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Title: **Eastchester Union Free School District and Eastchester Union Free School District Custodial Unit, CSEA Local 1000, AFSCME, AFL-CIO, Westchester County Local 860 (2012)**

Employer Name: **Eastchester Union Free School District**

Union: **Eastchester Union Free School District Custodial Unit, CSEA, AFSCME, AFL-CIO**

Local: **Westchester County Local 860, 1000**

Effective Date: **07/01/2012**

Expiration Date: **06/30/2014**

PERB ID Number: **4959**

Unit Size:

Number of Pages: **36**

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AGREEMENT

by and between the
BOARD OF EDUCATION
of the
**EASTCHESTER UNION FREE
SCHOOL DISTRICT**
and
**CSEA Local 1000 AFSCME
AFL-CIO**



Eastchester UFSD Unit #9211-00
Westchester County Local #50

July 1, 2012 - June 30, 2014



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ARTICLE 1 – APPLICABLE LAW

This agreement, and all of the rights and obligations defined herein and hereunder, is reached between the parties under and pursuant to Article 14 of the Civil Service Law of the State of New York (Public Employees' Fair Employment Act), and nothing contained herein shall be construed to prevent the Board or its officers from the discharge of their duties and responsibilities in accordance with Section 1709 of the New York State Education law unless such policies or procedures have been specifically altered by the terms of this agreement.

ARTICLE II – RECOGNITION

A. The Board of Education of the Eastchester Union Free School District, Eastchester, New York (hereinafter referred to as the "District"), recognizes the Civil Service Employees Association, Inc., Local 1000, American Federation of State, County and Municipal Employees, AFL-CIO, Westchester County Local 860, the Eastchester Union Free School District Unit, (hereinafter referred to as the "Union") as the sole and exclusive representative for the following titles:

- Accountant,
- Account Clerk/Transportation
- Account Clerk/Typist
- Account Clerk/Typist/Transportation
- Bookkeeper
- Database Manager (effective 7/1/08)
- Junior Accountant
- Junior Administrative Assistant
- Junior Network Specialist (effective 7/1/08)
- Media Production Specialist (effective 7/1/08)
- Nurse
- Network Specialist
- Occupational Therapist Assistant (effective 7/1/08)
- Office Assistant
- Payroll/Personnel Clerk
- School District Registrar (effective 7/28/08)
- Secretary to Principal
- Secretary to School Administrator (effective 12/6/07)

- Senior Typist
 - Senior Office Assistant (Automated Systems)
 - Technical Support Specialist (effective 7/1/08)
 - Technology Coordinator (effective 7/1/08)
 - Typist.
- B. The District agrees that the Union is the sole and exclusive representative for the employees described in Section "A" for the purpose of collective bargaining and adjusting grievances and the date of recognition of the status for the CSEA unit shall be for the maximum period described in Article 14, Section 208 of the Civil Service Law.
- C. The employer shall deduct regular Union membership dues and insurance premiums when authorized. Said deductions and premiums shall be remitted to the designated agent specified by the Union. The employer, during the term of this agreement, shall not deduct dues for any other labor organization which may wish to represent members of this group covered under this contract.
- D. The Union agrees that there shall be no strike or slowdown of work or any other stoppage or interference, total or partial.

ARTICLE III – SALARIES

- A. The salary schedules for the titles listed in Article II, Section A, are appended hereto. The Appendix contains the July 1, 2012 – June 30, 2013, and July 1, 2013 – June 30, 2014, salary schedules.
1. For the 2012-13 school year, unit members will remain frozen on the 2011-2012 step. The 2011-12 salary scale will increase by two (2%) percent. (See Appendix B).
 2. For the 2013-14 school year, unit members who are eligible for step will advance to the next step following the step occupied on the 2011-2012 salary schedule. The total compensation to be distributed among unit members will be a flat two (2%) percent. (See Appendix B).

3. Full longevity increments will be awarded to full-time ten (10) and twelve (12) months employees, and pro-rated longevity increments (pro-rated on the basis of hours worked) shall be awarded to part-time employees working less than a full day.

B. Ten-month employees' salaries are included in the Appendix.

C. Longevity shall be paid as follows:

2007 - 2012 Cumulative		
After completion of 1 Year on Step 13	\$700	
After completion of 6 Year on Step 13	\$550	\$1,250
After completion of 11 Year on Step 13	\$550	\$1,800
After completion of 16 Year on Step 13	\$725	\$2,525

D. Longevity shall be paid as follows:

2012 - 2014 Cumulative		
After completion of 1 Year on Step 13	\$780	
After completion of 6 Year on Step 13	\$550	\$1,250
After completion of 11 Year on Step 13	\$550	\$1,800
After completion of 16 Year on Step 13	\$725	\$2,525

Longevity amounts are not subject to annual increases and remain constant over life.

ARTICLE IV – WORK SCHEDULES AND OVERTIME PROVISIONS

A. The workweek will be 35 hours or 7 hours per day and the normal workweek will be Monday through Friday. Salaries for all assignments for less than twelve (12) full months will be determined by dividing the annual salary by 1820 and multiplying the number of hours worked. Employees who work overtime shall be compensated for all time worked in excess of 35 hours at the rate of one and one-half (1.5) times the hourly rate.

It is understood that bargaining unit members cannot use the lunch hour to shorten their regularly scheduled working hours. Unit members must take one (1) hour for their lunch hour which does not count towards the requirement to work thirty-five (35) hours per week or seven (7) hours per day. Any exception to the foregoing shall be allowed only with the express written authorization of the Superintendent of Schools or his/her designee.

The work hours for summer (July 1 – August 31) and school recess periods for 12 month employees shall be 8:00 AM – 3:00 PM with one-half (1/2) hour for lunch.

- B. The District shall not abolish full-time positions to create two or more part-time positions.
- C. All unit members covered by this agreement are required to report to work except when excused for the following reasons:
 - 1. Sick Leave
 - 2. Annual Leave (Vacation)
 - 3. Personal or bereavement leave according to Agreement.
 - 4. Snow days as called by the Superintendent of Schools or his designated representative.

Employees, who work on said day, shall receive a compensatory day in lieu thereof as may be agreed upon between the employees and his/her supervisor.

- D. The work year for all school nurses shall consist of the school calendar and one preparation day which shall be a work day in September which is prior to the opening of the schools. School nurses scheduled for less than a seven (7) hour day shall be paid pro rata for the hours worked.
- E. All ten (10) month employees in the Unit shall be scheduled to work on the school calendar plus the working days between September 1st and the opening of school and the working days between the closing of school and June 30th.

ARTICLE V – PAID HOLIDAYS

The following days will be holidays with pay during each year for all twelve (12) month employees. The schedule of holidays with pay will be determined as soon as it reasonably can be after the school calendar has been established. The President of the Eastchester Support Staff Unit and/or his/her designated representative and the Superintendent of Schools and/or his/her designated representative will make the determination and in no instance will the total number of days be less than the total number designated herein:

Fourth of July	Christmas Eve
Labor Day	Christmas Day
Rosh Hashanah	Christmas Day Recess
Yom Kippur	New Year's Eve
Columbus Day	New Year's Day
Veterans Day	Martin Luther King, Jr. Day
½ Day before Thanksgiving Day	Presidents Day
Thanksgiving Day	Good Friday
Thanksgiving Day Recess	Memorial Day
½ Day before Christmas Recess	

ARTICLE VI – VACATION

- A. 1. Vacation allowance for all twelve (12) month employees in this unit shall be as follows:
 - a. 12 working days after one complete year of service as of July 1.
 - b. 17 working days after five full years of service as of July 1.
 - c. 22 working days after twelve full years of service as of July 1.
2. Starting with the sixteenth year of service, one (1) day of vacation time will be added for each full year of service up to and including the twentieth year of service for a maximum of twenty-seven (27) vacation days a year.

3. Individuals hired after March 1, 1997, shall be credited their vacation on a monthly basis at the following rate:

- a. One to five years of employment – 12 working days at the rate of 1 day upon the completion of each month of employment.

For the first three (3) years of service, vacation time is accrued and can only be used after it has been earned. After three (3) complete years of service, as of July 1, vacation time shall be credited. Such yearly allotments may be used with supervisor approval during that year of service. Should an eligible member separate from the district after using a full year's allotment of vacation and before the end of that year of service, the employee shall have their vacation time pro-rated and appropriate deductions shall be made from his/her final pay check.

- b. Six to 12 years of employment – 17 working days at the rate of 1.42 days upon the completion of each month of employment.
- c. After 12 years onward of employment – 22 working days at the rate of 1.83 days upon the completion of each month of employment.
- d. Starting with sixteenth year of service, one (1) day of vacation time will be added for each full year of service to and including the twentieth year of service for a maximum of twenty-seven (27) vacation days a year.

B. Section A of this article does not apply to those people working the school calendar year only (10 month schedule).

C. In exceptional cases and when it is in the best interest of the District, an employee may be allowed to accumulate unused vacation for a period of two (2) years.

D. An employee's vacation pay will be available at the start of his vacation if written request to the Business Office has been made at least two (2)

weeks prior to his vacation date. However, it cannot be paid prior to July 1.

- E. Employees will request, and the District will schedule vacations on or before May 1 each year. Requests will be granted whenever possible and conflicts will be determined by seniority or agreement between all parties. Emergency changes in vacation schedules can be made by mutual agreement
- F. Vacations may be scheduled during the school year only with the approval of the Superintendent of Schools or his/her designee.
- G. Clerical employees assigned to school buildings must take vacation on days when school is not in session. Exceptions may be made with permission of the building Principal and Assistant Superintendent or Superintendent.

ARTICLE VII – PAID LEAVE

- A. Twelve (12) month employees and ten (10) month employees shall receive fifteen (15) days of sick leave per year. Twelve (12) month employees and ten (10) month employees may accumulate a maximum of two hundred and twenty (220) days of unused sick leave.
- B. Unauthorized absences from work for ten or more consecutive workdays shall be deemed a resignation unless a satisfactory explanation and documentation for such absence is received by the District before the eleventh workday following the commencement of such unauthorized absence.
- C. Full-time employees hired prior to January 1, 1998, who exhaust their accrued sick leave shall receive one-half pay for as many months, or fractions thereof, as they have years of service, less any months, or fractions thereof, for which they have previously received half pay on account of illness during such service. It is understood that the intent of this benefit is to permit the full recovery and understood that the intent of this benefit is to permit the full recovery and subsequent return to work of employees. The District reserves the right to request full medical reports and/or the examination of the employee by a school-appointed physician at no expense to the employee. Prior to the

granting of such an extended leave, the District must receive reasonable assurance that the employee will, at the end of the extended leave, be able to return to work in a capacity similar to that which the employee had prior to the leave being granted.

- D. Bereavement leave with full pay shall be granted to each employee, for a period not to exceed five (5) days for any death in the immediate family.
 - 1. Where there are extenuating circumstances, additional absence may be approved without loss of pay when the time can be charged to unused personal leave, unused vacation time or accumulated sick leave.
 - 2. Immediate family as used herein is defined by the Statewide School's Cooperative Health Plan (SWSCHP) document. "Immediate family" shall mean nuclear family, including stepfather/stepmother, grandparent, husband or wife, domestic partner, child, stepchild, ward, grandchild, brother or sister, father or father-in-law, mother or mother-in-law, son-in-law or daughter-in-law, or any other relative if living in the employee's immediate household. An individual will be considered a domestic partner if he/she fulfills the requirements outlined in the definition of domestic partner which is accepted by SWSCHP.
 - 3. Bereavement leave of one (1) day may be granted upon request for deaths not listed in Section D, Item 2. This day, when granted and used, will be charged to personal leave, unused vacation time or accumulated sick leave.
- E. Each employee shall be allowed ten (10) days of absence each year to be charged against sick leave where a member of the employee's immediate family is ill.
- F. All employees will be allowed two (2) days of personal leave (without reason) with pay each school year. Unused personal leave days shall be cumulative to a maximum of five (5) days. Except when it is not possible to do so, employees should give at least two (2) days prior notice of their intention to take a personal leave day. Additional personal leave days may be granted at the reasonable discretion of the

Board of Education. It is understood that personal days may not be used for the purpose of extending a vacation/holiday period.

ARTICLE VIII – EMPLOYEE FRINGE BENEFITS

Section 60B (Improved Death Benefits) of the New York State Employee's Retirement System and Section 751 (20 years career plan) will be continued in force during the term of this agreement for eligible employees.

Employees, who have ten (10) years or more service shall, at the time of their retirement, be compensated for unused sick leave days not to exceed 220 days at twenty five (25) percent of the daily rate in effect at the time of retirement, or with six (6) weeks' pay, whichever is greater. Employees electing the six weeks' pay must notify the District six (6) months in advance of the intended date of retirement.

A. HEALTH INSURANCE PLAN

Effective July 1, 2012, bargaining unit members will contribute to the annual cost of health insurance as follows:

2012 – 2013	4.00%
2013 – 2014	4.75%

1. The Board agrees to pay any active employee eligible for full health insurance benefits, who is already covered by another health insurance plan, the sum of \$2,000.00 for each full year the employee declines coverage under the District's health insurance program. This payment will be made after each full year of employment during which insurance coverage was waived.
2. Effective July 1, 1982, the District will pay, on behalf of employees who retire on or after that date, unless prohibited by law from doing so without having to similarly compensate those employees who retired before July 1, 1982 and their families, seventy (70%) percent of the premium for individual retirees and fifty (50%) percent of the premium for families of such retirees.
3. The Board reserves the right to change the health insurance carrier as long as the benefits being offered by the new insurance carrier

shall be equal to or better than benefits now being provided by the State Wide Schools Cooperative Health Insurance Plan. During the term of this agreement, the Board agrees to match equally all benefit changes, increased or decreased, that may be provided by the State Wide Schools Cooperative Health Insurance Plan.

The Board will submit to the Union, thirty (30) days prior to any contemplated change, a complete list of benefits offered by the new health insurance carrier.

In the event the benefits being offered by the new health insurance carrier are not equal to, or better than, the benefits now being provided by the State Wide Schools Cooperative Health Insurance Plan, the Union may demand arbitration of the issue within thirty (30) days after receiving said offer.

- B. The District will pay 100% of the premium for either the individual or family dental insurance coverage under the CSEA Employee Benefit Fund.

The present dental insurance plan will be modified to include dependent children nineteen (19) years or over as long as they are full-time students (12 credit hours).

- C. The District will pay 100% of the premium for the CSEA Silver Vision Plan for employees only. Employees may maintain a family plan with employee contribution towards the difference in premium between the individual and the family plan.
- D. In order to encourage employees to maintain and improve their knowledge and skills through continuing education, the District will reimburse employees for course work completed after July 1, 2007, under the following conditions:
 - 1. The full cost of tuition for approval in-service courses.
 - 2. Fifty percent (50%) of the cost of approved undergraduate or graduate courses.
 - 3. The maximum reimbursement for any course will be \$500.

4. A passing grade must be received in a course in order to obtain reimbursement.
5. A maximum of five (5) courses may be taken for reimbursement during any school year (including summers)
6. Prior administrative approval is required for any course for which tuition reimbursement will be sought.

E. District will pay an annual stipend for advanced degrees as follows:

Associate Degree	\$500*
BA/BS Degree	\$750*
MA/MS Degree	\$1,000*

* These stipends are not cumulative and shall be frozen for the life of the contract.

F. The District agrees to provide a 125 cafeteria plan.

G. Employees will be compensated at the rate in accordance with the prevailing Internal Revenue Service rate for all authorized mileage for the use of their own personal vehicles. Those employees who regularly carry materials and equipment in their cars at the request of the District shall be compensated at the rate of thirty (\$30) dollars per month for the use of their cars.

II. Part-time Employees

Employees, hired on or after July 1, 1987, and who work less than 50% of the normal workweek, shall be ineligible for insurance coverage.

ARTICLE IX – JOB SECURITY AND SENIORITY

A. Protection under Section 75 of the Civil Service Law will be granted to all non-competitive and labor class employees upon completion of two (2) years of satisfactory service.

- B. Where an employee is assigned temporarily to perform the duties of a higher classification at a higher rate of pay, he/she shall be guaranteed the rate of pay of the higher classification. Such higher rate of pay shall be paid only for time actually worked in the higher classification. An employee may be assigned temporarily to perform duties of a higher classification only in emergencies for the purpose of replacing another employee who is off with pay, on leave of absence, sick leave, bereavement leave, personal leave or vacation after five (5) days when school is in session. This precludes a regularly scheduled vacation.
- C. When an employee is temporarily assigned to perform the duties of a lower classification. He shall be guaranteed his regular rate of pay.
- D. Seniority shall commence from the first date of a probationary appointment.
- E. Notice of all promotional opportunities shall be posted and eligible employees may apply for same and be considered ahead of non-employees of the District. Where more than one person applies for a provisional promotion and is qualified, the three with the most seniority will be considered, and one of them will be appointed. This rule will also be taken into consideration, as far as is possible, when appointments are to be made from a certified open competitive or promotional civil service list.
- F. In the event that school is closed due to labor relations' disputes between parties not covered by this agreement, then there shall be no change in present policy to personnel not directly involved in the aforementioned dispute and covered by this agreement, and they shall be guaranteed employment and payment therefore.
- G. Upon request to the Superintendent of Schools, an employee shall be permitted to examine his official employment and personnel file. The Board of Education reserves the right to remove from the file all personal and employment references given prior to employment, medical records and police reports.
- H. The Board shall provide the unit with a seniority list of employees by December 1st of each year of the contract.

ARTICLE X – EMPLOYEE EVALUATION

The purpose of employee evaluations is to provide a forum for constructive feedback for both employee and administration for the overall benefit of the school district.

A. PROBATIONARY/PROVISIONAL EMPLOYEES

1. Each probationary/provisional employee shall be observed at least three times during the year. Such evaluations should be made by the direct supervisor and or general supervisor of the employee. For each evaluation the supervisor shall notify the employee at least one week in advance as to the date and time of the evaluation.
2. A written report of the probationary employee's performance shall be filed with Human Resources at least three times per year. Such report shall include daily performance and other pertinent professional observations. The report shall be signed by both the evaluator and the employee; the employee's signature appearing thereon solely for the purpose of indicating that the report has been read and in no way as an indication of approval or disapproval of the report.
3. Nothing herein contained shall limit the right of the Board to discharge a probationary employee pursuant to provisions of the law.

B. PERMANENT EMPLOYEES

Each permanent employee shall be evaluated at least once per year by their immediate or general supervisor. A written report of such evaluation shall be made and signed by both observer and employee. The observer shall notify the permanent employee at least one week in advance as to the date and time of the evaluation.

C. EVALUATION REPORTS AND PROCEDURES

1. The employee observed may request a conference with the supervisor which must then be held prior to the preparation of the

final report which would appear in the employee's personnel file. In addition the employee will have the right to file any comments he or she wishes to make in conjunction with such evaluation, such comments to become a part of the evaluation record.

2. Evaluation reports shall be furnished to the employee immediately upon completion.
3. Evaluations are to be spaced as far as reasonably possible through the year.

ARTICLE XI – RULES AND REGULATIONS

- A. Existing work rules, fringe benefits, or working conditions not covered in this agreement, will not be changed, except under dire emergencies, without prior discussion with the Union elected representative.
- B. In the case of substantial fringe benefits such as extended sick leave, such written Board policies will not be changed without prior discussion with the Union elected representative and mutual agreement, and such mutual agreement will not be unreasonably withheld.

ARTICLE XII – DISTRICT UNION RELATIONSHIP

- A. The Union shall be the sole judge of its own rules and regulations with respect to Union and organizational administration.
- B. The Union shall have the right to post notices and communications on bulletin boards maintained on the premises and facilities of the District.
- C. The President of the Westchester Local 860 of the Union, or his/her designated agent, or the designated Labor Relations Specialist, shall have the right of visiting the facilities of the District for the purpose of adjusting grievances and administering terms of this agreement with advance notification through the Superintendent of Schools.
- D. Employees designated or elected for the purpose of adjusting grievances and maintaining administration rights of the agreement shall have up to two and one-half (2.5) hours of free time, per week, from

their regular duties to fulfill these obligations. Any additional time for these responsibilities must be requested.

- E. The Board will allow a total of three (3) aggregate days at full pay per year for conducting Union business.
- F. Neither the District nor the Union, through their officers, members, representatives, agents or committees shall engage in any subterfuge of any kind for the purpose of defeating or evading the terms of this agreement.
- G. **CONSULTATION ON JOB CATEGORIES**

The District will consult with the Union prior to setting the placement and/or rate of pay for a new or changed position.

H. **LABOR/MANAGEMENT COMMITTEE**

The Labor/Management Committee shall be comprised of members appointed by the District and the Union. It shall be the purpose of said Labor/Management Committee to discuss any and all problems that may arise. The Labor/Management Committee shall meet whenever necessary. An agenda of the topics to be discussed shall be sent to each committee member, five (5) days prior to the scheduled meeting.

ARTICLE XIII – DUTIES AND OBLIGATIONS

- A. Adhering to the principle that duties and obligations come with rights and privileges, the Union agrees to do its utmost to see that its members perform their respective duties in the District loyally, efficiently, and continuously under the terms of this agreement. The Union and its members will endeavor to protect the interests of the school and the community, to conserve its property, to protect the pupils, and to give service of the highest quality.
- B. The District agrees to furnish each new employee and all present employees a copy of this Agreement.

ARTICLE XIV – SEPARABILITY

If any legislation or court decision renders any portion of this agreement invalid or unenforceable, the invalid or unenforceable provision shall be severed from the agreement, and the remaining provisions shall continue in full force.

ARTICLE XV – GRIEVANCE AND ARBITRATION

- A. Personal grievances will follow the established grievance procedure.
- B.
 - 1. Interpretation of this contract, when both parties cannot agree, will be subjected to arbitration and both parties agree in advance to be bound by the decision of the impartial arbitrator.
 - 2. Disputes arising concerning the interpretation or application of the terms of this agreement or the rights claimed to exist thereunder, shall be processed in accordance with the following procedure.
 - a. Such dispute by an employee shall be presented by the employee, or by the Union representative to his/her immediate supervisor. The aggrieved will first present the grievance in writing no later than twenty (20) working days after the grievance occurs, or knowledge should reasonably be had thereof.
 - b. In the event such dispute is not resolved within five (5) working days from such presentation it shall then be presented by the employee or the Union to the next ranking supervisor.
 - c. In the event such dispute is not satisfactorily resolved or adjusted at the preceding step of the procedure, then the Union shall present the same to the Superintendent of Schools or his/her designated representative for an opinion.
 - d. In the event that such dispute is not then satisfactorily resolved or adjusted within ten (10) working days after such presentation, it shall be referred by either party to binding

arbitration, by an impartial arbitrator, to be mutually agreed upon by the parties.

- e. In the event the parties are unable to agree upon an impartial arbitrator within ten (10) working days after the referral of such matter to arbitration, then an appointment shall be made in accordance with the rules and regulations of the American Arbitration Association.
- f. Any cost arising out of the use of such arbitrator shall be divided equally between the District and the Union.

ARTICLE XVI – MANAGEMENT RIGHTS

- A. Except as validly limited by express provisions of this agreement or any federal, state, or local law or ordinance or civil service rules that pertain to school districts, the Board reserves the right to unilaterally determine the standards of service to be offered by it; to set the standards of selection of employment; to direct and assign employees and to regulate work schedules; mandate overtime; to take disciplinary action; to eliminate or reduce positions; to maintain the efficiency of governmental operation; to determine the methods, means and personnel by which its operations are to be conducted; to determine the content of job classifications; to allocate positions to pay grades; to take all necessary actions to carry out its mission in emergencies; and to exercise complete control and discretion over its organization and the facilities, methods, means and technology of performing work.
- B. It is expressly understood by and between the parties to the agreement that by not exercising the rights hereby stated and reserved, or by exercising them in a particular way, the Board shall not be deemed to have waived any of the rights specifically given to the Board under this agreement.
- C. The Board retains the right to promulgate and post reasonable rules and regulations governing the conduct and acts of employees during working hours not inconsistent with this agreement.

IT IS AGREED BY AND BETWEEN THE PARTIES THAT ANY PROVISION OF THIS AGREEMENT REQUIRING LEGISLATIVE

ACTION TO PERMIT ITS IMPLEMENTATION BY AMENDMENT OF LAW OR BY PROVIDING THE ADDITIONAL FUNDS THEREFOR, SHALL NOT BECOME EFFECTIVE UNTIL THE APPROPRIATE LEGISLATIVE BODY HAS GIVEN APPROVAL.

ARTICLE XVII – TERMS OF AGREEMENT

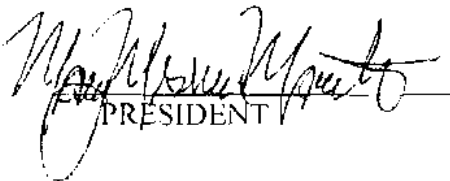
- A. The agreement shall be effective July 1, 2012 and shall remain in force through June 30, 2014.
- B. The contract is to remain in force until a new agreement is negotiated.

IN WITNESS THEREOF, the parties hereto have caused these present to be executed by their authorized officers on the

5th Day of August 2015.

BOARD OF EDUCATION
EASTCHESTER UNION FREE
SCHOOL DISTRICT, TOWN
OF EASTCHESTER
EASTCHESTER, NEW YORK

CIVIL SERVICE EMPLOYEES ASSN.,
INC., LOCAL 1000 AMERICAN
FEDERATION OF STATE, COUNTY
& MUNICIPAL EMPLOYEES, AFL-CIO
WESTCHESTER COUNTY, LOCAL 860
THE EASTCHESTER UNION FREE
SCHOOL DISTRICT


PRESIDENT


PRESIDENT


SUPERINTENDENT


LABOR RELATIONS SPECIALIST

APPENDIX A – LONGEVITY

7/1/2012 - 6/30/2014
Cumulative

After completion of 1 year on step 13	\$780	
After completion of 6 year on step 13	\$550	\$1,250
After completion of 11 year on step 13	\$550	\$1,800
After completion of 16 year on step 13	\$725	\$2,525

APPENDIX B – SALARY SCHEDULE

Accountant			
	2012-2013		2013-2014
1	\$63,128	1	\$61,890
2	\$64,995	2	\$63,721
3	\$67,237	3	\$65,919
4	\$71,620	4	\$70,216
5	\$74,537	5	\$73,075
6	\$77,458	6	\$76,539
7	\$80,377	7	\$79,401
8	\$83,298	8	\$82,265
9	\$86,217	9	\$85,126
10	\$89,136	10	\$88,388
11	\$92,057	11	\$91,252
12	\$94,851	12	\$93,991
13	\$96,314	13	\$97,614

Account Clerk/Transportation			
	2012-2013		2013-2014
1	\$50,130	1	\$49,147
2	\$51,605	2	\$50,593
3	\$53,381	3	\$52,334
4	\$56,848	4	\$55,733
5	\$58,304	5	\$57,161
6	\$59,755	6	\$59,183
7	\$61,204	7	\$60,604
8	\$62,659	8	\$62,030
9	\$64,118	9	\$63,461
10	\$65,570	10	\$65,284
11	\$67,029	11	\$66,715
12	\$68,419	12	\$68,077
13	\$69,880	13	\$71,180

Account Clerk/Typist (35 hrs.)

2012-2013		2013-2014	
1	\$45,653	1	\$44,758
2	\$47,000	2	\$46,078
3	\$48,611	3	\$47,658
4	\$51,761	4	\$50,746
5	\$53,084	5	\$52,043
6	\$54,405	6	\$53,938
7	\$55,723	7	\$55,230
8	\$57,047	8	\$56,528
9	\$58,372	9	\$57,827
10	\$59,690	10	\$59,520
11	\$61,019	11	\$60,823
12	\$62,276	12	\$62,055
13	\$63,740	13	\$65,040

Account Clerk/Typist/ Transportation (40 hrs.)

2012-2013		2013-2014	
1	\$55,055	1	\$53,975
2	\$56,678	2	\$55,567
3	\$58,628	3	\$57,478
4	\$62,441	4	\$61,217
5	\$64,043	5	\$62,787
6	\$65,640	6	\$64,953
7	\$67,231	7	\$66,513
8	\$68,835	8	\$68,085
9	\$70,440	9	\$69,659
10	\$72,035	10	\$71,623
11	\$73,641	11	\$73,197
12	\$75,165	12	\$74,691
13	\$76,629	13	\$77,929

Bookkeeper

2012-2013		2013-2014	
1	\$49,521	1	\$48,550
2	\$50,983	2	\$49,983
3	\$52,733	3	\$51,699
4	\$56,156	4	\$55,055
5	\$57,559	5	\$56,430
6	\$58,958	6	\$58,402
7	\$60,355	7	\$59,772
8	\$61,763	8	\$61,152
9	\$63,164	9	\$62,525
10	\$64,562	10	\$64,296
11	\$65,972	11	\$65,678
12	\$67,308	12	\$66,988
13	\$68,770	13	\$70,070

Database Manager (effective 7/1/2008)

2012-2013		2013-2014	
1	\$63,128	1	\$61,890
2	\$64,995	2	\$63,721
3	\$67,237	3	\$65,919
4	\$71,620	4	\$70,216
5	\$74,537	5	\$73,075
6	\$77,458	6	\$76,539
7	\$80,377	7	\$79,401
8	\$83,298	8	\$82,265
9	\$86,217	9	\$85,126
10	\$89,136	10	\$88,388
11	\$92,057	11	\$91,252
12	\$94,851	12	\$93,991
13	\$96,314	13	\$97,614

Junior Accountant

2012-2013		2013-2014	
1	\$56,326	1	\$55,222
2	\$57,988	2	\$56,851
3	\$59,984	3	\$58,808
4	\$63,891	4	\$62,638
5	\$66,047	5	\$64,752
6	\$68,209	6	\$67,472
7	\$70,369	7	\$69,589
8	\$72,529	8	\$71,707
9	\$74,688	9	\$73,824
10	\$76,850	10	\$76,343
11	\$79,015	11	\$78,466
12	\$81,081	12	\$80,491
13	\$82,541	13	\$83,841

Junior Network Specialist (effective 7/1/2008)

2012-2013		2013-2014	
1	\$46,523	1	\$45,611
2	\$47,902	2	\$46,963
3	\$49,557	3	\$48,585
4	\$52,791	4	\$51,756
5	\$54,192	5	\$53,129
6	\$55,598	6	\$55,108
7	\$56,995	7	\$56,477
8	\$58,537	8	\$57,989
9	\$59,804	9	\$59,231
10	\$61,203	10	\$61,003
11	\$62,607	11	\$62,379
12	\$64,015	12	\$63,760
13	\$65,410	13	\$66,710

Media Production Specialist (effective 7/1/2008)

2012-2013		2013-2014	
1	\$52,813	1	\$51,777
2	\$54,398	2	\$53,331
3	\$56,301	3	\$55,197
4	\$60,019	4	\$58,842
5	\$61,415	5	\$60,211
6	\$62,819	6	\$62,187
7	\$64,229	7	\$63,570
8	\$65,623	8	\$64,936
9	\$67,022	9	\$66,308
10	\$68,428	10	\$68,086
11	\$69,827	11	\$69,458
12	\$71,165	12	\$70,770
13	\$72,280	13	\$73,580

Network Specialist (effective 7/1/2008)

2012-2013		2013-2014	
1	\$50,455	1	\$49,466
2	\$51,949	2	\$50,931
3	\$53,747	3	\$52,693
4	\$57,257	4	\$56,134
5	\$58,655	5	\$57,505
6	\$60,053	6	\$59,475
7	\$61,461	7	\$60,856
8	\$62,861	8	\$62,228
9	\$64,259	9	\$63,599
10	\$65,673	10	\$65,385
11	\$67,075	11	\$66,760
12	\$68,405	12	\$68,063
13	\$69,809	13	\$71,109

Nurse			
	2012-2013		2013-2014
1	\$47,296	1	\$46,369
2	\$48,685	2	\$47,730
3	\$50,360	3	\$49,373
4	\$53,625	4	\$52,574
5	\$56,382	5	\$55,276
6	\$59,125	6	\$58,566
7	\$62,983	7	\$62,348
8	\$63,421	8	\$62,777
9	\$64,337	9	\$63,675
10	\$64,630	10	\$64,363
11	\$64,922	11	\$64,649
12	\$65,216	12	\$64,937
13	\$66,677	13	\$67,977

Occupational Therapist Assistant (effective 7/1/2008)

	2012-2013		2013-2014
1	\$47,296	1	\$46,369
2	\$48,685	2	\$47,730
3	\$50,360	3	\$49,373
4	\$53,625	4	\$52,574
5	\$56,382	5	\$55,276
6	\$59,125	6	\$58,566
7	\$62,983	7	\$62,348
8	\$63,421	8	\$62,777
9	\$64,337	9	\$63,675
10	\$64,630	10	\$64,363
11	\$64,922	11	\$64,649
12	\$65,216	12	\$64,937
13	\$66,677	13	\$67,977

Payroll Clerk/Personnel Clerk

2012-2013		2013-2014	
1	\$50,506	1	\$49,516
2	\$51,910	2	\$50,892
3	\$53,594	3	\$52,543
4	\$56,882	4	\$55,767
5	\$58,206	5	\$57,065
6	\$59,528	6	\$58,961
7	\$60,844	7	\$60,251
8	\$62,166	8	\$61,547
9	\$63,491	9	\$62,846
10	\$64,811	10	\$64,540
11	\$66,141	11	\$65,844
12	\$67,405	12	\$67,083
13	\$68,867	13	\$70,167

School District Registrar (effective 7/28/2008)

2012-2013		2013-2014	
1	\$45,282	1	\$44,394
2	\$46,609	2	\$45,695
3	\$48,211	3	\$47,266
4	\$51,334	4	\$50,327
5	\$52,731	5	\$51,697
6	\$54,143	6	\$53,681
7	\$55,528	7	\$55,039
8	\$56,939	8	\$56,423
9	\$58,343	9	\$57,799
10	\$59,742	10	\$59,571
11	\$61,143	11	\$60,944
12	\$62,479	12	\$62,254
13	\$63,942	13	\$65,242

Secretary to Principal

2012-2013		2013-2014	
1	\$47,974	1	\$47,033
2	\$49,346	2	\$48,378
3	\$50,989	3	\$49,989
4	\$54,202	4	\$53,139
5	\$55,604	5	\$54,514
6	\$56,999	6	\$56,481
7	\$58,405	7	\$57,861
8	\$59,812	8	\$59,239
9	\$61,214	9	\$60,614
10	\$62,615	10	\$62,387
11	\$64,017	11	\$63,762
12	\$65,685	12	\$65,397
13	\$67,149	13	\$68,449

Secretary to School Administrator (effective 12/6/2007)

2012-2013		2013-2014	
1	\$51,199	1	\$50,195
2	\$52,710	2	\$51,676
3	\$54,519	3	\$53,450
4	\$58,064	4	\$56,925
5	\$59,462	5	\$58,296
6	\$60,866	6	\$60,273
7	\$62,268	7	\$61,647
8	\$63,669	8	\$63,071
9	\$65,064	9	\$64,388
10	\$66,475	10	\$66,172
11	\$67,875	11	\$67,544
12	\$69,219	12	\$68,862
13	\$70,683	13	\$71,983

Senior Typist - 10 months

2012-2013		2013-2014	
1	\$37,886	1	\$37,143
2	\$38,994	2	\$38,229
3	\$40,328	3	\$39,537
4	\$42,931	4	\$42,089
5	\$44,094	5	\$43,229
6	\$45,271	6	\$44,983
7	\$46,427	7	\$46,117
8	\$47,599	8	\$47,266
9	\$48,765	9	\$48,409
10	\$49,933	10	\$49,954
11	\$51,102	11	\$51,100
12	\$52,219	12	\$52,195
13	\$53,681	13	\$54,981

Senior Typist/Senior Office Assistant

2012-2013		2013-2014	
1	\$45,282	1	\$44,394
2	\$46,609	2	\$45,695
3	\$48,211	3	\$47,266
4	\$51,334	4	\$50,327
5	\$52,731	5	\$51,697
6	\$54,143	6	\$53,681
7	\$55,528	7	\$55,039
8	\$56,939	8	\$56,423
9	\$58,343	9	\$57,799
10	\$59,742	10	\$59,571
11	\$61,143	11	\$60,944
12	\$62,479	12	\$62,254
13	\$63,942	13	\$65,242

Technical Coordinator (effective 7/1/2008)

2012-2013		2013-2014	
1	\$73,876	1	\$72,427
2	\$76,076	2	\$74,584
3	\$78,715	3	\$77,172
4	\$83,875	4	\$82,230
5	\$86,534	5	\$84,837
6	\$89,195	6	\$88,046
7	\$90,528	7	\$89,353
8	\$91,862	8	\$90,661
9	\$93,194	9	\$91,967
10	\$94,526	10	\$93,673
11	\$95,859	11	\$94,979
12	\$97,194	12	\$95,288
13	\$98,526	13	\$99,826

Technical Support Specialist

2012-2013		2013-2014	
1	\$56,319	1	\$55,215
2	\$57,994	2	\$56,857
3	\$60,003	3	\$58,826
4	\$63,925	4	\$62,672
5	\$65,325	5	\$64,044
6	\$66,722	6	\$66,014
7	\$68,123	7	\$67,389
8	\$69,525	8	\$68,762
9	\$70,925	9	\$70,134
10	\$72,333	10	\$71,915
11	\$73,737	11	\$73,291
12	\$75,073	12	\$74,601
13	\$76,477	13	\$77,777

Typist - 10 months

2012-2013		2013-2014	
1	\$34,621	1	\$33,942
2	\$35,633	2	\$34,934
3	\$36,846	3	\$36,124
4	\$39,222	4	\$38,453
5	\$40,378	5	\$39,586
6	\$41,535	6	\$41,321
7	\$42,694	7	\$42,457
8	\$43,846	8	\$43,586
9	\$45,016	9	\$44,733
10	\$46,170	10	\$46,265
11	\$47,333	11	\$47,405
12	\$48,447	12	\$48,497
13	\$49,908	13	\$51,208

Typist/Office Assistant

2012-2013		2013-2014	
1	\$41,674	1	\$40,857
2	\$42,898	2	\$42,057
3	\$44,369	3	\$43,499
4	\$47,236	4	\$46,310
5	\$48,640	5	\$47,686
6	\$50,037	6	\$49,656
7	\$51,445	7	\$51,036
8	\$52,843	8	\$52,407
9	\$54,246	9	\$53,782
10	\$55,644	10	\$55,553
11	\$57,052	11	\$56,933
12	\$58,394	12	\$58,249
13	\$59,858	13	\$61,158



APPENDIX C – EVALUATION FORM

EASTCHESTER UNION FREE SCHOOL DISTRICT

CLASSIFIED EMPLOYEE PERFORMANCE EVALUATION

Employee Name	Position Title	Today's Date

Building	Immediate Supervisor's Name
Immediate Supervisor's Title	
Hire Date: _____	
Probation	
End Date: _____	

Reason for Evaluation:	How long has employee worked in this department?	
<input type="checkbox"/> Annual Review	How long has employee worked in this position?	
<input type="checkbox"/> Probation 1	How long has employee worked under your supervision?	
<input type="checkbox"/> Probation 2		
<input type="checkbox"/> Probation 3 –		
Permanent Status Review		

Performance Factors

EXCELLENT	SATISFACTORY	NEEDS IMPROVEMENT*
------------------	---------------------	---------------------------

A. CAPACITY OF WORK

The extent to which the employee accomplishes assigned work within a specific time period.		
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B. QUALITY OF WORK

The extent to which the employee's work is well executed, thorough and accurate		
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C. KNOWLEDGE OF ASSIGNMENT

The extent to which the employee knows and demonstrates how and why to do all phases of assigned work.		
--	--	--

D. COMMUNICATION/COOPERATION WITH OTHERS

The manner in which the employee communicates with other individuals. Consider the employee's tact, courtesy, and effectiveness in dealing with others.		
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Performance Factors

EXCELLENT	SATISFACTORY	NEEDS IMPROVEMENT*
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E. ATTENDANCE AND RELIABILITY

The extent to which employee arrives on time and demonstrates consistent attendance; the extent to which the employee contacts supervisor on a timely basis when employee will be late or absent.			
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F. INITIATIVE

The extent to which the employee is self-directed and resourceful in meeting job objectives; consider how well the employee follows through on assignments or procedures to effectively meet changing circumstances.			
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G. ADAPTABILITY/FLEXIBILITY

The extent to which the employee demonstrates the ability and willingness to accept new/more complex duties/responsibilities.			
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* A "Needs Improvement" indication requires a full and detailed explanation below. If more space is needed please attach an additional sheet.

<p>EVALUATOR COMMENTS (attach additional sheet if necessary):</p>
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<p>EMPLOYEE COMMENTS (attach additional sheet if necessary):</p>

TO BE COMPLETED ONLY AT LAST EVALUATION BEFORE END OF PROBATIONARY PERIOD

- I recommend this probationary employee become permanent and continuous.
- I recommend this probationary employee be dismissed before the end of the probationary period and will submit the appropriate forms.
- Employee resigned before completion of probationary period. (It is important that Human Resources receive this form even if employee has resigned.)

Supervisor's Signature & Title	Date	Administrative Signature	Date

I have been advised of my performance ratings. I have discussed the contents of this review with my supervisor. My signature does not necessarily imply agreement.

Employee's Signature & Title	Date

- | |
|--|
| <ul style="list-style-type: none"> <input type="checkbox"/> Employer has attached comments to this evaluation. <input type="checkbox"/> Employee has attached comments to this evaluation. |
|--|