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Contract Database Metadata Elements

Title: **South Orangetown Central School District and South Orangetown Secretaries Association (1999)**

Employer Name: **South Orangetown Central School District**

Union: **South Orangetown Secretaries Association**

Local:

Effective Date: **07/01/99**

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SEC
6234

AGREEMENT MADE BY AND BETWEEN
SOUTH ORANGETOWN CENTRAL SCHOOL DISTRICT
AND
SOUTH ORANGETOWN SECRETARIES ASSOCIATION

JULY 1, 1999 - JUNE 30, 2003

Memorandum

RECEIVED

JAN 24 2005

**NYS PUBLIC EMPLOYMENT
RELATIONS BOARD**

35

PREAMBLE

This agreement is made and entered into as of the first day of July, 1999, by and between the South Orangetown Central School District of the Town of Orangetown, New York (hereinafter referred to as the "District") and the South Orangetown Secretaries' Association (hereinafter referred to as "SOSA").

Whereas the parties hereto recognize the duties and responsibilities imposed upon them by the Public Employees Fair Employment Act (Chapter 329 of the Laws of 1967) to negotiate in good faith with respect to wages, hours, and other terms and conditions of employment and,

Whereas both parties have negotiated in good faith and have reached a mutual understanding,
NOW THEREFORE it is agreed as follows:

MEMORANDUM OF AGREEMENT

It is hereby agreed by and between the District and SOSA that the following Agreement has been reached for a four-year agreement effective July 1, 1999, through June 30, 2003. All provisions in the 1996-1999 agreement between the parties shall be carried forward unless and except as modified herein.

ARTICLE I RECOGNITION

The District, pursuant to the procedures as outlined in the By-Laws and under Section 206 of Article 14 of the New York State Civil Service Law, hereby recognizes SOSA as the sole and exclusive bargaining agent for all full time employees (Appendix D) in the defined bargaining unit for the purpose of collective negotiations and the administration of grievance arising thereunder.

ARTICLE II
WAGES, HOURS, and CONDITIONS OF
EMPLOYMENT OF OFFICE PERSONNEL

A. Salary. The salary of each bargaining unit member shall be determined by and under the salary schedules attached to this agreement as Appendix A for the 1999-00, 2000-01, 2001-02 and 2002-03 school years. The School District and the Association have agreed on placement of the unit members on the salary schedule for the 1999-00 school year (Appendices B & C). In each school year thereafter, unit members shall advance one step on the salary schedule.

B. Schedule Placement and Promotion by District selection. The District may place an employee new to the bargaining unit on any step deemed appropriate by the District. Thereafter, the unit member shall progress on the salary schedule at the rate of one step for each year of employment. Any unit member who is promoted i.e., moves to a higher classification, shall be placed at the next higher step upon such promotion.

C. All full time Civil Service positions will be occupied by full time Civil Service Personnel and paid according to this agreement.

D. Evaluation. Evaluation is a responsibility of the administration only and will be a continuous process throughout each working year. A mutually agreed upon evaluation form for members of the unit will be utilized to evaluate each member. There will be at minimum a mid-year evaluation conference, and an end-of-year summary evaluation conference with the completion and review of the evaluation form by the immediate supervisor with the unit member. The unit member will sign the evaluation indicating that it has been reviewed. A copy of the evaluation will be given to the member and the original placed in the personnel file.

a) In evaluating unit members, the District will use the evaluation procedure and instrument developed and adopted in November 1994.

b) Evaluation schedule.

September	- employee/supervisor conference
January	- formative evaluation
May	- summative evaluation

c) The evaluation process is subject to the grievance procedure. The subjective rating by the evaluator is subject to the internal appeals and review committee established by the labor/management committee.

d) The full evaluation procedure and instrument as developed shall be attached to and be part of this collective bargaining agreement. (See Appendix E)

E. Vacancies. In the event a full-time clerical vacancy occurs or a new position is created, notification shall be given to the building representative who shall notify all unit members at the earliest possible time, and shall specify the procedure to be followed in making an application for such position. Consideration, but not preference, in appointments to such positions shall be given to members of this unit.

E. Conference Attendance. Unit members may be permitted to attend and/or participate in conferences and other activities requiring them to be absent from their places of work, provided that such conferences and activities are directly related to the improvement of the employee in the performance of her duties or contribute directly to the betterment of the program of the District, and it is further agreed that the Board of Education shall financially sponsor one delegate to such conference. Such participation and/or attendance shall be dependent upon the prior approval of the Superintendent of Schools. The number of hours of those participating shall not exceed the equivalent of six (6) working days.

G. Retirement Plan. It is agreed that the Board of Education of the District will make available to members of this unit the New York State Employees' Retirement Plan in force at the time of hire.

H. Contract Days:

Unit members shall be assigned to work in one of the following categories:

210 work days + 6 paid holidays + 5 paid vacation days + 1 paid staff development day	=	222 days
215 work days + 6 paid holidays + 5 paid vacation days + 1 paid staff development day.	=	227 days
220 work days + 6 paid holidays + 5 paid vacation days +1 paid staff development day.	=	232 days

Payment for holidays, vacation days and the staff development day has been included in the salary schedule and no additional payment for such days shall be made. Should unit members be required to work beyond the assigned days in a particular category, they will be compensated at the daily rate based upon their daily salary schedule.

I. Health Benefits. The District shall provide hospital/surgical insurance, excess major medical, and dental insurance to all unit members under the plan currently in effect on a share cost basis as set forth in paragraph "M" of this Article. During the life of the contract, the District may seek insurance carriers to cover all benefits, provided the members of this unit are guaranteed equal or better coverage.

J. Life Insurance. The District shall provide to unit members the Civil Service Retirement Group life plan currently in effect, without cost.

K. Income Protection Plan. The District shall provide an income protection plan providing partial indemnity to unit members during total disability, under the plan currently in effect, without cost. If upon becoming eligible for this insurance plan the unit member elects to remain on full salary, the District will pay the difference between the insurance benefits and the member's gross salary computed on a per diem basis per Article II (H), of the member's gross salary. The unit member may elect to use this option only to the limit of the accumulated sick leave. Such leave shall be diminished on a pro-rata basis during the exercise of this option.

L. Membership Dues. Upon presentation of the dues deduction authorization forms signed by individual members, dues for such members will be deducted beginning with the first payroll in October.

M. Co-Payment of Benefits. The District and the unit members shall share the cost of the insurance coverage in this Article in the following manner:

1. Hospital/Surgical, Excess Major Medical and Dental coverage. The District shall pay 95% of the annual premium - Unit member 5% of the annual premium.

2. Retirement Group Life - Without cost.

3. Income Protection Plan - Without cost.

For unit members electing individual hospital/surgical, excess major medical and dental coverage, the unit member's contribution shall not exceed 2% of the gross salary and the contribution shall be paid through a payroll deduction.

N. Smoke-Free workplace. Smoking is prohibited within the school buildings of South Orangetown, and it is prohibited on the school premises when school is in session or when there are student activities. The District shall make smoking cessation programs available for all employees who elect to participate in these district-sponsored programs.

O. Safety and Health. The District will provide a safe and healthy work environment for members of this bargaining unit.

P. Paid Holidays. Each unit member shall receive six (6) paid holidays (Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, Presidents' Day, and Memorial Day) and shall be compensated for such holidays based on the unit member's daily rate of pay, with said compensation included in the salary schedule.

Q. Paid Vacation. Each unit member shall receive five (5) days of paid vacation and shall be compensated for such vacation based on the unit member's daily rate of pay, with said compensation included in the salary schedule.

R. Staff Development Day. Each unit member shall be required to work and shall be compensated for one staff development day to be scheduled on one of the Superintendent's conference days and shall be compensated for such day based on the unit member's daily rate of pay, with said compensation included in the salary schedule. The program for the staff development day shall be determined by a committee composed of two (2) persons designated by the Superintendent or designee and two (2) persons designated by the President of the Association or designee.

ARTICLE III EMERGENCY CLOSINGS

All unit members will have snow days and/or any other emergency closings with pay. When schools are closed due to inclement weather, the supervisor may request unit members to report to work as soon as it is safe to travel on the roads, if:

- 1) the unit member is asked to report by his/her supervisor, and/or
- 2) the supervisor is present at the worksite.

If the roads are not passable, the unit member shall not be required to report to work. Employees who make such a judgment, shall not suffer any discipline, demotion, diminution in compensation or status or harassment as a result of the decision. If the unit member does report for work, he/she will be compensated with a day's pay.

ARTICLE IV HOURS OF EMPLOYMENT

A. Work Day. Normal work day is seven (7) hours work plus lunch period.

B. Lunch. Every employee is entitled to an established lunch period of one hour. Where approved by building supervisor, lunch hour may be shortened to 45 minutes or 30 minutes and time of arrival and/or departure may be modified to compensate for the reduction of time.

C. Overtime. If a unit member works overtime, the employee will be paid in accordance with Federal Fair Labor Laws. Overtime is a minimum of 15 minutes in excess of the normally scheduled 8 hours which includes 1 hour for lunch. Overtime in each school shall be given to the full time employees when overtime is required. For assignment of overtime, seniority should be considered where appropriate within each building. Overtime shall be approved by the Superintendent of Schools.

D. Break Period. Each employee is entitled to a 15 minute rest period. The time of the "break" is to be approved by building principal or administrator.

ARTICLE V PROMOTION AND TRANSFER

A. If a permanent unit member is in a position which is reclassified to a higher classification, and if such unit member is appointed to this position from a certified list, such unit member will be placed on the next higher step, but in the category or reclassification on the schedule (Appendix A). If a permanent unit member is an incumbent in a position which is reclassified to a

lower classification and if such unit member is appointed to this position, such member shall be placed at a salary which is nearest to the unit member's salary at the time of demotion. SOSA is guaranteed the opportunity of discussing changes in assignments prior to their taking effect with the Superintendent of Schools or his/her designee.

- B.** Members of this unit will be given assignment notices by June 1 for the following school year.

ARTICLE VI

EXCESSING PROCEDURES

- A.** Medical and dental benefits enjoyed by the excessed staff member will continue at employee's expense as per federal "COBRA" laws and regulations.
- B.** Excessed secretarial staff will have a preference in substitute service.
- C.** Notice of excess will be given no later than May 15 for the following school year.

ARTICLE VII

LEAVES

A. Jury Duty Leave. Office personnel who are required to serve on jury duty will receive full salary during the period of such service, less an amount equal to the compensation paid to them for such jury duty. Compensation for meals and travel will not be deducted.

B. Personal Days. Each unit member shall be granted four (4) personal days per year. These days shall not accrue or be carried over to the next year. Independence Day shall be taken as a personal day by each unit member. Other personal leave is to be taken with the approval of the unit member's immediate supervisor. Notice of intention to use personal leave should be at least 48 hours in advance, except in emergencies.

The unit member shall be paid for unused personal leave days up to three (3) per year at the rate of \$55.00 per day at the end of the school year.

C. Bereavement Leave. A maximum of 4 days shall be available for each death in a unit member's immediate family, to include spouse, child, father, mother, brother, sister, grandparents, father-in-law, mother-in-law, sister-in-law, brother-in-law, grandchild, or other person permanently residing with employee.

D. Sick Leave.

1. Unit members shall be entitled to thirteen (13) days of sick leave. Unit members entering this unit from another unit shall carry over sick leave earned in the other unit. Sick days currently being held for unit members who were at one time less than full time District employees shall be restored and credited to their account. Unused sick leave shall accumulate from year to year for a maximum of two hundred (200) days. Upon retirement from the District unit members shall be compensated for unused but accumulated sick leave at the rate of Thirty Five Dollars (\$35) per day.

2. Sick leave shall be used exclusively for personal illness of the unit member or illness in the immediate family.

3. When a unit member cannot report to work because of personal illness, they must notify their immediate supervisor or the supervisor's designee.

4. No unit member shall forfeit accumulated sick leave during approved leaves of absence. Sick leave accumulated prior to an approved leave of absence will be credited on return.

5. Leaves not covered as paid leaves in this agreement: rate of reduction in salary shall not be greater than the daily rate of pay.

6. If a unit member's work assignment changes from a full time employee to a part time employee, any accumulated sick leave shall be credited upon return to a full time position.

E. Extended Sick Leave. A unit member whose personal illness extends beyond accumulated sick leave will be granted leave without pay or increment for the balance of the current school year. Requests for leave must be accompanied by a statement from a physician.

F. Immediate Family Leave. A leave of absence of up to 1 year without pay or increment may be granted for the purpose of caring for a sick member of the unit member's immediate family, to include spouse, child, mother or father, or a regular member of the household. The leave of absence will be granted only to those unit members who have completed one year of service in the District.

ARTICLE VIII BASIS OF AGREEMENT OF DAYS OF WORK

A. Work Year. The total annual work period for members of this unit shall be 222, 227, 232 days (see Appendix D).

B. Work Schedule. As soon as practicable after the official school calendar has been adopted, 222, 227, 232 employees shall develop a schedule of work days with their immediate supervisor. As part of the schedule of work days, unit members will be expected to work on days their immediate supervisor works during the December, Winter and Spring Recess periods. Unit members may be asked to work during one (and only one) recess period. Which period shall be mutually agreed upon.

C. Annual Increments. It is agreed that annual increments in the salary schedule and guide made a part of this agreement shall be automatic.

6. This agreement incorporates the entire understanding of the parties on all issues which were or would have been the subject of negotiation.

ARTICLE X LENGTH OF AGREEMENT

1. Neither party to this agreement shall make or attempt to make any alterations, modification, change or variation of any of the items expressly covered by this Agreement.

This agreement shall remain in full force and be effective from July 1, 1999 through and ending June 30, 2003 or until a new agreement is ratified.

ARTICLE XI GRIEVANCE PROCEDURE

A. Purpose. It is the policy of the Board and SOSA that all grievances be resolved informally or at the earliest possible stage of this grievance procedure. However, both parties recognize that the procedure must be available without any fear of reprisals because of its use. Informal settlement at any stage shall bind the immediate parties to the settlement but shall not take precedent in a later grievance proceeding.

B. Definitions.

1. A "grievance" is any alleged violation of this Agreement or any dispute with respect to its meaning or application except that the Preamble shall not be the basis for any grievance.

2. An "office worker" is any person in the unit covered by this agreement.

3. An "aggrieved party" is the office worker or group of office personnel who submit a grievance or on whose behalf it is submitted, the SOSA and (when it submits a grievance) the Board.

D. Additional Work Days. If the need arises requiring the employment of unit members above and beyond 222, 227, 232 days, unit members will make every attempt to be available to work if this does not cause any undue family hardship, i.e., vacation, etc. It is understood unit members will be paid at their daily rate of pay.

E. Special Conditions. Members of this unit will not be required to work in a building unless a member of the professional staff is present.

ARTICLE IX GENERAL CONSIDERATIONS

1. No Article or Section in this Agreement shall be in any violation of Civil Service Law, the Rules and Regulations of the State Department of Personnel or any other law, State or Federal.

2. No Article or Section in this Agreement shall cause or shall be construed to allow, in any way whatsoever, a diminution of any presently enjoyed benefits by unit members.

3. It is agreed that all the benefits unit members had prior to entering into agreement, such as contributory participation by the District in the employee's group insurance plan, shall be retained, unless expressly and specifically abridged, modified, delegated, or granted within this Agreement.

4. In the event that any Article or Section of this Agreement shall be determined by a court of competent jurisdiction to be null, void, or unenforceable, such decision shall not affect any of the other provisions of this Agreement which shall continue in full force and effect.

5. Section 2023 of the Education Law: In the event a school budget is rejected by the voters of the School District all proposed salary increments and proposed increased benefits for unit members shall take effect as if the budget had been approved.

C. Submission.

1. Before a submission of a written grievance the aggrieved party must attempt to resolve it informally.

2. Each grievance shall be submitted in writing and shall identify the aggrieved party, the provision of this agreement involved in the grievance the time when and the place where the alleged events or conditions constituting the grievance existed, and, if known, the identity of the person responsible for causing such events or conditions and a general statement of the grievance and redress sought by the aggrieved party.

3. A grievance shall be deemed waived unless it is submitted within 30 days after the aggrieved party knew or should have known of the events or conditions on which it is based.

4. (a) An office worker or group of office personnel may submit grievances which affect only the school in which they work and shall submit such grievances to the Building Principal through a representative from SOSA.

(b) SOSA may submit any grievance. If it is limited in effect to one school, the grievance shall be submitted to the Building Principal. Otherwise, it shall be submitted directly to the Superintendent of Schools.

(c) The Board may submit grievances and, when it does so, it shall present its grievance to the President of SOSA.

D. Grievance Procedure.

1. The Building Principal shall respond in writing to each grievance received. His/her refusal to consider the grievance can be an appropriate response. If an aggrieved party is not satisfied with the response of the Building Principal or if no response is received within one calendar week after the submission of a grievance, such aggrieved party may submit a copy of the grievance to the Superintendent of Schools.
2. The Superintendent of Schools or his designated representative shall, upon request, confer with representatives of SOSA with respect to such grievance no later than 2 weeks after it is received.
3. Within one month after receiving a grievance from the Board, SOSA shall deliver to the Superintendent of Schools a detailed statement of its position with respect to the grievance.
4. In the event that either the Board or SOSA is not satisfied with the position taken by the other with respect to a grievance, either the Board or SOSA may, within one month after receipt of the written position or the time it was due, refer the grievance for arbitration, binding on all parties, by requesting the Office of the American Arbitration Association to forward the names of 5 prospective arbitrators. The arbitrator shall be chosen by representatives of the Board and SOSA who shall alternately strike the name of one proposed arbitrator. The order of striking names shall be determined by lot. Decision of the arbitrator shall, however, be subject to the right of the Board and SOSA and invoke its rights and pursue its remedies under Article 75 of the Civil Practice Law and Rules of the State of New York.
5. The fee and expenses of the arbitrator shall be shared equally by the Board and SOSA.

E. Miscellaneous.

1. Forms for filing and processing grievances will be developed jointly by the Board and SOSA and printed by the Board.

2. All papers dealing with the processing of a grievance shall be filed separately from the personnel files. Such files shall be maintained by the Board and, together with such other records as may be necessary for the processing of the grievance, they shall be available for inspection and copying by an aggrieved party and SOSA.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals this 2/day of June, 2001

SOUTH ORANGETOWN CENTRAL SCHOOL DISTRICT

By: Kenneth Smith
Kenneth Smith, Interim Superintendent of Schools

SOUTH ORANGETOWN SECRETARIES ASSOCIATION

By: Louise M. Figueroa
Louise M. Figueroa, President

SALARY SCHEDULES 2000-2001

APPENDIX A

**SECRETARIES SALARIES
2000-2001**

232 DAYS

STEP	A	B	C	D	E
1	24,154	25,065	25,853	26,765	27,614
2	24,889	25,810	26,606	27,526	28,385
3	25,383	26,304	27,100	28,020	28,879
4	25,877	26,798	27,594	28,515	29,373
5	26,372	27,292	28,088	29,009	29,687
6	26,686	27,786	28,582	29,503	30,361
7	27,360	28,281	29,076	29,997	30,855
8	27,854	28,775	29,571	30,491	31,349
9	28,348	29,269	30,065	30,985	31,844
10	28,842	29,763	30,559	31,479	32,338
11	29,336	30,257	31,053	31,974	32,832
12	29,831	30,751	31,547	32,468	33,326
13	30,325	31,245	32,041	32,962	33,820
14	30,819	31,740	32,535	33,456	34,314
15	31,313	32,234	33,030	33,950	34,808
16	31,807	32,728	33,524	34,444	35,303
17	32,301	33,222	34,018	34,938	35,797
18	32,795	33,716	34,512	35,433	36,291
19	33,290	34,210	35,006	35,927	36,785
20	33,784	34,704	35,500	36,421	37,279
21	34,278	35,199	35,994	36,915	37,773
22	34,772	35,693	36,489	37,409	38,267
23	35,266	36,187	36,983	37,903	38,762
24	35,760	36,681	37,477	38,397	39,256
25	36,254	37,175	37,971	38,892	39,750
26	36,749	37,670	38,465	39,386	40,244
27	37,243	38,165	38,959	39,880	40,738
28	37,737	38,660	39,453	40,774	41,232

**SECRETARIES SALARIES
2000-2001**

227 DAYS

STEP	A	B	C	D	E
1	23,633	24,525	25,296	26,188	27,019
2	24,353	25,254	26,033	26,933	27,773
3	24,836	25,737	26,516	27,416	28,257
4	25,319	26,220	26,999	27,900	28,740
5	25,804	26,704	27,483	28,384	29,047
6	26,111	27,187	27,966	28,867	29,707
7	26,770	27,671	28,449	29,351	30,190
8	27,254	28,155	28,934	29,834	30,673
9	27,737	28,638	29,417	30,317	31,158
10	28,220	29,122	29,900	30,801	31,641
11	28,704	29,605	30,384	31,285	32,124
12	29,188	30,088	30,867	31,768	32,608
13	29,671	30,572	31,350	32,252	33,091
14	30,155	31,056	31,834	32,735	33,574
15	30,638	31,539	32,318	33,218	34,058
16	31,122	32,023	32,802	33,702	34,542
17	31,605	32,506	33,285	34,185	35,026
18	32,088	32,989	33,768	34,669	35,509
19	32,573	33,473	34,252	35,153	35,992
20	33,056	33,956	34,735	35,636	36,476
21	33,539	34,440	35,218	36,119	36,959
22	34,023	34,924	35,703	36,603	37,442
23	34,506	35,407	36,186	37,086	37,927
24	34,989	35,890	36,669	37,569	38,410
25	35,473	36,374	37,153	38,054	38,893
26	35,957	36,869	37,636	38,537	39,377
27	36,440	37,364	38,119	39,021	39,860
28	36,924	37,859	38,603	39,895	40,343

**SECRETARIES SALARIES
2000-2001**

222 DAYS

STEP	A	B	C	D	E
1	23,113	23,985	24,739	25,611	26,424
2	23,816	24,698	25,459	26,340	27,162
3	24,289	25,170	25,932	26,812	27,634
4	24,762	25,643	26,405	27,286	28,107
5	25,235	26,116	26,877	27,759	28,407
6	25,536	26,588	27,350	28,231	29,052
7	26,181	27,062	27,823	28,704	29,525
8	26,653	27,535	28,296	29,177	29,998
9	27,126	28,007	28,769	29,649	30,471
10	27,599	28,480	29,242	30,122	30,944
11	28,072	28,953	29,715	30,596	31,417
12	28,545	29,426	30,187	31,069	31,890
13	29,018	29,898	30,660	31,541	32,362
14	29,491	30,372	31,133	32,014	32,835
15	29,963	30,845	31,606	32,487	33,308
16	30,436	31,317	32,079	32,959	33,781
17	30,909	31,790	32,552	33,432	34,254
18	31,381	32,263	33,024	33,906	34,727
19	31,855	32,735	33,497	34,378	35,199
20	32,328	33,208	33,970	34,851	35,672
21	32,801	33,682	34,443	35,324	36,145
22	33,273	34,155	34,916	35,797	36,618
23	33,746	34,627	35,389	36,269	37,091
24	34,219	35,100	35,862	36,742	37,564
25	34,691	35,573	36,334	37,216	38,037
26	35,165	36,068	36,807	37,688	38,509
27	35,638	36,563	37,280	38,161	38,982
28	36,110	37,058	37,752	39,017	39,455

SALARY SCHEDULES 2001-2002

APPENDIX A

SECRETARIES SALARIES
2001-2002

232 DAYS

SECRETARIES SALARIES
2001-2002

227 DAYS

SECRETARIES SALARIES
2001-2002

222 DAYS

STEP	A	B	C	D	E
1	24,879	25,817	26,629	27,568	28,442
2	25,636	26,584	27,404	28,352	29,237
3	26,144	27,093	27,913	28,861	29,745
4	26,653	27,602	28,422	29,370	30,254
5	27,163	28,111	28,931	29,879	30,578
6	27,487	28,620	29,439	30,388	31,272
7	28,181	29,129	29,948	30,897	31,781
8	28,690	29,638	30,458	31,406	32,289
9	29,198	30,147	30,967	31,915	32,799
10	29,707	30,656	31,476	32,423	33,308
11	30,216	31,165	31,985	32,933	33,817
12	30,726	31,674	32,493	33,442	34,326
13	31,235	32,182	33,002	33,951	34,835
14	31,744	32,692	33,511	34,460	35,343
15	32,252	33,201	34,021	34,969	35,852
16	32,761	33,710	34,530	35,477	36,362
17	33,270	34,219	35,039	35,986	36,871
18	33,779	34,727	35,547	36,496	37,380
19	34,289	35,236	36,056	37,005	37,889
20	34,798	35,745	36,565	37,514	38,397
21	35,306	36,255	37,074	38,022	38,906
22	35,815	36,764	37,584	38,531	39,415
23	36,324	37,273	38,092	39,040	39,925
24	36,833	37,781	38,601	39,549	40,434
25	37,342	38,290	39,110	40,059	40,943
26	37,851	38,799	39,619	40,568	41,451
27	38,360	39,308	40,128	41,076	41,960
28	38,869	39,818	40,637	41,585	42,469

STEP	A	B	C	D	E
1	24,342	25,261	26,055	26,974	27,829
2	25,083	26,011	26,814	27,741	28,606
3	25,581	26,509	27,311	28,239	29,104
4	26,079	27,007	27,809	28,737	29,602
5	26,578	27,505	28,307	29,235	29,919
6	26,894	28,003	28,805	29,733	30,598
7	27,573	28,502	29,303	30,231	31,096
8	28,071	28,999	29,802	30,729	31,594
9	28,569	29,497	30,300	31,227	32,092
10	29,067	29,995	30,797	31,725	32,590
11	29,565	30,493	31,295	32,223	33,088
12	30,064	30,991	31,793	32,721	33,586
13	30,562	31,489	32,291	33,219	34,084
14	31,059	31,988	32,789	33,717	34,582
15	31,557	32,485	33,288	34,215	35,080
16	32,055	32,983	33,786	34,713	35,578
17	32,553	33,481	34,283	35,211	36,076
18	33,051	33,979	34,781	35,709	36,574
19	33,550	34,477	35,279	36,207	37,072
20	34,048	34,975	35,777	36,705	37,570
21	34,545	35,474	36,275	37,203	38,068
22	35,043	35,971	36,774	37,701	38,566
23	35,541	36,469	37,272	38,199	39,064
24	36,039	36,967	37,769	38,697	39,562
25	36,537	37,465	38,267	39,195	40,060
26	37,036	37,964	38,765	39,693	40,558
27	37,534	38,463	39,263	40,191	41,056
28	38,031	38,962	39,761	40,689	41,554

STEP	A	B	C	D	E
1	23,806	24,704	25,481	26,380	27,216
2	24,531	25,438	26,223	27,130	27,976
3	25,018	25,925	26,710	27,617	28,463
4	25,504	26,412	27,197	28,104	28,950
5	25,992	26,899	27,684	28,591	29,260
6	26,302	27,386	28,171	29,078	29,924
7	26,966	27,874	28,657	29,565	30,411
8	27,453	28,361	29,145	30,052	30,898
9	27,940	28,848	29,632	30,539	31,386
10	28,427	29,335	30,119	31,026	31,872
11	28,914	29,821	30,606	31,514	32,359
12	29,402	30,308	31,093	32,001	32,846
13	29,888	30,795	31,580	32,487	33,333
14	30,375	31,283	32,067	32,974	33,820
15	30,862	31,770	32,554	33,461	34,307
16	31,349	32,257	33,041	33,948	34,795
17	31,836	32,744	33,528	34,435	35,282
18	32,323	33,231	34,015	34,923	35,769
19	32,811	33,717	34,502	35,410	36,255
20	33,298	34,204	34,989	35,897	36,742
21	33,785	34,692	35,476	36,384	37,229
22	34,271	35,179	35,964	36,870	37,716
23	34,758	35,666	36,451	37,357	38,204
24	35,245	36,153	36,937	37,844	38,691
25	35,732	36,640	37,424	38,332	39,178
26	36,220	37,127	37,911	38,819	39,665
27	36,707	37,614	38,398	39,306	40,152
28	37,194	38,101	38,885	39,793	40,638

*Anyone who is beyond step 28 will receive a 4% increase in salary

SALARY SCHEDULES 2002-2003

APPENDIX A

**SECRETARIES SALARIES
2002-2003** **232 DAYS**

**SECRETARIES SALARIES
2002-2003** **227 DAYS**

**SECRETARIES SALARIES
2002-2003** **222 DAYS**

STEP	A	B	C	D	E
1	25,625	26,591	27,427	28,395	29,296
2	26,405	27,382	28,226	29,202	30,114
3	26,929	27,906	28,750	29,726	30,638
4	27,453	28,430	29,274	30,252	31,162
5	27,978	28,954	29,799	30,776	31,495
6	28,311	29,478	30,323	31,300	32,210
7	29,026	30,003	30,847	31,824	32,734
8	29,550	30,527	31,372	32,348	33,258
9	30,074	31,051	31,896	32,872	33,783
10	30,598	31,576	32,420	33,396	34,307
11	31,123	32,100	32,944	33,921	34,831
12	31,648	32,624	33,468	34,445	35,356
13	32,172	33,148	33,992	34,969	35,880
14	32,696	33,673	34,516	35,493	36,404
15	33,220	34,197	35,042	36,018	36,928
16	33,744	34,721	35,566	36,542	37,453
17	34,268	35,245	36,090	37,066	37,977
18	34,792	35,769	36,614	37,591	38,501
19	35,317	36,293	37,138	38,115	39,025
20	35,841	36,817	37,662	38,639	39,549
21	36,366	37,343	38,186	39,163	40,073
22	36,890	37,867	38,711	39,687	40,597
23	37,414	38,391	39,235	40,211	41,123
24	37,938	38,915	39,759	40,735	41,647
25	38,462	39,439	40,283	41,261	42,171
26	38,987	39,963	40,808	41,785	42,695
27	39,511	40,487	41,332	42,309	43,219
28	40,035	41,012	41,856	42,833	43,743

STEP	A	B	C	D	E
1	25,073	26,018	26,836	27,783	28,664
2	25,836	26,792	27,618	28,573	29,465
3	26,348	27,304	28,131	29,086	29,977
4	26,861	27,817	28,644	29,600	30,490
5	27,375	28,330	29,156	30,112	30,816
6	27,701	28,843	29,669	30,625	31,516
7	28,401	29,357	30,182	31,138	32,029
8	28,913	29,869	30,696	31,651	32,541
9	29,426	30,382	31,209	32,164	33,055
10	29,939	30,895	31,721	32,676	33,568
11	30,452	31,408	32,234	33,190	34,081
12	30,966	31,921	32,747	33,703	34,594
13	31,478	32,433	33,260	34,216	35,106
14	31,991	32,947	33,772	34,729	35,619
15	32,504	33,460	34,286	35,241	36,132
16	33,017	33,973	34,799	35,754	36,646
17	33,530	34,486	35,312	36,267	37,159
18	34,042	34,998	35,825	36,781	37,671
19	34,556	35,511	36,337	37,294	38,184
20	35,069	36,024	36,850	37,806	38,697
21	35,582	36,538	37,363	38,319	39,210
22	36,095	37,051	37,877	38,832	39,723
23	36,607	37,563	38,390	39,345	40,236
24	37,120	38,076	38,902	39,857	40,749
25	37,633	38,589	39,415	40,371	41,262
26	38,147	39,102	39,928	40,884	41,775
27	38,660	39,615	40,441	41,397	42,288
28	39,172	40,128	40,954	41,910	42,800

STEP	A	B	C	D	E
1	24,520	25,445	26,245	27,171	28,033
2	25,267	26,202	27,010	27,944	28,816
3	25,768	26,703	27,511	28,445	29,317
4	26,270	27,205	28,013	28,948	29,819
5	26,772	27,706	28,514	29,449	30,137
6	27,091	28,208	29,016	29,951	30,822
7	27,775	28,710	29,517	30,452	31,323
8	28,277	29,212	30,020	30,954	31,825
9	28,778	29,713	30,521	31,455	32,327
10	29,280	30,215	31,023	31,957	32,829
11	29,781	30,716	31,524	32,459	33,330
12	30,284	31,218	32,026	32,961	33,832
13	30,785	31,719	32,527	33,462	34,333
14	31,287	32,222	33,029	33,964	34,835
15	31,788	32,723	33,531	34,465	35,336
16	32,290	33,225	34,033	34,967	35,839
17	32,791	33,726	34,534	35,468	36,340
18	33,293	34,228	35,036	35,971	36,842
19	33,795	34,729	35,537	36,472	37,343
20	34,297	35,231	36,039	36,974	37,845
21	34,798	35,733	36,540	37,475	38,346
22	35,300	36,235	37,043	37,977	38,848
23	35,801	36,736	37,544	38,478	39,350
24	36,303	37,238	38,046	38,980	39,852
25	36,804	37,739	38,547	39,482	40,353
26	37,307	38,242	39,049	39,984	40,855
27	37,808	38,745	39,550	40,485	41,356
28	38,310	39,248	40,052	40,987	41,858

***Anyone beyond step 28 will receive a 4% raise in each year of the contract**

APPENDIX B

SOUTH ORANGETOWN CENTRAL SCHOOL DISTRICT

LEVEL CLASSIFICATIONS

SECRETARIAL/CLERICAL PERSONNEL

LEVEL A	School Bus Driver/Clerk
LEVEL B	Duplicating Machine Operator Clerk Typist
LEVEL C	Sr. Clerk-Typist
LEVEL D	Sr. Account Clerk-Typist Secretary Typist Secretary I
LEVEL E	Principal Clerk Sr. Payroll Clerk-Typist

**APPENDIX C
STEP PLACEMENT FOR 1999-2000***

<u>NAME</u>	<u>STEP</u>
ADANIEL, KAREN	B1
BEEBE, DEBBIE	B1
BONONDONA, LORI	D27
BRANDT, LOUISE	D28
CAMPANELLA, TERESA	C9
CHIDWICK, ANELLA	B19
CINQUE, JANET	D9
CORCORAN, EILEEN	B27
DOOLAN, MARGARET	B7
FIGUEROA, LOUISE	C7
FOERTH, ANITA	D13
FOGARTY, MAUREEN	C20
GERARD, PAT	D20
KLIKA, PAULA	D8
KOZICH, NANCY	D27
MARRETT, TANYA	D8
MORALES, YVONNE	B27
MURPHY, MARIE	B9
NARCISCO, SANDY	B7
NOTARO, KATHY	D9
PIEMONTE, MARYANNE	B19
PIRNIE, BEVERLY	B7
RIZZI, DEBBY	D3
SCHROEDER, RUTH	E26
SHIRGIO, CAROL	C4
SANDRA STUHLBERG	D19
SULLIVAN, KATHERINE	B1
SULLIVAN, TERRI	D4
SWIFT, KAREN	B7
TINGER, JOAN	D9
ZARNOCK, LUCILLE	D24

*SOSA Members as of 7/1/99

APPENDIX D

222 DAYS

TITLE

LOCATION

Clerk Typist	Central Office Registration
Clerk Typist	Continuing Education
Clerk Typist	Tappan Zee H.S. Attendance Office
Clerk Typist	Tappan Zee H.S. Guidance Office
Clerk Typist	Tappan Zee H.S. Library
Sr. Clerk Typist	South Orangetown Early Childhood Program

227 DAYS

TITLE

LOCATION

Clerk Typist	South Orangetown M.S. Main Office
Clerk Typist	Tappan Zee H.S. Athletic Office
Clerk Typist	Tappan Zee H.S. Main Office
Sr. Clerk Typist	Tappan Zee H.S. Assistant Principal Office
Sr. Clerk Typist	Tappan Zee H.S. Guidance Office
Secretarial Typist	Tappan Zee Elementary Main Office
Secretarial Typist	William O. Schaefer Main Office
Secretarial Typist	Cottage Lane Elementary Main Office

232 DAYS

TITLE

LOCATION

Duplicating Machine Operator	Central Office
Clerk Typist	Office of Special Education Services
Clerk Typist	Business Office
Clerk Typist	Office of Human Resources
Clerk Typist	Tappan Zee H.S. Main Office
Sr. Clerk Typist	South Orangetown M.S. Guidance Office
Sr. Account Clerk Typist (3)	Business Office
Principal Clerk	Office of Human Resources
Secretarial Typist	Office of Buildings & Grounds
Secretarial Typist	South Orangetown M.S. Assistant Principal Office
Secretarial Typist	South Orangetown M.S. Principal Office
Secretarial Typist	Tappan Zee H.S. Assistant Principal Office
Secretarial Typist	Tappan Zee H.S. Principal Office
Secretarial Typist	Office of Human Resources
Secretarial Typist (2)	Office of Special Education Services
Secretarial Typist	Office of the Superintendent

PERFORMANCE EVALUATION - Civil Service Personnel

Name _____ Position _____

Permanent Provisional Temporary Substitute

SATISFACTORY: Fully meets requirements of position.
UNSATISFACTORY: Fails to meet requirements of position; consistent deficiency in performance - Must have been discussed with employee 2X prior to final determination.

Note: See definition of terms on reverse side of Evaluation form.

I. WORK PERFORMANCE:	Satisfactory	Unsatisfactory (Dates discussed to be initialed by both parties)
-Quality of Work		
-Timely Completion of Work		
II. INTERPERSONAL RELATIONSHIPS:	Satisfactory	Unsatisfactory (Dates Discussed)
-Cooperates with co-workers & community		
-Accepts constructive criticism		
III. GENERAL HABITS:	Satisfactory	Unsatisfactory (Dates Discussed)
-Adaptability		
-Dependability		

Principal/General Supervisor _____ Date _____

Supervisor's Comments:

Employee Comments:

This evaluation has been discussed with me and my comments are accurate.

Employee Signature _____ Date _____

Civil Service Employees

DEFINITION OF TERMS

- I. **QUALITY OF WORK:**
Good job skills
Work performed meets requirements of position
- II. **QUANTITY OF WORK:**
Completes work in allotted time
Meets deadlines
- III. **WORK HABITS AND ATTITUDES:**
Knows work and organizes it
Uses good judgement
Learns and applies new ideas, procedures, techniques
Show interest in work performed
Abides by rules and regulations
- IV. **DEPENDABILITY:**
Continues work in absence of close supervision
Complies with written and oral instruction
- V. **ATTENDANCE:**
Punctual
Free from excessive absences
- VI. **WORK RELATIONSHIPS:**
Works harmoniously with others
Accepts constructive criticism
Exercises tact
Ability to relate well to staff and parents, etc.
- VII. **INTERPERSONAL RELATIONSHIPS:**
Ability to relate in a positive manner with students, staff, and community
- VIII. **SUPERVISORY SKILLS (if applicable):**
Settles problems at his/her level
Guides employees to maximum effectiveness
Training
- IX. **OTHER:**
Note other strengths/weaknesses

PERFORMANCE EVALUATION - S.O. SECRETARIES

NAME _____ POSITION _____

EVALUATION SCHEDULE:

A. September - Employee/Supervisor Conference

A written list of job responsibilities will be given to employee by September 30.

B. January - Formative Evaluation

An employee/supervisor conference will be held by January 31.

C. May - Summative Evaluation

Written evaluation to be completed by May 30.

JOB DESCRIPTION/DUTIES:

The above description of duties has been discussed with me.

Employee Signature _____ Date _____

FORMATIVE EVALUATION:

Employee Signature _____ Date _____