall certify to the Board in writing the current rate of its membership dues. Any change in the rate of its membership dues shall be given to the Board thirty (30) days prior to the effective date of such change.

The total annual membership dues shall be deducted as follows: in ten equal installments beginning with the first scheduled pay period in October.

No later than two (2) weeks prior to the first scheduled paycheck in October, the Association shall: (a) provide the Board with a list and the original signed dues authorization cards of those employees who have voluntarily authorized the Board to deduct dues for the Association.

Effective July 1, 1983, the Nyack Public Schools shall deduct from the wage or salary of employees in the bargaining unit who are not members of the Nyack Association of Educational Secretaries, the amount equivalent to the dues levied by the Association and shall transmit the sum so deducted to the Association, in accordance with Chapters 677 and 678 of the Laws of 1977 of the State of New York.

The Nyack Association of Educational Secretaries affirms that it had adopted such procedure for refund of agency shop fee deduction as required in Section 3 of Chapters 677 and 678 of the Laws of 1977 of the State of New York.

The Agency Shop Fee Deduction shall be made following the same procedures as applicable for dues check-off, except as otherwise mandated by law or this Article of the Agreement.

ARTICLE XIV - Leaves of Absence

Leaves of absence for a maximum of one (1) year without pay will be granted at the discretion of the Board of Education to:

a. Employees with permanent status for reasons of personal health
b. Employees with permanent status for pregnancy leave
c. Employees for miscellaneous reasons
d. The employee will return to the original or comparable position prior to the leave of absence within Civil Service Classification.

ARTICLE XV - Disputes and Grievances

In order to establish a more harmonious and cooperative relationship between the District and its employees, the policy and purpose of this procedure is to provide for the settlement of differences through an orderly grievance procedure. Employees shall have the right to designate

the right to designate representatives of their own choosing for the purpose of adjustment of their grievances, free from interference, restraint, coercion or reprisal. The provisions of this procedure shall apply to all employees contained in the bargaining unit, and which involve alleged safety or health hazards, unsatisfactory physical facilities, surroundings, materials or equipment, unfair or discriminatory supervisory and disciplinary practice, unjust treatment by fellow workers, unfair or unreasonable work quotas.

Any dispute arising concerning the interpretation or application of the terms of this Agreement (or the rights claimed to exist thereunder) shall be processed in accordance with the following procedure:

Section I:

The employee orally and informally shall confer with his immediate supervisor.

Section 2:

If the grievance is not resolved to the satisfaction of the employee at the first step, the employee shall request a meeting with the supervisor of this department, and/or principal, provided that this has not been accomplished in the first step. Failure to bring grievance to this section with twenty (20) working days of the occurrence or act forming the basis for the grievance will result in the grievance being waived.

Section 3:

If the grievance is not resolved at the second step, the employee shall submit his grievance, in writing, to the Unit Representative. If, in the opinion of the unit representative, the grievance is valid, a request in writing shall be made to the Assistant Superintendent for Business or his/her designee for a review of the grievance. If his decision fails to resolve the grievance, or if no decision is rendered within ten (10) working days, similar request for review shall be made to the Superintendent of Schools or his/her designee.

Section 4:

If the decision of the Superintendent of Schools or his/her designee fails to resolve the grievance, or if no decision is rendered within ten (10) working days, petition shall be made to the Board of Education for a review and determination.

Section 5:

In the event that such dispute is not then disposed of, it shall be referred by either party to arbitration before an impartial arbitrator, to be mutually agreed upon by the parties. In the event the parties are unable to agree upon an impartial arbitrator within ten (10) days after the referral of such a matter to arbitration, than an appointment shall be made through the American Arbitration Association.

It is understood that the cost of arbitration and the payment of the arbitrators shall be borne equally by the parties; the Nyack Union Free School District will not be responsible for salary payments to employees and/or witnesses in attendance at arbitration hearings.

ARTICLE XVI -Excessing Procedures

a. A forty (40) day notice will be given any employee involved in a potential excessing. Further, a recall list will be developed and maintained on any excessed secretarial and clerical staff and a first opportunity will be afforded these staff for re-employment providing that this process is in agreement with Civil Service regulations and classification requirements.

b. Medical and dental benefits enjoyed by the excessed staff member will continue for six months unless the excessed staff member has found other employment.

c. Excessed secretarial staff will have preferences in substitute service.

ARTICLE XVII - Alteration of Agreement

No agreement, alteration, understanding, variation, waiver or modification of any of the terms or covenants contained herein shall be made by any employee or group of employees with the Board and in no case shall it be binding upon the parties hereto unless such agreement is made and executed in writing between the parties hereto.

ARTICLE XVIII - Termination

This Agreement shall become effective on July 1, 2000 and shall remain in full force and effect until June 30, 2005.

ARTICLE XIX - Administrative Authority

The parties agree that in the administration of any section or sections of this Agreement the Superintendent of Schools will have the final authority.

ARTICLE XX - Completeness of Agreement

This Agreement constitutes the entire collective bargaining agreement between the parties and includes and settles for the term of the Agreement all matters which were, or might have been, raised in all such prior collective bargaining negotiations leading to the consummation of this Agreement.

In Witness Whereof, the parties hereto have caused their names to be signed by their respective and duly authorized officers on this 15th day of May, 2001

BOARD OF EDUCATION,

NYACK UNION FREE SCHOOL DISTRICT

PRESIDENT

SUPERINTENDENT OF SCHOOLS

NYACK ASSOCIATION OF

EDUCATIONAL SECRETARIES

PRESIDENT

VICE -PRESIDENT

CHIEF NEGOTIATOR

SCHEDULE A

Sick Leave Schedule

Full Year Worked	Sick Leave Earned
1	15 days
2	30 days
3	45 days
4	60 days
5	75 days
6	90 days
7	105 days
8	120 days
9	135 days
10	150 days

(Maximum for Ten Month Employees)

(Full-time, Twelve Month Employees)

11	165 days
12	180 days
13	195 days
14	200 days

All New Unit Members shall be entitled to the following sick leave days during their first year of employment:

Employment Starting Date	#of Sick Leave Days
JULY	15
AUGUST	11
SEPTEMBER	10
OCTOBER	9
NOVEMBER	8
DECEMBER	7
JANUARY	6
FEBRUARY	5
MARCH	4
APRIL	3
MAY	2
JUNE	1

SCHEDULE B

NYACK PUBLIC SCHOOLS
Nyack, New York

NON-INSTRUCTIONAL EVALUATION REPORT

Name _____ Building _____

Position _____ Period: From _____

To _____

Length of Service in Present Position: _____

Attendance Record for Past Year: _____
Number of Days Absent

OVERALL PERFORMANCE RATING:

_____ Above Satisfactory

_____ Satisfactory

_____ Unsatisfactory

Describe employee's performance regarding the following:

POSITION RESPONSIBILITES:

COMMENDATIONS:

SUGGESTIONS AND RECOMMENDATIONS:

EMPLOYEE COMMENTS: (TO BE MADE NO MORE THAN FIVE (5) DAYS AFTER REVIEW

Follow-up Conference Requested by employee: Yes _____ No _____

Date _____ Employee's Signature _____

Date _____ Evaluator's Signature _____

Nyack Association of Educational Secretaries
Salary Schedule for 2000-2001
3.50% Increase

(12 Month Full Time Members)

Scale Step	Clerk Clerk Typist I	Sr. Clerk Typist Secretarial Typist Data Entry Opr. I II	Secretary I Secretary II Comp Opr Md Rnge Syst III & IV
1	23,744	24,616	26,212
2	24,365	25,600	27,454
3	24,986	26,583	28,696
4	25,607	27,566	29,938
5	26,228	28,549	31,180
6	26,849	29,533	32,422
7	27,470	30,516	33,664
8	28,091	31,499	34,906
9	28,712	32,482	36,148
10	29,333	33,466	37,390
11	29,954	34,449	38,632
12	30,575	35,432	39,874
13	31,196	36,415	41,116
14	31,817	37,399	42,358
15	32,438	38,382	43,600
16	33,059	39,365	44,842
17	33,680	40,348	43,064
18	34,301	41,332	47,326
19	34,922	42,315	48,568
20	35,543	43,298	49,810
LONGEVITY:	Steps 21-24	1,400	
	Steps 25 and up	2,000	

Nyack Association of Educational Secretaries
Salary Schedule for 2001-02
3.50% Increase

(12 Month Full Time Members)

Scale Step	Clerk Clerk Typist I	Sr. Clerk/Typist Secretarial Typist Data Entry Opr I II	Secretary I Secretary II Comp Opr Md Rnge Syst III & IV
1	24,575	25,478	27,130
2	25,218	26,496	28,415
3	25,860	27,513	29,701
4	26,503	28,531	30,986
5	27,146	29,549	32,272
6	27,789	30,566	33,557
7	28,431	31,584	34,843
8	29,074	32,602	36,128
9	29,717	33,619	37,414
10	30,360	34,637	38,699
11	31,002	35,655	39,985
12	31,645	36,672	41,270
13	32,288	37,690	42,555
14	32,931	38,708	43,841
15	33,573	39,725	45,126
16	34,216	40,743	46,412
17	34,859	41,761	47,697
18	35,501	42,778	48,983
19	36,144	43,796	50,268
20	36,787	44,814	51,554

LONGEVITY:	Steps 21-24	1,449
	Steps 25 and up	2,070

Nyack Association of Educational Secretaries
Salary Schedule for 2002-03
3.50% Increase

(12 Month Full Time Members)

Scale Step	Clerk Clerk Typist I	Sr. Clerk/Typist Secretarial Typist Data Entry Opr I II	Secretary I Secretary II Comp Opr Md Rnge Syst III & IV
1	25,435	26,370	28,080
2	26,101	27,423	29,410
3	26,765	28,476	30,741
4	27,431	29,530	32,071
5	28,096	30,583	33,402
6	28,762	31,636	34,731
7	29,426	32,689	36,063
8	30,092	33,743	37,392
9	30,757	34,796	38,723
10	31,423	35,849	40,053
11	32,087	36,903	41,384
12	32,753	37,956	42,714
13	33,418	39,009	44,044
14	34,084	40,063	45,375
15	34,748	41,115	46,705
16	35,414	42,169	48,036
17	36,079	43,223	49,366
18	36,744	44,275	50,697
19	37,409	45,329	52,027
20	38,075	46,382	53,358

LONGEVITY:	Steps 21-24	1,500
	Steps 25 and up	2,142

Nyack Association of Educational Secretaries
Salary Schedule for 2003-04
3.50% Increase

(12 Month Full Time Members)

Scale Step	Clerk Clerk Typist I	Sr. Clerk/Typist Secretarial Typist Data Entry Opr I II	Secretary I Secretary II Comp Opr Md Rnge Syst III & IV
1	26,325	27,293	29,063
2	27,015	28,383	30,439
3	27,702	29,473	31,817
4	28,391	30,564	33,193
5	29,079	31,653	34,571
6	29,769	32,743	35,947
7	30,456	33,833	37,325
8	31,145	34,924	38,701
9	31,833	36,014	40,078
10	32,523	37,104	41,455
11	33,210	38,195	42,832
12	33,899	39,284	44,209
13	34,588	40,374	45,586
14	35,277	41,465	46,963
15	35,964	42,554	48,340
16	36,653	43,645	49,717
17	37,342	44,736	51,094
18	38,030	45,825	52,471
19	38,718	46,916	53,848
20	39,408	48,005	55,226

LONGEVITY:	Steps 21-24	1,553
	Steps 25 and up	2,217

Nyack Association of Educational Secretaries
Salary Schedule for 2004-05
4.00% Increase

(12 Month Full Time Members)

Scale Step	Clerk Clerk Typist I	Sr. Clerk/Typist Secretarial Typist Data Entry Opr I II	Secretary I Secretary II Comp Opr Md Rnge Syst III & IV
1	27,378	28,385	30,226
2	28,096	29,518	31,657
3	28,810	30,652	33,090
4	29,527	31,787	34,521
5	30,242	32,919	35,954
6	30,960	34,053	37,385
7	31,674	35,186	38,818
8	32,391	36,321	40,249
9	33,106	37,455	41,681
10	33,824	38,588	43,113
11	34,538	39,723	44,545
12	35,255	40,855	45,977
13	35,972	41,989	47,409
14	36,688	43,124	48,842
15	37,403	44,256	50,274
16	38,119	45,391	51,706
17	38,836	46,525	53,138
18	39,551	47,658	54,570
19	40,267	48,793	56,002
20	40,984	49,925	57,435

LONGEVITY:	Steps 21-24	1,615
	Steps 25 and up	2,306

Nyack Association of Educational Secretaries
Salary Schedule for 2000-2001
3.50% Increase

(10 Month Full Time Members)

Scale Step	Clerk Clerk Typist I	Sr. Clerk Typist Secretarial Typist Data Entry Opr. I II	Secretary I Secretary II Comp Opr Md Rnge Syst III & IV
1	19,779	20,505	21,835
2	20,296	21,325	22,870
3	20,813	22,144	23,904
4	21,331	22,963	24,939
5	21,848	23,782	25,973
6	22,365	24,601	27,008
7	22,882	25,420	28,042
8	23,400	26,239	29,077
9	23,917	27,058	30,112
10	24,434	27,877	31,146
11	24,952	28,696	32,181
12	25,469	29,515	33,215
13	25,986	30,334	34,250
14	26,504	31,153	35,285
15	27,021	31,972	36,319
16	27,538	32,791	37,354
17	28,055	33,610	38,388
18	28,573	34,429	39,423
19	29,090	35,248	40,457
20	29,607	36,067	41,492
LONGEVITY:	Steps 21-24	1,400	
	Steps 25 and up	2,000	

Nyack Association of Educational Secretaries
Salary Schedule for 2001-02
3.50% Increase

(10 Month Full Time Members)

Scale Step	Clerk Clerk Typist I	Sr. Clerk/Typist Secretarial Typist Data Entry Opr I II	Secretary I Secretary II Comp Opr Md Rnge Syst III & IV
1	20,471	21,223	22,599
2	21,006	22,071	23,670
3	21,542	22,919	24,741
4	22,007	23,766	25,812
5	22,613	24,614	26,882
6	23,148	25,462	27,953
7	23,683	26,309	29,024
8	24,219	27,157	30,095
9	24,754	28,005	31,166
10	25,290	28,853	32,236
11	25,825	29,700	33,307
12	26,360	30,548	34,378
13	26,896	31,396	35,449
14	27,431	32,243	36,520
15	27,967	33,091	37,590
16	28,502	33,939	38,661
17	29,037	34,787	39,732
18	29,573	35,634	40,803
19	30,108	36,482	41,873
20	30,644	37,330	42,944

LONGEVITY:	Steps 21-24	1,449
	Steps 25 and up	2,070

nes1002

Nyack Association of Educational Secretaries
Salary Schedule for 2002-03
3.50% Increase

(10 Month Full Time Members)

Scale Step	Clerk Clerk Typist I	Sr. Clerk/Typist Secretarial Typist Data Entry Opr I II	Secretary I Secretary II Comp Opr Md Rnge Syst III & IV
1	21,187	21,966	23,390
2	21,741	22,843	24,498
3	22,296	23,721	25,607
4	22,850	24,598	26,715
5	23,404	25,475	27,823
6	23,958	26,353	28,931
7	24,512	27,230	30,040
8	25,067	28,107	31,148
9	25,620	28,985	32,257
10	26,175	29,863	33,364
11	26,729	30,740	34,473
12	27,283	31,617	35,581
13	27,837	32,495	36,690
14	28,391	33,372	37,798
15	28,946	34,249	38,906
16	29,500	35,127	40,014
17	30,053	36,005	41,123
18	30,608	36,881	42,231
19	31,162	37,759	43,339
20	31,717	38,637	44,447

LONGEVITY:	Steps 21-24	1,500
	Steps 25 and up	2,142

nes1003

Nyack Association of Educational Secretaries
Salary Schedule for 2003-04
3.50% Increase

(10 Month Full Time Members)

Scale Step	Clerk Clerk Typist I	Sr. Clerk/Typist Secretarial Typist Data Entry Opr I II	Secretary I Secretary II Comp Opr Md Rnge Syst III & IV
1	21,929	22,735	24,209
2	22,502	23,643	25,355
3	23,076	24,551	26,503
4	23,650	25,459	27,650
5	24,223	26,367	28,797
6	24,797	27,275	29,944
7	25,370	28,183	31,091
8	25,944	29,091	32,238
9	26,517	29,999	33,386
10	27,091	30,908	34,532
11	27,665	31,816	35,680
12	28,238	32,724	36,826
13	28,811	33,632	37,974
14	29,385	34,540	39,121
15	29,959	35,448	40,268
16	30,533	36,356	41,414
17	31,105	37,265	42,562
18	31,679	38,172	43,709
19	32,253	39,081	44,856
20	32,827	39,989	46,003

LONGEVITY:	Steps 21-24	1,553
	Steps 25 and up	2,217

Nyack Association of Educational Secretaries
Salary Schedule for 2004-05
4.00% Increase

(10 Month Full Time Members)

Scale Step	Clerk Clerk Typist I	Sr. Clerk/Typist Secretarial Typist Data Entry Opr I II	Secretary I Secretary II Comp Opr Md Rnge Syst III & IV
1	22,806	23,644	25,177
2	23,402	24,589	26,369
3	23,999	25,533	27,563
4	24,596	26,477	28,756
5	25,192	27,422	29,949
6	25,789	28,366	31,142
7	26,385	29,310	32,335
8	26,982	30,255	33,528
9	27,578	31,199	34,721
10	28,175	32,144	35,913
11	28,772	33,089	37,107
12	29,368	34,033	38,299
13	29,963	34,977	39,493
14	30,560	35,922	40,686
15	31,157	36,866	41,879
16	31,754	37,810	43,071
17	32,349	38,756	44,264
18	32,946	39,699	45,457
19	33,543	40,644	46,650
20	34,140	41,589	47,843

LONGEVITY:	Steps 21-24	1,615
	Steps 25 and up	2,306

nes1005

Nyack Association of Educational Secretaries
Salary Schedule for 2000-2001
3.50% Increase

(12 Month - 17 hours/Week Members)

Scale Step	Clerk Clerk Typist I	Sr. Clerk Typist Secretarial Typist Data Entry Opr. I II	Secretary I Secretary II Comp Opr Md Rnge Syst III & IV
1	11,540	11,964	12,739
2	11,841	12,441	13,343
3	12,143	12,919	13,946
4	12,445	13,397	14,550
5	12,747	13,875	15,154
6	13,049	14,353	15,757
7	13,350	14,831	16,361
8	13,652	15,309	16,965
9	13,954	15,786	17,568
10	14,256	16,264	18,172
11	14,558	16,742	18,775
12	14,859	17,220	19,379
13	15,161	17,698	19,983
14	15,463	18,176	20,586
15	15,765	18,654	21,190
16	16,067	19,131	21,793
17	16,368	19,609	22,397
18	16,670	20,087	23,001
19	16,972	20,565	23,604
20	17,274	21,043	24,208
LONGEVITY:	Steps 21-24	1,400	
	Steps 25 and up	2,000	

Nyack Association of Educational Secretaries
Salary Schedule for 2001-02
3.50% Increase

(12 Month - 17 Hours/Week Members)

Scale Step	Clerk Clerk Typist I	Sr. Clerk/Typist Secretarial Typist Data Entry Opr I II	Secretary I Secretary II Comp Opr Md Rnge Syst III & IV
1	11,943	12,382	13,185
2	12,256	12,877	13,810
3	12,568	13,371	14,435
4	12,881	13,866	15,059
5	13,193	14,361	15,684
6	13,505	14,855	16,309
7	13,818	15,350	16,934
8	14,130	15,844	17,558
9	14,442	16,339	18,183
10	14,755	16,834	18,808
11	15,067	17,328	19,432
12	15,379	17,823	20,057
13	15,692	18,317	20,682
14	16,004	18,812	21,307
15	16,317	19,306	21,931
16	16,629	19,801	22,556
17	16,941	20,296	23,181
18	17,254	20,790	23,806
19	17,566	21,285	24,430
20	17,878	21,779	25,055

LONGEVITY:	Steps 21-24	1,449
	Steps 25 and up	2,070

nes1202a

Nyack Association of Educational Secretaries
Salary Schedule for 2002-03
3.50% Increase

(12 Month - 17 Hours/Week Members)

Scale Step	Clerk Clerk Typist I	Sr. Clerk/Typist Secretarial Typist Data Entry Opr I II	Secretary I Secretary II Comp Opr Md Rnge Syst III & IV
1	12,361	12,815	13,646
2	12,685	13,328	14,293
3	13,008	13,839	14,940
4	13,332	14,351	15,586
5	13,655	14,864	16,233
6	13,978	15,375	16,880
7	14,302	15,887	17,527
8	14,625	16,399	18,173
9	14,947	16,911	18,819
10	15,271	17,423	19,466
11	15,594	17,934	20,112
12	15,917	18,447	20,759
13	16,241	18,958	21,406
14	16,564	19,470	22,053
15	16,888	19,982	22,699
16	17,211	20,494	23,345
17	17,534	21,006	23,992
18	17,858	21,518	24,639
19	18,181	22,030	25,285
20	18,504	22,541	25,932

LONGEVITY:	Steps 21-24	1,500
	Steps 25 and up	2,142

nes1203a

Nyack Association of Educational Secretaries
Salary Schedule for 2003-04
3.50% Increase

(12 Month - 17 Hours/Week Members)

Scale Step	Clerk Clerk Typist I	Sr. Clerk/Typist Secretarial Typist Data Entry Opr I II	Secretary I Secretary II Comp Opr Md Rnge Syst III & IV
1	12,794	13,264	14,124
2	13,129	13,794	14,793
3	13,463	14,323	15,463
4	13,799	14,853	16,132
5	14,133	15,384	16,801
6	14,467	15,913	17,471
7	14,803	16,443	18,140
8	15,137	16,973	18,809
9	15,470	17,503	19,478
10	15,805	18,033	20,147
11	16,140	18,562	20,816
12	16,474	19,093	21,486
13	16,809	19,622	22,155
14	17,144	20,151	22,825
15	17,479	20,681	23,493
16	17,813	21,211	24,162
17	18,148	21,741	24,832
18	18,483	22,271	25,501
19	18,817	22,801	26,170
20	19,152	23,330	26,840

LONGEVITY:	Steps 21-24	1,553
	Steps 25 and up	2,217

nes1204a

Nyack Association of Educational Secretaries
Salary Schedule for 2004-05
4.00% Increase

(12 Month - 17 Hours/Week Members)

Scale Step	Clerk Clerk Typist I	Sr. Clerk/Typist Secretarial Typist Data Entry Opr I II	Secretary I Secretary II Comp Opr Md Rnge Syst III & IV
1	13,306	13,795	14,689
2	13,654	14,346	15,385
3	14,002	14,896	16,082
4	14,351	15,447	16,777
5	14,698	15,999	17,473
6	15,046	16,550	18,170
7	15,395	17,101	18,866
8	15,742	17,652	19,561
9	16,089	18,203	20,257
10	16,437	18,754	20,953
11	16,786	19,304	21,649
12	17,133	19,857	22,345
13	17,481	20,407	23,041
14	17,830	20,957	23,738
15	18,178	21,508	24,433
16	18,526	22,059	25,128
17	18,874	22,611	25,825
18	19,222	23,162	26,521
19	19,570	23,713	27,217
20	19,918	24,263	27,914

LONGEVITY:	Steps 21-24	1,615
	Steps 25 and up	2,306

nes1205a