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AGREEMENT

Between

FREEPORT UNION FREE SCHOOL DISTRICT

And

**FREEPORT EDUCATIONAL OFFICE STAFF
ASSOCIATION**

Effective July 1, 2002 to June 30, 2005

An Equal Opportunity Employer

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NYS PUBLIC EMPLOYMENT
RELATIONS BOARD

83

FREEPORT UNION FREE SCHOOL DISTRICT

-and-

FREEPORT EDUCATIONAL OFFICE STAFF ASSOCIATION

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AGREEMENT

BETWEEN Freeport Union Free School District, Town of Hempstead, Nassau County, New York, and the Freeport Educational Office Staff Association, effective the ____ day of July, 2003.

I. THE AGREEMENT

1.1 Definitions

As used herein, the following terms shall have these meanings:

"SUPERINTENDENT" means the Superintendent of Schools of the Freeport Union Free School District, Town of Hempstead, Nassau County, the employer herein.

"EMPLOYEE" means a person appointed in one of the job titles listed in Section 5.1.

"ASSOCIATION" means the Freeport Educational Office Staff Association.

1.2 Duration

This Agreement shall be effective from July 1, 2002 to June 30, 2005.

1.3 Priority of Agreement

A. Where the provisions of the Agreement are in conflict with District Policy or Procedures, this Agreement shall govern, except as provided by law.

B. Nothing contained herein shall be construed to deny or restrict the rights any employee may have under the New York Education or Civil Service Laws or any other applicable laws and regulations.

1.4 Maintenance of Standards

General working conditions shall be maintained at existing standards and shall not be reduced by virtue of the execution of this document, unless expressly stated herein, or for good, proper, and compelling reasons.

1.5 Validity of Provisions

If any provision of this Agreement is or becomes legally invalid or legally unenforceable, all other provisions of this Agreement shall nevertheless continue in full force and effect.

1.6 Entire Agreement

The parties agree that all negotiable items have been discussed during the negotiations leading to this Agreement, and that no additional negotiations on this Agreement will be conducted on any item, whether contained herein or not, except by mutual consent in writing.

II. ASSOCIATION STATUS, RIGHTS AND DUTIES

2.1 Recognition

The District hereby recognizes the Association as the exclusive representative of the employees as described in Section 5.1 herein for the purposes of negotiations regarding wages, hours, terms and conditions of employment pursuant to Article 14 of the Civil Service Law and any other relevant laws or statutes. Unchallenged representation shall conform to Article 14 of the Civil Service Law.

During the period of recognition hereunder the District agrees not to negotiate or otherwise bargain with any other organization representing or claiming to represent employees within the employer-employee negotiating unit represented by the Association.

2.2 Right of Organization

Any employee shall have the right to join and participate in the activities of the Association.

2.3 Right of Representation

Any employee shall have the right to be represented by the Association to negotiate collectively with the District in the determination of salaries and terms and conditions of employment and the administration of grievance.

2.4 Dues Deduction

A. Subject to reasonable District procedural requirements, the District will deduct and remit to the Association the membership dues of employees who authorize such deductions in writing.

B. Dues deductions will commence one month after hire and will remain in effect for the remainder of the school year. These deductions will be carried forward automatically into subsequent years unless written notice terminating this deduction is supplied to the District prior to June 1, by the covered employee or Association.

2.5 Agency Fee

Every member of the bargaining unit who is not a member of the Association shall after the initial date of employment pay to the Association an Agency Fee. Such Fee shall be certified to the District by FEOSA and shall be consistent with requirements of law. The Association shall forward to the District a list of non-members and the sum to be deducted from each unit employee's paycheck for the Agency Fee. Said amount shall be deducted from each unit employee's paycheck in a manner equivalent, insofar as possible, to that used for deduction of dues of members of the Association. Not later than 30 days after receipt of a list of non-members, the District shall forward said amount to the Association.

2.6 Prohibition Against Interruption of Service

The Association affirms that it does not have the right to strike. The Association warrants that it will not encourage, assist or participate in any strikes, sanctions, work slowdowns, job actions or any other concerted efforts which are designed to impair normal operations of the schools.

2.7 Use of Buildings

Upon reasonable notice of the appropriate administration authorities, the Association may use school buildings for Association business at reasonable times (provided that there is no conflict with other use thereof) or after the school day.

III. EMPLOYEE STATUS, RIGHTS AND DUTIES

3.1 Transfers

A. Except on a temporary basis, no employee will be transferred from one building in the District to another with less than two weeks' notice of such transfer.

B. Before public announcement of vacancies, eligible employees shall be given an opportunity to apply for such positions and have their applications reviewed.

3.2 Temporary Assignments

No employee will be reassigned to perform substantial duties of a higher-rated position for more than ten (10) working days without receiving an annual increase of three

hundred and 00/100 (\$300.00) dollars above his/her previously contracted salary starting on the eleventh (11th) working day of such employment.

3.3 Termination of Employment

A. Resignation - It shall be the duty of a resigning employee to inform the Assistant Superintendent for Personnel in writing ten (10) working days prior to the scheduled date of termination.

B. Termination - The employee shall have the right to receive ten (10) working days notice of any termination.

C. Retirement - It shall be the duty of an employee anticipating retirement to inform the Assistant Superintendent for Personnel in writing at least one (1) month prior to the scheduled date of retirement.

3.4 Meetings and Conferences

With the approval of the Superintendent, employees may be permitted to attend professional conferences or meetings. This leave shall not be counted as an absence in the Staff Members' Attendance Record.

3.5 Employee Files

A. One employee file will be maintained in the Administration Building. Information in this file will be available to the employee except for that material of a confidential nature that has been received from another employer.

IV. HOURS AND WORKING CONDITIONS (See Appendix A for list of dates)

4.1 Work Year

A. The work year for twelve (12) month employees shall commence on July 1 and conclude on June 30.

B. The work year for ten (10) month employees shall commence on September 1 and conclude on June 30.

4.2 Work Day

A. Twelve (12) month full time employees
(See Appendix A for school year and summer period dates)

1. With the exception of summer hours as listed in subparagraph 2 of this section, the work day shall consist of seven (7) working hours with an additional one (1) hour for lunch. Included in these hours may be a ten (10) minute coffee break in the A.M. and in the P.M. or one (1) twenty (20) minute coffee break in the A.M. Schedules of coffee breaks shall be approved by the Supervisor.

2. The work day during the summer period shall be 8:00 A.M. to 3:00 P.M. Included in these hours will be a forty-five (45) minute lunch period and a ten (10) minute coffee break in the A.M. and in the P.M. or one twenty (20) minute coffee break in the A.M. At the discretion of the immediate Supervisor employees may on Fridays, during the summer period, work through their lunch period and leave at 2:00 P.M.

3. The calculation of working days shall be 240 for twelve-month employees.

B. Ten (10) month full time employees
(See Appendix A for school year dates)

The work day shall consist of seven (7) working hours with an additional one (1) hour for lunch. Included in these hours may be a ten (10) minute coffee break in the A.M. and in the P.M. or one (1) twenty (20) minute coffee break in the A.M. Schedules of coffee breaks shall be approved by the Supervisor.

C. Twelve (12) month part-time employees (17½ hours)
(See Appendix A for school year and summer period dates)

1. With the exception of summer hours, the work day shall consist of three and one-half (3½) working hours. Included in these hours may be a fifteen (15) minute coffee break per day.

2. The work day for the summer hours shall consist of three hours and 10 minutes.

D. Ten (10) month part-time (17½ hours)
(See Appendix A for school year dates)

The work day shall consist of three and one-half (3½) working hours. Included in these hours may be a fifteen (15) minute coffee break per day.

4.3 Days Before a Holiday

A. Full-time Employees

On days when the school calendar calls for half-day sessions, the work day shall consist of four (4) working hours. If the students' dismissal extends beyond the four (4) hours, the clerical staff will remain for that period. Included in these hours may be a fifteen (15) minute coffee break.

B. Part-time Employees

On days when the school calendar calls for half-day sessions, the work day shall consist of two and one-half (2½) working hours. Included in these hours may be a ten (10) minute coffee break.

4.4 Inclement Weather

On days when school is closed for pupils due to inclement weather, unit employees will not be expected to report to work. If the Superintendent of Schools closes schools on a day identified in the school calendar as an "optional snow day", the employees will not be expected to report for work.

4.5 Paid Holidays

During the school year, unit employees shall receive the same paid holidays as the teachers. In addition, 12-month employees shall receive a paid holiday on Independence Day and Labor Day. 10-month employees shall receive a paid holiday on Labor Day.

If Independence Day falls on a weekend, 12-month employees shall be entitled to a vacation day the preceding Friday, the following Monday, or a day to be added to the 12-month employee's vacation.

4.6 Overtime

A. At the direction of a Supervisor, time worked before, on, or after the general starting or departure time, on a Saturday, or on a day when the office is otherwise closed, shall constitute overtime and shall be compensated on the basis of time and one-half above normal salary.

B. In lieu of overtime pay, compensatory time may be substituted with the approval of their Supervisor.

4.7 Substitute Clerical Help

When any full-time or part-time employee is absent, a substitute may be hired.

V. COMPENSATION

5.1 Position Grades

Position Grade and corresponding position title shall be:

<u>Position Grade</u>		<u>Position Title</u>
1	(a)	Typist-Clerk, Bilingual Typist-Clerk
	(b)	Switchboard Operator
	(c)	Duplicating Machine Operator Aide
	(d)	Clerk, Bilingual Clerk
2	(a)	Senior Typist-Clerk
	(b)	Senior Switchboard Operator
3	(a)	Account Clerk
	(b)	Stenographer
	(c)	Multi Key Board Operator
	(d)	Personnel Clerk
4	(a)	Senior Multi Key Board Operator
	(b)	Senior Stenographer
	(c)	Senior Personnel Clerk
5	(a)	Information Technology Specialist
6	(a)	Senior Account Clerk
	(b)	Stenographic Secretary
	(c)	Administrative Assistant I
7	(a)	Principal Account Clerk
	(b)	Secretary to Superintendent

5.2 A. Salary Schedules

Minimum and maximum salaries for full time employees for the term of this contract are set forth in Appendix B.

B. Salaries for 10 and 12 month full time employees

1. Effective and retroactive to July 1, 2002, the 2002-2003 salary of each unit employee shall be increased by 3%, and the minimum and maximum ranges shall be increased by 3%.

2. Effective July 1, 2003, the 2003-2004 salary of each unit employee shall be increased by 3%, and the minimum and maximum salary ranges shall be increased by 3%.

3. Effective July 1, 2004, the 2004-2005 salary of each unit employee shall be increased by 3%, and the minimum and maximum salary ranges shall be increased by 3%.

C. Increment Increases. Each of the following categories of employees shall receive the increment increase listed below up to an amount that will not exceed the top of the range for the employee's position.

	<u>2002-2005</u>
12 month full time	\$700
10 month full-time	583
12 month part-time (17½ hours)	361
10 month part-time (17½ hours)	292

5.3 Longevity

1. Longevity amounts will not be limited by the top of the range.

Upon completion of ten (10) years of service in Freeport, a 12 month full-time employee shall receive a longevity raise of \$700.00 which shall be paid in a lump sum upon the anniversary date of the employee. Upon completion of fifteen (15) years of service in Freeport, a 12 month full-time employee shall receive a longevity raise of \$725.00 which shall be paid in a lump sum upon the anniversary date of the employee. Upon completion of twenty (20) years of service in Freeport, a 12 month full-time employee shall receive a longevity raise of \$725.00 which shall be paid in a lump sum upon the anniversary date of the employee. Upon completion of twenty-five (25) years of service in Freeport, a 12 month full-time employee shall receive a longevity raise of \$825.00 which shall be paid on the anniversary date of the employee. Upon completion of thirty (30) years of service in Freeport, a 12 month full-time employee shall receive a longevity raise of \$875.00 which shall be paid on the anniversary date of the employee.

Commencing the following June 30, these longevity payments shall be included in the employee's base salary. Such longevity payments shall not be limited by the top of the range.

2. Longevity increases shall be prorated for all employees other than 12 month full-time employees.

3. For employees appointed to positions within this unit on or after July 1, 1997 the above paragraph (1) shall be amended to substitute "years of service in a position in this unit" for "years of service in Freeport Union Free School District" wherever it appears in the paragraph.

5.4 Evaluation Procedures

A. Evaluation Dates

For the first three years of employment, unit employees will be evaluated in writing a minimum of twice a year, specifically November 30 and April 30. Thereafter, employees will be evaluated once a year, specifically April 30.

B. Evaluation Process

1. All building personnel will be rated by their Supervisor.
2. All Supervisors in the unit will be rated by the Building Principal.
3. All unit employees shall have an opportunity to see and sign their evaluation.

5.5 Entering Employee

A. Salary credit may be given at the discretion of the Assistant Superintendent for Personnel or his/her designee for previous appropriate clerical experience.

5.6 Promotions

A. A twelve (12) month full-time employee promoted to a higher class of position will receive a minimum annual increase of seven hundred and fifty and 00/100 (\$750.00) dollars above his/her previously contracted salary.

B. A ten (10) month full-time employee promoted to a higher class of position will receive a minimum annual increase of six hundred twenty-five and 00/100 (\$625.00) dollars above his/her previously contracted salary.

C. A twelve (12) month part-time employee promoted to a higher class of position will receive a minimum annual increase of three hundred seventy-five and 00/100 (\$375.00) dollars above her previously contracted salary. A 10 month part-time employee promoted to a higher class of position will receive a minimum annual increase of three hundred thirteen and 00/100 (\$313.00) dollars above his/her previously contracted salary.

5.7 Educational Incentive

A. A salary increase of \$500 will be applied to the base salary of an employee of the unit upon completion of each 8 credit hours of approved courses.

Fifteen (15) hours of in-service participation shall equal one (1) credit hour.

It is agreed that enrollment shall be open to employees of the unit in the following: Adult Education, college courses, Teacher Aide Training, and Teacher In-service Training, etc.

The District will offer six credit hours per school year.

Employees who seek salary increments through advanced study are required to observe the following procedures in order to qualify for such increments:

1. All employees seeking a salary increment for advanced study will submit their written notice prior to the 15th day of September, to be validated at the earliest opportunity by submitting official transcripts of courses for which credit is claimed.

All notices received subsequent to this date will be effective for salary change subject to official transcript validation from the date of receipt, and the increment will be pro-rated for the remainder of the school year.

2. Advanced study completed prior to the 30th of January will receive one-half the yearly increment according to the salary schedule, provided written notice requesting same is received by the school authorities prior to the 1st of February and that validation by official transcript is received soon thereafter.

B. If an employee prefers, she/he may accept a one-time stipend of \$50 in place of one (1) in-service credit up to a maximum of seven (7) in-service credits.

VI. EMPLOYEE BENEFITS

6.1 Retirement Plan

Effective July 1, 1989, unit employees in Tier I and Tier II shall be covered by Section 75-I New Career Plan of the New York State Retirement System (1/50 plan).

Current coverage for all other employees shall be continued under Section 75-G of the Retirement and Social Security Law (1/60 plan).

6.2 Paid Vacation

A. The vacation policy for twelve (12) month employees shall be as follows:

Effective July 1, 1997, "service" shall mean years of service in a position in this unit, not years of service in Freeport Union Free School District for employees appointed to positions within this unit on or after July 1, 1997.

<u>Service</u>	<u>Days</u>
Less than 1 year	1 day per month (not to exceed 10 days in the first year)
After 1 to 4 years	10 days
After 5 to 10 years	15 days
After 11 years	16 days
After 12 years	17 days
After 13 years	18 days
After 14 years	19 days
After 15 years	20 days

For purposes of computing years of service for vacation entitlement as per schedule listed herein, September 15th shall be considered as the starting date for a full year of service.

B. Vacation schedules shall be developed cooperatively between the employee and the Supervisor.

C. If a legal holiday or holidays should occur during a vacation period, such vacation shall be extended one (1) day for each holiday.

D. Length of service shall determine priority in choosing vacation.

E. A person leaving the District during a contract year and who has given proper prior notice of resignation shall receive payment for accrued vacation time.

F. Paid vacations will not be granted to ten (10) month employees.

6.3 Paid Sick, Personal and Bereavement Leave

A. Twelve (12) month employees - sick and personal leave

1. Fifteen (15) days of sick leave with full pay, five (5) of which may be used for personal leave, shall be granted at the beginning of each year to each employee for personal illness. If an employee who has used his/her sick leave should leave the District

before the end of the year, the sick leave salary credited but not earned will be deducted from his/her last check at the rate of 1.25 days per month.

One of the five (5) personal days may be taken without the employee stating a reason. This provision shall be reviewed by the FEOSA President and the Assistant Superintendent for Personnel at the termination of this agreement.

2. The five days of personal absence leave with full pay referred to above may be granted each year, and shall be accumulated to a total of ten (10) days. The accumulated personal leave days may be granted upon following established procedures governing personal leave Appendix C.

3. At the end of each school year the unused days of absence leave shall be added to a staff member's sick leave reserve. The reserve can accumulate to two hundred ten (210) days for all unit employees.

The reserve consists of all unused days for all preceding years in the District, and 1.25 days for each month worked in the current year.

4. A doctor's certificate may be requested by the School District Clerk for any consecutive absences of three (3) days in length or longer than three (3) days in length.

B. Ten (10) month employees - sick and personal leave

1. Twelve and one-half (12½) days of sick leave per year with full pay, four of which may be used as personal leave, shall be granted at the beginning of each year to each employee for personal illness. If an employee who has used his/her sick leave should leave the District before the end of the year, the sick leave salary credited but not earned will be deducted from his/her last check at the rate of 1.25 days per month.

2. The four (4) days of personal absence leave with full pay referred to above may be granted each year, and may be accumulated to a total of eight (8) days. The accumulated personal leave days may be granted upon following established procedures governing personal leave Appendix C.

One of the five personal days may be taken without the employee stating a reason. This provision shall be reviewed by the FEOSA President and the Assistant Superintendent for Personnel at the termination of this agreement.

3. At the end of each school year the unused days of absence leave shall be added to a staff member's sick leave reserve. The reserve can accumulate to two hundred and ten (210) days for all unit employees.

The reserve consists of all unused days for all preceding years in the District, and 1.25 days for each month worked in the current year.

4. A doctor's certificate may be requested by the School District Clerk for any consecutive absences of three (3) days in length or longer than three (3) days in length.

C. Bereavement Leave

1. All unit employees are entitled to bereavement leave not to exceed three (3) days annually (July 1 to June 30) in the case of death of the employee's wife, husband, child, father, mother, brother, sister, mother-in-law, father-in-law or grandchild.

6.4 On the Job Injury

A. The School District carries Worker's Compensation to provide indemnity for lost time and the cost of medical and hospital expenses which are the result of illness or injury arising out of employment by the School District. An employee must report all injuries, no matter how slight, immediately to his/her supervisor, who will see that he/she gets prompt medical attention.

If in the course of performing his/her duties an employee is injured by a student, parent, employee of the District or any other person on school premises on school-related business, resulting in his/her inability to return to work as a result of said injury, the following shall apply:

B. The District shall have the right to have the employee examined by a physician or physicians of its own choice. The employee may have his/her physician present. If, as a result of such examinations, the District is satisfied as to the validity and proximate cause of injuries sustained by the employee, the District will pay the employee's full salary from the first day of absence for a continuous period not to exceed ten (10) working days without requiring the employee to consume any of his/her accumulated sick leave. Nor shall any other of the employee's benefits be reduced or affected. Any Worker's Compensation which is received relevant to that period shall be paid to the District as against the full salary paid by it to the employee.

6.5 Leaves of Absence Without Pay

A. All unit employees shall be eligible for health leaves of absence without pay.

1. All requests for such leave shall be in writing addressed to the Assistant Superintendent for Personnel, setting forth the reasons for the requested leave and the applicable commencement date thereof.

A maximum three-year child care leave without pay may be granted.

2. Written notice of the employee's intention to return to employment following the granting of such leave must be received by the School District at least thirty (30) days prior to the re-employment date.

B. Extended Vacation

Under extenuating circumstances and with the written approval of the Assistant Superintendent for Personnel, an employee may be granted extended vacation without pay. During an employee's extended vacation, a substitute may be hired.

C. Upon re-employment, the employee shall be restored to all accumulated rights, privileges, fringe benefits and other entitlements which existed as of the date said leave was commenced. No credit of any kind shall be given for the period of absence from employment.

6.6. Paid Terminal Leave

Unit employees who retire with the equivalent of 15 years of full-time service and provide written notice one (1) month prior to the date of retirement. Lump sum payments shall be made within forty-five (45) days following retirement.

After 15 years of service	\$ 550.00
After 20 years of service	\$ 800.00
After 25 years of service	\$1,150.00

The above amounts shall be pro-rated for eligible 10-month employees.

6.7 Payment for Unused Accumulated Sick and Personal Leave

Upon proper notice of retirement or resignation, an employee shall receive compensation in a lump sum for unused sick and personal leave that the employee may have accumulated in accordance with the following schedule:

A.	<u>Years of Service</u>	<u>Resign</u>	<u>Retire</u>
	10 - 15	15%	25%
	16 - 20	21.5%	30%
	Over 20	26.5%	35%

B. The maximum number of days of accumulated unused sick days which will qualify for payment under this Section is 210 days for all unit employees.

C. A person leaving the District or retiring during a contract year shall receive payment within sixty (60) days for accrued vacation time, sick and personal days, and compensatory time (at the rate of time and one-half).

Upon retirement, accumulated sick leave and personal days, accrued vacation time and compensatory time (at the rate of time and one-half) will be held by the District until the following January, if requested by the employee.

6.8 Payment to Estate

In the event an employee dies while employed, the District shall pay to her/his estate all such employee's percentage entitlement of accumulated unused sick and personal days; accrued vacation and compensatory time (at the rate of time and one-half) and terminal leave pay accrued at the time of death.

6.9 Health Insurance

A. Employees working a regularly scheduled work week of twenty-five (25) hours or more are entitled to enroll in Empire Plan Core Plus Enhancements, as provided by the New York State Government Employees Health Insurance Plan.

For 2002-2003, twelve-month employees who enroll shall contribute \$6.00 per paycheck for individual coverage and \$11.75 per paycheck for family coverage. Ten-month employees shall contribute \$7.43 per paycheck for individual coverage and \$14.55 per paycheck for family coverage.

B. Persons working a regularly scheduled work week of at least seventeen and one-half (17 ½) hours but less than twenty-five (25) hours may enroll in the Empire Plan Core Plus Enhancements, as provided by the New York State Government Employees Health Insurance Plan.

The District agrees to pay an amount no greater than one-half the cost of the family or individual Empire Plan Core Plus Enhancements, regardless of the option chosen.

Effective July 1, 2003, the contribution for family health coverage shall be six (6%) percent and for individual coverage seven (7%) percent.

Effective July 1, 2004, the contribution for family health coverage shall be twelve (12%) percent and for individual coverage fourteen (14%) percent.

Health Insurance contributions shall not exceed one thousand five hundred (\$1,500) dollars for a unit member on a school year basis.

Unit members shall be able to utilize the District I.R.S. 125 Plan to make health insurance contributions with pre-tax dollars.

6.10 Non-Contributory Disability Insurance

The District will continue to provide a non-contributory disability insurance policy.

6.11 Disability Insurance

The District will provide the same long-term disability insurance as provided to the teachers.

6.12 Dental Insurance

The District will provide \$8.00 per month per unit employee for the purchase of a dental program. Unit members may participate in the family plan at their own expense.

6.13 Labor-Management Committee

An ongoing Labor-Management Committee consisting of representation from Administration and the President, First Vice-President, and Chief Negotiators of the Association shall meet at least once monthly to address such issues as change of job titles, pay equity, and computer safety.

VII. GRIEVANCE PROCEDURES

7.1 Declaration of Policy

The purpose of this policy is to provide machinery for the settlement of differences between employees and their supervisors.

The procedures are designed to permit the employee to petition for redress of grievance, free from coercion, discriminations, interference or threat of reprisal.

7.2 Definitions

A. "Supervisor", as used herein, shall mean any employee of Freeport Union Free School District, compensated by the Board of Education whose duties are the supervision of non-teaching employees, and the interpretation and implementation of the District policies, by-laws and regulation.

B. "Assignment" shall mean the kind of work the employees has to do by the School District.

C. "Appeal" shall mean the referral of a grievance by the employee to the next higher stage of consideration when the employee is not satisfied with the decision reached in the preceding stage.

D. "Stage" shall mean each successive level of consideration of a grievance matter for the purpose of resolution.

E. "Respondent" shall mean the person or persons against whom the alleged grievance is made.

F. "Grievance" shall mean any alleged violation of this agreement or any dispute with respect to its meaning or application, or any violation of dispute of a written policy adopted by the Board of Education or administrative regulation thereof.

7.3 Stages

STAGE I - Informal Conference

A. Informal conference between employee and immediate supervisor shall be held within seven (7) working days after receipt in writing of alleged grievance from employee.

The immediate supervisor may consult with her/his superiors before giving her/his decision to the employee. Such decision must be offered within seven (7) working days following the informal conference.

STAGE II - Formal Review

A. If the employee is not satisfied with the decision reached in the informal conference, she/he may then request, in writing, within seven (7) working days after the receipt of the previous decision, a review of her/his grievance by the building principal or the administrator to whom she/he is assigned. If the immediate supervisor referred to in Stage I is a building principal or administrator, the employee would then request a review of her/his grievance with the person to whom the building principal or administrator is directly responsible. Thereupon, the principal or administrator shall hold a hearing within seven (7) working days at which the employee and her/his representative shall appear and present a written statement. The decision reached in the second stage shall be made in writing by the principal or administrator within seven (7) working days of the conclusion of the hearing. Copies of such decision to be forwarded to the Superintendent of Schools, the aggrieved party, and his or her representative, if any.

STAGE III - Appeal to the Superintendent of Schools

A. If the aggrieved employee is not satisfied with the decision reached in the previous stage, she/he may request, in writing, a conference with the Superintendent of Schools. Such request for review must be presented in writing to the Superintendent of Schools within ten (10) working days of receipt of request.

B. The Superintendent or his/her designee must be given copies of all preceding statements and decisions.

C. After hearing both sides present oral and written arguments, the Superintendent of Schools or his/her designee shall make his/her decision.

D. The Superintendent of Schools or his/her designee shall inform the employee and all other authorities concerned of his/her decision, in writing, within ten (10) working days after the conclusion of the conference.

STAGE IV - Board of Education Stage

A. If not satisfied with the decision of the Superintendent of Schools, the aggrieved employee may within seven (7) working days after the decision has been rendered in Stage III, make a written request to the Board of Education for review and determination.

All written statements and records of the case shall be submitted to the Board of Education by the Superintendent of Schools. The Association, at its option, shall be permitted to submit additional written argument, not previously in the record, for the Board's consideration, provided said additional written argument is timely submitted along with the employee's written request to the Board of Education for review and determination.

B. The President of the Board of Education may convene the Board within fourteen (14) working days from receipt of the request to hold a hearing to obtain further information regarding the case. The Board of Education shall render a final decision within ten (10) working days after receiving the request for review, unless a hearing is held, in which case a decision shall be rendered within ten (10) working days after the hearing is held.


VIII. CONFORMITY TO LAW

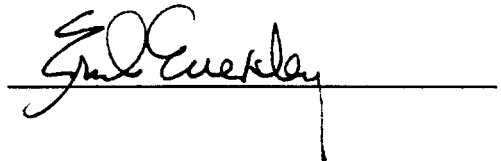
IT IS AGREED BY AND BETWEEN THE PARTIES THAT ANY PROVISIONS OF THIS AGREEMENT REQUIRING LEGISLATIVE ACTION TO PERMIT ITS IMPLEMENTATION BY AMENDMENT OF LAW OR BY PROVIDING THE ADDITIONAL FUNDS THEREFOR, SHALL NOT BECOME EFFECTIVE UNTIL THE APPROPRIATE LEGISLATIVE BODY HAS GIVEN APPROVAL.

IN WITNESS WHEREOF, the parties hereto have caused these present to be executed by their duly authorized representatives on the day and year below.

FREEPORT OFFICE STAFF ASSOCIATION

FREEPORT UNION FREE SCHOOL DISTRICT

By: 

By: 

Dated: July 1, 2003

APPENDIX A

Twelve month employees schedule

Regular hours schedule:

September 1, 2002 – June 30, 2003

September 1, 2003 – June 30, 2004

September 1, 2004 – June 30, 2005

Summer hours schedule:

July 1, 2002 – August 31, 2002

July 1, 2003 – August 31, 2003

July 1, 2004 – August 31, 2004

APPENDIX B

SALARY SCHEDULE

Positions	2002-2003		2003-2004		2004-2005	
	Minimum	Maximum	Minimum	Maximum	Minimum	Maximum
1. Dup. Machine Operator Aide	28,474	41,859	29,328	43,115	30,208	44,408
Switchboard Operator	28,474	41,859	29,328	43,115	30,208	44,408
Typist Clerk (12-month)	28,474	41,859	29,328	43,115	30,208	44,408
Bilingual Typist Clerk (12-month)	28,474	41,859	29,328	43,115	30,208	44,408
Clerk(12-month)	28,474	41,859	29,328	43,115	30,208	44,408
Typist Clerk (10-month)	23,731	34,884	24,443	35,931	25,176	37,009
Bilingual Typist Clerk (10-month)	23,731	34,884	24,443	35,931	25,176	37,009
Clerk (10-month)	23,731	34,884	24,443	35,931	25,176	37,009
Bilingual Clerk (10-month)	23,731	34,884	24,443	35,931	25,176	37,009
(P/T - 17-1/2) (12-month)	14,238	20,932	14,665	21,560	15,105	22,207
(P/T - 17-1/2) (10-month)	11,866	17,443	12,222	17,966	12,589	18,505
2. Sr. Typist Clerk (12-month)	29,265	42,924	30,143	44,212	31,047	45,538
Sr. Typist Clerk (10-month)	24,388	35,773	25,120	36,846	25,874	37,951
Sr. Switchboard Operator	29,265	42,924	30,143	44,212	31,047	45,538
3. Account Clerk	30,051	44,699	30,953	46,040	31,882	47,421
(P/T - 17-1/2) (12-month)	15,026	22,351	15,477	23,022	15,941	23,713
Multi-Keyboard Operator	30,051	44,699	30,953	46,040	31,882	47,421
Personnel Clerk	30,051	44,699	30,953	46,040	31,882	47,421
Stenographer	30,051	44,699	30,953	46,040	31,882	47,421
4. Sr. Multi-Keyboard Operator	31,623	50,035	32,572	51,536	33,549	53,082
Sr. Stenographer	31,623	50,035	32,572	51,536	33,549	53,082
Sr. Personnel Clerk	31,623	50,035	32,572	51,536	33,549	53,082
5. Information Technology Specialist	32,149	54,468	33,113	56,102	34,106	57,785
6. Sr. Account Clerk	32,674	58,909	33,654	60,676	34,664	62,496
Steno-Secretary	32,674	58,909	33,654	60,676	34,664	62,496
Administrative Assistant I	32,674	58,909	33,654	60,676	34,664	62,496
7. Principal Account Clerk	34,314	58,909	35,343	60,676	36,403	62,496
Sec'y to the Superintendent	34,314	58,909	35,343	60,676	36,403	62,496