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Union: **Sag Harbor Secretarial Association of the Teachers Association of Sag Harbor**

Local:

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wc/8021

10

# AGREEMENT

between the

**SAG HARBOR UNION FREE SCHOOL DISTRICT**

and the

**SAG HARBOR SECRETARIAL ASSOCIATION  
OF THE TEACHERS ASSOCIATION OF SAG HARBOR**

**July 1, 2004 to June 30, 2008**

**RECEIVED**

NOV 22 2006

NYS PUBLIC EMPLOYMENT  
RELATIONS BOARD

10

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## AGREEMENT

### PREAMBLE

This Agreement is made and entered into on the 21th day of June, 2005. The agreement is the result of collective bargaining between the Chief School Officer, or his designee, of the Sag Harbor Union Free School District, of the Towns of East Hampton and Southampton, Suffolk County, New York, hereinafter referred to as the "District", and the Secretarial Association of the Teachers' Association of Sag Harbor, hereinafter referred to as the "Secretarial Association". These negotiations have been conducted under the requirements and directions of Chapter 392 of the Public Employees Fair Employment Act of 1967 (commonly referred to as the Taylor Law).

### ARTICLE I - DEFINITIONS AND RECOGNITION

- A. Definitions - Definitions as used in this Agreement:
1. The term "Chief School Officer" of the District will mean the Superintendent of Schools.
  2. The term "Superintendent of Schools" will mean the Chief School Officer of the District as defined in New York State Education and general construction laws.
  3. The term "District" will mean the Sag Harbor Union Free School District, Towns of East Hampton and Southampton, Suffolk County, New York.
  4. The term "Secretarial Association" will mean the Secretarial Association of the Teachers' Association of Sag Harbor.
  5. The term "Board" will mean the Board of Education of the Sag Harbor Union Free School District.
  6. The term "Board Policy" refers to the existing and future written policies of the Board which shall serve as a guide to discretionary action by the Superintendent of Schools in her administration of the schools, contained and numbered in the Board Policy manual, copies of which are available to the staff and the general public.

7. The term "Building Principal" will mean the principal assigned to and responsible for each school within the District.
  8. The terms "Clerk Typist", "Office Applications Specialist" and/or "Secretary" will refer to Civil Service designees assigned as clerk typists, office applications specialists and/or secretaries and represented exclusively by the Secretarial Association.
- B. Recognition - The Board having determined that the Secretarial Association is supported by a majority of the clerk typists, office applications specialists and/or secretaries as defined in paragraph A-8 above in a negotiation unit, hereby recognizes the Secretarial Association as the exclusive employee organization and bargaining agent for the clerk typists, office applications specialists and/or secretaries in the maximum period permitted pursuant to the provisions of Section 208 (C) of the Public Employees Fair Employment Act.

## ARTICLE II - GENERAL

- A. The effective date of this Agreement is July 1, 2004 and shall remain in effect until June 30, 2008.
- B. This Agreement is the only written agreement between the parties for the period of time set forth above and supersedes all other agreements previously entered into.
- C. The parties agree that each has exercised its right to bargain for any provision it wishes to have included in this contract, that if either has made a proposal not included therein, such proposal has been withdrawn in consideration of the making of this contract and that this contract constitutes a complete agreement as to all matters upon which the parties have or might have bargained.
- D. No change, revision, alteration, or modification of this Agreement in whole or in part shall be valid unless the same is ratified by both the Board and the Secretarial Association endorsed in writing.
- E. This Agreement constitutes Board Policy for the term of the Agreement, and the Board and the Secretarial

Association will carry out the commitments contained herein and give them full force and effect.

- F. Whenever this Agreement is inconsistent with any previously adopted Board Policy, instruction or handbook, such policy, instruction or handbook shall be deemed superseded insofar as may be necessary by this Agreement. Any other existing Board Policies, instructions or handbooks are not to be deemed repealed, superseded, or rescinded by reason of this Agreement.
- G. The Board and the Secretarial Association recognize that the Board has certain powers, discretion and duties that under the Constitution and laws of the State of New York may not be delegated, limited or abrogated by agreement with any party. Accordingly, if any provision of this Agreement or any application of this Agreement shall be found contrary to law, such provision or application shall be effective only to the extent permitted by law, but all other provisions or applications of this Agreement shall continue in full force and effect.
- H. IT IS AGREED BY AND BETWEEN THE PARTIES THAT ANY PROVISION OF THIS AGREEMENT REQUIRING LEGISLATIVE ACTION TO PERMIT ITS IMPLEMENTATION BY AMENDMENT OF LAW OR BY PROVIDING THE ADDITIONAL FUNDS THEREFOR, SHALL NOT BECOME EFFECTIVE UNTIL THE APPROPRIATE LEGISLATIVE BODY HAS GIVEN APPROVAL.
- I. The parties agree to commence negotiations for a successor agreement to this Agreement no later than February 1, 2008. It is mutually agreed, however, that either party may initiate negotiations for a successor agreement prior to February 1, 2008, or after that date, provided ten (10) days notice is given in writing to the other party and there is mutual agreement.

### ARTICLE III - CONDITIONS OF EMPLOYMENT

- A. Probationary Period - A probationary period of three (3) months is required prior to being on a regular salary contract and full benefits subject to Board approval. In computing the three (3) month period, days during the summer vacation period shall be counted as one-half (1/2) days.
- B. Work Year - All unit members shall work the schedule as set forth in subdivisions 1,2 and 3 herein:

1. Employees covered by this contract during the time that school is in session, shall work forty (40) hours, five (5) days per week and eight (8) hours per day, inclusive of one (1) hour for lunch.
2. Employees covered by this contract shall be excused from work at any time during the school year that the teaching staff is off (all school vacations and holidays) except for the summer months of July and August.

To cover the two school offices during vacation periods, at administrative request, up to four (4) days per year for each secretary may be required to support building administrators. This will be done on a prearranged basis (at least thirty (30) days notice) and the work will be paid beyond the normal salary, but at the regular rate of pay for the secretaries involved.

3. Employees covered by this contract shall work on a flexible, abbreviated work schedule of either 8:00 a.m. to 1:00 p.m. or 10:00 a.m. to 3:00 p.m. with no time for lunch from the first (1st) day of July through August 15. It shall be left to the employees to determine which shift is worked by each employee each day, so long as, when there are two (2) or more employees working in a building, at least one (1) employee covers each shift. Employees may be assigned to change buildings for coverage while others are on vacation or are otherwise absent. Beginning August 16, the clerk typists, office applications specialists and/or secretaries shall return to the normal work schedule of 8:00 a.m. to 4:00 p.m., inclusive of one (1) hour for lunch.

C. Vacation Time - Employees covered by this contract shall be entitled to paid vacation time as follows:

1. After one (1) full year of employment with the District, the employee is eligible for two (2) weeks vacation. Clerical personnel may not take vacation when school is in session unless express permission is granted by the Superintendent of Schools.
2. If a member elects to take vacation during the period when the summer schedule is in effect (8:00



a.m. to 1:00 p.m. or 10:00 a.m. to 3:00 p.m.), the member will be granted an additional day for each five (5) days used.

3. No more than fifty per cent (50%) of the employees of the Secretarial Association shall be on vacation at the same time.

- D. Overtime - Employees covered by this contract shall be paid at straight time for up to forty (40) hours per week. Time and one-half of regular salary shall be paid for any work in excess of forty (40) hours in a given week, and for holidays, Saturdays, Sundays and/or vacation time, except for those vacation days worked in accordance with Article III(B) (2), second paragraph.

Employees may elect to receive compensatory time in lieu of pay for overtime worked. Compensatory time of one and one-half hour for each hour worked (pro-rated as necessary) shall be accumulated for any hours which, pursuant to this paragraph would otherwise be paid at time and one-half. Compensatory time shall be utilized by the last day of the month following the month in which it was earned. Prior approval for the use of compensatory time must be obtained from the employee's immediate supervisor and the Superintendent of Schools, which approval shall not be unreasonably withheld. Compensatory time not utilized by the date required, will be paid to the employee as overtime in the pay period subsequent to the deadline at the rate of pay in effect when it was earned.

- E. Sick Leave - Members of the Secretarial Association shall be entitled to sick leave as follows: They shall be entitled to twelve (12) sick days per year, which may be accumulated from the time of employment at the rate of twelve (12) unused sick days per year, to a maximum of one hundred eighty (180) days. Each sick day utilized during summer hours as reflected in paragraph (B) (3) above shall, for full-time employees, result in a reduction of three-quarters (3/4) of one (1) sick day.

- F. Personal Leave - Members of the Secretarial Association upon notification to the Superintendent of Schools, and/or Building Principal, will be granted three (3) personal days per year, with pay. The Superintendent may require specific reasons for personal leave usage when he/she has reasonable grounds to believe that the leave is being abused. The exercise of this discretion

shall be neither arbitrary nor capricious. Personal leave days will not be granted for the days immediately before and/or after school holidays, unless approved in advance by the Superintendent of Schools.

G. Death in Family -

1. Up to five (5) days of leave will be given with pay for the purpose of attending a death in the immediate family. Immediate family shall include spouse, children, sister, brother, mother, father, guardian, grandparents, mother-in-law, father-in-law.
2. One (1) day leave will be given with pay for death involving brother-in-law, sister-in-law, niece, aunt, uncle, nephew, grandparents-in-law, with additional days possible upon request to the Superintendent of Schools and/or Building Principal.

H. Unpaid Leave of Absence

1. A leave of absence of up to one (1) year without pay shall be granted clerical employees who have at least five (5) years seniority in the District. Such leave will be given for these reasons only:
  - (a) If the employee's accrued sick leave has been exhausted and there is medical verification the employee requires recuperation due to prolonged illness.
  - (b) If the employee can validate to the Superintendent of Schools his/her prolonged absence is required to render care to family members.
  - (c) The granting of any other unpaid leave of absence not specifically provided for herein will be at the discretion of the Board of Education upon proper application to the Superintendent of Schools.
2. Applications for unpaid leave must be submitted no later than ninety (90) days prior to the year the leave will begin except in an emergency situation.
3. The District will not be responsible for fringe benefit payments for employees on this type of

leave. Time on leave will not count for seniority. Upon return to actual service the employee shall be placed on the salary step that he/she was on prior to the leave. The employee shall remain on that step until a full year is completed. She/he shall then move to the next step on a pro-rated basis for the remainder of that year, moving on to the next step at the beginning of the following year.

4. A maximum of one (1) member of the clerical staff shall be granted an unpaid leave during a given twelve (12) month period.

I. Holidays -

1. When a Holiday falls on a Saturday or Sunday it will be observed on the preceding Friday or the following Monday.
2. Should a holiday fall during an employee's vacation period this day off shall be credited as a paid holiday separate from the vacation period.

- J. Attendance & Accrued Leave Statement - Each employee shall receive a statement of accrued unused sick leave on or before June 30th of each year.

ARTICLE IV - GRIEVANCE

A. Definition -

1. A "grievance" is a claim which alleges the violation of the terms and conditions of this employment agreement.
2. The "grievant" may be an individual unit member making a claim, a group of unit members making a claim or the Secretarial Association making a claim.

B. Procedure -

1. Step I - In the event of an alleged violation of the terms and conditions of this Agreement, the grievant shall, within fifteen(15) business days of the alleged violation, submit a statement in writing to the Building Principal setting forth the nature of the grievance, the appropriate date,

occurrence and the provisions of the employment agreement alleged to have been violated, together with any other written statements or documentation supportive of grievant's position. Within three (3) business days after the submission of the grievance, there shall be an informal conference between the grievant and the Building Principal. The purpose of this conference shall be to attempt to arrive at a mutually agreeable resolution of the grievance. In the event the grievance is not resolved during this informal conference, the Building Principal shall render a determination in writing within five (5) business days subsequent to the informal conference.

2. Step II - In the event that the grievant is not satisfied with the disposition of the grievance at Step I, or in the event that no determination has been rendered within the specified time period after the submission of the grievance, the secretary may submit such grievance to the Superintendent of Schools within five (5) business days subsequent to the determination at Step I or ten (10) business days subsequent to the submission of the grievance, whichever is sooner. Within three (3) business days of the receipt of the grievance by the Superintendent at Step II, the Superintendent of Schools shall hold an informal conference with the grievant. The purpose of this informal conference shall be to attempt to arrive at a mutually agreeable disposition of the grievance. In the event the grievance is not resolved at such informal conference, the Superintendent of Schools shall render a determination in writing within five (5) business days subsequent to the informal conference.

- C. The grievant, as well as the Building Principal, the Superintendent of Schools, and Board of Education may elect to be represented at any stage of the grievance procedure.
- D. Should the grievance be resolved at any stage by mutual agreement of the parties, such agreement shall be reduced to writing and signed by the grievant, the Superintendent of Schools and the Association President.

ARTICLE V - CHILD CARE LEAVE:

Members of the Secretarial Association shall be entitled to a child care leave without pay as follows:

- A. Requests for such leave shall be submitted to the Board in writing ninety (90) days prior to the commencement of such leave.
- B. Length of leave to be a maximum of one (1) year from the last day of employment.
- C. It is the understanding of the Board and the Secretarial Association that during the aforesaid child care leave, the employee in question at the end of such leave shall return to the same position she held when the leave began to that step which she was on prior to the leave. See ARTICLE III, H. 3.

ARTICLE VI - TRANSFERS:

In the event it becomes necessary to transfer an employee covered by this contract, the following procedures will apply:

- A. A notice of the proposed change, including description of the position, shall be properly posted.
- B. The notice shall include a request for those wishing to transfer on a voluntary basis.
- C. The Board shall honor voluntary transfers before considering an involuntary transfer.
- D. In the event of an involuntary transfer, the person assigned shall not be reduced in salary and seniority, nor shall that person suffer loss of any rights or privileges previously held.
- E. Qualifications for new (or open) positions shall be determined by Civil Service designation. Those meeting Civil Service qualifications shall be given priority consideration.

ARTICLE VII - RETIREMENT:

- A. Benefits/Payment of Premium - The Board will provide pension benefits under the New York State Employees' Retirement System non-contributory retirement Section

75E beginning with the payroll period of June 26, 1978 to all members of the Secretarial Association.

- B. Termination of Services Award - The Termination of Services Award provides a single payment upon termination of services in the Sag Harbor School District to secretarial personnel who meet all of the following eligibility qualifications:
1. The employee must have completed or will complete at least fifteen (15) years of service in the District.
  2. The employee must have attained his/her 55th birthday prior to becoming eligible.
  3. The employee must submit a request for the Termination of Services Award at least ninety (90) days prior to his/her actual severance of employment in the District.

The rate of the Termination of Services Award shall be determined on the daily rate of pay in existence for said employee during the termination year. The total amount shall be computed at this daily rate figure with one (1) day's compensation for each two (2) days of accumulated sick leave.

ARTICLE VIII - SALARY:

- A. Salaries for the 2004-05 through 2007-08 school years shall be as reflected on Appendix A and Appendix B.
- B. New clerical employees will be placed on the first (1<sup>st</sup>) step of the attached salary schedule. New clerical employees whose date of hire is prior to January 1st will advance one step on the following July 1st. New clerical employees whose date of hire is after January 1st will advance one step on July 1st of the calendar year which follows the year in which they were hired.
- C. In the event this Agreement expires on June 30, 2008 and the parties have not yet agreed upon a successor Agreement, the District agrees to move all eligible employees one step on the salary schedule effective July 1, 2008. This shall be effective for the 2008 - 2009 school year. If the District chooses not to pay step increment subsequent to those due July 1, 2008 while a successor agreement is being negotiated, the

fact that the District paid the increments in the 2008 - 2009 school year shall not be used as evidence against the District in any litigation involving whether increments must be paid following the expiration of a collective bargaining agreement. In such subsequent years, the parties shall each retain the right to assert the claims that they currently are making concerning this issue. Specifically, the District asserts that the current language and/or practice and/or laws does not obligate it to continue incremental step movement beyond the expiration of the collective bargaining agreement. The Association asserts that under the law and/or the collective bargaining agreement and/or the practice of the parties, secretaries are entitled to continued incremental step movement beyond the expiration of the collective bargaining agreement. The parties would have the right to assert these positions without references to the fact that increments were paid for 2008 - 2009.

ARTICLE IX - RECEIVING CLERK:

A member of the Secretarial Association assigned as receiving clerk for either of the school buildings or both school buildings who finds it necessary to work beyond the scheduled hours to complete his/her work, shall be paid at an overtime rate of time and one-half provided that such overtime is approved by the Building Principal or his/her designee. If the working hours exceed five (5) hours, the receiving clerk will take a thirty (30) minute lunch break as required by law.

ARTICLE X - INSURANCE:

- A. Hospital and Medical Insurance - The District will provide the following hospital and medical insurance benefits for all employees covered by this Agreement who qualify in accordance with procedures and regulations of the New York State Government Employees Health Insurance Program and Civil Service Laws and Regulations:
- Empire Plan Plus Enhancements - The District will provide either the individual or family coverage according to the employee's eligibility. The District shall assume payment of the premium cost for this plan as outlined under ARTICLE X. C.

B. Dental Insurance - The District will assume 100% payment of the premium cost of the Dental Insurance Plan for the members of this bargaining unit.

C. Contribution for Health Insurance -  
The district shall contribute for each full-time employee 85% of the premium cost for health insurance described in Section A herein.

The District shall make available to all employees an IRS 125 plan for the payment of insurance premiums and all other purposes permitted under these regulations.

D. Retirees -

1. The District will provide coverage as provided under the Empire Plan Plus Enhancements in either the individual or family plans according to the retired employee's eligibility provided said employee qualifies for retirement from this District under the provisions of the New York State Employees' Retirement System and the regulations of the New York State Government Employees Health Insurance Program and other applicable Civil Service Laws and Regulations.
2. For employees hired prior to July 1, 2000, upon retirement, the District will pay 100% of the premium costs of the Empire Plan Plus Enhancements. For employees hired on or after July 1, 2000, upon retirement, the District shall pay 85% of the premium costs of the Empire Plan Plus Enhancements.
3. If the retired office applications specialist, secretary and/or clerk typist takes family coverage option under the existing medical plan, his/her dependents will be covered provided they meet the "Dependent Eligibility Requirements" as defined in the New York State Government Employees' Health Insurance Program.
4. In order to qualify for this benefit from the Sag Harbor School District for whatever acceptable insurance plan benefits are described in the above terms of this contract, in which said benefit will extend to retirement years, the employee must terminate employment within five (5) years of the date on which they are entitled to receive a retirement allowance without penalty or reduction



and meet the requirements of the New York State Government Employees' Health Insurance Program and have been employed in the District for at least ten (10) continuous years.

E. Spousal Exclusion & Alternate Enhancement -

An employee whose spouse is employed by the District, or whose spouse is otherwise covered by the Empire Family Plan, or a plan providing a benefit structure equal or superior to the Empire Plan, shall not be entitled to family coverage provided by the District unless the maintenance of such plan is required to comply with a court order or judgment. With respect to those employees whose spouses are employed by the District, the employee will have the option of determining which spouse shall be covered by the District's family plan. Nevertheless, an employee who, thereafter, becomes no longer covered by his/her spouse's said coverage shall be entitled to reinstatement contingent upon the policies of the insurer at the cost to the District, to the coverage of the District's family plan, if the employee has dependents or to the District's individual plan, if no dependents. In any event, if an employee is not covered by the District's plan, he/she shall be provided with a choice of a "Medical/Dental Enhancement" Policy or a cash payout equal to 30% of the premium cost to the District for the family coverage.\*

\*Note: by definition anyone excluded has a spouse, therefore, family coverage.

ARTICLE XI - MEETINGS:

One secretary per month, on an alternating schedule, will be allowed to attend Association meetings at their scheduled time. Additionally, the President of the Association (or his/her designee) shall be permitted release from his/her regular employment duties for up to two (2) hours per month to conduct Association business. Such release time is to be scheduled by mutual agreement between the Association President and the Superintendent of Schools.

ARTICLE XII - SECRETARIAL EVALUATION:

The "Annual Evaluation Form" annexed to this agreement as Appendix D shall be utilized to reflect the District's evaluation of each

member of the Association on an annual basis. Such form shall be completed and given to each association member each year no later than the last day of the school year. If the form will reflect that the employee does not meet District standards, the evaluator will meet with the employee to discuss the evaluation at the time the employee is given the evaluation.

AGREEMENT between the SAG HARBOR UNION FREE SCHOOL DISTRICT and the SAG HARBOR SECRETARIAL ASSOCIATION of THE TEACHERS' ASSOCIATION OF SAG HARBOR: July 1, 2004 to June 30, 2008.

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands and seals the day and year first above written.

SECRETARIAL ASSOCIATION OF THE  
TEACHERS' ASSOCIATION OF SAG HARBOR

BY: Barbara Cohen  
Barbara Cohen  
President, Secretarial Association

DATE: 6.21.05

BOARD OF EDUCATION, SAG HARBOR  
UNION FREE SCHOOL DISTRICT

BY: Kathryn Holden  
Kathryn Holden  
Superintendent of Schools

DATE: 6/21/05

APPENDIX A

SALARY SCHEDULE : SECRETARIES

<u>STEP</u>	EFFECTIVE 7/1/2004	EFFECTIVE 7/1/2005	EFFECTIVE 7/1/2006	EFFECTIVE 7/1/2007
1	\$ 27,382	\$ 29,376	\$ 31,479	\$ 32,423
2	28,383	30,414	32,550	33,527
3	29,386	31,450	33,625	34,634
4	30,386	32,488	34,696	35,737
5	31,389	33,523	35,770	36,843
6	32,389	34,560	36,842	37,948
7	33,392	35,596	37,801	38,935
8	34,393	36,523	38,785	39,949
9	35,288	37,474	39,792	40,985
10	36,207	38,446	40,827	42,051
11	37,146	39,446	41,889	43,146
12	38,112	40,473	43,146	44,440
13	39,104	41,687	44,440	45,773
14	40,277	42,937	45,773	47,147
15	41,485	44,225	47,147	48,561

**APPENDIX B**

**SALARY SCHEDULE: OFFICE APPLICATIONS SPECIALISTS**

<u>STEP</u>	EFFECTIVE 7/1/2004	EFFECTIVE 7/1/2005	EFFECTIVE 7/1/2006	EFFECTIVE 7/1/2007
1	\$ 32,719	\$ 33,864	\$ 35,049	\$ 36,101
2	34,010	35,200	36,432	37,525
3	35,301	36,537	37,816	38,950
4	36,593	37,874	39,199	40,375
5	37,886	39,213	40,585	41,803
6	39,176	40,547	41,966	43,225
7	40,469	41,885	43,351	44,652
8	41,759	43,221	44,734	46,076
9	43,052	44,559	46,118	47,502
10	44,342	45,893	47,500	48,925
11	45,467	47,059	48,706	50,167
12	46,620	48,252	49,940	51,439
13	47,799	49,472	51,204	52,740
14	48,980	50,694	52,468	54,042
15	50,224	51,982	53,801	55,415

## APPENDIX C

### LONGEVITY SCHEDULE: (ALL EMPLOYEES)

Any unit member hired after December 13, 2000, shall be entitled to a longevity payment of \$3,000 commencing with the sixteenth (16th) year of service to the District, and an additional longevity payment of \$2,000 commencing with the twenty-first (21st) year of service to the District.

Unit members hired prior to December 13, 2000, who were at Step 6 or below on that date shall: (i) in the year she moves to Step 11 on the salary schedule receive, in addition to the Step 11 salary, a sum equal to the difference between that salary and a sum equal to Step 10 plus \$3,000; (ii) in the year she moves to Step 12 on the salary schedule, receive, in addition to the Step 12 salary, a sum equal to the difference between that salary and a sum equal to Step 11 plus \$3,000; and (iii) in the year she moves to Step 13 on the salary schedule, receive, in addition to the Step 13 salary, a sum equal to the difference between that salary and a sum equal to Step 12 plus \$3,000. Thereafter, such employees shall receive longevity in the sixteenth (16th) and twenty-first (21st) years of service as set forth above.

Barbara Cohen shall continue to receive an annual longevity payment of \$3,000. At such time as she commences her twenty-first (21st) year of service in the District, she shall receive an additional \$2,000 annually as longevity, which payment shall continue annually thereafter.

Laurie Duran shall annually receive, in addition to her scheduled salary amount, the sum of \$6,196 (representing the difference between her salary in 1999-2000 and that reflected at Step 10 of the 1999-2000 salary schedule). At such time as she commences her twenty-first (21st) year of service in the District an additional longevity payment of \$2,000 shall be made, which payment shall continue annually thereafter.

Corinne Jones shall annually receive, in addition to her scheduled salary amount, the sum of \$12,514 (representing the difference between her salary in 2003-2004 and that reflected at Step 14 of the 2003-2004 salary schedule). At such time as she commences her twenty-first (21st) year of service in the District an additional payment of \$2,000 shall be made, which payment shall continue annually thereafter.

**SAG HARBOR UFSD  
ANNUAL EVALUATION FORM  
FOR SECRETARIES AND OFFICE APPLICATIONS SPECIALISTS**

**Employee Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Employee Position:** \_\_\_\_\_

**School Year:** \_\_\_\_\_

**Evaluator's Name:** \_\_\_\_\_

**Summary Evaluation:** \_\_\_ **Meets District Standards** \_\_\_ **Does Not Meet District Standards**  
(Check one)

**Narrative:** The evaluator shall comment upon the extent to which the employee meets or does not meet district standards and, if applicable, exceeds district standards.

**Evaluating Administrator's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Principal's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Superintendent's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**\*Employee's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

(Any staff member comments should be on a separate, attached sheet.)

**\*Employee's signature confirms only that the employee has received and reviewed evaluation, not that he/she agrees or disagrees with any or all of its content.**

**SAG HARBOR UFSD  
ANNUAL EVALUATION FORM  
FOR SECRETARIES AND OFFICE APPLICATIONS SPECIALISTS**

**Evaluation Criteria:**

**Proficiency—The employee shall:**

- demonstrate a level of knowledge and skill that are consistent with those required of his/her position;
- consistently complete tasks within the required time;
- complete tasks in a fashion that reflects attention to detail, accuracy, and completeness;
- follow verbal and written instructions.

**Efficiency—The employee shall:**

- organize work well;
- maintain a neat and organized work area that contributes to the ease of access of information;
- make effective use of time.

**Punctuality—The employee shall:**

- demonstrate punctuality;
- provide timely notice of absenteeism whenever practicable.

**Communication—The employee shall:**

- demonstrate the ability to communicate effectively with administrators, staff, parents, and visitors in a friendly, helpful, and cooperative manner;
- handle sensitive and confidential matters in an appropriate manner.

**Cooperation—The employee shall:**

- contribute to effective collaborative relationships with co-workers, administrators, and school community members;
- contribute to a positive work environment in the office;
- show a spirit of collaboration and flexibility.