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AD / 6196

**CONTRACT**

**Between**

**BOARD OF EDUCATION**

**SMITHTOWN CENTRAL**

**SCHOOL DISTRICT**

**Smithtown, New York**

**And**

**SMITHTOWN SCHOOLS**

**ADMINISTRATORS**

**ASSOCIATION**

*7/1*      *6/30*  
**2011-2014**

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## PREAMBLE

Pursuant to the provisions of Chapter 392 of Laws of 1967 of the State of New York, this Agreement is made and entered into by and between the BOARD OF EDUCATION OF THE SMITHTOWN CENTRAL SCHOOL DISTRICT AND THE SMITHTOWN SCHOOLS ADMINISTRATORS' ASSOCIATION.

## ARTICLE I - RECOGNITION

A. The Board recognizes the Association for purposes of collective negotiations and agrees to negotiate with said Association as the exclusive representative of all High School Principals, Freshman Campus Principals, Secondary Principals, Intermediate School Principals, Middle School Principals, Elementary School Principals, Assistant High School Principals, Assistant Secondary School Principals, Assistant Intermediate School Principals, Assistant Middle School Principals, Elementary Assistant Principals, Directors, Director of Guidance, Director of Fine Arts,\* Assistant Directors, Department Chairpersons, and the Administrator for Special Education and Special Services, the Assistant Administrator for Special Education and Special Services, the Administrator for Grants and Human Resources, the Coordinator for Physical Education and Athletics, the District Chairperson for Instructional Media Services and the Secondary Chairperson of Practical and Fine Arts, and the Chairperson for Career and Technical Education, with respect to salaries, wages, hours and other terms and conditions of employment and in the resolution of grievances arising thereunder.

### B. Terms

1. The word "District" as used in this Agreement shall mean THE SMITHTOWN CENTRAL SCHOOL DISTRICT.
2. The word "Board" as used in the Agreement shall mean THE BOARD OF EDUCATION OF THE SMITHTOWN CENTRAL SCHOOL DISTRICT.
3. The word "Superintendent" as used in this Agreement shall mean THE SUPERINTENDENT OF SCHOOLS OF THE SMITHTOWN CENTRAL SCHOOL DISTRICT.
4. The words "Association" or "SSAA" as used in this Agreement shall mean THE SMITHTOWN SCHOOLS ADMINISTRATORS' ASSOCIATION.
5. The word "Administrator(s)" shall mean all occupants of those positions specified in Part A above.

\*Director of Fine Arts, added effective July 1, 2012.

C. No Strike

The Association affirms that it will not strike, that it will not assist or participate in a strike, and that it will in no way encourage or impose an obligation upon its members to conduct, assist, or participate in a strike in the school district.

**ARTICLE II - ASSOCIATION RIGHTS**

- A. It is agreed that the District shall make available to the association, as soon as practicable, any information which the SSAA feels is needed to develop its collective bargaining proposals when such information is of a public nature and is not personal, confidential or privileged.

It is agreed that the Association shall make available to the District, as soon as practicable, any information which the District feels is needed to develop its collective bargaining proposals when such information is of a public nature and is not personal, confidential or privileged.

- B. The District agrees not to significantly change the duties of any Administrator without prior notification to and consultation with the Association's leadership in order to afford an opportunity to the Association to make their views and positions known to the District concerning such changes, except in the following instances:
1. Where an elementary school building's enrollment (as of September 15th) falls below 400 students, the Principal of such building may, at the Superintendent's sole discretion, be required to perform additional administrative duties and responsibilities.
  2. Where a middle school building's enrollment (as of September 15th) falls below 700 students, and the Board determines to retain two (2) Administrators at such building, the building Assistant Principals may, at the Superintendent's sole discretion, be required to perform additional administrative duties and responsibilities.
  3. Where a secondary building's enrollment (as of September 15th) falls below 1200 students, and the Board determines to retain two (2) Assistant High School Principals at such building, the least senior Assistant Principal may, at the Superintendent's sole discretion, be required to perform additional administrative duties and responsibilities.
  4. Where a secondary building's enrollment (as of September 15th) falls below 1,750 students, and the Board determines to retain three (3) Assistant High School Principals at such building, the least senior Assistant Principal assigned to the building may, at the Superintendent's sole discretion, be required to perform additional administrative duties and responsibilities.
- C. The District shall have copies of this contract printed and distributed to all Administrators at no cost or expense to the Association.

- D. The District shall provide each Administrator with an up-dated copy of the District's By-Laws and Rules-Policies and By-Laws and Rules-Standard Uniform Practices (S.U.P.) and any revisions as they are adopted. All Administrators are responsible to know the contents of these documents and to perform in conformance with such policies and practices and as they are changed from time to time.
- E. The Association shall not be denied the reasonable use of the District's inter-office mail system, including mailbox use privileges.
- F. The Association shall not be denied reasonable use of District building facilities for Association meetings, provided that application is made through proper channels.
- G. The District shall supply the Association with seniority lists annually.
- H. The District shall supply, as soon as practicable, a line by line proposed budget to the Association for the coming school year.
- I. The District shall supply the Association with reports on member use of periodic sick and personal leave on an annual basis.
- J. The District shall supply the Association with a copy of the approved minutes of each Board of Education meeting.
- K. The Superintendent and the President of the S.S.A.A. shall meet with some regularity throughout the school year to discuss matters of mutual interest to the District and the Association.
- L. Prior to the Board's formal approval of the school calendar, the Association shall be afforded an opportunity to discuss same with the Superintendent or his designee.

### **ARTICLE III - GRIEVANCE PROCEDURE**

- A. Definition of a Grievance - A grievance shall mean a complaint by an Administrator or group of Administrators that there has been a violation or misinterpretation of a provision(s) of this Agreement or that he/she or they have been treated unfairly by reason of any act or condition which is contrary to written policies of the Board of Education. Additionally, a grievance shall mean a complaint by the Association that there has been a violation or misinterpretation of Article II of this Agreement.
- B. Initiation of a Grievance - Every effort should be made to prevent and resolve differences on an informal basis before formal procedures are invoked. Formal grievances must be presented in writing using the form as outlined in Appendix A. (All items must be completed and be specific.)

A grievance shall be deemed waived and barred from the procedures as set forth below if the grievance is not formally presented within thirty-five (35)

school days from the date it arose or the date the grievant should have been aware of the facts giving rise to the grievance.

C. Grievance Procedure - An individual or group of individuals, or the Association with reference to Article II only, claiming a grievance, may pursue a grievance through as many of the following steps as he/she or they wish. Informal settlements at any stage shall bind the parties to the settlement but shall not be precedence in a later grievance proceeding.

1. Level 1 - An informal hearing shall be held.

- a. The grievant Administrator and/or his/her representative shall arrange for a hearing with the appropriate Administrator to hear and make a determination in the matter.
- b. The appropriate Administrator shall render a written decision on the matter within five (5) school days after the informal hearing has been concluded.
- c. The grievant Administrator may appeal to the Superintendent the decision rendered pursuant to (b.) above by formally presenting a written grievance as specified in "B. Initiation of a Grievance."

2. Level 2 - A formal hearing and determination by the Superintendent or his/her designee.

- a. The Superintendent or his/her designee shall arrange for a hearing within ten (10) school days after receipt of the formal written grievance.
- b. The Superintendent or his/her designee shall render a written decision within five (5) school days after the Superintendent's hearing has been concluded.
- c. The aggrieved Administrator may, within fifteen (15) school days following receipt of the Superintendent's or his/her designee's decision, appeal to the Board of Education.

3. Level 3 - A hearing by the Board of Education and final determination.

- a. Upon receipt of an appeal from a Level 2 determination, the Superintendent shall arrange for a hearing on the matter to be held by the Board of Education with at least five (5) Board members present.
- b. The Board shall hold the hearing within twenty-five (25) school days after receipt of the appeal from the Level 2 determination.
- c. The Board of Education shall render a final decision on the matter within twenty (20) school days after the conclusion of the hearing cited above.

Such determination by the Board of Education shall be final and binding on all parties concerned.

## **ARTICLE IV - REDUCTION OF ADMINISTRATIVE STAFF**

- A. In the event an Administrator is excessed, the affected Administrator shall be given an opportunity to fill any existing vacancy where the Superintendent determines that the affected Administrator is capable of performing the duties of such vacancy and the Administrator is properly certified to fill such position. This provision shall be interpreted in accordance with the tenure and seniority rights of other District employees.
- B. Excessed Administrators for whom no alternative position is available shall have their insurance benefits (health, extended major medical, dental, life, and disability) continued for a period of twelve (12) months from the effective date of termination where such continuation is not prohibited by state statute or regulation. Should such excessed Administrator become employed elsewhere prior to the conclusion of the twelve (12) month period cited above, his/her insurance benefits shall cease to be paid for by the District on the first day of the next month immediately following the excessed Administrator's commencement of employment elsewhere.
- C. Effective April 24, 2012 and continuing until June 30, 2014, no Administrator will be terminated due to budgetary reasons or abolition of programs or positions unless one of the following events occur:
1. A school building is closed, in which event the number of Administrator positions may be reduced by the number of building level Administrators that were assigned to that building;
  2. The District's proposed budget for the next school year is not approved by the voters upon presentation on the State-wide budget vote day and one revote, in which event the Board shall be permitted to excess members of the bargaining unit for the contingency year; or
  3. Total State Aid less Transportation, BOCES and building aid, is reduced by more than 10% from the preceding school year.

Nothing contained in this provision C shall preclude the District from terminating the services of a probationary or tenured Administrator in accordance with New York Education Law nor shall anything contained in this provision C require the District to fill vacancies in Administrator positions created through attrition.

This entire provision C shall expire and sunset effective June 30, 2014.



## ARTICLE V - TRANSFERS

- A. Transfers, to the extent practicable, shall be based upon voluntary application.
- B.
  - 1. Except in an emergency or unusual circumstance, the Superintendent shall make a reasonable effort to inform the individual(s) affected in writing thirty (30) days prior to the effective date of the transfer(s).
  - 2. An Administrator who is involuntarily transferred and who formally requests that the reasons for said transfer be set forth in writing, shall be granted a meeting with the Superintendent to discuss the matter. Immediately following such discussion, the Superintendent shall provide such Administrator the reasons in written form, if the affected Administrator maintains his/her request at the conclusion of the meeting. Where practicable, such meeting shall take place before the transfer is effected, but in the event this is not feasible, such meeting shall take place as soon as possible following such transfer.
  - 3. The Association shall have the opportunity to represent the Administrator at the meeting with the Superintendent, if the Administrator requests such representation.

## ARTICLE VI - VACANCIES

- A.
  - 1. Whenever an administrative vacancy shall occur in the District, the position shall be publicized by a posting in the Administration Building and in each school building. The notice shall set forth a general description of the duties, and shall include the required certification, qualification, salary range and the last date for the filing of applications.
  - 2. Except for emergency situations, when school is in session such notice shall be posted as far in advance as practicable but not less than ten (10) school days before such last date for filing.
- B.
  - 1. An applicant covered by this Agreement shall receive a letter acknowledging receipt of his/her application.
  - 2. An applicant covered by this Agreement shall be notified as to the disposition of his/her application.
- C. A person who accepts an appointment to an administrative position on a Regular Substitute basis shall be governed by the terms of this Agreement.
- D. Where the District determines to fill a school building administrative vacancy, Administrators covered by this Agreement appropriate to the situation shall participate in the screening process.

## ARTICLE VII - ADMINISTRATOR FILES

Official Administrator personnel files shall be maintained under the following conditions:

- A. A copy of any material critical of an Administrator's performance, abilities, character or reputation shall be forwarded to the involved Administrator at the time such material is entered into his/her official personnel file. Upon receipt of such copy, the involved Administrator shall acknowledge that he/she has read such material by affixing his/her signature to that copy and returning same, after having made another copy for his/her personal files, to the Personnel Office for inclusion in his/her official personnel file. Such signature shall in no way indicate agreement with the contents of such material.
- B. The Administrator shall have the right to respond in writing within thirty (30) days after receipt of the copy of the material cited above, and his/her response shall be attached to the file copy.
- C. Should an administrator question any such critical material placed in his/her personnel file, he/she may resort to the following procedure:
  - 1. Inform the Superintendent or his/her designee which specific document is being challenged.
  - 2. Request in writing that the document be withdrawn from his/her personnel folder and present in writing all reasons supporting such request.
  - 3. The Superintendent or his/her designee shall render a decision on the matter within ten (10) school days. Should the decision be made to withdraw the challenged material, such document and all related correspondence shall be eliminated from the file.
  - 4. Should an Administrator remain unsatisfied after the Superintendent or his/her designee has rendered a decision, the challenge may then be presented as a formal grievance subject to the grievance procedures as set forth in Article III.
- D. Upon the request of an Administrator, an appointment shall be made for such Administrator to examine the contents of his/her personnel file. The examination shall be made in the presence of a person designated by the Superintendent. Privileged or confidential information relating to an Administrator's past employment or schooling shall not be subject to such examination.
- E. No one shall examine the contents of an Administrator's personnel file without the specific permission of the Superintendent or his/her designee.
- F. An Administrator's personnel file shall not be removed from school district premises without the written permission of the Superintendent. A copy of such permission shall be kept in the Administrator's personnel file and in the Personnel Office's general file. A copy of such permission shall also be forwarded to the involved Administrator.

## **ARTICLE VIII - EMPLOYEE PROTECTION**

- A. The District shall provide legal services required of an Administrator for defense of such Administrator in proceedings brought against him/her for acts of such Administrator which were legally performed in accordance with his/her duties, responsibility, and authority as defined by the Board of Education.
- B. Any case of assault, threat of physical injury, or harassment upon an Administrator in the course of his/her duties shall be promptly reported to the Board of Education and the Superintendent of Schools. The District shall thereafter render all reasonable assistance to the Administrator in connection with handling of the incident by law enforcement and judicial authorities.
- C. Should a complaint be lodged against an Administrator, the District agrees to notify the Administrator of the complaint. If an action that would be adverse to the Administrator's professional standing or reputation is contemplated, no decision to take an action shall be made by the District until the involved Administrator has been given an opportunity to meet with the complainant and the Superintendent or his/her designee. Such Administrator shall also have the right to be accompanied by an Association representative at such meeting, but such representative shall be strictly limited to advising the Administrator in such a manner as not to adversely impact the complainant.

## **ARTICLE IX - NOTICE OF TERMINATION TIE BREAKING PROCEDURES**

- A. In the event the District determines to abolish an administrative position and an Administrator shall be affected thereby, such Administrator shall be forwarded written notification of the contemplated termination at the earliest possible date but not later than three (3) months prior to the effective date of abolishment and termination.
- B. Where Administrators are to be excessed in a given tenure area, and a group of Administrators have the same seniority in that tenure area, the following sequence shall be used to break these ties:
  - 1. The person with the longest continuous administrative service in the District, in any capacity, shall be deemed the most senior. Leaves with pay shall not be considered a break in continuous service.
  - 2. Where ties still remain, the person with the earliest date of administrative appointment by the Board of Education will be deemed most senior.

## ARTICLE X - WORK ASSIGNMENTS

### A. Annual Work Schedule for Administrators

1. Building Administrators (Principals, Assistant Principals, and Department Chairpersons) shall work those days as prescribed by the Board via the adopted school year calendar, and those weekdays, except holidays, from September 1st to the opening of school each year and from the last day of school to and including June 30th each year. All SSAA employees shall be considered twelve (12) month employees with adherence to the work schedule below.

High School Principals, Freshman Campus Principals, Intermediate School Principals, Middle School Principals, Assistant High School Principals, Assistant Secondary School Principals, Assistant Intermediate School Principals, Assistant Middle School Principals, and the District Chairperson for Instructional Media Services shall, in addition to the above defined work days, work ten (10) weekdays from July 1 through mid-August and shall work the last ten (10) weekdays of August each year, in addition to the above defined work days, administrators are required to work a total of ten (10) weekdays between July 1<sup>st</sup> and August 15<sup>th</sup>, with a maximum of five (5) weekdays to be worked between July 15 and August 15, and shall work the last ten (10) weekdays of August of each year.

Department Chairpersons, Chairperson for Career and Technical Education, Assistant Directors, and the Secondary Chairperson of Practical and Fine Arts, in addition to the stipulation of the first paragraph of this section, shall work the last ten (10) weekdays in August each year and five (5) additional days, or portions thereof totaling five (5) days, throughout each year as determined by their superiors.

Directors, in addition to the stipulation of the first paragraph of this section, shall work the last ten (10) weekdays in August each year and ten (10) additional days, or portions thereof totaling ten (10) days, throughout each year, as determined by the Assistant Superintendent of Curriculum and Instruction.

Elementary Principals and Elementary Assistant Principals, in addition to the stipulations of the first paragraph of this section, shall work the last ten (10) weekdays in August each year.

All Administrators cited above in Section X, A-1, shall receive paid vacation days between July 1 and August 31 in conformity to the work schedules above. These days will not be cumulative.

2. Central Office Administrators (Administrator for Special Education and Special Services, Assistant Administrator for Special Education and Special Services, Administrator for Grants and Human Resources, and the Coordinator of Physical Education and Athletics) shall work the same work schedule as that adopted by the Board of Education for all non-teaching twelve (12) month employees and shall be considered twelve (12) month employees.

Such Central Office Administrators shall be entitled to twenty-five (25) vacation days per year, to be taken at such time(s) as mutually determined by the Administrator and his/her immediate supervisor. Accumulation of vacation days from year to year shall be permissible. Upon separation from service, the Administrator shall be entitled to be paid for his/her total unused accumulated vacation days to a maximum of two (2) years accumulation at the daily rate of 1/220th of his/her annual salary for the last full year (July 1-June 30) worked.

3. It is agreed that in addition to the days defined in the foregoing Sections 1 and 2 of this Article the Superintendent, where he/she determines a need, shall have the right to require any or all Administrators to work on days and at times beyond those days defined in Sections 1 and 2. Except in emergency situations, before such a determination is made, the President of the S.S.A.A. shall be afforded an opportunity to discuss the matter.

Administrators shall also perform work on additional days and times as they and/or their building superiors deem appropriate to the orderly functioning of the school and/or District.

4. The foregoing Sections 1, 2, and 3 shall constitute the annual work assignment/schedule for all Administrators.
5. Notwithstanding the stipulations of the foregoing Sections 1 and 2 of this Article, an Administrator may have some days of his/her work schedule revised upon the specific approval of the Superintendent.

**B. Administrative Assignments for Department Chairpersons**

1. Department Chairpersons assigned to one building shall have no less than a .6 FTE administrative assignment.
2. Department Chairpersons required to travel to more than one building in order to carry out their assignment shall have no less than a .8 FTE administrative assignment.
3. Department Chairpersons may have teaching assignments in buildings in which they have supervisory responsibility.

**C. Administrative Activities**

1. Prior to May 15<sup>th</sup> members of the SSAA will be required to participate in an activity to articulate the available program to parents of elementary level to middle school and from middle school to high school. Outlines, agendas, programs, Powerpoint, compact discs or other similar documents describing each event will be given to the Superintendent or his/her designee(s), along with a list of participating administrators, by May 15<sup>th</sup> of each calendar year.

Such Central Office Administrators shall be entitled to twenty-five (25) vacation days per year, to be taken at such time(s) as mutually determined by the Administrator and his/her immediate supervisor. Accumulation of vacation days from year to year shall be permissible. Upon separation from service, the Administrator shall be entitled to be paid for his/her total unused accumulated vacation days to a maximum of two (2) years accumulation at the daily rate of 1/220th of his/her annual salary for the last full year (July 1-June 30) worked.

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**C. Administrative Activities**

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2. Designated member(s) of the SSAA will participate in the monthly PTA Councils meeting. A list of the participants for each school year will be provided to the Superintendent or his/her designee(s) by September 30<sup>th</sup> of each year.
3. All members of the SSAA will annually participate in a targeted professional development activity pertinent to individual disciplines of the administrator and/or goals of the District as mutually determined by the Superintendent or his/her designee, and the SSAA President. Example of such an activity could include, but need not be limited to, development of a common body of knowledge related to IDEA or improved understanding of data analysis as related to state assessments.
4. Designated member(s) of the SSAA will serve as mentor(s) to any newly appointed member of the SSAA. A list of the designated mentor(s) and their partner(s), as determined by the SSAA, will be provided to the Superintendent or his/her designee, no later than one month after the appointment of the new member(s). Topics discussed by a mentor can include, but need not be limited to, grade level curriculum, departmental curriculum and the school district policy handbook.

### **ARTICLE XI - PRIMACY OF CONTRACT**

Any existing Board policies or instructions that are in conflict with this Agreement shall be null and void.

### **ARTICLE XII - PROFESSIONAL ASSIGNMENTS**

- A. A preliminary staffing and assignment list for the subsequent school year shall be provided to Building Principals as soon as practicable. The information provided will list names and anticipated vacancies.
- B. Wherever possible, Building Principals shall be notified prior to the effecting of transfers of personnel into or out of their assigned buildings.

### **ARTICLE XIII - PROFESSIONAL IMPROVEMENT FUND**

- A. The District shall appropriate \$30,000 each year for a Professional Improvement Fund for attendance at educational conferences, workshops, and seminars as held outside the District. Use of the Professional Improvement Fund by an administrator for attendance at educational conference, workshop, and seminar must be approved by the Superintendent or his designee.
- B. The parties agree to develop a committee to review, revise and develop guidelines to be used to address the issue of not receiving prior District approval for participation in activities.

## ARTICLE XIV - INSURANCES

### A. Basic Health Insurance

Effective July 1, 2010, the District will pay 84% of the premium for all plans offered or to be offered. Effective January 1, 2012, the District will pay 81% of the premium for all plans offered or to be offered, except that for employees hired on or after April 24, 2012, the District will pay 80% of the premium for all plans offered or to be offered. Effective July 1, 2013, the District will pay 80% of the premium for all plans offered or to be offered. The District may replace the foregoing with its substantial equivalent, provided it does so for other employee units.

At least three (3) months prior to such change, the District shall meet with a committee of the SSAA to consult respecting the contemplated change.

For each retired Administrator, the district shall pay 50% of the cost of family health insurance coverage in effect on the effective date of that Administrator's retirement and which cost to remain stable for at least one year's duration, but in no event shall the District's contribution be less than 42% of the cost of family health insurance coverage. A retired Administrator must have five (5) years experience as an Administrator in the District to receive health insurance coverage into retirement. This provision shall not apply to any current Administrator employed as of 11/4/05 as an Administrator.

For retired Administrators who select individual health insurance coverage, the District shall contribute the same dollar amount as that stated above.

Deductibles: Employees who elect individual coverage shall pay an out-of-pocket deductible not to exceed \$225 per year; employees who elect family coverage shall pay an out-of-pocket deductible not to exceed \$675 per year.

Co-pays: All employees' prescription co-pays shall be \$9.00 per prescription/item, and doctor/medical services co-pays shall be \$15 per visit/use.

An administrator who so waives the right to be covered will receive \$1,000 (one thousand dollars). The payment for the waiver will be made in one payment, in the first check in December.

### B. Extended Major Medical

The District shall pay for each Administrator employed prior to July 1, 1986, 100% of the premiums of the existing extended major medical policy. If the current policy becomes unavailable to the Administrators in this District, not due to the fault of the District, a joint committee composed of two (2) members named by the Superintendent and one (1) member named by the President of the S.S.A.A., shall select the best alternative available policy. If no other policy is available, the premium payment in effect at that time will be used to purchase additional life insurance for each affected member. Under no condition will the District be responsible for self-insuring or for the payment of any claims.



C. Dental Insurance

The District shall pay for each Administrator 100% of the premiums of the existing Prudential plan currently provided to certified employees or a substantially equivalent plan.

The maximum dental benefit per year per employee shall be \$1,400. The District's contribution percentage shall remain unchanged.

D. Life Insurance

The District shall pay 100% of the premiums of the existing whole life policy for those Administrators on staff July 1, 1981. Upon separation from the District and/or S.S.A.A., ownership of such policy shall be transferred to the individual member.

Individuals hired as Administrators after July 1, 1981 shall receive, in lieu of the above, term life insurance coverage in the amount of \$50,000.

Administrators shall receive an additional term life insurance policy in the amount of \$75,000.

E. Flexible Benefits Plan

The District shall provide Administrators with a Flexible Benefits Plan.

## **ARTICLE XV - LEAVE BENEFITS**

A. Personal Leave

1. Administrators are eligible for personal leave for important personal business which cannot be transacted outside of regular working hours.

An Administrator utilizing such leave must submit the appropriate District-prescribed application form to his/her immediate superior for approval prior to the requested leave date(s) or, if prior notification is not possible, immediately upon his/her return to duty following such leave.

The application for leave shall be processed in accordance with the appropriate procedures in the District's By-Laws and Rules - Standard Uniform Practices (S.U.P.) or as they may be revised by the Superintendent.

Failure of an Administrator to properly file the prescribed application for personal leave within five (5) days after his/her return to duty shall (a) require such Administrator's immediate superior to report such failure to the Superintendent, (b) require that the personal leave be deemed an unauthorized absence from work, and (c) result in a pro-rata reduction in pay.

2. Accurate records shall be maintained by the Personnel Office of all Administrators' personal leave usage. It is understood that, in order to maintain such accurate records, Administrators must accurately and promptly report all personal leave usage as cited in A.1 above.
3. Where abuse of this leave provision is suspected, the matter shall be investigated by the Superintendent. If in the judgment of the Superintendent, an Administrator has abused such personal leave benefit, the Superintendent shall advise the involved Administrator(s) of this opinion and shall grant the involved Administrator(s) an opportunity to discuss the matter.

If subsequent to such discussion(s) the Superintendent should decide to recommend to the Board that the Administrator(s) be suspended from receiving such personal leave benefit, the involved Administrator(s) shall be advised of this action and shall be afforded an opportunity to address the Board of Education prior to the Board making a final determination. The Board of Education shall retain the right to suspend an Administrator(s) from the benefit of such personal leave if it determines abuse has taken place.

#### B. Sick Leave

1. Administrators shall be credited with sick leave days at the rate of one (1) day per month appropriate to the particular Administrator - (12 month Administrators - 12 days per year; all other administrators - 11 days per year). Such leave may be accumulated from year to year and shall only be utilized in instances of personal sickness or injury.

The District retains its right to require a physician's statement of an Administrator should the Administrator's use of sick leave warrant, as determined by the Superintendent, such physician's statement be provided to the District.

2. A completed sick leave form must be forwarded to the Superintendent or his/her designee within five (5) days subsequent to the Administrator's return to his/her duties from sick leave. An Administrator's failure to comply with this provision shall result in an appropriate reduction in pay and the sick leave shall be deemed an unauthorized absence.
3. The Personnel Office shall maintain accurate records of sick leave (used and unused) and shall provide Administrators with an annual statement upon request. It is understood that in order to maintain such accurate records, Administrators must accurately and promptly report all sick leave usage.

#### C. Long Term Disability

The District shall pay 100% of the premiums, or self-insure, of a long term disability policy written with the same terms as currently provided for in the existing long term disability policy with the following exceptions:

1. The eligibility period for enrollment in the plan shall be 18 months employment in the District.
2. The waiting period for benefits provided by the policy/plan shall be 100 calendar days.
3. The benefit level shall be equal to 70% of the employees annual salary at the time disability commenced to a maximum of \$6,500 per month or \$78,000 annually.
4. The use of accumulated sick leave days may be utilized during the waiting period and, at the option of the employee, the use of sick leave days may continue into the benefit period itself, however, benefits through the long term disability policy may not be utilized until the use of sick leave days ceases.
5. All income to which the employee is entitled as the result of his/her employment, e.g. Workers' Compensation, social security disability, sick leave accumulation used, shall be an offset to long term disability benefits. The foregoing is not applicable to a privately owned insurance policy.
6. In the event the administrator is unable to return to his/her duties at the end of a (1) one-year period of disability, the administrator's employment with the District shall be terminated. Such individual is entitled to a second disability leave if she/he sustains a second and unrelated disability at any time after returning to work.
7. If at any time subsequent to such termination, the administrator recovers and desires to be re-employed by the District, such administrator shall be given serious consideration for re-employment in an administrative position within the District.

D. Leave Without Pay

Administrators shall be entitled to a leave of absence for "good cause shown" without pay or other benefits, except that Administrators may, at their own cost and expense, continue as enrolled members of all group benefit plans listed in Article XIV, for a period not to exceed one (1) year duration. Such leave may be extended up to one (1) additional year upon the approval of the Superintendent; such approval will not be unreasonably withheld.

Such leave shall commence, insofar as possible, at the end of a school year. Such leave shall terminate at the beginning of a school year or earlier if mutually agreeable to the Administrator and the District.

E. Other Leave

Leave not provided for in the foregoing A, B, C, and D subsections may be granted upon special resolution of the Board of Education.

**ARTICLE XVI**  
**TERMINAL SALARY INCREASE**

- A. Effective for Administrators who separate from District service on or after April 24, 2012:
1. An Administrator who retires at age 55 or higher, or who shall have been granted disability retirement at an age earlier than 55, will be reimbursed for his/her total unused accumulated sick leave days as follows:
    - a. An Elementary School Principal hired prior to July 1, 1995, will be reimbursed for up to 50% of his/her total unused accumulated sick leave days up to a maximum of 110 days' pay, to be paid at 1/210<sup>th</sup> of the Administrator's annual salary for the last full year (July 1–June 30) worked
    - b. A Director hired prior to July 1, 1995 will be reimbursed for up to 50% of his/her total unused accumulated sick leave days up to a maximum of 110 days' pay, to be paid at 1/215<sup>th</sup> of the Administrators' salary for the last full year (July 1–June 30) worked.
    - c. Any other Administrator hired prior to July 1, 1995 will be reimbursed for up to 50% of his/her total unused accumulated sick leave days up to a maximum of 110 days' pay to be paid at a rate of 1/220<sup>th</sup> of the Administrator's annual salary for the last full year (July 1–June 30) worked.
    - d. Any Administrator first hired by the District on or after July 1, 1995 will be reimbursed up to 50% of his/her total unused accumulated sick leave days up to a maximum of 70 days' pay to be paid at a rate of 1/220<sup>th</sup> of the Administrator's annual salary for the last full year (July 1–June 30) worked.
  2. An Administrator who is excessed (pursuant to Article IV (B)) and not continued in the employ of the District will be reimbursed for his/her total unused accumulated sick leave days as follows:
    - a. The Administrator will be reimbursed for 50% of his/her total unused accumulated sick leave days up to a maximum of 60 days' pay, to be paid at a rate of 1/220<sup>th</sup> of the Administrator's annual salary for the last full year (July 1–June 30) worked. The Administrator shall also receive compensation in the amount of \$9,500.
  3. An Administrator who, having served the District for at least ten (10) years, otherwise resigns and who, in the sole judgment of the Superintendent, performed his/her duties well and faithfully, will be reimbursed for his/her total unused accumulated sick leave days as follows:

- a. The Administrator will be reimbursed for 50% of his/her total unused accumulated sick leave days up to a maximum of 40 days' pay, to be paid at 1/220<sup>th</sup> of the Administrator's annual salary for the last full year (July 1-June 30) worked.
4. The foregoing stipulated payments shall be made in a lump sum upon separation, except that an Administrator who retires pursuant to paragraph 1 above may receive one-half of the amount due prior to January 1 of the last school year of his/her employment, provided the Administrator submits his/her notice of resignation/retirement by November 15 of the last school year of his/her employment with the District. The payment(s) shall be placed into the Administrator's 403(b) plan as non-elective employer contributions in accordance with B below.
5. In the event an Administrator dies while employed by the District, his/her estate will be reimbursed for his/her total unused accumulated sick leave days as follows:
  - a. An Elementary School Principal hired prior to July 1, 1995 will be reimbursed for 50% of his/her total unused accumulated sick leave days up to a maximum of 110 days' pay, to be paid at 1/210<sup>th</sup> of the Administrator's annual salary for the last full year (July 1-June 30) worked.
  - b. A Director hired prior to July 1, 1995 will be reimbursed for up to 50% of his/her total unused accumulated sick leave days up to a maximum of 110 days' pay, to be paid at 1/215<sup>th</sup> of the Administrators' salary for the last full year (July 1-June 30) worked.
  - c. Any other Administrator hired prior to July 1, 1995 will be reimbursed for up to 50% of his/her total unused accumulated sick leave days up to a maximum of 110 days' pay to be paid at a rate of 1/220<sup>th</sup> of the Administrator's annual salary for the last full year (July 1-June 30) worked.
  - d. Any Administrator first hired by the District on or after July 1, 1995 will be reimbursed for 50% of his/her total unused accumulated sick leave days up to a maximum of 70 days' pay, to be paid at 1/220<sup>th</sup> of the Administrator's annual salary for the last full year (July 1-June 30) worked.

**B. Payment of Terminal Salary Increase – This salary increase will be paid in the following manner:**

1. If an administrator provides notice on or before November 15<sup>th</sup> of an administrator's last school year 50% of the amount due will be deposited into an appropriate 403(b) program as a non-elective employer contribution prior to December 31<sup>st</sup> of that calendar year, subject to the provisions

contained herein. The remaining 50% will be deposited into an appropriate 403(b) program as a non-elective employer contribution within (2) weeks of the administrator's last day of employment, subject to the provisions contained herein.

2. If such notice is received between November 16<sup>th</sup> and May 1<sup>st</sup> of an administrator's last school year, 100% of the amount will be deposited into an appropriate 403(b) program as a non-elective employer contribution within two (2) weeks of the administrator's last day of employment, subject to the provisions contained herein.
3. No Cash Option: No employee may receive cash in lieu of or as an alternative to any of the Employer's Non-elective Contribution(s) described herein.
4. Contribution Limitation: In any applicable year, the maximum Employer Contribution shall not cause an employee's 403(b) account to exceed the applicable contribution limit under Section 415(c)(1) of the Internal Revenue Code, as adjusted for cost-of-living increases. For Employer Non-elective Contributions made post-employment to former employees' 403(b) accounts, the Contribution Limit shall be based on the employee's compensation, as determined under Section 403(b)(3) of the Internal Revenue Code and in any event, no Employer Non-elective Contribution shall be made on behalf of such former employee after the fifth taxable year following the taxable year in which that employee terminated employment.

In the event that the calculation of the Employer Non-elective Contribution referenced in any of the preceding paragraphs exceeds the applicable Contribution Limits, the excess amount shall be handled by the Employer as follows:

- a. For all members in the New York State Teachers' Retirement System ("TRS") with a membership date before June 17, 1971, the Employer shall first make an Employer Non-elective Contribution up to the Contribution Limit of the Internal Revenue Code and then pay any excess amount as compensation directly to the Employee. In no instance shall the Employee have any rights to, including the ability to receive, any excess amount as compensation unless and until the Contribution Limit of the Internal Revenue Code are fully met through payment of the Employer's Non-Elective Contribution; and
- b. For all members in the TRS with a membership date in the TRS on or after June 17, 1971, and for all members in the New York State Employees' Retirement System regardless of their membership date, the Employer shall first make an Employer Non-elective Contribution up to the Contribution Limit of the Internal Revenue Code. To the extent that the Employer Non-elective Contribution exceeds the Contribution Limit, such excess shall be reallocated to the Employee the following year as an

Employer Non-elective Contribution (which Contribution shall not exceed the maximum amount permitted under the Internal Revenue Code), and in January of each subsequent year for up to four (4) years after the year of the Employee's employment severance, until such time as the Employer Non-elective Contribution is fully deposited into the Employee's 403(b) account. In no case shall the Employer Non-elective Contribution exceed the Contribution Limit of the Internal Revenue Code.

5. 403(b) Accounts: Upon the District's request, and upon receipt from the District of information detailing both the amount of each eligible employee's 403(b) elective contribution and includible compensation, ING will assist the Employer in providing the calculation of the amount of the Employer Non-elective Contribution herein for each such employee in order that the Contribution Limits under Section 415(c) of the Internal Revenue Code are not exceeded. Employer contributions shall be deposited into the ING 403(b) account of each employee who is eligible to receive the Non-elective Employer Contribution. If the employee does not already have an ING 403(b) account, the employee shall promptly cooperate in the establishment of such an ING 403(b) account. Once an ING 403(b) account is established for such employee, the District shall promptly deposit the Employer's Non-elective Contribution into that account in the name of the employee.
6. Tier I Adjustments: For Tier I members with membership dates prior to June 17, 1971, Employer Non-elective Contributions hereunder will be reported as non-regular compensation to the TRS.
7. This agreement shall be subject to Internal Revenue Service regulations and rulings. Should any portion be declared contrary to law, then such portion shall not be deemed valid and subsisting, but all other portions shall continue in full force and effect. As to those portions declared contrary to law, the Association and the District shall promptly meet and alter those portions in order to provide the same or similar benefit(s) which conform, as closest possible, to the original intent of the parties.
8. Both the Employer and the Employees are responsible for providing accurate information to the 403(b) Provider. This information includes both Elective and Employer Non-elective Contributions and the amount of the participant's Includible Compensation.
9. If such notice is received after May 1<sup>st</sup> of an administrator's last school year, the Board of Education, at its sole discretion, may grant such Terminal Salary Increase.

## **ARTICLE XVII - WORKERS' COMPENSATION**

Any employee injured on the job and, therefore, qualifying for Workers' Compensation, shall be eligible for "extended salary", after his/her sick leave account is exhausted.

The "extended salary" shall consist of a salary amount representing the difference between his/her full salary at the time of the injury and any other salary benefit to which the employee is entitled as the result of his/her employment, e.g. Long Term Disability Benefits (including any benefits which are offsets to the Long Term Disability Policy), and Workers' Compensation payments. The "extended salary" benefit shall terminate upon the employee's retirement from the District.

The "extended salary" benefit will be provided for a period of time not to exceed the equivalent of 10% of the total number of weeks the employee has been employed by the District up to a maximum of one and one half (1½) years.

Proof of Medical Disability must be provided on a continual basis by the employee's physician in order to maintain eligibility for "extended salary," subject to usual review by the District's Claims Administrators. Unless the employee has retired from the District prior to the issuance of a Workers' Compensation award in his/her favor, upon receipt by the District of the Notice of Decision by the Workers' Compensation Board, the District will reinstate sick leave days to the credit of the employee on the basis of the award to the District, less the amount of "extended salary" benefit provided.

The amount of the award after the foregoing subtraction is divided by the employee's daily rate of pay to establish the total number of days to be re-credited to the employee's sick leave account. If the "extended salary" benefit has exceeded the "award to the District," the employee shall reimburse the District for any excess advanced, unless the employee has previously retired from the District.

## **ARTICLE XVIII - COMPENSATION**

- A. All administrators covered by the parties' Agreement shall be paid in accordance with Salary Schedule Appendix B.
1. Effective January 1, 2012, each step of the 2010-2011 Salary Schedule shall be increased by 1.75% and a new entry level step shall be created that is 3.3% below Step 1 in each column of the schedule, as set forth in Appendix B.
  2. In addition, during the period January 1, 2014 through June 30, 2014, Administrators who are on Step 14 on December 31, 2013 shall receive an off base salary payment equal to 1.5% of the Administrator's base salary as of December 31, 2013. The off base salary payment shall be paid to the Administrator in equal amounts added to the Administrator's paychecks during the period January 1, 2014 through June 30, 2014. No Administrator who receives the off base salary payment during the period January 1, 2014 through June 30, 2014 shall earn less during the 2014-2015 school year than



that Administrator earned during the 2013-2014 school year inclusive of base salary, leadership pay and the off base salary payment. This entire provision, including the off-base salary payment, shall expire and become null and void effective June 30, 2015 at 11:59:59 p.m.

- B. An Administrator shall automatically be incremented (increased) to the next step on the salary schedule effective July 1 of each school year unless the Administrator performed less than satisfactorily during the preceding school year.

The following procedures shall apply in those instances where, in the Superintendent's judgment, an Administrator performed less than satisfactorily and, therefore, shall not be automatically incremented:

1. The Superintendent shall advise the involved Administrator at least 90 days prior to the effective date of the withholding of the increment of his/her intention to recommend to the Board of Education that the increment be withheld.
  2. The involved Administrator shall be afforded an opportunity to discuss the matter with the Superintendent prior to the Superintendent's formal recommendation to the Board of Education that the increment be withheld.
  3. If, after this discussion having been concluded, the Superintendent continues to feel that the increment should be withheld, he shall forward such recommendation to the Board of Education and shall notify the involved Administrator of this action.
  4. The involved Administrator shall then be afforded an opportunity to address the Board of Education concerning the matter prior to the Board making a determination.
  5. The Board of Education shall review the entire matter and render a decision prior to the effective date of the withholding of the increment. Such decision by the Board of Education shall be final and binding.
- C. Notwithstanding the provisions of paragraph B above, there shall be no step movement or increment for the 2012-2013 school year. For the 2013-2014 school year only, Administrators will be increased to the next step effective January 1, 2014, subject to the provisions contained in paragraph B above.
- D. Leadership Pay

An administrator with eight (8) years of continuous administrative service with the District, who has been at top step for one (1) year, shall receive annually \$5,500 in leadership pay. Effective during the period July 1, 2012 through June 30, 2013, Leadership Pay will only be paid to those Administrators who received leadership pay during the 2011-2012 school year. Effective July 1, 2013, all eligible Administrators will be entitled to Leadership Pay.

The parties agree that the above annual payment will be considered regular annual salary, but will not be included in the administrator's base salary. It is also understood by the parties that this provision shall survive the expiration of the contract.

## **ARTICLE XIX – 457 DEFERRED COMPENSATION**

The New York State 457 Deferred Compensation Plan will be made available to Administrators.

## **ARTICLE XX - MANAGEMENT RIGHTS**

Unless expressly provided otherwise in this Agreement, the Board reserves the right to take all actions authorized and sanctioned by law and custom as may be necessary in its judgment to carry out the mission of the public schools; to make any change, modification or alteration of any practice, policy or procedure not specifically provided for in this Agreement; to determine the means and personnel by which operations are to be carried on and services to be rendered; to be the policy making and governing body of Smithtown's public schools and to take any other action which is in the best interest of the public.

The parties agree that this Agreement represents the complete understandings of the parties. It is acknowledged that during the negotiations which resulted in this Agreement, each party had the unlimited right and opportunity to make demands and proposals with respect to all proper subjects of collective bargaining and that the understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement. Therefore, for the duration of this Agreement, both the SSAA and the Board each voluntarily and unqualifiedly waive the right, each agrees that the other shall not be obligated to bargain collectively with respect to any subject or matter, whether or not specifically referred to or covered in this Agreement.

## **ARTICLE XXI - PAYROLL DEDUCTIONS**

Whenever duly authorized in writing by an Administrator, payroll deductions on behalf of such person shall be made every pay day and paid in accordance with existing practices for any or all of the following purposes:

1. U.S. Savings Bonds
2. Dues to professional organizations through the Association
3. Tax-Sheltered Annuities
4. Credit Unions
5. Payment on loans to New York State Teachers Retirement System

**ARTICLE XXII - SAVINGS CLAUSE**

If any provision of this Agreement or any application of the Agreement to any employee or group of employees shall be found contrary to law, then such provision or application shall not be deemed valid and subsisting, except to the extent permitted by law, but all other provisions or applications will continue in full force and effect.

**ARTICLE XXIII - TERM OF AGREEMENT**

This Agreement shall be effective as of July 1, 2011 and shall continue in effect until June 30, 2014.

**ARTICLE XXIV - TAYLOR LAW NOTICE**

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

IN WITNESS WHEREOF, the parties hereto have executed this Agreement.

SMITHTOWN SCHOOLS  
ADMINISTRATORS' ASSOCIATION

BY: Ireen Westrack 5/21/13  
Ireen Westrack Date  
President

SMITHTOWN CENTRAL SCHOOL DISTRICT

BY: Anthony J. Annunzio 5/21/13  
Anthony J. Annunzio, Ed.D. Date  
Superintendent of Schools

RATIFIED BY: S.S.A.A. on April 18, 2012  
Board of Education on April 24, 2012

**APPENDIX "A"**

**GRIEVANCE FORM**

A. Date: \_\_\_\_\_

B. Name(s) of Grievant(s): \_\_\_\_\_

\_\_\_\_\_

C. Contractual Provision or Policy Allegedly  
Violated or Misinterpreted:

Article ( ) Section ( ) \_\_\_\_\_

\_\_\_\_\_

D. Date of Violation: \_\_\_\_\_

E. Nature of Grievance: \_\_\_\_\_

\_\_\_\_\_

F. Party Believed to Have Caused Violation: \_\_\_\_\_

\_\_\_\_\_

G. Remedy Sought: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

H. Results of Level 1 Activity: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature of Grievant

\_\_\_\_\_

## APPENDIX B-1

### Salary Schedule Effective July 1, 2011-December 31, 2011

Salary Step	A	B	D	E	F	G	H	I	GRADE J
1	121,925	119,243	111,307	109,461	108,483	107,176	99,952	94,650	104,292
2	125,921	121,822	114,643	112,818	113,198	111,680	103,362	98,273	107,734
3	130,078	125,844	118,426	116,540	116,933	115,366	106,774	101,515	111,289
4	134,369	129,995	122,334	120,385	120,793	119,172	110,297	104,865	114,960
5	138,804	134,286	126,371	124,358	124,778	123,104	113,936	108,325	118,754
6	143,384	138,718	130,541	128,464	128,895	127,167	117,697	111,900	122,675
7	148,117	143,295	134,849	132,703	133,149	131,363	121,582	115,592	126,722
8	153,003	148,024	139,298	137,082	137,544	135,698	125,595	119,407	130,904
9	158,053	152,908	143,895	141,606	142,082	140,176	129,739	123,347	135,223
10	163,268	157,953	148,646	146,279	146,773	144,803	134,020	127,418	139,687
11	168,656	163,165	153,550	151,105	151,614	149,580	138,441	131,623	144,297
12	174,221	168,550	158,618	156,092	156,617	154,516	143,010	135,966	149,058
13	179,970	174,110	163,848	161,241	161,784	159,613	147,728	140,451	153,977
14	185,909	179,857	169,254	166,560	167,124	164,880	152,603	145,085	159,056
14*	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	164,306

A = High School Principal/Secondary Principal (HS)

B = Middle School Principal/Secondary Principal (MS)

C = N/A

D = Elementary Principal/Administrator for Sp. Ed. And Sp. Services

E = Asst. High School Principal/Secondary Principal (HS)

F = Coordinator for Physical Education, Athletics and Health

G = Middle School Asst. Principal/Secondary Asst. Principal (MS)

H = Department Chairpersons

I = Asst. Administrator for Sp. Ed./Elem. Asst. Principals/Asst. Directors

J = Directors/Administrator for Grants & Human Resources

## APPENDIX B-2

### Salary Schedule Effective January 1, 2012

Salary Step	A	B	D	E	F	G	H	I	GRADE J
<b>New Entry</b>	120,096	117,454	109,637	107,819	106,855	105,568	98,452	93,230	102,727
<b>1</b>	124,059	121,330	113,255	111,377	110,381	109,052	101,701	96,306	106,117
<b>2</b>	128,125	123,954	116,649	114,792	115,179	113,634	105,171	99,993	109,619
<b>3</b>	132,354	128,046	120,498	118,579	118,979	117,385	108,643	103,292	113,237
<b>4</b>	136,720	132,270	124,475	122,492	122,907	121,258	112,227	106,700	116,972
<b>5</b>	141,233	136,636	128,582	126,534	126,962	125,258	115,930	110,221	120,832
<b>6</b>	145,893	141,146	132,825	130,712	131,151	129,392	119,757	113,858	124,822
<b>7</b>	150,709	145,803	137,209	135,025	135,479	133,662	123,710	117,615	128,940
<b>8</b>	155,681	150,614	141,736	139,481	139,951	138,073	127,793	121,497	133,195
<b>9</b>	160,819	155,584	146,413	144,084	144,568	142,629	132,009	125,506	137,589
<b>10</b>	166,125	160,717	151,247	148,839	149,342	147,337	136,365	129,648	142,132
<b>11</b>	171,607	166,020	156,237	153,749	154,267	152,198	140,864	133,926	146,822
<b>12</b>	177,270	171,500	161,394	158,824	159,358	157,220	145,513	138,345	151,667
<b>13</b>	183,119	177,157	166,715	164,063	164,615	162,406	150,313	142,909	156,672
<b>14</b>	189,162	183,004	172,216	169,475	170,049	167,765	155,274	147,624	161,839
<b>14*</b>	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	167,181

A = High School Principal/Secondary Principal (HS)

B = Middle School Principal/Secondary Principal (MS)

C = N/A

D = Elementary Principal/Administrator for Sp. Ed. And Sp. Services

E = Asst. High School Principal/Secondary Principal (HS)

F = Coordinator for Physical Education, Athletics and Health

G = Middle School Asst. Principal/Secondary Asst. Principal (MS)

H = Department Chairpersons

I = Asst. Administrator for Sp. Ed./Elem. Asst. Principals/Asst. Directors

J = Directors/Administrator for Grants & Human Resources

## APPENDIX B-3

### 2012-2013 Salary Schedule

Salary Step	A	B	D	E	F	G	H	I	GRADE J
<b>New Entry</b>	120,096	117,454	109,637	107,819	106,855	105,568	98,452	93,230	102,727
<b>1</b>	124,059	121,330	113,255	111,377	110,381	109,052	101,701	96,306	106,117
<b>2</b>	128,125	123,954	116,649	114,792	115,179	113,634	105,171	99,993	109,619
<b>3</b>	132,354	128,046	120,498	118,579	118,979	117,385	108,643	103,292	113,237
<b>4</b>	136,720	132,270	124,475	122,492	122,907	121,258	112,227	106,700	116,972
<b>5</b>	141,233	136,636	128,582	126,534	126,962	125,258	115,930	110,221	120,832
<b>6</b>	145,893	141,146	132,825	130,712	131,151	129,392	119,757	113,858	124,822
<b>7</b>	150,709	145,803	137,209	135,025	135,479	133,662	123,710	117,615	128,940
<b>8</b>	155,681	150,614	141,736	139,481	139,951	138,073	127,793	121,497	133,195
<b>9</b>	160,819	155,584	146,413	144,084	144,568	142,629	132,009	125,506	137,589
<b>10</b>	166,125	160,717	151,247	148,839	149,342	147,337	136,365	129,648	142,132
<b>11</b>	171,607	166,020	156,237	153,749	154,267	152,198	140,864	133,926	146,822
<b>12</b>	177,270	171,500	161,394	158,824	159,358	157,220	145,513	138,345	151,667
<b>13</b>	183,119	177,157	166,715	164,063	164,615	162,406	150,313	142,909	156,672
<b>14</b>	189,162	183,004	172,216	169,475	170,049	167,765	155,274	147,624	161,839
<b>14*</b>	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	167,181

A = High School Principal/Secondary Principal (HS)

B = Middle School Principal/Secondary Principal (MS)

C = N/A

D = Elementary Principal/Administrator for Sp. Ed. And Sp. Services

E = Asst. High School Principal/Secondary Principal (HS)

F = Coordinator for Physical Education, Athletics and Health

G = Middle School Asst. Principal/Secondary Asst. Principal (MS)

H = Department Chairpersons

I = Asst. Administrator for Sp. Ed./Elem. Asst. Principals/Asst. Directors

J = Directors/Administrator for Grants & Human Resources

## APPENDIX B-4

### 2013-2014 Salary Schedule

Salary Step	A	B	D	E	F	G	H	I	GRADE J
<b>New Entry</b>	120,096	117,454	109,637	107,819	106,855	105,568	98,452	93,230	102,727
<b>1</b>	124,059	121,330	113,255	111,377	110,381	109,052	101,701	96,306	106,117
<b>2</b>	128,125	123,954	116,649	114,792	115,179	113,634	105,171	99,993	109,619
<b>3</b>	132,354	128,046	120,498	118,579	118,979	117,385	108,643	103,292	113,237
<b>4</b>	136,720	132,270	124,475	122,492	122,907	121,258	112,227	106,700	116,972
<b>5</b>	141,233	136,636	128,582	126,534	126,962	125,258	115,930	110,221	120,832
<b>6</b>	145,893	141,146	132,825	130,712	131,151	129,392	119,757	113,858	124,822
<b>7</b>	150,709	145,803	137,209	135,025	135,479	133,662	123,710	117,615	128,940
<b>8</b>	155,681	150,614	141,736	139,481	139,951	138,073	127,793	121,497	133,195
<b>9</b>	160,819	155,584	146,413	144,084	144,568	142,629	132,009	125,506	137,589
<b>10</b>	166,125	160,717	151,247	148,839	149,342	147,337	136,365	129,648	142,132
<b>11</b>	171,607	166,020	156,237	153,749	154,267	152,198	140,864	133,926	146,822
<b>12</b>	177,270	171,500	161,394	158,824	159,358	157,220	145,513	138,345	151,667
<b>13</b>	183,119	177,157	166,715	164,063	164,615	162,406	150,313	142,909	156,672
<b>14</b>	189,162	183,004	172,216	169,475	170,049	167,765	155,274	147,624	161,839
<b>14*</b>	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	167,181

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