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Union: **Clerical Association of Elmont**

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BOARD OF EDUCATION
ELMONT UNION FREE SCHOOL DISTRICT

AND

CLERICAL ASSOCIATION OF ELMONT

CONTRACT

7/1 6/30

SCHOOL YEARS 2004-2008

RECEIVED

JAN 21 2009

NYS PUBLIC EMPLOYMENT
RELATIONS BOARD

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AGREEMENT between the Board of Education of Elmont Union Free School District (hereinafter called the "Board") and the Clerical Association of Elmont (hereinafter called the "Association"), Commencing July 1, 2004 and ending June 30, 2008.

WHEREIN

It is mutually agreed as follows:

ARTICLE I RECOGNITION AND NO STRIKE PLEDGE

A. **Recognition:** The Association, having submitted satisfactory evidence that it represents a majority of the clerical staff, is hereby recognized as the exclusive bargaining agent for the clerical staff for such period as is permissible by law.

B. **Clerical Staff:** The Clerical Staff shall consist of all clerical employees excluding the Secretary to the Superintendent, the Secretary to the Administrative Assistant, and the Assistant to the Superintendent's Secretary. The listed titles shall be filled by employees in the following categories: twelve (12) month employees and ten (10) month employees; hourly employees shall not be unit members.

C. **No Strike Pledge:** So long as the Association is the exclusive bargaining agent, as aforesaid, the Association agrees to comply with the provisions of the Taylor Law prohibiting strikes as said law is now in effect or may be hereafter amended.

ARTICLE II ASSOCIATION MEETINGS WITH ADMINISTRATION

Association representatives may meet with the Superintendent of Schools or any member of the Administration designated by him at least twice a year.

ARTICLE III WAGES AND OTHER FINANCIAL BENEFITS AND CHECK-OFF

A. **Wages:**¹

1. Unit members who are twelve (12) month employees and unit members who are ten (10) month employees shall receive a yearly increase in salary as follows:
 - Year 1: 3.0 %
 - Year 2: 3.25 %
 - Year 3: 3.5 %
 - Year 4: 3.5 %
2. Unit members who are off the salary schedule shall receive a yearly increase in salary as follows:
 - Year 1: 3.0 %
 - Year 2: 3.25 %
 - Year 3: 3.5 %
 - Year 4: 3.5 %

¹ The salary percentage increase shall apply to employees whose salary falls between salary schedule steps.

3. A unit member who moves to a higher class shall be placed on the salary schedule at a step that provides an increase in salary appropriate to their years of service and level of experience. Steps on the salary schedule do not necessarily reflect the number of years of service to the district.
4. Newly hired employees shall be placed on the appropriate step of the salary schedule based on the Superintendent's evaluation of the employee's training and experience.

B. Other Financial Benefits:

1. **Health Insurance:** The Board agrees to pay for the school year 2004-2008, 90% coverage for the individual and family plans based on the Statewide option of the Health Insurance Plan or its successor under the New York State Employees Health Insurance Program, provided they meet basic eligibility standards for full time and for 10/12th clerical employees. The clerical staff members will pay 10% of the cost of health insurance.

2. a. Effective July 1, 2005, the Board will pay for each twelve (12) month unit member and for each ten (10) month unit member 89% of the cost for individual coverage, and 89% of the cost for family coverage under the comprehensive statewide health insurance plan (the "Statewide Plan" or the "Empire Plan" and/or its successor) and will pay the same amount toward the cost of any other plan available to and chosen by a unit member.

b. Effective July 1, 2006, the Board will pay for each twelve (12) month unit member and for each ten (10) month unit member 87% of the cost for individual coverage, and 87% of the cost for family coverage under the comprehensive statewide health insurance plan (the "Statewide Plan" or the "Empire Plan" and/or its successor) and will pay the same amount toward the cost of any other plan available to and chosen by a unit member.

c. Effective July 1, 2007, the Board will pay for each twelve (12) month unit member and for each ten (10) month unit member 85% of the cost for individual coverage, and 85% of the cost for family coverage under the comprehensive statewide health insurance plan (the "Statewide Plan" or the "Empire Plan" and/or its successor) and will pay the same amount toward the cost of any other plan available to and chosen by a unit member.

3. An employee enrolled in the health insurance plan for one year last past may elect to withdraw from the plan and receive, in lieu of health care coverage, a payment equal to fifty (50%) percent of the District's cost of health insurance for that employee. Payment shall be made at the end of the school year to which the election applies for the period of waiver. New employees may make the election upon attaining eligibility for health insurance. Should an employee's personal circumstances undergo change as enumerated herein, they may reapply to the carrier for inclusion in the plan. Change of circumstances qualifying hereunder shall be loss of alternative coverage relied upon when election was made, otherwise, there shall be an open window period when an employee who had voluntarily waived coverage may be reinstated and be eligible for the same coverage and non-contributory status that would have been in effect if

the employee had not waived coverage provided such employee remains uncovered for at least twelve (12) months. The open window period shall begin on the first day next following the ending of the twelve (12) month period of non-coverage and continue for sixty (60) calendar days thereafter.

Payment of fifty (50%) percent of the cost of inclusion in the health plan of the District will be made to an employee upon election for non-coverage. An employee may waive the open window period and again elect non-coverage at the conclusion of any twelve (12) month period of non-coverage and receive payment for the following twelve (12) month period.

4. Should an employee resign or be terminated, health care shall terminate on the last day of the month of the employee's service to the District. Any premiums for coverage beyond that date shall be refunded to the employee.

5. **Dental Insurance:** For the duration of this contract the Board will pay \$300 per employee per year toward a group dental insurance plan covering the 10 month and 12 month participating members of the unit. Designation of the insurance carrier will require the approval of the Association and the Board. The Dental Plan will be administered by the district.

6. **Optical Insurance:** For the duration of this contract the Board will pay \$150 per employee per year toward a group optical insurance plan covering the 10 month and 12 month participating members of the unit. Designation of the insurance carrier will require the approval of the Association and the Board. The Optical Plan will be administered by the district.

7. Should the health care carrier provided to the Elmont Elementary Teachers Association change in accordance with the terms and conditions of the contract currently in effect between that Association and the District, then this unit shall be provided health insurance by the same carrier subject to the same constraints and conditions in effect for the teachers.

8. **Retirement:** The Board shall continue the 75G plan under the New York State employees Retirement System (1/50 Non-contributory "25 Year Career" Retirement Plan).

9. **Snow Days:** Whenever the Professional Staff is paid for a snow day, the Clerical Staff, shall also be paid for said snow day.

10. **Overtime:** Overtime shall be paid for as required by law only when assigned and authorized. Employees who work overtime shall be paid at the rate of time and one-half of their actual rate of pay for all hours in excess of forty (40) in any work week. The hourly rate shall be calculated by dividing the actual annual compensation by the number of hours in the work year. Employees shall receive compensatory time off for all hours worked in excess of thirty-five (35) and less than forty (40) in any work week. Overtime and compensatory time shall be pre-approved by the employee's supervisor.

An employee who accrues ten (10) hours compensatory time shall notify the Superintendent's office of such accrual and may petition the Superintendent for payment for the accrued time. The Superintendent may elect to make such payment after a showing by the employee of a good faith effort to take the accrued time.

11. **Life Insurance:** The Board agrees to continue for the school years 2004-2008 a \$20,000 life insurance policy for each member of the regular clerical staff.

12. **Tax Sheltered Annuities:** The District shall accept applications from members of the Clerical Staff for deduction from the contract salary, the amount of such deductions to be remitted to the tax-sheltered annuity program selected by the Elmont Union Free School District Professional Staff. The carrier shall be determined by the Clerical Association of Elmont but the District shall not be required to make deductions for and payment to more than three carriers. All authorizations for deductions shall contain a clause saving the District harmless for the use of said deductions after transmitted. The District's obligation shall be limited solely to the clerical operation.

C. **Dues Check-Off:** So long as the Association is the exclusive bargaining agent as aforesaid, and so long as the same is permissible by law, the Board shall deduct from the salary of members of the Association who submit dues check-off authorizations in writing to the Board, dues bi-weekly for the Association in an amount to be determined by the Association in accordance with written memorandum thereof to be filed by the Association with the Board. The Association waives all rights and claims against the Board for the monies so deducted and transmitted to the Association in accordance with their authorization and relieve the Board, its officers, agents and representatives from any liability therefor.

ARTICLE IV HOURS AND OTHER TERMS AND CONDITIONS OF EMPLOYMENT FOR THE SCHOOL YEARS 2004-2008

A. Hours:

1. The working day shall not be in excess of eight hours inclusive of a duty free lunch period of not less than one hour.

2. Hours to be scheduled by Principal in each building.

B. **Calendar and Holidays:** The calendar for each school year as approved by the Board of Education shall be provided to each unit member on or before July 1.

If any holiday shall fall on a day when school is in session, the employee shall work that day and shall receive compensatory time, or if any holiday shall fall on a day which is also an employee's vacation day, the employee shall receive compensatory time therefor. Compensatory time as referenced herein shall be allowed upon another day not later than sixty (60) days subsequent to such holiday upon approval of the Superintendent of Schools.

C. The ten (10) month clerical employees' fringe benefits shall be as set forth in Schedule "H" annexed.

D. Holidays for twelve (12) month employees shall be as follows: July 4th, Labor Day, Rosh Hashanah if same falls on a weekday and school is closed, Yom Kippur if same falls on a weekday and school is closed, Columbus Day, Veteran's Day, Thanksgiving Day, day after Thanksgiving Day, Christmas Vacation when school is closed, Martin Luther King Day, President's Day, Spring or Easter Vacation when school is closed, and Memorial Day.

E. **Time of Pay:** The Clerical Staff shall be paid every other Friday.

F. **Examination of Personnel File:** Upon request by a member of the Clerical Staff, he/she shall have the right to examine, in the Personnel Office, at reasonable intervals, in the presence of the District Personnel Clerk, his/her file compiled during his/her employment in Elmont Union Free School District.

The employee shall have the right to reproduce any material in his/her file.

An employee's claim that material placed in the file is inaccurate or unfair shall be subject to the grievance procedure up to and including Step IV, the Superintendent's level. If the Superintendent sustains such an employee's claim, the material shall be removed.

G. **Working Out of Title:** No member shall work out of title unless properly compensated except for reasonable periods in case of and depending upon the nature of emergencies.

H. **Protection of Civil Service Law:** Members of the Clerical Staff appointed from a Civil Service List shall have the protection of Section 75 of the Civil Service Law as now in effect or hereinafter amended.

I. **Lay-Offs:** If lay-offs become necessary, provisional and probationary members of the Clerical Staff performing the same function shall be laid off. If after such provisional and probationary employees have been laid off and further reduction in the number of employees performing the same function is necessary, such lay-offs shall be in accordance with inverse seniority, the last person hired shall be the first person to be laid off.

J. **Substitutes:** Coverage shall be provided when a member of the clerical staff is absent for illness or is removed from the building by Administration for a period of one week or more. If available and feasible, a substitute shall be provided after an absence of three days for illness.

ARTICLE V POLICY

A. **Board Prerogative:** The establishment of policy is the prerogative of the Board. However, in any case where policy is in conflict with the express terms of this agreement, the express terms of this agreement shall prevail.

ARTICLE VI LEAVES

A. **Personal Leave:** Three days leave per year for personal business at full pay are available for all full-time classified non-professional staff members. These unused personal days are not cumulative for the clerical staff. Those full-time classified non-professional staff members employed fewer than twelve months in the school year and/or on an hourly basis shall be given a proportionate allowance. See Schedules D, E, F and G. These personal hours are not cumulative. It is expected that requests for personal leave will not entail, unless absolutely necessary or unavoidable, a day preceding or succeeding a weekend, vacation or holiday period.

B. Sick Leave: Fifteen days of sick leave with full pay are available to full time classified non-professional clerical staff members. Sick days may be used for personal illness in the immediate family. For this purpose the immediate family shall be defined as spouse, children and/or a person residing with employee. Use of sick days for illness in the immediate family shall be limited to 10 days per year. Those full time classified non-professional staff members employed fewer than twelve months in the school year and/or on an hourly basis shall be given a proportionate allowance. Sick leave is not credited to those while on a leave of absence.

C. Bereavement: There will be allowed three (3) days absence for death in the immediate family. For this purpose immediate family is defined as spouse, children, mother, father, brother, sister, mother-in-law, father-in-law, brother-in-law, sister-in-law, grandparents, grandchildren.

D. Extended Sick Leave: A pool of 25 days per school year (non-cumulative) is hereby established as extended sick leave, without salary deduction, for members of the clerical staff. Any member of the clerical staff, who has expended his/her accumulated sick leave, shall be entitled to and receive extended sick leave, without salary deduction not exceeding 15 days per school year from such pool upon meeting the following conditions:

(1) The member of the clerical staff has been employed full time in the district for at least three (3) years.

(2) There is presented to the Board, a certificate from a physician chosen by the District Medical Advisor, stating that the member of the clerical staff, as a result of serious illness or disability, is unable to perform his/her normal duties for at least 30 calendar days, all or part of which runs beyond the last day of his/her accumulated sick leave, the days beyond the expended accumulated sick leave being deemed the extended sick leave.

E. Vacations: All summer vacations must terminate one week prior to Labor Day, and the balance of accrued vacation must terminate by June 30th.

Request for vacations must be submitted by January 15. Any deviation from the above must be submitted and approved by the Superintendent by March 1 and final notification of approved or rejected vacation requests will be made by March 15.

For full time employees hired after July 1, 1976

One week after six months from date employee began actual service; however, an employee who works fewer than six (6) months prior to July 1, of the first year of service, will earn vacation days on the basis of 5/6 of a day per month of service. Service commencing on or prior to the 15th of the month shall be considered a full month of service.

Two weeks after one year of actual service.

Three weeks after five years of actual service.

Four weeks after eight years of actual service.

F. **Winter Recess:** Commencing July 1, 1992 each full time employee shall receive winter recess as an additional paid vacation. The parties agreed that this represents four (4) vacation days additional to those enumerated above.

G. **Coffee Break:** Clerical personnel are entitled to a 10 minute coffee break in the morning and afternoon, to be taken during a period so designated by the supervisor. Offices with more than one clerical employee should be staffed during the period.

ARTICLE VII GRIEVANCE PROCEDURE

Definitions:

1. **Employee** shall mean a member of the Clerical Association of Elmont.
2. **Administrator** shall mean any individual responsible for or exercising any degree of supervision or authority over a clerical worker.
 - A. **Chief Administrator** shall mean the Superintendent of Schools.
 - B. **Immediate Supervisor** shall mean the administrator to whom the employee is directly responsible.
3. **Representative** shall mean the person designated by the aggrieved employee as his/her counsel or to act in his/her behalf without cost to the district.
4. **Grievance** shall mean any claimed violation of the terms of this agreement provided, however, that such term shall not include any matter which, by law, is prohibited from being administered under this article. A grievance will be deemed to have been waived unless presented within 30 school days after the event or events on which the grievance is based, is known or reasonably should have been known by the grieving party.

Basic Principles:

1. It is the intent of these procedures to provide for the orderly settlement of differences in fair and equitable manner. The resolution of a grievance at the earliest possible stage is encouraged.
2. An employee shall have the right to present grievances in accordance with these procedures, free from coercion, interference, restraint, discrimination or reprisal.
3. An employee shall have the right to be represented at any stage of the procedures by a person of his her own choice without cost to the district.
4. The complainant shall have access to all written statements and records pertaining to such case, as permitted by the Board of Education.
5. All hearings shall be confidential.

6. It shall be the responsibility of the chief administrator of the district to take such steps as may be necessary to give force and effect to these procedures. Each administrator shall have the responsibility to consider promptly each grievance presented to him/her and to make a determination within the authority delegated to him/her within the time specified in these procedures.
7. The Association shall have the right to be present at all steps of the grievance procedures which involve the interpretation and application of the agreement. The Association shall not have this right with respect to grievances asserted by the employee to be personal.

Procedures:

- Step 1 The individual who feels he has a grievance will discuss said grievance with his/her immediate supervisor. The grievance will be informally discussed and, if possible, a solution should follow.
- Step 2 If the grievance is not satisfactorily resolved at Step I, a statement by the aggrieved will be forwarded to his/her immediate supervisor. This shall be in writing, shall be known as the "Grievance Statement" and shall contain (1) a clear and concise recital of the grievance; and (2) the relief requested. Within five (5) school days the immediate supervisor shall notify the grievant or his/her representative, if any, in writing, of the decision and the reasons therefor. A copy shall also be sent to the Superintendent of Schools.
- Step 3 If the grievance is not satisfactorily resolved at Step II, a written statement by the aggrieved will be forwarded to the immediate supervisor. The immediate supervisor shall render his/her decision in writing to the aggrieved not later than ten (10) school days after the receipt of the grievance by the immediate supervisor.
- Step 4 If the grievance is not satisfactorily resolved at Step III, the aggrieved shall submit his/her grievance in writing to the Superintendent of Schools. The Superintendent of Schools shall render his/her decision in writing to the aggrieved not later than ten school days after receipt of the grievance by the Superintendent of Schools.

Board of Education

- Step 5 After receipt of the written decision rendered by the Superintendent of Schools, the aggrieved may submit his/her grievance in writing to the Board of Education together with records of all previous steps and written notice of such submission shall be given to the Superintendent of Schools by the aggrieved.

The Board of Education, upon receipt of such written request from the employee, shall hold a hearing within thirty (30) days, at which time oral and written testimony or arguments may be presented.

Within ten (10) school days after the close of the hearing, the Board of Education shall, in writing, render its decision, a copy of which shall be sent to the employee

presenting the grievance, or, where the employee has designated a representative, to said representative.

Step 6 Advisory Arbitration

- a. When a grievance is limited to interpretation, application, or alleged violation of this Agreement, and the grievant is not satisfied with the decision of the Board, Clerical Association, as his/her representative, shall within ten (10) school days, so notify the Board in writing, stating all grounds upon which his/her dissatisfaction is based. Within thirty (30) school days after receipt of written notice as aforesaid, the dispute shall be submitted to advisory arbitration before an arbitrator who shall be selected by the Board and the Clerical Association under the Labor Arbitration Rules of the American Arbitration Rules of the American Arbitration Association.
- b. No grievance on behalf of an employee as to interpretation, application, or alleged violation of this agreement, may be brought to arbitration without the approval of the Clerical Association, and in arbitration the Clerical Association shall be the sole and exclusive representative of the grievant.
- c. The arbitrator shall not add to, delete from, modify or amend any of the provisions of this Agreement and shall limit his/her opinion to the interpretation and application of this contract. Further, the arbitrator has no jurisdiction to determine a dispute over the discharge of employees, nor may he/she issue a decision having the effect of granting tenure. It is clearly understood and agreed that the exercise of any power or duty delegated to or imposed by law upon the Superintendent of Schools and/or the Board of Education shall not be subject to grievance procedure set forth in this article.
- d. The cost of arbitration (excluding attorneys' fees) shall be shared equally by the Board and the Clerical Association.

VIII INJURY ON THE JOB

On the job injuries must be reported in accordance with the regulations of the Board of Education, the insurance company and the compensation board. Employees eligible to receive workers' compensation as certified by the Workers' Compensation Board, will be compensated for days absent because of injuries incurred, (and properly reported) on the job as follows:

1. By the Board of Education at his/her regular and current salary for a period of time equal to the number of sick days accumulated by the employee at the time of the injury; however
2. the number of accumulated sick days will not be reduced because of such payments; and
3. the sick leave credits once used in #2 above may not again be used for future absences attributable to the same injury; and

4. the employee will return to the Board of Education any check received from the insurance company in compensation for the same number of days for which he/she had already been compensated under #1 above; and
5. the employee will retain compensation received from the insurance carrier for days absent (as a result of on the job injury) in excess of those for which the Board has compensated him/her as in #1 above; and
6. the employee shall retain any award granted by the insurance carrier and/or the compensation board in excess of #5 above. The Board reserves the right to have the individual examined by its own medical inspector.

ARTICLE IX COMMITTEES

A committee shall be established to discuss and study those subjects referred to this committee by the provisions of this agreement and shall not include grievances. The members of the aforesaid committee shall be designated as follows: 50% by the Superintendent of Schools and 50% by the Association. In addition to the members appointed, the Superintendent of Schools, ex officio, shall, at his/her option, be a member of this committee. This group will meet at the request of either party.

ARTICLE X UNUSED SICK LEAVE

The District agrees to pay members of the Clerical Staff, upon receiving approved retirement, their unused sick leave, on the basis of four (4) days for each ten (10) days of sick leave unused, or forty (40%) percent prorated and based upon the annual salary of said member prevailing during the last year of actual service but in no case shall the total basis be more than 250 days.

ARTICLE XI MISCELLANEOUS PROVISIONS

A. Posting of promotional or new positions: All promotional and/or new positions shall be posted in all schools of the district. Present employees will be given an opportunity to apply for such positions in accordance with Civil Service Law. If a promotional position is offered to an employee of the District at a specific salary, and declined because the employee deems the salary to be too low to justify the additional responsibility and the position is subsequently offered to a person from outside the District, with substantially similar qualifications, and also declined for the same reason, the employee of the District shall be given the opportunity to discuss the position and salary before an increased salary is offered to an outsider.

It is understood that none of the above precludes the District from hiring the person the Superintendent deems to be most qualified, either a present employee or an outsider.

B. **Mail Boxes:** Mail boxes shall be available to the Association without censorship. Copies of boxed materials shall be sent to the Superintendent of Schools at the time of boxing.

C. **Bulletin Board Space:** Space on one bulletin board shall be reserved in the Main Office of each building for use by the Association for the purpose of posting informational

material for the staff. The size and location of the space is to be determined in consultation with the Building Principal.

D. **Distribution of Contract:** The Board agrees to reproduce sufficient copies of the final consummated agreement to be distributed to all members of the Clerical Staff.

E. **Legal Counsel:** The Board shall provide legal counsel to the members as required by law.

F. **Conflict with Statutes and Law:** In the event any provision hereof is in conflict with law or any statute now hereafter in effect, the law or statute shall prevail but the balance of the contract shall remain in full force and effect.

G. **Section 204-a of the Taylor Law:** PURSUANT TO SAID SECTION, 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 LEGISLATION BODY HAS GIVEN APPROVAL.

H. The parties agree that either party may, during the life of the contract, and upon twenty (20) days written notice to the other party, commence negotiations concerning the terms and conditions of employment and of the contract except that salary shall not be the subject of any such discussions of negotiations.

I. The following shall describe the clerical salary grades:

Clerical Salary Grades

Class I

Clerk
Messenger
Typist Clerk

Class II

Senior Clerk
Stenographer
Senior Typist Clerk
Duplicating Machine Operator

Class III

Principal Clerk
Principal Typist Clerk
Senior Duplicating Machine Operator
Senior Stenographer
Senior Clerk
Account Clerk

Personnel Clerk
Mail and Supply Clerk

Class IV

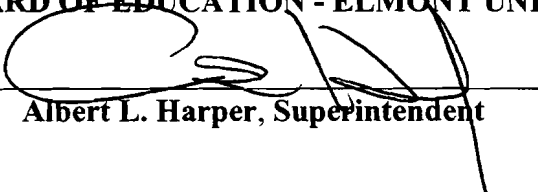
Senior Personnel Clerk
Stenographic Secretary
Senior Account Clerk

I. Unit members who are ten (10) month employees may apply to the Superintendent of Schools to become twelve (12) month employees subject to the following conditions and procedures:

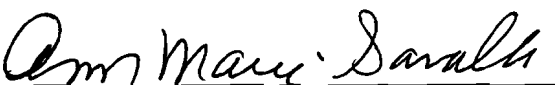
- a. No more than three (3) unit members may make the election in the first year of the contract, and no more than two (2) unit members may make the election in any succeeding year of the contract.
- b. The application shall be made by submitting a written application to the Superintendent or her designee by December 1st of the year preceding the year in which twelve (12) month service will commence, (except that in Year 1 of this contract, the last day to file an application shall be thirty (30) days from the date on which this contract is ratified by both parties).
- c. The Superintendent or her designee shall select from among the applicants the unit members granted twelve (12) month status.

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

BOARD OF EDUCATION - ELMONT UNION FREE SCHOOL DISTRICT

By 
Albert L. Harper, Superintendent

ELMONT UNION FREE SCHOOL DISTRICT CLERICAL ASSOCIATION

By 
Ann Marie Savalli, President

Date: 11/1/05

SCHEDULE A
CLERICAL ASSOCIATION OF ELMONT
12 MONTH EMPLOYEES
2004 - 2005

STEP	CLASS I	CLASS II	CLASS III	CLASS IV
1	25,235	27,295	29,870	32,445
2	26,265	28,840	31,415	33,990
3	27,295	30,385	32,960	35,535
4	28,325	31,415	34,505	37,080
5	29,355	32,445	36,050	38,626
6	30,385	33,475	37,080	39,655
7	31,415	34,505	38,110	40,685
8	32,445	35,535	39,140	41,715
9	33,475	36,565	40,170	42,745
10	34,505	37,595	41,200	43,775
11	35,535	38,625	42,230	44,805
12	36,050	39,655	43,260	45,835
13	36,565	40,685	44,290	46,865
14	37,080	41,200	44,805	47,895
15	37,595	41,715	45,320	48,925

SCHEDULE B				
CLERICAL ASSOCIATION OF ELMONT				
12 MONTH EMPLOYEES				
2005 - 2006				
STEP	CLASS I	CLASS II	CLASS III	CLASS IV
1	26,055	28,182	30,841	33,499
2	27,119	29,777	32,436	35,095
3	28,182	31,373	34,031	36,690
4	29,246	32,436	35,626	38,285
5	30,309	33,499	37,222	39,880
6	31,373	34,563	38,285	40,944
7	32,436	35,626	39,349	42,007
8	33,499	36,690	40,412	43,071
9	34,563	37,753	41,476	44,134
10	35,626	38,817	42,539	45,198
11	36,690	39,880	43,602	46,261
12	37,222	40,944	44,666	47,325
13	37,753	42,007	45,729	48,388
14	38,285	42,539	46,261	49,452
15	38,817	43,071	46,793	50,515

**SCHEDULE C
CLERICAL ASSOCIATION OF ELMONT
12 MONTH EMPLOYEES
2006-2007**

STEP	CLASS I	CLASS II	CLASS III	CLASS IV
1	26,967	29,168	31,920	34,672
2	28,068	30,820	33,571	36,323
3	29,168	32,471	35,222	37,974
4	30,269	33,571	36,873	39,625
5	31,370	34,672	38,524	41,276
6	32,471	35,773	39,625	42,377
7	33,571	36,873	40,726	43,478
8	34,672	37,974	41,826	44,578
9	35,773	39,075	42,927	45,679
10	36,873	40,175	44,028	46,780
11	37,974	41,276	45,129	47,880
12	38,524	42,377	46,229	48,981
13	39,075	43,478	47,330	50,082
14	39,625	44,028	47,880	51,182
15	40,175	44,578	48,431	52,283

SCHEDULE D
CLERICAL ASSOCIATION OF ELMONT
12 MONTH EMPLOYEES
2007-2008

STEP	CLASS I	CLASS II	CLASS III	CLASS IV
1	27,911	30,189	33,037	35,885
2	29,050	31,898	34,746	37,594
3	30,189	33,607	36,455	39,303
4	31,329	34,746	38,164	41,012
5	32,468	35,885	39,873	42,721
6	33,607	37,025	41,012	43,860
7	34,746	38,164	42,151	44,999
8	35,885	39,303	43,290	46,138
9	37,025	40,442	44,430	47,278
10	38,164	41,582	45,569	48,417
11	39,303	42,721	46,708	49,556
12	39,873	43,860	47,847	50,695
13	40,442	44,999	48,987	51,835
14	41,012	45,569	49,556	52,974
15	41,582	46,138	50,126	54,113

SCHEDULE E				
CLERICAL ASSOCIATION OF ELMONT				
10 MONTH EMPLOYEES				
2004 – 2005				
STEP	CLASS I	CLASS II	CLASS III	CLASS IV
1	22,145	23,690	26,265	28,325
2	23,175	24,720	27,810	30,385
3	24,205	25,750	29,355	31,415
4	25,235	26,780	30,385	32,445
5	26,265	27,810	31,415	33,475
6	27,295	28,840	32,445	34,505
7	28,325	29,870	33,475	35,535
8	28,840	30,900	34,505	36,565
9	39,355	31,930	35,535	37,595
10	29,870	32,960	36,565	38,625
11	30,385	33,990	37,595	39,655
12	30,900	34,505	38,110	40,685
13	31,415	35,020	38,625	41,715
14	31,930	35,535	39,140	42,230
15	32,445	36,050	39,655	42,745

SCHEDULE F
CLERICAL ASSOCIATION OF ELMONT
10 MONTH EMPLOYEES
2005 – 2006

STEP	CLASS I	CLASS II	CLASS III	CLASS IV
1	22,865	24,460	27,119	29,246
2	23,928	25,523	28,714	31,373
3	24,992	26,587	30,309	32,436
4	26,055	27,650	31,373	33,499
5	27,119	28,714	32,436	34,563
6	28,182	29,777	33,499	35,626
7	29,246	30,841	34,563	36,690
8	29,777	31,904	35,626	37,753
9	30,309	32,968	36,690	38,817
10	30,841	34,031	37,753	39,880
11	31,373	35,095	38,817	40,944
12	31,904	35,626	39,349	42,007
13	32,436	36,158	39,880	43,071
14	32,968	36,690	40,412	43,602
15	33,499	37,222	40,944	44,134

SCHEDULE G
CLERICAL ASSOCIATION OF ELMONT
10 MONTH EMPLOYEES
2006 – 2007

STEP	CLASS I	CLASS II	CLASS III	CLASS IV
1	23,655	25,316	28,068	30,269
2	24,766	26,417	29,719	32,471
3	25,866	27,517	31,370	33,571
4	26,967	28,618	32,471	34,672
5	28,068	29,719	33,571	35,773
6	29,168	30,820	34,672	36,873
7	30,269	31,920	35,773	37,974
8	30,820	33,021	36,873	39,075
9	31,370	34,122	37,974	40,175
10	31,920	35,222	39,075	41,276
11	32,471	36,323	40,175	42,377
12	33,021	36,873	40,726	43,478
13	33,571	37,424	41,276	44,578
14	34,122	37,974	41,826	45,129
15	34,672	38,524	42,377	45,679

SCHEDULE H
CLERICAL ASSOCIATION OF ELMONT
10 MONTH EMPLOYEES
2007- 2008

STEP	CLASS I	CLASS II	CLASS III	CLASS IV
1	24,493	26,202	29,050	31,329
2	25,632	27,341	30,759	33,607
3	26,772	28,481	32,468	34,746
4	27,911	29,620	33,607	35,885
5	29,050	30,759	34,746	37,025
6	30,189	31,898	35,885	38,164
7	31,329	33,037	37,025	39,303
8	31,898	34,177	38,164	40,442
9	32,468	35,316	39,303	41,582
10	33,037	36,455	40,442	42,721
11	33,607	37,594	41,582	43,860
12	34,177	38,164	42,151	44,999
13	34,746	38,734	42,721	46,138
14	35,316	39,303	43,290	46,708
15	35,885	39,873	43,860	47,278

SCHEDULE I
TEN (10) MONTH CLERICAL EMPLOYEES FRINGE BENEFITS

2004- 2008

RETIREMENT	75G
WORK YEAR	The work year for (10)-month employees shall commence ten (10) work days before the opening of school, that is the day on which the teaching staff reports for work, and end five (5) work days after the end of the school year, that is the last day of classes.
OVERTIME	As required by law
HOLIDAYS	Labor Day, Rosh Hashanah if same falls on a weekday and school is closed, Yom Kippur if same falls on a weekday and school is closed, Columbus Day, Veteran's Day, Thanksgiving Day, Day After Thanksgiving Day, Christmas Vacation when school is closed, Martin Luther King Day, President's Day, Spring or Easter Vacation when school is closed, and Memorial Day.
SICK LEAVE	Twelve and one half (12½)-days.
PERSONAL LEAVE	Two and one half (2½)- days.