



Cornell University
ILR School

NYS PERB Contract Collection – Metadata Header

This contract is provided by the Martin P. Catherwood Library, ILR School, Cornell University. The information provided is for noncommercial educational use only.

Some variations from the original paper document may have occurred during the digitization process, and some appendices or tables may be absent. Subsequent changes, revisions, and corrections may apply to this document.

For more information about the PERB Contract Collection, see
<http://digitalcommons.ilr.cornell.edu/perbcontracts/>

Or contact us:

Catherwood Library, Ives Hall, Cornell University, Ithaca, NY 14853
607-254-5370 ilrref@cornell.edu

Contract Database Metadata Elements

Title: **Locust Valley Central School District and Secretarial Chapter, Locust Valley School Employees Association, Clerical Personnel (2002)**

Employer Name: **Locust Valley Central School District**

Union: **Secretarial Chapter, Locust Valley School Employees Association, Clerical Personnel**

Local:

Effective Date: **07/01/02**

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

Number of Pages: **22**

For additional research information and assistance, please visit the Research page of the Catherwood website - <http://www.ilr.cornell.edu/library/research/>

For additional information on the ILR School, <http://www.ilr.cornell.edu/>

CL
5499

AGREEMENT

Between

LOCUST VALLEY CENTRAL SCHOOL DISTRICT

LOCUST VALLEY, NEW YORK

and the

SECRETARIAL CHAPTER OF THE

LOCUST VALLEY SCHOOL EMPLOYEES ASSOCIATION

CLERICAL PERSONNEL

JULY 1, 2002 – June 30, 2006

RECEIVED

FEB 07 2005

**NYS PUBLIC EMPLOYMENT
RELATIONS BOARD**

TABLE OF CONTENTS

	<u>ARTICLE</u>	<u>PAGE</u>
I	Recognition -----	4
	1. Recognition-----	4
	2. No-Strike-----	4-5
	3. Dues Deductions-----	5
	4. References-----	5
II.	Working Conditions-----	6
	1. Seniority As it Relates to Transfers within a Civil Service Title-----	6
	2. Promotions-----	6
	3. New Titles-----	6
	4. Placement on Schedule-----	6
	5. Hours and Overtime-----	6
	6. Retirement-----	6 -7
III.	Vacations - Holidays-----	7-9
	1. Vacations-----	7-8
	2. Holidays-----	8-9
IV.	Sick Leave - Personal Days-----	9
	1. Sick Leave-----	9
	2. Personal Days-----	9
	3. Family-----	9
	4. Court Proceedings-----	10
V.	Insurance-----	10 -11
	1. Health Insurance-----	10
	2. Life Insurance-----	10
	3. Dental Insurance-----	10 - 11
	4. Disability-----	11
	5. Section 125 Cafeteria Plan-----	11
	6. Tax Deferred programs-----	11

TABLE OF CONTENTS (CONT'D.)

ARTICLE

VI. Miscellaneous-----	11-13
1. Conference Attendance-----	11
2. Attendance at Association Meetings-----	11
3. School Closing Due to Labor Disputes-----	11
4. Personnel Files-----	12
5. Conformity with Law-----	12
6. Legal Counsel-----	12
7. Labor/Management Committee-----	12
8. No Strike Representation-----	12 -13
9. Scope of Agreement-----	13
10. Inclement Weather-----	13
VII. Grievances-----	13-14
1.Administration-----	13
2.Definition-----	13
3.Procedure-----	13-14
VIII. Salaries-----	14-20
1. Salaries and Longevity-----	14-15
2. Retirement Incentive-----	15-16
APPENDIX A-----2002 -03	17
APPENDIX B-----2003 -04	18
APPENDIX C-----2004 -05	19
APPENDIX D-----2005 -06	20
POSITION TITLE/CLASS TABLE-----	21
IX. Duration-----	22

CLERICAL CONTRACT

2002 – 2006

AGREEMENT between the LOCUST VALLEY CENTRAL SCHOOL DISTRICT, Town of Oyster Bay, Nassau County, New York, hereinafter referred to as the "District", and the SECRETARIAL CHAPTER OF THE LOCUST VALLEY SCHOOL EMPLOYEES ASSOCIATION, an Association of public employees, hereinafter referred to as "Association".

WITNESSETH:

WHEREAS, the parties hereto have duly negotiated the terms and conditions of employment of the clerical staff within the Locust Valley Central School District, hereinafter referred to as "employees" or "employee", and desire to duly incorporate the said terms and conditions in a formal Agreement, all in accordance with law, and

NOW, THEREFORE, the parties hereto, in consideration of the promises and the terms, covenants and conditions herein contained, do hereby AGREE as follows:

1. The Superintendent of Schools, Locust Valley Central School District, pursuant to Section 201 of the Civil Service Law, shall execute this Agreement on behalf of the District as the public employer, subject to legislative approval by the Board of Education.

It is agreed by and between the parties that any provision of this Agreement requiring legislative action to permit implementation by amendment of law or by providing the additional funds therefor, shall not become effective until the appropriate legislative body has given approval.

ARTICLE I

Recognition

1. Recognition - The District, pursuant to Section 204 and 207 of the Civil Service Law (Public Employees Fair Employment Act) hereby recognizes the Association as the exclusive representative of all 10, 10-1/2, and 12 month clerical employees who work 25 hours or more per week.

The extension to the Association of all rights prescribed in Section 204 to unchallenged representation of the described public employees, for the duration of the Agreement, or as may otherwise be provided by law shall not be infringed.

2. No-Strike - The Association agrees, individually and on behalf of its members, to

comply with the terms, conditions and provisions of Section 210 of the Civil Service Law, as part of the Public Employees Fair Employment Act, as such Section prohibits strikes by public employees.

3. Dues Deduction - The District agrees to deduct dues from the salaries of its employees who have submitted written authorizations for such deductions, and to transmit monthly the total amount deducted to the Treasurer of the Association.

- a. Deductions shall be made uniformly and consistently twice each month during the employee's work year. In the event of 10 month and 10-1/2 month employees an entire 12 months shall be deducted over the 10 and 10-1/2 months such employee works.
 - b. Dues deductions shall commence on the pay period following the date on which authorization is received from the employee and confirmation is received by the District from the Treasurer of the Association, provided that the District shall have not less than thirty (30) days' notice to begin such deductions. Such deductions shall remain in effect until the employee notifies the District, in writing, to discontinue withdrawing dues deductions. Once having withdrawn such authorization, an employee may not reinstate dues deductions in the current fiscal year. Dues will cease being deducted on the first full pay period after receipt of written notice to stop deductions, provided that the District receives thirty (30) days notice.
 - c. The District assumes no responsibility for the disposition of the funds so deducted once they have been turned over to the Treasurer of the Association, nor shall the District be liable to the Association or to any employee for inadvertent error in failing to deduct dues, or failing to discontinue as herein provided.
 - d. The full responsibility for dues deducted and transmitted to the Association shall be the sole responsibility of said Association and the District shall be saved and held harmless by the Association for any claim whatsoever resulting from such deductions and payment over to the Association.
 - e. The District shall not be required to undertake deductions which may require payment to anyone other than the Association. It is further understood and agreed that the District may not be required to deduct for more than regular dues deductions.
4. All references to "her" and "she" in this agreement are for convenience only.

ARTICLE II

Working Conditions

1. Seniority as it relates to Transfers within a Civil Service Title - Seniority shall be considered as part of an individual's qualifications. Seniority shall be based upon the date of appointment to a position in the unit. The employer's judgment on the transfer shall be final.

2. Promotions - All openings for promotional positions and for positions paying higher salary differentials, shall be adequately publicized in every school building on bulletin boards and all qualified personnel shall be given adequate opportunity to make application for such positions.

Staff receiving promotions shall receive a promotional increase of an amount not less than what they would receive if moved up one step in their classification before promotion. In no case however, shall an employee retreat more than one step from their current step when moving into a promotional position.

The foregoing shall not be construed to prohibit the District from adjusting a promotional Step upward where, in the opinion of the District, such action is equitably justified.

3. New Titles - When new titles are created, the District shall consult with the Association as to the salary range to be established for that.

4. Placement on Schedule - Placement on the schedule at the time of employment will be based upon the Administration's evaluation of previous experience, as it relates to the requirement for the position.

5. Hours and Overtime - The work week shall consist of 35 hours from September through June, not inclusive of a one hour mid-day break for lunch, and 32-1/2 hours during July and August and the week in February when schools are closed, not inclusive of a one-half hour mid-day break for lunch. However, beginning with the last week prior to Labor Day, the full 35 hour work week will resume. Overtime shall consist of time specifically required by the employer to complete more than the normal workload. The regular rate will be paid for time up to 35 hours and time and one-half will be paid beyond 35 hours for the period July 1, 2002 through December 31, 2002.

Effective January 1, 2003 the regular rate will be paid for time up to 37.5 hours and time and one-half will be paid beyond 37.5 hours.

If during a District declared emergency, other employee groups are excused from performing their responsibilities during working hours, members of the bargaining unit shall also be excused, to the same extent as the original group.

6. Retirement - The District agrees to provide the retirement plan known as 75I, and provision 41(j), subject to applicable State regulations. Retirement of clerical personnel shall be in accordance with Education Law and in conformity with the rules and regulations of the New York State and Local Retirement Systems and the Board of Education.

ARTICLE III

Vacations - Holidays

1. Vacations - Vacations will be granted to the secretarial staff covered under this Agreement at full pay, based at regular salary in accordance with the individual's length of service in the District.

A secretarial staff member will earn vacation days at the following rate:

12-Month Employees

During Year of Employment:	Earn Vacation at the Annual Rate of:
1st year	10 days
2nd year	10 days
3rd year	10 days
4th year	10 days
5th year	15 days
6th year	15 days
7th year	15 days
8th year	15 days
9th year	15 days
10th year and beyond	20 days

10½ Month Employees

During Year of Employment:	Earn Vacation at the Annual Rate of:
1st year	9 days
2nd year	9 days
3rd year	9 days
4th year	9 days
5th year	13 days
6th year	13 days
7th year	13 days
8th year	13 days
9th year	13 days
10th year and beyond	17 days

10 Month Employees

During Year of
Employment:

Earn Vacation at the
Annual Rate of:

1st year	8 days
2nd year	8 days
3rd year	8 days
4th year	8 days
5th year	12 days
6th year	12 days
7th year	12 days
8th year	12 days
9th year	12 days
10th year and beyond	16 days

Employees whose first day of employment is on or after September 1, will be given one day for each month of employment, not exceeding 10 days.

For purposes of determining eligibility for earning an increased number of vacation days, employees who have been employed in a regular position represented by this bargaining unit for half or more of their regular work year as of June 30th, will be credited with one year of service.

Employees terminated for other than disciplinary reasons, shall be paid for their accumulated and accrued vacation time.

2. Holidays - Holidays will be observed by the secretarial staff as follows:

Independence Day	Day after Thanksgiving
Labor Day	Christmas Recess
Religious Observance - *	Lincoln's Birthday **
Memorial Day	Washington's Birthday **
Columbus Day	Good Friday
Veterans' Day	Spring Recess - (Summer Hours: 6-1/2 hrs./day)
Day before Thanksgiving - # (if school is closed)	Thanksgiving Day

* - This day may either be the first day of Rosh Hashanah, Yom Kippur, or the Monday of the Spring school vacation break.

- If school is open on the day before Thanksgiving, and bargaining unit members are required to work, then Holy Thursday shall be a holiday provided school is closed on Holy Thursday. If school is closed both days, then the Day before Thanksgiving shall be observed

as a holiday for all bargaining unit members. If school is open both days, then work shall be required on both days with neither day being considered as a holiday.

** - Both of these holidays will be observed during the Mid-winter Recess.

If any holiday falls on a day when school is in session (except for the day before Thanksgiving), or one of the days listed below falls on a Saturday or Sunday, the staff will be given another day off, which is mutually agreed upon:

Independence Day
Veterans' Day

ARTICLE IV

Sick Leave - Personal Days

1. Sick Leave - For 12 month employees, sick leave will be twelve days per year cumulative to 200 days. Sick leave for 10-month and 10-1/2 month employees will be proportionate. Sick leave may be utilized for the employee's illness or for the illness of a member of the employee's immediate family.

2. Personal Days - Three days leave with pay may be used for personal business when approved in advance by the Superintendent and the reason for the absence is communicated to the Assistant Superintendent for Business. Unused personal days shall be added to accumulated sick days. In the case of emergency, the requirement for advance notification and approval may be waived.

Personal days provided for in this Section may not be taken the day before or the day after vacation periods and/or holidays without the prior written approval of the Superintendent. When an emergency necessitates the taking of a personal day, either the day before or the day after a vacation period or holiday, approval may be given after the day is taken. Members of the unit are not eligible for personal leave until they have completed one continuous year of service. If the time of completion of one continuous year is not at the beginning of the fiscal year, personal days will be prorated for the remainder of that fiscal year.

3. Family - For the 2002 2003 School Year, for absences due to illness or death in the immediate family, unit members shall be allowed annually five additional days leave, without loss of pay, and the unused part of this allowance shall not be accumulated for use in subsequent years. The immediate family shall mean a spouse, child, parent, grandparent, brother or sister, mother-in-law or father-in-law or relative living in the household of the employee. For subsequent years the use of the days for family illness shall be as follows:

2003 -2004 school year – 3 days
2004 -2005 school year – 2 days
2005 -2006 school year – 1 day

4. Court Proceedings - An employee subpoenaed to testify at a court trial, either as a party or a witness in an action shall not lose pay. The foregoing shall not apply to an employee who is a plaintiff in an action against the District.

ARTICLE V

Insurance

1. Health Insurance - The District will continue the present New York State Health Insurance Program for the duration of this contract, provided such program remains available. Employees who select a higher cost New York State Health Insurance Program option (if available and applicable) will pay the extra cost of the option. Employee contributions shall be:

Effective 7/1/02	Individual	11% of total cost per month
	Family	8% of total cost per month

Effective 7/1/03

Individual	12% of total cost per month
Family	10% of total cost per month

If the District determines that a different health plan may be suitable for District needs, the parties shall meet to explore alternatives upon notice by the Superintendent to the Union.

2. Life Insurance - The District shall provide Life insurance as follows:

1. Employees who have completed two (2) years of service as of July 1, shall receive term life insurance in the sum of \$20,000.
2. Employees who have completed less than two (2) years of service as of July 1, but more than one (1) year, shall receive term life insurance in the sum of \$5,000.
3. Employees, during their first year of employment with the District, shall receive term life insurance in the sum of \$2,000.
4. For purposes of calculating length of service toward increased term life insurance, all secretaries on the payroll on December 31 of each school year will be credited with one year of length of service credit for that school year.

3. Dental Insurance - The District shall contribute up to the sum of \$22.00 per month for individual dental plans afforded the secretarial unit. It is understood that the contribution shall only be made for personnel eligible and participating and there shall be no obligation on the part of the District to reimburse unit members in the event of any non-participation. The employees may elect to have their families covered by the plan, but any additional cost for such an option will be paid by the employee.

4. Disability - If a disability plan is selected by the employees of the Clerical group, and if the total cost is to be paid for by the employees, the District will provide the payroll deduction services for such a plan.

In the event any provision of this contract is inconsistent with the provisions of the Americans with Disability Act (ADA), the ADA shall supersede any inconsistent provision.

5. Section 125 Cafeteria Plan - The District shall establish and maintain a Section 125 "cafeteria plan" in accordance with the laws and regulations of the Internal Revenue Service. Available options and procedures for utilization of the plan shall be agreed to by the District and the Unit.

6. Tax Deferred Programs - Unit members shall be allowed to participate in the District's tax sheltered annuity program (IRS Section 403-B) and Deferred Compensation Program (IRS Section 457) as long as such programs are available to other employee groups in the District.

ARTICLE VI

Miscellaneous

1. Conference Attendance - Officers of the Association or its authorized representatives shall be entitled to attend professional conferences or workshops with which the association is affiliated without loss or deduction in time or salary. Conference expenses in the amount of \$200 will be provided for in the budget. The Secretaries Association shall direct all requests for conferences, in writing to the Assistant Superintendent for Business at least two (2) weeks prior to the date of the Conference.

2. Attendance at Association Meetings - Four designated Officers of the Association or their alternates shall be granted up to three (3) days a year to attend meetings on Association business without loss of pay or deduction from personal business days provided for in this Agreement.

3. School Closing Due to Labor Disputes - In the event of any labor dispute or disruption involving any other unit, it is agreed by the parties hereto that members of this unit shall not be prevented from attending to their regular duties at their established rate of remuneration. It is further agreed that members of this unit shall not fail or refuse to attend to their regular duties by reason of any labor dispute or disruption involving any other unit.

4. Personnel Files - Upon request of a unit member, the employee shall be permitted to examine her official employment and personnel file, with the exception of original letters of recommendation and other confidential communications. No material derogatory to an employee's conduct, service, character or personality shall be placed in the Business Office file or the Principal's file unless the employee has had an opportunity to read the material. The employee shall acknowledge she had read such material by affixing her signature on the actual copy to be filed with the understanding that such signature merely signifies that she has read the material to be filed and it does not necessarily indicate agreement with its content. The employee shall have the right to answer any material filed and her answer shall be attached to the file copy.

5. Conformity with Law - In the event any provision of this Contract is deemed to be contrary to law, then such unlawful provision shall be deemed stricken and inoperative without affecting the balance of the Agreement. If the provision deemed illegal involves an item of monetary value to the unit employees, the District and the unit Representative shall negotiate a comparable benefit. If the parties do not agree on a comparable benefit within thirty (30) days, the District shall, at any time thereafter, be entitled to redeem the Union's lost benefit with money to the extent of the benefit loss. The District's right to redeem shall not result in an acceleration of the rate of payment which the District would have made if the original Contract monetary value benefit had not been affected. It is further understood that salaries and benefit increases provided for herein shall be subject to governmental rules, regulations, orders and other applicable law.

6. Legal Counsel - The District agrees to provide legal counsel as may be required under Section 3023-3028 of New York Education Law. Employees' protections herein are contingent upon the employees' compliance with all requirements of the law. This sub-section is not intended to impose additional liabilities or obligations, other than those statutorily defined, upon the District.

7. Labor/Management Committee - A District/Union Committee consisting of two (2) representatives selected by the Union and at least one (1) representative of the District shall meet quarterly, or whenever another time is mutually agreed to by the District and/or the Union.

The purpose of such meeting shall be to discuss any subject of mutual concern, including pay equity matters.

Meetings shall be initiated by written notice by either party at least ten (10) days in advance and scheduled by mutual agreement.

8. No Strike Representation - The Association and its members agree not to strike for the duration of this Agreement or to engage in any form of slowdown or work stoppage. The Association also agrees not to participate or encourage any form of economic sanction against the District.

In addition, the Association shall not prompt or induce any employee of the District to engage directly or indirectly in any strike, slowdown, work stoppage or other form of economic sanction.

9. Scope of Agreement

a. This Agreement is acknowledged by the parties to constitute the full and complete understanding between them and the parties hereto agree that all negotiable items have been considered, whether or not referred to herein, and that during the term of this Agreement, neither party shall be required to negotiate on any matter not included herein.

b. The terms and conditions of employment, compensation and benefits herein relate solely to employees appointed to positions included in Representation Statement in Article I, Section 1.

10. Inclement Weather - When, due to weather conditions, the District does not require the entire teaching staff to report to work, the employees covered hereunder shall be afforded the same consideration extended to teachers. However, it is the responsibility of the employee to accurately determine that the District has suspended teaching for the time period involved.

If inclement weather conditions occur during a school day, the members of the clerical staff shall be dismissed at the same time as the teachers. However, one member of the unit shall cover the switchboard. The District shall determine such individual on a rotation list basis.

ARTICLE VII

Grievances

1. Administration - Employees who are designated or elected for the purpose of adjusting or assisting the administration of this Agreement during its term will be permitted a reasonable amount of time free from their regular duties to fulfill these obligations.

2. Definition - A grievance shall be defined as a complaint by one or more employees of the unit of a violation, misapplication or mis-interpretation of this Agreement. However, it is expressly understood and agreed that a dismissal shall not constitute a grievance or the basis thereof.

3. Procedure

Step 1. Employees aggrieved hereunder may present a grievance in writing to the

immediate supervisor within 30 days of the date where the employee knew or should have known of the event giving rise to the grievance. A reply, in writing, shall be given by the immediate supervisor indicating what action, if any, will be taken with respect to the grievance, such reply being given within five (5) days of the date of presentation of the grievance.

Step 2. If the employee is still dissatisfied with the action taken by the immediate supervisor, said employee shall submit the grievance in writing to the Assistant Superintendent for Business within ten (10) days of the date that the supervisor's reply was given. The Assistant Superintendent shall thereupon submit his reply in writing within ten (10) days of the date of submission of the written grievance to him.

Step 3. If the employee is still dissatisfied with the action taken by the Assistant Superintendent for Business, said employee shall submit the grievance in writing to the Superintendent within ten (10) days of the date that the Assistant Superintendent's reply was given. The Superintendent shall thereupon submit his reply in writing within ten (10) days of the date of submission of the written grievance to him.

Step 4. If an employee is still not satisfied with the decision the full complaint may be appealed by presenting the grievance to the American Arbitration Association within ten (10) days of the decision given in Step 2 for an advisory award. The AAA, which shall conduct arbitration proceedings under the rules of the Voluntary Labor Arbitration Panel, (all costs to be shared equally) shall assign the following arbitrators in rotation:

Howard Edelman
Clara Friedman

ARTICLE VIII

Salaries

1. Effective July 1, 2002 the salaries of unit members shall be those set forth herein and marked Appendix A.

2. Effective July 1, 2003 the salaries of unit members shall be those set forth herein and marked Appendix B.

3. Effective July 1, 2004 the salaries of unit members shall be those set forth herein and marked Appendix C.

4. Effective July 1, 2005 the salaries of unit members shall be those set forth herein and marked Appendix D.

5. Effective 7/1/02, after the completion of 14 years of full time service within the District (5 or more hours per day - 10 or more months per year), persons in a regular position represented by the bargaining unit shall receive \$845. Employees eligible under the foregoing definition who complete 17 years of service shall receive \$1,409.

Effective 7/1/03, the above provided longevity amounts shall be increased by 3.40% and employees eligible under the above mentioned definition who complete 20 years of service shall receive \$1,957.

Effective 7/1/04, the above provided longevity amounts shall be increased by 3.50%.

Effective 7/1/05, the above provided longevity amounts shall be increased by 3.50%.

6. Each employee on the payroll for six months or more as of June 30 of each year shall be entitled to advance one "step" on the salary schedule each of the years covered by this Agreement.

7. Increments provided in the salary schedule shall be paid each year, as follows:

Each employee who is eligible for an increment and whose service has been evaluated as satisfactory or better, shall advance annually to the next higher step in the class on the salary schedule. Increases in step increments and longevity increments may be withheld for less than satisfactory service.

Prior to the withholding of increments, the District will inform the employee and a representative of the Association of the possible impending action. If the employee requests, the District will meet with the employee, and at the employee's option with his or her representative(s), to explain its rationale for the action, and to listen to input from the employee and his/her representatives.

The District may restore the withheld increase in increment at any time the District acknowledges that the employee has shown an adequate level of improvement in on-the-job performance.

8. Retirement Incentive – A retirement incentive shall be offered to members of the bargaining unit subject to the following:

a. Conditions – The retirement incentive shall apply only to those resignations for the purpose of retirement filed with the district during the following periods:

December 1, 2002, January 15, 2003 for retirements effective June 30, 2003

and

November 1, 2004 –January 15, 2005 for retirements effective no earlier than December 31, 2004 and no later than June 30, 2005 and with that at least 60 days notice must be provided to the school district.

b. Eligibility

1. Age 55 or greater by the effective date of retirement
2. Ten (10) years of credited service with the NYSERS
3. Ten (10) years of credited full-time service in Locust Valley CSD

c. Incentive amounts – The incentive will be 2% of the final contract salary earned in the previous 12 months of service, not including paid overtime or extra services provided to the district, multiplied by the number of years of service in Locust Valley CSD. The incentive shall be subject to a maximum payment of \$12,000.

Employees whose service includes less than full time employment shall receive one-half (1/2) year of service for each year they worked in a position for four (4) or more hours per day. Per diem and substitute service shall not qualify for the retirement incentive.

Payment shall be made to the individual by July 15th following the date of retirement

Appendix A
2002-2003 Salary Schedule

12 Month

	<u>Class 1</u>	<u>Class 2</u>	<u>Class 3</u>	<u>Class 4</u>
1	\$26,245	\$28,306	\$30,022	\$32,164
2	\$27,334	\$29,425	\$31,187	\$33,325
3	\$28,716	\$30,864	\$32,705	\$34,856
4	\$29,635	\$31,784	\$33,628	\$35,777
5	\$30,556	\$33,014	\$34,856	\$37,007
6	\$31,784	\$33,935	\$36,082	\$38,234
7	\$33,320	\$35,471	\$37,619	\$39,769
8	\$34,856	\$37,007	\$39,464	\$41,612
9	\$36,392	\$38,541	\$40,997	\$43,147
10	\$37,772	\$39,914	\$42,359	\$44,806
11	\$38,601	\$40,703	\$43,407	\$45,210
12	\$39,371	\$41,517	\$44,276	\$47,011
13	\$40,160	\$42,347	\$45,160	\$47,952
14	\$40,963	\$43,195	\$46,063	\$48,909
15	\$41,322	\$43,554	\$46,422	\$49,268
16	\$41,670	\$43,902	\$46,770	\$49,616
17	\$42,053	\$44,285	\$47,153	\$49,999
18	\$42,425	\$44,657	\$47,526	\$50,371
19	\$43,050	\$45,282	\$48,151	\$50,996

10 Month

	<u>Class 1</u>	<u>Class 2</u>	<u>Class 3</u>	<u>Class 4</u>
1	\$21,871	\$23,587	\$25,018	\$26,803
2	\$22,779	\$24,521	\$25,989	\$27,771
3	\$23,930	\$25,720	\$27,253	\$29,046
4	\$24,697	\$26,487	\$28,024	\$29,814
5	\$25,464	\$27,512	\$29,046	\$30,839
6	\$26,487	\$28,279	\$30,068	\$31,861
7	\$27,766	\$29,559	\$31,349	\$33,141
8	\$29,046	\$30,839	\$32,886	\$34,676
9	\$30,327	\$32,119	\$34,164	\$35,956
10	\$31,477	\$33,263	\$35,299	\$37,338
11	\$32,167	\$33,919	\$36,172	\$37,676
12	\$32,809	\$34,597	\$36,896	\$39,176
13	\$33,467	\$35,290	\$37,634	\$39,959
14	\$34,136	\$35,995	\$38,386	\$40,758
15	\$34,435	\$36,295	\$38,685	\$41,056
16	\$34,725	\$36,585	\$38,975	\$41,347
17	\$35,045	\$36,905	\$39,295	\$41,667
18	\$35,355	\$37,215	\$39,606	\$41,977
19	\$35,980	\$37,840	\$40,231	\$42,602

10.5 Month

	<u>Class 1</u>	<u>Class 2</u>	<u>Class 3</u>	<u>Class 4</u>
1	\$22,964	\$24,767	\$26,269	\$28,143
2	\$23,917	\$25,747	\$27,289	\$29,160
3	\$25,126	\$27,006	\$28,616	\$30,499
4	\$25,931	\$27,811	\$29,425	\$31,305
5	\$26,737	\$28,887	\$30,499	\$32,381
6	\$27,811	\$29,692	\$31,572	\$33,454
7	\$29,154	\$31,037	\$32,917	\$34,798
8	\$30,499	\$32,381	\$34,531	\$36,410
9	\$31,844	\$33,725	\$35,872	\$37,753
10	\$33,050	\$34,926	\$37,064	\$39,205
11	\$33,776	\$35,615	\$37,981	\$39,559
12	\$34,450	\$36,327	\$38,741	\$41,135
13	\$35,140	\$37,055	\$39,516	\$41,958
14	\$35,843	\$37,795	\$40,305	\$42,797
15	\$36,157	\$38,110	\$40,620	\$43,109
16	\$36,461	\$38,415	\$40,924	\$43,414
17	\$36,796	\$38,750	\$41,258	\$43,749
18	\$37,121	\$39,075	\$41,584	\$44,075
19	\$37,746	\$39,700	\$42,209	\$44,700

POSITION TITLE/CLASS TABLE

CLASS	TITLE
I	CLERK TYPIST CLERK SWITCHBOARD OPERATOR
II	ACCOUNT CLERK SENIOR LIBRARY CLERK SENIOR TYPIST CLERK STENOGRAPHER
III	PRINCIPAL TYPIST CLERK SENIOR ACCOUNT CLERK SENIOR STENOGRAPHER ✓
IV	STENOGRAPHIC SECRETARY PRINCIPAL ACCOUNT CLERK

Appendix B
2003-2004 Salary Schedule

12 Month

	<u>Class 1</u>	<u>Class 2</u>	<u>Class 3</u>	<u>Class 4</u>
1	\$28,264	\$30,426	\$32,247	\$34,458
2	\$29,693	\$31,914	\$33,817	\$36,041
3	\$30,643	\$32,865	\$34,772	\$36,994
4	\$31,594	\$34,137	\$36,041	\$38,266
5	\$32,865	\$35,088	\$37,309	\$39,534
6	\$34,452	\$36,677	\$38,898	\$41,121
7	\$36,041	\$38,266	\$40,806	\$43,027
8	\$37,630	\$39,852	\$42,391	\$44,614
9	\$39,056	\$41,271	\$43,799	\$46,330
10	\$39,913	\$42,087	\$44,883	\$46,747
11	\$40,710	\$42,928	\$45,781	\$48,609
12	\$41,526	\$43,787	\$46,696	\$49,583
13	\$42,356	\$44,663	\$47,629	\$50,572
14	\$42,727	\$45,035	\$48,000	\$50,943
15	\$43,087	\$45,395	\$48,360	\$51,303
16	\$43,483	\$45,791	\$48,756	\$51,699
17	\$43,868	\$46,176	\$49,141	\$52,084
18	\$44,514	\$46,822	\$49,788	\$52,730
19	\$45,139	\$47,447	\$50,413	\$53,355

10 Month

	<u>Class 1</u>	<u>Class 2</u>	<u>Class 3</u>	<u>Class 4</u>
1	\$23,553	\$25,355	\$26,873	\$28,715
2	\$24,743	\$26,595	\$28,180	\$30,033
3	\$25,536	\$27,388	\$28,976	\$30,828
4	\$26,329	\$28,447	\$30,033	\$31,887
5	\$27,388	\$29,240	\$31,090	\$32,944
6	\$28,710	\$30,564	\$32,415	\$34,268
7	\$30,033	\$31,887	\$34,004	\$35,855
8	\$31,358	\$33,211	\$35,326	\$37,178
9	\$32,547	\$34,394	\$36,499	\$38,608
10	\$33,261	\$35,073	\$37,402	\$38,957
11	\$33,925	\$35,773	\$38,150	\$40,508
12	\$34,605	\$36,490	\$38,913	\$41,318
13	\$35,297	\$37,219	\$39,691	\$42,143
14	\$35,605	\$37,529	\$40,001	\$42,452
15	\$35,905	\$37,829	\$40,300	\$42,753
16	\$36,236	\$38,160	\$40,631	\$43,083
17	\$36,557	\$38,481	\$40,952	\$43,405
18	\$37,204	\$39,127	\$41,599	\$44,051
19	\$37,829	\$39,752	\$42,224	\$44,676

10.5 Month

	<u>Class 1</u>	<u>Class 2</u>	<u>Class 3</u>	<u>Class 4</u>
1	\$24,730	\$26,622	\$28,217	\$30,151
2	\$25,980	\$27,924	\$29,589	\$31,536
3	\$26,813	\$28,757	\$30,426	\$32,370
4	\$27,646	\$29,869	\$31,536	\$33,482
5	\$28,757	\$30,702	\$32,645	\$34,592
6	\$30,145	\$32,092	\$34,036	\$35,981
7	\$31,536	\$33,482	\$35,705	\$37,648
8	\$32,926	\$34,871	\$37,092	\$39,037
9	\$34,174	\$36,113	\$38,324	\$40,538
10	\$34,924	\$36,826	\$39,272	\$40,904
11	\$35,621	\$37,562	\$40,058	\$42,533
12	\$36,335	\$38,315	\$40,860	\$43,384
13	\$37,062	\$39,080	\$41,676	\$44,252
14	\$37,386	\$39,405	\$42,001	\$44,574
15	\$37,700	\$39,721	\$42,315	\$44,890
16	\$38,047	\$40,067	\$42,661	\$45,236
17	\$38,383	\$40,404	\$42,998	\$45,573
18	\$39,029	\$41,050	\$43,644	\$46,219
19	\$39,654	\$41,675	\$44,269	\$46,844

Appendix C
2004-2005 Salary Schedule

12 Month

	<u>Class 1</u>	<u>Class 2</u>	<u>Class 3</u>	<u>Class 4</u>
1	\$29,253	\$31,491	\$33,376	\$35,664
2	\$30,732	\$33,031	\$35,000	\$37,302
3	\$31,715	\$34,015	\$35,989	\$38,288
4	\$32,700	\$35,332	\$37,302	\$39,605
5	\$34,015	\$36,316	\$38,615	\$40,917
6	\$35,658	\$37,961	\$40,259	\$42,560
7	\$37,302	\$39,605	\$42,234	\$44,532
8	\$38,947	\$41,247	\$43,874	\$46,175
9	\$40,423	\$42,716	\$45,332	\$47,951
10	\$41,310	\$43,560	\$46,454	\$48,383
11	\$42,134	\$44,431	\$47,384	\$50,311
12	\$42,979	\$45,320	\$48,330	\$51,318
13	\$43,838	\$46,226	\$49,296	\$52,342
14	\$44,222	\$46,611	\$49,680	\$52,726
15	\$44,595	\$46,984	\$50,052	\$53,099
16	\$45,005	\$47,394	\$50,462	\$53,509
17	\$45,403	\$47,792	\$50,861	\$53,907
18	\$46,072	\$48,461	\$51,530	\$54,576
19	\$46,719	\$49,108	\$52,177	\$55,223

10 Month

	<u>Class 1</u>	<u>Class 2</u>	<u>Class 3</u>	<u>Class 4</u>
1	\$24,377	\$26,243	\$27,814	\$29,720
2	\$25,609	\$27,525	\$29,166	\$31,085
3	\$26,430	\$28,346	\$29,991	\$31,907
4	\$27,251	\$29,443	\$31,085	\$33,003
5	\$28,346	\$30,264	\$32,179	\$34,097
6	\$29,715	\$31,633	\$33,550	\$35,467
7	\$31,085	\$33,003	\$35,194	\$37,110
8	\$32,456	\$34,373	\$36,562	\$38,480
9	\$33,686	\$35,597	\$37,777	\$39,959
10	\$34,425	\$36,300	\$38,711	\$40,320
11	\$35,112	\$37,026	\$39,486	\$41,926
12	\$35,816	\$37,767	\$40,275	\$42,764
13	\$36,533	\$38,522	\$41,080	\$43,618
14	\$36,852	\$38,842	\$41,401	\$43,938
15	\$37,162	\$39,153	\$41,711	\$44,249
16	\$37,505	\$39,495	\$42,053	\$44,591
17	\$37,837	\$39,827	\$42,386	\$44,924
18	\$38,506	\$40,496	\$43,055	\$45,593
19	\$39,006	\$40,996	\$43,555	\$46,093

10.5 Month

	<u>Class 1</u>	<u>Class 2</u>	<u>Class 3</u>	<u>Class 4</u>
1	\$25,596	\$27,554	\$29,204	\$31,206
2	\$26,890	\$28,901	\$30,625	\$32,639
3	\$27,751	\$29,763	\$31,491	\$33,502
4	\$28,613	\$30,914	\$32,639	\$34,654
5	\$29,763	\$31,776	\$33,788	\$35,802
6	\$31,200	\$33,216	\$35,227	\$37,240
7	\$32,639	\$34,654	\$36,955	\$38,965
8	\$34,079	\$36,092	\$38,390	\$40,403
9	\$35,370	\$37,377	\$39,666	\$41,957
10	\$36,146	\$38,115	\$40,647	\$42,336
11	\$36,868	\$38,877	\$41,460	\$44,022
12	\$37,607	\$39,656	\$42,290	\$44,903
13	\$38,359	\$40,448	\$43,134	\$45,800
14	\$38,695	\$40,785	\$43,471	\$46,134
15	\$39,020	\$41,111	\$43,796	\$46,461
16	\$39,378	\$41,470	\$44,154	\$46,820
17	\$39,726	\$41,818	\$44,503	\$47,168
18	\$40,395	\$42,487	\$45,172	\$47,837
19	\$40,895	\$42,987	\$45,672	\$48,337

Appendix D
2005-2006 Salary Schedule

12 Month

	<u>Class 1</u>	<u>Class 2</u>	<u>Class 3</u>	<u>Class 4</u>
1	\$30,277	\$32,593	\$34,544	\$36,913
2	\$31,807	\$34,187	\$36,225	\$38,608
3	\$32,825	\$35,206	\$37,248	\$39,629
4	\$33,845	\$36,568	\$38,608	\$40,991
5	\$35,206	\$37,588	\$39,967	\$42,350
6	\$36,906	\$39,289	\$41,668	\$44,050
7	\$38,608	\$40,991	\$43,712	\$46,091
8	\$40,310	\$42,690	\$45,410	\$47,792
9	\$41,838	\$44,211	\$46,919	\$49,630
10	\$42,756	\$45,085	\$48,079	\$50,077
11	\$43,609	\$45,986	\$49,042	\$52,072
12	\$44,483	\$46,906	\$50,022	\$53,114
13	\$45,373	\$47,844	\$51,022	\$54,174
14	\$45,770	\$48,243	\$51,419	\$54,572
15	\$46,155	\$48,628	\$51,804	\$54,957
16	\$46,580	\$49,053	\$52,229	\$55,382
17	\$46,992	\$49,465	\$52,642	\$55,794
18	\$47,684	\$50,157	\$53,334	\$56,486
19	\$48,354	\$50,826	\$54,003	\$57,156

10 Month

	<u>Class 1</u>	<u>Class 2</u>	<u>Class 3</u>	<u>Class 4</u>
1	\$25,231	\$27,161	\$28,787	\$30,760
2	\$26,506	\$28,489	\$30,187	\$32,173
3	\$27,355	\$29,338	\$31,040	\$33,023
4	\$28,205	\$30,473	\$32,173	\$34,158
5	\$29,338	\$31,323	\$33,305	\$35,291
6	\$30,755	\$32,741	\$34,724	\$36,708
7	\$32,173	\$34,158	\$36,426	\$38,409
8	\$33,592	\$35,576	\$37,842	\$39,827
9	\$34,865	\$36,843	\$39,099	\$41,357
10	\$35,630	\$37,571	\$40,066	\$41,731
11	\$36,341	\$38,321	\$40,868	\$43,393
12	\$37,070	\$39,089	\$41,685	\$44,261
13	\$37,811	\$39,870	\$42,518	\$45,145
14	\$38,141	\$40,202	\$42,850	\$45,475
15	\$38,463	\$40,523	\$43,171	\$45,798
16	\$38,817	\$40,878	\$43,525	\$46,152
17	\$39,161	\$41,221	\$43,869	\$46,496
18	\$39,853	\$41,914	\$44,562	\$47,188
19	\$40,371	\$42,431	\$45,079	\$47,706

10.5 Month

	<u>Class 1</u>	<u>Class 2</u>	<u>Class 3</u>	<u>Class 4</u>
1	\$26,491	\$28,518	\$30,227	\$32,298
2	\$27,831	\$29,913	\$31,697	\$33,782
3	\$28,723	\$30,805	\$32,593	\$34,675
4	\$29,615	\$31,996	\$33,782	\$35,866
5	\$30,805	\$32,888	\$34,971	\$37,055
6	\$32,292	\$34,378	\$36,460	\$38,544
7	\$33,782	\$35,866	\$38,248	\$40,329
8	\$35,271	\$37,355	\$39,734	\$41,817
9	\$36,608	\$38,685	\$41,054	\$43,425
10	\$37,411	\$39,449	\$42,069	\$43,817
11	\$38,158	\$40,238	\$42,911	\$45,563
12	\$38,923	\$41,044	\$43,770	\$46,474
13	\$39,702	\$41,864	\$44,644	\$47,403
14	\$40,049	\$42,212	\$44,992	\$47,749
15	\$40,386	\$42,550	\$45,329	\$48,087
16	\$40,757	\$42,921	\$45,699	\$48,458
17	\$41,116	\$43,282	\$46,060	\$48,819
18	\$41,809	\$43,974	\$46,753	\$49,511
19	\$42,326	\$44,491	\$47,270	\$50,029

ARTICLE IX

Duration

This agreement shall be effective from and retroactive to July 1, 2002 through June 30, 2006. No grievance under this Agreement may be grieved or processed which arose prior to the signing and ratification of this agreement.

Signatures indicate approval by the Board of Education and ratification by the Clerical Employees.

FOR THE SECRETARIAL CHAPTER OF THE LOCUST VALLEY SCHOOL EMPLOYEES ASSOCIATION:

Signed: Ann Stewart

Title: President

Date: 1-15-03

FOR LOCUST VALLEY CENTRAL SCHOOL DISTRICT:

Signed: Anthony L. Linge

Title: Superintendent of Schools

Date: 1/15/03