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TAS | 4707

CARMEL CENTRAL SCHOOL DISTRICT

CONTRACT

between

TEACHING ASSISTANTS ASSOCIATION

and

CARMEL BOARD OF EDUCATION

7/1/14 - 6/30/19

JULY 1, 2014 - JUNE 30, 2019

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ARTICLE I - PREAMBLE

The Carmel Central School District, hereafter referred to as the "Employer" and the Carmel Teaching Assistants Association, hereafter referred to as the "Association", in recognition of the Public Employees Fair Employment Act (Taylor Law) desire to promote a harmonious and cooperative relationship between the Employer and the Employees covered under the terms and conditions of this Agreement.

A. Agreement

This Agreement between the Employer and the Association shall take effect on the 1st day of July, 2014, and shall remain in effect until the 30th day of June, 2019.

B. Recognition

The Employer hereby recognizes the Carmel Teaching Assistants Association as the sole and exclusive Bargaining Agent for all Employees now certified, or to be certified, in the classification of a Teaching Assistant as prescribed in Education Law.

ARTICLE II - FAIR PRACTICE

The Association agrees to maintain eligibility to represent the voting unit by continuing to admit persons to membership without discrimination on the basis of race, creed, color, national origin, sex or marital status, and to represent equally all members of the voting unit without regard to membership or participation in, or association with, the activities of any employee organization.

ARTICLE III - NEGOTIATIONS - SUBSEQUENT AGREEMENT

The Association will submit to the Superintendent of Schools, or his designee, a written request to begin negotiations. Such request shall be submitted between January 20th and February 1st of the school year in which the contract terminates. The Superintendent shall agree to meet within (15) days after receipt of the request. The first session will be to establish negotiation procedures and "ground rules".

ARTICLE IV - WORKING CONDITIONS**A. Covered Employees**

All employees classified as Teaching Assistant shall be covered by the terms and conditions of employment as stipulated in this agreement, whether or not the Employee is a member of the Association.

B. Work Week

The normal work week for a Teaching Assistant, when school is in session, shall be five days, Monday through Friday. The number of hours per day shall be assigned by the Assistant Superintendent or designee. Work hours of Teaching Assistants shall not be decreased.

C. Meetings

Commencing with the 2005-2006 school year Teaching Assistants will be required to attend six (6) meetings during the school year scheduled before or after school. Meetings shall be up to one hour in duration. Five hour Teaching Assistants who are required to spend time at work between a meeting and their regularly scheduled arrival or departure time will be compensated for that time if it exceeds more than 15 minutes of wait time. Compensation will be at the Teaching Assistant's regular rate of pay prorated for the amount of time they have to wait. The Teaching Assistant will work during the wait time and is expected to seek direction so they have meaningful tasks to perform during their wait time.

D. Term of Employment

1. All Teaching Assistants are employed on a ten (10) month basis, commencing September 1st and terminating June 30th.
2. The Teaching Assistant work year shall be the same as that of the teachers, and in the event the District adds a Superintendent's Conference Day to the calendar, the Teaching

Assistants shall receive the same consideration as the teachers. Additional days may be worked at the request of the Building Principal and with the consent of the Employee.

3. The Employer reserves the right to change a Teaching Assistant's assignment when such change is deemed to be in the best interest of the educational program. In the event of projected transfers, the CTAA will be notified in order to determine if any members of the unit are interested in volunteering for a transfer. An involuntary transfer or reassignment shall not be made until a meeting between the Teaching Assistant involved and the administration takes place.
4. Teaching Assistants to be re-employed in the District shall receive assignment and salary notices for the next school year by June 1 and must return the signed notices to the Payroll Office before the end of the school year.
5. All five hour teaching assistants have been assigned to six-hour positions.

E. Pay Period

Salary payments for Teaching Assistants shall be made as follows:

1. Twenty (20) equal payments to coincide with teacher payments. Bargaining unit members shall be paid on the 15th and the last work day of each month.
2. Whenever school shall not be in session on a payday, the school day prior to such day shall be the payday. All unit members shall be paid via electronic deposit.
3. Twelve-month option – Teaching Assistants shall have the option of receiving their pay in 24 equal payments with full payment concluded with the second payment in June. Teaching Assistants who choose to receive their payment over 24 equal payments shall have the option of electing to receive an "extra" paycheck in January, thus reducing the final paycheck in June.

F. Payroll Deductions

The payroll stub shall state: gross earnings, deductions and net pay. Any questions concerning an individual's earnings will be directed in writing to the payroll department for clarification and adjustment. Payroll deductions shall continue for the following: Medical insurance, tax sheltered annuities, NYSUT Benefits Trust Program, VOTE/COPE, and Flexible Spending Accounts. Written permission is required from each employee requesting or canceling his/her payroll deduction status.

G. Salary

During the duration of this agreement all covered Teaching Assistants shall be compensated for services rendered, according to the salary schedule below:

Step	2014-15	2015-16*	2016-17**	2017-18	2018-19
1	\$19,968	\$19,968	\$21,917	\$22,191	\$22,524
2	\$21,537	\$21,537	\$23,083	\$23,372	\$23,723
3	\$22,988	\$22,988	\$24,248	\$24,551	\$24,919
4	\$24,496	\$24,496	\$25,414	\$25,732	\$26,118
5	\$26,094	\$26,094	\$26,579	\$26,911	\$27,315
6	\$27,960	\$27,960	\$27,745	\$28,092	\$28,513
7	\$31,157	\$31,157	\$28,910	\$29,271	\$29,710
8	\$35,551	\$35,551	\$30,076	\$30,452	\$30,909
9			\$31,241	\$31,632	\$32,106
10			\$32,407	\$32,812	\$33,304
11			\$33,572	\$33,992	\$34,502
12			\$34,738	\$35,172	\$35,700
13			\$35,912	\$36,361	\$36,906

Note:

1. The Extended Workday Schedule is based on a six-hour workday (6 ½ hours including lunch).
2. Teaching Assistants will advance one step on the salary schedule each year of the contract (EXCEPT AS NOTED IN #3 below).
3. Teaching Assistants hired prior to the end of the first semester will advance to step 2 on the salary schedule in September of the school year following. Teaching Assistants who begin their employment on or after commencement of the second semester will remain on step 1 through the school year following and then advance to step 2.
- *4. Effective upon ratification of this agreement all currently employed unit members will receive a \$600 flat dollar, off schedule payment that is not added to base.
- **5. Effective July 1, 2016, the District will adopt the 13 step salary schedule for all Teaching Assistants. All unit members will be placed on the new salary schedule in accordance with the chart attached as Appendix A. No unit member will suffer a loss in pay as a result of the adoption of the new schedule.

H. Additional Payments for New York State Certification Levels

Teaching Assistants having achieved Level III status (passing the NYSATAS; completing one year of service as a Teaching Assistant in the District, completing 18 undergraduate credits) and upon providing the District written evidence of successful completion of 6 additional credit hours of undergraduate study, shall receive \$200 per year in addition to his or her base salary. Effective July 1, 2015, certification payment shall increase to \$250 per year. Effective July 1, 2016, certification payment shall increase to \$300 per year.

Teaching Assistants who received Continuing Teaching Assistant Certification prior to February 1, 2004, have one year of service in the Carmel Central School District and who have completed 24 credit hours of college courses (the 18 credit hours that are required for Level III plus 6 credit hours) are eligible for payments under this section of the contract.

I. Substitute Pay

A Teaching Assistant asked to substitute shall be paid an additional \$22 per hour. In the event a Teaching Assistant is required to substitute beyond his/her normal work hours, he/she shall be paid the normal Teaching Assistant per diem salary, plus the substitute stipend. When a teaching assistant is assigned to administer or serve as the lead proctor on a state test, the teaching assistant shall be paid for the time administering or serving as the lead proctor on such tests as outlined in this article.

J. Extra Day(s)

Teaching Assistants shall work 183 days per year. In school year 2008-2009, the salary schedule shall be increased by an additional .5% to reflect the increase in work year. Any Teaching Assistant working over 183 days shall be paid at the rate of 1/200 of salary.

K. Pro-rated Benefits

A Teaching Assistant employed after January 31 will receive pro-rated benefits.

L. Vacancies

1. Any vacancy within the Teaching Assistant category shall be posted on all Employee Bulletin Boards. The President of the CTAA is to be notified of all vacancies. Teaching Assistant vacancies shall be posted to all unit members via the school e-mail system.
2. A Teaching Assistant desiring to apply for the position vacancy shall file an application with the Building Principal within five (5) working days of the posting of said notice.
3. The Employer may not permanently fill a vacancy within the five (5) day posting period. The Employer shall maintain on file a job description of the position vacancy.

4. Employees within the bargaining unit meeting established qualification standards shall be given preference.

M. Blood Borne Pathogen

The District will notify a Teaching Assistant of any student(s) assigned to him or her who are known to have a blood borne pathogen, except in circumstances where confidentiality is required by law. Teaching Assistants are expected to use universal precautions as described in the District's Exposure Control Plan for Blood Borne Pathogens.

N. Student Health Needs

Teaching Assistants shall not be required to assist students with toileting, changing diapers or sanitary napkins, or performing other such similar student health need responsibilities.

O. Professional Development

Subject to the approval of the building principal and the Assistant Superintendent of Schools, Teaching Assistants will be reimbursed for the cost of professional development courses taken outside of the regular work day and will be compensated for time spent in those courses (compensation shall include but may not be limited to the following: hourly rate for time spent in the course, mileage reimbursement at the prevailing IRS rate, and reimbursement for tolls (with appropriate receipts)). No reasonable request for attendance at a course or workshop shall be denied. The approval request form (Appendix A) must be submitted at least two weeks prior to the start of the course and must be completed to receive compensation. Professional Development opportunities that are held during the work day will be considered but will not receive additional hourly compensation.

P. Summer Work

Summer school positions shall be posted on Employee Bulletin Boards and via the school e-mail system by May 15 of each school year. The District shall make every effort to notify individuals employed to work during the summer school of their summer school assignment by May 31.

Q. Effort to Employ Full-time Teaching Assistants

The District will make every effort to employ full-time teaching assistants. Multi-building assignments will be utilized where appropriate as opposed to employing several part-time teaching assistants for a position that can be filled through the hiring of a full-time teaching assistant.

R. Teacher Leave of Absence

Teaching Assistants with appropriate teacher certification will be given full consideration in the event of a teacher leave of absence. Said positions shall be posted internally before outside candidates are considered. This provision shall in no way limit any teaching assistant, teacher certified or not, from serving as a per diem substitute in the event of a teacher absence.

S. Hepatitis Vaccination

Teaching Assistants shall be offered a Hepatitis vaccination at the expense of the District.

T. Translation Services

A Teaching Assistant assigned to assist the District with translation or interpretation services shall be paid time and a half for the time serving in that capacity. In the event that unit members are asked to translate written materials the unit member will be paid 10 cents per translated word. The District reserves the right to contract out translation services instead of using bargaining unit members to perform translation services.

U. Other Working Conditions

The District will not use any information gathered through the use of a keyless entry or swipe card system for purposes of disciplining unit members or to monitor attendance. The District may only use security cameras as evidence during a disciplinary proceeding where there the employee misconduct involves allegations of violence, assault, alleged student contact, theft or other alleged illegal activity. Video cameras may not be used by the District to monitor unit member attendance.

To the extent that any video will be used by the District in a disciplinary proceeding against a unit member, the District will provide the union with a copy of the video that it intends to offer into evidence in any disciplinary proceeding involving the unit member subject to disciplinary charges, prior to the commencement of said disciplinary hearing.

ARTICLE V - AUTHORIZED ABSENCES

A. Personal Days

1. Three (3) days per school year, unused cumulative to sick leave.
2. Prior application to and approval by the Building Principal required.
3. Unit members shall have the ability to carry over up to three unused personal days per year for a maximum of six (6) personal leave days in any given year. All personal leave days beyond three (3) days remaining at the end of the year shall be added to accumulated sick leave as per Article V(A)(1) or will be forfeited.

B. Personal and Family Sick Leave

Each Teaching Assistant shall be allowed seventeen (17) days with full pay each year for personal illness. Unused leave days shall be cumulative to 180 days. In the case of serious illness or extended illness in the immediate family (father, mother, brother, sister, son, daughter, husband, wife or other relative with whom the Teaching Assistant may be living) personal sick leave days may be taken and deducted from the Teaching Assistant's accumulated sick leave. A doctor's certificate may be required. In no case will the use of family sick leave exceed the teaching assistant's personal sick leave accumulation.

Any Teaching Assistant with accumulated sick leave days in excess of 180 days on each June 30th will have such days transferred to the CTAA Sick Leave Bank.

C. General Leave of Absence

One year of personal leave, without pay may be granted upon request to the Superintendent of Schools and with the approval of the Board of Education. The Teaching Assistant on leave will notify the Superintendent by May 1st of his/her intention to return to work in September, or no later than sixty (60) days prior to the approved return date if other than the opening of school in September.

The Superintendent, or his designee, shall advise the Teaching Assistant in writing that the above notification is required at the time the leave of absence is granted.

A Teaching Assistant on a general leave of absence will:

1. Have a comparable position upon return.
2. Not lose accumulated sick leave.
3. Not lose previously earned seniority.

Teaching Assistants may continue their health insurance during such leaves of absence by paying the monthly premiums to the District. They may elect to pay the entire annual amount by Sept. 1, of the year in which they take leave or in quarterly installments due July 1, October 1, January 1, and April 1 of the year they take such leave.

D. Sick Leave Bank

1. In September 1989, a Sick Leave Bank (SLB) was established for the purpose of providing limited income protection to those employees who suffer **long term illnesses** or **accidents** that cause them to expend all their accumulated sick leave days and all personal days.
2. The Bank shall be administered by the Superintendent of Schools or his/her designee and three representatives from the Association. They shall be charged with the review and determination of dispensing any SLB days.

3. Prior to withdrawal of any Sick Leave Bank days, all annual and accumulated sick leave days must be expended by the Teaching Assistant.
4. Members must submit requests in writing to the Superintendent of Schools with a copy to the Association President for SLB days. Also included must be a doctor's diagnosis. Days may be granted only after a review of eligibility by the representatives of the sick leave bank.
5. Withdrawal of Sick Leave Bank days shall be based on an employee's years of service.
 - Teaching Assistants employed less than 5 years may be allowed to receive up to a maximum of 20 days from the SLB.
 - Teaching Assistants employed between 5 and 10 years may be allowed to receive up to a maximum of 60 days from the SLB.
 - Teaching Assistants employed for more than 10 years may be allowed to receive up to a maximum of 100 days from the SLB.
 - In extenuating circumstances, a member may appeal to the SLB Committee for additional sick leave days.
6. A waiting period of 25 days shall be imposed before Sick Leave Bank days can be withdrawn.
 - Teaching Assistants with a total of 25 accumulated sick and personal days will have sufficient days to offset the waiting period.
 - Teaching Assistants with less than 25 accumulated sick and personal days will be placed on leave without pay, but retain health and welfare benefits until the waiting period has been completed.
7. In the event the Sick Leave Bank's total number of days falls below 100, the Sick Leave Bank shall be replenished by assessing each unit member one day from his/her sick leave accumulation or annual allocation. The District will contribute one-half (1/2) of the total number of days contributed by members of the unit.
8. Upon hire, all new teaching assistants shall be given the opportunity to join the Sick Leave Bank. In order to be eligible to receive days from the Sick Leave Bank, individuals must contribute one day to the bank in each of their first two years of employment as a teaching assistant and as outlined in paragraph 7.

E. Child Rearing Leave

Teaching Assistants may request and shall be granted a one-year leave for the purpose of rearing their own newborn or newly adopted children under the age of two (2). Requests for such leave shall be made in writing to the Superintendent of Schools giving 60 days notice prior to the commencement of the leave. Such leave shall be granted without pay or benefits except as may be available through the FMLA.

ARTICLE VI - BENEFITS

A. Health Insurance

1. Eligibility Requirements/Coverage

The employer shall provide health insurance coverage in the Carmel Health Plan for eligible employees and retirees as follows:

- a. The health insurance plan provided by the District to the employees in the bargaining unit and the plan benefits shall be those agreed upon by the District and the majority of the other bargaining units.

- b. For those teaching assistants and retirees who were employed as of June 30, 1981, the District will pay 100% of the premium for 12 months for individual and family coverage.
- c. For those retirees who were employed after June 30, 1981 and retire before June 30, 2008, the District will pay 80% of the premium for 12 months for individual and family coverage.
- d. For those retirees who were employed after June 30, 1981 and retire after July 1, 2008 upon retirement shall continue to contribute towards health insurance at the same rate that they were paying in their final year of employment.
- e. All full-time, eligible employees shall contribute 12% based on a premium equivalent (part time employees will be prorated as outline in item 3 below). Effective July 1, 2017 the employee contribution shall increase to 13%. Effective July 1, 2018 the employee contribution shall increase to 14%.
- f. The Plan will have a closed enrollment with an opt-in/opt-out/change date of October 1 of each year. Changes will be allowed for qualifying events which shall be clearly defined by the plan.
- g. Effective July 1, 2016 active members of the bargaining unit will be eligible to utilize the services of in-network licensed clinical social worker, master of social work, and psychologist. Co-payment \$27.00 per visit. No limit on number of visits.

2. Annual Deductibles and Co-Pays

- a. The annual major deductibles for active employees will be:
 - \$400 for individual
 - \$1000 per family
 The annual major deductibles for retired employees will be:
 - \$200 for individual
 - \$500 for family
- b. The annual out-of-pocket maximum payment for active employees will be \$750.
The annual out-of-pocket maximum payment for retired employees will be \$500.
- c. Effective 2008-2011, the PPO co-pays for active employees shall be \$18/visit, maximum of three per day.
The PPO co-pays for retired employees shall be \$12.
- d. Effective 2008-2011, the outpatient hospital co-pays for active employees shall be \$18.
The outpatient hospital co-pays for retired employees shall be \$12.
- e. **Prescription Drug Plan:** Effective July 1, 2011, the prescription drug plan shall be a three tier system with the following co-pays:

Retail (30 day supply)	Mail Order (90 day supply)
Generic - \$5	Generic - \$10
Preferred - \$17.50	Preferred - \$35
Non Preferred - \$35	Non-Preferred - \$70

Use of generic drugs shall not be mandatory. Mail order for maintenance drugs shall be mandatory after the first fill at retail. There cannot be a non-preferred drug if there is not

a preferred or generic equivalent. Furthermore, if a non-preferred drug is found to be medically necessary, the preferred co-pay will be charged.

f. Emergency room visits shall have a co-pay of \$50.00

g. **Additional Coverage:** Effective July 1, 2011, in addition to the items listed in the plan document, the following additional items will be covered: Colonoscopy at age 45 with family history and routine colonoscopy at age 50 at least once every five (5) years with findings and once every ten (10) years without findings; Annual physicals will be covered for dependents ages 6-18; Generic birth control covered with \$17.50 copay for 30 day supply at retail and \$35 copay for 90 day supply by mail order; IUDs and the procedure to insert an IUD shall be covered; charges for services in an in network facility, as that term is defined by the health insurance plan, by providers who are not members of the network will be covered subject to the co-pay only, not the deductible and co-insurance, in an amount up to the "usual, reasonable and customary allowance" as determined solely by the health insurance plan. The unit member participating in the plan will be responsible for charges which exceed the "usual, reasonable and customary allowance" as determined by the health insurance plan. There cannot be a non-preferred drug if there is not a preferred or generic equivalent. Furthermore, if a non-preferred drug is found to be medically necessary, the preferred co-pay will be charged.

3. Teaching Assistants who are employed at least twenty (20) hours per week and less than twenty five (25) hours per week shall be eligible for health insurance benefits, but the District's share of the premium will be pro-rata, based on a twenty five (25) hour work week equaling 100%.
4. Eligible Teaching Assistants who were employed by the District prior to July 1, 1981 and who decline health insurance coverage shall be eligible to receive a stipend equal to twenty-five (25) percent of the annual (July 1 - June 30) cost of family health insurance under the District's health insurance plan. Payments will be made semi-annually, with fifty (50) percent of the stipend paid by January 31 and the remainder by June 30.

Teaching Assistants hired after July 1, 1981 and who decline health insurance coverage shall be eligible to receive a stipend of \$800.

Payments of the above stipends shall be as described for the pre July 1, 1981 employees.

In the event a Teaching Assistant chooses to participate in the health insurance program the Teaching Assistant will receive a pro-rata stipend for that period he/she declined health insurance coverage.

B. Retirement

1. Full-time Teaching Assistants (6 hours or more), must join the New York Teachers' Retirement System, as provided by law. Teaching Assistants working less than six (6) hours per day have the option of joining the New York State Teachers' Retirement System. The retirement plan and requirements are established by the New York State Teachers' Retirement System.
2. Resignation for Purpose of Retirement

Unused personal sick days up to a maximum of 150 days shall be paid to an Employee under the following conditions:

- a. Teaching Assistants must give notice to the Superintendent of Schools by December 1 of the year prior to the unit member's actual retirement date, but in any event, not less than ninety (90) days prior to the unit member's actual retirement date. If the retirement notice is received by the District during the school year the Teaching Assistant is retiring, a single lump sum payment of the retirement benefit shall be made between July 1st and July 31st.

In the event the above notice is received by the District prior to December 1st, and the actual date of retirement is after the following August 31st, payment of the retirement benefit shall be equally divided among the regular paychecks

received commencing with the first pay period in September and ending with the last paycheck received prior to the actual retirement date.

Example: An employee notifying the Superintendent of Schools on January 1, 2006, would be eligible to retire no earlier than March 30, 2006, and be paid the retirement benefit between July 1 and July 31, 2006.

- b. The Employee must be eligible to retire under the regulations and terms of the New York State Teachers Retirement System. However, non-members of the NYSTRS will be paid for unused personal sick leave days to a maximum of 150 days.
- c. Terms of Payment:
 - 1) Payment of the total amount due the employee shall be made no later than July 31 for employees resigning effective March 30 through July 31, and shall be paid evenly as part of the employee's regular paychecks when the retirement date is effective between August 1 and March 29.
 - 2) The rate of pay shall be \$115 per day for 6-hour employees. Employees working hours different than those listed shall have the benefit prorated accordingly.
- d. A notice of resignation to retire submitted and approved by the Board of Education may not be withdrawn without the written consent of the Superintendent of Schools and the Board of Education.

C. Other Benefits

1. Damage to Personal Property

The Employer shall reimburse a Teaching Assistant for any clothing or other personal property damaged or destroyed incurred in the Teaching Assistant's performance of duty and not incurred as a result of the Teaching Assistant's own negligence.

2. Jury Duty

Teaching Assistant selected for jury duty shall be granted the normal pay for each day absent. Court remuneration will be turned over to the school district treasurer. Jury duty will not result in a loss of pay, and will not be deducted from accumulated sick leave or personal leave.

3. Travel

Personnel required by the Employer to use a personal vehicle on school business shall be reimbursed at the approved District rate per mile.

4. Longevity

- a. Effective in 2004-05 to 2007-08, Teaching Assistants commencing their ninth (9th) year, thirteenth year (13) year and seventeenth (17th) year of employment shall receive longevity payments as part of their normal annual salary and payment spread throughout the normal school year in the same manner as salaries are paid. Effective January 1, 2007, Teaching Assistants with a hire date of October 1 or later will receive a prorated longevity payment based upon the month they were hired during their 9th, 13th, and 17th year of employment.

Longevity Payments

	2014-15	2015-16	2016-17	2017-18	2018-19
9	\$1550	\$1575	\$1600	\$1625	\$1650
13	\$1550	\$1575	\$1600	\$1625	\$1650
17	\$1550	\$1575	\$1600	\$1625	\$1650

*Longevities listed in the longevity chart are cumulative.

- b. Part time employees (less than twenty-five (25) hours per week) hired after June 30, 1989 will receive longevity stipends pro-rata based on a twenty five (25) hour work week.

5. Bereavement Leave

- a. All Teaching Assistants shall be granted five (5) days absence with pay due to the death of spouse, child, mother, father, sister, brother, grandchild, or grandparent.
- b. All Teaching Assistants shall be granted three (3) days absence with pay due to the death of mother-in-law, father-in-law, brother-in-law, sister-in-law, aunt, or uncle.

6. Break

Teaching Assistants employed five (5) or more hours per day shall be entitled to one fifteen (15) minute break per day.

7. Lunch Period

Teaching Assistants, who are assigned a lunch period, shall be entitled to a lunch period equal to that scheduled for the regular teachers assigned to that building.

D. Workers' Compensation

In the event a member of the bargaining unit is injured in the performance of his/her duty and such injury is covered under Worker's Compensation Law, the employee shall be paid his/her full rate of pay not to exceed his/her maximum number of accumulated sick leave days. An employee absent beyond his/her maximum number of accumulated sick leave days shall be entitled to the established compensation rate only. Upon return to work the District will credit the teaching assistant's accumulated sick leave when reimbursed by the compensation insurance carrier, the number of days (rounded to the nearest half-day) equal to the amount of money reimbursed, divided by the teaching assistant's per diem rate of pay (1/200 of annual salary).

E. Welfare Fund

The District shall contribute \$1,425.00 to the CTAAs administered Welfare Fund per unit member upon ratification of the agreement; \$1,450.00 per unit member in 2016-17, \$1475 per unit member in 2017-18 and \$1,500.00 per unit member in 2018-19 according to the following schedule:

July	15	25%
Oct.	15	25%
Jan.	15	25%
April	15	25%

No monies shall be released until the District is in receipt of documents demonstrating that the Fund has been established in accordance with law. The purpose of the Fund shall be to provide various health and insurance coverages to all unit members and no portion of the monies in the Fund or insurance coverages purchased by the Fund shall be used to defray or cover expenses incurred by unit members in the defense of actions brought against them by the District.

All unit members electing family coverage for insurance services provided through the Welfare Fund shall reimburse the District/Welfare Fund via payroll deduction. A list of all members receiving family coverage shall be provided to the District by July 31 of each school year.

F. Tuition Reimbursement

Subject to approval of the Superintendent of Schools, Teaching Assistants will be reimbursed for the cost of tuition for courses that are related to the Teaching Assistant's area of assignment. Reimbursement shall be at prevailing tuition rate charged by area community colleges. Denial of approval for a course shall not be a basis for a grievance.

G. Chaperoning

Teaching Assistants shall become members of the chaperoning pool. Teaching Assistants shall be paid \$112 / activity in 2016-2017; \$113 / activity in 2017-2018; and \$114 / activity in 2018-2019. When a Teaching Assistant is required to participate on an overnight trip the Teaching Assistant will receive eight hours pay per day at his/her regular rate of pay plus \$150 for each overnight.

ARTICLE VII - OTHER EMPLOYMENT PROVISIONS**A. Personnel Files**

1. A personnel folder will be maintained at the District Office for all Teaching Assistants. It shall be the responsibility of the Teaching Assistant to maintain up-to-date information in this folder. No evaluation material shall be put in the personnel folder of the Teaching Assistant without the knowledge of that individual.
2. Upon written request, each Employee shall have the right to review at any time mutually convenient, the contents of his/her personnel file; except, however, any confidential references given at the time of employment. At the Employee's request, a representative of the Association may accompany the Employee in such review. The review shall be made in the presence of the Supervisor responsible for the safe-keeping of such file. Facilities shall be available for the Employee to make photocopies of such contents and records as concerning work performance except in circumstances beyond the control of the Administration.
3. Also, a copy of any complaint placed in the Personnel File of any Employee shall be sent to the Employee within one (1) week thereof. The employee shall have the right to answer in writing and have the incident reviewed by the Chief School Administrator. The findings of this review shall be placed in the Employee's Personnel File together with the complaint.

B. Evaluations

Teaching Assistants will be evaluated each year. Any evaluation will be signed by the Teaching Assistant and filed in the Teaching Assistant's personnel folder. A copy of the report will be made available to the Teaching Assistant at the time it is signed. Teaching Assistants will have the right to prepare comments in regard to the evaluation report which shall also be placed in the Teaching Assistant's personnel folder.

C. No Strike Pledge

The Teaching Assistants Association will file with the District Clerk a written declaration that the Association will not participate or engage in a strike, work stoppage, or any other action that will interfere with the normal operation of the established work schedule.

D. Physical Examinations Required by Employer

If required to take a physical examination of any type or description, the Employee shall have the right to designate a doctor of his/her choice from a list of licensed physicians annually approved and designated and published as School Doctors by the Employer to conduct said examination. The list of approved physicians shall contain no less than four (4) doctors actively practicing medicine in the County of Putnam.

E. Association Privileges

1. The Association will have the right to use school buildings without cost at reasonable times for meetings. Request for use of the building will be made in advance to the Unit Administrator.
2. Dues Deductions - The Employer agrees to deduct Association dues from the paychecks of the Teaching Assistants as said Teaching Assistants individually authorize the Employer to deduct such Association dues. The Association accepts the responsibility to provide the Employer with the necessary authorization cards, and shall certify at least thirty (30) days prior to the commencement of dues deductions the amount of dues to be deducted. Dues shall be deducted in ten (10) equal installments beginning with the first

payroll in October. The Employer shall transmit to the Association, following each pay period, the total amount of dues deducted.

3. The Association shall be permitted to use up to four (4) days per school year, during which the President of the Association and/or his/her designee may be absent from work, with pay, to attend to Union business.

F. Teaching Assistants Tenure

Teaching Assistants working twenty five (25) hours or more per week shall be eligible for tenure appointment.

G. Copies of Agreement

The Employer shall assume 100% of the cost of preparing the finalized agreement document. The Association shall assume the responsibility of distribution to all Employees in the Bargaining Unit.

ARTICLE VIII - AGREEMENT REQUIRING LEGISLATIVE ACTION

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 appropriate legislative body has given approval.

ARTICLE IX - GRIEVANCE PROCEDURE

A. Definition

A "grievance" is the claim by the Association, or Teaching Assistant, that there has been a violation of the terms of this Agreement.

B. Purpose

The purpose of this procedure is to secure an equitable solution to the disputes which may arise over matters defined in Paragraph "A" as rapidly as possible.

C. Procedure

1. Level One Grievance

An aggrieved person or their representative will first present the grievance in writing to his/her Principal or immediate supervisor with whom it will be discussed directly. The meeting of the aforesaid parties shall be scheduled within five (5) school days of the proper filing of the grievance. The Principal or immediate supervisor shall inform the aggrieved person of his/her decision in writing within five (5) school days after the meetings.

2. Level Two Grievance

If the grievant is not satisfied with the decision at Level One and the grievance is considered by the Association to be meritorious, the Association shall notify the Superintendent in writing, within five (5) school days after it has received the grievance from the aggrieved person that it wishes to carry the grievance to the Superintendent. The meeting of the aforesaid parties shall be scheduled within five (5) school days.

3. Level Three Grievance

- a. If the Association and the aggrieved party are not satisfied with the decision at Level Two, and the grievance pertains to an interpretation of the language of this contract, and if no written decision has been rendered within five (5) school days after the meeting, the Association may, within ten (10) school days of the meeting, request that the grievance be submitted within thirty (30) school days to arbitration.
- b. The parties agree to be bound by the rules and procedures of the American Arbitration Association.
- c. The arbitrator shall issue his/her decision with due dispatch after the date of the closing of the hearings, or if all hearings have been waived, then from the date of transmitting the

final statements and proofs to the arbitrator. The decision shall set forth the arbitrator's opinion and conclusions on the issues submitted. The decision of the arbitrator shall be rendered to the District and to the Association and shall be binding on all parties. The Arbitrator shall make no decision which is contrary to, or inconsistent with, or which modifies or varies in any way, the terms of the Agreement or of applicable law, rules or regulations having the force and effect of law.

- d. The cost for the services of the arbitrator, including expenses; if any, shall be borne equally by the Board and the Association.

D. Rights Under Grievance Procedure

1. Any grievance shall be presented within thirty (30) school days after the grievant and the Association knows or should have known of the occurrence or events claimed to have given rise to the grievance. Failure to proceed to the next step within the applicable time limits shall be deemed a waiver of the grievance, and the grievance shall abate.
2. The District shall make available to the Association such information deemed necessary for the Association to carry out its function of processing Association grievances (excluding confidential personnel records).
3. In the event that a representative of the grievant or individual so designated in writing by the Association, investigates or is required to attend a grievance proceeding, such employee shall be released from his/her regular assignment without loss of pay for the period of time necessary to permit attendance at such proceedings.
4. All documents, communication and records dealing with the processing of a grievance shall be filed separately from the personnel files of the participants shall not be available without the permission of the aggrieved Party.

ARTICLE X - COMMITTEES

A Liaison Committee consisting of three (3) members of the Association and the Superintendent of Schools or his/her designee shall meet not less than three (3) times during the school year for the purpose of discussing mutual concerns. Meeting shall be scheduled by mutual consent as to date, time, and location.

ARTICLE XI - MATTERS NOT COVERED IN THIS AGREEMENT

Terms and conditions of employment not covered in this Agreement shall be negotiated by mutual consent of both parties to the Agreement.

ARTICLE XII - CONFORMITY TO LAW CLAUSE

If any provision of this Agreement is or shall at any time, be contrary to law, then such provision shall not be applicable, or performed or enforced except to the extent permitted by law. Any substitute action shall be subject to appropriated consultation and negotiation.

In the event that any provision of this Agreement is, or shall at any time be contrary to law, all other provisions of this Agreement shall continue in effect.

ARTICLE XIII - EXECUTION OF AGREEMENT

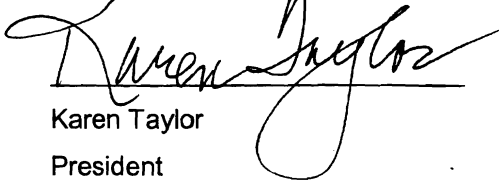
The provisions of this Agreement shall take effect on the 1st day of July, 2014 and shall remain in effect through and including the 30th day of June 2019.

Signatures on the Following Page

SIGNATORY

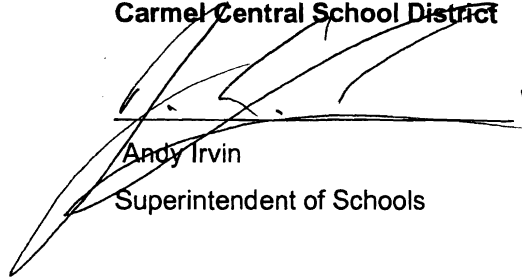
In witness whereof: The parties to this Agreement, having obtained authorization to execute this Agreement by majority vote of their respective memberships, set their hands this 20th day November of 2017

Teaching Assistant Association



Karen Taylor
President

Carmel Central School District



Andy Irvin
Superintendent of Schools

