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

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SEC 5606

**AGREEMENT**

**between**

**MIDDLE COUNTRY CENTRAL SCHOOL DISTRICT**

**Centereach, New York**

**and**

**MIDDLE COUNTRY SECRETARIAL ASSOCIATION -**

**CLERICAL UNIT**

**July 1, 2006 to June 30, 2009**

**RECEIVED**

**JAN 29 2007**

**NYS PUBLIC EMPLOYMENT  
RELATIONS BOARD**



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## **1.0 THE AGREEMENT**

### **1.1 Term of Agreement**

This agreement shall be effective July 1, 2006, and all terms and conditions shall remain in force and effect until June 30, 2009, except as hereinafter otherwise specially provided.

### **1.2 Past Better Conditions**

Any "terms and conditions of employment" not specifically covered herein shall not be changed during the life of this agreement without prior negotiations with the Association.

### **1.3 Required Notice**

The following notice is included in this agreement as required by 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.

### **1.4 Changes in Personnel Policy**

Should the District contemplate changes in personnel policy that involve "terms and conditions of employment" which are not covered by this agreement, and which would affect any or all of the employees covered by this agreement, the District shall apprise the Association of such changes, and notification shall be

given not later than ten (10) working days prior to such action or change. Such changes shall not be implemented prior to discussion with the Association, if discussion is requested.

**1.5** The Association and the employees recognize the right of the District to legislate and regulate work rules for all employees of the District as provided by law. The Association and employees further recognize the right of the District to manage its affairs and to direct the work force, and to be able to make all decisions as to the operation of the school system and its work force, including, but not limited to, the increase and/or decrease of the work force, discipline, and all other rights normally inherent in management, except as is otherwise limited by the terms of this agreement.

## **2.0 ASSOCIATION STATUS AND RIGHTS**

### **2.1 Recognition and Leave**

(a) The District recognizes the Association as the exclusive representative for the purposes of collective negotiations and pursuant to Article 14 of the Civil Service Law of all clerical and data processing employees, including part-time employees, but excluding substitute and temporary employees. The period of unchallenged exclusive recognition shall continue in effect through the maximum allowable period by law.

(b) Assignment of work to clerical/data processing and paraprofessional employees shall be done in accordance with past practice of the parties.

(c) Union Business - Up to a maximum of forty-eight (48) hours per year shall be available for Association business. Prior approval must be secured from the Superintendent or his/her designee and the individuals' immediate Supervisor. Approval shall not be unreasonably withheld.

## **2.2 Dues Deduction**

At the member's request, the District shall deduct from pay dues as designated by the Association for membership in the Association on the basis of individually signed, voluntary deduction authorization cards, in form agreed to by the District and the Association.

## **2.3 Agency Fee**

The District does hereby agree to an agency fee. Each employee who is not a member of the Association will pay to the collective bargaining agent each month a service charge toward the administration of this agreement and the representation of such employee, provided, however, that each employee have available to him/her membership in the MCSA on the same terms and conditions as are available to every other member of the Association.

The service charge shall be certified to the District by the MCSA.

The District shall deduct such fee in the same manner the membership dues are deducted.

The amount collected for the agency fee shall be used to represent the individual as a member of the bargaining unit and shall not be used towards

expenditures by the organization for activities or causes of political or ideological nature, except as incidentally related to terms and conditions of employment.

The MCSA shall establish appeal procedures for individuals challenging the agency fee in accordance with state and federal law.

The MCSA shall indemnify and save the District harmless against any and all claims, demands, suits or other forms of liability that shall arise out of or by reason of action taken or not taken by the District for the purpose of complying with any of the provisions of this article.

The MCSA shall supply the District with a list of names of nonmembers at least fifteen (15) days prior to the deduction of any agency fee.

## **2.4 Grievance Procedure**

(a) Any grievance or dispute which may arise between the parties with respect to the applicable meaning or interpretation of this agreement shall be settled in the following manner:

STEP 1 - The Association shall take up the grievance with the immediate Supervisor of the employee or employees involved within fifteen (15) working days of its occurrence. If, at that time, the Association is unaware of the grievance, it shall be taken up within fifteen (15) working days of his/her knowledge of its occurrence. The Supervisor shall then attempt to adjust the matter, and shall respond to the Association within five (5) working days. The Association shall receive a written response to a grievance at Step 1, if the grievance is submitted in writing on the appropriate form.

STEP 2 - If the grievance has not been settled, it shall be presented, in writing, by the Association to the Superintendent's designee within seven (7) working days after the Supervisor's response is due. The Superintendent's designee shall respond to the Association, in writing, within five (5) working days.

STEP 3 - If the grievance determination by the Superintendent or his/her designee is found to be unsatisfactory, the Association may petition the Board of Education to review the decision of the Superintendent or his/her designee in Executive Session within two (2) calendar weeks. The Board of Education shall respond, in writing, to the Association within five (5) working days after the review of the grievance.

STEP 4 - (a) If the grievance is still unsettled, the Association may, within fifteen (15) working days after the reply of the Board of Education is due, by written notice to the Board, indicate its intention to arbitrate.

(b) Failure to respond within the indicated time limits shall allow an appeal as if a denial had been made the last day possible.

(c) Nothing in this grievance procedure shall prevent any employee from initiating and processing a grievance, but only the Association can request arbitration. In the event an employee initiates a grievance, the Association shall be given the opportunity to participate in all proceedings.

(d) When an employee has a grievance pending, filed by the Association, no representative of the District shall discuss the grievance or related



conditions of employment with that employee, unless a representative of the Association shall be present.

(e) The cost of the arbitrator shall be shared by the parties.

(f) Whenever the Association initiates a grievance on its own behalf, the grievance procedure shall commence at Step 2 on page 5.

## **2.5 Arbitration**

(a) Selection of the arbitrator shall be made pursuant to the Voluntary Rules of the American Arbitration Association. The arbitrator shall have no authority to add to or delete from the provisions of this agreement, but shall only be empowered to interpret the provisions herein.

(b) The decision of the arbitrator shall be final and binding upon all parties, and shall be complied with promptly.

## **2.6 No Strikes**

The Association affirms that it does not assert the right to strike against the District or any government, nor will it assist or participate in any such strike, nor impose an obligation to conduct a strike, or participate in such a strike.

## **2.7 Representative Status**

The Association affirms it will represent all employees in the unit described in Section 2.1 on page 2 without regard to whether or not they are members of the Association.

## **2.8 Involuntary Transfers**

It is hereby agreed that, except in emergency situation, the Association shall be given ten (10) days prior notice of involuntary transfers of employees. Every reasonable effort will be made to permit full discussion of the employee's view with respect to the pending transfer.

## **2.9 Notification of Vacancies**

a) The District shall forward notices of any vacancies within the bargaining unit to the President of the Association and to the appropriate Administrators, who shall post such notices in their buildings.

b) The District shall provide the MCSA with a list of vacancies every six (6) weeks, upon request of the Association.

## **3.0 WORKING CONDITIONS**

### **3.1 Workweek**

The regular workweek for employees shall consist of five (5) consecutive days, seven and one-half (7 1/2) hours per day, thirty-seven and one-half (37 1/2) hours per week. When school is not in session, the regular workweek shall consist of five (5) consecutive days, seven (7) hours per day, thirty-five (35) hours per week. Unit members may work a reduced work week during the summer recess when the Superintendent of Schools, in her sole discretion, determines to implement a reduced work week.

### 3.2 Seniority

(a) Seniority shall be based on job title or classification for purposes of determining seniority in position.

(b) For longevity increment or vacation purposes, seniority shall commence with the most recent date of regular employment on contract using payroll records as the source documents. Time on approved leaves shall not be counted as a break in service, but time on such leave shall not count as "service" for such purposes.

(c) It is understood that the seniority provision in Section 3.2(a) is deemed to mean that for purposes of layoff only, seniority shall be based upon length of continuous service within the District. With respect to regular part-time employees, credit shall be given for each year of part-time service. To accomplish this, seniority for both full-time and part-time employees shall be computed upon an hourly basis.

### 3.3 Vacations

(a) Employees are allowed two (2) weeks of paid vacation after one (1) year of employment, and additional days of paid vacation as follows:

<u>Years of Service</u>	<u>Vacation Days</u>	<u>Years of Service</u>	<u>Vacation Days</u>
1	10	6	16
2	11	7	17
3	12	8	18
4	13	9	19
5	15	10	20

(b) Ten (10) and eleven (11) month secretarial personnel shall be entitled to pro rata vacations pursuant to Section 3.3(a) and Section 3.4.

(c) Vacation entitlement for all employees shall be arranged between the employee and his/her immediate Supervisor, and shall be taken at a time when schools are not in session. An employee may request that up to five (5) days vacation entitlement be taken when schools are in session. Such requests may be granted at the discretion of the Superintendent or his/her designee.

### 3.4 Vacation Pay Upon Termination

Paid vacation days are earned in accordance with the following schedule, and employees upon termination are entitled to unused earned prorated vacation pay in accordance herewith:

<u>Years of Service</u>	<u>Earned Vacation Days Per Month</u>	<u>Years of Service</u>	<u>Earned Vacation Days Per Month</u>
1st	.83	6th	1.33
2nd	.92	7th	1.42
3rd	1.00	8th	1.50
4th	1.08	9th	1.58
5th	1.25	10th	1.66

### 3.5 Holidays

(a) Employees are entitled to fifteen (15) holidays per year as follows:

- |                                 |                           |
|---------------------------------|---------------------------|
| New Year's Day                  | Election Day              |
| Martin Luther King Day          | Veterans' Day             |
| Washington's or Lincoln's B'day | Thanksgiving Day          |
| Good Friday                     | Day after Thanksgiving    |
| Memorial Day                    | Day before Christmas      |
| Fourth of July                  | Christmas                 |
| Labor Day                       | Day before New Year's Day |
| Columbus Day                    |                           |

If the clerical unit is required to work on any of the above holidays, the Superintendent shall determine an alternative holiday, during the period of September 1 to June 30, in which the altered holiday fell, after consultation with the Union. Employees who work on the alternate holiday shall not be paid at the overtime rate, unless they work in excess of the seven and one-half (7 1/2) hour day.

(b) Should a holiday fall on a Saturday or Sunday, respectively, Friday or Monday, respectively, shall be deemed the holiday, unless school is in session that day, in which case the District and the Association shall meet and agree upon another day.

#### **4.0 COMPENSATION**

##### **4.1 Salaries**

Effective July 1, 2006, each step of the salary schedule in effect as of June 30, 2006 shall be increased by three and one-half (3.5%) percent. Those employees who are eligible, shall move one step on the salary schedule effective July 1, 2006.

Effective July 1, 2007, each step of the salary schedule in effect as of June 30, 2007 shall be increased by three and one-half (3.5%) percent. Those employees who are eligible, shall move one step on the salary schedule effective July 1, 2007.

Effective July 1, 2008, each step of the salary schedule in effect as of June 30, 2008 shall be increased by three and one-half (3.5%) percent. Those

employees who are eligible, shall move one step on the salary schedule effective July 1, 2008.

The salary schedules reflecting these increases are attached hereto as appendices "A" through "C".

#### **4.2 Longevity Increments**

Employees who have completed the following years of service shall receive the indicated longevity increases.

<u>Years of Service</u>	<u>Increment</u>
10	\$275
13	\$300
18	\$425
21	\$550
24	\$375

#### **4.3 Chief Secretary Payment**

The Chief Building Secretary for each school shall be designated, in writing, by the building principal, and shall receive a three hundred and fifty dollar (\$350) annual payment for remaining on call during his/her break time. Effective July 1, 1997, the annual payment shall be four hundred (\$400) dollars; effective July 1, 1998, the annual stipend shall be four hundred fifty (\$450) dollars.

#### **4.4 Shift Differential**

Employees whose shift commences at 3:00 p.m., or whose major portion of the workday is after 3:00 p.m., shall be paid a differential of forty (\$.40) cents per hour for all hours after 3:00 p.m.

#### **4.5 Overtime**

(a) All overtime shall be computed on a daily and weekly basis.

(b) All overtime performed Monday through Saturday shall be computed at the rate of time and one-half. All work performed on a Sunday shall be paid at a rate of double time. All work performed on a holiday shall be paid at the rate of double time, plus a day's pay for the holiday.

(c) All employees shall receive double time payment after sixteen (16) hours of continuous work.

(d) all overtime shall be the responsibility of the Superintendent and/or his/her designee and must be approved in advance.

#### **4.6 Method of Payment**

All ten (10) month and eleven (11) month employees may, at their own option, choose the twenty-six- (26) payment method of pay.

### **5.0 EMPLOYEE BENEFITS**

#### **5.1 Medical Insurance**

The following health insurance plans are the “base” plans:

Empire United Healthcare (Empire Core plus enhancements – formerly Metrahealth, Empire Metropolitan, Statewide Plan)

Empire Choice (Formerly Empire Healthcare, Empire Healthnet, Empire C.H.P.S.)

Aetna US Healthcare (Formerly US Healthcare)

Health Insurance Plan of Greater New York (HIP)

After prior consultation with the Association, the District may offer voluntary health insurance plans in addition to the "base" plans.

Effective July 1, 2006, all unit members who chose to enroll in a "base plan" will contribute 5.5% of the health insurance premium of said "base plan".

Effective July 1, 2007, all unit members who chose to enroll in a "base plan" will contribute 6% of the health insurance premium of said "base plan". Effective July

1, 2008, all unit members who chose to enroll in a "base plan" will contribute 6.5% of the health insurance premium of said "base plan".

Unit members currently enrolled in a "base plan", and Unit members who were formerly enrolled in a "base plan" but who currently are receiving payments for declining such coverage as set forth below, who opt to enroll in a voluntary plan with premiums which exceed those of their former "base plan", effective July 1, 2006 shall contribute 5.5% of said premiums. Effective July 1, 2007, such Unit members shall contribute 6% of said premiums. Effective July 1, 2008, such Unit members shall contribute 6.5% of said premiums. In addition, such Unit members shall pay 100% of the difference in premiums between their former "base plan" and their voluntary plan.

The term "applicable" shall mean the appropriate corresponding level of coverage, either individual or family, for which the unit member is eligible.

Unit members currently enrolled in a "base plan", and unit members who were formerly enrolled in a "base plan" but who currently are receiving payments for declining coverage, who opt to enroll in a voluntary plan with premiums which



are less than those of the former "base plan" will, effective July 1, 2006, contribute 5.5% of the premium of the voluntary plan. Effective July 1, 2007, such unit members shall contribute 6% of such premiums. Effective July 1, 2008, such unit members shall contribute 6.5% of such premiums.

Unit members who previously opted, upon commencement of employment, for the declination outlined below and who later enroll in a voluntary plan with premiums which exceed those of the most expensive applicable "base plan", effective July 1, 2006, shall contribute 5.5% of the premiums of the voluntary plan. Effective July 1, 2007, such Unit members shall contribute 6% of said premiums. Effective July 1, 2008, such Unit members shall contribute 6.5% of said premiums. In addition, such Unit members shall pay a 100% of the difference in premiums between the most expensive applicable "base plan" and their voluntary plan. These rates and rules shall also be applicable to new hires who chose a voluntary plan whose premiums exceed those of the most expensive applicable "base plan".

Unit members who previously opted, upon commencement of employment, for the declination outlined below and who later enroll in a voluntary plan with premiums which are less than the most expensive applicable "base plan", effective July 1, 2006, shall contribute 5.5% of the premiums of the voluntary plan. Effective July 1, 2007, such Unit members shall contribute 6% of the premiums of the voluntary plan. Effective July 1, 2008, such Unit members shall contribute 6.5% of the premiums of the voluntary plan. These rates and rules shall also be

applicable to new hires who chose a voluntary plan with premiums which are less than those of the most expensive applicable "base plan".

Unit members may only change plans in accordance with plan policy.

Unit employees who are eligible to receive health insurance coverage through the District may opt not to be covered by the District. Unit employees who elect not to be covered for health insurance by the District shall be entitled to receive \$1500 provided the employee remains uncovered by the District for a period of twelve (12) consecutive months.

Unit employees shall advise the District of their desire not to be covered no later than December 1st and coverage shall cease as of January 1st. Payments shall be made during the first pay period of the following January provided the declination has been in effect from the preceding January.

The declination of Health Insurance shall remain in force annually thereafter unless the employee(s) who have declined such coverage for a given year wish to re-enroll in the Health Insurance Program for the following year. Said employee(s) shall notify the District of such change no later than November 1st preceding the year in which they wish to reenter the plan. Such coverage shall take effect on January 1st.

Unit employees hired on or after January 1st may advise the District of their desire not to be covered by Health Insurance at any time in their first calendar year. Such employees shall receive a pro rata share of the \$1,500 provided the employee remains uncovered by the District through December of

that same calendar year. Thereafter, they shall be treated the same as all other unit employees declining coverage.

Individuals making this election shall submit sworn statements to the District indicating they have health insurance coverage under another plan.

Nothing contained herein shall preclude a member of the unit from applying to reenter the District's plan at any time for reasons consistent with the rules of the District's flexible benefit plan and applicable law. In the event a unit employee reenters the plan within the first twelve (12) months, no payment shall be made. In the event a unit employee resumes health insurance coverage after the first twelve (12) months of declined coverage, but prior to the due date for their annual payments, no payments shall be made for the year in which the unit employee's declination was for less than twelve (12) months.

In the event a member seeks to reenter the District's Plan, the District shall request that the Plan waive any applicable waiting period.

In accordance with the rules and regulations of the Empire Plan, a unit employee who is employed by the District and whose spouse is employed by the District shall not be entitled to family coverage provided by the District, unless the maintenance of such plan is required to comply with a court order, judgment or legal separation.

With respect to those unit employees whose spouses are employed by the District, the employees will have the option of determining which spouse shall be covered by the District's Family Plan.

Nevertheless, a unit employee who thereafter becomes no longer covered by his/her spouse's said coverage (e.g., death, divorce, loss of job, loss of coverage, etc.) shall be entitled to immediate reinstatement without any restrictions, without any cost to the individual and pre-existing conditions shall not in any way preclude full coverage.

Unit employees who lose coverage shall notify the District as soon as reasonably possible of their intent to re-enroll in the District's health insurance plan. Such reinstatement shall be immediate upon notice to the District.

In any event the spouse who is no longer entitled to the family coverage has the option of individual coverage or a \$1500 payment. Such payment will be made during the first pay period of the following January.

The District has instituted a flexible benefits plan pursuant to Internal Revenue Code Section 125 in which unit employees are eligible to participate in accordance with the rules of the plan.

## **5.2 Life Insurance**

Clerical employees hired prior to July 1, 1980, shall be provided with a two thousand five-hundred (\$2,500) dollar paid up whole life individual life insurance policy, or, at the option of the employee, may be covered by a ten thousand (\$10,000) dollar group term life insurance plan at no cost to the employee.

Clerical employees hired after July 1, 1980, shall be provided ten thousand (\$10,000) dollar in group term life insurance at no cost to the employee.

### **5.3 Dental Insurance**

The District shall include the personnel covered by this agreement in a dental insurance plan, paid for by the District, known as New York Life Insurance Company.

### **5.4 Retirement Program**

(a) Effective July 1, 1989, all employees shall be included under Section 75(i) of the New York State Employees Retirement Law, the cost of which shall be fully paid by the District.

(b) Upon notice of retirement four (4) months prior to the date of actual retirement, an employee shall receive a per diem rate of compensation of one (1) day for every five (5) days of their accumulated sick leave. Payment shall be included in the regular paycheck over the last four (4) months of service prior to retirement.

### **5.5 Sick Leave**

(a) All employees shall accrue one (1) sick day per month. Such accrual shall aggregate to 160 days. After one (1) year of service, the employee shall be entitled to his/her annual accrual of sick leave at the beginning of the year, provided, however, that if the employee leaves the District prior to the end of the school year, he/she will only be entitled to a prorated amount of sick leave based on actual service to the District.

(b) Clerical employees employed for three (3) or more years shall be eligible for extended sick leave beyond their accrued sick leave, equivalent to

twice the amount of their accrued sick leave at the time of the commencement of the extended illness, with a minimum of 110 workdays and a maximum of 220 workdays, provided they meet the following eligibility requirements:

1. A signed physician's note must be supplied by the employee to the Personnel Office attesting to the fact that the employee is under a doctor's care, and will be unable to report to work because of health reasons for a minimum of twenty-five (25) calendar days.

2. Only employee illness which confines the employee to a hospital or his/her home will qualify (aside from office calls to his/her physician or other medical facility).

3. The District's doctor must agree that the illness referred to in (b) requires confinement to home or hospital, and that the employee will be unable to report to work because of health reasons for a minimum of twenty-five (25) calendar days.

4. In the event of a dispute between the District's doctor and the employee's doctor, they shall agree on a third doctor, whose opinion shall be binding. The cost of the third doctor shall be paid by the District. In the event the doctors are unable to agree upon a third doctor, the employee may grieve the District's denial under the grievance procedure commencing at the Board of Education level.

5. Extended Sick Leave may not be used for Workers' Compensation cases.

6. Extended Sick Leave may be used only for the employee's personal illness.

7. In the event the District alleges an abuse by an employee on Extended Sick Leave, a committee composed of two (2) representatives of the Union, two (2) representatives of the Superintendent, and a fifth party mutually selected by the parties shall hear and adjudicate such alleged abuses. In the event the parties are unable to agree, the third party shall be selected from a list submitted by the American Arbitration Association (AAA).

8. Employees shall use their accrued sick leave prior to becoming eligible for Extended Sick Leave.

9. Upon return from sick leave, employees shall have their accumulated sick leave credited with one-third (1/3) of the number of accumulated sick days at the time of the commencement of the extended illness.

10. In the event an employee has exhausted his/her sick leave, and has an extended illness for more than ten (10) calendar days but less than twenty-five (25) calendar days, such employee may be placed on Extended Sick Leave, provided he/she complies with all the other requirements listed above, and provided further (1) that upon return from such leave, the employee shall have deducted from his/her "future" sick leave the days advanced by the District; and (2) the employee agrees that in the event he/she leaves the employ of the District prior to paying back the advanced days, he/she shall authorize the District to deduct from his/her final paychecks the amounts advanced the District.

## **5.6 Payment for Unused Sick Leave**

Clerical employees who use three (3) sick days or less per school year may opt to be paid for one-half (1/2) of the unused days for that year, up to a maximum of six (6) days at the rate of thirty-five (\$35) dollars per day. The maximum payable under this formula shall be two-hundred and ten (\$210) dollars. The remaining unused days shall be applied to the employee's accrued leave days. Payments shall be made on the first Friday following the commencement of school in September. Employees shall notify the District, in writing, of their intention to exercise this option by the last day of the school year. To be eligible, employees must work their full contract year.

## **5.7 Personal Leave**

Employees shall be entitled to three (3) days off with pay for personal leave time per year. In the event that employees require additional time, such days may be granted where, in the judgment of the District, circumstances warrant the granting of such days.

## **5.8 Bereavement Leave**

Employees shall be entitled to three (3) days off with pay for death in the family. "Family" shall include: father, mother, brother, sister, half-brother, half-sister, children, husband, wife, grandmother, grandfather, grandchild, mother-in-law, and father-in-law.



### **5.9 In-service Course Time**

Employees shall be entitled to attend in-service courses during regular working hours without loss of pay, with the Supervisor's approval, providing, however, the courses are not directly related to Civil Service tests.

### **5.10 Secretarial Conference Time**

Employees shall be entitled to one (1) day per year for Secretarial Conference, whenever attendance at such conference shall be, with the approval of the Superintendent of Schools.

### **5.11 Notice of Termination**

Members of the unit shall be entitled to a thirty (30) day Notice of Termination if their position is abolished.

### **5.12 Inclement Weather**

When school is closed all day due to inclement weather, all employees shall be paid their regular rate of pay for two (2) such days per year.

Personnel required to work when school is closed due to inclement weather shall receive compensatory time off with the approval of their Supervisor.


### **5.13 Unpaid Leave of Absence**

Clerical employees with a minimum of five (5) years of full-time service with the District may be granted an unpaid leave of absence at the discretion of the Board of Education, which shall not deny such request arbitrarily or capriciously. Such unpaid leave, if granted, shall be for a minimum of six (6) months and up to a maximum of one (1) year. Request for such leaves must be submitted at least

sixty (60) days in advance of the commencement of such leave and the request must include the commencement date and termination date of such requested leave. Employees who are granted such leave must advise the District if they plan to return from such leave at least forty-five (45) days prior to the end of a six (6) month or ninety (90) days prior to the end of a leave in excess of six (6) months.

**SIGNATURE OF THE PARTIES TO  
THE AGREEMENT**

**MIDDLE COUNTRY  
CENTRAL SCHOOL DISTRICT**

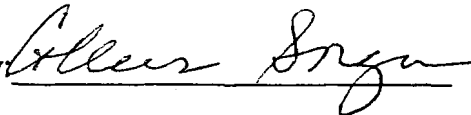
By:   
Karen Lessler, President  
Board of Education

Date: 11/8/07

**MIDDLE COUNTRY  
SECRETARIAL ASSOCIATION-  
CLERICAL UNIT**

By: 

Date: 1/23/07

By: 

Date: 1-23-07

**MCSA Salary Schedule**  
**2006/2007**  
(3.5% INCREASE)

<b>Step</b>	<b><u>A</u></b> <b><u>Salary</u></b>	<b><u>B</u></b> <b><u>Salary</u></b>	<b><u>C</u></b> <b><u>Salary</u></b>	<b><u>D</u></b> <b><u>Salary</u></b>	<b><u>E</u></b> <b><u>Salary</u></b>	<b><u>F</u></b> <b><u>Salary</u></b>	<b><u>G</u></b> <b><u>Salary</u></b>	<b><u>H</u></b> <b><u>Salary</u></b>
E	28,628	30,157	31,205	31,691	34,777	38,683	42,677	46,944
1	29,654	31,184	32,233	32,722	35,809	39,536	43,705	48,071
2	30,626	32,164	33,208	33,699	36,785	40,964	45,160	49,512
3	31,703	33,233	34,281	34,767	37,855	42,600	46,632	50,998
4	32,892	34,419	35,458	35,954	39,039	44,128	47,604	52,527
5	34,178	35,703	36,750	37,239	40,326	45,856	49,315	54,104
6	35,564	37,098	38,145	38,626	41,722	47,691	51,026	55,726
7	37,298	38,830	39,880	40,362	43,453	49,593	52,892	57,398
8	39,030	40,564	41,610	42,092	45,180	51,490	55,006	59,120
9	40,892	42,425	43,471	43,953	47,045	53,355	56,870	60,894
10	42,527	44,123	45,212	45,711	48,927	55,488	59,144	62,721
11	44,327	45,923	47,012	47,511	50,726	57,288	60,944	64,603

Grade A	CLERK TYPIST, CLERK
Grade B	SWITCHBOARD OPERATOR, STENOGRAPHER
Grade C	SENIOR CLERK TYPIST, SENIOR PBX OPERATOR, SENIOR STENOGRAPHER, DUPLICATING MACHINE OPERATOR, DATA ENTRY OPERATOR
Grade D	ACCOUNT CLERK, ACCOUNT CLERK TYPIST, SENIOR DATA ENTRY OPERATOR
Grade E	PRINCIPAL CLERK, PRINCIPAL STENOGRAPHER, SENIOR ACCOUNT CLERK, PURCHASING TECHNICIAN
Grade F	SECRETARIAL ASSISTANT, MANAGEMENT INFORMATION SYSTEM SPECIALIST, MICRO COMPUTER REPAIR TECH
Grade G	SUPERVISING ACCOUNT CLERK, HEAD CLERK, PRINCIPAL ACCOUNT CLERK
Grade H	PAYROLL SUPERVISOR

**MCSA Salary Schedule**  
**2007/2008**  
(3.5% INCREASE)

<b>Step</b>	<b><u>A</u></b>	<b><u>B</u></b>	<b><u>C</u></b>	<b><u>D</u></b>	<b><u>E</u></b>	<b><u>F</u></b>	<b><u>G</u></b>	<b><u>H</u></b>
E	29,630	31,212	32,297	32,800	35,994	40,037	44,171	48,588
1	30,692	32,275	33,361	33,867	37,062	40,920	45,235	49,753
2	31,698	33,289	34,370	34,878	38,072	42,398	46,741	51,245
3	32,813	34,396	35,481	35,984	39,180	44,091	48,264	52,782
4	34,044	35,624	36,699	37,212	40,406	45,673	49,270	54,366
5	35,374	36,953	38,036	38,543	41,737	47,461	51,041	55,997
6	36,808	38,396	39,480	39,978	43,182	49,360	52,811	57,677
7	38,604	40,189	41,275	41,775	44,974	51,329	54,743	59,407
8	40,396	41,983	43,066	43,566	46,761	53,292	56,931	61,189
9	42,323	43,910	44,993	45,492	48,691	55,223	58,861	63,026
10	44,016	45,667	46,794	47,311	50,639	57,431	61,214	64,916
11	45,878	47,530	48,657	49,174	52,502	59,293	63,077	66,864

<b>Grade A</b>	CLERK TYPIST, CLERK
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<b>Grade D</b>	ACCOUNT CLERK, ACCOUNT CLERK TYPIST, SENIOR DATA ENTRY OPERATOR
<b>Grade E</b>	PRINCIPAL CLERK, PRINCIPAL STENOGRAPHER, SENIOR ACCOUNT CLERK, PURCHASING TECHNICIAN
<b>Grade F</b>	SECRETARIAL ASSISTANT, MANAGEMENT INFORMATION SYSTEM SPECIALIST, MICRO COMPUTER REPAIR TECH
<b>Grade G</b>	SUPERVISING ACCOUNT CLERK, HEAD CLERK, PRINCIPAL ACCOUNT CLERK
<b>Grade H</b>	PAYROLL SUPERVISOR

**MCSA Salary Schedule**  
**2008/2009**  
(3.5% INCREASE)

Step	<u>A</u> <u>Salary</u>	<u>B</u> <u>Salary</u>	<u>C</u> <u>Salary</u>	<u>D</u> <u>Salary</u>	<u>E</u> <u>Salary</u>	<u>F</u> <u>Salary</u>	<u>G</u> <u>Salary</u>	<u>H</u> <u>Salary</u>
E	30,667	32,305	33,428	33,948	37,254	41,438	45,717	50,288
1	31,766	33,405	34,529	35,052	38,359	42,352	46,818	51,494
2	32,807	34,455	35,573	36,099	39,405	43,882	48,377	53,039
3	33,961	35,600	36,723	37,243	40,551	45,634	49,953	54,630
4	35,235	36,870	37,984	38,515	41,820	47,271	50,994	56,269
5	36,612	38,246	39,367	39,892	43,198	49,122	52,827	57,957
6	38,097	39,740	40,862	41,377	44,694	51,088	54,660	59,696
7	39,955	41,596	42,720	43,237	46,548	53,125	56,659	61,486
8	41,810	43,453	44,574	45,090	48,398	55,158	58,924	63,331
9	43,804	45,448	46,567	47,084	50,396	57,156	60,921	65,231
10	45,556	47,266	48,432	48,967	52,411	59,441	63,357	67,188
11	47,484	49,194	50,360	50,895	54,339	61,369	65,285	69,204

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