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

Title: **Southold Union Free School District and Southold Union Free School District Chief School Officer, CSEA Local 1000, AFSCME, AFL-CIO, Suffolk Educational Local 870 (2007)**

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

Union: **Southold Union Free School District Chief School Officer, CSEA, AFSCME, AFL-CIO**

Local: **1000, Suffolk Educational Local 870**

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

Expiration Date: **06/30/09**

PERB ID Number: **6245**

Unit Size: **59**

Number of Pages: **40**

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# **AGREEMENT**

by and between the  
**SOUTHOLD UNION FREE  
SCHOOL DISTRICT**

and the  
**CIVIL SERVICE  
EMPLOYEES ASSOCIATION, INC.**  
Local 1000, AFSCME, AFL-CIO



Local 1000, AFSCME, AFL-CIO

Southold Union Free School District  
Chief School Officer

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STATE PUBLIC EMPLOYMENT  
RELATIONS BOARD

Suffolk Educational Local 870

**July 1, 2007 – June 30, 2009**





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## **INTRODUCTION / PREAMBLE**

THIS AGREEMENT is entered into to encourage and increase effective and harmonious working relationships among the Board of Education of the Southold Union Free School District (hereinafter referred to as the "District"), the Chief School Officer (hereinafter referred to as the "CSO"), and the non-teaching employees represented by The Civil Service Employees Association, Inc., Local 1000, AFSCME, AFL-CIO (hereinafter referred to as the "CSEA")

THIS AGREEMENT is the result of collective negotiations between the District and CSEA, and have been conducted under the requirements and directives of the District and may be changed only through the mutual consent, in writing, by the District and CSEA. To the extent that any matters are not otherwise covered by this agreement, the School Board shall manage all school district operations; hire, promote, discipline, suspend or discharge for just cause, relieve employees from duty because of reasons of economy and for other legitimate reasons; introduce new and improved methods or facilities; improve quality; reduce costs and establish and attain reasonable work and production standards; which rights shall not be used to harass or unreasonably overburden the workload of any employee.

NOW, THEREFORE, the parties hereby agree as follows:

### **ARTICLE I Recognition**

1. The District does hereby recognize CSEA as the exclusive representative of all full-time and part time non-teaching employees (as defined in Article II) except the Secretary to the Superintendent and the Principal Account Clerk in the District Business Office and the District Clerk, and extends to them the following rights.
  - a. Representation of unit employees in negotiations and in the settlement of grievances;
  - b. Membership dues deduction upon presentation of dues deduction authorization cards, signed by individual employees; and
  - c. Unchallenged representation status until seven (7) months prior to the expiration date of the contract.

**ARTICLE I, Recognition cont.**

2. The parties agree that they will each conduct negotiations in good faith, exchange viewpoints, make proposals and counter proposals, make available to each other relevant records, data and information in the possession of the other, to the end that mutual understanding and agreement may be reached with respect to the terms and conditions of employment and the administration of grievances lodged by members of the bargaining unit.

**ARTICLE II  
Protection of Employees**

1. Definitions.

- a. The term “full-time 12 month employees” when used herein shall mean all personnel who work a minimum of thirty (30) hours per week, covering twelve (12) months.
  - b. The term “full-time 10 month employees” when used herein shall mean all personnel who work a minimum of thirty (30) hours per week for ten (10) months, or, in the case of bus drivers, four (4) or more scheduled runs per day.
  - c. The term “part-time employees” when used herein shall mean any employee working less than thirty (30) hours per week for ten (10) or twelve (12) months.
  - d. “Salaries” mean the annual gross sum paid to each employee for work before any employee payroll or benefit deductions.
  - e. A “grievance” is a written complaint by one or more Unit member(s) of a claimed violation, misapplication or misrepresentation of existing Civil Service laws, rules, procedures, regulations, this Agreement, or written Board personnel policies pertaining to Unit member(s). The written statement of grievance is to set forth the specific event(s) or condition(s) which gave rise to the grievance, and the contract rule, procedure or regulation allegedly violated.
2. Employees appointed from a valid Civil Service list shall be granted the protection offered to them by the applicable provisions of Article 5 of the Civil Service Law.

**ARTICLE II, Protection of Employees cont.**

3. All employees, full-time and part-time, who have rendered twelve (12) months of continued service to the Southold UFSD shall be granted the protection of the applicable provisions of Article 5, Section 75, of the Civil Service Law.
4. Employees shall have the right to be represented by persons of their choice, including representatives of CSEA in all proceedings relative to grievance, disciplinary proceedings and the terms and conditions of employment.
5. Seniority shall be determined on the basis of continuous full-time employment in the service of the Southold UFSD and the CSO shall establish and maintain a seniority list of the full-time employees in each department. For seniority purposes, school health aides will be maintained as part of the "lay off" unit including teacher aides and monitors.
6. In the event that it is necessary to lay off full-time 12 month employees, the District agrees that the same will be accomplished under the terms of the Suffolk County Department of Civil Service Rules and Regulations governing lay offs.
7. In the event that it is necessary to lay off full-time 10 month employees, the District agrees that the same will be accomplished under the terms of the Suffolk County Department of Civil Service Rules and Regulations governing lay offs.
8. When it is necessary to employ additional employees, such positions shall first be offered to former qualified employees who were notified of their terminations of employment no earlier than two (2) years from the effective date of the employments of said additional employees, and only if said qualified employees have not previously refused an offer of employment to a position that consisted of at least ninety (90%) percent of the previously held position's hours. It shall be the employee's responsibility to inform the Southold UFSD of any change of address during the two (2) years this section is in effect. This is in compliance with the provisions of the previous section. Salary credit will not be less than during previous employment by the Southold UFSD. Notice of such vacancy shall be sent to the president of the local CSEA Unit, advising him/her of such position.

**ARTICLE II, Protection of Employees cont.**

9. Unless otherwise provided by law, and subject to the provisions of Sections 5,6 and 7 of this Article, in cases of promotion, transfer from one position to another, filling new or vacant positions, or assignment of employees to overtime work on a rotating basis, the District agrees to accomplish same by having the CSO consider seniority within job classifications in each department as a factor, along with ability, training, experience and fitness to properly perform the duties of such position. All custodial overtime shall be posted in all buildings in a timely manner, and shall be assigned on a rotating basis from a single list, in order of seniority, of all operations and maintenance employees. An employee who turns down an assignment shall forfeit his/her position on the list and the next person shall be afforded the assignment. Subsequent assignments shall be first offered to the employee on the list whose name follows that of the individual accepting the previous overtime.
10. "Workfare" employees shall not displace any current bargaining unit member or result in the loss of a unit position.
11. The District shall provide legal services to an employee against whom an action or proceeding has been commenced involving matters occurring within the scope of his/her employment as an officer or employee of the Southold UFSD.
12. Personnel Records. Any employee shall be entitled to examine his/her official personnel file upon making request therefore to the person having custody of said records. Upon request, any employee shall be furnished with a copy of any material in his/her personnel file. Only one employee personnel file shall be maintained which shall contain all material with respect to such employee. No material derogatory to an employee, his/her conduct, character or service shall be placed in his/her personnel file without a copy being sent to the employee.
13. Notice of all positions of employment to be filled shall be posted on the CSEA bulletin board as provided in Article IX, Section 2. All employees shall be given adequate opportunity to make application therefore.
14. Employees shall not be required to use equipment or machinery if, within the opinion of the CSO and the Unit President, it is unsafe, broken, in need of repair, or hazardous to health and safety.
15. All employees working more than four (4) consecutive hours shall have a duty free uninterrupted lunch break. All employees shall have a duty free uninterrupted coffee break per work shift, except when emergencies occur, as determined by the CSO.



## **ARTICLE II, Protection of Employees cont.**

16. All employees shall be notified in writing not later than 30 days prior to the opening of school as to their specific duties for the coming year and the dates of the two staff development days for 10 month employees.
17. Employees of the District who take training workshops related to their work, with approval of the CSO, shall be reimbursed 100% by the District.
18. All rights and benefits previously enjoyed by members of CSEA shall be continued.
19. Extracurricular bus driving assignments shall first be offered to full-time bus drivers on the basis of seniority.
20. The amount of students assigned to a teacher aide per room shall be limited to a total not to exceed forty (40) students at any one given time. This section shall exclude all cafeteria, gymnasium and playground assignments.
21. All extracurricular activities of a chaperoning nature shall be first offered to Unit members and other employees of the District prior to being offered to non-employees. All other extracurricular assignments shall be offered to the most qualified individuals. Assignments shall be made by the CSO or his/her designee in accordance with the needs of the District.

## **ARTICLE III Vacations and Leaves of Absence**

1. All full-time 12 month employees shall receive ten (10) days paid vacation during the first and second years of employment; commencing the third year and through six years of employment, fifteen (15) days; and, commencing the seventh year, twenty (20) days. All vacations are to be approved by the CSO.
2. Unused vacation time may be accumulated up to a maximum of thirty (30) days. All employees covered by this agreement shall be notified prior to August 1<sup>st</sup> of each year as to the total amount of vacation and sick days accumulated to time of notification.
3. Employees who are required to serve on jury duty shall receive full salary during the period of such service, subject to their payment to the District of all amounts received for such duty, exclusive of expenses for travel and meals.

**ARTICLE III, Vacations and Leaves of Absence cont.**

4. Full-time employees and part-time employees, shall be entitled to five (5) days leave of absence with pay for the purpose of arranging for and attending the funeral of the spouse, parent or child of such employee.
5. Full-time employees and part-time employees, upon obtaining permission from the CSO, shall be entitled to one-half (1/2) day leave of absence with pay in order to attend the funeral of a friend or relative of such employee. The leave of absence for funeral purposes shall be in addition to any other leave of absence to which such employee is entitled under any other provision of this agreement.
6. Full-time and part-time employees shall be entitled to three (3) personal days with pay for the purpose of attending to business affairs for the following reasons: consultation with lawyers, financial business, confidential personal business, firehouse meetings, important religious and educational ceremonies and instances beyond one's control (i.e. weather conditions, accidents, etc.) Such personal days must be approved by the CSO. In extenuating circumstances the employee or his/her designee, may petition the CSO for additional personal leave days. Reasons for which personal days will not be allowed are recreation and shopping. Personal leave unused as of the end of the school year will accrue to the employees' accumulated sick leave. During times of inclement weather when school is closed, custodial and maintenance employees are to report to work if and when the roads are clear and travel is safe. Custodial and maintenance employees shall receive overtime pay for snow removal duties when school is closed. All other employees will not be required to work when school is closed. Such employees will not be penalized on such days.
7. Officers and authorized representatives of the CSEA shall be entitled to a leave of absence with pay to attend conferences and authorized meetings with approval of the CSO, provided that no more than two (2) employees of the Southold UFSD, nor more than one (1) employee from each department of the Southold UFSD, shall be absent at the same time.
8. An employee who shall be absent without authorization, for which no satisfactory explanation is given, shall not be compensated for such period of absence. If such absence shall continue for three (3) continuous days, such unauthorized absence shall be deemed to constitute a resignation in accordance with the applicable rules of the Suffolk County Civil Service Rules and Regulations.
9. Employees who shall be assigned to the duties of resolving employee disputes and grievances arising during the work day shall be granted time to immediately present the case to the CSO or his/her representative.

**ARTICLE III, Vacations and Leaves of Absence cont.**

10. Child Care Leave. Upon request to and approval by the CSO, any employee shall be entitled to a leave of absence without pay and benefits for a period of up to two (2) years for child care. Such employee upon the expiration of such period of leave of absence shall be restored to the same or comparable position of employment, if the same is available.
11. Upon request, a full-time employee may be granted a leave of absence without pay not exceeding one (1) year for reasons of health to him/herself or his/her immediate family, provided, however, that the necessity therefore is certified in writing to the District by the physician.
12. Any employee may accumulate a total of 200 days sick leave at the rate of one (1) day per month. Any sick leave already accumulated shall be counted as part of the 200 days. Absences will be deducted from an employee's accumulated total. An employee who becomes sick while on vacation may have such period of illness charged against any unused sick leave, provided that a physician certifies to such illness and the duration thereof in writing. An employee who becomes sick while at work, who is required to leave work, will be charged for one-half (1/2) day of sick leave if he/she worked at least 50% of the normal work day. Otherwise he/she will be charged for a full day of sick leave. The CSO may request a written physician's certificate in all cases where an employee is absent by reason of illness for more than three (3) consecutive days.
13. Employees who sustain physical injuries in the course of their employment with the Southold UFSD may, in the discretion of the CSO, continue to receive full salary during the period of incapacity or until eligible for a disability pension, or death, whichever shall first occur. If any employee receives his/her salary during such period of incapacity, any sums received by such employee under the provision of the Workers' Compensation Law for lost earnings, as a result of such injury, shall be paid to the District. An absence of an employee by reason of such injury (injuries) shall not be deducted from any sick leave to which such employee may be entitled.

**ARTICLE III, Vacations and Leaves of Absence cont.**

14. All full-time 12 month employees shall receive fifteen (15) paid holidays which shall include the following: New Year's Day; King's Birthday; Lincoln's Birthday; Washington's Birthday; Memorial Day; Independence Day; Labor Day; Columbus Day; Veterans' Day; Thanksgiving Day; Friday after Thanksgiving; Christmas Day; Good Friday; the last working day prior to December 25; and the last working day prior to January 1. If a listed holiday falls on a Saturday, the holiday shall be granted on Friday. If a listed holiday falls on a Sunday, the holiday shall be granted on Monday. If a holiday falls on an employee's scheduled day off, the employee shall receive a compensatory day off for that holiday so that the employee will receive fifteen (15) paid holidays per year. In no case shall a holiday be granted if school is in session. However, the holiday shall be granted on some other date not to interfering with the school calendar or the employee will be paid for such date at double-time. This day will be granted in agreement with the CSO. The CSO, following consultation with the Unit President, may, in lieu of providing employees with up to three (3) holidays, schedule up to three (3) alternative days off during which employees will be compensated. Those alternate dates shall be determined and given to the employees on or before June 30<sup>th</sup> of the preceding school year. For employees on a Tuesday to Saturday work week, the CSO and the Unit President shall meet on an annual basis to determine the Holiday schedule for such employees for the following year.
15. Full-time 10 month employees and all part-time employees will follow the school calendar and will enjoy school closing during July and August in lieu of any other vacation.
16. Volunteer firemen, volunteer ambulance squad members and American Red Cross volunteer emergency service workers who are called off the job to perform emergency duties in their respective communities will be allowed time off and or "late arrival" to work without charge to leave accruals. It is agreed, however, that at least two (2) custodial/maintenance employees and at least one (1) school health aide shall remain at each school district site at all times. This option may be forfeited in the event of an emergency as determined by the CSO.
17. Employees who have worked for the District for ten (10) years, have reached the age of 50, and who wish to separate from employment, may continue to be covered within the District's health insurance group on a 100% contributory basis, until eligible for retirement under the terms of the NYS Employees' Retirement System.
18. A sick leave bank may be established for Unit members. Each employee in the Unit is to contribute at least two (2) days. The parties will meet and agree on terms for the sick leave bank at a mutually agreeable time.

## ARTICLE IV Insurance

1. The District will provide the East End Health Plan (EEHP) for all active CSEA employees and their dependents and, upon retirement, an amount equal to a single premium for a group policy will be paid. All active CSEA employees hired after June 30, 1997 who select family coverage and earn \$15,000.00 or more per year, shall contribute 10% of the total premium, those who earn less than \$15,000.00 per year shall contribute 5% of the total premium; the District is to provide for appropriate salary deductions. Employees who retire or who have retired may retain dependent coverage by paying the additional cost thereof. The spouse of a deceased member may join the District's health insurance group on a 100% contributory basis. The District agrees to renegotiate the health insurance carrier with the CSEA if the EEHP ceases to exist.
2. The District will provide fully paid dental insurance (the agreed upon Equinox plan) for all full-time employees and their dependents. The District will provide 50% of the cost of such dental insurance for employees who work from fifteen (15) to twenty-nine (29) hours per week.
3. The District will provide a fully paid, long-term disability plan to all full-time employees. Such plan shall afford benefits after a six (6) month waiting period of sixty (60%) percent of the individual's monthly earning, not to exceed a monthly benefit of \$3,500. Such benefit shall be up to age 65.
4. An employee may waive the right to be covered by health and/or dental insurance and relieve the District of any obligation for paying the premiums on the employee's behalf. An employee making such election will receive a sum, payable by separate check, on the last day of June of the applicable school year, equivalent to fifty (50%) percent of the premium savings afforded the District by way of such waiver. If such election occurs during the school year, the sum will be pro-rated. Such waiver must be made on a calendar year basis, in writing, by November 15<sup>th</sup> of the prior year. An employee who selects the cash option shall have the right to re-enter the health or dental insurance plan for the next calendar year by notifying the District by October 1<sup>st</sup>. An employee who has had a qualifying change in status is eligible to re-enter the plan during the waiver year with no waiting period.



## **ARTICLE V**

### **Dues Deductions**

1. The CSEA shall have exclusive rights to payroll deduction (check-off) of membership dues, premiums for all forms of CSEA sponsored insurance, and other such voluntary deductions as mutually agreed to by CSEA and the District, with this privilege accorded to no other employee organization or any other organization.

The District agrees to make separate deductions for membership dues and each insurance plan on a payroll period basis. The District will provide an itemized alphabetical listing by bargaining unit showing, to the extent the District's payroll office possesses such information within its computer printout:

- 1) Employee name
- 2) Social Security number
- 3) Dollar amount deducted for membership dues
- 4) Dollar amount deducted for each separate CSEA sponsored insurance
- 5) Home address
- 6) Annual salary
- 7) Job Title

The District agrees to provide a separate check made payable to CSEA, Inc. for membership dues and separate checks for the various insurance programs made payable to Jardine Group Services Corporation.

On or about January 1<sup>st</sup> of each year, listings shall be forwarded by the District to the Civil Service Employees Association, Inc., 143 Washington Avenue, Capitol Station Box 7125, Albany, New York 12224, or such address as may be agreed to by CSEA, Inc.

The District agrees that deductions for membership dues and CSEA sponsored insurance premiums will become effective with the current payroll being prepared upon receipt of notification to the District from CSEA. Deductions for membership dues and insurance premiums will remain in effect during the terms of employment of the members unless written authorization is received from the employee revoking membership and/or insurance premiums.

Revocation of membership dues automatically revokes insurance premiums. The District agrees to provide CSEA, Inc. a copy of each revocation of membership dues and/or CSEA sponsored insurance plan deductions it receives.



**ARTICLE V, Dues Deductions cont.**

2. The CSEA, having been recognized as the exclusive representative of employees within the bargaining unit represented by this agreement, shall have agency shop fee deductions made from the wage or salary of employees of said bargaining unit who are not members of the CSEA, in an amount equivalent to the membership dues levied by the CSEA, Inc. The District shall make a separate deduction for agency shop fees and remit the amount so deducted to CSEA, Inc. with alphabetical listing by bargaining unit showing, to the extent the District's payroll office possesses such information within its computer printout:

- 1) Agency Shop fee payer name
- 2) Social Security number
- 3) Dollar amount deducted for agency shop dues
- 4) Home address
- 5) Annual salary
- 6) Job Title

Agency shop fee deductions will commence from the employee's first paycheck and continue until such time as CSEA notifies the District to commence membership dues deductions.

**ARTICLE VI  
Salaries and Compensation**

1. The District shall contribute to the New York State Employees retirement system pursuant to Section 75-I and Section 41-J of the Retirement and Social Security Law, for the benefit of the employees and pay the cost thereof. Those new employees entitled to inclusion within the retirement plan will be placed therein as of the date of hiring.

**ARTICLE VI, Salaries and Compensation cont.**

2. Employees who are required to report for work due to some unforeseen circumstance or emergency shall commence work within forty-five (45) minutes from notification. Filling in for an employee who is absent shall not be deemed as an unforeseen circumstance or emergency; nor shall overtime assigned on a rotational basis by the immediate supervisor. Employees called in outside their normal work schedule, pursuant to this provision, shall receive a minimum of two and one-half (2 ½) hours compensation at the rate of one and one-half (1 ½) the regular salary scale. If the employee works for more than two and one-half hours, he/she will be compensated for the entire time worked at overtime pay, up until the start of his/her normal work schedule. CSEA recognizes the CSO or his/her designee as the body who elects to open or close school during a time of inclement weather or other unforeseen circumstance or emergency.
3. Employees who shall be required to work in excess of number of hours per tour of duty per day shall be compensated therefore at the rate of one and one-half (1 ½) the normal rate of salary. However, the employee shall be given the option of compensatory time off at the same rate. The provisions of this paragraph shall not, however, apply to work performed on any holiday set forth in Article III, Section 14 hereof. Overtime is considered to be all work beyond the normal work week. The provisions of this section must be reviewed on a quarterly basis and shall not be cumulative.
4. Double time shall be paid employees who shall be required to work on Sundays or Holidays (as listed in Article III, Section 14).
5. Full-time 12 month employees who shall be required to work on any holiday set forth in Article III, Section 14 hereof, shall receive compensation therefore at the regular rate of salary or wages in addition to receiving the regular salary for such holiday.
6. Any employee requested to perform work and assume full responsibilities in a higher paying classification, for a period of fifteen (15) consecutive days per school year shall receive "out-of-title" compensation in the amount of one and one-half (1 ½) times his/her base salary for extra time worked during that period of time. Starting with the sixteenth (16<sup>th</sup>) day, the employee shall receive a ten dollar (\$10) per day stipend in addition to his/her regular base pay and the overtime compensation for the balance of the period of time the employee works out-of-title. No teacher aide will substitute for a teacher for more than forty (40) days per school year, according to state law.
7. All employees commencing their fifteenth, twentieth and thirtieth years of employment with the Southold UFSD shall receive a longevity increment of their base salary. This shall be computed as follows: Salary on step of approved schedule plus 5% at fifteen years; plus 10% at twenty years; plus 15% at thirty years.



**ARTICLE VI, Salaries and Compensation cont.**

8. Employees who shall be required to use their private automobile in the performance of official school business shall be compensated therefore at the rate established by the District for all district employees.
9. Whenever, under any provision hereof, an employee is entitled to compensatory time off, the same shall be taken at such time and for such duration as shall be mutually agreed to between the employee and the CSO.
10. An employee who notifies the District one (1) year in advance of the date of his/her intention to retire shall receive an additional 5% salary increase during their final year of employment. This increase shall be 10% if the employee has served 20 years or more in the District. This increase is over and above any general salary increase or longevity steps due to the employee.
11. Those employees resigning or retiring will be compensated in full for any unused vacation time up to the maximum thirty (30) accumulated days plus any of their final year's unused vacation days.
12. Those employees retiring and who have completed their twentieth year of employment with the District shall be compensated for a maximum of fifty (50) accumulated sick days.
13. If the District requires custodial/maintenance employees to wear uniforms in the future, the District shall provide the custodial/maintenance employees with five (5) short sleeve uniform shirts. These shirts will be worn within the hours of work for the purpose of identification and security.
14. Effective July 1, 2003, the District shall reward each employee who attains a perfect attendance for a given school year in the following manner: twelve (12) month employees shall be awarded \$300.00 for perfect attendance; ten (10) month employees shall be awarded \$250.00 for perfect attendance. Employees who are absent at least once but not more than two occasions shall receive one half the above amounts. Awards shall be made during the first pay period of July following the school year recorded.
15. The District shall reimburse each full-time bus driver for the costs associated with the renewal of his/her CDL license.



ARTICLE VI, Salaries and Compensation cont.

STARTING SALARY SCHEDULE – 2007 / 2009

Position	2007-2008	2008-2009
Teacher Assistant	\$ 12.60	\$ 12.60
Attendance Aide	\$ 10.60	\$ 10.60
Teacher Aide / Monitor	\$ 10.60	\$ 10.60
Audio Visual Technician	\$ 14.50	\$ 14.50
Clerk-Typist	\$ 13.80	\$ 13.80
Senior Clerk-Typist	\$ 16.00	\$ 16.00
Custodial Worker	\$ 13.25	\$ 13.25
Sr. Night Custodial Wkr.	\$ 14.35	\$ 14.35
Head Custodian	\$ 15.60	\$ 15.60
Chief Custodian	\$ 19.85	\$ 19.85
Maintenance Mechanic	\$ 16.00	\$ 16.00
Health Aide	\$ 12.80	\$ 12.80
Computer Technician	\$ 19.30	\$ 19.30
Network & Systems Specialist II	\$ 40.25	\$ 40.25
Receiving Room Clerk	\$ 10.60	\$ 10.60
Bus Driver rate per run	\$ 2,648.34	\$ 2,648.34
Hourly rate/extra trip	\$ 13.25	\$ 13.25

**NOTE:** These starting salaries shall be in effect from July 1 through June 30 of each year/column in which they appear. No incumbent employee in the particular job class shall earn less than the amounts reflected above. Bus drivers shall be paid according to the rate per run so designated for that year. The salaries of all incumbent non-teaching personnel, except bus drivers, shall be increased by the sums as follows:

On July 1, 2007 employees shall receive a salary increase based upon the “United States All Urban Index” (US CPI-U) calculated between March 31, 2006 and March 31, 2007. This increase shall not be less than two and one-half (2.5%) or more than four (4%) percent.

On July 1, 2008 employees shall receive a salary increase based upon the “United States All Urban Index” (US CPI-U) calculated between March 31, 2007 and March 31, 2008. This increase shall not be less than two and one-half (2.5%) or more than four (4%) percent.

## ARTICLE VII Hours of Work

1. Employees shall be paid for actual work for 52 weeks per year for full-time 12 month employees and 40 weeks (all regular school days students are in attendance, plus two additional days for staff development) for full-time 10 month employees. The following schedules shall be considered normal:

**a. Attendance Aide**

Full-time 10 month: 35 hours per week, 7 hours per day, Monday thru Friday.

**b. Audio-Visual Technician**

Full-time 10 month: 35 hours per week, 7 hours per day, Monday thru Friday.

**c. Clerks and Secretaries**

Full-time 12 month and Full-time 10 month: 35 hours per week, 7 hours per day, Monday thru Friday.

The non-school day schedule for secretaries and clerks shall be 6 ½ hours in length, normally 8:00 AM to 3:00 PM with a one-half hour lunch break.

**d. Custodial Workers and Maintenance Mechanics**

Full-time 12 month: 37 ½ hours per week, 7 ½ hours per day, Monday thru Friday or Tuesday thru Saturday.

Full-time 10 month: 35 hours per week, 7 hours per day, Monday thru Friday or Tuesday thru Saturday.

Part-time 10 month: 25 hours per week, 5 hours per day, Monday thru Friday or Tuesday thru Saturday.

Night shift works a reduced schedule on school days, full day shift on non-school days (Sec.3). The non-school day schedule for custodial workers and maintenance mechanics shall be 7 ½ hours in length, normally 7:00 AM – 3:00 PM with a one-half hour lunch break. Custodial workers and maintenance mechanics hired after 6/30/97, or existing staff who voluntarily request such assignment, may be scheduled to work Tuesday thru Saturday. The Saturday schedule for such employee(s) will be 7 ½ hours per day, with payment for 8 ½ hours, the hours to be established by the CSO or his/her designee and the employee.

**e. Teacher Aides/Health Aides/Monitors**

Full-time 10 month: 30, 32 ½, or 35 hours per week, 6, 6 ½, or 7 hours per day, Monday thru Friday.

Part-time 10 month: 20, 22 ½, or 25 hours per week, 4, 4 ½, or 5 hours per day, Monday thru Friday.

**ARTICLE VII, Hours of Work cont.**

**f. Bus Drivers**

Full-time 10 month: 4 or more scheduled runs per day, approximately 45 minutes per scheduled run (or as necessary to provide adequate busing for current school scheduling), Monday thru Friday.

2. The District reserves the right to assign or re-establish different hours, if, in the District's discretion, it is deemed more expedient. The employee shall receive compensation for increased hours of work.
3. Night duty shall be determined for custodial and maintenance personnel as follows:
  - a. Any schedule having more than three hours beyond 3:00 PM shall be reduced by one hour.
  - b. Any schedule having three hours or less, but at least one hour beyond 3:00 PM shall be reduced by one-half hour.
  - c. Any custodial worker or maintenance mechanic who works beyond the hour of 8:00 PM on a school day shall be given the option to report to work at 9:00 AM and work until 5:00 PM with a one-half hour lunch break the following day, if the following day is a non-school day. This option shall be waived in the event an emergency is declared by the CSO.

**ARTICLE VIII  
Grievance Procedure**

1. All CSEA employees shall be granted the following procedure in settlement of a grievance.
  - a. First Stage: The employee orally and informally confers with his/her immediate supervisor within fifteen (15) days of the occurrence, giving rise to the alleged grievance.
  - b. Second Stage: If the grievance is not resolved by the immediate supervisor, on the basis of the first stage, then the employee should request, within fifteen (15) days of the informal conference, in a written statement, a review of the determination of the immediate supervisor by the CSO, who shall issue a written determination within fifteen (15) days of the receipt of such written statement.

**ARTICLE VIII, Grievance Procedure cont.**

- c. Third Stage: If the grievant is not satisfied with the determination of the CSO, such employee may appeal to the Board, in writing, within fifteen (15) days, which appeal will be considered by the Board at its next regularly scheduled Board meeting, and the Board will render a determination within fifteen (15) days of such meeting.
- d. Fourth Stage: If the grievant is not satisfied with the determination of the Board, he/she may request that the grievance be considered by the Suffolk County Department of Labor, according to its prescribed procedure and, upon consideration of such application, the determination of the Suffolk County Department of Labor shall be binding as to both parties. In general:
  - (1) Throughout all stages, the employee must be allowed to have a CSEA representative.
  - (2) The Board must adopt rules to make sure that the whole procedure is free from coercion, interference, restraint, discrimination, or reprisal against the employee using the procedure.

**ARTICLE IX  
Evaluation Procedure**

- 1. All employees are to be evaluated on an annual basis. The evaluation instrument has been mutually agreed upon by the District and the CSEA and is attached hereto. When an evaluation is conducted, the employee shall have a conference with the individual assigned to do the evaluation. Where appropriate, the evaluation shall include suggestions to remedy unsatisfactory performance. Unit members who receive unsatisfactory evaluations shall be re-evaluated within four (4) working months. The evaluation form shall be signed by the employee to acknowledge that they have received and reviewed the evaluation. If an employee refuses to sign the evaluation, that refusal will be noted on the form. Employees shall be permitted to submit a written response to all evaluations.

**ARTICLE IX, Evaluation Procedure cont.**

2. The District agrees to hold supervisory training on the evaluation procedure within six (6) months of the execution of this agreement. All training is to be given by a person agreeable to both parties and a person who should have knowledge of how evaluation programs are managed. The District further agrees to hold in-service training every two (2) years. Newly appointed evaluators shall receive training as soon as possible after appointment. Officers of the CSEA Unit may, if they wish, attend all such training.

**ARTICLE X  
Civil Rights**

1. The District agrees to establish a committee to meet when necessary with a similar committee to be established by the CSEA for the purpose of dealing with employee's grievances and working conditions and such other matters as affects the District and its employees.
2. The District agrees to provide a bulletin board at a convenient location in the High School and Elementary School for the posting of notices relative to the business and affairs of the CSEA.
3. The officers and members of the CSEA shall have the right to use school buildings, areas which shall be determined by the CSO, when available, for meetings of its members and committees provided that such use does not interfere with the use thereof by the school for regular school business.
4. Officers of the CSEA shall, when possible, be given priority over other employees in the scheduling of vacation time.
5. The District will reproduce copies of this agreement in sufficient number for distribution for each employee.
6. The District Office will furnish to the President of the CSEA, upon an annual request, a list of all individuals on CSEA payroll deduction. This list shall contain the names, addresses and membership numbers of such individuals.

**ARTICLE XI**  
**Amendments**

1. Any changes or amendments to this Agreement shall not become effective unless the same are in writing signed by the parties thereto.

**ARTICLE XII**  
**No Strike Pledge**

1. The Southold Union Free School District CSEA does hereby affirm that it does not assert the right to strike against any government or assist or participate in any such strike, or to impose an obligation to conduct, assist or participate in such a strike.

**ARTICLE XIII**  
**Legislative Approval**

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 providing the additional funds therefore, shall not become effective until the appropriate legislative body has given approval.



**ARTICLE XIV  
Terms of Agreement**

1. This Agreement shall become effective on July 1, 2007, and terminate on June 30, 2009.

IN WITNESS WHEREOF, the parties hereto have set their hands and seals this

2nd day of March, 2007.

**BOARD OF EDUCATION, Southold Union Free School District, Town of Southold, New York.**

NEGOTIATING REPRESENTATIVES  
OF THE DISTRICT

Chris Allen, Superintendent  
Jim [unclear] Asst. Supt. for Business  
[unclear] [unclear]  
Richard [unclear]

**THE CIVIL SERVICE EMPLOYEES' ASSOCIATION, INC. Local 1000 AFSCME, AFL-CIO**

NEGOTIATING REPRESENTATIVES  
OF THE ASSOCIATION

Donald G. John, PRESIDENT  
[unclear] A Well LRS CSEA Regional  
[unclear] E. [unclear] MEMBER  
Paul J. [unclear] MEMBER  
Madeline Wendell, MEMBER  
Caren D. [unclear] MEMBER  
[unclear] MEMBER





**DEFINITION OF PERFORMANCE RATINGS:**

- UNSATISFACTORY:** Clearly performs below the work standards for assigned title.  
**NEEDS IMPROVEMENT:** Does not adequately or consistently meet work standards for assigned title.  
**SATISFACTORY:** Consistently meets work standards for assigned title.  
**EXCELLENT:** Consistently performs above the work standards for assigned title.

		UNSATISFACTORY	NEEDS IMPROVEMENT	SATISFACTORY	EXCELLENT
1. <b>JOB KNOWLEDGE AND SKILLS</b>	The application on the job of experience knowledge, technical ability and skills possessed by the employee.				
2. <b>QUALITY OF WORK</b>	Accuracy, thoroughness, conformity to instructions, neatness and degree to which assignments are completed.				
3. <b>QUANTITY OF WORK</b>	The volume or amount of work completed as assigned and promptness in completing such work.				
4. <b>INITIATIVE</b>	The desire to initiate assignments, ability to develop resourceful solutions, willingness to share ideas and offer suggestions.				
5. <b>JUDGMENT</b>	Demonstrates poise, control and sound judgment.				
6. <b>ATTITUDE AND COOPERATION</b>	Interest in work, willingness to meet job requirements and accept suggestions for improvement.				
7. <b>RELATIONSHIP WITH PEOPLE</b>	Ability to work well with others, effect on other workers, tact and courtesy with school personnel and public.				
8. <b>APPEARANCE</b>	Neat in appearance, appropriateness of dress.				
9. <b>ATTENDANCE AND PUNCTUALITY</b>	Pattern of attendance reflecting punctuality, absenteeism and timeliness of notification.				
10. <b>SUPERVISORY SKILLS</b> <i>(where applicable)</i>	Planning, coordinating, supervising, evaluating and directing employees.				

Page 4 comments should be used as a summary and to document any ratings of **EXCELLENT**, **NEEDS IMPROVEMENT**, and **UNSATISFACTORY**. Record and/or insert articles supporting management's efforts to recognize the employee's accomplishments and challenges, such as letters of recommendation, dates and times of counselling sessions or record of discipline actions since last Performance Evaluation.

## UNSATISFACTORY

## NEEDS IMPRO

**1. JOB KNOWLEDGE AND SKILLS:** The application on the job of experience knowledge, technical ability and skills possessed by the employee.

Lacks knowledge and the basic skills necessary to perform tasks assigned.

Shows minimal level of knowledge or skills or lacks knowledge in some phases of work.

**2. QUALITY OF WORK:** Accuracy, thoroughness, conformity to instructions, neatness and degree to which assignments are completed.

Assignments are often incomplete, carelessly done, contain numerous errors or fails to conform to instructions.

Work is sometimes careless, below standard, work product considerably less than the average employee of same type of work.

**3. QUANTITY OF WORK:** The volume or amount of work completed as assigned and the promptness in completing such work.

Very slow worker, must be prodded to achieve quota, very little output.

At times fails to meet production quota, frequently falls behind, has difficulty staying on task.

**4. INITIATIVE:** The desire to initiate assignments, ability to develop resourceful solutions, willingness to share ideas and offer suggestions.

Frequently or always must be told what to do to complete work assignments, unable to adapt to new or changing situations.

Frequently must be told what to do to find solutions to problems, without considerable supervision.

**5. JUDGMENT:** Demonstrates poise, control and sound judgment.

Frequently fails to exercise self-control or to use sound judgment in carrying out job duties.

Occasionally fails to exercise sound judgment.

**6. ATTITUDE AND COOPERATION:** Interest in work, willingness to meet job requirements and accept suggestions for improvement.

Lacks interest in work and is frequently uncooperative, refuses to accept constructive criticism.

Displays little interest in work, is uncooperative, does not accept suggestions for improvement.

**7. RELATIONSHIP WITH PEOPLE:** Ability to work well with others, effect on other workers, tact and courtesy with school personnel and public.

Creates unfavorable impression and does not get along well with others, fails to use tact and courtesy with school personnel and public.

Occasionally creates unfavorable impression on others, at times is not tactful with school personnel and public.

**8. APPEARANCE:** Neat in appearance, appropriateness of dress.

Dress is inappropriate for job assigned, is extreme or careless, where applicable - fails to meet uniform requirements.

Dress at times is inappropriate, where applicable - occasionally fails to meet uniform requirements.

**9. ATTENDANCE AND PUNCTUALITY:** Pattern of attendance reflecting punctuality, absenteeism and timeliness of notification.

Excessive tardiness or absences that exceed stated limits, repeatedly fails to notify superiors.

Occasional tardiness or absences that exceed stated limits, sometimes fails to notify superiors.

**10. SUPERVISORY SKILLS:** (where applicable) Planning, coordinating, supervising, evaluating and directing employees.

Poor organizational skills, indecisive and unable to develop and implement a program for getting work done by others, unable to supervise effectively.

Experiences difficulty in organizing subordinates, gives little supervision or staff development.

## S IMPROVEMENT

## SATISFACTORY

## EXCELLENT

al level of knowledge and basic  
; knowledge or skills of some  
c.

Understands all phases of work and keeps up  
to date in field.

Demonstrates expertise and complete mastery  
of job, actively increases knowledge in field,  
is receptive to new ideas and methods of  
work.

times carelessly done or below  
; product contains more errors  
age employee completing this

Completed work shows care and good  
judgment and conforms to instructions.

Work is consistently of the highest quality  
reflecting a standard for others to follow.

; to meet productivity goals,  
lls behind schedule or has  
ng on task.

Keeps work up to schedule, accepts  
responsibility for high productivity, able to  
accomplish tasks with speed.

Rapid worker, unusually productive, volume  
of work actually exceeds what is expected for  
position, completes work well ahead of  
schedule.

st be told what to do, is unable  
ons to on the job problems  
rable supervision.

Completes work on own initiative without  
close supervision, utilizes own ideas and  
procedures to improve quality of work.

Performs with minimum instructions, initiates  
assignments and finds creative solutions to  
work problems, demonstrates leadership.

ails to exercise self-control or  
ment.

Consistently demonstrates poise, control and  
sound judgment.

Demonstrates poise, control and sound  
judgment under extremely trying and difficult  
circumstances.

interest in work, is indifferent  
for improvement and at times  
e.

Takes interest in work, accepts suggestions  
for improvement and fully cooperates with  
supervisors.

Displays keen interest in work, seeks out  
supervisor's suggestions and promotes  
cooperation and good will.

creates disharmony among  
is not tactful and courteous to  
; and public.

Gets along well with most associates,  
functions as a team member, is positive in  
relationships with public.

Is extremely cooperative by working with and  
helping other staff members, establishes,  
maintains and strives to promote good  
school/community relations.

es is inappropriate, where  
asionally fails to meet uniform

Appearance and dress is acceptable and  
appropriate.

Appearance and dress is well suited to  
position.

iless or absences that exceed  
sometimes fails to notify

Demonstrates a satisfactory punctuality and  
attendance record.

Demonstrates an exceptional punctuality and  
attendance record.

ficulty in organizing work for  
gives little attention to  
aff development.

Good organizational skills, able to delegate  
effectively and make sound decisions,  
establishes effective supervision program.

Excellent organizational skills, expedites  
problem solving, makes effective decisions,  
actively promotes growth, and development  
of staff through planned program of  
supervision.

COMMENTS:

<b>OVERALL RATING:</b>			
UNSATISFACTORY [ ]	NEEDS IMPROVEMENT [ ]	SATISFACTORY [ ]	EXCELLENT [ ]

Signature of Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Chief School Officer: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Employee: \_\_\_\_\_ Date: \_\_\_\_\_

As a non teaching employee of the Southold Union Free School District, you are entitled to respond to this evaluation, in writing, prior to signing this form. You may request to have your written comments attached to this form for the record. Your signature ONLY indicates that you have received the form and does not in any way limit your right to comment to or appeal the information contained herein.

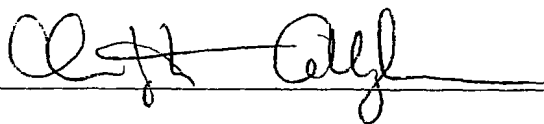
Proposed Memorandum Of Agreement language for inclusion in the 02-07 Contract  
between the  
Southold Union Free School District  
and the  
Civil Service Employees Association, Local 1000 AFSCME, AFL-CIO

ARTICLE VI  
Salaries and Compensation

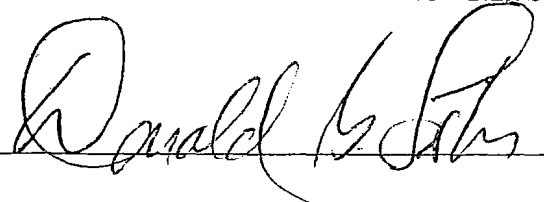
6. Any employee requested to perform work and assume full responsibilities in a higher paying classification, for a period of fifteen (15) consecutive days per school year shall receive "out-of-title" compensation in the amount of one and one-half (1 ½) times his/her base salary for extra time worked during that period of time. Starting with the sixteenth (16<sup>th</sup>) day, the employee shall receive a ten dollar (\$10) per day stipend in addition to his/her regular base pay and the overtime compensation for the balance of the period of time the employee works out-of-title. Any custodial worker or maintenance mechanic who substitutes for the Chief Custodian during his/her absence shall receive a five (\$5) per hour stipend in addition to any other compensation due during that period of time. In the event that the substitute service reaches fifteen consecutive days, the out-of-title "sixteenth day" rule above shall take effect from that point forward. No teacher aide will substitute for a teacher for more than forty (40) days per school year, according to state law.

This Amendment shall become effective immediately upon the date all parties set their hands:

For the BOARD OF EDUCATION, Southold Union Free School District

 date 10/8/03

For the CIVIL SERVICE EMPLOYEES' ASSOCIATION, INC. Local 1000 AFSCME, AFL-CIO

 PRES. date 8 OCT 2003

 date 10-8-2003



Proposed Memorandum Of Agreement language for inclusion in the 02-07 Contract  
between the  
Southold Union Free School District  
and the  
Civil Service Employees Association, Local 1000 AFSCME, AFL-CIO

Page 15:

ARTICLE VI, Salaries and Compensation cont.

STARTING SALARY SCHEDULE – 2002 / 2007

Position	2002-2003	2003-2004	2004-2005
<u>Network &amp; Systems Specialist II</u>		\$ 38.74	\$ 40.25

Page 16:

ARTICLE VII  
Hours of Work

1. Employees shall be paid for actual work for 52 weeks per year for full-time 12 month employees and 40 weeks (all regular school days students are in attendance, plus two additional days for staff development) for full-time 10 month employees. The following schedules shall be considered normal:

*c. Network & Systems Specialist II; Computer Technician  
Full-time 12 month: 35 hours per week, 7 hours per day, Monday thru  
Friday.*

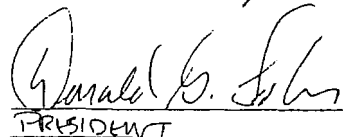
This Amendment shall become effective immediately upon the date all parties set their hands:

For the BOARD OF EDUCATION, Southold Union Free School District

  
\_\_\_\_\_  
SUPERINTENDENT date OCTOBER 14, 2004

For the CIVIL SERVICE EMPLOYEES' ASSOCIATION, INC. Local 1000 AFSCME,  
AFL-CIO

  
\_\_\_\_\_  
LRS CSEA Region One date 10-14-2004

  
\_\_\_\_\_  
PRESIDENT date 14 OCTOBER 2004



Memorandum of Agreement  
Change of Agreement Language for new title: "Teaching Assistant"  
*between the*  
Southold Union Free School District  
*and*  
Civil Service Employees Association, AFSCME Local 1000

**ARTICLE I**  
**Recognition**

1. The District does hereby recognize CSEA, *Local 1000, AFSCME, AFL-CIO* as the exclusive representative of all full-time and part time non-teaching employees *and those employees classified as teaching assistant* (as defined in Article II) except the Secretary to the Superintendent and the Principal Account Clerk in the District Business Office and the District Clerk, and extends to them the following rights.
  - a. Representation of unit employees in negotiations and in the settlement of grievances;
  - b. ~~Membership dues deduction upon presentation of dues deduction authorization cards, signed by individual employees; and~~
  - c. Unchallenged representation status until seven (7) months prior to the expiration date of the contract.

**ARTICLE II**  
**Protection of Employees**

2. Employees appointed from a valid Civil Service list shall be granted the protection offered to them by the applicable provisions of Article 5 of the Civil Service Law.
3. *Teaching assistants shall be granted the protection offered to them by the applicable provisions of New York State Education Tenure Law. No tenured employee shall be dismissed, disciplined, reduced in rank or compensation, or denied any title advantage without cause.*
4. All employees, full-time and part-time, *except teaching assistants*, who have rendered twelve (12) months of continued service to the Southold UFSD shall be granted the protection of the applicable provisions of Article 5, Section 75, of the Civil Service Law.
6. Seniority shall be determined on the basis of continuous full-time employment in the service of the Southold UFSD. *The CSO shall establish and maintain a seniority list of the full-time employees in each department. For seniority purposes, school health aides will be maintained as part of the "lay off" unit including teacher aides and monitors.*
7. *Incumbent teacher aides hired as teaching assistants shall be afforded the benefit of returning to their teacher aide position, without penalty to their seniority, if the District finds it necessary to reduce the teaching assistant workforce.*

**ARTICLE III**  
**Vacations and Leaves of Absence**

17. Employees who have worked for the District for ten (10) years, have reached the age of 50, and who wish to separate from employment, may continue to be covered within the District's health insurance group on a 100% contributory basis, until eligible for retirement under the terms of the NYS Employees' Retirement System *or the New York State Teachers Retirement System.*

**ARTICLE VI**  
**Salaries and Compensation**

1. The District shall contribute to the New York State Employees retirement system pursuant to Section 75-I and Section 41-J of the Retirement and Social Security Law, for the benefit of the employees and pay the cost thereof. Those new employees entitled to inclusion within the retirement plan will be placed therein as of the date of hiring.
2. *The District shall contribute to the New York State Teachers Retirement System for the benefit of the teaching assistants and pay the cost thereof. Those new teaching assistants entitled to inclusion within the retirement plan will be placed therein as of the date of hiring.*

**STARTING SALARY SCHEDULE – 2005/ 2006**

Position	2005 - 2006
<i>Teaching Assistant</i>	\$ 12.60
Attendance Aide	\$ 10.60
Teacher Aide / Monitor	\$ 10.60
Audio Visual Technician	\$ 14.50
Clerk-Typist	\$ 13.80
Senior Clerk-Typist	\$ 16.00
Custodial Worker	\$ 13.25
Sr. Night Custodial Wkr.	\$ 14.35
Head Custodian	\$ 15.60
Chief Custodian	\$ 19.85
Maintenance Mechanic	\$ 16.00
Health Aide	\$ 12.80
Computer Technician	\$ 19.30
Network & Systems Specialist II	\$ 40.25
Receiving Room Clerk	\$ 10.60
Bus Driver rate per run	\$ 2,648.34
Hourly rate/extra trip	\$ 13.25

**NOTE:** These starting salaries shall be in effect from July 1-through June 30 of each year/column in which they appear. No incumbent employee in the particular job class shall earn less than the amounts reflected above. Bus drivers shall be paid according to the rate per run so designated for that year. The salaries of all incumbent non-teaching personnel shall be increased by the sums as follows:

3.15% per hour commencing July 1, 2005

On July 1, 2006 employees shall receive a salary increase based upon the "United States All Urban Index" (US CPI-U) calculated between March 31, 2005 and March 31, 2006. This increase shall not be less than two (2%) or more than four (4%) percent.

ARTICLE VII  
Hours of Work

e. *Teacher Aides/Health Aides/Monitors/Teaching Assistants*

Full-time 10 month: 30, 32 ½, or 35 hours per week, 6, 6 ½, or 7 hours per day, Monday thru Friday.

Part-time 10 month: 20, 22 ½, or 25 hours per week, 4, 4 ½, or 5 hours per day, Monday thru Friday.

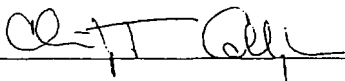
*The District shall provide teaching assistants, one prep-period per day for the purpose of planning meetings with teacher(s), preparation of lesson plans, grading of papers or other duties related to the title. Teaching assistants required to forgo their prep-period to substitute for a teacher who is absent from class shall be compensated a substitute's stipend of \$20.00 per period.*

ARTICLE IX  
Evaluation Procedure

1. All employees are to be evaluated on an annual basis. *All monitoring and observation of classroom performance of a teaching assistant shall be conducted openly.* The evaluation instrument has been mutually agreed upon by the District and the CSEA and is attached hereto. When an evaluation is conducted, the employee shall have a conference with the individual assigned to do the evaluation. *Teaching assistants shall have their conference scheduled within five (5) days of their observation or period of monitoring. Employees may have a representative of the CSEA attend this conference if he/she wishes. The findings and recommendations of the evaluator with respect to teaching assistant classroom performance shall be reduced to writing on the approved forms. A copy shall be given to the teaching assistant at the conclusion of a conference.* Where appropriate, the evaluation shall include suggestions to remedy unsatisfactory performance. Unit members who receive unsatisfactory evaluations shall be re-evaluated within four (4) working months. The evaluation form shall be signed by the employee to acknowledge that they have received and reviewed the evaluation. If an employee refuses to sign the evaluation, that refusal will be noted on the form. Employees shall be permitted to submit a written response to all evaluations.

This Amendment shall become effective immediately upon the date all parties set their hands:

For the BOARD OF EDUCATION, Southold Union Free School District

 date February 16, 2006

For the CIVIL SERVICE EMPLOYEES' ASSOCIATION, INC. Local 1000 AFSCME, AFL-CIO

 date 16 FEB 2006

 date 2-16-2006

Proposed Memorandum Of Agreement language for inclusion in the 07-09 Contract  
*between the*  
**Southold Union Free School District**  
*and the*  
**Civil Service Employees Association, Local 1000 AFSCME, AFL-CIO**

Page 15:

**ARTICLE VI, Salaries and Compensation cont.**

**STARTING SALARY SCHEDULE – 2007 / 2009**

Position	2007-2008	2008-2009
<b>Account Clerk</b>	<b>\$ 16.43</b>	<b>\$ 16.43</b>

Page 16:

**ARTICLE VII**  
**Hours of Work**

1. Employees shall be paid for actual work for 52 weeks per year for full-time 12 month employees and 40 weeks (all regular school days students are in attendance, plus two additional days for staff development) for full-time 10 month employees. The following schedules shall be considered normal:

**c. Clerks and Secretaries**

Full-time 12 month and Full-time 10 month: 35 hours per week, 7 hours per day, Monday thru Friday.

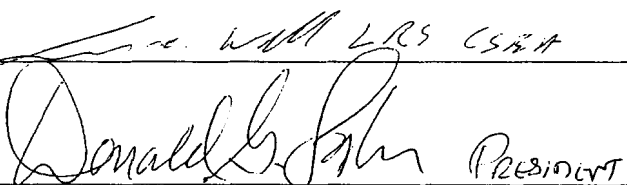
The non-school day schedule for secretaries and clerks shall be 6 ½ hours in length, normally 8:00 AM to 3:00 PM with a one-half hour lunch break.

This Amendment shall become effective immediately upon the date all parties set their hands:

For the **BOARD OF EDUCATION**, Southold Union Free School District

 date 1/29/08

For the **CIVIL SERVICE EMPLOYEES' ASSOCIATION, INC.** Local 1000 AFSCME, AFL-CIO

 date 1-29-08  
 Donald G. John PRESIDENT date 29 JAN 2008

Proposed Memorandum Of Agreement language for inclusion in the 07-09 Contract  
between the  
**Southold Union Free School District**  
and the  
**Civil Service Employees Association, Local 1000 AFSCME, AFL-CIO**

Page 15:

**ARTICLE VI, Salaries and Compensation cont.**

**STARTING SALARY SCHEDULE – 2007 / 2009**

Position	2007-2008	2008-2009
<u>Account Clerk - Stenographer</u>	<u>\$ 22.98</u>	<u>\$ 22.98</u>

Page 16:

**ARTICLE VII  
Hours of Work**

1. Employees shall be paid for actual work for 52 weeks per year for full-time 12 month employees and 40 weeks (all regular school days students are in attendance, plus two additional days for staff development) for full-time 10 month employees. The following schedules shall be considered normal:

**c. Clerks and Secretaries**

Full-time 12 month and Full-time 10 month: 35 hours per week, 7 hours per day, Monday thru Friday.

The non-school day schedule for secretaries and clerks shall be 6 ½ hours in length, normally 8:00 AM to 3:00 PM with a one-half hour lunch break.

This Amendment shall become effective immediately upon the date all parties set their hands:

For the **BOARD OF EDUCATION**, Southold Union Free School District

Cliff Gillingham date 1/29/08

For the **CIVIL SERVICE EMPLOYEES' ASSOCIATION, INC.** Local 1000 AFSCME, AFL-CIO

William G. ... date 1-29-08

Donald S. ... date 29 JAN 2008

Proposed Memorandum Of Agreement language for inclusion in the 07-09 Contract  
between the  
**Southold Union Free School District**  
and the  
**Civil Service Employees Association, Local 1000 AFSCME, AFL-CIO**

Page 15:

**ARTICLE VI, Salaries and Compensation cont.**

**STARTING SALARY SCHEDULE – 2007 / 2009**

Position	2007-2008	2008-2009
<u>Senior Clerk</u>	<u>\$ 16.00</u>	<u>\$ 16.00</u>

Page 16:

**ARTICLE VII  
Hours of Work**

1. Employees shall be paid for actual work for 52 weeks per year for full-time 12 month employees and 40 weeks (all regular school days students are in attendance, plus two additional days for staff development) for full-time 10 month employees. The following schedules shall be considered normal:

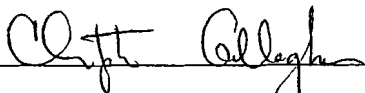
**c. Clerks and Secretaries**

Full-time 12 month and Full-time 10 month: 35 hours per week, 7 hours per day, Monday thru Friday.

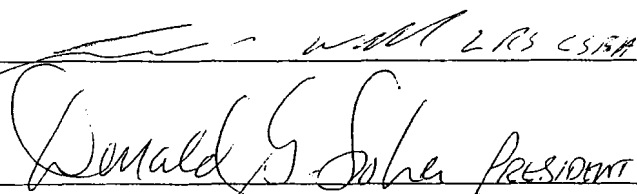
The non-school day schedule for secretaries and clerks shall be 6 ½ hours in length, normally 8:00 AM to 3:00 PM with a one-half hour lunch break.

This Amendment shall become effective immediately upon the date all parties set their hands:

For the **BOARD OF EDUCATION**, Southold Union Free School District

 date 1/29/08

For the **CIVIL SERVICE EMPLOYEES' ASSOCIATION, INC.** Local 1000 AFSCME, AFL-CIO

 PRESIDENT date 1-29-08  
Donald G. Sober date 29 JAN 2008

Proposed Memorandum Of Agreement language for inclusion in the 07-09 Contract  
between the  
**Southold Union Free School District**  
and the  
**Civil Service Employees Association, Local 1000 AFSCME, AFL-CIO**

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**ARTICLE VI, Salaries and Compensation cont.**

**STARTING SALARY SCHEDULE – 2007 / 2009**

<b>Position</b>	<b>2007-2008</b>	<b>2008-2009</b>
<b>Computer Lab Assistant</b>	<b>\$ 12.60</b>	<b>\$ 12.60</b>

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**ARTICLE VII  
Hours of Work**

1. Employees shall be paid for actual work for 52 weeks per year for full-time 12 month employees and 40 weeks (all regular school days students are in attendance, plus two additional days for staff development) for full-time 10 month employees. The following schedules shall be considered normal:

**e. Teacher Aides/Health Aides/Monitors/Computer Lab Assistant**

**Full-time 10 month:** 30, 32 ½, or 35 hours per week, 6, 6 ½, or 7 hours per day, Monday thru Friday.

**Part-time 10 month:** 20, 22 ½, or 25 hours per week, 4, 4 ½, or 5 hours per day, Monday thru Friday.

This Amendment shall become effective immediately upon the date all parties set their hands:

For the **BOARD OF EDUCATION**, Southold Union Free School District

Orin G. Colledge date 1/29/08

For the **CIVIL SERVICE EMPLOYEES' ASSOCIATION, INC.** Local 1000 AFSCME, AFL-CIO

Wall LRS CSBA date 1-29-08  
Donald S. John President date 29 JAN 2008

Proposed Memorandum Of Agreement language for inclusion in the 07-09 Contract  
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Page 15:

**ARTICLE VI, Salaries and Compensation cont.**

**STARTING SALARY SCHEDULE – 2007 / 2009**

<b>Position</b>	<b>2007-2008</b>	<b>2008-2009</b>
<b>Groundskeeper I</b>	<b>\$ 15.25</b>	<b>\$ 15.25</b>

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**ARTICLE VII**  
**Hours of Work**

1. Employees shall be paid for actual work for 52 weeks per year for full-time 12 month employees and 40 weeks (all regular school days students are in attendance, plus two additional days for staff development) for full-time 10 month employees. The following schedules shall be considered normal:

**d. Custodial Workers and Maintenance Mechanics and Groundskeepers**

Full-time 12 month: 37 ½ hours per week, 7 ½ hours per day, Monday thru Friday or Tuesday thru Saturday.

Full-time 10 month: 35 hours per week, 7 hours per day, Monday thru Friday or Tuesday thru Saturday.

Part-time 10 month: 25 hours per week, 5 hours per day, Monday thru Friday or Tuesday thru Saturday.

Night shift works a reduced schedule on school days, full day shift on non-school days (Sec.3). The non-school day schedule for custodial workers and maintenance mechanics shall be 7 ½ hours in length, normally 7:00 AM – 3:00 PM with a one-half hour lunch break. Custodial workers and maintenance mechanics hired after 6/30/97, or existing staff who voluntarily request such assignment, may be scheduled to work Tuesday thru Saturday. The Saturday schedule for such employee(s) will be 7 ½ hours per day, with payment for 8 ½ hours, the hours to be established by the CSO or his/her designee and the employee.

This Amendment shall become effective immediately upon the date all parties set their hands:

For the **BOARD OF EDUCATION**, Southold Union Free School District

date 1/29/08

For the **CIVIL SERVICE EMPLOYEES' ASSOCIATION, INC.** Local 1000 AFSCME, AFL-CIO

date 1-29-08  
 PRESIDENT date 29 JAN 2008



