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Contract Database Metadata Elements

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Employer Name: **Chappaqua Central School District**

Union: **Chappaqua Office Staff Association/NYSUT**

Local:

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AGREEMENT BETWEEN

THE

CHAPPAQUA CENTRAL SCHOOL DISTRICT

AND

THE CHAPPAQUA OFFICE STAFF ASSOCIATION/NYSUT

7/1/2002 - 2005^{6/30}

RECEIVED

FEB 08 2005

**NYS PUBLIC EMPLOYMENT
RELATIONS BOARD**

76
Employees

PREAMBLE

This Agreement, made the first day of July, 2002 by and between the Superintendent of Schools of the Chappaqua Central School District, hereinafter called the District, and the Chappaqua Office Staff Association/NYSUT, hereinafter called the Association, is a statement of the terms and conditions of employment of the members of the Association Negotiating Unit (Unit 3).

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CONTRACT RIGHTS AND PROCEDURES

ARTICLE 1 - DURATION

- A. This agreement shall become effective July 1, 2002, and shall terminate on June 30, 2005.

ARTICLE 2 - RECOGNITION

- A. The Association has been recognized for the purpose of negotiating collectively with the District over the terms and conditions of employment for Unit 3.
- B. The Association is the exclusive representative of all full-time and part-time salaried clerical, A/V technician and teacher aide employees excluding those secretaries designated confidential by the Superintendent of Schools as heretofore agreed to by the Association.
- C. In accordance with Article 14 (Section 208) of the "Public Employees' Fair Employment Act", the Association shall have unchallenged representation status. Such recognition shall extend for the maximum period allowed by law. Competing claims of majority support shall be resolved according to procedures established by the "Public Employees' Fair Employment Act", Article 14 (Section 207) of the Civil Service Law.
- D. Nothing stated or implied in this Agreement shall be construed as requiring clerical, A/V technician or teacher aide personnel to be members of the Association as a condition of employment in this District.
- E. The Association agrees to represent equally all clerical, A/V technician and teacher aide personnel without regard to membership or participation in, or association with the activities of the Association.
- F. The Association agrees that it will not engage in, cause, instigate, encourage or condone a strike, or other concerted actions designed to restrict clerical, A/V technician or teacher aide personnel services.

ARTICLE 3 - NEGOTIATION PROCEDURES

- A. Negotiation meetings shall begin no later than February 15 prior to the expiration of the Agreement. They shall be conducted a minimum of twice a month with a mutually acceptable date and place. Date and agenda shall be established for the next meeting prior to the close of each meeting.

- B. All provisions of the current Agreement on which changes are not to be proposed shall be considered automatically for inclusion in the new Agreement.
- C. No individual proposal will be agreed to until all proposals are accepted as a package.
- D. The meetings and the proposals shall be confidential, and neither the District nor the Association shall release to the press or to any other information media any information relating to the proposals or to the conduct of the meetings unless and until a final impasse is declared. Nothing contained herein shall be construed to prohibit communication between the negotiating teams and their respective parties.
- E. An agreement reached by the Association Negotiating Committee and the District is effective only after it has been ratified by the Association and the Board of Education.
- F. The Association and the District each have the right to impasse. No impasse exists until all proposals have been considered.
- G. All proposals, whether they are new or revisions of existing terms of the Agreement, will be submitted by both sides by March 1 in the year during which the contract expires.

ARTICLE 4 - GRIEVANCE PROCEDURE

- A. Definition - A "grievance" is the claim by the Association, or person, 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 - It is agreed to that all grievances be resolved informally or at the earliest possible stage of this grievance procedure. Before submission of a written grievance, the aggrieved party should attempt to resolve it informally. To expedite the process, the number of days indicated shall be considered as a maximum.
 - 1. Level One
 - a. An aggrieved person or his representative will first present his grievance in writing to his Principal or immediate supervisor with whom it will be discussed directly. The meeting of the aforesaid parties shall be scheduled within five (5) working days of the proper filing of this grievance. The Principal or immediate supervisor shall inform the aggrieved person of his decision in writing, within five (5) working days after the meeting.

2. Level Two

- a. If the grievance is considered by the Association to be meritorious, the Association shall notify the Superintendent in writing, within five (5) working days after it has received the grievance from the aggrieved that it wishes to carry the grievance to the Superintendent. The meeting of the aforesaid parties shall be scheduled within five (5) working days.

3. Level Three

- a. If the Association and the aggrieved party are not satisfied with the decision at Level Two, or if no written decision has been rendered within five (5) working days after the meeting, the Association may, within ten (10) working days of the meeting, request that the grievance be submitted within thirty (30) working 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 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 the Association and shall be binding on the 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) working days after the grievant and the Association know 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 or individual designated in writing by the Association, investigates or is required to attend a grievance proceeding, he shall be released from his regular assignment without loss of pay for the period of time necessary to permit his attendance at such proceedings.
4. All documents, communications and records dealing with the processing of a grievance shall be filed separately from the personnel files of the participants and shall not be available without the permission of the aggrieved party.

ARTICLE 5 - LEGISLATIVE AUTHORITY

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 6 - SAVINGS CLAUSE

- A. In the event that any provision of this Agreement shall be declared contrary to law, all other provisions shall continue in full force and effect.
- B. If any provision of this Agreement is declared contrary to law, then such provision shall not be applicable, performed or enforced except to the extent permitted by law.

ARTICLE 7 - MANAGEMENT RIGHTS

It shall be the prerogative of the District to adopt new policies not affecting or changing matters contained in this Agreement, and nothing herein shall be construed to restrain the District in the full and absolute management of its affairs except as modified by this Agreement.

ARTICLE 8 - ORGANIZATION OF THE STAFF

- A. Definition of Qualified Employee - A person employed in the school district must work more than twenty-four hours per week in order to qualify for benefits. Any employee who is currently eligible for and/or currently receiving benefits shall continue to be eligible to receive such benefits in the event of involuntary reduction of hours below twenty-four (24) hours per week.

B. Work Year, Work Week, Work Day - Twelve (12) month employees shall work from July 1 through June 30. The normal work schedule shall be 35 hours per week, 7 hours per day, excluding lunch. Education Center's normal work schedule will be one of the following individual hours:

8:00AM - 4:00 PM (1 hour for lunch)

OR

8:30AM - 4:30 PM (1 hour for lunch)

Individual hours will be set by the immediate supervisor. Exceptions may be made with approval of the immediate supervisor and in consultation with COSA.

Summer hours shall be 30 hours per week, 6 hours per day. Summer hours will start on the first Monday after the close of the school year and continue through the last Friday before the beginning of the school year and will also prevail during the school recess periods.

Ten (10) month employees shall work from September 1 through June 30. The normal work schedule shall be the same as 12 month employees.

Session employees will work on regularly scheduled instruction days but no less than 180 days. The normal work week shall be the same as that of 12 month employees.

Teacher Aides are hourly employees whose assignments and hours are assigned by the building principal.

Time and one half shall be paid for all hours in excess of 35 hours per week. No overtime payment will be made without advance authorization by the immediate supervisor.

Compensatory time may be granted with prior approval and by mutual agreement between the employee and their immediate supervisors.

C. Posting of Positions - All unit vacancies in the school district will be posted on school bulletin boards. A notice of all such vacancies shall be forwarded to the President of the Association.

Notices of openings occurring during July and August will be forwarded to those who file self-addressed envelopes with the Personnel Office prior to leaving on vacation.

Appropriate postings shall be mailed to teacher aides that have been excessed by the district. This will be in effect for two years.

ARTICLE 9 - HOLIDAYS

A committee of two (2) Association and two (2) District members shall make recommendations to the Superintendent of Schools as to the clerical holiday schedule. Recommendations shall be made based on the following criteria:

<u>Type of Employee</u>	<u>Not Less Than</u>
A. Twelve month	14 days
B. Ten month	13 days
C. Session	10 days

ARTICLE 10 - VACATIONS

All full-time, twelve month, clerical employees shall be entitled to vacation as follows:

Two (2) weeks vacation after completion of one (1) year of continuous full-time employment.

Three (3) weeks vacation after the completion of five (5) years of continuous full-time employment.

Four (4) weeks vacation after the completion of ten (10) years of continuous full-time employment.

Five (5) weeks vacation after the completion of fifteen (15) years of employment.

In the event a full-time unit member accepts a twelve (12) month position, vacation time shall be computed from the commencement of full-time service to the district, retroactively on a pro-rated basis.

Vacation days may be taken during the regular school year with the approval of the school principal or the business administrator for the Education Center.

In addition, all full-time, 12 month, and 10 month clerical employees shall be granted vacation for one of the school recess periods.

The school principal and/or business administrator shall schedule vacations after consultation with the employee involved.

ARTICLE 11 - CLASSIFICATIONS (See Attached Salary Information)

- A Executive Secretary
- A-I: All Principals' Secretaries, Data Processing Assistant, Senior Stenographer, Senior Office Assistant, Senior Office Asst.-Automated Systems, Data Analyst
- A-II: Accounts Payable Clerk, Attendance Clerk, Purchase Clerk, Library Clerk, Library Assistant, Senior Typist, Senior Clerk, Office Assistant-Automated Systems, Data Entry Operator.
- A-III: Typist, Typist/Receptionist, Computer Aide, Audio Visual Assistant, Clerk
- A-IV: Typist/School Monitor, Clerk/School Monitor, Clerk/Typist, Attendance Aide, Receptionist
- B Audio/Visual Technician (.73 Position).
- C Teacher Aides.

A twelve month employee hired prior to January 1; or a ten month employee hired prior to February 1 will receive a salary increase on July 1 of the next school year.

Employees hired after the aforementioned dates will not receive an increase in the next school year. Example: Employee "A" hired in March 2002 will receive an increase on July 1, 2003.

ARTICLE 12 - CONFERENCES AND WORKSHOPS

- A. All clerical and teacher aide employees qualifying for benefits may be excused to attend conferences and/or workshops without loss in compensation or charge to sick leave, provided that the building principal or supervisor and Superintendent of Schools approve such absence in accordance with the District travel, conference and workshop regulations. Conference and workshop time is noncumulative.
- B. Conference and workshops shall be approved in advance by the Superintendent of Schools or his/her designee. Written application for such approval shall be made on forms provided by the District. Requests for reimbursement shall be filed with the Superintendent of Schools or his/her designee on the appropriate form, together with supporting receipts and other pertinent data.
- C. Mileage reimbursement for Section A and B above and for authorized District transportation by personal automobile shall be made at a rate no less than the highest rates paid to any group of employees in the District.

ARTICLE 13 - SNOW DAYS

No salaried clerical employee shall be required to report to work on "snow days" or other such emergency days during which schools are closed. Salaried employees shall receive their normal rate of pay for all such days.

In the event schools are closed due to weather conditions, Teacher Aides are not expected to work on "snow days" or other such emergency days, and will receive their normal rate of pay for up to three snow days. This does not apply to any Teacher Aide who is not scheduled to work on a given snow day. No Employee will be paid for unused snow days.

In the event of an early dismissal due to an emergency and/or inclement weather, teacher aides are required to work the remainder of hours scheduled unless the immediate supervisor determines that all clerical employees are excused. In such case teacher aides will receive their regular pay for the day.

ARTICLE 14 - BEREAVEMENT LEAVE

Up to five (5) days may be granted to unit members for serious illness or death in the family.

ARTICLE 15 - PERSONAL BUSINESS DAYS

- A. A personal business day is time off for conducting matters of a personal nature which cannot be scheduled for any other time.
- B. All twelve (12) month employees qualifying for benefits may be allowed up to three (3) personal business days with pay during the year; all other qualified employees may be allowed up to two and one half (2 ½) personal business days with pay during the year. All teacher aides qualifying for benefits may be allowed up to two (2) personal business days with pay during the year. Such leave, if not used, shall be cumulative as sick leave.

The request for personal business days shall be in writing and need not specify reasons for taking such leave unless it is immediately preceding or following a holiday or a vacation period, in which case the leave would first need to be approved by the administrator or immediate supervisor concerned.

At least three (3) days' notice is necessary to the administrator and/or supervisor concerned, and all requests are subject to his/her approval.

ARTICLE 16 - SICK LEAVE

- A. Sick leave is time off, without loss of pay, granted by the District for reasons of personal illness or quarantine regulations by the Board of Health.
- B. All full-time, and part-time clerical employees qualifying for benefits shall be entitled to, up to and including fifteen (15) days during a school year except as hereinafter provided. Should the sick leave be covered under the provisions of pension or compensation law, only the differences between the employee's salary and that compensation paid by the other agency shall be paid by the District. Sick leave may also be used for illness in the family.

All teacher aides qualifying for benefits shall be entitled to, up to and including, fifteen (15) days during the school year except as hereinafter provided. Should the sick leave be covered under the provisions of pension or compensation law, only the difference between the employee's salary and that compensation paid by the other agency shall be paid by the District.

- C. In its discretion, the District may impose conditions on approval of sick leave, including, but not limited to, medical examination or immunization of an employee by a doctor designated by the District. Such examination or immunization shall be at the District's expense. At the sole discretion of the District, an employee may be ordered on sick leave. The decision as to whether any employee shall continue his assigned duties after undergoing a medical examination shall be solely within the determination of the District. The District reserves the right to grant extraordinary sick leaves with pay under exceptional circumstances.
- D. All unused sick days are cumulative without limit, but the rate of accumulation will not exceed fifteen (15) days per school year for full-time and part-time clerical employees.
- E. Upon retirement, a twelve month, salaried, clerical employee qualifying for benefits shall be allowed to convert to cash unused sick leave at the rate of \$25.00 (\$30.00 effective July 1, 2003) per day, to a maximum of 200 days. Employees working less than 12 months and qualifying for benefits shall receive a pro rate share.

Maximum cash upon retirement:

			<u>Effective 7/1/03</u>
Twelve Month	-	\$5,000	\$6,000
Ten Month	-	\$4,150	\$4,980
Session	-	\$3,650	\$4,380
Teacher Aides	-	\$2,000	\$2,400

- F. Regularly approved leaves shall be construed to provide retention of accumulated sick days for use upon return to full-time service in the district. Sick days may not be used or accumulated during the period of such approved leaves. Employees on approved leave who serve part of the school year in their regular duties in the District shall be entitled to a pro rata share of sick days during such service.
- G. Each employee shall receive an annual statement indicating the amount of accumulated sick leave.

ARTICLE 17 - CHILD CARE LEAVE

- A. A child care leave shall be granted without pay to regular, full-time, and clerical employees who are about to become, or have just become, a parent. In the event that both husband and wife are employed by the District, only one of them may be on a child care leave at any given time.
- B. Application for such leave shall be made in writing to the Business Administrator. A second consecutive year may be requested no later than 90 days prior to the expiration of the one year leave. The administration shall have the sole discretion to grant or deny such request.
- C. No later than three months prior to the expiration date of the leave the employee shall notify the Business Administrator, in writing, of his/her intention to return or not to return from the leave. Failure to give appropriate notice will cause the employee to forfeit employment.
- D. The employee must return to the District for at least one year prior to application for a subsequent child care leave. An approved second consecutive year will count as one leave.

ARTICLE 18 - SPECIAL LEAVES

Special leaves may be granted with or without pay, by the Board of Education upon the recommendation of the Business Administrator and the Superintendent of Schools.

ARTICLE 19 - RETURN FROM LEAVE

Employees returning from child care or special leave are not guaranteed the specific position or building assignment they left.

ARTICLE 20 - INSURANCE

- A. The District shall pay 95% of the premiums for employees and dependents in the Northern Westchester/Putnam Schools Consortium or other insurance carriers providing identical or better medical benefits if the District elects to designate another carrier. All participating employees shall pay the remaining 5% of premiums. Employees married to another District employee shall be entitled to either two single plans or one family plan. (See attached Attachment A)
- B. Upon hiring or during the open enrollment period (November) individuals eligible for health insurance coverage will be eligible for a lump sum of \$2000.00 each year coverage is waived. This payment will be made at the end of June. These moneys are non pensionable and taxable. The option is for the entire year and will continue yearly unless the employee changes the option during the open enrollment period. In an emergency situation, if an employee has a change in family status or becomes ineligible to continue coverage under an alternate plan, the employee may be reinstated in the district's health insurance plan on the first of the following month as allowed by the plan.
- C. For year 2002-2003, the District shall pay 75% of the cost of a family or individual dental and vision plans. The dental and vision plans are selected by the District.
- D. Life insurance to be continued per prior agreement.
- E. Effective July 1, 2003, a Benefit Fund administered by the Association shall be created. The District will approve a Third Party Administrator to administer the fund. Up to two administrators will be on the board of trustees. The District shall contribute annually, per unit member, according to the following schedule:

July 15	50%
January 15	50%

The District will contribute the following amounts:

2003-2004	\$1,110
2004-2005	\$1,200

No monies will be released until the District is in receipt of documents demonstrating that the fund has been established and filed in accordance with the law. The purpose of the fund shall be to provide all Dental, Vision and Life insurance benefits to all unit members.

- F. A sick leave bank shall be created upon the contribution of an equal number of days from the Association and the District. Employees electing to participate in such a bank shall submit to the District a waiver of no more than one (1) day of accumulated sick leave. The Association shall contribute no more days than the number of eligible members of the bargaining unit. The number contributed shall be matched by the District. All eligible employees shall be invited to participate, but employees not electing to waive a sick leave day may not receive time from the sick leave bank.

The bank shall be administered by a committee of two members appointed by the District and two employees appointed by the Association who shall act upon withdrawals. Withdrawals from the bank shall be limited to eligible employees who are involved in a prolonged or disabling illness or accident, and who have exhausted their sick leave time. No employee may withdraw more than fifty (50) days in any one contract year.

The sick leave bank shall be renewable once all bank days have been expended. The renewal shall be in the same manner as the creation of the bank set forth above.

Employees whose accumulated sick leave exceeds two hundred (200) days may contribute said excess days to the Sick Leave Bank upon retirement. These days will not be matched by the District.

ARTICLE 21 - TAX SHELTERED ANNUITIES

- A. The District agrees to enter into a written agreement with any clerical employee and teacher aide during the months of September and January to reduce the annual salary for the purpose of purchasing a tax-sheltered annuity for the employee.
- B. District expense and involvement will be limited to clerical expense required for making necessary payroll deductions and subsequent remittance to the appropriate insurance company.

ARTICLE 22 - RETIREMENT

The District shall subscribe to retirement plan 75 I of the New York State Employees' Retirement System and will provide Plan 75 I to employees eligible for membership in Plan 75 I.

ARTICLE 23 - NYSUT BENEFIT TRUST

The District agrees to offer the NYSUT Benefit Trust Program through payroll deductions. There shall be no cost to the District. The Union agrees to a save harmless clause.

ARTICLE 24 - ASSOCIATION RIGHTS

- A. Bulletin board space shall be provided for Association use in each building.
- B. The Association shall be permitted to use school facilities for meetings during non-teaching hours at no expense to the Association.
- C. The Association shall be permitted to use District Office machines and duplication facilities. The Association will reimburse the District for supplies used.
- D. Copies of Board of Education meeting agendas and minutes shall be forwarded to the Associations president as soon as available.
- E. A maximum of eight (8) paid days per contract year shall be provided to the Association for attendance to Association business.
- F. The president of the unit or designee shall serve on the District's Health and Safety Committee.

ARTICLE 25 - EVALUATION PROCEDURES

The parties agree to the use of an evaluation instrument for the term of this agreement.

If an employee receives a less than satisfactory overall evaluation the employee shall be placed on a special observation cycle to allow for the remediation of the less than satisfactory evaluation. In addition the employee shall have withheld from salary an amount not to exceed 0.5% of the percentage increase the employee would otherwise be entitled to. If the employee achieves an overall satisfactory rating within three months the withheld percentage shall be restored.

There shall be established by a labor management committee an appropriate appeals procedure to the Superintendent of Schools or his designee concerning the substance of the evaluation. The determination of the Superintendent shall not be subject to grievance. The process of the evaluation shall be subject to the grievance procedure.

ARTICLE 26 - ASSIGNMENTS FOR NEW SCHOOL YEAR

Every attempt will be made to have teacher aide building assignments for the coming school year made prior to the closing of the school year. In those cases where assignments are in doubt, the teacher aide shall be so notified prior to the closing of the school year.

ARTICLE 27 - LABOR MANAGEMENT COMMITTEE

The parties agree that in the interest of promoting harmonious relationships, a Labor Management Committee shall be created and shall be comprised of two (2) representatives from the Association and two (2) representatives from the District. The committee shall meet upon the request of either party. Said request shall contain the proposed agenda.

RATIFICATION

THE CHAPPAQUA OFFICE STAFF ASSOCIATION/NYSUT NEGOTIATING UNIT (UNIT 3) AND THE DESIGNEE OF THE SUPERINTENDENT OF SCHOOLS OF THE CHAPPAQUA CENTRAL SCHOOL DISTRICT HAVE APPROVED THE FOREGOING AGREEMENT, AND SUCH APPROVAL IS INDICATED BY THE SIGNATURES BELOW.

THE CHAPPAQUA OFFICE STAFF ASSOCIATION/NYSUT

Louise Lubin, President

DATED: _____

THE CHAPPAQUA CENTRAL SCHOOL DISTRICT

Henrietta Starace, Business Administrator

DATED: _____

CHAPPAQUA OFFICE STAFF ASSOCIATION

Salary Ranges

<u>EXECUTIVE SECRETARY</u>	<u>SALARY RANGES</u>
Range for Schedule A - 2002/2003	\$37,132 - \$60,392
Range for Schedule A - 2003/2004	\$37,132 - \$62,506
Range for Schedule A - 2004/2005	\$37,132 - \$64,694
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<u>CLERICAL</u>	
Range for Schedule A-I - 2002/2003	\$32,332 - \$54,902
Range for Schedule A-I - 2003/2004	\$32,332 - \$56,824
Range for Schedule A-I - 2004/2005	\$32,332 - \$58,813
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Range for Schedule A-II - 2002/2003	\$30,766 - \$53,803
Range for Schedule A-II - 2003/2004	\$30,766 - \$55,686
Range for Schedule A-II - 2004/2005	\$30,766 - \$57,635
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Range for Schedule A-III - 2002/2003	\$28,644 - \$49,412
Range for Schedule A-III - 2003/2004	\$28,644 - \$51,141
Range for Schedule A-III - 2004/2005	\$28,644 - \$52,931
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Range for Schedule A-IV - 2002/2003	\$26,523 - \$43,843
Range for Schedule A-IV - 2003/2004	\$26,523 - \$45,378
Range for Schedule A-IV - 2004/2005	\$26,523 - \$46,966
<hr/>	
<u>A/V TECHNICIAN</u>	
Range for Appendix B - 2002/2003	\$32,888 - \$54,463
Range for Appendix B - 2003/2004	\$32,888 - \$56,369
Range for Appendix B - 2004/2005	\$32,888 - \$58,342
<hr/>	
<u>TEACHER AIDES</u>	
Range for Appendix C - 2002/2003	\$11.02 - \$16.58
Range for Appendix C - 2003/2004	\$11.02 - \$17.16
Range for Appendix C - 2004/2005	\$11.02 - \$17.76

ADJUSTMENTS

Salaries will not be less than 5% nor more than 6.5% increase per year. In addition to the annual 3.5% salary range increase individual salaries will increase within the 5% to 6.5% cap as follows:

Clerical

- An adjustment of \$500.00 for all unit employees with less than 12 years of experience.
- 1.0 FTE employees with 6-11 years of experience will receive \$800.00 in lieu of the \$500.00 adjustment.

Longevity

12-14 Years	\$1250 (1.0)	\$1038 (.83)	\$ 913 (.73)
15-19 Years	\$1500	\$1245	\$1095
20+ Years	\$1750	\$1453	\$1278

Teacher Aides

- 3.5% plus salary adjustment of \$.25 per hour for employees who have less than 12 years of service; employees with 12 years or more (who are entitled to benefits) will receive a longevity stipend.

Longevity

12-14 Years	\$.30
15-19 Years	\$.40
20+ Years	\$.45

Longevity Rules for all eligible positions:

- Service longevity adjustments are not cumulative
- Service credit continues to become part of base salary
- Leaves do not break service but do not count years
- Salary caps include salary increases and service credit payments
- Caps do not apply to teacher aide salaries