



Cornell University
ILR School

NYS PERB Contract Collection – Metadata Header

This contract is provided by the Martin P. Catherwood Library, ILR School, Cornell University. The information provided is for noncommercial educational use only.

Some variations from the original paper document may have occurred during the digitization process, and some appendices or tables may be absent. Subsequent changes, revisions, and corrections may apply to this document.

For more information about the PERB Contract Collection, see
<http://digitalcommons.ilr.cornell.edu/perbcontracts/>

Or contact us:

Catherwood Library, Ives Hall, Cornell University, Ithaca, NY 14853
607-254-5370 ilrref@cornell.edu

Contract Database Metadata Elements

Title: **Wappingers Central School District and Wappingers Federation of Educational Assistants (1993)**

Employer Name: **Wappingers Central School District**

Union: **Wappingers Federation of Educational Assistants**

Local:

Effective Date: **07/01/93**

Expiration Date: **06/30/98**

PERB ID Number: **8303**

Unit Size: **136**

Number of Pages: **16**

For additional research information and assistance, please visit the Research page of the Catherwood website - <http://www.ilr.cornell.edu/library/research/>

For additional information on the ILR School - <http://www.ilr.cornell.edu/>

651 SD
~~20205 AID~~

8303_06301998

Wappingers Central School District
And Wappingers Fedrtn Of Educatnl
Assts

COLLECTIVE BARGAINING AGREEMENT

By and Between

The Board of Education of the

WAPPINGERS CENTRAL SCHOOL DISTRICT

and

**WAPPINGERS FEDERATION OF EDUCATIONAL ASSISTANTS
(MONITORS)**

July 1, 1993 through June 30, 1998

**NYS PUBLIC EMPLOYMENT
RELATIONS BOARD
RECEIVED**

MAR 29 1995

EXECUTIVE DIRECTOR

TABLE OF CONTENTS

	<u>Page</u>
PREAMBLE.....	1
ARTICLE 1 - RECOGNITION.....	1
ARTICLE 2 - GRIEVANCE PROCEDURE.....	1
ARTICLE 3 - SEPARATION FROM EMPLOYMENT.....	3
ARTICLE 4 - PAYROLL INFORMATION.....	3
ARTICLE 5 - SICK LEAVE.....	4
ARTICLE 6 - OTHER LEAVES.....	6
ARTICLE 7 - WORK DAY, WORK WEEK.....	7
ARTICLE 8 - WAGES.....	7
ARTICLE 9 - PAYROLL DEDUCTIONS.....	8
ARTICLE 10 - WORKERS' COMPENSATION.....	8
ARTICLE 11 - NO DISCRIMINATION.....	9
ARTICLE 12 - IN-SERVICE.....	9
ARTICLE 13 - EVALUATIONS.....	9
ARTICLE 14 - ASSOCIATION RIGHTS.....	10
ARTICLE 15 - DISCIPLINE.....	10
ARTICLE 16 - SHOE ALLOWANCE.....	10
ARTICLE 17 - RETIREMENT CONTRIBUTIONS.....	11
ARTICLE 18 - RIGHTS OF PERMANENT EMPLOYEES UPON RECALL TO EMPLOYMENT.....	11
ARTICLE 19 - LEGISLATIVE ACTION.....	11
ARTICLE 20 - GENERAL PROVISIONS.....	11
ARTICLE 21 - RATIFICATION.....	12

PREAMBLE

WHEREAS, the District recognizes its obligations to assure equitable treatment of its employees herein, pursuant to the laws of the State of New York, and the rules, regulations and policies of the District, and this Agreement.

NOW THEREFORE, in consideration of the mutual promises hereinafter set forth, the parties hereto agree as follows:

ARTICLE I RECOGNITION

1.1 - The District has recognized the Wappingers Federation of Educational Assistants ("Association") as the sole and exclusive bargaining agent for all District School Monitors, ("Employees") with respect to rates of pay, hours of employment, and other terms and conditions of employment.

1.2 - In consideration of the recognition by the employer of the Association as the sole and exclusive bargaining representative of the employees, the Association does hereby affirm a policy that does not assert the right to strike against the school system, nor will it assist in or participate in any strike by the employees, nor will it impose any obligation on said employees to conduct, assist, or participate in a strike. Where a strike by members of the Association occurs, the Association shall use every reasonable effort to end the strike.

ARTICLE 2 GRIEVANCE PROCEDURE

2.1 - A grievance is a complaint by an employee in the unit or by a group of employees in the unit, or by the Association that there has been a violation or misinterpretation of any provision of this Agreement in regard to him, her, them, or it.

2.2 - Policies, rules, regulations of the Board or its agents, not governed by the terms of this Agreement, shall be grievable through Stages I-IV and may be processed through arbitration as contained herein; however, said arbitration shall be advisory only.

2.3 - A grievance shall be processed in the following stages:

Stage I An aggrieved party shall present a grievance to his/her immediate supervisor, who shall render a written determination to the aggrieved party within a period of two days.

Stage II Within five days of the disposition of the grievance at Stage 1, the grievant may appeal in writing to the appropriate Assistant Superintendent.

Stage III Within five days of the disposition of the grievance at Stage II, the grievant may appeal to the Superintendent of Schools or his designee.

Stage IV Within 15 days after the disposition of the grievance at Stage III, the grievant may appeal in writing to the Board of Education.

A meeting of the parties for the purpose of presenting mutual positions shall be held on three days' notice at Stage II, III, and IV, within ten days of the receipt of the grievance at those levels. A written decision with supporting reasons shall be rendered to the grievant and the Association in each instance within ten days of such meeting. The grievant shall also have the right to appeal to the next stage if no meeting is held within the time allowed, or if no decision is rendered within the time allowed.

Stage V If the aggrieved party is not satisfied with the decision at Stage IV, the Association may submit the grievance to arbitration within 15 days of the decision at Stage IV.

The arbitrator shall be selected in accordance with the procedures of the American Arbitration Association. The decision of the arbitrator shall be final and binding, except as set forth in section 2.2 above, upon all parties and shall be rendered within 30 days of the close of the hearing. The costs of the services of the arbitrator, including expenses, if any, will be borne equally by both parties.

2.4 - An employee shall have the right to present grievances in accordance with these procedures, free from coercion, interference, restraint, discrimination, or reprisal.

2.5 - An employee shall have the right to be represented in each stage of the procedures by a person or persons designated by the Association.

2.6 - All hearings shall be confidential.

2.7 - If a grievance affects a group of employees or appears to be associated with system-wide policies, it may be submitted by the Association directly at Stage III described above. Where a grievance arises as a direct result of an action of the Board of Education, the grievance may be submitted directly at Stage IV.

2.8 - Nothing contained herein shall be construed as limiting the right of the individual having a grievance to discuss the matter informally with the appropriate member of the administration and having the grievance informally adjusted without the intervention of the Association. In the event that any grievance is adjusted without the formal determination pursuant to this procedure, such adjustment shall be binding upon the aggrieved party and shall, in all respects, be final. Said adjustment shall, in no event, however, create a precedent or ruling binding upon either of the parties to this Agreement in future proceedings.

2.9 - No grievance as described herein will be entertained, and such grievance will be deemed waived, unless the grievance is forwarded at the first available stage within 30 calendar days after the employee knew or should have known of the act or condition on which the grievance is based.

2.10 - Since it is important to good relationships that grievances be processed as rapidly as possible, every effort will be made by all parties to expedite the process. The time limits specified for either party may be extended only by mutual agreement.

2.11 - If a decision at one stage is not appealed to the next stage of the procedure within the time limit specified, the grievance will be deemed to be discontinued and further appeal under the Agreement shall be barred.

2.12 - The preparation and processing of the grievance, insofar as practicable, shall be conducted during the hours of employment. All reasonable effort will be made to avoid interruption of work activity in any phase of the grievance procedure.

ARTICLE 3
SEPARATION FROM EMPLOYMENT

3.1 - Upon discharge, the employer shall pay all money due the employee. Upon quitting, the employer shall pay all money due the employee on the payday in the week following such quitting.

3.2 - Upon separation from employment, the employee shall return to his/her immediate superior all school property in his/her possession or assigned to him/her in substantially the same condition as when received, reasonable wear and tear expected, or pay the fair and reasonable value thereof.

ARTICLE 4
PAYROLL INFORMATION

4.1 - Employees shall be paid every two weeks. When the regular payday falls on a holiday or recess period, the employer shall pay the employee on the last working day immediately preceding the holiday or recess period.

4.2 - Each employee shall be provided with a statement of gross earnings and a statement of deductions made for any purpose.

4.3 - In the event of the cancellation of individual bus runs or in the event of any emergency closing of school, delayed opening, or due to weather or any other reason, if announcement to close is made at or after the individual's starting time, the individual shall receive the full day's pay. Effective December 8, 1994, in the event of cancellation of individual bus runs for any reason, if announcement of such is made less than thirty (30) minutes before the individual's starting time, the individual shall receive the full day's pay.

4.4 - Paid holidays include Thanksgiving Day, Christmas Day and New Year's Day.

4.5 - An employee working all scheduled work days excluding approved religious and personal days as covered in Article 6 shall receive an attendance bonus of \$100.

ARTICLE 5
SICK LEAVE

5.1 - Employees covered hereunder shall be entitled to the following sick leave provisions:

Sick leave for each year is calculated on September 1 for continuing employees and from date of hire for new employees.

Sick leave may be used for sickness in the family residing in the household and for personal illness, provided, however, that effective December 8, 1994 no more than five (5) days of sick leave may be used annually for sickness in the immediate family.

A new unit employee hired on or before February 1 will be considered to have a full year of service, for the purpose of earned sick days, on the July 1st next following and, thereafter on each succeeding July 1st.

A new unit employee hired after February 1 will not commence service accrual for the purpose of earned sick days until the following July 1st.

First year of service	5 days (one day upon the completion of each two months of service)
Second year of service	5 days
Third year of service	7 days
Fourth year of service	7 days
Fifth year of service	9 days
Sixth year of service	9 days
Seventh year of service	11 days
Eighth year of service	12 days
Ninth year of service	13 days

The first year of service equals one day upon completion of each two months of service. The maximum annual sick leave allowance for employees hired after December 8, 1994 shall be 10 days per year which shall be available in the seventh year of service. Effective July 1, 1995 employees may accumulate up to 60 days of sick leave from annual sick leave allotments.

5.2 - **Sick Leave Bank**

A. Participation - Each employee eligible for sick leave willing to participate in a sick leave bank shall submit to the District a waiver of one day of the employee's sick leave. Only employees who shall contribute to the bank shall be eligible to receive time from the bank. All new employees who wish to participate in the bank shall contribute one day of

sick leave within 30 days of hire. Any individual who has no sick leave accumulated at the time the bank is reopened, shall be permitted to borrow one day leave from future leave in order to participate in the bank. The District shall contribute an equal number of sick days as those contributed by unit members.

B. Non-Participation - Employees who elect not to join the bank within the time specified above shall not be eligible to join the bank until it is renewed or under conditions listed in Section 5.2(f) (Open Registration).

C. Trustees - The bank shall be administered by a committee of trustees consisting of two administrators appointed by the Superintendent of Schools and two employees appointed by the Federation who shall act upon withdrawals and who may develop rules not inconsistent with this provision or agreement. Withdrawals from the bank shall be limited to employees who have exhausted their sick leave time. The decision of the trustees shall be final and binding; however, any applicant who has been denied bank days shall have the right to appeal for reconsideration to the Sick Bank Trustees (Committee).

D. Renewal - Sick Bank - The sick leave bank shall be renewable, not more than once a year, within thirty days after the bank falls below thirty (30) days in the manner set forth in Section 5.2(A) above, except that the thirty (30) day period for then current employees shall commence with the date upon which the bank fell below thirty (30) days. For the purpose of renewal, the total hours will be divided by three (3) to determine days available in the Bank.

E. Open Registration -

- a) At the discretion of the trustees, a period of registration may be open to non-members.
- b) This period of reopening Will Not occur more than once in any two year period and Will Not exceed fourteen calendar days.
- c) This registration period shall be an exception to the thirty (30) day requirement rule as outlined in Section 5.2(f).

F. Reopening Bank/No Sick Days - Any individual who is using the bank at the time the bank becomes exhausted or who has used the bank in such year and has no remaining sick leave shall be entitled to bank days until such time they have additional sick leave available whereupon they shall contribute one day to remain eligible.

G. Proof of Illness - Medical proof of illness is required.

H. Physicals - The Sick Bank Trustees may require an applicant to be examined by a trustee chosen physician. Established District policy in reference to payment for such examination will be continued and applied to this unit.

I. Sick Bank Trustees Approval - Each instance of bank use must be approved by a majority of the trustees and in the event of a tie, a fifth party, selected by the trustees will render a decision.

J. No further contribution will be made to the Sick Leave Bank after December 8, 1994, either by employees or by the District. The Sick Leave Bank will be discontinued after exhaustion of its remaining available days.

ARTICLE 6
OTHER LEAVES

6.1 - Personal Leave - Continuing employees working a full year may use two school days for personal business during the school year without loss of pay. Personal business leave shall be used for personal business which can only be accomplished during the school day. Except in an emergency and with the approval of the Building Principal or the Superintendent or his/her designee, personal business leave may not be taken on the day before or after a holiday or recess period. Except in an emergency, at least two days advance notice shall be required. Personal business leave shall not be used for vacation or for outside employment.

New employees hired on or before February 1 will be entitled to two (2) personal days. Employees hired after February 1 and before May 1 will be entitled to one (1) personal day.

6.2 - Jury Duty Leave - Association members serving on jury duty shall be granted leave with pay for such service in addition to any other paid leave granted under this Agreement.

6.3 - Bereavement Leave - In the event of death in the immediate family, or person residing with the employee, a maximum of five consecutive days beginning with the date of death, will be granted for attendance at the funeral and a period of mourning. Immediate family will be defined as: spouse, child, parent, sibling, parent-in-law, sibling-in-law, grandparent and grandchildren.

6.4 - Subpoena - On proof of the necessity of attendance in court pursuant to a subpoena in a proceeding to which the employee is not a party, leave shall be granted for such appearance without charge to other leave credits, provided that such employee shall have agreed, in writing, prior to and as a condition of the granting of such leave to deliver to the Superintendent for deposit in the general fund of the District, all fees paid to the employee for such attendance.

6.5 - Child Rearing Leave - Prior to, or upon completion of, the period of temporary disability, or upon exhaustion of sick leave credits, whichever is earlier, and upon 60 days notice to the District, an employee, upon request, will be granted a leave of absence without pay for the purpose of child rearing for the balance of the school year in which the leave commences.

6.6 - An employee on a Leave of Absence must work seven months of the year to receive credit for a year to move on step or earn increased sick leave.

6.7 - Other Leave - In its discretion, the District may grant leave for any reason, with or without pay, upon application to and approval by the Superintendent and the Board.

ARTICLE 7
WORK DAY, WORK WEEK

7.1 - The work day shall be no longer than seven consecutive hours, excluding lunch, for all employees, commencing at the designated time the employee works. No employee shall work more than four consecutive hours without a break for lunch.

7.2 - If an employee is assigned to work beyond the allotted hours, the employee shall be paid for those hours and if over eight hours in a day, or forty hours in a week, at time and a half.

7.3 - Employees shall be paid for actual hours worked on Superintendent's Conference Days and all required meetings held before or after regular working hours.

7.4 - Time worked as a substitute teacher, where such assignment has been specifically made by the school Principal on any given day, will be paid in accordance with the following provisions:

Elementary (K-6) time is reflected in hours worked.

Secondary (7-12) time is reflected in periods worked.

Approved time as a substitute for 1,2 or 3 hours/periods in any given day will be paid on the basis of regular pay plus a total of \$10.00 for all such time.

Approved time as a substitute for more than 3 hours/periods in any given day will be paid on the basis of regular pay plus a total of \$20.00 for all substitute service on such day.

ARTICLE 8
WAGES

8.1 - All employees shall be paid pursuant to the schedules attached hereto effective July 1, 1993, through June 30, 1998.

8.2 - Employees shall be placed on a seniority list as of the first date of hire as an educational assistant (monitor) less days or periods of unpaid leave.

ARTICLE 9
PAYROLL DEDUCTIONS

9.1 - Dues Deduction

A. The District agrees to deduct from the salaries of its employees, dues and assessments for the Association and its affiliates, if any, and to transmit said dues to the Association within seven days of the time of the deductions. The Association shall submit to the District, by September 1st of each school year, the amounts of dues and assessments to be deducted from each employee. Deductions shall commence in the second paycheck in September (or from a new employee's initial paycheck) and shall be deducted in each paycheck, as indicated by the Association, throughout the employee's work year.

B. The Association will notify the District of any changes in said deductions no less than 14 days prior to the pay period in which the deduction changes are to take place.

9.2 - Agency Fee - The District shall deduct from the salary of any unit member who is not a member of the Association, an agency fee as set forth by the Association. These deductions shall be paid to the Association in the same manner and at the same time as dues deductions are paid by the Association members. The Association affirms that it has adopted such procedures for refund of agency fee deduction as required in Section 208(3) (b) of the Civil Service Law and any amendments thereto. This provision for agency fee deductions shall continue in effect so long as the Association maintains such procedures.

ARTICLE 10
WORKERS' COMPENSATION

10.1 - All employees who are injured in the course of employment and entitled to Workers' Compensation shall be compensated in the following manner:

Any payment received as Workers' Compensation benefits for absence for which the employee also receives full sick leave pay, will be returned to the District so long as the employee receives full salary. No sick leave shall be charged for the amounts of Workers' Compensation benefits returned to the School District. The days returned to the employee shall be determined by dividing the compensation awarded to the District by the employee's current daily rate. The employee shall be entitled to retain any Workers' Compensation benefits for any period which sick leave pay is not paid or payable.

Each employee shall be notified by the District at the time that sick leave days have been restored to the employee as a result of a Workers' Compensation payment to the District.

ARTICLE 11
NO DISCRIMINATION

11.1 - There shall be no discrimination in hiring or in conditions of employment based upon race, religion, color, age, sex, creed, national origin, or union activities.

ARTICLE 12
IN-SERVICE

12.1 - The District recognizes the importance of encouraging participation in in-service courses, workshops and programs. It retains the right, however, (a) to approve, or reject, the granting of in-service credit for in-service courses, workshops and programs and (b) to assign in-service credit to approved courses, workshops and programs. The District shall provide for consistent application of its procedures for approval, rejection or assigning credit.

12.2 - Employees desiring to participate in District in-service courses, workshops or programs and in obtaining in-service credit pursuant to this Article must request approval through the use of appropriate forms prior to participation in the course, workshop or program.

ARTICLE 13
EVALUATIONS & PERSONNEL HISTORY FOLDER

13.1 - No memorandum, note, materials, statement, evaluation or report relating to an employee's service, character, conduct or personality shall be placed in the Superintendent of Schools file unless the employee is given an opportunity to read the material. The employee shall acknowledge in writing that he/she has read such note, material, statement, evaluation or report and may append any statement he/she may wish to make. Such acknowledgment, or statement, if any, shall become a part of the employee's file. The signing of a report by an employee, if it contains material derogatory to his/her conduct, service, character, or personality, shall in no way indicate agreement with the contents of the report.

13.2 - An employee shall have the right to examine the Superintendent file relating to him/her at reasonable intervals upon request to the Superintendent of Schools. An employee's personnel file shall not be opened to public inspection.

13.3 - Only certified members of the administrative staff shall evaluate employees.

13.4 - A member of the Association may, with the employee's written request, accompany the employee and review the file in the Superintendent of Schools' office.

13.5 - All monitoring, observation of work and performance of employees, shall be conducted openly with the full knowledge of the employee. Neither the public address system nor any other similar surveillance device or system shall be used for observation or evaluation purposes without the prior consent of the employee.

ARTICLE 14
ASSOCIATION RIGHTS

14.1 - The President of the Association, or his/her designee, shall be granted reasonable release time, as approved by the Superintendent or his/her designee, for Association business without loss of pay.

14.2 - The Association shall be entitled to reasonable use of existing bulletin boards in each building.

14.3 - The District shall provide a secure place for storing personal property, such as coats and pocketbooks for each employee.

14.4 - The Association shall have the right to distribute notices, circulars, and other materials relating to Association business to bargaining unit members provided no disruption to educational processes occurs.

14.5 - The Association shall have the right to use school buildings and school facilities without cost, at reasonable times, in order to conduct Association business, with proper arrangements made in advance.

14.6 - Notice of Vacancies - Letters of interest in other District positions may be submitted and will be kept on file and utilized until the beginning of the following school year. An employee who has indicated such interest shall be considered before a new employee is hired.

14.7 - Each September, School Monitors may indicate their preference of bus runs. Final designation, however, shall be made by the District. The District retains the right to exchange runs during the year where necessary.

ARTICLE 15
DISCIPLINE

15.1 - For those employees eligible thereunder, discipline shall be imposed only pursuant to Section 75 of the Civil Service Law.

ARTICLE 16
SHOE ALLOWANCE

16.1 - The employer, in lieu of furnishing shoes, will provide a \$85.00 allowance to each employee in each year of this Agreement toward the purchase and care of shoes.

16.2 - All employees in employment status on November 30th in each year will receive a lump sum payment by January 2nd.

ARTICLE 17
RETIREMENT CONTRIBUTIONS

17.1 - Retirement contributions are governed by the "Non-Contributory Plan (Section 75-i)" under the New York State Employee Retirement System.

ARTICLE 18
RIGHTS OF PERMANENT EMPLOYEES UPON RECALL TO EMPLOYMENT

18.1 - A unit member whose employment is terminated because of a reduction in force and where re-employment takes place within two years of the date the termination became effective, the employee shall be restored to employment with the same seniority, previously accumulated leave benefits, and the same step of the salary schedules as he/she had on the date his/her employment was terminated.

18.2 - For the purpose of a reduction in work force, such reduction will be determined by seniority and seniority credit shall be determined from the date of hire as a unit member except for approved unpaid leaves of absence. Any position(s) reinstated will be filled by first recalling employees who have been excessed and who are qualified for the position. The call-back list will be maintained for a period of two (2) years pursuant to Paragraph 18.1 above.

If an employee contacted as a result of the recall procedure is offered and declines an interview/position, his/her name will move to the bottom of the list for recall. After two declinations, the District will remove his/her name from the recall list.

ARTICLE 19
LEGISLATIVE ACTION

19.1 - IT IS AGREED UPON 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 20
GENERAL PROVISIONS

20.1 - Except as otherwise provided herein "days" shall mean work days.

20.2 - As used herein "daily rate of pay" means the employees scheduled hours of work times his/her hourly rate of pay.

20.3 - Newly hired employees shall be told the starting salary and given a copy of this Agreement at the time of employment.

20.4 - The District will determine and share with the Union new procedures for the installation and implementation of required use of time clocks.

20.5 - The District will maintain the practice of placing a monitor on Special Education bus runs where required by law.

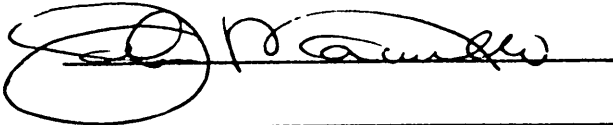
20.6 - Within the limits of the law, and to the extent necessary to facilitate effective job performance, the District will timely notify appropriate school monitors employed on bus runs of the physical and/or psychological disabilities of students they directly and regularly supervise.

ARTICLE 21
RATIFICATION

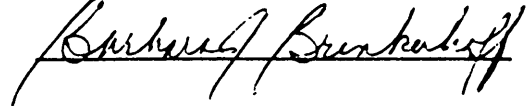
21.1 - The District and the Association have ratified the above agreement and such ratification is verified by the signatures appearing below.

Dated: 3 20 95

WAPPINGERS CENTRAL SCHOOL DISTRICT



WAPPINGERS FEDERATION OF
EDUCATIONAL ASSISTANTS



SALARY SCHEDULE - HOURLY RATE

<u>STEP</u>	<u>1993-94</u>	<u>1994-95</u>	<u>1995-96</u>	<u>1996-97</u>	<u>1997-98</u>
1	\$5.95	\$6.07	\$6.25	\$6.50	\$6.76
2	6.27	6.40	6.59	6.85	7.12
3	6.71	6.84	7.05	7.33	7.62
4	7.14	7.28	7.50	7.80	8.11
5	7.95	8.11	8.35	8.68	9.03
6	8.65	8.82	9.08	9.44	9.82
7	9.09	9.27	9.55	9.93	10.33
8	9.52	9.71	10.00	10.40	10.82

SUBJECT TO ERROR CORRECTION

A new unit employee hired on or before February 1st will be considered to have a full year of service, for the purpose of salary promotion, on the July 1st next following and, thereafter each succeeding July 1st.

A new unit employee hired after February 1st will not commence service accrual for the purpose of salary promotion until the following July 1st.

Employees who work five (5) hours per day or more shall move each step, effective July 1, based upon the completion of a year of service by that date. Employees who work less than five (5) hours a day shall move a step upon the completion of two years service.

Longevity Increments - Longevity increments will be paid in September of the year in which the employee is to complete his/her 10th, 15th and 20th year of service. Commencing the 1995-96 school year, longevity payments will be made in October of each given year.

An employee who is assigned to work five (5) or more hours per day effective September of any given year will receive additional annual payment for such assignment as indicated:

10 years	\$250
15 years	\$325
20 years	\$400

Employees assigned to work less than five (5) hours per day effective September of any given year will receive additional annual payment for such assignment as indicated:

10 years	\$125
15 years	\$165
20 years	\$200

In-Service - Employees shall receive a one time payment of \$50 upon the completion of each 10 hours of approved in-service instruction.