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Contract Database Metadata Elements

Title: **Half Hollow Hills Central School District and Half Hollow Hills Association of Office Personnel (2015)**

Employer Name: **Half Hollow Hills Central School District**

Union: **Half Hollow Hills Association of Office Personnel**

Local:

Effective Date: **07/01/2015**

Expiration Date: **06/30/2020**

PERB ID Number: **5180**

Unit Size: **81**

Number of Pages: **26**

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SEC 5180

HALF HOLLOW HILLS
CENTRAL SCHOOL DISTRICT

AGREEMENT BETWEEN THE BOARD OF EDUCATION

And

ASSOCIATION OF OFFICE PERSONNEL

July 1, 2015 - June 30, 2020

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AGREEMENT between BOARD OF EDUCATION, CENTRAL SCHOOL DISTRICT, TOWNS OF HUNTINGTON AND BABYLON (HALF HOLLOW HILLS), Suffolk County, New York and ASSOCIATION OF OFFICE PERSONNEL.

PREAMBLE

This document is an agreement between the BOARD OF EDUCATION OF HALF HOLLOW HILLS CENTRAL SCHOOL DISTRICT, Towns of Huntington and Babylon, Suffolk County, New York and the ASSOCIATION OF OFFICE PERSONNEL for the period July 1, 2015 through June 30, 2020, arrived at as the product of negotiations between the parties concerned and it is intended to supersede any agreement previously arrived at. The BOARD OF EDUCATION recognizes the ASSOCIATION OF OFFICE PERSONNEL and extends exclusive recognition of such Association to represent certified clerical personnel in accordance with Article 14 Public Employees Fair Employment Act, as amended, of the Civil Service Law of the State of New York. The ASSOCIATION OF OFFICE PERSONNEL recognizes the powers, duties, responsibilities and obligations of the BOARD OF EDUCATION OF HALF HOLLOW HILLS CENTRAL SCHOOL DISTRICT pursuant to the Laws of the State of New York.

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 THEREFORE, SHALL NOT BECOME EFFECTIVE UNTIL THE LEGISLATIVE BODY HAS GIVEN APPROVAL.

ARTICLE 1 - WORK PERIODS

A. School Year

1. The school fiscal year and work year commences July 1 each year and terminates June 30 each year. This agreement shall commence and terminate on such respective dates unless otherwise extended by mutual consent of the parties hereto in writing.
2. The work year for ten month unit members shall commence on the first day proceeding the first day of school in September and end on the last day of school in June. Effective July 1, 1997, ten month unit members shall also work three additional days contiguous to the beginning or end of the school year, such days to be agreed upon between the association and the District. Said unit members shall receive compensation of \$325, which will be included in the salary schedule.
3. The calendar, as adopted by the Board of Education for each school year, shall be observed by the Association of Office Personnel and such calendar shall determine those paid holidays to be observed during such school year. In any given year, where the number of days that school is closed for holidays exceeds a total of thirty days, all unit members shall be required to work the said number of days that exceeds a total of thirty. Days required shall be at the discretion of the unit member; however; must be approved by Administration. On a yearly basis, all unit members will be required to submit a summary of days worked. This report must be signed by the unit members Administrator and forwarded to the Office of District-wide Administration.

- B. For ten month unit members hired after July 1, 1993, the work year shall commence September 1 and end on June 30, unless the Board of Education's calendar designates an earlier start of school.

C. Work Week

The work week for all unit members covered by this Agreement shall consist of five seven-hour work days for a total of thirty-five hours per week, exclusive of a lunch period. During the summer, the work week shall consist of five six-hour work days, exclusive of a lunch period. The six hour work day shall be scheduled between the hours of 7:30 a.m. and 4:00 p.m., at the discretion of the building administrators. For purposes of this paragraph, summer hours shall commence on the first day after school ends of each year, but the regular seven-hour work day shall resume with the last five work days in August, provided, however, that the last hour of each of the last five work days in August shall be paid at the rate

of time and one-half.

D. Work Day

The work day is defined as any day that school is in session including Orientation Day and Superintendent's Conference Days. Except as provided in the preceding paragraph regarding summer hours, the work day shall consist of seven hours exclusive of a lunch period, even if school is in session for only a portion of such day.

- E. Overtime rates of pay (i.e., one and one-half times the normal hourly rate) shall be paid only for those hours of work performed beyond forty (40) hours in a one-week period. All overtime must be approved by the unit member's immediate Supervisor and by his/her immediate Supervisor.

F. Holidays

In the event a unit member is called upon to work on any paid holiday, additional pay shall be at 1½ times the regular hourly rate of pay. However, the Board of Education reserves the right, subsequent to the adoption of such school calendar, to observe school on any of such declared holidays, in which event the unit members shall work on such day or days without additional compensation. The Board of Education, however, shall make up such holiday by substituting a different day, selected in its sole discretion, in lieu thereof. In the event a unit member is called upon to work on such substituted day, additional compensation therefore shall be at 1½ times the regular hourly rate. Independence Day and Labor Day, if not included in such school year calendar, shall be deemed to be additional paid holidays.

G. Work When School Is Not In Session (Recess Periods)

The administration may assign unit members work, on twenty-four hours' notice, during recess periods by first assigning volunteers and thereafter making involuntary assignments on a rotating basis. Payment for work performed during recess periods shall be 1½ times the regular hourly rate, excluding any days worked pursuant to Article 1A, #3. However, in the event that a unit member will be unavailable during a particular recess period due to an absence away from home arising from vacation plans, and so notifies the Administration at least one month prior to the particular recess period, said unit member will not be subject to recall.

H. Miscellaneous Working Conditions

1. When school is in session, the parties agree that an Administrator or someone designated by him/her to act in his/her absence (who is not a unit member covered by this Agreement), shall be present in any building in which a unit member covered by this Agreement is working.
 2. When school is not in session, the Administrator or someone designated by him/her to act in his/her absence (who is not a unit member covered by this Agreement) shall either be present or someone shall be designated by him/her (who is not a unit member covered by this Agreement) who can be contacted to act in his/her absence.
 3. The parties recognize that the duties of the unit members do not ordinarily, and as a matter of course, include the supervision by the unit members of students. The parties also recognize that, from time to time, certain circumstances may arise so as to require such supervision by unit members. The parties agree that every effort should be made to eliminate such circumstances which require supervision of students and such supervision shall not become a matter of required practice on the part of the unit member.
 4. Superintendent's Conference Days shall be work days for all unit members.
 5. A unit member who is notified by the Superintendent or his/her designee to report for work on a day when schools have been closed due to inclement weather shall be paid two times the regular hourly rate.
 6. With regard to all unit members, such unit members shall be placed on probation for a period of 180 days worked. If at the end of the probationary period the unit member's work is satisfactory, the unit member shall be considered to be a permanent employee of the District. New unit members shall be entitled to life insurance, health insurance and disability insurance from the commencement of employment; however, sick, personal and vacation leave benefits shall not begin to accrue until after the first sixty days of employment.
- I. There shall be two and one-half unpaid hours of professional development (PDP), scheduled outside the work day. Any unit member who does not fulfill their total PDP requirement shall be docked one vacation day. Upon making up the hours, the docked vacation day will be returned to the unit members' allotment. The Superintendent or his designee will meet and confer with the Association on subjects and sessions. The Association shall meet with

Administration to plan the PDPs offered as well as training and implementation of any new program or software a minimum of two times per year.

- J. Only those writings, documents, memoranda, evaluations and observations concerning a unit member which are included in a unit member's file may be used to affect a unit member's employment status in the District. When materials relating to the performance of a unit member are placed in a unit member's file, the unit member shall have an opportunity to read it within a reasonable period of time, not to exceed two weeks. The unit member shall acknowledge that she/he has read such materials by signing the copy filed, but such signature shall not be deemed to constitute agreement by the unit member with its content. The refusal to sign shall not preclude placement in the file. The unit member shall have the right to answer in writing any material filed and the answer shall be inserted in her/his file. For the purpose of the foregoing sentence, the unit members file referred to is the individual's file maintained in the Central Administration Office. Except for anything therein contained which refers to matters prior to the commencement of employment in the District, unit members shall have the right to examine the contents of their own such unit members file.

ARTICLE 2 - VACATIONS (FULL TIME TWELVE MONTH UNIT MEMBERS ONLY)

- A. Full time twelve month unit members shall receive a paid vacation allowance in accordance with the following schedule of full time service in permanent status:
- 10 days per 1 to 2 completed years of service.
 - 15 days per 3 to 9 completed years of service.
 - 20 days per 10 or more completed years of service.
- B. Full time twelve month unit members hired after December 16, 1997, shall receive a paid vacation allowance in accordance with the following schedule of full time service in permanent status:
- 10 days per 1 to 3 completed years of service.
 - 15 days after 4 completed years of service.
 - 16 days after 11 completed years of service.
 - 17 days after 12 completed years of service.

- 18 days after 13 completed years of service.
- 19 days after 14 completed years of service.
- 20 days after 15 completed years of service.

Unit members hired on or after July 1, 2008, shall receive 15 vacation days after 4 completed years of service as their greatest entitlement.

- C. The status of earned vacation time shall be determined as of June 30 of each year of the contract, and no pro-rata adjustments shall be made, except, however, that with regard to unit members in their first year of contractual service, such unit members, for every month of service in such first year shall be entitled to vacation time equivalent to 5/6 of a day of vacation for every month of contractual service, providing such service commenced prior to April 1. With regard to unit members in their second or more years of contractual service, if such unit members in the past commenced such service during the months of July and August, then for the purposes of this section of this Agreement, such unit members shall be deemed to have earned completed years of service, for vacation purposes, as of June 30.
- D. Vacations shall be taken during the months of July and August in accordance with a schedule to be approved by the Administration. During this period, July and August, all unit members must take a minimum of five vacation days. Such schedule shall be made no later than May 1 of each year. If other vacation arrangements are requested, they must be applied for 45 days prior to the requested vacation, and approved by the Administration.
- E. There shall be a cap of seventy days on vacation day accumulation. Upon separation from the Half Hollow Hills CSD, unit members will receive payment of accumulated vacation days, up to seventy, at the rate of 1/260 of a unit members' annual salary. If a unit member separates from the Half Hollow Hills CSD prior to June 30th of the work year, yearly allotment and payment of vacation days shall be prorated.

ARTICLE 3 - LEAVES

- A. Sick Leave, Including Sickness of Spouse, Child or Parent:
 - 1. For unit members hired prior to July 1, 2008, twelve month unit members shall be granted thirteen sick days with pay per year, cumulative to 200 days and ten month unit members shall be granted 11½ sick days per year, cumulative to 200 days.

Unit members hired on or after July 1, 2008, shall earn sick leave in accordance with the following schedule:

Twelve month unit members: Year 1 of employment – 9 days
Year 2 of employment – 10 days
Year 3 of employment – 12 days
Year 4 of employment – 13 days

Ten month unit members: Year 1 of employment – 8 days
Year 2 of employment – 9 days
Year 3 of employment – 10 days
Year 4 of employment – 11.5 days

2. At the option of the Superintendent, after five days of consecutive absences, proof of illness as certified to by a doctor may be required in order to qualify the unit member for such leave with pay.
3. Three of the aforementioned sick days may be used for purposes of personal leave with pay upon request, submitted in writing upon five working days' notice to the unit member's Administrator, except in cases of emergency when advanced notice cannot be given. Unit members need not specify the exact nature of the use of such personal leave days if for the reason hereinafter set forth:
 - a. Legal matters: House closing, income tax hearings, adoption proceedings, and court appearances for traffic violations, probating wills, obtaining licenses, and other personal matters.
 - b. Funeral: Attendance at the funeral service of a person, the nature of whose relationship to the employee warrants such attendance.
 - c. Ceremonies: Graduation of unit member, spouse or child, a day of wedding ceremony, participation in religious ceremonies such as baptism, confirmation, circumcision of child, honors and awards ceremonies involving the unit member or immediate family, honeymoon.
 - d. Miscellaneous: Required parental visits by parents to colleges, professional advancement, taking college students to and from college.
 - e. Such personal leave days shall not be exercised upon a day contiguous to a school holiday except upon written application specifying the exact nature of such requested leave, and further

subject to the approval of the unit member's Administrator.

- B. Except as above provided, the unit member requesting the approval of personal leave may list "Personal Business" as a reason for the absence providing that such personal business is for one of the above mentioned reasons; if the reason is not set forth above, the unit member is to state the specific reason for review and approval by the Administrator.
- C. On July 1 of each year, each unit member shall be notified of the number of sick days accumulated to that date.
- D. Additional Leave.
 - 1. Additional leave with pay shall be granted, non-cumulative, for the following reasons:
 - a. Maximum of five days per annum in the event of death of a spouse, child, parent, brother, sister, mother-in-law, father-in-law, grandmother, grandfather, grandson, granddaughter or person in loco parentis.
 - b. Jury duty, except that unit members shall reimburse the employer to the extent of any compensation received by the unit member as a result of such jury duty.
 - c. Compulsory court attendance as a result of a subpoena to testify as a witness.
- E. Leave of Absence (Without Pay)
 - 1. A leave of absence without pay, not to exceed one year, may be granted to a unit member by the Board of Education. Notice of such leave of absence shall be given to the Suffolk County Civil Service Commission by the Board of Education. Where a leave of absence without pay has been granted for a period which aggregates one year, a further leave of absence without pay shall not be granted unless the unit member returns to his/her position and serves continuously therein for three months immediately preceding the subsequent leave of absence. Notice of such subsequent leave of absence shall also be given to the Suffolk County Civil Service Commission by the Board of Education. Absence on leave for more than one year shall be deemed the equivalent of a resignation from the service upon the date of commencement of such absence, except as provided in Subdivision 2 of this section.

2. In an exceptional case, the Board of Education may for good cause shown, waive the provisions of this rule to permit an extension of the leave of absence for an additional one-year period. In no case may such leave of absence exceed in aggregate two years from the date of commencement of the leave.
3. When a unit member is on leave of absence from her/his position, a contingent permanent appointment to such position may be made for a period not exceeding the duration of such leave of absence, pursuant to the Rules and Regulations of the Suffolk County Civil Service Commission.

F. Sick Leave Buy-Back

Commencing July 1, 1997, unit members who have accumulated thirty sick days in their sick bank, and are able to maintain said thirty days after a sale of any sick days in excess of such thirty days, shall be entitled to sell back to the District, at the current daily rate of pay of such salary of the unit member the following number of days: twelve month unit members may buy back from the district thirteen unused sick and personal days from the current year's entitlement if not absent more than six days. Ten month unit members can buy back ten unused sick and personal days from the current year's entitlement if not absent more than five days. To the extent permissible by law, all payments made shall be as a non-elective employer contribution to unit member's section 403b account.

ARTICLE 4 - NEW JOB OPENINGS

- A. In the event an existing position of employment covered by this Agreement becomes vacant or a new position is created, a memorandum of such vacancy or new position shall be emailed to all Association Members, including the President of the Association of Office Personnel. Such memorandum shall state the job classification, the location of such position, together with a deadline date by which applications must be received in order to be considered. Such deadline date shall not be less than two weeks from the date of posting. No vacancy or new position will be filled permanently until such vacancy has been posted as herein provided and until all applications submitted by present unit members have been considered.
- B. Twelve month unit members may apply for any vacant ten month positions.
- C. Nothing herein contained shall prohibit the filling of temporary positions without complying with the conditions set forth herein. (However, all clerical positions of a permanent nature lasting more than ninety days shall be filled by a Civil

Service appointee.) Upon conversion of a temporary position to a permanent position, such conversion shall be deemed a vacancy and shall be subject to the conditions herein contained.

- D. A unit member who is appointed to fill a vacancy or new job opening shall maintain the same position on the salary schedule as she/he had attained in her/his former position.

ARTICLE 5 - SALARY

- A. The salaries to be paid to the unit members shall be determined in accordance with the attached salary schedules.
- Effective July 1, 2015, revised Salary Schedule (Appendix A) inclusive of an increase of 1.0%.
 - Effective July 1, 2016, unit members will receive an increase of 1.75% on the salary schedule.
 - Effective July 1, 2017, unit members will receive an increase of 1.75% on the salary schedule.
 - Effective July 1, 2018, unit members will receive an increase of 1.75% on the salary schedule.
 - Effective July 1, 2019, unit members will receive an increase of 1.75% on the salary schedule.
- B. All unit members will be required to enroll in direct deposit by no later than September 1, 2008.
- C. All unit members who were hired prior to March 1 of each contract year, shall advance one step on the salary schedule effective the following July 1.
- D. Those unit members hired after March 8, 1994, will stay on Step 1 for one full twelve month period and then be eligible for step movement July 1 following their anniversary date.

ARTICLE 6 - RETIREMENT

- A. Participation in the New York State Employee's Retirement System is mandatory for unit members of competitive and non-competitive class.
- B. Any actual change in statute of the New York State Retirement Law and any contemplated changes by the Board of Education under such law shall be made known to each member of the Association of Office Personnel.

- C. All unit members must provide the District with sixty days written notice prior to retirement.
- D. Upon retirement, the school district will pay to the unit member the following sums of money for accumulated sick leave. The maximum accumulation permitted hereunder shall be 200 days.

1.	<u>Years of Service</u>	<u>Payment</u>
	• Less than 10 year's	1 day's pay for every 3 days accumulated
	• 10 or more years	1 day's pay for every 2 days accumulated
	• 15 or more years	1 day's pay for every day accumulated
2. For those unit members hired on or after July 1, 2008, payment for unused sick leave shall be in accordance with the following:		
	• 10 – 19 years of completed service shall receive one day for each of three days	
	• 20 or more years of completed service shall receive one day for each two days	

- E. Payment of unused sick and personal leave days shall be made at the rate of 1/260 for twelve month, 1/210 for ten month unit member's annual salary. If a unit member retires prior to June 30th of the work year, payment of unused sick and personal days shall be prorated. To the extent permissible by law, such payments shall be made as a non-elective employer contribution to the unit member.

Unit members hired prior to December 16, 1997, shall be eligible for such payment upon retirement or resignation for any reason. All other unit members shall be eligible for such payment only upon retirement from District service.

Any unit member who utilizes sick leave after submitting her/his retirement or resignation notice, may be assessed three sick days for each day utilized if, in the judgment of the Superintendent, the unit member is abusing the sick leave policy. The Superintendent shall not be arbitrary or capricious in exercising his/her judgment that there has been an abuse of the sick leave policy.

- F. The District shall provide the New York State Unit members' Retirement System Plan 75i to unit members.

ARTICLE 7 - DISABILITY

- A. The Board of Education agrees to carry on behalf of the unit members Disability Benefit Insurance and Workers Compensation Insurance, both as defined under the Workers Compensation Law of the State of New York. In the event of disability a unit member shall have the option of first utilizing accrued sick leave prior to utilization of the benefits afforded under either Disability Insurance or Workers Compensation, or the receipt of the benefits of such insurance. The Board of Education, however, shall have the right, in the event the unit member first utilizes sick leave, to seek reimbursement from its insurance carrier for such time that the unit member utilizes sick leave in lieu of insurance benefits. In such event, to the extent that the School District is reimbursed by its insurance carrier, the unit member shall not lose the continued earning of accrued sick leave, holiday or recess pay and vacation pay as a result of such disability.
- B. The Board of Education agrees to obtain information describing the benefits to unit members under Disability Benefit Insurance and Workers Compensation Insurance and to disseminate such information to the Association by delivering to the officers of the Association such information in sufficient quantity as to enable such officers to distribute it to the members of the Association. This shall be done on July 1 of each new calendar year.

ARTICLE 8 - HEALTH INSURANCE

- A. The Board shall pay a portion of the cost of the Empire Core Plan Plus Enhancement. Effective July 1, 2004, unit members' health insurance contributions shall be as follows:

•Base salary below \$60,000:	15%
•Base salary \$60,000 but less than \$100,000:	20%
•Base salary \$100,000 or more:	25%

The Board shall pay the same dollar amount toward the H.I.P. health plan as it pays toward the Empire Core Plan Plus Enhancement.

- B. Notwithstanding the above, unit members who receive health insurance through the district, upon retirement, shall make the following contribution toward their health insurance premium:

•Hired prior to or on March 8, 1994:	15%
•Hired after March 8, 1994:	25%

For those unit members hired on or after July 1, 2008, said unit members must be employed a minimum of ten continuous years with the Half Hollow Hills CSD

and retire from the Half Hollow Hills CSD to be eligible for District provided health insurance benefits in retirement.

- C. Unit members hired after March 8, 1994 will not be entitled to health insurance if already covered by other insurance (through spouse or prior employer). When and if unit member loses other health insurance, he/she would become eligible for coverage by the district.
- D. Any change in health insurance plan will be mutually agreed upon by both parties. Any change in plan will have substantially equal benefits as existing contract plans. The parties agree that no extraneous issues will be raised and only components of the present and proposed plan will be considered.
- E. Declination or Reduction of Coverage: A unit member covered under the health insurance plan may submit a waiver of coverage, in a form to be designed by the District, in consultation with the Union, on or before November 1 of the school year. The unit member shall be paid, on a yearly basis, the sum of \$1,800 for family coverage, \$1,200 for individual coverage or \$1,000 to go from family to individual coverage. Final payment shall be made as soon thereafter as possible. In the event a unit member who has chosen this option because of an unforeseen event must re-enroll, the unit member shall return, on a pro-rata basis, that portion of the waiver previously paid, determined as of the date of re-enrollment.

The New York State Civil Service Department promulgated Policy Memorandum 122r3 on May 15, 2012, which effectively prohibits the District from negotiating buyouts with collective bargaining agents when both spouses are NYSHIP eligible. The District shall comply with this policy rule change for as long as it remains valid. In the event the rule change is revoked or determined to be illegal or invalid, those members who had previously been denied the buyout, shall once again be eligible for the buyout as provided for in Article 8E. In such instance, the parties shall meet in order to implement any rule change or modification.

Pursuant to policy memorandum 122r3, effective January 1, 2013, a unit member may only elect individual coverage if his/her spouse is enrolled in family coverage under the NYSHIP plan in another participating municipality. In the event the policy change is revoked or determined to be illegal or invalid, those members who had previously been denied the buyout, shall once again be eligible for the buyout as provided for in Article 8E. In such instance, the parties shall meet in order to implement any changes or modifications. In any case, the unit member may immediately enroll with family coverage in the event of a qualifying life change as defined by the NYSHIP plan.

- F. The District shall provide a flexible benefit plan for all unit members at no cost to the District except for administrative expenses.

ARTICLE 9 - LONGEVITY

Longevity payments have been incorporated into the 1996-97 and 1997-98 salary schedules, and are referenced at steps 9, 13, 19, and 21.

ARTICLE 10 - OPTICAL INSURANCE

There shall be \$300 per year optical coverage for unit members. Reimbursement shall be made upon submission of a receipt to the Accounting Department.

ARTICLE 11 - LIFE INSURANCE

The School District shall provide at its own cost and expense life insurance in the amount of \$10,000 for all unit members.

ARTICLE 12 - GRIEVANCE PROCEDURES AND REGULATION

- A. Unit members may present grievances, free from coercion, interference, restraint, discrimination or reprisal.
- B. **Grievance** shall mean any claimed violations, misinterpretation or inequitable application of an express provision of this Agreement provided, however, that such term shall not include any matter involving a unit member's rate of compensation (unless the unit member is claiming that she/he is being denied her proper compensation under the terms of this Agreement), retirement benefits, disciplinary proceeding or any other matter which is otherwise reviewable pursuant to law or any rule or regulation having the force and effect of the law.
- C. A unit member shall be permitted to be represented at any stage by a person of his own choosing. If the aggrieved party is not represented by the Association, the Association shall have the right to be present and to state its views at all stages of the grievance procedure. The association shall be permitted to file a grievance and same may be initiated at Stage 2.
- D. The first procedural stage shall consist of the unit member's presentation of his/her grievance to his/her building principal or immediate supervisor who shall, to such extent as he/she may deem appropriate, consult with the District-wide Administrator. The discussion and resolution of grievances at the first stage shall be on an oral and informal basis. If such grievance is not satisfactorily resolved at the first stage such unit member may proceed to the second stage.

- E. The second procedural stage shall consist of a request by the aggrieved unit member for a review and determination of his grievance by the Superintendent of Schools or his/her designee. In such event, the aggrieved unit member and the building principal shall each submit to the Superintendent or his/her designee a written statement setting forth the specific nature of the grievance and the facts relating thereto. Thereupon, the Superintendent or his/her designee shall at the request of the unit member, hold an informal hearing at which the unit member and, if desired, his/her representative, may appear and present oral and written statements or arguments. The determination of the second stage of such grievance proceeding shall be made by the Superintendent or his/her designee, holding such hearing.
- F. The third procedural stage shall cover situations where any unit member appeals in writing from a determination by the Superintendent or his/her designee to the Board of Education. Such unit member shall be granted a hearing on his/her appeal before the Board and shall have the right to be represented at such hearing.
- G. The decision of the Board shall either sustain or reverse the decision of the Superintendent of Schools.
- H. Fourth procedural stage (arbitration).
1. If the Association is not satisfied with the disposition of the grievance at the third procedural stage or if no decision has been rendered within the time limit specified, the Association may submit a written request for arbitration to the American Arbitration Association (AAA). The Association will notify the district that it has taken this action. Both parties will abide by the Rules for Voluntary Labor Arbitration of the AAA.
 2. The Arbitrator shall make his/her decision in writing within the time period prescribed by the Rules for Voluntary Labor Arbitration promulgated by the AAA. The Arbitrator's decision shall be final and binding.
 3. The Arbitrator shall limit his/her decision strictly to the interpretation, application and/or violation of the express provisions of the agreement submitted and he/she shall be without power of authority to make any decision:
 - a. contrary to, or inconsistent with, or modifying, violating, or varying in any way, the terms and provisions of this agreement; or applicable law; or Board rules, regulations or policies;
 - b. involving the exercise of Board or Superintendent discretion under the terms and provisions of this agreement; or under laws;

- c. limiting or interfering in any way with the powers, duties and responsibilities of the Board, or Superintendent of Schools, under the Board's rules, regulations, or policies, or under law, unless such rules, regulations or policies are in conflict with the express provisions of this Agreement.
 - 4. The cost for the services of the arbitration fees charged by the AAA shall be borne by the party whose position is not sustained. Each party, however, shall bear the cost of its representatives, witnesses and counsel.
- I. The time limits for acting upon appeals at the various levels shall be five school days at the building level, five school days at the Superintendent or his/her designee level, and ten school days at the Board level. The Board of Education shall render a decision on review of any case appealed to it within fifteen school days after the appeal has been filed. Submission to arbitration by either party shall be within ten school days after the Board's decision.

ARTICLE 13 - ADVISORY COUNCIL OF OFFICE PERSONNEL

The officers of the Association of Office Personnel from time to time shall meet with the District-wide Administrator with a view towards a frank discussion of their mutual problems concerning the employment policies, practices and any recommendations concerning the working conditions of the unit members covered by this Agreement, and the affairs of the School District with reference to the nature of the work performed by such unit members. The foregoing, however, shall not preclude such Officers of the Association from discussing with the Superintendent of Schools any of the foregoing items subsequent to their meeting with the District-wide Administrator. In addition, discussion at any such meeting may include the matter of job reclassification if such subject is raised by the Association. However, any discussion of job reclassification in no way implies agreement by the School District to alter existing job classification.

ARTICLE 14 - CHANGE OF STATUS FROM TEN MONTH TO TWELVE MONTH UNIT MEMBER

Any ten month unit member who, in her absolute discretion, is for her own reasons unable to work as a twelve month unit member, shall be retained as a ten month unit member, in the event it is the desire of the Board of Education to change the status of such position. In the event, however, that a ten month unit member accepts a twelve month position, the unit member shall receive a vacation allowance appropriate to the new twelve month position hire date. Equal credit shall be given in placement on the twelve month salary schedule for prior service on a ten month schedule.

ARTICLE 15 - ASSIGNMENT OF DUTIES

- A. The Board of Education reserves the right to assign and reassign any unit member to any other position in the School District providing such other position requires similar work and experience under regulations of the Civil Service Commission. However, the Board of Education shall give two weeks' notice, in writing, of such reassignment together with a brief synopsis of the reasons therefore.
- B. Unit members temporarily assigned, pursuant to written authorization of the Superintendent (or his/her designee) to a position in a classification other than their own classification shall be paid during such temporary assignment in accordance with their step on the schedule of the classification to which assigned after three consecutive days of such assignment retroactive to the first day of such assignment. Unit members temporarily assigned pursuant to written authorization of the Superintendent (or his/her designee) to a position not covered by this agreement shall be paid during such temporary assignment at a rate of one and one-half times her/his regular salary after three consecutive days of such assignment, retroactive to the first day of such assignment. Nothing herein contained, however, shall be construed as constituting the creation of new positions or classifications.
- C. Except for emergencies, no certified unit member shall be temporarily assigned to perform work in another building in the district if such work is not in connection with her/his regular assignment. Emergencies shall mean situations: (1) where there is an inability to obtain a substitute after reasonable diligent effort has been made to obtain one; (2) where a unit member fails to arrive at the scheduled starting time; (3) where a unit member becomes ill or is otherwise relieved of duties during the course of the regular day; and (4) where a situation of unanticipated stress occurs (e.g., a strike, an act of God, etc.). This subsection shall not apply however, to a temporary assignment during recess periods and during the period of July 1 to and including August 31. During said periods of time, temporary assignment shall be made in the sole discretion of the Administration; after consultation with the President, or a designee of the President.
- D. Every unit member shall receive a notice of assignment for the next year on or about June 30, which notice shall include the position, building and department of the assignment.
- E. Job Security
 - 1. During the term of this contract, no unit member hired on or before July 1, 1980 shall be terminated for economic reasons, nor shall their position be abolished except as set forth in paragraph 2 below.

2. However, in the event that any of these unit members hired on or before July 1, 1980, dies, resigns, or voluntarily terminates her/his employment or is involuntarily terminated pursuant to law, the Board of Education need not fill said vacancy and may abolish the position of said unit member.
3. It is understood and agreed that the terms of this Article shall in no manner be found to be applicable to any unit member hired after July 1, 1980.

ARTICLE 16 – EDUCATION CREDIT

Effective July 1, 2015, unit members who have earned a Bachelor's degree or an Associate's degree from an accredited college or university shall annually receive the following:

- Bachelor's degree: \$1,500
- Associate's degree: \$800

These two payments shall be mutually exclusive.

ARTICLE 17 - AGENCY SHOP

- A. Pursuant to the passage of the legislation enabling the implementation of Agency Shop Fee, the Half Hollow Hills Central School District does hereby agree that no later than fifteen days after the effective date of this Agreement or fifteen days after the effective date of employment, whichever is later, each unit member will pay the Association of Office Personnel each month a service charge toward the administration of this Agreement and the representation of such unit member; provided, however, that each unit member will have available to her/his membership in the Association of Office Personnel on the same terms and conditions as are available to every other member of the Union. The service charge shall be an amount equal to the collective bargaining agent's monthly dues for each month thereafter. The Half Hollow Hills Central School District shall deduct such fee in the same manner the membership dues are deducted. The Association of Office Personnel shall supply the school district with a list of names of non-members at least fifteen days prior to the deduction of the Agency fee.
- B. The Association of Office Personnel has submitted to the district, pursuant to chapter 677 of the Laws of 1977 of the State of New York a procedure providing for the processing of demands, by members of the bargaining unit, for the return

of that portion of the Agency fee deduction, if any, which represents the unit member's pro-rata share of expenditures by the Association of Office Personnel in aid of activities or causes only incidentally related to negotiation of terms and/or conditions of employment. The aforementioned procedure shall not be substantially changed without the prior approval of the Board of Education.

- C. The Association of Office Personnel herewith indemnifies and saves the school district, Board of Education and its unit members harmless from any and all lawsuits, actions or proceedings at law before the courts or an administrative agency rising from this article.

IN WITNESS WHEREOF, the parties have executed this agreement by their duly authorized representatives.

Association of Office Personnel

By: Mary Mancini
Mary Mancini, President

Date: _____

Board of Education
Half Hollow Hills CSD

By: Eric Geringswald
Eric Geringswald, President

Date: _____

By: Elizabeth Norberg
Elizabeth Norberg, Vice-President

Date: _____

**ASSOCIATION OF OFFICE PERSONNEL
NYSUT
SALARY SCHEDULE - 2015-2016 (effective 7/1/15)**

STEP								SCHOOL		OFFICE		SR A/C		PRINC.		
	6 HR. CLK/TYP 10 MOS	post 7/1/1993 CLK/TYP 10 MOS	pre 7/1/1993 CLK/TYP 10 MOS	post 7/1/1993 SR. CLK/TYP 10 MOS	pre 7/1/1993 SR. CLK/TYP 10 MOS	post 7/1/1993 A/C A/C TYP. 10 MOS	pre 7/1/1993 A/C A/C TYP. 10 MOS	ADM. AIDE CIV. SVC CLERK CLK/TYP DATA ENT 12 MOS.	SR CLK/TYP 12 MOS.	PRINC. CLERK 12 MOS.	APPLIC. SPEC. A/C A/C TYP. 12 MOS.	STEN 12 MOS	SR A/C SR A/C TYPIST MACH. OPER. 12 MOS.	SR. STEN 12 MOS	PRINC. STEN 12 MOS	PRINC. A/C PUR TECH 12 MOS.
1	\$24,902	\$28,643	\$29,142	\$29,818	\$30,337	\$31,074	\$31,571	\$34,739	\$36,159	\$37,863	\$37,219	\$37,781	\$42,172	\$42,807	\$44,513	\$43,051
2	\$26,174	\$30,093	\$30,589	\$31,266	\$31,781	\$32,549	\$33,047	\$36,506	\$37,926	\$39,630	\$38,989	\$39,553	\$43,947	\$44,576	\$46,280	\$44,864
3	\$27,444	\$31,548	\$32,044	\$32,716	\$33,230	\$34,025	\$34,521	\$38,281	\$39,699	\$41,404	\$40,757	\$41,327	\$45,718	\$46,369	\$48,074	\$46,673
4	\$28,691	\$32,996	\$33,492	\$34,152	\$34,664	\$35,503	\$35,998	\$40,052	\$41,471	\$43,174	\$42,530	\$43,097	\$47,492	\$48,140	\$49,845	\$48,483
5	\$29,939	\$34,223	\$34,719	\$35,385	\$35,898	\$36,977	\$37,472	\$41,821	\$43,237	\$44,943	\$44,298	\$44,864	\$49,254	\$49,889	\$51,593	\$50,287
6	\$31,181	\$35,901	\$36,397	\$37,050	\$37,562	\$38,454	\$38,950	\$43,593	\$45,011	\$46,715	\$46,071	\$46,639	\$51,030	\$51,676	\$53,381	\$52,098
7	\$32,436	\$37,354	\$37,851	\$38,512	\$39,025	\$39,928	\$40,423	\$45,362	\$46,783	\$48,486	\$47,842	\$48,407	\$52,799	\$53,442	\$55,147	\$53,911
8	\$33,682	\$38,807	\$39,304	\$39,973	\$40,484	\$42,586	\$43,083	\$47,135	\$48,549	\$50,255	\$51,030	\$51,177	\$54,570	\$55,640	\$57,344	\$55,718
9	\$36,034	\$41,357	\$41,853	\$42,514	\$43,024	\$44,978	\$45,473	\$50,004	\$51,399	\$53,103	\$53,897	\$53,049	\$57,440	\$58,551	\$60,256	\$58,649
10	\$37,283	\$42,810	\$43,309	\$43,966	\$44,477	\$46,738	\$47,234	\$51,772	\$53,194	\$54,899	\$55,669	\$54,825	\$59,215	\$60,333	\$62,038	\$60,461
11	\$37,753	\$43,282	\$43,778	\$44,450	\$44,960	\$47,207	\$47,704	\$52,243	\$53,664	\$55,367	\$56,142	\$55,293	\$59,686	\$60,779	\$62,483	\$60,943
12	\$37,753	\$43,282	\$43,778	\$44,450	\$44,960	\$47,207	\$47,704	\$52,243	\$53,664	\$55,367	\$56,142	\$55,293	\$59,686	\$60,779	\$62,483	\$60,943
13	\$38,539	\$44,069	\$44,564	\$45,258	\$45,768	\$47,994	\$48,492	\$53,028	\$54,449	\$56,154	\$56,928	\$56,081	\$60,471	\$61,558	\$63,262	\$61,747
14	\$39,048	\$44,578	\$45,073	\$45,769	\$46,279	\$48,503	\$49,001	\$53,537	\$54,958	\$56,663	\$57,436	\$56,590	\$60,980	\$62,071	\$63,775	\$62,262
15	\$39,556	\$45,087	\$45,582	\$46,280	\$46,790	\$49,012	\$49,510	\$54,046	\$55,467	\$57,172	\$57,945	\$57,099	\$61,489	\$62,584	\$64,288	\$62,776
16	\$40,065	\$45,595	\$46,091	\$46,791	\$47,301	\$49,521	\$50,019	\$54,555	\$55,976	\$57,681	\$58,454	\$57,608	\$61,998	\$63,097	\$64,800	\$63,290
17	\$40,574	\$46,104	\$46,600	\$47,302	\$47,812	\$50,030	\$50,527	\$55,064	\$56,485	\$58,190	\$58,963	\$58,117	\$62,506	\$63,610	\$65,313	\$63,805
18	\$41,083	\$46,613	\$47,109	\$47,813	\$48,323	\$50,539	\$51,036	\$55,573	\$56,994	\$58,699	\$59,472	\$58,626	\$63,015	\$64,123	\$65,826	\$64,319
19	\$41,592	\$47,121	\$47,618	\$48,324	\$48,835	\$51,048	\$51,545	\$56,082	\$57,503	\$59,208	\$59,981	\$59,136	\$63,524	\$64,636	\$66,339	\$64,833
20	\$42,101	\$47,630	\$48,127	\$48,835	\$49,346	\$51,557	\$52,054	\$56,591	\$58,012	\$59,717	\$60,490	\$59,645	\$64,033	\$65,149	\$66,852	\$65,347
21	\$42,610	\$48,138	\$48,636	\$49,346	\$49,857	\$52,067	\$52,563	\$57,100	\$58,521	\$60,225	\$60,998	\$60,154	\$64,542	\$65,662	\$67,365	\$65,862
22	\$43,119	\$48,647	\$49,145	\$49,857	\$50,368	\$52,576	\$53,072	\$57,608	\$59,030	\$60,734	\$61,507	\$60,663	\$65,051	\$66,174	\$68,078	\$66,376
23	\$43,628	\$49,156	\$49,654	\$50,368	\$50,879	\$53,085	\$53,581	\$58,117	\$59,539	\$61,243	\$62,016	\$61,172	\$65,560	\$66,687	\$68,591	\$66,890

**ASSOCIATION OF OFFICE PERSONNEL
NYSUT
SALARY SCHEDULE - 2016-2017 (effective 7/1/16)**

STEP								SCHOOL			OFFICE			SR A/C			PRINC. A/C
	6 HR. CLK/TYP 10 MOS	post 7/1/1993 CLK/TYP 10 MOS	pre 7/1/1993 CLK/TYP 10 MOS	post 7/1/1993 SR. CLK/TYP 10 MOS	pre 7/1/1993 SR. CLK/TYP 10 MOS	post 7/1/1993 A/C CLK/TYP 10 MOS	pre 7/1/1993 A/C CLK/TYP 10 MOS	ADM. AIDE CIV. SVC CLERK CLK/TYP DATA ENT 12 MOS.	SR CLK/TYP 12 MOS.	PRINC. CLERK 12 MOS.	APPLIC. SPEC. A/C A/C TYP. 12 MOS.	STEN 12 MOS	SR A/C SR A/C TYPIST MACH. OPER. 12 MOS.	SR. STEN 12 MOS	PRINC. STEN 12 MOS	PUR TECH 12 MOS.	
1	\$25,338	\$29,144	\$29,652	\$30,340	\$30,868	\$31,618	\$32,123	\$35,347	\$36,792	\$38,526	\$37,870	\$38,442	\$42,910	\$43,556	\$45,292	\$43,804	
2	\$26,632	\$30,620	\$31,124	\$31,813	\$32,337	\$33,119	\$33,625	\$37,145	\$38,590	\$40,324	\$39,671	\$40,245	\$44,716	\$45,356	\$47,090	\$45,649	
3	\$27,924	\$32,100	\$32,605	\$33,289	\$33,812	\$34,620	\$35,125	\$38,951	\$40,394	\$42,129	\$41,470	\$42,050	\$46,518	\$47,180	\$48,915	\$47,490	
4	\$29,193	\$33,573	\$34,078	\$34,750	\$35,271	\$36,124	\$36,628	\$40,753	\$42,197	\$43,930	\$43,274	\$43,851	\$48,323	\$48,982	\$50,717	\$49,331	
5	\$30,463	\$34,822	\$35,327	\$36,004	\$36,526	\$37,624	\$38,128	\$42,553	\$43,994	\$45,730	\$45,073	\$45,649	\$50,116	\$50,762	\$52,496	\$51,167	
6	\$31,727	\$36,529	\$37,034	\$37,698	\$38,219	\$39,127	\$39,632	\$44,356	\$45,799	\$47,533	\$46,877	\$47,455	\$51,923	\$52,580	\$54,315	\$53,010	
7	\$33,004	\$38,008	\$38,513	\$39,186	\$39,708	\$40,627	\$41,130	\$46,156	\$47,602	\$49,335	\$48,679	\$49,254	\$53,723	\$54,377	\$56,112	\$54,854	
8	\$34,271	\$39,486	\$39,992	\$40,673	\$41,192	\$43,331	\$43,837	\$47,960	\$49,399	\$51,134	\$51,923	\$51,055	\$55,525	\$54,579	\$56,313	\$56,693	
9	\$36,665	\$42,081	\$42,585	\$43,258	\$43,777	\$45,765	\$46,269	\$50,879	\$52,298	\$54,032	\$54,840	\$53,977	\$58,445	\$57,541	\$59,275	\$59,675	
10	\$37,935	\$43,559	\$44,067	\$44,735	\$45,255	\$47,556	\$48,061	\$52,678	\$54,125	\$55,860	\$56,643	\$55,784	\$60,251	\$59,354	\$61,089	\$61,519	
11	\$38,414	\$44,039	\$44,544	\$45,228	\$45,747	\$48,033	\$48,539	\$53,157	\$54,603	\$56,336	\$57,124	\$56,261	\$60,731	\$59,808	\$61,541	\$62,010	
12	\$38,414	\$44,039	\$44,544	\$45,228	\$45,747	\$48,033	\$48,539	\$53,157	\$54,603	\$56,336	\$57,124	\$56,261	\$60,731	\$59,808	\$61,541	\$62,010	
13	\$39,213	\$44,840	\$45,344	\$46,050	\$46,569	\$48,834	\$49,341	\$53,956	\$55,402	\$57,137	\$57,924	\$57,062	\$61,529	\$60,600	\$62,334	\$62,828	
14	\$39,731	\$45,358	\$45,862	\$46,570	\$47,089	\$49,352	\$49,859	\$54,474	\$55,920	\$57,655	\$58,441	\$57,580	\$62,047	\$61,122	\$62,856	\$63,352	
15	\$40,248	\$45,876	\$46,380	\$47,090	\$47,609	\$49,870	\$50,376	\$54,992	\$56,438	\$58,173	\$58,959	\$58,098	\$62,565	\$61,644	\$63,378	\$63,875	
16	\$40,766	\$46,393	\$46,898	\$47,610	\$48,129	\$50,388	\$50,894	\$55,510	\$56,956	\$58,690	\$59,477	\$58,616	\$63,083	\$62,166	\$63,899	\$64,398	
17	\$41,284	\$46,911	\$47,416	\$48,130	\$48,649	\$50,906	\$51,411	\$56,028	\$57,473	\$59,208	\$59,995	\$59,134	\$63,600	\$62,688	\$64,421	\$64,922	
18	\$41,802	\$47,429	\$47,933	\$48,650	\$49,169	\$51,423	\$51,929	\$56,546	\$57,991	\$59,726	\$60,513	\$59,652	\$64,118	\$63,210	\$64,943	\$65,445	
19	\$42,320	\$47,946	\$48,451	\$49,170	\$49,690	\$51,941	\$52,447	\$57,063	\$58,509	\$60,244	\$61,031	\$60,171	\$64,636	\$63,732	\$65,465	\$65,968	
20	\$42,838	\$48,464	\$48,969	\$49,690	\$50,210	\$52,459	\$52,965	\$57,581	\$59,027	\$60,762	\$61,549	\$60,689	\$65,154	\$64,254	\$65,987	\$66,491	
21	\$43,356	\$48,980	\$49,487	\$50,210	\$50,729	\$52,978	\$53,483	\$58,099	\$59,545	\$61,279	\$62,065	\$61,207	\$65,671	\$64,776	\$66,509	\$67,015	
22	\$43,874	\$49,498	\$50,005	\$50,729	\$51,249	\$53,496	\$54,001	\$58,616	\$60,063	\$61,797	\$62,583	\$61,725	\$66,189	\$65,297	\$67,031	\$67,538	
23	\$44,391	\$50,016	\$50,523	\$51,249	\$51,769	\$54,014	\$54,519	\$59,134	\$60,581	\$62,315	\$63,101	\$62,243	\$66,707	\$65,819	\$67,553	\$68,061	

**ASSOCIATION OF OFFICE PERSONNEL
NYSUT
SALARY SCHEDULE - 2017-2018 (effective 7/1/17)**

STEP								SCHOOL		OFFICE		SR A/C		PRINC.		
	6 HR. CLK/TYP 10 MOS	post 7/1/1993 CLK/TYP 10 MOS	pre 7/1/1993 CLK/TYP 10 MOS	post 7/1/1993 SR. CLK/TYP 10 MOS	pre 7/1/1993 SR. CLK/TYP 10 MOS	post 7/1/1993 A/C A/C TYP. 10 MOS	pre 7/1/1993 A/C A/C TYP. 10 MOS	ADM. AIDE CIV. SVC CLERK CLK/TYP DATA ENT 12 MOS.	SR CLK/TYP 12 MOS.	PRINC. CLERK 12 MOS.	APPLIC. SPEC. A/C A/C TYP. 12 MOS.	STEN 12 MOS	MACH. OPER. 12 MOS.	SR. STEN 12 MOS	PRINC. STEN 12 MOS	A/C PUR TECH 12 MOS.
1	\$25,781	\$29,654	\$30,171	\$30,871	\$31,408	\$32,171	\$32,685	\$35,966	\$37,436	\$39,200	\$38,533	\$39,115	\$43,661	\$44,318	\$46,085	\$44,571
2	\$27,098	\$31,156	\$31,669	\$32,370	\$32,903	\$33,699	\$34,213	\$37,795	\$39,265	\$41,030	\$40,365	\$40,949	\$45,499	\$46,150	\$47,914	\$46,448
3	\$28,413	\$32,662	\$33,176	\$33,872	\$34,404	\$35,226	\$35,740	\$39,633	\$41,101	\$42,866	\$42,196	\$42,786	\$47,332	\$48,006	\$49,771	\$48,321
4	\$29,704	\$34,161	\$34,674	\$35,358	\$35,888	\$36,756	\$37,269	\$41,466	\$42,935	\$44,699	\$44,031	\$44,618	\$49,169	\$49,839	\$51,605	\$50,194
5	\$30,996	\$35,431	\$35,945	\$36,634	\$37,165	\$38,282	\$38,795	\$43,298	\$44,764	\$46,530	\$45,862	\$46,448	\$50,993	\$51,650	\$53,415	\$52,062
6	\$32,282	\$37,168	\$37,682	\$38,358	\$38,888	\$39,812	\$40,326	\$45,132	\$46,600	\$48,365	\$47,697	\$48,285	\$52,832	\$53,500	\$55,266	\$53,938
7	\$33,582	\$38,673	\$39,187	\$39,872	\$40,403	\$41,338	\$41,850	\$46,964	\$48,435	\$50,198	\$49,531	\$50,116	\$54,663	\$55,329	\$57,094	\$55,814
8	\$34,871	\$40,177	\$40,692	\$41,385	\$41,913	\$44,089	\$44,604	\$48,799	\$50,263	\$52,029	\$52,832	\$51,948	\$56,497	\$57,298	\$59,062	\$57,685
9	\$37,307	\$42,817	\$43,330	\$44,015	\$44,543	\$46,566	\$47,079	\$51,769	\$53,213	\$54,978	\$55,800	\$54,922	\$59,468	\$60,312	\$62,077	\$60,462
10	\$38,599	\$44,321	\$44,838	\$45,518	\$46,047	\$48,388	\$48,902	\$53,600	\$55,072	\$56,838	\$57,634	\$56,760	\$61,305	\$62,158	\$63,923	\$62,353
11	\$39,086	\$44,810	\$45,324	\$46,019	\$46,548	\$48,874	\$49,388	\$54,087	\$55,559	\$57,322	\$58,124	\$57,246	\$61,794	\$62,648	\$64,413	\$62,840
12	\$39,086	\$44,810	\$45,324	\$46,019	\$46,548	\$48,874	\$49,388	\$54,087	\$55,559	\$57,322	\$58,124	\$57,246	\$61,794	\$62,648	\$64,413	\$62,840
13	\$39,899	\$45,625	\$46,138	\$46,856	\$47,384	\$49,689	\$50,204	\$54,900	\$56,372	\$58,137	\$58,938	\$58,061	\$62,606	\$63,459	\$65,224	\$63,674
14	\$40,426	\$46,152	\$46,665	\$47,385	\$47,913	\$50,216	\$50,732	\$55,427	\$56,899	\$58,664	\$59,464	\$58,588	\$63,133	\$63,986	\$65,751	\$64,191
15	\$40,952	\$46,679	\$47,192	\$47,914	\$48,442	\$50,743	\$51,258	\$55,954	\$57,426	\$59,191	\$59,991	\$59,115	\$63,660	\$64,513	\$66,278	\$64,718
16	\$41,479	\$47,205	\$47,719	\$48,443	\$48,971	\$51,270	\$51,785	\$56,481	\$57,953	\$59,717	\$60,518	\$59,642	\$64,187	\$65,040	\$66,805	\$65,245
17	\$42,006	\$47,732	\$48,246	\$48,972	\$49,500	\$51,797	\$52,311	\$57,008	\$58,479	\$60,244	\$61,045	\$60,169	\$64,713	\$65,567	\$67,332	\$65,772
18	\$42,534	\$48,259	\$48,772	\$49,501	\$50,029	\$52,323	\$52,838	\$57,536	\$59,006	\$60,771	\$61,572	\$60,696	\$65,240	\$66,093	\$67,859	\$66,299
19	\$43,061	\$48,785	\$49,299	\$50,030	\$50,560	\$52,850	\$53,365	\$58,062	\$59,533	\$61,298	\$62,099	\$61,224	\$65,767	\$66,620	\$68,326	\$66,826
20	\$43,588	\$49,312	\$49,826	\$50,560	\$51,089	\$53,377	\$53,892	\$58,589	\$60,060	\$61,825	\$62,626	\$61,751	\$66,294	\$67,147	\$68,913	\$67,353
21	\$44,115	\$49,837	\$50,353	\$51,089	\$51,617	\$53,905	\$54,419	\$59,116	\$60,587	\$62,351	\$63,151	\$62,278	\$66,820	\$67,673	\$69,440	\$67,880
22	\$44,642	\$50,364	\$50,880	\$51,617	\$52,146	\$54,432	\$54,946	\$59,642	\$61,114	\$62,878	\$63,678	\$62,805	\$67,347	\$68,199	\$70,007	\$68,407
23	\$45,168	\$50,891	\$51,407	\$52,146	\$52,675	\$54,959	\$55,473	\$60,169	\$61,641	\$63,406	\$64,205	\$63,332	\$67,874	\$68,727	\$70,534	\$68,934

**ASSOCIATION OF OFFICE PERSONNEL
NYSUT
SALARY SCHEDULE - 2018-2019 (effective 7/1/18)**

STEP								SCHOOL		OFFICE			SR A/C			PRINC. A/C
	6 HR. CLK/TYP 10 MOS	post 7/1/1993 CLK/TYP 10 MOS	pre 7/1/1993 CLK/TYP 10 MOS	post 7/1/1993 SR. CLK/TYP 10 MOS	pre 7/1/1993 SR. CLK/TYP 10 MOS	post 7/1/1993 A/C A/C TYP. 10 MOS	pre 7/1/1993 A/C A/C TYP. 10 MOS	ADM. AIDE CN. SVC CLERK CLK/TYP DATA ENT 12 MOS.	SR CLK/TYP 12 MOS.	PRINC. CLERK 12 MOS.	APPLIC. SPEC. A/C A/C TYP. 12 MOS.	STEN 12 MOS.	SR A/C SR A/C TYPIST MACH. OPER. 12 MOS.	SR. STEN 12 MOS.	PRINC. STEN 12 MOS.	
1	\$26,232	\$30,173	\$30,699	\$31,411	\$31,958	\$32,734	\$33,257	\$36,595	\$38,091	\$39,886	\$39,207	\$39,800	\$44,425	\$45,094	\$46,891	\$45,351
2	\$27,572	\$31,701	\$32,223	\$32,936	\$33,479	\$34,289	\$34,812	\$38,456	\$39,952	\$41,748	\$41,071	\$41,666	\$46,295	\$46,958	\$48,752	\$47,261
3	\$28,910	\$33,234	\$33,757	\$34,465	\$35,006	\$35,842	\$36,365	\$40,327	\$41,820	\$43,616	\$42,934	\$43,535	\$48,160	\$48,846	\$50,642	\$49,167
4	\$30,224	\$34,759	\$35,281	\$35,977	\$36,516	\$37,399	\$37,921	\$42,192	\$43,686	\$45,481	\$44,802	\$45,399	\$50,029	\$50,711	\$52,508	\$51,072
5	\$31,538	\$36,051	\$36,574	\$37,275	\$37,815	\$38,952	\$39,474	\$44,056	\$45,547	\$47,344	\$46,665	\$47,261	\$51,885	\$52,554	\$54,350	\$52,973
6	\$32,847	\$37,818	\$38,341	\$39,029	\$39,569	\$40,509	\$41,032	\$45,922	\$47,416	\$49,211	\$48,532	\$49,130	\$53,757	\$54,436	\$56,233	\$54,882
7	\$34,170	\$39,350	\$39,873	\$40,570	\$41,110	\$42,061	\$42,582	\$47,786	\$49,283	\$51,076	\$50,398	\$50,993	\$55,620	\$56,297	\$58,093	\$56,791
8	\$35,481	\$40,880	\$41,404	\$42,109	\$42,646	\$44,861	\$45,385	\$49,653	\$51,143	\$52,940	\$53,757	\$52,857	\$57,486	\$58,163	\$60,000	\$58,694
9	\$37,960	\$43,566	\$44,088	\$44,785	\$45,323	\$47,381	\$47,903	\$52,675	\$54,144	\$55,940	\$56,777	\$55,883	\$60,509	\$61,186	\$63,367	\$61,782
10	\$39,274	\$45,097	\$45,623	\$46,315	\$46,853	\$49,235	\$49,758	\$54,538	\$56,036	\$57,833	\$58,643	\$57,753	\$62,378	\$63,055	\$65,246	\$63,691
11	\$39,770	\$45,594	\$46,117	\$46,824	\$47,363	\$49,729	\$50,252	\$55,034	\$56,531	\$58,325	\$59,141	\$58,248	\$62,875	\$63,552	\$65,743	\$64,199
12	\$39,770	\$45,594	\$46,117	\$46,824	\$47,363	\$49,729	\$50,252	\$55,034	\$56,531	\$58,325	\$59,141	\$58,248	\$62,875	\$63,552	\$65,743	\$64,199
13	\$40,597	\$46,423	\$46,945	\$47,676	\$48,213	\$50,559	\$51,083	\$55,861	\$57,359	\$59,154	\$59,969	\$59,077	\$63,702	\$64,379	\$66,564	\$65,046
14	\$41,133	\$46,960	\$47,482	\$48,214	\$48,751	\$51,095	\$51,620	\$56,397	\$57,895	\$59,691	\$60,505	\$59,613	\$64,238	\$64,915	\$66,700	\$65,189
15	\$41,669	\$47,496	\$48,018	\$48,752	\$49,290	\$51,631	\$52,155	\$56,933	\$58,431	\$60,227	\$61,041	\$60,150	\$64,774	\$65,451	\$67,236	\$65,325
16	\$42,205	\$48,031	\$48,554	\$49,291	\$49,828	\$52,167	\$52,691	\$57,469	\$58,967	\$60,762	\$61,577	\$60,686	\$65,310	\$66,000	\$67,786	\$65,861
17	\$42,741	\$48,567	\$49,090	\$49,829	\$50,366	\$52,703	\$53,226	\$58,006	\$59,502	\$61,298	\$62,113	\$61,222	\$65,845	\$66,529	\$68,315	\$66,396
18	\$43,278	\$49,104	\$49,626	\$50,367	\$50,905	\$53,239	\$53,763	\$58,543	\$60,039	\$61,834	\$62,650	\$61,758	\$66,382	\$67,066	\$68,901	\$66,931
19	\$43,815	\$49,639	\$50,162	\$50,906	\$51,445	\$53,775	\$54,299	\$59,078	\$60,575	\$62,371	\$63,186	\$62,295	\$66,918	\$67,602	\$69,436	\$67,457
20	\$44,351	\$50,175	\$50,698	\$51,445	\$51,983	\$54,311	\$54,835	\$59,614	\$61,111	\$62,907	\$63,722	\$62,832	\$67,454	\$68,138	\$70,071	\$67,992
21	\$44,887	\$50,709	\$51,234	\$51,983	\$52,520	\$54,848	\$55,371	\$60,151	\$61,647	\$63,442	\$64,256	\$63,368	\$67,989	\$68,673	\$70,605	\$68,523
22	\$45,423	\$51,245	\$51,770	\$52,520	\$53,059	\$55,385	\$55,908	\$60,686	\$62,183	\$63,978	\$64,792	\$63,904	\$68,526	\$69,210	\$71,139	\$69,059
23	\$45,958	\$51,782	\$52,307	\$53,059	\$53,597	\$55,921	\$56,444	\$61,222	\$62,720	\$64,516	\$65,329	\$64,440	\$69,062	\$69,746	\$71,673	\$69,594

**ASSOCIATION OF OFFICE PERSONNEL
NYSUT
SALARY SCHEDULE - 2019-2020 (effective 7/1/19)**

STEP								SCHOOL ADM. AIDE CIV. SVC CLERK CLK/TYP			OFFICE APPLIC. SPEC. A/C			SR A/C SR A/C TYPYST MACH. OPER.			PRINC. A/C PUR TECH	
	6 HR. CLK/TYP 10 MOS	post 7/1/1993 CLK/TYP 10 MOS	pre 7/1/1993 CLK/TYP 10 MOS	post 7/1/1993 SR. CLK/TYP 10 MOS	pre 7/1/1993 SR. CLK/TYP 10 MOS	post 7/1/1993 A/C A/C TYP. 10 MOS	pre 7/1/1993 A/C A/C TYP. 10 MOS	DATA ENT 12 MOS.	SR CLK/TYP 12 MOS.	PRINC. CLERK 12 MOS.	A/C A/C TYP. 12 MOS.	STEN 12 MOS	SR MACH. 12 MOS.	SR. STEN 12 MOS	PRINC. STEN 12 MOS	PRINC. A/C 12 MOS.		
1	\$26,691	\$30,701	\$31,236	\$31,961	\$32,517	\$33,307	\$33,839	\$37,235	\$38,758	\$40,584	\$39,893	\$40,497	\$45,202	\$45,883	\$47,712	\$46,145		
2	\$28,055	\$32,256	\$32,787	\$33,512	\$34,065	\$34,889	\$35,421	\$39,129	\$40,651	\$42,479	\$41,790	\$42,395	\$47,105	\$47,780	\$49,605	\$48,088		
3	\$29,416	\$33,816	\$34,348	\$35,068	\$35,619	\$36,469	\$37,001	\$41,033	\$42,552	\$44,379	\$43,685	\$44,297	\$49,003	\$49,701	\$51,528	\$50,027		
4	\$30,753	\$35,367	\$35,898	\$36,607	\$37,155	\$38,053	\$38,585	\$42,930	\$44,451	\$46,277	\$45,586	\$46,193	\$50,905	\$51,598	\$53,427	\$51,966		
5	\$32,090	\$36,682	\$37,214	\$37,927	\$38,477	\$39,634	\$40,165	\$44,827	\$46,344	\$48,173	\$47,482	\$48,088	\$52,793	\$53,474	\$55,301	\$53,900		
6	\$33,422	\$38,480	\$39,012	\$39,712	\$40,261	\$41,218	\$41,750	\$46,726	\$48,246	\$50,072	\$49,381	\$49,990	\$54,698	\$55,389	\$57,217	\$55,842		
7	\$34,768	\$40,039	\$40,571	\$41,280	\$41,829	\$42,797	\$43,327	\$48,622	\$50,145	\$51,970	\$51,280	\$51,885	\$56,593	\$57,282	\$59,110	\$57,785		
8	\$36,102	\$41,595	\$42,129	\$42,846	\$43,392	\$45,646	\$46,179	\$50,522	\$52,038	\$53,866	\$54,698	\$53,782	\$58,492	\$57,495	\$59,321	\$57,721		
9	\$38,624	\$44,328	\$44,860	\$45,569	\$46,116	\$48,210	\$48,741	\$53,597	\$55,092	\$56,919	\$57,771	\$56,861	\$61,568	\$60,616	\$62,441	\$62,863		
10	\$39,961	\$45,886	\$46,421	\$47,126	\$47,673	\$50,097	\$50,629	\$55,492	\$57,017	\$58,845	\$59,669	\$58,764	\$63,470	\$62,525	\$64,353	\$64,806		
11	\$40,466	\$46,392	\$46,924	\$47,643	\$48,192	\$50,599	\$51,131	\$55,997	\$57,520	\$59,346	\$60,176	\$59,267	\$63,975	\$63,004	\$64,829	\$65,322		
12	\$40,466	\$46,392	\$46,924	\$47,643	\$48,192	\$50,599	\$51,131	\$55,997	\$57,520	\$59,346	\$60,176	\$59,267	\$63,975	\$63,004	\$64,829	\$65,322		
13	\$41,307	\$47,235	\$47,767	\$48,510	\$49,057	\$51,444	\$51,977	\$56,839	\$58,363	\$60,189	\$61,018	\$60,111	\$64,817	\$63,838	\$65,664	\$66,184		
14	\$41,853	\$47,782	\$48,313	\$49,058	\$49,604	\$51,989	\$52,523	\$57,384	\$58,908	\$60,736	\$61,564	\$60,656	\$65,362	\$64,387	\$66,214	\$66,737		
15	\$42,398	\$48,327	\$48,858	\$49,605	\$50,153	\$52,535	\$53,068	\$57,929	\$59,454	\$61,281	\$62,109	\$61,203	\$65,908	\$64,938	\$66,764	\$67,287		
16	\$42,944	\$48,872	\$49,404	\$50,154	\$50,700	\$53,080	\$53,613	\$58,475	\$59,999	\$61,825	\$62,655	\$61,748	\$66,453	\$65,487	\$67,313	\$67,839		
17	\$43,489	\$49,417	\$49,949	\$50,701	\$51,247	\$53,625	\$54,157	\$59,021	\$60,543	\$62,371	\$63,200	\$62,293	\$66,997	\$66,037	\$67,862	\$68,390		
18	\$44,035	\$49,963	\$50,494	\$51,248	\$51,796	\$54,171	\$54,704	\$59,568	\$61,090	\$62,916	\$63,746	\$62,839	\$67,544	\$66,587	\$68,413	\$68,941		
19	\$44,582	\$50,508	\$51,040	\$51,797	\$52,345	\$54,716	\$55,249	\$60,112	\$61,635	\$63,462	\$64,292	\$63,385	\$68,089	\$67,137	\$68,963	\$69,492		
20	\$45,127	\$51,053	\$51,585	\$52,345	\$52,893	\$55,261	\$55,795	\$60,657	\$62,180	\$64,008	\$64,837	\$63,932	\$68,634	\$67,686	\$69,513	\$70,044		
21	\$45,673	\$51,596	\$52,131	\$52,893	\$53,439	\$55,808	\$56,340	\$61,204	\$62,726	\$64,552	\$65,380	\$64,477	\$69,179	\$68,237	\$70,062	\$70,595		
22	\$46,218	\$52,142	\$52,676	\$53,439	\$53,988	\$56,354	\$56,886	\$61,748	\$63,271	\$65,098	\$65,926	\$65,022	\$69,725	\$68,786	\$70,612	\$71,147		
23	\$46,762	\$52,688	\$53,222	\$53,988	\$54,535	\$56,900	\$57,432	\$62,293	\$63,818	\$65,645	\$66,472	\$65,568	\$70,271	\$69,336	\$71,162	\$71,697		