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#### **Contract Database Metadata Elements**

Title: **Hewlett-Woodmere Union Free School District and Hewlett-Woodmere Teacher Aides, School Monitors, Teacher Assistants and Security Unit (AMAS), United Public Service Employee Union (UPSEU) (2013)**

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Union: **Hewlett-Woodmere Teacher Aides, School Monitors, Teacher Assistants and Security Unit (AMAS), United Public Service Employee Union (UPSEU)**

Local:

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TAS/9232



**By and between**



**Hewlett-Woodmere School District**

**and the**



**United Public Service  
Employees Union**

**AMAS Unit**

**Teacher Aides, School Monitors,  
Teacher Assistants, and Security**





**TABLE OF CONTENTS**

**ARTICLE I**  
RECOGNITION ..... 1

**ARTICLE II**  
PRINCIPLES ..... 1

**ARTICLE III**  
AREAS FOR NEGOTIATION ..... 2

**ARTICLE IV**  
NEGOTIATION PROCEDURES ..... 2

**ARTICLE V**  
LABOR MANAGEMENT RELATIONS ..... 3

**ARTICLE VI**  
POSTING OF VACANCIES ..... 4

**ARTICLE VII**  
GRIEVANCE AND ARBITRATION PROCEDURE ..... 4

**ARTICLE VIII**  
HEALTH, VISION AND DENTAL INSURANCE AND FLEXIBLE BENEFITS PLAN ..... 5

**ARTICLE IX**  
LEAVE ALLOWANCE ..... 6

**ARTICLE X**  
SALARIES AND PAYMENTS ..... 7

**ARTICLE XI**  
DUES DEDUCTION, CREDIT UNION DEDUCTION AND TSA PLAN ..... 9

**ARTICLE XII**  
EMPLOYEE ASSISTANCE PROGRAM ..... 11

**ARTICLE XIII**  
EMPLOYEE EVALUATION ..... 11

<b>ARTICLE XIV</b>	
UNIFORMS .....	11
<b>ARTICLE XV</b>	
MEAL BREAKS .....	12
<b>ARTICLE XVI</b>	
UNION LEAVE .....	12
<b>ARTICLE XVII</b>	
SIGN IN/OUT PROCEDURE .....	12
<b>ARTICLE XVIII</b>	
LAYOFFS .....	13
<b>ARTICLE XIX</b>	
SECURITY AIDE CALL-BACK PAY .....	13
<b>ARTICLE XX</b>	
DISTRICT POLICIES AND REGULATIONS .....	13
<b>ARTICLE XXI</b>	
DURATION .....	13
<b>ARTICLE XXII</b>	
AGREEMENTS BETWEEN PUBLIC EMPLOYERS AND EMPLOYEE ORGANIZATIONS.....	13
<b>APPENDIX A</b>	
ABSENCE REPORT FOR UPSEU AMAS BARGAINING UNIT .....	15
<b>APPENDIX B</b>	
SALARY SCHEDULE 2013-2017 .....	17

**NEGOTIATED AGREEMENT BETWEEN  
HEWLETT-WOODMERE UNION FREE SCHOOL DISTRICT  
AND THE UPSEU AMAS UNIT CONSISTING OF TEACHER AIDES, TEACHER  
ASSISTANTS, SCHOOL MONITORS AND SECURITY AIDES  
("UNION")**

July 1, 2013 - June 30, 2017

It is hereby agreed by and between the Hewlett-Woodmere Union Free School District (hereinafter called the "District") and the UPSEU AMAS Unit consisting of Teacher Aides, Teacher Assistants, School Monitors and Security Aides as follows:

**ARTICLE I - RECOGNITION**

- Section 1. The District recognizes the Union as exclusive representative for the purpose of negotiations as set forth below, of all members of the Service Unit, including all teacher aides, teacher assistants, school monitors and security aides.
- Section 2. This recognition is granted in acknowledgment of receipt of evidence, as stipulated in the Public Employees Fair Employment Act, that the Union is the authorized representative of over 50 percent of the personnel identified above. It records the affirmation of the Union that it will abide by Section 210 of the Public Employees Fair Employment Act and the laws of the State of New York in general.
- Section 3. This recognition shall extend for the maximum period permitted by law.
- Section 4. The purpose of the recognition agreement is to set forth procedures in accordance with law by which the parties will negotiate terms and conditions of employment.
- Section 5. Nothing in this section shall preclude presentations of views in writing by any other individual.

**ARTICLE II - PRINCIPLES**

- Section 1. Individual Freedom: Individual staff members may join or refrain from joining any employee organization of their own choosing. Membership shall not be a pre-requisite for employment or continuation of employment of any employee, except as provided by law.

Section 2. **Rights of Minorities and Individuals:** The legal rights inherent in New York State Law and in the rulings and regulations of the Commissioner of Education affecting personnel are in no way abridged by this agreement.

**ARTICLE III - AREAS FOR NEGOTIATION**

Section 1. *Representatives of the District and the Union shall meet to reach mutually satisfactory agreements on matters related to terms and conditions of employment, pursuant to the Public Employees' Fair Employment Act.*

**ARTICLE IV - NEGOTIATION PROCEDURES**

Section 1. **Representation:** The District and the Union shall each designate representatives to comprise their respective negotiating teams. One of the District's representatives shall be the Superintendent or his designee. The Union's representatives shall be members of the negotiations unit or other persons designated by the Union. These teams will meet for the purpose of discussing and reaching mutually satisfactory agreements.

Section 2. Negotiations shall commence within two weeks of receipt of notice of intent by either party to commence same.

Section 3. **Conducting Negotiations:** The negotiating teams will continue to meet for the purpose of affecting a free exchange of facts, opinions, proposals and counter proposals in an effort to reach mutual understanding and agreement. Both parties agree to conduct such negotiations in good faith, to deal openly and fairly with each other on all matters and to continue meeting until an understanding is reached on all issue(s) or until an impasse is reached. Meetings shall be limited to three (3) hours and shall be held at a time other than regular school hours unless the parties mutually agree upon other arrangements.

Section 4. **Information:** Both parties shall furnish each other, upon reasonable request, data and information in their possession which are pertinent to the issue(s) under consideration.

Section 5. **Consultants:** The parties may call upon consultants to assist in preparing for negotiation, and to advise them during negotiation sessions. The expense of such consultants shall be borne by the party requesting them. Notice of intention to include such consultants at a meeting should be given to all parties concerned in advance.

Section 6. **Reports:** The parties agree that during the period of negotiations and prior to reaching either agreement or an impasse, reports of the proceedings of the negotiations shall not be released to the public news media unless such release has the prior approval of both parties.

Section 7. **Study and Research:** Either party may appoint sub-committees to study, research and develop projects, programs, reports, and to make recommendations on matter under consideration. The cost of such sub-committees shall be borne by the party initiating the study. Joint committees may be formed by mutual consent. The cost of joint committees shall be shared equally by the parties involved.

Section 8. **Grievances:** Grievances shall not interrupt or delay the process of negotiations but shall follow the Grievance and Arbitration Procedure outlines in Article VII of this agreement.

Section 9. **Agreements:** Agreements shall be submitted to the District and the Union for approval, subsequently reduced to final written form, signed by both parties and then incorporated in the Staff Handbook of Administrative Regulations.

Copies of such agreements will be made available to members of the Union as soon as possible after the conclusion of negotiations.

#### **ARTICLE V - LABOR MANAGEMENT RELATIONS**

Section 1. **Labor Management Meetings:** Labor Management meetings will be held quarterly at the request of either UPSEU AMAS or the Assistant Superintendent for Human Resources and Student Services. Those meetings shall not deal with issues that may be the subject of collective bargaining. When possible, such meetings shall be held within two weeks of request and scheduled at a mutually convenient time and location. The parties shall exchange agendas in advance and be prepared to address the issues presented. If an emergency situation or issue arises, the parties agree to meet as soon as possible after both parties are notified.

Section 2. In case of disagreement about the meaning or application of this agreement, or in the event an agreement is not reached by negotiations after full consideration of proposals and counter proposals, either party may request the State Public Employment Relations Board to assist the parties to reach agreement in accordance with Article 14, Section 209 of the Public Employees' Fair Employment Act.



Section 3. In collective bargaining negotiations for a successor contract, no new proposals shall be added after the third meeting without mutual consent.

#### **ARTICLE VI - POSTING OF VACANCIES**

**Posting of Vacancies:** Vacant positions in this unit shall be posted in each school and administrative building and UPSEU AMAS bargaining unit members shall be given the opportunity to present their qualifications for consideration for possible interview for the posted position. After completing the school year, one to one special education teacher aides may apply for classroom teacher aide positions. Positions that become vacant during the summer months will be posted on the school district's website.

#### **ARTICLE VII - GRIEVANCE AND ARBITRATION PROCEDURE**

- A. Grievance shall mean any claimed violation, misinterpretation or inequitable application of any written work rules and policies affecting the terms and conditions of employment or this agreement. A grievance may call attention to the absence of a needed policy or to a conflict between two or more existing and applicable policies. Among the areas that may be dealt with by these grievance procedures should be work assignments, working hours, workload, salary classification, individual compensations, employee records, promotion, leave and all other matters relating to conditions of employment or involving employee health or safety. The term "grievance" shall not include any matter which is otherwise reviewable pursuant to law or any rule or regulation having the force or effect of law. The grievance must be filed within thirty (30) days from the underlying action that gave rise to the grievance or it shall be deemed waived.
- B. UPSEU AMAS Representation Rights: UPSEU AMAS bargaining unit members shall have the right to union representation at any level of the grievance and arbitration procedure. When a unit member has been asked to meet with an administrator or supervisor and such administrator or supervisor has reason to believe the interview may lead to discipline, the member shall have the right to be accompanied by a union representative. "Discipline" for the purpose of this section means action that may lead to reprimand, fine, suspension or dismissal.
- C. **Step 1:** The grievance shall be presented to the Executive Director of School Facilities and the District Operations or the Building Principal, as appropriate. The Executive Director of School Facilities and District Operations or the Building Principal shall meet with the designated Union representative and the employee within thirty (30) calendar days. In the event the grievance is not satisfactorily resolved within thirty (30) calendar days (September through June), and forty (40) days (July and August), following presentation to the Executive Director of School Facilities and District Operations or the Building Principal, it thereafter may be

submitted in writing by the Union to the Superintendent of Schools within thirty (30) calendar days (September through June), and forty (40) calendar days (July and August) after such meeting.

Step 2: The Superintendent of Schools or his/her designated representative shall meet and confer with the representative(s) of the Union. In the event the grievance is not resolved within thirty (30) calendar days (September through June), and forty (40) calendar days (July and August), the following submission to the Superintendent of Schools or his/her designated representative, if thereafter may be submitted in writing by the Union to binding arbitration within thirty (30) calendar days (September through June), and forty (40) calendar days (July and August) after Step 2 meeting.

Step 3: An impartial arbitrator shall be selected in accordance with American Arbitration Association procedures. The arbitrator so selected shall hear the matter as promptly as possible and issue his/her award as expeditiously as possible after the close of the hearing, or if oral hearing have been waived, after final submission of written proofs. The arbitrator's award will be in writing and will set forth his/her findings, reasoning and decision on the issues submitted. The arbitrator's award is final and shall be binding upon the Union and the District. The cost and expense of the arbitration shall be divided equally between the District and the Union.

#### **ARTICLE VIII - HEALTH, VISION, AND DENTAL INSURANCE AND FLEXIBLE BENEFITS PLAN**

Section 1. Health: Full-time (6 hours or more) unit members are eligible for the New York State Empire Plan at a cost to the members of 40% of premium for individual or family coverage.

Part-time hourly unit members may purchase at his/her own expense, the Empire Health Choice HMO, Inc. currently available through the District at an individual, individual plus one dependent or family basis, in accordance with the carrier's terms including, but not limited to any required minimum enrollment of unit members.

For those unit members hired on or after July 1, 2009, the vesting period for eligibility for health insurance coverage in retirement shall be ten (10) years.

Section 2. Vision Insurance: Beginning July 1, 2007, the District shall provide individual coverage for all full-time (6 hours or more) unit members with the District's vision care plan currently provided by Davis Vision Care Centers.

- Section 3. Flexible Benefits: Employees shall be entitled to enroll in an IRC, 125 flexible benefit plan.
- Section 4. Beginning July 1, 2007, the District shall provide individual coverage for all unit members with short-term disability benefits in accordance with the New York State Disability Insurance Plan.
- Section 5. Beginning July 1, 2007, all unit members shall be provided with a fully paid \$10,000 group life insurance plan.
- Section 5. Dental Insurance: Upon written authorization, the District will deduct a sum specified from the salary of unit members for premlums for the dental plan. The individual is responsible for 100% of the cost of the premium.

#### **ARTICLE IX - LEAVE ALLOWANCE**

Section 1. Paid Leave:

(a) Six (6) leave days plus two (2) unspecified personal days per year shall be provided based upon their normally scheduled rate of pay for each day. For unit members working less than a minimum of twenty (20) hours per week or less than ten (10) months in a year, their accumulated unused leave days and personal days as sick days shall be prorated to reflect the fewer than twenty (20) hours per week or less than ten (10) months of employment in a year.

Personal days may not be used to extend a weekend or holiday.

(b) In addition, five (5) bereavement days per year shall be provided for the death of an immediate family member. "Immediate family" shall include the member's spouse, children, grandchildren, parents, grandparents, siblings, mother-in-law, father-in-law, step-children, sister-in-law, brother-in-law, daughter-in-law, son-in-law and report form shall be modified to reflect five (5) bereavement days per incident for members of the immediate family.

(c) Security Aides who are required to work on a day when schools have been officially closed by the Superintendent of Schools shall have an additional unspecified personal day which may be used for an unspecified reason or accumulated to sick leave. District procedures for unspecified personal days shall apply.

Section 2. Payout for Leave Days: Upon completion of ten (10) years of continuous service within the District and eligibility to retire under the New York State

Employees Retirement System, the District will pay one (1) day for every four (4) accumulated unused leave days in excess of thirty five (35) days. The payment will be included within the June 30<sup>th</sup> payroll of the school year in which the employee retires and payment will be made at the then current rate of pay. To be eligible for the payout, the employee must give written notice to the District of his/her retirement by February 1<sup>st</sup> of the school year in which the employee retires.

- Section 3: **Paid Holidays:** Members will receive five (5) paid holidays during each year of the agreement. Security aides shall receive six (6) paid holidays during each year of this agreement. The schedule of paid holidays shall be posted annually. Unit members working less than twenty (20) hours per week or less than ten (10) months of employment in the year shall receive prorated paid holidays.
- Section 4: **Absence Report Form:** The parties shall meet to review and agree upon modifications to the UPSEU AMAS Absence Report Form (Appendix A).
- Section 5: **Leave of Absence:** A unit member may request an unpaid leave of absence for medical reasons for up to one (1) year upon written notice to the Superintendent of Schools or his/her designee. The decision to grant or deny the leave request shall be at the sole discretion of the Superintendent or his/her designee, and it shall not be grievable.

#### **ARTICLE X - SALARIES AND PAYMENTS**

- Section 1. **New Hires:** Newly hired Teacher Aides employed effective July 1, 2004, and thereafter shall be paid at the hourly rate of \$12.32. After completion of three (3) years of service, teacher aides employed effective on or after July 1, 2004, shall be paid according to the hourly salary guide applicable to all other teacher aides.
- Section 2. The 2013-2014 salary guides shall be established by increasing each salary or salary rate provided for in the 2012-2013 salary guides by 1.5%.
- Section 3. The 2014-2015 salary guides shall be established by increasing each salary or salary rate provided for in the 2013-2014 salary guides by 1.5%.
- Section 4. The 2015-2016 salary guides shall be established by increasing each salary or salary rate provided for in the 2014-2015 salary guides by 1.5%.
- Section 5. The 2016-17 salary guides shall be established by increasing each salary or salary rate provided for in the 2015-2016 salary guide by 1.5%.

Section 6. Payment of "Extra Hours": UPSEU AMAS unit members who are called on to perform substitute work in the same capacity as their primary job during the school day shall be compensated at their hourly prevailing rate with no reduction in hourly rate as long as they complete their regularly scheduled daily assignment that day.

Section 7. Longevity Payments: shall be paid to full-time (6 hours or more) unit members at the following rates:

Upon completion of 5 years of continuous service in the District: \$250 one time only payment.

Upon completion of 10 years of continuous service in the District: \$500 one time only payment.

Upon completion of 15 through 19 years of continuous service in the District: \$500.

Upon completion of 20 through 24 years of continuous service in the District: \$1,000.

Upon completion of 25 through 29 years of continuous service in the District: \$1,500.

Upon completion of 30 years of continuous service in the District: \$2,500 annually.

Payment to any unit member requires completion of the requisite number of full years of continuous service (the anniversary date for employees appointed during the course of the school year or the last day of work in June for employees appointed at the beginning of the school year). An employee who exhausts available paid leave, but returns to his/her position after leave without pay is deemed to have maintained continuous service. Payment will be made on the final June payroll each year, except a unit member who qualifies during the school year and subsequently retires shall receive the longevity payment with the final paycheck. An employee who retires with less than a full year of service is not eligible to receive a prorated longevity payment.

Eligible part-time unit members shall be paid a sum for longevity proportionate to their hours of service during the school year they are eligible for payment.

All longevity payments shall be applied after the calculation of the base salary.

- Section 8. Teacher Aide Wage Adjustments: Upon the commencement of five (5) years of continuous employment with the District, the age rate for hourly teacher aides, school monitors, bus attendants and bus drivers shall be increased by a one-time payment of 25 cents, which amount shall be accumulative.
- Section 9. Twelve Month Payroll: Effective the 2012-13 school year, ten (10) month employees may be paid on a twelve (12) month basis (September 1 - August 31).
- Section 10. Extra Pay Compensation: Unit members will be compensated for extra assignments pertaining to supervision and oral translation where first preference is given to members of the Hewlett-Woodmere Faculty Association ("HWFA"). The rate of compensation for the 2011-12 school year for supervision and oral translation shall be \$42.00 per hour. The rate of compensation shall be adjusted annually to reflect the same percentage provided to members of HWFA. The performance of such duties and the corresponding payment of compensation is subject to approval of both the Assistant Superintendent for Business and the Assistant Superintendent for Human Resources and Student Services on a Request for Approval of Additional Assignment form.

#### **ARTICLE XI - DUES DEDUCTION, CREDIT UNION DEDUCTION AND TSA PLAN**

##### **A. Dues Deduction:**

- Section 1. The District agrees to deduct from the salaries of its employees dues for the UPSEU as said employees individually and voluntarily authorize the District to deduct and to transmit such monies to the United Public Service Employees Union, at 355S Veterans Highway, Suite H, Ronkonkoma, New York 11779. Employee authorizations shall be in writing and in a manner consistent with Section 9 3B of the Municipal Law and Chapter 392 of the Laws of 1967.
- Section 2. Upon request annually, the District shall provide the Union with a list of those employees who have voluntarily authorized the District to deduct dues for UPSEU.

- Section 3. Employees who are not members of the UPSEU AMAS shall have an agency fee deducted from their salary and the District shall transmit such fee to the UPSEU. The UPSEU shall notify the District of the amount of such fee.
- a. Deductions shall be made uniformly and consistently on each payday of the month. Funds thus collected shall be transmitted within one (1) month to the Treasurer of the UPSEU.
  - b. Ten (10) month employees shall have their dues prorated and deducted uniformly and consistently each pay day of the month accordingly so that the year's dues are equally divided into ten (10) month periods.
  - c. The UPSEU assumes full responsibility for the disposition of the fund so deducted once they have been turned over to the Treasurer of UPSEU.
  - d. The District will deduct the dues on the basis of individually signed dues deduction authorization cards.
  - e. In case earnings for any period are insufficient to cover dues or fee, payment for such dues or fee shall be made by the employee directly to the Union.
  - f. The UPSEU shall establish and maintain a procedure providing for the refund to any employee demanding the return of any part of an agency shop fee deduction which represents the employee's pro rate share of expenditures by the organization in aid of activities or causes of a political or ideological nature only incidentally related to terms and conditions of employment.
  - g. Indemnity - the Union agrees to save and hold harmless the District from all loss, expenses, damages, costs and attorneys fees that may accrue as a result of the aforesaid contract by reason of any actions or suits brought against the District by any employee in this unit of representation aggrieved by the implementation of the aforesaid agency shop provisions of the aforesaid contract.
  - h. Participation in Legal Action - The Union will participate in all legal actions or proceedings brought which relate to the aforesaid agency shop clause to the fullest extent possible. Representation of the Union by attorneys of its choosing and/or direct participation by said Union will be deemed as fulfilling the conditions of this paragraph.

- i. Upon written authorization, the District will deduct a sum specified from the salary of unit members for premiums for the UPSEU Vision and Dental plans. The Individual is responsible for 100% of the cost of the premium.

**D. Credit Union Deduction:**

1. The District will deduct from an employee's salary a sum of money designated by the employee and forward the same forthwith to the Nassau Educators' Federal Credit Union.
2. The employee will be required to notify the District by June 30 of the year prior to the year in which a change in the amount to be deducted takes place. (Any new employee hired after July 1<sup>st</sup> of a given school year will be permitted to participate in this program by identifying the amount to be deducted 30 days prior to the date on which his/her participation will commence.)
3. The amount to be deducted from each paycheck shall be in whole dollar amounts. Employees can stop the deduction at any time during the school year, but will not be permitted to change the amount of the deduction during the school year.
4. The District will provide one check to the Credit Union for the total amount deducted from all employee's salaries along with a list of the names and dollar amounts for each employee.

**C. TSA Plan:**

Employees shall be entitled to participate in the TSA plan.

**ARTICLE XII - EMPLOYEE ASSISTANCE PROGRAM**

The District may provide a confidential Employee Assistance Program (EAP) at no charge to the members of the unit.

**ARTICLE XIII - EMPLOYEE EVALUATION**

The parties shall meet to develop and agree upon annual employee evaluation procedures.

**ARTICLE XIV - UNIFORMS**

Section 1. Security Aides will present themselves in a neat and professional manner at all times. Security Aides will be issued uniforms and equipment subject to



review and approval by their supervisor. All uniforms and equipment remain the property of the school district. Failure to safeguard or lose possession of the Campus Patrol Shield will result in a \$150.00 fine.

Section 2. Security Aides shall be issued uniforms annually as follows:

(1) Long Sleeve Shirt	(1) Set of rain gear every two years
(2) Short Sleeve Shirts	(1) Winter-weight jacket every three (3) years
(2) Trousers	Upon initial employment - Campus Patrol Shield, (1) set of collar brass and (1) tie clip
(1) Neck Tie	
(1) Pair of Black Oxford Dress Shoes	
(1) 1.5" Black Belt	

Section 3. Security Aides may submit for reimbursement for dry cleaning of uniforms not to exceed \$400 annually (July 1<sup>st</sup> - June 30<sup>th</sup>). All receipts must be submitted within thirty (30) days after cleaning services have been provided on a form to be provided by the District.

#### **ARTICLE XV – MEAL BREAKS**

Section 1. Full-time unit members (6 hours or more) shall receive meal breaks of thirty (30) minutes inclusive of their workday.

Section 2. Security Aides serving on motor patrol who are called back to duty during a meal break shall be paid for the meal break, provided that immediate notification, where possible, is made to the control room and the reason is noted in the Patrol Activity Report (PAR).

#### **ARTICLE XVI – UNION LEAVE**

Two Unit officers shall be allowed two (2) paid days annually to attend UPSEIU sponsored education conferences or meetings.

#### **ARTICLE XVII – SIGN-IN/OUT PROCEDURE**

All part-time (less than 6 hours) hourly teacher aides and all security aides shall utilize an electronic time management system provided by the District when they report to and/or leave from their building.

**ARTICLE XVIII – LAYOFFS**

As soon as the District determines the necessity for layoffs, the employees to be laid off shall be notified in writing by no later than June 30 of the year of the layoff determination.

**ARTICLE XIX – SECURITY AIDE CALL-BACK PAY**

A security aide called into work outside of his/her scheduled employment hours shall receive a minimum of two (2) hours pay. This shall not apply to employees already at the workplace who are asked to extend their day. In that case, normal pay scales shall prevail.

**ARTICLE XX – DISTRICT POLICIES AND REGULATIONS**

- Section 1. Policies and Regulations not replaced by this agreement shall remain in full force and effect during the life of this agreement. If any policy or regulation is inconsistent with the terms of this agreement, this agreement shall control.
- Section 2. The Union shall be consulted concerning reductions in the length of the workday of Teacher Aides, Teacher Assistants, and School Monitor staff members.
- Section 3. Staff Development: Unit members will be provided training related to their duties on the District Parent-Teacher Conference Days.

**ARTICLE XXI – DURATION**

- Section 1. This contract shall be effective as of July 1, 2013 and shall remain in full force and effect until June 30, 2017.
- Section 2. This contract shall not be changed, altered or impaired in any manner unless consented to in writing by the parties concerned.

**ARTICLE XXII – AGREEMENTS BETWEEN PUBLIC EMPLOYERS AND EMPLOYEE ORGANIZATIONS**

- Section 1. IN ACCORDANCE WITH THE REQUIREMENTS OF SECTION 204A OF THE TAYLOR LAW 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.

IN WITNESS WHEREOF, the parties hereunder set their hands and seals this 17<sup>th</sup> day of February, 2014.

UPSEU, AMAS UNIT  
TEACHER AIDES, TEACHER ASSISTANTS,  
SCHOOL MONITORS AND SECURITY  
AIDES UNION

HEWLETT-WOODMERE  
UNION FREE SCHOOL DISTRICT

By: Joyce M. Bess  
Superintendent of Schools

By: [Signature]  
UPSEU President

By: [Signature]  
UPSEU Representative

By: [Signature]  
Unit President

"APPENDIX A"  
HEWLETT-WOODMERE UNION FREE SCHOOL DISTRICT  
UPSEU AMAS ABSENCE REPORT

NAME (print) \_\_\_\_\_ SCHOOL \_\_\_\_\_

DATE(S) OR PERIODS OF ABSENCE \_\_\_\_\_

*DIRECTIONS: (see back of form for additional information) Check the appropriate reason for absence and submit this form to the building principal within 24 hours of receipt of this form. When reason for absence involves a matter of extreme confidentiality, please contact the Asst. Supt. for Human Resources & Student Services.*

I.  Personal illness (doctor's note may be required for absence of five consecutive days or more)

II. Bereavement days (up to 5 days absence with pay for each incident in immediate family):  
Death in the immediate family \_\_\_\_\_ (state relationship)

III. Personal and Family Responsibilities (1 day or part of a day with pay will be allowed for each incidence. Days taken will be deducted from leave days. Advance approval, whenever possible, must be given):

- Take self \_\_\_\_\_ or \_\_\_\_\_ (state relationship) in immediate family for medical appointment or to or from hospital, not possible except during school time
- Care for immediate family member \_\_\_\_\_ (state relationship) who is sick, where absence of employee for such purpose is required
- Moving to a new home
- Court appearance
- Driving examination for license for employee
- Birth of a grandchild
- Legal proceeding/court appearance
- Conference, official meeting, or registration at child's school
- Attend graduation ceremony for \_\_\_\_\_ immediate family member
- Other, state reason \_\_\_\_\_

IV. Emergency Situations or Extenuating Circumstances which prevent attendance. (1 day or part of a day with pay will be allowed for each incidence). Days taken will be deducted from leave days. Explanation required. This category includes such things as childcare emergency, automotive theft, accident, non-functioning vehicle, failure of public transportation, emergency home repairs or fire in the home.

Explanation: \_\_\_\_\_

V.  Jury Duty (attach summons or court documentation) Days absent are not deducted from leave days.

VI.  Unspecified Personal Day (Not to be used to extend a scheduled holiday. Advance notice, whenever possible, shall be given.

*The Superintendent, for extenuating circumstances, may allow additional days of absence with or without pay.*

Employee's Signature \_\_\_\_\_ Date \_\_\_\_\_

Principal's/Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Revised 7/1/2012

**"APPENDIX A"**  
**ABSENCE REPORT FOR UPSEU AMAS BARGAINING UNIT**

**Reporting Procedures** – Any person absent from school must notify the district according to the district's procedure for notification. Employees who are assigned to more than one building must complete an absence report form for each building.

**Personal Illness** – A doctor's certificate is required for absences of five consecutive school days or more.

**Death in the Immediate Family** – Five days absence with pay per incident is allowed for death in the immediate family. Immediate family includes the employee's spouse, children, parents, grandparents, grandchildren, siblings, mother-in-law, father-in-law, step children, sister-in-law, brother-in-law, daughter-in-law, son-in-law and other identified by the employee as member of his/her household.

**Personal and Family Responsibilities** – One day or part of a day with pay will be allowed for each incidence. Advance notice, whenever possible must be given.

**Emergency Situations or Extenuating Circumstances which prevent attendance** – One day or part of a day will be granted for each incidence. This category includes childcare emergency, automotive theft, accident or non-functioning vehicle, failure of public transportation, emergency home repairs or fire in the home.

**Extenuating Circumstances may occur when more days are being requested than are generally allowable for the absence.**

**Unspecified Personal Days** – may include such reasons as attending graduation, religious or wedding ceremonies (other than immediate family), or any other unspecified reason. Reasons need not be stated nor included on the absence form. Advance notice, whenever possible shall be given.

***The Superintendent, for extenuating circumstances, may allow additional days of absence with or without pay.***

T/1/2012

**2013-14 Through 2016-17: UPSEU II SALARY GUIDE**

Hourly rates, where listed, provide the basis for annualized compensation  
 Teacher Assistant rates, reflect full-time salary

Contract year	COLA Adjustment	2012-13	2013-14	2014-15	2015-16	2016-17
			1.50%	1.50%	1.50%	1.50%
<b>Monitor/Teacher Aide</b>						
	years 1 to 3	\$14.45	\$14.67	\$14.89	\$15.11	\$15.34
	after 3 years	\$15.33	\$15.56	\$15.79	\$16.03	\$16.27
	at 5 years or more	\$15.61	\$15.84	\$16.08	\$16.32	\$16.57
<b>Bus Aide/Attendant</b>						
	years 1 to 3	\$14.56	\$14.80	\$15.02	\$15.25	\$15.47
	after 3 years	\$15.45	\$15.68	\$15.92	\$16.16	\$16.40
	at 5 years or more	\$16.13	\$16.40	\$16.68	\$16.96	\$17.24
<b>Security Aide</b>						
	years of service					
	1	\$13.68	\$13.89	\$14.10	\$14.31	\$14.52
	2	\$16.06	\$16.29	\$16.52	\$16.75	\$16.99
	3	\$16.48	\$16.73	\$16.98	\$17.23	\$17.48
	4	\$17.63	\$17.90	\$18.17	\$18.45	\$18.73
	5	\$19.27	\$19.56	\$19.85	\$20.15	\$20.45
<b>Teacher Assistant</b>						
	years of service					
	1	\$26,078	\$26,469	\$26,866	\$27,269	\$27,678
	2	\$27,270	\$27,678	\$28,032	\$28,453	\$28,860
	3 years or more	\$28,263	\$28,887	\$29,117	\$29,554	\$29,997

Teacher Assistants work a 7 hour day and share the same calendar as teachers

Security Aides work schedules extending beyond standard day shift will receive the following addition to hourly compensation:	
Hours worked after 3:00 PM	\$0.25
Hours worked after 12:00 AM to 7:00 AM	\$1.00
Hours worked Saturday and Sunday	\$1.00
Standard shift includes any hours worked between 7 AM and 3 PM	
Security Aides receive time and one-half for work on listed holidays when school is not in session.	
Independence Day, Labor Day, Columbus Day Thanksgiving Day, Christmas Eve, Christmas Day New Year's Eve, New Year's Day, Easter Sunday Memorial Day	

