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Contract Database Metadata Elements

Title: **Sullivan County BOCES and Sullivan County BOCES Teachers Association, New York State United Teachers (NYSUT) (2007)**

Employer Name: **Sullivan County BOCES**

Union: **Sullivan County BOCES Teachers Association**

Local:

Effective Date: **07/01/2007**

Expiration Date: **06/30/2011**

PERB ID Number: **6661**

Unit Size:

Number of Pages: **34**

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TA/6661

AGREEMENT
BETWEEN THE
BOARD OF COOPERATIVE EDUCATIONAL SERVICES
OF SULLIVAN COUNTY
AND THE
SULLIVAN COUNTY BOCES TEACHERS' ASSOCIATION
JULY 1, 2007 - JUNE 30, 2011

Prepared by Sullivan County BOCES

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AGREEMENT

This Agreement is made and entered into by and between the District Superintendent as Chief Executive Officer of the Board of Cooperative Educational Services of Sullivan County, called "BOCES" and the Sullivan County BOCES Teachers' Association, called "Association".

DEFINITIONS

The following words will normally have the definitions set forth below:

1. BOARD

Board of Cooperative Educational Services of Sullivan County.

2. ASSOCIATION

Sullivan County Board of Cooperative Educational Services Teachers' Association, or SCBTA.

3. TEACHERS

All certified instructional personnel of both probationary and tenure status, including teachers, psychologists, speech correctionists, dental hygienists, guidance counselors, social workers, work study coordinators, and school nurse teachers.

4. TERMS AND CONDITIONS OF EMPLOYMENT

Shall be defined as salary, wages, hours and other terms and conditions of employment.

ARTICLE I RECOGNITION

The Board recognizes the Association as the exclusive representative of all professional personnel, except the Chief School Administrator, and other administrative personnel. Professional personnel shall include teachers, guidance counselors, school nurse teachers, speech therapists, school psychologists, social workers, physical therapists, occupational therapists and long-term substitutes hired for a fixed term in excess of one semester, whether or not they shall be engaged in classroom instruction. All teacher assistants, aides, secretarial, clerical, maintenance service, transportation and other personnel employed by BOCES, shall not be included in the Professional Unit.

ARTICLE II
SULLIVAN COUNTY BOCES TEACHERS'
ASSOCIATION DUES DEDUCTIONS AND AGENCY FEE

A. Dues Deduction:

The Board will honor individual written authorization on an acceptable form for the deduction of SCBTA dues. The Association will certify to the Business Office in writing not later than the end of the first payroll period in September, the current rate of Association dues and will provide any additional deduction authorization and/or other changes from time to time. Dues deductions shall be made in twenty (20) equal payments starting from the second pay check in September and shall be promptly remitted on a monthly basis to the Association Treasurer. Additional deduction authorizations will be accepted by the 15th of each month thereafter and remitted as above.

B. Agency Fee:

1. Each employee who fails voluntarily to acquire or maintain membership in the Association shall be required, beginning on the 30th day following the beginning of such employment (or discontinuance of membership) to pay to the Association a service charge as a contribution towards the negotiations and administration of the Agreement and the representation of such employee. The service charge shall be in the same amount and payable at the same time as the Association's and its affiliates' regular dues and shall be deducted by the District from the employee's pay in accordance with Section "A" of this Article.

2. The Association affirms that it has adopted the procedure for refund of Agency Fee deductions as required by Section 208(3)(b) of the Civil Service Law and that such procedure complies in all respects with the requirements of that section. This provision of Agency Fee deductions shall continue in effect so long as the Association maintains such procedure and so long as such deductions are authorized by law.

3. In the event an action of proceeding is commenced in a court of competent jurisdiction or before an administrative agency regarding such service charge, the Association agrees to provide counsel and to indemnify and save harmless the District from and against the cost of such action or proceeding, and other expenses in connection with such litigation or proceeding, to pay any judgment entered against the District in any such action or proceedings.

C. NYSUT Member Benefits:

Upon receipt of individual written authorization from a unit member, the District will make payroll deductions for the NYSUT Member Benefits Program.

**ARTICLE III
TEACHERS' DAY**

A. The teacher's work day shall be seven and one half hours (7 ½ hours). The workday shall include no less than five (5) hours of instruction and an additional two and one-half (2 ½) hours which shall include a thirty (30) minute duty free lunch period, a preparation period of forty-five (45) minutes, and such other remedial/supervisory responsibilities, within the defined workday, as may be assigned or approved by the supervisor. The workday items (start and end times) shall be determined and scheduled by the BOCES.

Teachers who teach in the PM Program, who have exceeded their (5) hours of instruction for the day shall be compensated at their hourly rate for direct student instruction they provide. Teachers shall submit signed timesheets for these additional responsibilities.

C. Shared teachers will follow the schedules of teachers with similar assignments in schools to which they are assigned. They shall have at least thirty (30) minutes for lunch, duty free.

D. BOCES teachers who instruct classes at worksites in component school districts shall follow the calendar of the host district, except that on one-half days when the BOCES class may remain in attendance for the whole day. When serving at a host site, a BOCES teacher shall only be assigned to a single duty assignment each day and attend host building faculty meetings at the invitation of the principal. Such teachers shall attend BOCES faculty meetings as scheduled.

E. Afterschool/Evening Events - Teachers in all divisions may be required to attend up to four (4) after school/evening events (ie: Open House, parent-teacher meetings, evening graduations, etc.) Times of such shall be scheduled by the BOCES Administration. It is understood that these events will be scheduled to end no later than 9:00 p.m. Notice will be given on Opening Day for after school/evening event dates in the first semester and notice will be given by December 1st for the second semester after school/evening events.

F. Effective 2007-2008 school year, teachers will be required to document daily attendance at the beginning and end of their work day. A swipe card system will be used for attendance/security purposes at the BOCES facilities. Staff assigned to satellite classrooms in component districts and other locations will also be required to document attendance.

**ARTICLE IV
CLASS SIZE**

A. Auxiliary Professional Services in Vocational Education:

The District Superintendent shall attempt to adhere to the following guidelines concerning the ratio of auxiliary professional employees per student number:

However, it shall not be a violation of this Contract if a guidance counselor is assigned up to three hundred fifty (350) secondary school students in Vocational Education. The Superintendent shall not be required to hire an additional guidance counselor until the ratio of secondary school students in Vocational Education to guidance counselor exceed one (1) guidance counselor to three hundred fifty (350) students, at which time the Superintendent may hire a full-time or part-time guidance counselor as he shall solely determine.

B. Prior to the placement of a paraprofessional in a unit member's classroom, the supervisor shall consult with the unit member to ascertain his/her input.

**ARTICLE V
STUDENT TRANSPORTATION BY TEACHERS**

A teacher using a privately owned vehicle to transport pupils on school business shall be covered by the "non-ownership" portion of the District's Automobile Liability Policy.

**ARTICLE VI
TEACHER FILES**

A. The Superintendent will keep a file on all teachers. A copy of any derogatory item added to the file after the effective date of this Agreement will be given to the teacher.

B. The Superintendent will make the final determination as to what shall go into a teacher's file, except for a defense or rebuttal in writing made by a teacher to any specific document in the file. With respect to the defense or rebuttal in writing, it shall refer to the specific document and shall be placed in the teacher's file when requested by the teacher.

C. The teacher has the right, upon request, to review the contents of his/her file and copy its contents, except as set forth below, while the office is open for normal business. The teacher may have a representative of the Association accompany him/her during this time if he/she desires.

D. If the Board or Superintendent receives information from placement agencies, universities, former employers, references or other items which state the information is confidential, it shall not be available to the teacher or the Association.

**ARTICLE VII
BARGAINING UNIT MEMBERS**

Whenever a bargaining unit member may be the subject of disciplinary proceedings, s/he shall have the right to request the presence of an Association representative at any interview that could give rise to disciplinary action.

**ARTICLE VIII
ASSIGNMENTS AND TRANSFERS**

If the Superintendent determines there is a job vacancy and desires to fill the vacancy, the procedure shall be as follows:

A. The Superintendent or his designee may immediately fill the vacancy by transfer or assignment for thirty (30) school days.

B. The Superintendent or designee will post a notice of the vacancy for five (5) calendar days. A teacher who wishes to be considered for such vacancy shall submit his/her name to the Superintendent or designee in writing within the five (5) calendar days, otherwise the right to submit one's name shall be lost.

C. If one or more qualified teachers timely submit their names to the Superintendent or designee or if no one timely submits his/her name or if there is no qualified teacher who submits his/her name, then the Superintendent or designee may:

1. Select the teacher who timely submits his/her name and the Superintendent determines is best qualified and assign that teacher to the vacancy, or
2. Select no teacher who has timely submitted his/her name and temporarily or permanently transfer or assign a teacher to the vacancy in the teacher's tenure area, or
3. Hire a person from the outside.

D. When one or more teachers timely submit their name(s) and the Superintendent makes a determination on whether a teacher is qualified or who is best qualified or if no teacher is to be accepted for the vacancy, or when an involuntary assignment is made, the Superintendent will consider the teacher's certification and evaluations.

E. In the case of an involuntary assignment or transfer to a vacancy, prior to any decision(s) being made, the affected teacher(s) shall be entitled to meet with the Superintendent or his/her designee and an Association representative if the teacher(s) want one present to discuss staffing options and desires. The seniority of the affected teachers shall be a factor considered in making such assignments and transfers. Upon request, the Superintendent's rationale for making his/her decision(s) regarding the transfers and/or assignments shall be given in writing to the teacher(s).

F. In paragraphs (A) through (E) above, the Superintendent's act(s) and/or decision(s) shall be final and binding on all parties involved and shall not be subject to the grievance and arbitration procedure and not within the jurisdiction of an arbitrator. This provision shall be deemed incorporated by reference within the provisions of the grievance/arbitration article of this Agreement.

Teachers will be notified of their tentative programs for the coming year, including the schools to which they will be assigned, the grades and/or subjects that they will teach, and any special or unusual classes that they will have, no later than June 1st or earlier if this information is known at that time. When changes in program are made after June 1st, the District Superintendent or designee will notify the teacher concerned as soon as possible.

**ARTICLE IX
PROFESSIONAL IMPROVEMENT AND IN-SERVICE EDUCATION**

The parties recognize that in-service education and professional improvement are necessary for a superior school system. Accordingly, it is agreed as follows:

A. Teachers on the staff who are permanently certified but lack degrees should be encouraged to pursue courses leading to a degree.

B. All in-service courses shall be taught by either instructors affiliated with an accredited institution of higher learning or any other professional or business institution or any individual approved by the District Superintendent after consultation with the Association Teacher-Administration Liaison Committee.

**ARTICLE X
PRIVILEGED USE OF SCHOOL FACILITIES BY SCBTA**

A. Courtesy will be extended to SCBTA for reasonable use of a BOCES building provided permission is first obtained from the District Superintendent or his designee.

B. If the SCBTA uses any duplicating machines, it shall pay an agreed upon price for materials used, and shall designate machine operators and time for use, to be agreed upon by the District Superintendent or his designee.

C. With the approval of the District Superintendent, the SCBTA may install at its own expense a bulletin board in each classroom building, up to three (3) feet by three (3) feet in size in a place designated by the District Superintendent.

D. If a teacher is officially elected as a delegate to the New York State Teachers Retirement System, the teacher will be given up to two (2) school days off in a school year with his/her regular pay to attend meetings of the New York State Teachers Retirement System. However, the District shall not pay any expenses of the teacher.

E. The Association President and his/her designees shall be granted up to a maximum of ten (10) days in the aggregate per school year of paid leave for attending to Association business, including convention attendance; provided, however, that no individual shall be entitled to use more than six (6) such days in any school year. Absent emergency circumstances, the Superintendent of Schools shall be given at least five (5) days advanced notice of the intended use of such days, in writing, from the Association President.

**ARTICLE XI
TEACHER SALARY SCHEDULE**

- A. 1. The base salaries shall be increased by 3.0% for each of the contract years. See Appendix A for BA and MA Salary Schedules.
2. Teachers and other bargaining unit members eligible to advance a step on the salary schedule shall do so during each of the years of this Agreement.
3. The tenure differential shall be increased in:

2007-2008	2008-2009	2009-2010	2010-2011
\$650	\$650	\$675	\$675

This differential shall also apply to all physical therapists and occupational therapists who complete three years of service with the BOCES.

4. All payroll checks shall be distributed via direct deposit to the bank account of each unit member with monies transferred on Friday morning.

B. College/In-Service Credits:

For the 2007-2008 school year staff hired before July 1, 1996 each credit hour of approved graduate study beyond a degree shall be compensated at the rate of sixty (\$60.00) dollars per credit hour. Unit members hired on or after July 15, 1996 shall not receive any credit payment until achieving 15 credits, whereupon \$900.00 shall be paid annually until the Master's degree is achieved. Upon completion of the Master's degree, the Master's differential will be paid and any approved graduate course work beyond the Master's degree will be compensated at the rate of \$60.00 per credit.

Credits for all staff shall be compensated at the following rates for the remainder of the contract :

In 2008-2009	In 2009-2010	In 2010-2011
\$65 per credit	\$70 per credit	\$70 per credit

1. The above salary increase will be granted for each credit hour of approved graduate study beyond a degree as follows: Up to thirty (30) credits beyond a bachelor's degree and up to sixty (60) credits beyond a master's degree. Credit hours will be verified by October 10th and February 10th of the current contract year.

When the District Superintendent receives the teacher's official transcript between October 10 of one calendar year and February 10th of the next calendar year, then such credits shall be payable as of February 1st. Official transcripts received by the District Superintendent after February 10th shall have the new credits paid in the next school year.

2. In-service credit shall be granted for each fifteen (15) hours of instruction. Such instruction shall receive prior approval by the Superintendent or his/her designee. To receive payment for previously approved in-service coursework, the union member must maintain all paper work demonstrating successful completion of the coursework and present the same to the District Superintendent's office once fifteen (15) such hours are accumulated.

3. The 175 hours, over a five year period, in-service training that is mandated by State Law and/or Commissioner's Regulations for teachers who apply for certification on or after February 2, 2004 shall be non-compensable whether provided by the BOCES or through outside entities.

4. Dental Hygienists will be paid Six Hundred (\$600.00) dollars less than the amount of the equivalent step on the bachelor's scale.

5. The Trade and Technical teachers will be placed on the bachelor scale, if they are certified or enrolled in a Vocational Teacher Training Program.

6. There shall be an \$850.00 differential paid for Vocational Technical certification.

D. Unused Sick Leave Upon Retirement:

1/600th of final salary contract to be paid as a non-elective direct employer contribution into the unit member's Section 403(b) tax-sheltered annuity for each day of unused sick leave upon retirement. Starting with retirements which will become effective on or after July 1, 1987, in order to be eligible for this payment, a teacher will notify the District Superintendent, in writing, by January 15 of the year prior to the year in which the retirement will take effect of his/her intention to retire. This will permit appropriate budgeting. A teacher may withdraw his/her intention provided it is done in writing to the District Superintendent prior to April 1 of the year in which the teacher was to retire. In no event shall the amount paid pursuant to this provision exceed \$9,500.00.

Notwithstanding the above, there shall be a reduction of the unused sick leave amount otherwise due the employee for each sick leave day used in excess of ten (10) per year during the last two (2) years of employment, with the reduction being based upon 1/600th of the employee's annual salary per day.

E. Additional Compensation:

Effective July 1, 2007

Curriculum Writing	\$30.00/hr.
After School Committees	\$30.00/hr.
Orientation Day (Summer)	\$30.00/hr.
Program Planning	\$30.00/hr.
Food Trade Before/After School Meal Prep	\$30.00/hr.
Teacher Training Presentations	\$35.00/hr.

F. Summer School Teachers Compensation:

1. Effective July 1, 2007, such compensation shall be based upon 1/200th of their current annual salary for thirty (30) days up to a cap of \$7,450. This cap will be increased \$250 for each remaining year of the contract (2008-2009 cap: \$7,700; 2009-2010 cap: \$7,950; 2010-2011 cap: \$8,200)

If someone from another school district is hired for the Special Education Summer School Program, their compensation will be figured the same as we do for BOCES staff, but we would use their current salary from their district as the base.

G. Guidance Counselor Compensation:

Guidance Counselors are ten-month employees who shall be entitled to pay at the rate of 1/200th of his/her annual salary for required days of work during the Summer months.

H. Gifted and Talented:

In addition to their salary schedule compensation, the Gifted and Talented coordinators shall receive an annual stipend of five (5%) percent of salary for administrative services and an additional ten (10%) percent of salary for work performed on non-school days as scheduled by the coordinators and approved by their supervisor. To be entitled to the full ten (10%) percent, service must be performed on twenty (20) such additional days. If fewer than twenty (20) days of service are performed, the ten (10%) percent stipend shall be reduced by one-half (.5%) percent for each day less than twenty (20). It is the intent of the District to ensure that the full twenty (20) days of additional service shall be scheduled unless otherwise agreed to by the coordinators and their supervisor. The work year of the Gifted and Talented coordinators shall correspond to that of administrators during the ten-month period from September through June.

I. Adult Educators:

Instructors: (Academic/Vocational/Avocational)

<u>Step</u>	<u>2007-08</u>	<u>2008-09</u>	<u>2009-10</u>	<u>2010-11</u>
1	\$24.50	\$24.75	\$25.00	\$25.00
2	\$25.50	\$25.75	\$26.00	\$26.00
3	\$28.50	\$28.75	\$29.00	\$29.00
4	\$29.50	\$29.75	\$30.00	\$30.00

Upon completion of each one hundred (100) hours, the Instructor or Counselor will advance to the next step.

J. Team Leaders

In addition to their salary schedule compensation, Team Leaders shall receive an annual stipend of \$875.00 per year through the term of this contract.

K. Teacher Mentors

In addition to their salary schedule compensation, Teacher Mentors shall receive a stipend of \$1,650.00 per year, effective July 1, 2000, for those performing teacher mentoring full-time and a pro-rated amount for those performing teacher mentoring less than full-time.

L. P.M. Program - Hourly Compensation Rate

The P.M. Program hourly compensation amount shall be one-two hundredth $1/200$ th of the bargaining unit members' annual salary divided by seven and one half ($7 \frac{1}{2}$).

M. Health Insurance Buy-out

Employees covered by this Agreement who choose not to participate in the Health Plan shall receive One Thousand Eight Hundred (\$1,800.00), annually, in addition to their salary. This payment is in addition to the annual salary and is not to be included in any calculations concerning annual increases. Normal tax and social security deductions will be calculated.

1. If an individual chooses to add or drop Health Insurance during the employment year (July 1 to June 30), the One Thousand Eight Hundred (\$1,800.00) dollars, respectively, will be pro-rated.
2. Conditions for re-enrollment in the Health Insurance Plan are determined to be the same as for new employees who are covered upon notice to the District.
3. A formal document will be signed by any employee wishing to drop their health insurance coverage or when they wish to re-enter the plan. See Appendix B

N. Dental Plan:

Effective with the 2008-2009 school year a NYSUT Dental Trust Plan will be developed. The BOCES will contribute \$600 per teacher to be paid directly to the NYSUT Welfare Trust Fund for dental coverage. The Welfare Trust Agreement must include all aspects of a dental program - sign ups, processing claims, handling problems, information for participants, introductory meetings, annual open enrollment opportunities as well as any other necessary administrative functions.

The benefit welfare trust will not only include the Sullivan County BOCES Teachers unit members but will also be offered to CSEA members, management confidential employees and

administrative employees. The Trust will offer all employees the same benefits at the same annual premium. An advisory board consisting of representatives from the teachers bargaining unit, CSEA, management confidential unit and the administrative unit will be established. The dental benefits will be equal for all bargaining units.

Effective 2009-2010 the BOCES will contribute \$650 per teacher to the benefit trust.

Effective 2010-2011 the BOCES will contribute \$700 per teacher to the benefit trust.

Payments made to the Welfare Benefit Fund by the District shall be paid in equal quarterly amounts.

The District will have the right to periodically audit the books and records of the SCBTA Welfare Dental Benefit Fund and the SCBTA will indemnify the District regarding any damages to be paid and pay for the District's reasonable attorney's fees in the event that the District is sued pursuant to the rights established under this provision, except for the District's failure to make timely contributions as described above. Voting procedures, certified audit, advisory board structure and other similar implementation procedures will be outlined in the Trust agreement and will be mutually agreed upon.

O. SKILLS USA Advisor

The SKILLS USA advisor shall be paid a Five Hundred Fifty (\$550.00) dollars stipend per school year; effective July 1, 2004; Six Hundred (\$600.00) dollars effective July 1, 2005 and Six Hundred Fifty (\$650.00) dollars effective July 1, 2006. In the event the SKILLS USA advisor position is shared by more than one (1) person, the stipend shall be divided among those individuals sharing the position. The division of the stipend shall be determined by the advisors who share the position.

P. National Board Certification

Effective July 1, 2007 Teachers who achieve National Board Certification shall be paid a stipend of One Thousand, Five Hundred (\$1,500) dollars per school year. Teachers who receive National Board Certification shall forward a copy of their National School Board Certification to the BOCES District Superintendent.

**ARTICLE XII
SICK LEAVE**

A. Professional staff:

1. Each teacher is granted fifteen (15) days sick leave per year with full pay.
2. One day of accumulated sick leave may be used during summertime for summer school teachers.
3. Unused sick leave may be accumulated from year to year until a maximum of two hundred and forty (240) days have been reached.
4. Sick leave may be used because of sickness in the family not in excess of eight (8) days in a school year. Sick leave may be used because of death in the family but not in excess of five (5) days per occurrence.
5. By definition, family shall include Mother, Father, Mother-in-Law, Father-in-Law, Grandparents, Sister, Brother, Children and Spouse.
6. Absence beyond three (3) consecutive days, or frequent absences, must be validated by a physician's statement if requested by the District Superintendent.

Early notification to the immediate supervisor when teachers are to be absent is of utmost importance. Notification shall be given to your assigned school and the BOCES office. This permits adequate time for location of a substitute and preparation on their part for teaching. Equally Important is notification concerning the day you will be able to return after an absence in order to avoid having a substitute in attendance on the day you return.

8. As per the Family and Medical Leave Act (FMLA) of 1993, Part 825, Sub Part B, unit members may substitute accrued sick leave and personal leave for unpaid FMLA leave to facilitate the placement of a child for adoption or foster care, or care for a spouse, child or parent with a serious health condition. Each circumstance shall be reviewed by the Superintendent and require his/her approval. This provision shall not be subject to the grievance procedure.

B. Sick Leave Bank:

A sick leave bank shall be established by the Association and the Administration for providing sick leave to any member of the bargaining unit who has exhausted his/her sick leave accumulation and

who is involved in an extended disability resulting from illness or accident. Teachers electing to participate in the sick leave bank shall submit to the District a waiver of no more than one (1) day of accumulated sick leave. All teachers who have contributed to the sick leave bank shall be eligible to receive time from the sick leave bank. The bank shall be renewable once the bank has dropped to ten (10) days. The renewal shall be subject to the terms set forth above. All unused sick bank days shall be carried over in the following school year. Additional contributions shall not be made to the bank until the days carried over drop to ten (10).

ARTICLE XIII PERSONAL LEAVE - PROFESSIONAL STAFF

- A. Staff members will be entitled to three (3) days of personal leave each school year not related to sick leave. The application for use of these days must be submitted in writing to the employee's immediate supervisor. The use of these days requires prior approval. Should an emergency necessitate the use of such leave with no prior approval, the employee will be required to file his/her request upon return to work.
- B. Permission for days of personal leave will be subject to the discretion of the District Superintendent and shall be secured prior to the absence, leaving as much time as possible for securing a substitute.

Except in instances in which the District Superintendent may feel that circumstances are extenuating, teachers should not anticipate approval of requests involving days immediately prior to or subsequent to vacation periods or days on which the teacher is responsible for specially assigned duties in connection with the operation of school activities.

- C. Unused personal days shall be added to accumulated sick leave each year.
- D. When a death occurs in a teacher's immediate family, the teacher will be allowed up to three (3) consecutive days off from scheduled work with pay to attend the funeral. The three (3) consecutive days off from scheduled work shall not be charged to sick or personal leave days. The three (3) consecutive days shall begin the day after the date of death. Permission for days of bereavement leave will be subject to the discretion of the District Superintendent.

Immediate family shall be defined as the employee's spouse, son, daughter, mother, father, brother, sister, father-in-law, mother-in-law, grandparents of both spouses, brother-in-law, sister-in-law, grandchild or foster child or foster parent residing with the family.

E. Leaves of Absences Without Pay:

1. A teacher may apply for a leave of absence without pay. Such leaves shall be for reasons including, but not limited to, education, family hardship and VISTA or Peace Corps. The applicant must make a request for such leave in writing to the District Superintendent, stating the purpose or objectives of his/her leave. The application shall be acted upon by the Board within sixty (60) days from the date of submission. The District Superintendent shall make recommendations to the Board. Final approval or disapproval of an applicant's request for leave shall be made by the BOCES Board. In the event of a denial, the District Superintendent will provide the applicant with reasons for such denial in writing.

A leave of absence shall extend to the end of the school year for which it is granted. The teacher shall notify the District Superintendent in writing on or before June 1st of that year of his or her intention to return. Failure to so notify the District Superintendent shall be considered a resignation.

2. Child care leave may be granted for no more than one (1) complete school year beyond the end of the school year in which the leave is granted. At the unit member's option, child care leave shall be extended to the end of the school year following the one in which the leave was granted.

3. Teachers on leave shall not accrue any salary steps or other benefits. Health Insurance benefits may be maintained upon payment of full cost by the Teacher.

ARTICLE XIV HOSPITALIZATION

The Association acknowledges that the District may provide coverage under the DEHIC or DEHIC Alternative Plan as its policy. Effective January 1, 2001, the District shall provide coverage under the DEHIC PPO as its policy. Effective April 1, 2005, the BOCES shall provide coverage under the DEHIC Alternate PPO.

Effective July 1, 2006, unit members shall be required to contribute 5% of the cost of individual and family health insurance premiums on a monthly basis with the District contributing the other 95%.

The BOCES shall maintain a comprehensive §125 Internal Revenue Code Flexible Benefits Plan with child care/elder care capped at \$5,000.00. Such plan will be implemented through a third party administrator.

The BOCES shall maintain a Dual Spousal Coverage Restriction regarding health insurance where both spouses are eligible to participate in the DEHIC and/or DEHIC Alternative Plans such that

both spouses may elect individual coverage or the non-BOCES employed spouse must provide the sole family coverage, whereupon the spouse employed by the BOCES would receive the health buy-out of Article XI(J); provided, however, that if both spouses are employed by the BOCES they may decide which one will be enrolled for family coverage or, in the absence of agreement, the one with the earlier birthday shall be enrolled. If the other spouse is employed by an employer participating in the DEHIC or DEHIC Alternative Plan having a dual restriction policy or contractual provision, the rules of the DEHIC Plan or the DEHIC Alternative Plan will determine which spouse will be enrolled for the family coverage. Retirees shall remain entitled to the District contributions paid towards the cost of health insurance, including Medicare related payments, on the same basis as at the time of the change from the Empire Plan to the Dutchess Health Insurance Cooperative.

If a teacher is excessed and laid off, the District will continue to pay health insurance premiums required by this Contract for two (2) calendar months after the excess and layoff.

**ARTICLE XIV-A
RETIREE HEALTH INSURANCE**

Unit members who retire on or after July 1, 2005 shall be entitled to district funding of health insurance premiums in accordance with the schedule below:

YEARS OF SERVICE	% INDIVIDUAL	% FAMILY COMPONENT*
After 5 - 10 years	50%	50%
After 10 - 20 years	60%	50%
After 20 years	70%	50%

* The District's contribution towards the family component of the health insurance premium shall be an amount equal to fifty percent (50%) of the difference in cost between the full cost (100%) of the family premium and the full cost (100%) of the individual premium.

**ARTICLE XV
TAX SHELTERED ANNUITY**

Salary reductions for Tax Sheltered Annuity Plans shall be made available by the District to unit members, as provided for in District policy. In accordance with law, the amount of the salary reduction and/or changes in contracts may occur only one time per calendar year.

**ARTICLE XVI
ADULT EDUCATORS**

- A. Adult Educators, for the purpose of health benefits and leave rights, shall be defined as full-time (working 30 or more hours per week for 30 or more weeks per contract year) and part-time (working 20 or more hours per week, but less than 30 hours per week, for 30 or more weeks per contract year). For the purposes of health insurance benefits and unrestricted leave benefits, the number of hours an adult educator works per week will be reconciled every three months. The quarterly reconciliations will be computed on the actual hours worked in the following periods: (August-October; November – January; February-April; May-July). Adult educators will not be penalized for program shut downs of three weeks or less with assurances of restart of the program. If an adult educator falls below the 30 hours but not the 20 hours the adult educator will be responsible for paying the difference between family and individual health premiums until the next quarter reconciliation is completed. Adult educators who fall below the minimum hours required to maintain health benefits will be responsible for paying the health insurance premium until the next quarter reconciliation is completed.
- B. 1. Full-time Adult Educators shall be entitled to District-funded health insurance premiums upon the same basis as full-time teachers, the health insurance buy-out of Article XI(L) and dental benefits of Article XI(M) herein.
2. Part-time Adult Educators shall be entitled to ninety-five (95%) percent District funded individual monthly health insurance premiums, but only fifty (50%) percent District funding of monthly family health insurance premiums.
- C. Full-time adult educators shall be entitled to three (3) days per year unrestricted leave and part-time instructors shall be entitled to two (2) days unrestricted leave per year.

Full-time adult educators shall be entitled to six (6) sick days per year.

All part-time educators shall receive four (4) sick days per year.

ARTICLE XVII
TEACHER'S EARLY RETIREMENT INCENTIVE

A. Unit members who are eligible to receive retirement benefits from the New York State Teachers Retirement System (NYSTRS) during the 1989-90 school year (or during the school year when they first become eligible to receive such benefits) and who otherwise meet the eligibility requirements set forth in Paragraph "2" below, shall be entitled to a retirement incentive payment of \$10,000.00 provided that such unit member retires from the District, effective June 30, 1990 or June 30th of the year when first eligible to receive retirement benefits from NYSTRS, if such time is after the 1989-90 school year. Effective July 1, 2005, the retirement incentive payment shall be increased to \$13,000.00 and paid as a non-elective direct employer contribution into the unit member's Section 403(b) Tax Sheltered Annuity.

B. To be entitled to the benefit referenced above, the unit member must have served in the District for at least fifteen (15) years and announce his/her retirement in writing to the Clerk of the Board of Education on or before January 1, 1990 with respect to retirements to be effective June 30, 1990 or January 1st of the year in which the unit member is first eligible to receive retirement benefits from the NYSTRS and is otherwise qualified under this paragraph for retirement, effective June 30th of that year.

C. At the District's sole option, and with the concurrence of the unit member, the time of retirement may be deferred for a one or two year period, whereupon the incentive shall become payable in the same amount one or two years later, respectively.

D. The incentive amount referenced above shall be payable between June 30th and November 1st of the calendar year of retirement.

ARTICLE XVIII
TRAVEL AND CONFERENCE ATTENDANCE

A. Each professional staff member may be allowed professional conference attendance up to three (3) days per year at the discretion of the District Superintendent.

B. Approval for attendance at a conference shall be requested as follows:

1. Shared Service Teachers: Conference attendance shall have the approval of the District Superintendent or his designee and shall have the concurrence of the Chief School Administrator of the District(s) to which the teacher is assigned.

2. Vocational Education Teachers: Conference attendance shall have the approval of the Director of Vocational Education.

3. Special Education Teachers: Conference attendance shall have the approval of the Director of Special Education.
- C. An acceptable written report of the conference activity must be submitted to the appropriate supervisor or his designee before reimbursement is made.
 - D. Requests shall be submitted on the appropriate forms entitled "Request for Reimbursement of Expense for Professional Conference Attendance".
 - E. Travel mileage by automobile is computed at the rate set by Board of Education policy.

ARTICLE XIX SHARED DECISION-MAKING

Professional time spent performing Committee functions required by 8-A N.Y.C.R.R. Part 100.11 shall be considered a part of a teacher's professional responsibilities. Unit members shall be selected for the Committee by the Association.

In the event that a plan is developed by the Committee which may impact terms and conditions of employment under the Taylor Law, upon demand, the Association shall have the right to negotiate the same with the District under Taylor Law procedure.

ARTICLE XX GRIEVANCE AND ARBITRATION

The following has been agreed between the parties:

- A. A grievance is a claim by an employee or group of employees, or the SCBTA that there has been or is a violation or deprivation of a term and/or condition of employment covered by this Agreement.
- B. If a teacher has a grievance, it shall be put in writing on a form to be submitted to the teacher's immediate supervisor, within thirty (30) calendar days (excluding July and August) after the first occurrence of the facts that led to the grievance or within thirty (30) calendar days (excluding July and August) after the teacher should have reasonably known of the grievance; otherwise, the right to grieve is waived.

The teacher's immediate supervisor shall meet and discuss the grievance promptly in an effort to settle it, and the supervisor shall give his/her answer in writing within fourteen (14) calendar days after the meeting. The teacher may have a representative of the Association present at this meeting.

C. If the matter is not satisfactorily settled and/or the immediate supervisor does not give an answer within fourteen (14) calendar days after the meeting, then the teacher may process the grievance to the District Superintendent by delivering the form to the District Superintendent within fourteen (14) calendar days after the immediate supervisor gave, or should have given, his/her answer; otherwise, the right to continue with the grievance is waived.

D. The District Superintendent or his designee will meet with the teacher within fourteen (14) calendar days after receipt of the grievance in an effort to settle the matter. The teacher may have a representative of the Association present at the meeting. The District Superintendent or his designee will give an answer in writing within fourteen (14) calendar days after the meeting.

E. If the matter is not satisfactorily settled, or if the District Superintendent or his designee does not give his answer within fourteen (14) calendar days from the date of the meeting, then the Association may submit the matter to arbitration, provided a letter is sent to a member of the following panel of arbitrators who shall be assigned cases on a rotating basis, unless the parties mutually agree otherwise, with a copy to the District Superintendent within twenty (20) calendar days after the District Superintendent or his designee gave or should have given his answer; otherwise, the right to proceed to arbitration is waived:

Howard Edelman
Thomas Hines
Jeffrey Selchick

F. One arbitrator will be selected from the above list of arbitrators, who shall hear and decide the grievance. The decision of the arbitrator shall be final and binding upon the parties.

G. The jurisdiction of the arbitrator shall be to decide the grievance. S/he shall have no jurisdiction to alter, change, modify, add to, or subtract from this Contract.

H. The fees and expenses of the arbitrator shall be shared equally by the parties.

I. The election to submit this grievance to the grievance and arbitration procedure shall automatically be a waiver of other remedies or forums which otherwise could be available.

J. The time elements set forth in this Article can only be extended by mutual agreement in writing signed by the District Superintendent and the President of the Association.

K. If the District Superintendent has a grievance he can begin the grievance procedure by filing a letter with the President of the Association and then proceed to arbitration.

ARTICLE XXI
SABBATICAL LEAVE

A. A tenured teacher who has been in the employ of the District for at least seven (7) consecutive years may apply for a sabbatical leave for approved study for one (1) year at half pay (i.e., one-half pay for the full year), or one-half year at full pay (i.e., one-half year's pay for one-half year). A teacher on an unpaid leave shall not be considered to have broken the chain of consecutive employment, but may be required to work an additional period equal to the period of his/her leave in order to qualify for a sabbatical leave.

The applicant must make a request for such leave in writing to the District Superintendent on a form to be supplied by the District, stating the purpose or objectives of his/her sabbatical. An application for leave to start the second semester must be filed prior to the end of the preceding September. An answer will be given on or before December 1st. An application to apply for leave to begin the first semester must be filed by the preceding February 1st. An answer will be given on or before the conclusion of the Easter recess.

B. Approval and use of sabbatical leave shall be contingent upon the following conditions precedent:

1. No more than (1) teacher may be absent on such leave at one (1) time in a calendar year.
2. No more than one (1) sabbatical leave will be allowed any one (1) teacher in any seven (7) year period.
3. A replacement acceptable to the District Superintendent must be available to work when the teacher leaves for sabbatical leave.
4. The replacement acceptable to the Superintendent must be provisionally certified to teacher in the subject area in which he/she is to teach.
5. The record of the teacher's previous sabbatical leave shall be considered.
6. The applicant must agree in writing to continue in the employ of the District for at least two (2) years upon the completion of the leave. If any later circumstances make it impossible to comply with his/her agreement, he/she shall notify the District Superintendent immediately and forfeit all sabbatical pay due, and refund immediately monies received as sabbatical pay.

C. Final approval or disapproval of an applicant's request for sabbatical leave shall be made by the

BOCES Board and such approval or disapproval shall be subject to the grievance and arbitration procedure.

D. The Board shall act after receiving recommendations from a Committee of five (5) made up as follows:

One (1) member of the Board representing the Board.

Two (2) members of the administration representing the administration.

Two (2) members of the faculty representing the faculty.

E. Applications will be judged on their merit and relevance to the needs of BOCES.

F. Subject first to (A) through (E) above, a tenured teacher may apply for two (2) consecutive summer sabbaticals, July 1st to September 1st, for the purpose of taking courses in a recognized university to improve that person in his/her field. If approved, the teacher will receive 1.66% of his/her pay the previous June for each semester hour credit taken and passed. This shall be the only exception to paragraph (B)(2), above.

ARTICLE XXII PREPARATION PERIOD ACTIVITIES

A. With respect to a planning/preparation period, the amount of time to be spent on any of the duties and the duties to be performed shall be determined by the teacher. The purpose of such determination shall be to allow the teacher time to perform work related to his/her employment and/or prepare for his/her next class.

B. The work related to a teacher's employment and planning/ preparation for his/her next class shall include but not be limited to the following:

1. Prepare lesson plans.
2. Confer with students, parents, pupils, personnel staff, and Administrators.
3. Confer with fellow teachers on educational matters pertaining directly to BOCES students and curriculum.
4. Do research work in library, classroom, or office in preparation for classes.
5. Perform clerical duties required by the Administrator including the recording of student performance.

6. Perform other duties necessary to better prepare the teacher for his/her classroom duties.
7. Perform other duties as emergency supervision as required by the Supervisor.

ARTICLE XXIII MISCELLANEOUS PROVISIONS

A. Any individual arrangement, agreement or contract between the Board and an individual teacher, heretofore executed, shall be subject and consistent with the terms and conditions of this Agreement and any individual arrangement, agreement or contract hereafter executed by the parties. If an individual agreement or contract contains any language inconsistent with this Agreement, this Agreement, during its duration, shall be controlling.

B. If any provision of this Agreement or any application of the Agreement to any teacher or group of teachers shall be found contrary to law, then such provision or application shall not be deemed valid and subsisting except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.

C. Copies of this Agreement shall be printed at the expense of the Board and given to all teachers now employed or hereafter employed by the Board within four (4) weeks of its execution or employment if that occurs later. The Association will be given fifteen (15) additional copies.

D. Distance Learning: In the event that the District seeks to telecommunicate instruction from the classrooms of BOCES student attendance (Distance Learning), the District shall negotiate with the Association regarding the terms and conditions of employment implicated by such program(s).

It is further agreed that the importing of Distance Learning programs to BOCES classrooms shall not result in the loss of positions or parts of positions held by bargaining unit members.

E. Creation of New Positions: The Association President shall be advised whenever the Board acts to create a new job title and informed of the District's view as to bargaining unit placement, if any. Thereupon, the Association President may meet with the Superintendent to discuss unit placement concerns.

F. The Mentor Intern Program Agreement shall be annexed to this Agreement as Appendix "D".

**ARTICLE XXIV
BOARD OF EDUCATION POWERS**

The Association recognizes that the Board, and the District Superintendent, as its agent, have the power and duty for the superintendence, direction, management and control of the educational and fiscal affairs of the District, physical properties of the District and professional staff pursuant to the rights guaranteed to the employee, in the Public Employees Fair Employment Act (Chapter 392 of the Laws of 1967 of New York Statc). The Board, and the District Superintendent as its agent, shall also have the rights, powers, functions, privileges and authority that it possessed prior to entering into this Agreement with the Association, excepting such as are relinquished or restricted by the terms of this Agreement.

**ARTICLE XXV
TEACHER PROTECTION**

A. The Board shall save harmless and protect all teachers from financial loss arising out of any claim, demand, suit or judgment by reason of alleged negligence or other act resulting in accidental bodily injury or without the school building provided such teacher or authorized participant at the time of the accident or injury was acting in discharge of his duties within the scope of his employment duties and/or under the direction of said Board.

B. The Board shall provide an attorney or attorneys for, and pay such attorney's fees and expenses necessarily incurred in the defense of a teacher in any civil or criminal action or proceeding arising out of disciplinary actions taken against any pupil of the District while in the discharge of his duties within the scope of his employment.

C. The Board shall not be subject to the duties imposed herein unless the teacher shall, within ten (10) days of the time he is served with any summons, complaint, process, notice, demand or pleading, deliver the original copy of the same to the Board.

D. This Article restates the provision of Sections 3023 and 3028 of the Education Law.

**ARTICLE XXVI
JURY DUTY**

A. All professional employees who are called to jury duty shall notify their Principal and Superintendent no later than the next working day following receipt of the notice.

B. Employees shall be released for jury duty and receive the difference between their regular daily salary and the daily jury duty fee paid by the Court (not including travel allowances or reimbursement of expenses) for each day on which the teacher reports for or performs jury duty on which he or she otherwise would have been scheduled to work.

C. Those teachers required to appear for jury duty who are released by noon shall be required to report for work.

D. When a teacher is called for jury duty, the teacher will continue to work and will be available for jury duty on one (1) hour's notice.

ARTICLE XXVII EVALUATION

A. BOCES will use a procedure to evaluate a teacher and assist to improve a teacher's work if necessary.

B. A non-tenured teacher will be evaluated at least two (2) times in a school year.

C. A tenured teacher will be evaluated at least once in a school year.

D. After an evaluation is concluded, there shall be a written evaluation report made, discussed with the teacher within ten (10) school days after the written report is completed, a copy given to the teacher and a copy placed in the teacher's file. After the evaluation report is placed in the teacher's file, the teacher may file a written answer to the report, provided such written answer is filed within ten (10) calendar days after the written evaluation report is given to the teacher, otherwise the right to file a written answer is lost.

E. Notwithstanding the above, all members in the unit may be evaluated by means other than the observation of performance in the classroom, at the District's option (e.g., by evaluating professional development activities, peer observations).

The Association agrees that no further negotiations are required prior to the implementing of the BOCES APPR.

F. A probationary teacher and/or non-tenured teacher will be notified in writing of the Superintendent's negative tenure recommendation and/or recommendation to terminate the probationary and/or non-tenured teacher no later than May 1st.

G. The evaluation procedure, contents, methods and reports shall not be subject to the grievance and arbitration procedure and not within the jurisdiction of an arbitrator. This provision shall be deemed incorporated by reference within the provisions of the grievance/ arbitration article of this Agreement.


**ARTICLE XXIX
LABOR/MANAGEMENT COMMITTEE**

The parties shall form a labor/management committee comprised of four (4) members, two (2) appointed by each party. This committee shall meet at least on a quarterly basis to discuss matters of concern which are not subjects of negotiations.

**ARTICLE XXX
DURATION OF AGREEMENT**

This Agreement shall be effective as of July 1, 2004 and shall continue until June 30, 2007 and shall automatically continue for one (1) additional year periods unless one (1) of the parties desires to amend, alter or terminate this Agreement and so notifies the other party in writing by certified mail, return receipt requested, on or before the third Tuesday in February of the last contract year of its intention to amend, alter or terminate this Agreement and submits to the other party in writing by certified mail, return receipt requested, on or before the third Tuesday in February of the last contract year a list of the party's contract proposals.

**BOARD OF COOPERATIVE EDUCATIONAL
SERVICES OF SULLIVAN COUNTY**

BY: 
Martin D. Handler, Ed.D.
DISTRICT SUPERINTENDENT

BY: 
Patrick McCarthy
PRESIDENT, TEACHER ASSOCIATION

DATE: 1/3/08

APPENDIX "A"
SALARY SCHEDULE

BA

Step	2007-2008	2008-2009	2009-2010	2010-2011
BA-1	\$41,216	\$42,453	\$43,727	\$45,038
BA-2	\$42,473	\$43,747	\$45,060	\$46,411
BA-3	\$43,730	\$45,042	\$46,393	\$47,785
BA-4	\$44,986	\$46,336	\$47,726	\$49,158
BA-5	\$46,243	\$47,630	\$49,059	\$50,531
BA-6	\$47,499	\$48,924	\$50,392	\$51,904
BA-7	\$48,756	\$50,219	\$51,725	\$53,277
BA-8	\$50,013	\$51,513	\$53,058	\$54,650
BA-9	\$51,269	\$52,807	\$54,392	\$56,023
BA-10	\$52,526	\$54,102	\$55,725	\$57,396
BA-11	\$53,782	\$55,396	\$57,058	\$58,770
BA-12	\$55,039	\$56,690	\$58,391	\$60,143
BA-13	\$56,296	\$57,985	\$59,724	\$61,516
BA-14	\$57,552	\$59,279	\$61,057	\$62,889
BA-15	\$58,809	\$60,573	\$62,390	\$64,262
BA-16	\$60,065	\$61,867	\$63,723	\$65,635
BA-17	\$61,322	\$63,162	\$65,057	\$67,008
BA-18	\$62,579	\$64,456	\$66,390	\$68,381
BA-19	\$63,835	\$65,750	\$67,723	\$69,755
BA-20	\$65,092	\$67,045	\$69,056	\$71,128
BA-21	\$67,378	\$69,400	\$71,482	\$73,626
BA-22	\$68,635	\$70,694	\$72,815	\$74,999
BA-23	\$69,892	\$71,988	\$74,148	\$76,373
BA-24	\$71,148	\$73,283	\$75,481	\$77,746
BA-25	\$72,405	\$74,577	\$76,814	\$79,119
BA-26	\$73,661	\$75,871	\$78,147	\$80,492
BA-27	\$74,918	\$77,166	\$79,481	\$81,865
BA-28	\$76,175	\$78,460	\$80,814	\$83,238
BA-29	\$77,431	\$79,754	\$82,147	\$84,611
BA-30	\$79,718	\$82,109	\$84,573	\$87,110

APPENDIX "A"
SALARY SCHEDULE
MA

Step	2007-2008	2008-2009	2009-2010	2010-2011
MA-1	\$44,355	\$45,686	\$47,056	\$48,468
MA-2	\$45,653	\$46,980	\$48,389	\$49,841
MA-3	\$46,950	\$48,274	\$49,722	\$51,214
MA-4	\$48,248	\$49,568	\$51,055	\$52,587
MA-5	\$49,546	\$50,863	\$52,389	\$53,960
MA-6	\$50,844	\$52,157	\$53,722	\$55,333
MA-7	\$52,142	\$53,451	\$55,055	\$56,707
MA-8	\$53,439	\$54,746	\$56,388	\$58,080
MA-9	\$54,737	\$56,040	\$57,721	\$59,453
MA-10	\$56,035	\$57,334	\$59,054	\$60,826
MA-11	\$57,333	\$58,629	\$60,387	\$62,199
MA-12	\$58,631	\$59,923	\$61,720	\$63,572
MA-13	\$59,928	\$61,217	\$63,054	\$64,945
MA-14	\$61,226	\$62,511	\$64,387	\$66,318
MA-15	\$62,524	\$63,806	\$65,720	\$67,691
MA-16	\$63,822	\$65,100	\$67,053	\$69,065
MA-17	\$65,120	\$66,394	\$68,386	\$70,438
MA-18	\$66,417	\$67,689	\$69,719	\$71,811
MA-19	\$67,715	\$68,983	\$71,052	\$73,184
MA-20	\$69,013	\$70,277	\$72,386	\$74,557
MA-21	\$72,103	\$72,632	\$74,811	\$77,056
MA-22	\$73,401	\$73,927	\$76,144	\$78,429
MA-23	\$74,699	\$75,221	\$77,478	\$79,802
MA-24	\$75,996	\$76,515	\$78,811	\$81,175
MA-25	\$77,294	\$77,810	\$80,144	\$82,548
MA-26	\$78,592	\$79,104	\$81,477	\$83,921
MA-27	\$79,890	\$80,398	\$82,810	\$85,294
MA-28	\$81,188	\$81,692	\$84,143	\$86,668
MA-29	\$82,485	\$82,987	\$85,476	\$88,041
MA-30	\$83,783	\$85,342	\$87,902	\$90,539

APPENDIX "B"

SULLIVAN COUNTY BOARD OF COOPERATIVE EDUCATIONAL SERVICES

EMPLOYMENT AGREEMENT ADDENDUM

DECLINATION OF HEALTH INSURANCE

Pertaining to Article XI, Item 7 of the BOCES Teachers Contract, I hereby agree to the following:

I, _____, hereby choose not to participate in the Health Insurance Plan provided by Sullivan County BOCES to their employees.

I also understand that I will receive One-Thousand-Eight Hundred (\$1,800) dollars annually in addition to my salary.

It is further understood that the following conditions will apply if I do not choose to participate in the Health Insurance Plan:

- a) The One-Thousand-Eight Hundred (\$1,800) dollars is in addition to the annual salary and is not to be included in any calculations concerning salary increases.
- b) One-Thousand-Eight Hundred (\$1,800) dollars is to be added to the Annual Salary and payment is to be included as part of the annual salary. Normal tax and Social Security deductions will be calculated.
- c) If I choose to add or drop Health Insurance during the employment year (July 1 to June 30), the One-Thousand-Eight Hundred (\$1,800) dollars will be pro-rated.
- d) Conditions for re-enrollment in the Health Insurance Plan are determined to be the same as for new employees who are covered upon notice to the district.
- e) 1) I have enclosed a copy of my Health Insurance Coverage Card.
2) I have submitted a letter on letterhead from the company I am currently covered with, stating that I have insurance
- f) By signing this document, I agree to the conditions listed above.
- g) I have had this form explained to me by the witness who signed below.

NAME _____ **DATE** _____

WITNESS _____ **DATE** _____

EFFECTIVE B/O START DATE _____

Benefits

APPENDIX "C"

SULLIVAN COUNTY BOCES
EMPLOYMENT AGREEMENT ADDENDUM

FAMILY DENTAL COVERAGE

In accordance with the July 1, 1986 employment agreement, Page 13, No. 8, Dental Plan, I hereby request family plan and orthodontic benefits coverage. I understand that the actual cost of premium for this coverage will be made through payroll deduction.

Employee Name: _____

Address: _____

Family Members:

Name: _____ Relationship _____

_____	_____
_____	_____
_____	_____
_____	_____

Employee Signature: _____

Date: _____

