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#### Contract Database Metadata Elements

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Union: **United Public Service Employees Union (UPSEU)**

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SEC | 4565

**AGREEMENT**

between the

**SUPERINTENDENT OF SCHOOLS**

of the

**BAY SHORE UNION FREE SCHOOL DISTRICT**

and the

**UNITED PUBLIC SERVICE EMPLOYEES UNION**

\*\*\*

**July 1, 2005 - June 30, 2010**

**RECEIVED**

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NYS PUBLIC EMPLOYMENT  
RELATIONS BOARD

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**TABLE OF CONTENTS**

**ARTICLE ONE - GENERAL PROVISIONS ..... 1**

**SECTION I. Contractual Provisions ..... 1**

        A. Effectiveness ..... 1

        B. Maintenance of Services/"No Strike" Pledge ..... 1

        C. Limitations ..... 1

        D. Term of Agreement ..... 2

**SECTION II. RECOGNITION ..... 2**

**SECTION III. UNIT, DEFINITION ..... 2**

**SECTION IV. EXCHANGE OF INFORMATION ..... 2**

**ARTICLE TWO - UNION BENEFITS ..... 2**

**SECTION I. AGENCY SHOP ..... 2**

**SECTION II. VACANCIES ..... 3**

**ARTICLE THREE - MEMBER BENEFITS ..... 3**

**SECTION I. HEALTH AND DENTAL PLANS ..... 3**

        A. HEALTH INSURANCE ..... 3

        B. DENTAL INSURANCE ..... 4

**SECTION II. BENEFIT PLAN ..... 4**

**SECTION III. LAYOFS OR EXCESSING OF PERSONNEL ..... 4**

**SECTION IV. GRIEVANCE AND ARBITRATION PROCEDURE ..... 4**

        A. FIRST PROCEDURAL STAGE ..... 5

        B. SECOND PROCEDURAL STAGE ..... 5

C. THIRD PROCEDURAL STAGE .....	5
D. RULES OF PROCEDURE .....	6
E. TIME LIMITS .....	7
SECTION V. HOLIDAYS.....	8
SECTION VI. HOURS OF WORK/WORK WEEK.....	9
SECTION VII. VACATION.....	9
SECTION VIII. LEAVES .....	10
A. PAID LEAVE .....	10
B. SICK DAYS AND PAYMENT CONDITIONS FOR UNUSED DAYS.....	10
SECTION IX. COFFEE BREAKS.....	11
SECTION X. RETIREMENT BENEFITS .....	12
SECTION XI. ACCESS TO PERSONNEL FILES .....	12
SECTION XII. PRIOR SERVICE CREDIT .....	12
SECTION XIII. PROFESSIONAL CONFERENCES.....	12
SECTION XIV. PROTECTION OF PERSONNEL .....	13
SECTION XV. WAGES .....	13
A. LONGEVITY INCREMENTS .....	14
B. FLEXIBLE SPENDING PLAN .....	15
SECTION XVI. VOLUNTARY BENEFIT PROGRAM.....	15
ARTICLE FOUR - AGREEMENT.....	16
SALARY SCHEDULES.....	17

## ARTICLE ONE - GENERAL PROVISIONS

### SECTION I. CONTRACTUAL PROVISIONS

#### A. EFFECTIVENESS

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

#### B. MAINTENANCE OF SERVICES/"NO STRIKE" PLEDGE

The Union hereby affirms that it does not assert the right to strike against the District or any other unit of government, to assist or participate in any such strike, or to impose an obligation upon its members to conduct, assist or participate in such a strike. The term "strike," as herein defined, means any strike, "job action," or other concerted stoppage or work slowdown initiated by the Union, and also applies to any "secondary" strike, job action, or other concerted stoppage of work or work slowdown in support by the Union of any such action initiated by any other group.

#### C. LIMITATIONS

This Agreement contains the full substance of all agreements made by and between the parties hereto and except as modified pursuant to the provisions of this Agreement, all terms and conditions of employment for the members of the Unit and all other rules, regulations, procedures, policies and operations within the Bay Shore Union Free School District shall be and remain in full force and effect as from time to time established by the Bay Shore Union Free School District, to the extent that they are not otherwise provided for in this Agreement.

#### D. TERM OF AGREEMENT

This Agreement made the 7 day of September, 2005, by and between the BAY SHORE UNION FREE SCHOOL DISTRICT, hereinafter called the "District" and the UNITED PUBLIC SERVICE EMPLOYEES UNION, hereinafter called the "Union." The length of this agreement shall be five years, effective July 1, 2005 to June 30, 2010.

## **SECTION II. RECOGNITION**

The District hereby recognizes the UPSEU as the exclusive negotiating and bargaining agent for the educational secretarial staff in the negotiating unit as hereinabove defined for the purpose of negotiating provisions relating to terms and conditions of employment in accordance with the provisions of this Agreement and of the Public Employees' Fair Employment Act. This recognition shall extend during the period of this Agreement and any renewal thereof, or until another employees' organization is recognized or certified under the appropriate provisions of law.

## **SECTION III. UNIT, DEFINITION**

The Unit shall consist of all probationary or permanent members of the educational secretarial staff of the Bay Shore Union Free School District who have been appointed by the Board of Education in the Civil Service titles of Clerk Typist, Account Clerk, Senior Clerk Typist, Senior Account Clerk, Attendance Aide and Transportation Secretary and who work one-half or more of the scheduled work day, with the exception of those individuals who have been formally designated as "Confidential" employees through the procedures and according to the standards of the New York State Public Employees Relations Board.

In addition, those individuals appointed to any of the six civil service titles enumerated above, who have been appointed to "provisional" openings by the Board of Education, shall be entitled to local designation of such title for salary purposes identical to the provisional appointment title.

## **SECTION IV. EXCHANGE OF INFORMATION**

In the interest of resolving questions that may arise during the period covered by this Agreement, representatives of the parties to this Agreement shall meet, as scheduled by the Superintendent, for the purpose of exchanging information and discussing problems which may arise under or affect the rights of the parties to this Agreement or individuals covered under this Agreement.

# **ARTICLE TWO - UNION BENEFITS**

## **SECTION I. AGENCY SHOP**

The District does hereby agree that no later than the second pay period after the effective date of employment, the District shall deduct from the salary of each Unit member who is not a member of the Union and the District will pay to the collective bargaining agent each pay period a service charge toward the administration of this Agreement and the representation of such employee; provided however, that each employee will have

available to him/her membership in the Union on the same terms and conditions as are available to every other member of the Unit. The service charge shall be an amount equal to the collective bargaining agent's regular bi-weekly dues for each pay period. The District shall deduct such fee in the same manner as the membership dues are deducted. The amount collected through the agency fee shall be used to represent the individual as a member of the bargaining unit and shall not be used towards expenditures by the organization in and of activities or causes of political or ideological nature only incidentally related to terms and conditions of employment.

## SECTION II. VACANCIES

The District shall continue its present practice of announcing all full time, permanent vacancies within the Unit and such announcement shall include the Civil Service job description by title reference and the salary schedule for the position. During the summer months copies of all vacancy notices regarding positions within the Unit shall be mailed to the Union. The District shall also give notice to the Union when requests to Civil Service for reclassification of a particular position within the Unit are contemplated except that if the Civil Service Commission should change the job description for a particular title, such change shall have no effect upon an employee covered by this Unit for the duration of this Agreement.

## ARTICLE THREE - MEMBER BENEFITS

### SECTION I. HEALTH AND DENTAL PLANS

#### A. HEALTH INSURANCE

For the period July 1, 2005 to December 31, 2005, the District shall contribute ninety (90%) percent of premium costs to the District's health insurance plan. Effective January 1, 2006, the District shall assume eighty-five (85%) percent of the premium costs to the District's health insurance plan.

For unit members who retire prior to January 1, 2006, the District shall pay the full cost of the health insurance plan into retirement (individual or family as applicable) pursuant to the carrier's rules and procedures. Effective January 1, 2006, the District shall pay ninety-two and a one-half (92.5%) percent of the premium costs of the District's health insurance plan into retirement pursuant to the carrier's rules and procedures.

The District shall not be obligated to provide "family" health insurance coverage to any member of the Unit who also enjoys "family" coverage under the Health Insurance Plan which is approved under this or any other contract with the District.



Members of the Unit who thus waive coverage under the paragraph immediately above, shall be paid a lump sum amount on an annualized basis of \$750 on or about December 15th of each year, to compensate for the potential "loss" which could ensue under present regulations of the plan. Members of the Unit who voluntarily waive coverage as above because of "family" Health Insurance Plan which is approved coverage through another employer shall also qualify for the \$750 payment. Two family members employed by the District who both voluntarily opt for the individual coverages shall also qualify for one such payment as above. Should it become necessary for a member of the Unit to re-enroll in the plan, either because of loss of other coverage or an impending retirement, the District shall permit such re-enrollment under regulations of the insurance carrier and the individual shall be charged back a pro-rata portion of the above \$750 if the sum has already been paid. The excess major medical benefit costs shall be fully paid by the District.

## **B. DENTAL INSURANCE**

Effective with the ratification date of this Agreement, the District will assume full payment for the dental plan currently in effect for each member of the Unit.

## **SECTION II. BENEFIT PLAN**

The District shall contribute \$16.00 monthly in Year 1; \$18.00 in Year 2; \$20.00 in Year 3; \$22.00 in Year 4; and \$24.00 in Year 5 to the UPSEU Benefit Plan on behalf of each unit member for the purpose of providing benefit programs to members, inclusive of \$20,000 life insurance. Contributions shall be remitted to the Benefit Plan over a twelve month period.

## **SECTION III. LAYOFFS OR EXCESSING OF PERSONNEL**

In the event layoff or excessing of personnel is required by the employer for budgetary or other reasons, such layoffs or excessing shall be accomplished solely in accordance with the rules and regulations of the Suffolk County Department of Civil Service in effect at the time of layoff.

## **SECTION IV. GRIEVANCE AND ARBITRATION PROCEDURE**

"Grievance" is a claim by a member of the Unit based upon a claimed violation of an express provision of this Agreement.

"Chief Executive Officer" means the Superintendent of Schools.

"Grievant" means any party named in a grievance who is an aggrieved party.

"Party in Interest" means any party named in a grievance who is not the aggrieved party.

"Hearing Officer" means any individual or board charged with the duty of rendering decisions at any stage of the grievance procedure.

"Day" shall mean calendar day.

A. ~~FIRST PROCEDURAL STAGE~~

Immediate Supervisor - Informal

A member having a grievance will discuss it with his/her immediate supervisor either directly or through a Union representative with the objective of resolving the matter informally by having the immediate supervisor confer with all the parties in interest. (If the member's immediate supervisor is the Superintendent of Schools, the grievance shall be initiated at second procedural stage hereof).

B. SECOND PROCEDURAL STAGE

Superintendent - Formal

If the grievance is not resolved informally within twenty-one (21) calendar days, it may be reduced to writing and presented to the Superintendent of Schools by the Union. Within twenty-one (21) calendar days after the written grievance is presented, the Superintendent will schedule and enter into further consultation with the aggrieved party, or any party in interest, render a written decision within twenty-one (21) calendar days following such consultation, and present it to the grievant. In addition, both parties are also permitted to bring in for consultation persons having information.

C. THIRD PROCEDURAL STAGE

Arbitration

Following Stage 2, if the grievant is not satisfied with the decision rendered by the Superintendent, the Union may submit the grievance to arbitration, pursuant to the Rules for Voluntary Grievance Arbitration of the New York State Public Employment Relations Board within twenty-one calendar days after the Superintendent shall have given notice of his/her decision to the grievant and the Union. A copy of any notice to the New York State Public Employment Relations Board shall also be sent to the District.

The arbitrator will hear the matter promptly and will issue the decision at the earliest possible date from the date of the close of the hearing, or, if oral hearings have been waived, then from the date when the final statements and proofs are submitted to him.

The arbitrator's decision will be in writing and will set forth his/her findings of fact, reasoning and conclusion on the issues.

Any remedy, if awarded, shall not be inconsistent with the Agreement nor contrary to law. However, the arbitrator shall be without power and authority to make any decision or recommendation:

1) contrary to or inconsistent with or modifying or varying in any way, the terms of this Agreement or of applicable law or rules or regulations having the force and effect of law,

2) involving the Board's or the Superintendent's discretion, policy, regulations or practice under the provisions of this Agreement, except that he/she may decide in a particular case, involving such discretion or policy, whether or not such discretion or policy was discriminatorily applied, i.e., in a manner unreasonably inconsistent with the general practice followed throughout the school system in similar circumstances.

3) limiting or interfering in any way with the powers, duties and responsibilities of the Board of Education or the Superintendent under the applicable law and rules and regulations having the force and effect of law.

The decision of the arbitrator shall be final and binding on all parties.

The costs for the services of the arbitrator, and any fees charged by the Public Employment Relations Board will be shared equally by the parties. Each party, however, shall bear the expenses of its representatives, witnesses and counsel.

#### D. RULES OF PROCEDURE

All grievances shall include the name and position of the grievant, the identity of the provision of this Agreement, etc., involved in said grievance, the time when and the place where the alleged events or conditions constituting the grievance existed, the identity of the party responsible for causing the said events or conditions, if known to the grievant, and a general statement of the nature of the grievance and the specific remedy sought by the grievant.

Except for informal decisions at Stage 1, all decisions shall be rendered in writing at each step of the grievance procedure, setting forth the reasons therefor. Each decision when rendered shall forthwith be transmitted to the grievant, and the Union.

The preparation and processing of grievances shall not normally be conducted during the hours of employment. All reasonable effort will be made to avoid interruption of administrative duties and to avoid involvement of students in any phase of the grievance procedure.

No interference, coercion, restraint, discrimination or reprisal of any kind will be taken at any time by the District against the grievant, any party in interest, any representative or any other participant in the grievance procedure or any other person by reason of such grievance or participation therein.

Forms necessary to filing grievances, serving notices, taking appeals, making reports and recommendations and other necessary documents shall be developed by the District which will then have them duplicated and distributed as the parties agree so as to facilitate operation of the grievance procedure.

Nothing contained herein will be construed as limiting the right of any member having a grievance to discuss the matter informally with any appropriate member of the administration and to have the grievance informally adjusted without intervention of the Union provided the adjustment is not inconsistent with the terms of this agreement. In the event that any grievance is adjusted without formal determination, pursuant to this procedure, while such adjustment shall be binding upon the aggrieved party and shall in all respects be final, said adjustment shall not create a precedent or ruling binding upon either of the parties to this agreement in future proceedings.

#### E. TIME LIMITS

Since it is important to good relationships that grievances be processed as rapidly as possible, every effort will be made by all parties to expedite the process. The time limits specified for either party shall be extended only by mutual agreement.

Every grievance will be deemed waived unless the grievance is presented in writing at the second stage within sixty (60) calendar days after the member knew or should have known of the act or condition on which the grievance is based.

"Time limits" shall be as set forth, and shall be strictly construed unless mutually waived in writing. Failure by the grievant to comply with the time limits as set forth, or with the established procedure, shall mean withdrawal of the grievance.

The time for any party to a grievance who is entitled to appeal any decision rendered with respect thereto shall run from the date when notice is served on such party, regardless of whether such service is late or whether it has been duly served on any other party entitled to notice thereof.

Failure at any stage of the grievance procedure to communicate a decision to the grievant, his/her representatives and the Union within the specified time limit shall permit the lodging of an appeal at the next stage of the procedure within the time which would have been allotted had the decision been communicated by the final day.

#### **SECTION V. HOLIDAYS**

The Union will have an opportunity to provide advice and consultation to the Superintendent of Schools in the formulation of the work year calendar no later than December 1. A minimum of twelve (12) paid holidays shall be provided.

The following days during the year shall be holidays and shall not be included as part of an employee's vacation period, provided school is not in session and teachers are not at work on these days:

Independence Day  
Labor Day  
Rosh Hashanah  
Yom Kippur  
Columbus Day  
General Election Day  
Veterans' Day  
Thanksgiving Day  
The Friday following Thanksgiving Day  
Christmas Day  
New Year's Day  
Martin Luther King's Birthday  
Presidents' Day  
Good Friday  
Memorial Day

One day before or after Christmas or New Year's Day as determined by the Superintendent of Schools, and any other holiday as authorized by the Board of Education.

National holidays falling on Saturday or Sunday may be observed either on the preceding Friday or succeeding Monday, provided school is not in session on either of these days as ordered by the Superintendent of Schools, to provide the minimum of twelve (12) holidays as set forth above.

## SECTION VI. HOURS OF WORK/WORK WEEK

The work week for members of the Union when teachers and students are not present, shall be 32 hours, scheduled as six and one-half hours a day on Monday through Thursday and six hours on Friday, except that the full seven hour work day shall be required on all of the days in June and September. The shortened work hours shall not apply to single days of school holidays.

The work day of unit members when teachers and students are not present during the Winter Recess (February), the Christmas Recess, and the Spring Recess shall be reduced by an additional one (1) hour.

The work week for unit members when teachers and students are not present during the Christmas Recess shall be reduced by one (1) day. The selection of the day off must be pre-approved by the supervisor in his/her discretion based on the needs of the District.

## SECTION VII. VACATION

Both the ten month and twelve month educational secretarial personnel covered by the Agreement shall be entitled to vacation time in the amount and according to the schedules set forth following:

### Twelve Month Employees

#### Length of Service

One year up to five years  
Over five years  
Over ten years  
Over twenty years

#### Vacation Period

Ten working days  
Fifteen working days  
Twenty working days  
Twenty-five working days

### Ten Month Employees

#### Length of Service

One year  
Two years  
Three years  
Four years  
Five years  
Six years or more

#### Vacation Period

Five working days  
Six working days  
Seven working days  
Eight working days  
Nine working days  
Ten working days

After completion of the probationary period, vacation time may be taken as above in these amounts. Probationary twelve month employees, starting with the third month of employment, will accrue one vacation day per month through June, to be taken after July 1. Ten month employees will accrue one-half day per month.

All vacation will be scheduled at such time or times as are approved by the administrator of the individual concerned, it being understood that such scheduling will not interfere with the educational program of the District or the educational program within the particular school building affected, and that the balance of the staff on duty will cover the work ordinarily assumed by such vacationing personnel. Compensatory vacation time shall be granted to members of the Unit for required service after the regular school working day.

## SECTION VIII. LEAVES

### A. PAID LEAVE

A maximum of three days of excused absence per year with pay may be allowed for required personal, that is, related to the individual rather than to the District, business or emergency reasons, such as closing a title on a home, attending a family member's graduation, or fulfilling other responsibilities of importance to the employee and his/her family for which paid leave is not provided for elsewhere and which cannot be scheduled by the employee on other than work days. Unused personal days shall be added to the member's accumulated sick leave at the close of each school year.

Any member applying for a day of leave for reasons related to the individual, should, if possible, present a written request to his/her immediate supervisor and administrator in charge, at least two weeks in advance. If there is a disagreement, the administrator shall decide. Either the employee or the supervisor may appeal such decision to the Assistant Superintendent for Human Resources.

Absences with or without pay solely for the convenience of the employee will not be granted.

### B. SICK DAYS AND PAYMENT CONDITIONS FOR UNUSED DAYS

Any full time member having served ten consecutive years, upon separation from service, or retirement for service or disability, will be granted terminal leave for unused sick leave not to exceed 200 days as computed below. At the option of the employee, salary due for accumulated sick leave up to 200 days shall be paid in a lump sum, (or through terminal leave), at the current salary rate upon termination of employment as computed below.

Years of Service	Payment
After 10 years of service	50%
After 15 years of service	75%
After 20 years of service	100%

Additionally, there will be a reduction in sick leave payment of one day for each day less than 30 days that prior notice of retirement or resignation is not given.

Accrual of sick leave commenced from July 1, 1966. Sick leave shall be accumulated at the rate of one day per month, commencing with the first full month of the member's work year, cumulative to the total of 200 days above stated. If in any year (July 1 to June 30), a member becomes ill and has not accumulated sufficient sick leave to cover said illness, and in the event extended sick leave is not granted, any deduction from the member's pay resulting therefrom shall be reimbursed at the end of the school year (June 30), if the sick leave accumulated on that date exceeds the number of days previously deducted.

In the event that extended sick leave is granted under District discretion, as from time to time provided in District policy on the matter, and after all remaining days which are "discretionary" with the member of the Unit if given District approval - that is vacation, family illness, and personal - have been charged against the extended absence, any payment for such days of extended (unearned) sick leave shall be considered a charge against days computed for payment for unused sick leave at time of retirement. Thus in the event that a member of the Unit exhausts all cumulative sick leave, and the District approves granting of extended sick leave to the member, such additional days of extended sick leave beyond the accumulated amount, shall be carried as a charge against future accumulation until such time as the over-use has been balanced. Such charge shall not be used to bar members from using accumulated sick leave as required, but shall only be a bar to future accumulation until the deficit has been exhausted. This charge against future accumulation shall apply only to those members of the Unit employed subsequent to February 4, 1985.

#### SECTION IX. COFFEE BREAKS

For all full time employees in the Unit, there will be one fifteen minute coffee break in the morning and one fifteen minute coffee break in the afternoon, "desk to desk."

Any member of the Unit who works part-time for at least three and one half hours per day shall be entitled to one similar coffee break each day.



## SECTION X. RETIREMENT BENEFITS

The District will provide for each member of the Union covered by this Agreement the contribution to the New York State Employees' Retirement System required to effectuate the Career Retirement Plan of Section 75-i of the Retirement and Social Security Law as then existing or thereafter amended. Representatives of the Superintendent's Office shall provide information delivered to them regarding the Retirement System to the Union, as well as to the individual members of the Unit, concerning changes and new options provided by the New York State Retirement System.

## SECTION XI. ACCESS TO PERSONNEL FILES

Every member employee shall have the right, upon request and by appointment, to review in the presence of an individual designated by the District, the contents of his or her personnel file as maintained by the District. The member may have such file reviewed by a third person if such member signs a written waiver and consent thereto.

A copy of any material reflecting unfavorably upon a member's competence or job performance which is to be placed in any Unit member's personnel file shall be forwarded to the member for signature within fourteen (14) calendar days of such placement and it shall be signed within fourteen (14) calendar days of receipt and returned to the Human Resources Office. By such signature the member shall acknowledge that he/she has read such material with the understanding that such signature signifies that the material on file has been read by such Unit member, but does not necessarily indicate agreement with its content. The member shall have the right to answer within fourteen (14) calendar days any material filed and his/her answer shall be attached to the file copy.

## SECTION XII. PRIOR SERVICE CREDIT

Prior service credit, once granted by the District at the time of initial employment or re-employment, shall apply to those benefits contained in the Agreement which are computed by length of service, such as salary scale placement, longevity increments and vacation allotment.

## SECTION XIII. PROFESSIONAL CONFERENCES

In accordance with District practices, provision shall be made for attendance by members of the Unit at professional conferences devoted to content related to their job responsibilities as may be approved at the sole discretion of the Superintendent or his/her designee.

#### SECTION XIV. PROTECTION OF PERSONNEL

The District shall save members of the Unit harmless from financial loss and provide an attorney or attorneys and pay such reasonable attorneys' fees and expenses necessarily incurred in the defense of a member arising out of any claim, demand, suit or judgment by reason of alleged negligence or other act by such member within or without school buildings provided such employee, at the time of the act or alleged negligence, was acting in the discharge of his/her duties in the scope of his/her employment under the direction of the District.

The District shall also provide an attorney or attorneys and pay such attorneys' fees for the defense of any civil or criminal action or proceeding against any member of the Unit while in the discharge of his/her duties within the scope of his/her employment.

The District, however, shall not be subject to the duty imposed by the preceding paragraphs unless such member of the Unit shall, within ten (10) days of the time of service, deliver the original summons or a copy of the same to the District Clerk.

The effect of this section shall not be arbitrable and these provisions are not intended to supersede any existing law which may limit the rights and obligations of the parties under this section.

#### SECTION XV. WAGES

The District and the Union agree that for the contract years 2005-2010, salaries of educational secretarial personnel covered by this Agreement shall be paid in accordance with the schedules which are attached hereto and made a part hereof. Payments in accordance therewith shall be made biweekly except that members of the Unit who are employed on a ten month schedule may choose one of the following methods of salary payment:

- a) The 1/26th plan with 1/26th of salary payable biweekly with the unpaid balance paid in the final biweekly payroll in June.
- b) 1/21st plan with 1/21st of the annual salary payable biweekly.

During each of the years of this Agreement, salary schedules currently in effect for members of the Unit as computed through application of the index formula shall be increased by four (4%) percent for 2005-2006 and 2006-2007 and three (3%) percent for 2007-2008, 2008-2009 and 2009-2010.

## A. LONGEVITY INCREMENTS

In recognition of long-term service to the District, longevity increments shall be granted after completion of the listed years of service according to the following schedule:

2005-2006

Completed Years of Service	10-MONTH	12-MONTH
10 years	900	1000
15 years	1400	1600
20 years	1733	2000

2006-2007

Completed Years of Service	10-MONTH	12-MONTH
10 years	916	1016
15 years	1416	1616
20 years	1749	2016

2007-2008

Completed Years of Service	10-MONTH	12-MONTH
10 years	928	1028
15 years	1428	1628
20 years	1761	2028

2008-2009

Completed Years of Service	10-MONTH	12-MONTH
10 years	940	1040
15 years	1440	1640
20 years	1773	2040

2009-2010

Completed Years of Service	10-MONTH	12-MONTH
10 years	952	1052
15 years	1452	1652
20 years	1785	2052

Longevity increments will be granted on July 1 following the anniversary date of employment. Service must be consecutive and non-interrupted years of service in the District, or as defined in the Prior Service clause of this Agreement except that sick leave, maternity leave or military service leave shall not be considered as interrupting such service. However, time away from the District shall not be considered as contributing to the years of service required for this benefit.

Longevity increments normally are permanent additions to salary. However, should an employee's performance be judged unsatisfactory, all or part of the longevity increment may be withheld or withdrawn. Performance evaluation shall be completed each year by May 1 and the employee notified of the decision of the evaluators. Any salary impact of such decision shall be effective as of July 1.

Representatives of the Union and representatives of the District will meet at mutually agreeable times for the purpose of Union presentation of suggestions for improvement designed to help make the current evaluation form more directly related to services of members of the Unit. Such suggestions could lead to revisions in the current form or possible development of a new form as agreed by the District.

#### B. FLEXIBLE SPENDING PLAN

Effective as soon as practical after the signing of a formal agreement, the parties shall participate in formulating a mutually acceptable flexible spending plan for all unit members.

#### SECTION XVI. VOLUNTARY BENEFIT PROGRAM

The District will provide unit employees with the right to participate in UPSEU Supplemental Benefit Program through payroll deductions.

**ARTICLE FOUR - AGREEMENT**

This Agreement shall take effect July 1, 2005, and shall remain in full force and effect until June 30, 2010.

IN WITNESS WHEREOF the above agreement has been made and executed the day and year first above written pursuant to resolution of the Board of Education duly adopted Sept 7, 2005, and ratified at a meeting of the members of the United Public Service Employees Union held on August 9<sup>th</sup>, 2005.

BAY SHORE UNION FREE SCHOOL  
DISTRICT

UNITED PUBLIC SERVICE EMPLOYEES  
UNION

By: \_\_\_\_\_

Evelyn Blose Holman, Ph.D,  
Superintendent of Schools

By: \_\_\_\_\_

Kevin E. Boyle, Jr., President

By: \_\_\_\_\_

Arlene Boeree, Unit President

**YEAR 1: 2005-06 SECRETARIES' SALARY SCHEDULE (4%)**

	[1]	[2]	[3]	[4]	[5]	[6]	[7]	[8]	[9]
	10MAA*	10M	10MSR	12M	12MAC**	12MTR	12MSR	12MSAC***	12MPR
stp 1	20,568	23,568	27,558	28,281	29,281	32,291	33,068	34,068	36,520
stp 2	21,679	24,679	28,666	29,615	30,615	33,634	34,400	35,400	37,838
stp 3	22,802	25,802	29,787	30,957	31,957	34,968	35,741	36,741	39,179
stp 4	23,909	26,909	30,900	32,291	33,291	36,307	37,077	38,077	40,520
stp 5	25,026	28,026	32,007	33,634	34,634	37,637	38,411	39,411	41,858
stp 6	26,136	29,136	33,121	34,968	35,968	38,966	39,751	40,751	43,189
stp 7	27,258	30,258	34,238	36,307	37,307	40,317	41,083	42,083	44,528
stp 8	28,365	31,365	35,350	37,637	38,637	41,652	42,422	43,422	45,879
stp 9	29,477	32,477	36,467	38,966	39,966	42,987	43,762	44,762	47,210
stp 10	30,596	33,596	37,587	40,317	41,317	44,324	45,100	46,100	48,551
stp 11	31,716	34,716	38,697	41,652	42,652	45,659	46,437	47,437	49,890
stp 12	32,828	35,828	39,814	42,987	43,987	46,994	47,772	48,772	51,224
stp 13	34,227	37,227	41,212	44,611	45,611	48,060	49,398	50,398	52,846

\*Column 1 calculated by deducting \$3,000 from column 2.

\*\*Column 5 calculated by adding \$1,000 to column 4.

\*\*\*Column 8 calculated by adding \$1,000 to column 7.

**YEAR 2: 2006-07 SECRETARIES' SALARY SCHEDULE (4%)**

	[1]	[2]	[3]	[4]	[5]	[6]	[7]	[8]	[9]
	10MAA*	10M	10MSR	12M	12MAC	12MTR	12MSR	12MSAC	12MPR
stp 1	21,511	24,511	28,660	29,412	30,452	33,583	34,391	35,431	37,981
stp 2	22,666	25,666	29,813	30,800	31,840	34,979	35,776	36,816	39,352
stp 3	23,834	26,834	30,978	32,195	33,235	36,367	37,171	38,211	40,746
stp 4	24,985	27,985	32,136	33,583	34,623	37,759	38,560	39,600	42,141
stp 5	26,147	29,147	33,287	34,979	36,019	39,142	39,947	40,987	43,532
stp 6	27,301	30,301	34,446	36,367	37,407	40,525	41,341	42,381	44,917
stp 7	28,468	31,468	35,608	37,759	38,799	41,930	42,726	43,766	46,309
stp 8	29,620	32,620	36,764	39,142	40,182	43,318	44,119	45,159	47,714
stp 9	30,776	33,776	37,926	40,525	41,565	44,706	45,512	46,552	49,098
stp 10	31,940	34,940	39,090	41,930	42,970	46,097	46,904	47,944	50,493
stp 11	33,105	36,105	40,245	43,318	44,358	47,485	48,294	49,334	51,886
stp 12	34,261	37,261	41,407	44,706	45,746	48,874	49,683	50,723	53,273
stp 13	35,716	38,716	42,860	46,395	47,435	49,982	51,374	52,414	54,960

\*Column 1 calculated by deducting \$3,000 from column 2.

**YEAR 3: 2007-08 SECRETARIES' SALARY SCHEDULE (3%)**

	[1]	[2]	[3]	[4]	[5]	[6]	[7]	[8]	[9]
	10MAA*	10M	10MSR	12M	12MAC	12MTR	12MSR	12MSAC	12MPR
stp 1	22,246	25,246	29,520	30,294	31,366	34,590	35,423	36,494	39,120
stp 2	23,436	26,436	30,707	31,724	32,795	36,028	36,849	37,920	40,533
stp 3	24,639	27,639	31,907	33,161	34,232	37,458	38,286	39,357	41,968
stp 4	25,825	28,825	33,100	34,590	35,662	38,892	39,717	40,788	43,405
stp 5	27,021	30,021	34,286	36,028	37,100	40,316	41,145	42,217	44,838
stp 6	28,210	31,210	35,479	37,458	38,529	41,741	42,581	43,652	46,265
stp 7	29,412	32,412	36,676	38,892	39,963	43,188	44,008	45,079	47,698
stp 8	30,599	33,599	37,867	40,316	41,387	44,618	45,443	46,514	49,145
stp 9	31,789	34,789	39,064	41,741	42,812	46,047	46,877	47,949	50,571
stp 10	32,988	35,988	40,263	43,188	44,259	47,480	48,311	49,382	52,008
stp 11	34,188	37,188	41,452	44,618	45,689	48,910	49,743	50,814	53,443
stp 12	35,379	38,379	42,649	46,047	47,118	50,340	51,173	52,245	54,871
stp 13†	37,127	40,127	44,396	48,037	49,108	51,731	53,165	54,236	56,859

\*Column 1 calculated by deducting \$3,000 from column 2.

†Step 13 columns 2, 3, 4, 5, 6, 7, 8 and 9 calculated by adding \$250 to cell value.

**YEAR 4: 2008-09 SECRETARIES' SALARY SCHEDULE (3%)**

	[1]	[2]	[3]	[4]	[5]	[6]	[7]	[8]	[9]
	10MAA*	10M	10MSR	12M	12MAC	12MTR	12MSR	12MSAC	12MPR
stp 1	23,003	26,003	30,406	31,203	32,307	35,628	36,486	37,589	40,294
stp 2	24,229	27,229	31,628	32,676	33,779	37,109	37,954	39,058	41,749
stp 3	25,468	28,468	32,864	34,156	35,259	38,582	39,435	40,538	43,227
stp 4	26,690	29,690	34,093	35,628	36,732	40,059	40,909	42,012	44,707
stp 5	27,922	30,922	35,315	37,109	38,213	41,525	42,379	43,484	46,183
stp 6	29,146	32,146	36,543	38,582	39,685	42,993	43,858	44,962	47,653
stp 7	30,384	33,384	37,776	40,059	41,162	44,484	45,328	46,431	49,129
stp 8	31,607	34,607	39,003	41,525	42,629	45,957	46,806	47,909	50,619
stp 9	32,833	35,833	40,236	42,993	44,096	47,428	48,283	49,387	52,088
stp 10	34,068	37,068	41,471	44,484	45,587	48,904	49,760	50,863	53,568
stp 11	35,304	38,304	42,696	45,957	47,060	50,377	51,235	52,338	55,046
stp 12	36,530	39,530	43,928	47,428	48,532	51,850	52,708	53,812	56,517
stp 13	38,331	41,331	45,728	49,478	50,581	53,283	54,760	55,863	58,565

\*Column 1 calculated by deducting \$3,000 from column 2.

**YEAR 5: 2009-10 SECRETARIES' SALARY SCHEDULE (3%)**

[1]            [2]            [3]            [4]            [5]            [6]            [7]            [8]            [9]

	10MAA*	10M	10MSR	12M	12MAC	12MTR	12MSR	12MSAC	12MPR
stp 1	23,783	26,783	31,318	32,139	33,276	36,697	37,581	38,717	41,503
stp 2	25,046	28,046	32,577	33,656	34,792	38,222	39,093	40,230	43,001
stp 3	26,322	29,322	33,850	35,181	36,317	39,739	40,618	41,754	44,524
stp 4	27,581	30,581	35,116	36,697	37,834	41,261	42,136	43,272	46,048
stp 5	28,850	31,850	36,374	38,222	39,359	42,771	43,650	44,789	47,568
stp 6	30,110	33,110	37,639	39,739	40,876	44,283	45,174	46,311	49,083
stp 7	31,386	34,386	38,909	41,261	42,397	45,819	46,688	47,824	50,603
stp 8	32,645	35,645	40,173	42,771	43,908	47,336	48,210	49,346	52,138
stp 9	33,908	36,908	41,443	44,283	45,419	48,851	49,731	50,869	53,651
stp 10	35,180	38,180	42,715	45,819	46,955	50,371	51,253	52,389	55,175
stp 11	36,453	39,453	43,977	47,336	48,472	51,888	52,772	53,908	56,697
stp 12	37,716	40,716	45,246	48,851	49,988	53,406	54,289	55,426	58,213
stp 13	39,571	42,571	47,100	50,962	52,098	54,881	56,403	57,539	60,322

\*Column 1 calculated by deducting \$3,000 from column 2.



**INDEX TO CLAUSES**

ACCESS TO PERSONNEL FILES.....	12
AGENCY SHOP .....	2
COFFEE BREAKS .....	11
CONTRACTUAL PROVISIONS.....	1
DENTAL INSURANCE .....	4
EFFECTIVENESS.....	1
EXCHANGE OF INFORMATION .....	2
FLEXIBLE SPENDING PLAN.....	15
GRIEVANCE AND ARBITRATION PROCEDURE.....	4
HEALTH AND DENTAL PLANS.....	3
HEALTH INSURANCE .....	3
HOLIDAYS .....	8
HOURS OF WORK/WORK WEEK.....	9
LAYOFFS OR EXCESSING OF PERSONNEL.....	4
LEAVES .....	10
LIFE INSURANCE.....	4
LIMITATIONS.....	1
LONGEVITY INCREMENTS .....	14
MAINTENANCE OF SERVICES .....	1
PAID LEAVE .....	10
PRIOR SERVICE CREDIT .....	12
PROFESSIONAL CONFERENCES .....	12
PROTECTION OF PERSONNEL.....	13
RECOGNITION .....	2
RETIREMENT BENEFITS .....	12
SALARY SCHEDULE.....	17
SICK DAYS AND PAYMENT CONDITIONS FOR UNUSED DAYS.....	10
TERM OF AGREEMENT .....	1
UNIT, DEFINITION.....	2
UPSEU SUPPLEMENTAL BENEFIT PROGRAM.....	15
VACANCIES.....	3
VACATION.....	9
WAGES.....	13