# Collective Bargaining Agreement

between the

Greenburgh-North Castle Union Free School District

and the

Greenburgh-North Castle United Teachers

July 1, 2017 – June 30, 2020

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#### PREAMBLE

This agreement is made and entered into on October 18, 2018 in accordance with the terms of the parties Memorandum of Agreement for a Successor Collectively Negotiated Agreement by and between the Board of Education of Greenburgh-North Castle Union Free School District, Dobbs Ferry, New York (hereinafter called the "Board") and Greenburgh-North Castle United (hereinafter called the "Association") pursuant to Article 14 of the Civil Service Law.

#### **ARTICLE I - RECOGNITION**

The Board recognizes the Association as the exclusive representative of a bargaining unit consisting of all regular full-time employees and regular part-time employees working three full days per week or its equivalent in positions requiring professional certification except administrators, including Teachers, Guidance Counselors, Psychologists, Social Workers, Speech Therapists, employed by the Board. This unit shall also include the non-certificated title of regular full-time and part-time Teacher Aides and Transition Specialists working three full days per week or its equivalent for the Board, for the purpose of representing said members of the bargaining unit in negotiations and in the settlement of grievances as provided in Article 14 of the Civil Service Law, as amended.

The term "certificated staff," as used in this Agreement, refers to all certificated titles covered by the Recognition Clause except for Teacher Aides."

#### ARTICLE II - DUES DEDUCTION

- A. 1. The Board agrees to deduct from salary payment due the members of the bargaining unit and remit to the Association's bank account membership dues as authorized by any member of the unit in a written signed document. Such authorization shall be continuous unless revoked in writing.
  - 2. The Association will certify to the Board in writing the current rate of its membership dues. If the Association changes the rate it will so notify the Board in writing 30 days prior to the effective date of the change.
  - 3. All dues authorized to be deducted by documents received by or on file with the Board by September 15 in any school year shall be deducted commencing with the first paycheck of the school year, in 20 equal installments, and transmitted to the Association's bank account after each such deduction. Unit members hired after the first day of the school year will commence payment of Association dues with their first paycheck and continue through the 20<sup>th</sup> paycheck.
  - 4. The president of the Association will be notified, in writing, of any new employee hired into the bargaining unit within 10 working days of a new hire being cleared to work. All Association related forms will be filled out during the hiring process and forwarded to the Association President.

- 5. The Board agrees to deduct from salary premium payments due the insurance company sponsored by NYSUT. All requests for deductions must be in writing. Such authorizations shall be continuous unless revoked in writing. The Board is relieved of any responsibility for such monies after transmittal to NYSUT or its designee.
- B. Pursuant to Section 208.3 (b) of the Civil Service Law, the Board agrees to deduct from the wages of all members of the bargaining unit represented by the Association who have not filed dues deduction authorizations with the Board an amount equivalent to the amount of dues levied by the Association and to remit the sums so deducted to the Association except that any member of the bargaining Association who was in the employ of the Board on January 19, 1982 and who was not a member of the Association on that date shall not be required to pay dues. The pay periods for such deductions shall be in accordance with paragraph A above.
- C. The Board is relieved of any responsibility for such monies after transmittal to the Association.

#### ARTICLE III - ASSOCIATION RIGHTS

#### A. Use of School Facilities

- 1. The Association shall have the use of school buildings at reasonable times and without cost for Association meetings upon the request to the school office.
- 2. The Association shall have the use of specified bulletin boards at all campuses as agreed to by the Association and Superintendent, staff mailboxes and salary mailings for the distribution of notices, circulars and other material, with the knowledge and consent of the Superintendent. No member of the administration or clerical staff will assume responsibility for the posting or distribution of such material.
- 3. The Association shall be provided with a file cabinet and access to internet service to the extent available.
- B. Negotiation Meetings: If negotiation meetings between the Board and the Association are scheduled by mutual agreement during working hours, not more than seven (7) or less than three (3) representatives of the Association shall be relieved from regular duties without loss of pay to attend such meetings, with coverage provided for their classes. Such meetings in no event will be scheduled so as to unreasonably interfere with the school program.
- C. The Board will not discriminate against any member of the bargaining unit by reason of his or her membership or participation in the activities of the Association or his or her exercise of rights granted by this Agreement or by Law.

- D. Representation: Any employee, who is the subject of a potential disciplinary action and is scheduled to meet with an administrator or be questioned, will have the right to be accompanied to the meeting or questioning by a Association representative. Such representation will not interfere with the employer's legitimate prerogatives in conducting such investigation. The employer's right to a timely investigation shall not be jeopardized by unnecessary or undue delay, and in no event shall the delay be more than 24 hours. Such representation shall not apply to the employer's conduct of non-investigatory or non-disciplinary meetings with staff.
- E. Leave of Officers: The officers of the Association shall be entitled to a combined total of ten (10) days leave per year without loss of pay to attend to organizational matters. An officer requesting such leave shall give seven (7) days prior notice of the use of such days to the Superintendent, when possible. These days may be taken on the same day by the officers of the Association, or singly.
- F. Election as Retirement System Delegate: If a member is elected as a delegate to the New York State Retirement System, the Board shall pay his or her expenses to attend a meeting of such delegates once a year.
- G. The President of the Association will be provided copies of the Board minutes within five
   (5) working days of the Board's approval of said minutes.
- H. Proposed changes in the handbook will be shared with the local president. The notice will enable the Association to react with recommendations before any rules are voted on by the Board. All subsequent editions of the handbook will be dated.
- I. There will be separate seniority lists for the Westchester campuses (1) and Kaplan Academy (1). The District will provide the Association with complete seniority lists by October 15 of each school year and updated lists prior to the first summer school posting in the spring.
- J. The Association President shall be excused for up to three hours per week to conduct Association business. The building administrator shall be notified prior to use and a log of time taken will be maintained for administrative purposes

#### ARTICLE IV - HOURS AND LOAD

#### A. Work Day

- 1. The basic workday shall be a consecutive 6 hours and 45 minutes and shall run from 8:00 a.m. to 2:45 p.m. Actual classroom time shall be not more than the Commissioner's Regulations.
  - a. For new staff: At the time of hire, administrators will discuss with prospective staff members a work schedule reflecting the new school

hours (between the hours of 7:00 a.m. and 7:00 p.m.) in order to meet the needs of the District. For new full-time staff members, the hours will total the standard number of work hours set forth in the contract for full-time staff members.

- b. The new school hours: If the District requires them, would be determined at the date of hire and be reduced to writing, and shall not have to be consecutive. Thereafter, unit members working new school hours (i.e., those hired since August 31, 1997) may be required to work an alternate schedule provided that they are given one month's written notice.
- c. Current staff members may volunteer for the new school hours and be considered for them depending upon the needs of the District as determined solely at the discretion of the Superintendent.
- d. If the new school hours are agreed to voluntarily by the District, at the request of any existing staff member or based upon a District request for volunteers, the agreement must be reduced to writing.
- e. It is possible that a schedule for a current employee who has volunteered to change hours, based upon the new school hours, could be implemented for a specific time period only (for example, one or two semesters) based upon the needs of the District, after which a typical schedule would resume. Such schedules and time frames would be reduced to writing.
- f. Tenured employees who volunteer for modified hours extending for one year or more may within 30 work days after implementation of modified hours and no later, inform the school district that they wish to revert to pre-modified hours at the beginning of the next semester without penalty. The School District also has 30 workdays after implementation of modified hours, and no later, to inform employees that modified hours will end at the end of a semester.
- g. A committee comprised of two (2) members appointed by the Association and the Superintendent and/or his Designee, along with one other Designee, shall annually evaluate and provide a verbal report to the School Board, regarding the flexible schedule's effectiveness.
- h. Coaching positions will not be part of a member's regular responsibilities.
- i. All Teachers shall be entitled to one preparatory period per day.
- 2. All members of the bargaining unit shall be regularly allowed a 45 minute duty free lunch period. In the event of fiscal or programmatic needs, at the discretion of the Superintendent, members of the bargaining unit may be asked to provide lunch duty with pay. Payment will be made according to Appendix I. The District

will maintain a list of volunteers for lunch duty based, first, on seniority within the lunch program and, second, on seniority within the District.

- 3. All members of the bargaining unit may be required to attend one staff meeting per week, which shall begin as soon as the students are dismissed. The meeting will run no longer than 45 minutes. No staff member will be required to attend a meeting that is scheduled to begin more than 30 minutes after said members' basic workday ends.
- 4. In addition, certificated staff may be required to attend individual meetings with their supervisors. If such meeting is after school, it shall be limited to student disciplinary or health and safety issues.
- 5. All members of the bargaining unit may be required to attend not more than 2 evening meetings each school year.
- 6. Visits to classrooms during the workday will be scheduled through the school administration office.

#### B. Work Year

- 1. The work year shall be no more than 185 days. Beginning with the 2001-2002 school year, the Superintendent will have the discretion to establish one additional day during the school calendar year to be used for professional development, for a total of 186 days. If scheduled, the additional day will be compensated at the rate of 1/200 of the members' annual salary.
- Guidance Counselors will be required to work up to ten additional days between the end of the regular school year and Labor Day, to be compensated at the rate of 1/200<sup>th</sup> of his or her annual salary for each additional day worked. Such days will be scheduled prior to May 1<sup>st</sup>.
- 3. The calendar will be published by May 1<sup>st</sup> of each year for the following year. All scheduled half days will be identified on the published school calendar.
- 4. The day before Thanksgiving and the day before Christmas vacation will be half days for all bargaining unit members.

# C. Summer Program

- 1. Positions in the summer program, if run, will be offered to members of the bargaining unit before outside personnel are employed (See Appendix E).
- 2. The first posting of available positions will occur on or before March 15 of the year in which the positions are to be filled. Members of the bargaining unit will have five (5) business days from the date of the posting to respond. The District

will notify members of their employment status in writing and email no later than April 15. A second posting, if needed, will occur no later than May 1. Members will have five (5) business days to respond with notification of employment made no later than May 15. A third posting, if needed, will be on an as needed basis with a five business day response period. Notification of employment will occur no later than 10 days from posting.

3. On the basis of District-wide seniority, summer positions will be offered to all members of the bargaining unit based on their certification area. For all academies, employment will be based on District seniority within the buildings.

#### D. After School Program

 Positions for after school programs, athletics and clubs will be advertised and offered to school staff prior to outside personnel being employed.

# ARTICLE V - OBSERVATION, EVALUATION AND FILES

The parties agree to negotiate and implement any negotiated APPR plan as required by law. Further, the parties will follow the existing APPR plan until required to negotiate changes to such plan. In the event APPR is abolished by the legislature the District will revert to the observation and evaluation procedure contained herein.

#### A. Observation

- 1. Employees in positions requiring professional certification will be observed at least twice each year prior to May 1<sup>st</sup> in the first and second years of their probationary period and prior to April 1<sup>st</sup> in the third year of their probationary period. A pre-conference meeting will be held at least 48 hours in advance of the observation.
- 2. Prior to the post-observation conference, a certificated staff member will receive a draft of the observation report. The final observation report will be received by the certificated staff member within 15 working days of the post-observation conference. The certificated staff member shall sign a copy of the observation report to indicate only that he or she has seen it. If the certificated staff member neglects or refuses to sign the copy within five (5) days of the day he or she received it, the report may be placed in his or her file without a signature with a note indicating that the staff member has neglected or refused to sign it. A certificated staff member shall have the right to reply in writing to the observation report. This reply must be received within 15 working days or the staff member shall abate any claim. The reply will be placed in the certificated staff member's file along with the observation report.

- 3. Employees in positions requiring professional certification, hired on or before September 30<sup>th</sup> of a school year, will be notified by April 1<sup>st</sup> of their last probationary year as to whether or not the Superintendent plans to recommend them to the Board for appointment on tenure. Employees in positions requiring professional certification who are hired on or after October 1<sup>st</sup> of a school year and who are in their last probationary year will be given a minimum of 90 days' notice as to whether or not the Superintendent plans to recommend them to the Board for appointment on tenure.
- 4. Tenured staff members and Teacher Aides will be observed at least once each year or more at the discretion of the Superintendent. A pre-conference meeting will be held at least 48 hours in advance of the observation. If any observation report is prepared, the staff member shall sign a copy to indicate only that he or she has seen it. The observation report shall be signed by the staff member within five (5) days of the day he or she has received it, the report may be placed in his or her file without a signature with a note indicating that the staff member has neglected or refused to sign it. The staff member shall have the right to reply in writing to the observation report. This reply must be received within 15 working days or the staff member shall abate any claim. The reply will be placed in the staff member's file along with the observation report.

If no observation report is received by an employee in a position requiring professional certification within ten days of the time specified in this paragraph and paragraph 2 above, a signed letter stating the time and date of observation will be placed in that staff member's file by the observer or district. The filing of this notice will signify a satisfactory observation.

5. All monitoring or observation of the work performance of a member of the bargaining unit will be conducted openly and with the full knowledge of the member of the bargaining unit. Public address or audio systems and similar devices shall not be used for observation purposes. Only persons authorized by the Superintendent may put an observation report or an evaluation report in a teacher's file or aide's file.

#### B. Evaluation

Certificated staff, Transition Specialists and Teacher Aides will be given a copy of any evaluation report before it is placed in their personnel file. Certificated staff, Transition Specialists, and Teacher Aides shall sign a copy of the evaluation report to indicate only that they have seen it. If a member of the bargaining unit neglects or refuses to sign the copy, the procedure set forth in Section A 1 and 4 above shall be followed. A written reply to the evaluation report may be placed in the Teacher, Teaching Assistant's or Teacher Aides' file within 15 working days after receipt of the evaluation or the staff member shall abate any claim.

#### C. Files

- 1. No written complaints or material derogatory to a member of the bargaining unit's conduct, service, character or personality shall be placed in his or her file unless he or she has had an opportunity to read it. The member of the bargaining unit shall acknowledge that he or she has read such material by signing the copy to be filed with the understanding that such signature merely signified that he or she has read the material and does not necessarily indicate agreement with its content. If a member of the unit refuses to sign such material, the administrator will note "Refused to Sign" in a memoranda attached to the material.
- 2. Upon request by a member of the bargaining unit, he or she shall be given access to his or her file. However, a member of the bargaining unit may not have access to confidential material from a previous employer or from a college or university. A member of the bargaining unit may reproduce on the school premises any material in his or her file with the exception of confidential material. Such access must be scheduled and take place outside of the work day so as to not disrupt instruction.
- 3. A member of the bargaining unit shall have the right to reply to any material in his or her file. The reply shall be attached to the material in the file.
- 4. A member of the bargaining unit shall have the right to place notices of professional accomplishments in his or her file.
- 5. A yearly record of sick leave accrued and used shall be made and placed in the bargaining unit member's file.

# ARTICLE VI - TRANSFERS AND ASSIGNMENTS

#### A. Voluntary

- 1. All members of the bargaining unit who desire a transfer to another school or a change in assignment shall file a written statement setting forth their request with the Superintendent by March 1<sup>st</sup> of any school year.
- 2. Not later than 10 days after knowledge of a vacancy or the creation of a new position, the Superintendent shall post a notice of such vacancy or new position. By May 1<sup>st</sup> of each school year, the Superintendent shall post a list of all known vacancies or new positions for the following school year.
- 3. No assignment of new bargaining unit members shall be made for the following school year until all pending requests for transfers or reassignments have been approved or disapproved by the Superintendent.

4. Members who voluntarily transfer to Kaplan Academy will be placed on the Kaplan salary schedule two steps above their current step.

# B. Involuntary [APPLICABLE TO CERTIFICATED STAFF ONLY]

- 1. Notice of an involuntary transfer or reassignment shall be given to all members of the bargaining unit not later than 30 days before the transfer or reassignment except in situations such as educational necessity, death of a staff member, employment termination, extended illness or fiscal necessity requiring immediate action.
- When involuntary transfer or reassignment is necessary, the Superintendent, at his/her sole discretion, may request volunteers. A certificated staff member's area of competence, quality of teaching performance, length of service in the School District and the specific requirements of the position will be considered in determining which staff member is to be transferred or reassigned. However, the final decision shall be made in the sole discretion of the Superintendent.
- Certificated staff members will not be transferred or assigned outside their tenure area without their consent.
- 4. Any involuntary transfer or reassignment will be made only after a meeting between the staff member involved and the Superintendent, or his/her designee, at which time the staff member will be informed of the reasons therefore.
- 5. Transfers or assignments will be made without regard to race, creed, color, religion, nationality, sex, marital status or age except that nothing herein is intended to waive any rights the Board may have under the New York State Teachers' Retirement System Law.
- 6. Members may not be involuntarily transferred to or from Kaplan Academy.

#### ARTICLE VII- LEAVES OF ABSENCE

#### A. Leaves of Absence with Pay

#### 1. Sick Leave

- a. Allotment
  - i. Certificated staff: Full time ten month certificated staff shall be granted fifteen days of sick leave each year. For those members of the bargaining unit hired after February 3, 2011, such sick leave will be accrued monthly at the rate of 1.5 days per month during a member's first two years of employment; thereafter, annual sick leave will be credited to the member's leave balance at the start of the school year. Those members of the

bargaining unit working less than 10 months will receive one day of sick leave for each cumulative full month of employment.

- ii. Teacher Aides: Teacher Aides shall be granted five days of sick leave each year. Annual sick leave will be credited to the Teacher Aide's leave balance at the start of the year or upon hire. Teacher Aides who begin District service at any time other than the start of the school year shall have their sick leave credit prorated at the rate of .5 day for every month of the school year elapsed.
- iii. <u>Transition Specialists</u> Transition Specialists will be granted five (5) sick days annually.

#### b. Accumulation

Unused sick leave for all bargaining unit members may accumulate to 200 days, except that any member of the bargaining unit who had accrued 200 or more days as of January 1, 2001 will be able to continue to accrue up to 225 days. All such days shall be available for use by the bargaining unit member.

Once a member exceeds 200/225 days any additional days will be allocated to that individual's retirement pay bank. Sick days in excess of 200/225 may accumulate in the retirement pay bank without limit. Days allocated to the retirement pay bank may not be withdrawn; these are strictly for calculation of sick leave payout upon retirement.

Each member of the bargaining unit who retires after fifteen years' service to the District will be compensated for up to 200/225 accumulated days at a rate based on total accumulation as follows: from 1 to 100 days = \$50/day; from 101 to 150 days = \$60/day; from 151 to 200 days = \$70/day; from 201 to 250 days = \$80/day; from 251 to 300 days = \$90/day; in excess of 300 days = \$100/day.

- c. Sick Leave Extended Illness During an extended illness of over 10 days, a member of the bargaining unit is required to call the Superintendent's Office weekly unless excused by the Superintendent.
- d. For illnesses of three or more school days, or any school day that falls the day before or the day after a holiday, a doctor's certificate must be forwarded to the Superintendent no later than the 5<sup>th</sup> day of absence, unless prevented by hospitalization or incapacity, even if the employee continues on sick leave. Additional requests by the Superintendent for medical documentation of extended illnesses must be met within 10 school days of the request. All bargaining unit employees will be required to file for short term disability benefits for absences of more than five school days, regardless of the number of unused sick days in an employee's bank. Short-term disability applications must be submitted to the District within thirty calendar days.

The Personnel office will issue the necessary paperwork to the employee on or about the tenth day of absence or notice of absence.

Upon return from extended illness, the employee's sick leave accumulation will be reimbursed the sick leave used in correlation to the disability benefits paid to the District. If an employee has no accumulated sick leave, the disability compensation will be forwarded directly to the employee during the extended illness.

- e. Sick Leave Bank Effective September 1, 2011, the District shall provide a voluntary Sick Leave Bank for bargaining unit members who have exhausted all their accumulated sick leave and are hospitalized, convalescing after being hospitalized, or have suffered serious incapacity or disability. Operating Guidelines for the Sick Leave Bank are set forth in Appendix K.
- f. Summer School Sick Leave Members of the bargaining unit will be allowed two sick days. These days may not be used before or after a holiday or the first or last day of summer school. These days are not to be deducted from sick leave. Any unused sick days will be placed in the employee's individual sick bank. If a member is absent for more than one day during the summer school session, whether or not consecutive, the member is required to provide the District with a doctor's note upon return from that absence. Members absent for five or more days during the summer school session for any reason other than bereavement, hospitalization or other absence acceptable to the District, will not receive seniority for that summer school session for the purpose of future summer school employment.

#### 2. Bereavement Leave

Up to five (5) days bereavement leave will be allowed in the event of the death of a certificated staff members' immediate family. Up to three (3) days bereavement leave will be allowed in the event of the death of a member of a Teacher Aide's and Transition Specialist's immediate family.

"Immediate family" includes spouse, domestic partners (two persons, unmarried, of either sex, living together in a committed relationship), children, brothers, sisters, parents, and parents of spouse or a person standing in loco parentis to the members of the bargaining unit.

This is not to be charged to sick leave.

In the event of the death of a relative (not "immediate family") of a member of the bargaining unit, bereavement leave will be allowed and charged to personal leave, subject to the advance approval of the Superintendent, as follows: Certificated staff 5 days; Teacher Aides and Transition Specialists, 3 days.

#### 3. Personal Leave

Up to five (5) days leave each school year will be granted to Certificated staff and up to two (2) days for Transition Specialists for personal business which cannot be conducted on a non-school day or after work hours. Three days of this leave for Certificated Staff and two days for Transition Specialists will only be granted upon approval of the Superintendent on application to him or her setting forth the reason for the leave. Application shall be made 48 hours in advance of the day of leave except in an emergency. A member of the bargaining unit who has an "emergency" prior to or following a holiday or school vacation may be permitted to charge a day to personal leave, provided that the Superintendent, in his or her opinion, receives sufficient verification to validate such an emergency. Two days of this leave will only require notice to the Superintendent. Unused personal leave days will be credited to accumulated sick leave at the end of each school year.

Teacher Aides may utilize 2 sick leave days each school year for personal business as defined above. Sick leave days used by Aides for personal leave will only be granted upon approval of the Superintendent on application to him or her setting forth the reason for the leave. Application shall be made 48 hours in advance of the day of leave except in an emergency. An Aide who has an "emergency" prior to or following a holiday or school vacation may be permitted to charge a day to personal leave, provided that the Superintendent, in his or her opinion, receives sufficient verification to validate such an emergency.

#### Parental Leave

All members of the bargaining unit may take up to 5 available personal days plus 5 available sick days for a total leave of 10 days following the birth or legal adoption of a child, to commence no more than two weeks after the birth or legal adoption of child.

#### 5. Jury Duty Leave

All members of the bargaining unit are entitled to a leave of absence for jury duty so long as the member submits documentation from the Court to the Superintendent not less than 72 hours prior to the start of jury duty. A member of the bargaining unit will inform the Superintendent when he or she is notified of jury duty. The members of the bargaining unit will receive their regular salary while on jury duty but shall remit to the Board payment received for jury duty, exclusive of travel reimbursement.

#### B. Leaves of Absence Without Pay

Child Care Leave - Child care leave will be granted for up to two (2) years upon request. Such leave must commence no late than six (6) months after the birth or adoption of a child. Leave will not be granted under this clause to both parents during the same period. Written statement of intention to return shall be sent by

the members of the bargaining unit to the Superintendent 6 months prior to the planned date of return.

- 2. <u>Leave at the discretion of the Board</u> A leave of absence for up to 2 years may be granted by the Board at its sole discretion for good and sufficient reason. Wherever possible, the leave should be requested annually prior to April 1<sup>st</sup>.
- 3. Except as otherwise provided in this Article, all requests for leave shall be made to the Superintendent in writing at least 30 days prior to the date requested for the commencement of the leave except in an emergency. Response to the request shall be given in writing.
- 4. If permitted, the Board will facilitate payment by the members of the bargaining units of the premiums for health insurance while the members of the bargaining unit are on leave.
- 5. All benefits or leave to which a member of the bargaining unit was entitled at the time his or her leave of absence commenced shall be restored to him or her upon return. If the member of the bargaining unit left prior to February 1<sup>st</sup>, he or she shall be placed on the same salary step he or she was on at the time he or she left on the leave. If the leave commenced on or after February 1<sup>st</sup>, the member of the bargaining unit shall be placed one step higher on the salary schedule upon his or her return.

#### ARTICLE VIII - COMPENSATION AND PAY SCHEDULE

#### A. Compensation

#### 1. Certificated staff

a. In the event that the District qualifies for a Trend Factor or rate increase that improves the District's Net Revenues by .5% or greater, the District will provide each member of the bargaining unit with a non-recurring Cost of Living Adjustment (COLA) increase equal to such percentage.

Salary Schedules (attached as Appendix A, Westchester campuses, and Appendix B, Kaplan Academy) are attached.

"Effective July 1, 2018, certificated members of the bargaining unit shall receive a 1% increase, plus step.

"Effective July 1, 2019, certificated members of the bargaining unit shall receive a 1% increase plus step."

 Effective 2015-16, and thereafter, unless modified by subsequent negotiations, step movement for teachers, guidance counselors and clinical staff, shall occur each July
 1.

- c. A 3.0% salary increase will be provided to any bargaining unit member, with a Master's Degree plus at least 24 credits who obtains a National Certification.
- d. Longevity Increments: All certificated staff who have completed four years at the maximum step will receive a longevity increment in the amount of \$2,825. This payment will be made in all subsequent years. At the completion of eight years at the maximum step, all certificated staff will receive an additional \$2,825. This payment of \$5,650 will be paid for all subsequent years. At the completion of twelve years at the maximum step, all certificated staff will receive an additional \$1,825 increase. This payment of \$7,475 will be paid for all subsequent years. Certificated staff hired on or after January 1, 2001 will be required to have a minimum of eight years' service in the District before receiving the first longevity increase.
- e. All salary percent increases will be rounded off to the closest dollar.
- f. Summer Program salaries for Certificated staff shall be attached as Appendix C
- g. Compensation for Extra Duty Athletic assignments made during the term of this Agreement shall be compensated according to the attached schedule (Appendix J) effective July 1, 2010.
- h. The Greenburgh North Castle Union Free School District Mentoring Program, dated February 1, 2011, will be effective September 1, 2011.

#### 2. Teacher Aides

- (a) The hourly wages for Tcachcrs Aides hired prior to September 1, 2018 shall be as follows:
  - Effective July 1, 2018 \$16.25 per hour.
  - Effective July 1, 2019 \$16.50 per hour.
- (b) The hourly wage for Teacher Aides hired on or after September 1, 2018 shall be as follows:
  - Effective July 1, 2018 \$16.15 per hour.
  - Effective July 1, 2019 \$16.25 per hour.

Teacher Aides shall be entitled to an additional \$12.50 per session when providing substitute teaching service. A session is defined as three periods. Teacher Aides who substitute for a teacher for 21 or more consecutive days will be compensated at the rate of \$18.50 per session retroactive to the date of the first session.

#### 3. Transition Specialists

- (a) Transition Specialists shall have a ten month work year.
- (b) Transition Specialists hired prior to September 1, 2018 shall, effective September 1, 2018, be paid an annual salary of \$31,500. Effective July 1, 2019, Transition Specialists shall be paid an annual salary of \$32,472.
- (c) Transition Specialists hired on or after September 1, 2018, shall, effective September 1, 2018, be paid an annual salary of \$30,850. Effective July 1, 2019, Transition Specialists shall be paid a salary of \$31,815.
- 4. Staff selected as Curriculum Leaders will receive an annual stipend of \$1,200, of which \$600 shall be paid at the end of the fall semester and \$600 at the end of the spring semester. Curriculum Leader selection procedures and responsibilities are outlined in Appendix J.
- B. Certificated staff who teach a credit bearing course beyond their regular workday will be compensated at an hourly rate equal to their regular hourly rate, based on a work year of 200 days and a workday of 6.75 hours (1,350 hours per year).

#### C. Reimbursement for Use of Automobile

Members of the bargaining unit shall be reimbursed for authorized use of their personal vehicles. The rate of reimbursement for a particular school year shall be based on Federal IRS guidelines in effect on July 1<sup>st</sup> of the school year and shall continue in effect until July 1<sup>st</sup> of the next school year. Claims for such reimbursement shall be submitted on forms provided by the Board, no later than 30 days after the last day of the month in which the expense was incurred.

#### D. Pay Schedule

- Paychecks will be issued on the 15<sup>th</sup> and 30<sup>th</sup> of each month for a total of 24 pay periods. Every reasonable effort will be made to issue checks by 11:00 a.m. on the designated pay date.
- 2. Method of payment for 10 month members of the bargaining unit: A member of the bargaining unit may elect to receive his or her pay checks on the basis of 20 pay periods instead of the standard 24 pay periods."
- 3. Direct Deposit Option: Each member of the bargaining unit may elect at any time to have his/her check directly deposited to the bank of his/her choice.

#### E. Retirement Pay

Members of the bargaining unit who retire after 15 years of service to the District shall be paid, upon retirement, for each unused day of sick leave in their personal accumulation up to

a maximum of 165 days. Certificated staff and Transition Specialists shall be paid \$56 per day; Teacher Aides shall be paid \$35.00 per day.

#### F. Education Credit

- 1. Teacher Aides will receive an increase of \$18.00 for each approved college credit taken and completed following their employment by the School District. The District will provide a form for the approval of coursework which must be submitted to the Superintendent prior to the start of any coursework. See Appendix F. The Superintendent shall respond to such requests within five business days. Such approval shall not be unreasonably denied. Teacher Aides shall not begin coursework until after receipt of the Superintendent's approval. The increase will be retroactive to the date of issuance of an official transcript of course work from the granting institution, and will be added to the yearly salary before the percentage increase is computed.
- 2. Approved in-service credits will be allowed toward salary adjustments up to six (6) inservice credits for a 12-credit lane change or nine (9) in-service credits for an 18 credit lane change in accordance with the attached salary schedule. In order to reach MA+72 a Teacher may make a claim upon completion of 18 graduate credits that have been completed as a result of actually attending classes in a graduate program (correspondence courses and independent study will not be accepted). Graduate courses must have prior approval of the Superintendent.
- 3. The School District will reimburse the fees for approved SETRC in-service courses. Any other in-service courses that are approved will be reimbursed. The fee not to exceed the above-mentioned SETRC fee up to a limit of \$60.00 per course.
- 4. If the District pays for an in-service course, which is not completed, the staff member will reimburse the District the cost except in the event of an emergency or illness.
- 5. The District will offer at least one in-service program per semester. Members of the bargaining unit will be surveyed for ideas for possible in-service programs. This program will not be allowed toward salary adjustments.

#### ARTICLE IX - INSURANCE

#### A. Group Health Insurance

- 1. Effective July 1, 2018 certificated unit members and Transition Specialists shall contribute 11% of the applicable monthly health care premium cost for individual and family health insurance with a cap of \$1,500 (individual) / \$3,400 (family).
- 2. Effective July 1, 2019, certificated unit members and Transition Specialists shall contribute 13% of the applicable monthly health care premium cost for individual and family health insurance with a cap of \$1,850 (individual) / \$4,350 (family)

- 3. Effective January 1, 2015, Teacher Aides shall be eligible to participate in the District's group health insurance. Teacher Aides who elect individual coverage will receive an employer contribution of 25% of the applicable monthly health care premium cost. Teacher Aides who elect family coverage shall pay 100% of dependent coverage.
- 4. Eligible members of the bargaining unit will be covered by New York State Empire Plan. The Board shall have the option and may elect to change health insurance carriers during the term of this Agreement. This option may be exercised so long as the benefits provided by any new carrier under any new plan shall not be diminished and are at least equivalent to those offered at the time of conversion through the State Empire Plan. At the option of the members of the bargaining unit, \$1,500 will be paid to employees eligible for individual coverage and \$2,000 will be paid to employees eligible for family coverage in lieu of benefits upon employment or by June 30th of the preceding school year (See Appendix F).
- 5. All members of the bargaining unit shall be required to have an annual physical examination. This examination will be provided by the school physician or by the bargaining unit member's own physician, at the expense of the bargaining unit member.
- 6. Health Insurance Retirees [APPLICABLE TO CERTIFICATED STAFF AND TRANSITION SPECIALISTS ONLY]
  - a. Individual Insurance The District will pay:
    - (1) 60% of the individual premium cost for continued health insurance for members of the bargaining unit hired prior to July 1, 2007 who have completed 10 years of service.
    - (2) 60% of the individual premium cost for continued health insurance for members of the bargaining unit hired on or after July 1, 2007 who have completed 15 years of service.
    - (3) 100% of the individual premium cost for members who have completed 20 years of service.
  - b. Family insurance see Appendix G.

#### B. Group Life Insurance

The district shall pay the full cost of Group Life Insurance in the face amount of 100% of the salary for each member of the bargaining unit, rounded up to the next higher \$1,000 if not already a multiple thereof, to a maximum of \$150,000 effective January 1, 2008. Life

insurance policy and certificate numbers for eligible members will be included as part of the members' employment status reports.

#### C. Group Dental Insurance

The Board shall provide group dental insurance coverage at no cost for certificated staff and Transition Specialist that work at least 4/5<sup>th</sup> time or teach 19 or more class periods. Coverage will become effective on the first day of the month following completion of 30 days of service. Certificated staff may also obtain coverage for eligible family members by contributing 50% of the applicable premium cost.

The Human Resources Department will provide new certificated staff with information about plan benefits and enrollment forms as part of the pre-employment process.

#### D. Worker's Compensation

Worker's compensation insurance is provided through the State Insurance Fund for all members of the bargaining unit. This insurance provides medical coverage for any member of the bargaining unit injured in the performance of job related duties. In addition, compensation payments for a member of the bargaining unit who is disabled for more than 14 days may be payable as determined by the Workers' Compensation Board.

Any member of the bargaining unit who is injured on the job must report his/her injury immediately on the day it occurs to the District office.

# 1. Salary Payment for Workers' Compensation Disability

The following policy will apply for salary payment to any member of the bargaining unit receiving a job related injury.

# (A) Under three (3) years' service

- A member of the bargaining unit may use accumulated sick time for absence from work. Any salary payment awarded by Workers' Compensation will be credited to sick leave.
- If a member of the bargaining unit has no sick leave, the member of the bargaining unit may receive compensation directly from the Workers' Compensation Board, if so awarded.

# (B) Over three (3) years' service

 A member of the bargaining unit who has worked in the School District for over three years may use accumulated sick time for absence from work; however, the member will be compensated in full (made whole) by the District for up to four (4) weeks' (20 work days) absence, regardless of the amount of accumulated sick leave available. The District will receive any payment made by Workers' Compensation Board to the employee.

- 2. In an absence of over 4 weeks, Section A1 above will apply.
- 3. In the event of no further accumulated sick leave, Section A2 above will apply.

#### E. Disability Insurance

New York State Disability Insurance is provided for all members of the bargaining unit. It provides payment of benefits to members of the bargaining unit who become disabled because of off the job injury, sickness or for disability arising from a pregnancy.

Disability benefits are payable after two weeks of absence and are credited against the bargaining unit member's sick leave, If no sick leave exists, a member of the bargaining unit will receive the disability benefits directly.

The maximum disability benefit is for 26 weeks within any 62 consecutive week period.

#### ARTICLE X - TEACHER AIDE SPECIFIC PROVISIONS

- A. Teacher Aides shall be allotted 3 sick days per year at the start of each school year.
- B. Teacher Aides shall be allotted 2 personal days per year at the start of each school year.
- C. Teacher Aides will be paid for days when the District closes due to weather related conditions, not to exceed 185 days for the 10 month period.

#### <u>ARTICLE XI – PROTECTION OF STAFF</u>

A. Members of the bargaining unit will immediately report in writing to the Superintendent through their supervisors all cases of assault suffered by them in connection with their employment.

The Superintendent and the Board will comply with any reasonable request from the members of the bargaining unit for information in their possession relating to the assault, and will act in appropriate ways as a liaison between the members of the bargaining unit, the police and the courts.

The District shall save harmless any loss to members of the bargaining unit's personal property that is stolen or damaged when that member of the bargaining unit has been given written permission to use his/her personal property in the carrying out of his/her duties by the school principal.

The Board will continue to provide Workers' Compensation Insurance for members of the bargaining unit.

Before placement in the classroom, all academic screening will be completed with the results shared with the teacher. The first day in the classroom will be planned in advance and a student should not be placed in a classroom without the teacher's knowledge.

B. Greenburgh-North Castle is not responsible for the loss, damage or theft of personal property, and employees are advised not to carry unnecessary amounts of cash or other valuables with them when they come to work.

The District recognizes that staff may need to bring certain personal items to work. In the event that your personal property suffers damage caused by residents or clients of one of our programs, the District will evaluate the damage on an individual basis within the following guidelines:

Damage to personal property must be reported to a supervisor in writing. This report must indicate the resident or client causing the damage, the extent of the damage, and the estimated cost of repair or replacement. Upon receipt of this report, the supervisor will collect the damaged property for review and the supervisor will adhere to the following procedures:

- 1. Determine if it was necessary and/or appropriate for the employee to bring the damaged property onto the work site.
- 2. Determine if appropriate caution was exercised in protecting the item.
- 3. Determine if the damaged item was insured.
- 4. After examining all aspects of the damage, the supervisor will forward the information to the Superintendent with a recommendation regarding the request for payment. The Superintendent will decide within ten (10) days of receipt.

The District reserves the right to reimburse all, part or none of the value of the damaged property. The total amount to be reimbursed in a fiscal year is not to exceed \$2,000 for all unit members in the aggregate. Unused portions of the amount may not be carried over into following fiscal years.

C. Tuberculosis testing will be made available to any employee who requests it at no expense to the employee. Such testing shall be conducted at the Dobbs Ferry Infirmary outside of the employee's normal working hours.

#### ARTICLE XIII - GRIEVANCE PROCEDURE

It is the declared mutual intention of the parties to this Agreement to make a sincere and determined effort to resolve all grievances in an informal way and at the earliest level possible.

#### A. Definitions

- 1. "Grievance" shall mean a complaint by a member of the bargaining unit that as to him or her there has been a violation, misinterpretation, misapplication or inequitable application of the previsions of this Agreement.
- 2. "Grievant" shall mean an individual member of the bargaining unit or group of members of the bargaining unit having the same grievance. The Association may bring a grievance at Level II if it affects a group of bargaining unit members and cannot be resolved by the authority of Level I.

#### B. Level I - Informal State

Within 15 days of the action complained of, a member of the bargaining unit may present his or her grievance, orally or in writing, in person or through a representative of the Association to his or her supervisor. The supervisor shall respond, either orally or in writing, to the member of a representative within ten (10) calendar days.

#### C. Level II - Superintendent

- 1. If the grievance is not satisfactorily resolved at the Informal Stage, within 10 days after the decision of the supervisor, the grievant may appeal such decision to the Superintendent. The appeal must be in writing and must set forth the action complained of and the specific clause or clauses of this Agreement alleged to have been violated.
- 2. The Superintendent shall hold a meeting with the grievant no later than five (5) days after receipt of the appeal and shall render a decision in writing no later than five (5) days after such meeting,

#### D. Level III - Board of Education

- 1. If the grievance is not satisfactorily resolved at Level II within five (5) days after the Superintendent's decision, then the grievant may appeal the decision to the Board in writing.
- 2. The Board shall designate a representative to meet with the grievant. The Board shall hold such meeting within seven (7) days of the receipt of the appeal. (Receipt by the Superintendent shall constitute receipt by the Board). A majority of the Board shall render its decision in writing, setting forth its reasons, not later than 10 days after such meeting.
- 3. If the Association does not represent the grievant at this Level, the Superintendent shall furnish the Association with a copy of the appeal from Level II together with notice of the date of the meeting between the grievant and the Board representative. The Association may be present at such meeting to state its views.

#### E. Level IV - Arbitration

- 1. If the grievance is not satisfactorily resolved at Level III, within five (5) days after the decision of the Board, the Association may submit the grievance to arbitration. Selection of the arbitrator and the proceedings are to be governed by the Public Employment Relations Board or the Federal Mediation and Conciliation Service.
- 2. The decision of the arbitrator shall be final and binding.
- 3. The arbitrator's charges shall be shared equally by the parties.
- 4. The arbitrator shall not have the authority to add to, modify, detract from or alter in any way the provisions of this agreement or supplement thereto.

#### F. General

- 1. No reference to or record of a grievance shall be placed in the gricvant's file.
- 2. Hearings required by the grievance procedure will be held after the workday. If the parties mutually agree to hold such hearings during the workday, witnesses will be excused from their duties as necessary without loss of pay.
- 3. There will be no discrimination resulting from the use of this procedure against a grievant or an officer or member of the Association.

#### ARTICLE XIV - BOARD OF EDUCATION RIGHTS AND RESPONSIBILITIES

#### A. Board of Education Rights

It is understood that the District shall retain discretion to establish and change policies, rules and regulations concerning the educational program, provided such policy, rules and regulations do not conflict with any provision of this agreement. In accordance with Article III, Paragraph H, the District shall advise the Association in advance of any such policy, rule or regulation change and its implementation in order to provide the Association an opportunity to confer with the District and to provide any input it deems useful before such implementation.

"Except as specifically abridged, granted, or modified by this agreement, all of the rights, powers, and authority held by the School Board prior to the effective date of said agreement are retained by the School Board."

#### B. Hiring Process

As part of the hiring process, each building may create a panel consisting of at least three persons, at least two of whom are members of the bargaining unit, to interview the

#### candidates, as follows:

- 1. The Administration will initially screen all applicants and afford the panel the opportunity to interview only those candidates selected by the Administration.
- 2. An administrator will chair the panel.
- 3. The administration will use its best efforts to provide the panel with two weeks notice to interview the candidates.

#### ARTICLE XV - MISCELLANEOUS PROVISIONS

- A. It is agreed by and between the parties that any provision of this agreement requiring legislative action to permit its implementation by amendment of law or by providing the additional funds therefore shall not become effective until the appropriate legislative body has given approval.
- B. The Association recognizes that the Board of Education is legally charged with the responsibility of establishing policies governing the operation of the school system. In an effort to assist with that responsibility, the Administration agrees to periodically meet with a committee of up to three bargaining unit members, before or after school hours or on days when regular classes are not in session, to discuss educational policies or programs.
- C. The parties acknowledge that they have a duty to negotiate certain terms and conditions of employment pursuant to the provisions of Education Law Section 3012-c. Therefore, those subjects of negotiation required by 3012-c shall remain open between the parties following ratification of this Agreement.

# ARTICLE XVI – DURATION AND NEGOTIATIONS FOR A SUCCESSOR AGREEMENT

#### A. Duration

This Agreement shall be effective as of July 1, 2017 except as otherwise provided herein, and shall remain in full force and effect until June 30, 2020. It shall constitute the sole and binding Agreement between the parties and shall not be reopened, altered, added to, deleted from or modified except through the voluntary consent of both parties by written and signed amendment.

#### B. Negotiations for a Successor Agreement

On or about February 1, 2017, the parties will enter into good faith negotiations for a successor agreement to this agreement.

In witness whereof, the undersigned parties have duly executed this agreement on the day and year indicated:

Greenburgh-North Castle United

asident Date

Vice-President Date

Greenburgh-North Castle Union Free School District

President, Board of Education

Superintendent

#### INSERT APPENDICES

A - Certificated staff and Transition Specialists' Salary Schedules (Westchester)

B - Certificated staff and Transition Specialists' Salary Schedules (Kaplan)

C-Summer School Salary Schedules

Appendix A: Westchester Salary Schedule

# Westchester 2018 - 2019

											The second name of the second na
Step	BA	BA +18	BA + 36	MA	MA + 18	MA + 24	MA + 36	MA + 48	MA + 54	MA + 60	MA + 60 PHD/MA72
	55,084	57,960	60,821	61,784	63,697	64,653	66,582	68,379	69,230	70,080	71,579
	57,034	59,973	62,903	63,887	65,844	66,821	68,709	70,505	71,356	72,206	73,705
8	59,015	61,997	64,975	65,970	67,955	68,946	70,807	72,601	73,453	74,303	75,801
4	61,197	64,124	67,350	68,135	70,139	71,137	72,983	74,775	75,626	76,476	279,77
5	62,979	66,044	69,119	70,137	72,179	73,196	75,004	76,793	77,646	78,497	79,994
9	65,561	68,378	72,099	72,463	74,508	75,519	77,335	79,123	79,974	80,823	82,323
_	67,649	70,713	73,787	74,805	76,852	77,871	79,681	81,476	82,326	83,177	84,675
8	69,991	73,050	76,113	77,139	79,190	80,215	82,012	83,812	84,663	85,513	87,009
6	72,325	75,394	78,455	79,476	81,520	82,541	84,349	86,143	86,993	87,843	89,342
10	75,697	78,021	81,083	82,109	84,165	85,204	87,013	908'88	89,657	90,206	92,005
11	0	81,453	83,551	84,737	86,774	87,802	89,608	91,401	92,252	93,105	94,604
12	0	0	86,330	87,355	89,404	90,428	92,231	94,029	94,878	92/136	97,228
13	0	0	88,967	89,990	92,030	93,054	94,863	96,656	97,507	658'86	93'86
14	0	0	91,603	92,621	94,656	92,678	97,488	99,285	100,134	100,134 100,983	102,483
15	0	0	94,225	95,268	97,286	98,306	100,115	101,909	102,759	103,610	105,107
16	0	0	96,850	97,872	99,917	100,943	102,745	104,546	105,395	106,244	107,741
17	0	0	100,468	101,502	103,571	104,603	106,430	108,243	109,100	109,958	111,469
18	0	0	101,472	102,517	104,607	105,649	107,494	109,325	110,191	111,057	112,583

No Bargaining Unit Member to be added to this lane

No Bargaining Unit Members to be added to these lanes except members in lane MA 36 as of September 1, 2011 Available to all members except members in lane MA 36 as of September 1, 2011

(\* \* \*) (\* \* \*)

Step Movement & 1%

Vision, Individual 0%....Family 50% (same as dental) Health Insurance 11% Contribution

Any member on step 1 for the 2018/2019 School Year will move to step 4 for 19/20

# Westchester 2019 - 2020

BA         BA+18         BA+36         MA           55,635         58,539         61,429         62,402           57,604         60,573         63,532         64,525           59,605         62,617         65,625         66,630           61,809         64,765         68,023         68,816           63,608         66,704         69,811         70,839           66,217         69,062         72,820         73,188           68,325         71,420         74,524         75,553           70,691         73,781         76,874         75,553           73,048         76,148         79,239         80,271           76,454         78,802         81,894         82,930           0         82,268         84,387         85,584           0         0         87,193         88,228           0         0         87,193         88,228           0         0         89,857         90,890           0         92,519         93,547	MA + 18 MA	MA+24 MA+36	MA + 48		The state of the s	The second secon
55,635       58,539       61,429       62,402         57,604       60,573       63,532       64,525         59,605       62,617       65,625       66,630         61,809       64,765       68,023       66,816         63,608       66,704       69,811       70,839         66,217       69,062       72,820       73,188         68,325       71,420       74,524       75,553         70,691       73,781       76,874       77,910         73,048       76,148       79,239       80,271         76,454       78,802       81,894       82,930         0       82,268       84,387       85,584         0       82,268       84,387       85,584         0       82,268       84,387       85,584         0       82,268       84,387       85,584         0       82,268       84,387       85,288         0       82,268       84,387       85,289         0       89,857       90,890         0       92,519       93,547	The second state of the second state of the second second		The second second second second		MA + 54   MA + 60   PHD/MA72	PHD/MA72
57,604         60,573         63,532         64,525           59,605         62,617         65,625         66,630           61,809         64,765         68,023         68,816           63,608         66,704         69,811         70,839           66,217         69,062         72,820         73,188           68,325         71,420         74,524         75,553           70,691         73,781         76,874         77,910           73,048         76,148         79,239         80,271           76,454         78,802         81,894         82,930           0         82,268         84,387         85,584           0         0         87,193         88,228           0         0         87,193         88,228           0         0         87,193         88,528           0         0         92,519         93,547	64,334 65,300	00 67,248	69,063	69,923	70,781	72,294
59,605         62,617         65,625         66,630           61,809         64,765         68,023         68,816           63,608         66,704         69,811         70,839           66,217         69,062         72,820         73,188           68,325         71,420         74,524         75,553           70,691         73,781         76,874         77,910           73,048         76,148         79,239         80,271           76,454         78,802         81,894         82,930           0         82,268         84,387         85,584           0         0         87,193         88,228           0         0         87,193         88,228           0         0         87,193         88,228           0         0         89,857         90,890           0         92,519         93,547	66,502 67,489	962'69 68	71,210	72,070	72,928	74,442
61,809         64,765         68,023         68,816           63,608         66,704         69,811         70,839           66,217         69,062         72,820         73,188           68,325         71,420         74,524         75,553           70,691         73,781         76,874         77,910           73,048         76,148         79,239         80,271           76,454         78,802         81,894         82,930           0         82,268         84,387         85,584           0         0         87,193         88,228           0         0         87,193         88,228           0         0         89,857         90,890           0         0         92,519         93,547	58,635 69,635	35 71,515	73,327	74,187	75,046	76,559
63,608         66,704         69,811         70,839           66,217         69,062         72,820         73,188           68,325         71,420         74,524         75,553           70,691         73,781         76,874         77,910           73,048         76,148         79,239         80,271           76,454         78,802         81,894         82,930           0         82,268         84,387         85,584           0         0         87,193         88,228           0         0         87,193         88,228           0         0         89,857         90,890           0         0         92,519         93,547	70,841 71,848	48 73,713	75,523	76,383	77,241	78,755
66,217         69,062         72,820         73,188           68,325         71,420         74,524         75,553           70,691         73,781         76,874         77,910           73,048         76,148         79,239         80,271           76,454         78,802         81,894         82,930           0         82,268         84,387         85,584           0         0         87,193         88,228           0         0         89,857         90,890           0         0         92,519         93,547	72,900 73,928	28 75,754	77,561	78,422	79,282	80,794
68,325         71,420         74,524         75,553           70,691         73,781         76,874         77,910           73,048         76,148         79,239         80,271           76,454         78,802         81,894         82,930           0         82,268         84,387         85,584           0         0         87,193         88,228           0         0         89,857         90,890           0         0         92,519         93,547	75,253 76,274	74 78,108	79,915	80,774	81,631	83,146
70,691         73,781         76,874         77,910           73,048         76,148         79,239         80,271           76,454         78,802         81,894         82,930           0         82,268         84,387         85,584           0         0         87,193         88,228           0         0         89,857         90,890           0         0         92,519         93,547	77,620 78,650	50 80,478	82,290	83,149	84,008	85,522
73,048         76,148         79,239         80,271           76,454         78,802         81,894         82,930           0         82,268         84,387         85,584           0         0         87,193         88,228           0         0         89,857         90,890           0         0         92,519         93,547	79,982 81,017	17 82,832	84,650	85,510	896'98	87,880
76,454         78,802         81,894         82,930           0         82,268         84,387         85,584           0         0         87,193         88,228           0         0         89,857         90,890           0         0         92,519         93,547	82,335 83,367	67 85,193	87,004	87,863	88,721	90,235
0         82,268         84,387         85,584           0         0         87,193         88,228           0         0         89,857         90,890           0         0         92,519         93,547	85,007 86,056	56 87,883	89,694	90,553	91,411	92,925
0 0 87,193 88,228 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	87,642 88,680	80 90,504	92,315	93,175	94,036	95,550
0 0 89,857 90,890 0 0 92,519 93,547	90,298 91,333	33 93,153	94,969	95,827	£89'96	98,200
0 92,519 93,547	92,950 93,985	85 95,812	97,623	98,482	99,342	100,854
	95,603 96,635	35 98,463	100,278	101,136	101,993	103,508
15 0 0 95,167 96,221 98,259	98,259 99,289	89 101,116	102,928	103,787	104,646	106,158
16 0 0 97,818 98,851 100,916	100,916 101,953	953 103,773	105,592	106,448	107,306	108,818
17 0 0 101,472 102,517 104,607	104,607 105,649	549 107,494	109,325	110,191	111,057	112,583
18 0 0 102,487 103,542 105,653	105,653 106,705	705 108,569	110,418	111,293	112,168	113,709

No Bargaining Unit Member to be added to this lane

No Bargaining Unit Members to be added to these lanes except members in lane MA 36 as of September 1, 2011 

Available to all members except members in lane MA 36 as of September 1, 2011

Vision, Individual 0%....Family 50% (same as dental) Insurance 13 % Contribution w/CAP Step Movement & 1%

Any member on step 1 for the 2018/2019 School Year will move to step 4 for 19/20. Members starting on step 1 in 19/20 will move to step 2 in 20/21. Appendix B: Kaplan Academy Salary Schedule

Kaplan 2018-2019

- 150°	ž	_	_	_	_	_	Т—	_	_	_	_	_	_	T	_	_	_	_	_	_
KWA72/PHD	64.667	67.142	69,616	72,092	74,566	77,041	79,515	81,595	83,969	86,369	88,749	91,127	93,845	96,496	99,172	101,852	104,532	107,209	109,895	113,699
KAP MAS4***	62,271	64,746	67,221	69,695	72,170	74,646	77,121	79,198	81,574	83,972	86,356	88,734	91,449	94,098	96,776	99,458	102,136	104,816	107,502	111,282
KAP MA36	59,573	62,047	64,523	766,99	69,472	71,946	74,422	76,504	78,881	81,276	83,652	86,035	88,752	91,400	94,075	96,760	99,438	102,117	104,800	108,559
KAP MA24*	57,729	60,203	62,678	65,153	67,628	70,102	72,577	74,660	77,030	79,429	81,819	84,192	806,98	89,558	92,236	94,915	97,591	100,272	102,960	106,695
KAP MA18	56,690	59,165	61,639	64,115	68,589	69,064	71,538	73,622	75,998	78,389	80,774	83,150	85,849	88,509	91,193	93,870	96,548	99,233	101,916	105,644
KAP BA36 KAP MA KAP MA18 KAP MA24* KAP MA36 KAP MA36 KAP MAS4***	54,605	57,080	59,555	62,029	64,504	626,99	69,454	71,538	73,914	76,301	78,681	81,067	83,751	86,432	89,102	91,791	94,473	97,173	99,830	103,533
KAP BA36	49,665	52,139	54,614	57,089	59,564	62,038	68,408	70,501	73,541	75,262	77,635	80,024	82,705	85,222	88,057	90,746	93,435	96,109	98,787	102,479
KAP BA18	46,745	49,219	51,695	54,169	56,644	59,119	65,354	67,365	70,029	72,128	74,511	76,902	79,582	83,082						
KAP BA KAP BA18	43,811	46,286	48,761	51,235	53,711	56,185	62,151	64,240	66,873	69,001	71,392	73,771	77,211		*				D.	
Step	T.	2	3	124	2	9	1	8	6	10	11	12	13	14	15	1.6	17	18	19	20

No Bargaining Unit Member to be added to this lane Available to all members except members in lane MA 36 as of September 1, 2011 (\* \* \*)

Step Movement & 1% Health Insurance 11% Contribution w/Cap Vision, Individual 0%....Family 50% (same as dental)

Kaplan 2019 - 2020

44,249         47,212         50,161         55,151         57,257         58,306           46,749         49,712         52,661         57,651         59,756         60,805           46,749         49,712         52,661         57,651         59,756         60,805           51,748         52,212         55,160         60,150         62,256         63,304           51,748         54,711         57,660         62,649         64,756         65,805           54,248         57,210         60,159         67,255         68,304           56,747         59,711         62,659         67,649         67,255         68,304           62,773         66,008         69,092         70,148         72,254         70,803           64,882         68,039         71,206         72,254         77,800           67,542         70,730         74,277         74,653         76,758         77,800           69,691         72,849         76,015         77,064         79,173         80,224           72,106         75,256         78,411         79,468         81,581         85,033           77,984         80,378         83,532         84,589         86,707	Step	KAP BA	KAP BA KAP BA18	KAP BA36	KAP MA	KAP MA18	KAP MA24 *	KAP MA36	KAP MA24** KAP MA36 KAP MAS4*** KMA72/PHD	K/MA72/PHD
46,749         49,712         52,661         57,651         59,756         60,805           49,248         52,212         55,160         60,150         62,256         63,304           51,748         52,212         55,160         60,150         62,256         63,304           51,748         54,711         57,660         62,649         64,756         65,805           54,248         57,210         60,159         67,649         64,756         68,304           56,747         59,711         62,659         67,649         69,754         70,803           62,773         66,008         69,092         70,148         72,254         70,803           64,882         68,039         71,206         72,254         73,302         75,407           67,542         70,730         74,277         74,653         76,758         77,800           67,542         70,730         74,277         74,653         76,758         77,800           72,106         72,254         79,173         80,224           72,106         75,256         78,411         79,468         81,581           74,509         77,614         80,825         84,589         86,707		44.249	47,212	50,161	55,151	57,257	58,306	60,169	62,893	65,314
49,248         52,212         55,160         60,150         62,256         63,304           51,748         54,711         57,660         62,649         64,756         65,805           54,248         54,711         57,660         62,649         64,756         65,805           54,248         57,210         60,159         67,649         67,255         68,304           56,773         66,008         69,092         70,148         72,254         73,302           64,882         68,039         71,206         72,254         73,302         75,407           67,542         70,730         74,277         74,653         76,758         77,800           69,691         72,849         76,015         77,064         79,173         80,224           72,106         75,256         78,411         79,468         81,581         82,637           74,509         77,671         80,825         81,877         83,982         85,033           74,509         77,584         80,378         86,074         87,296         89,394         90,453           80,312         86,074         87,296         89,394         90,453         94,809         95,418         97,513         98,567	2	46,749	49,712	52,661	57,651	59,756	60,805	62,668	65,394	67,813
51,748         54,711         57,660         62,649         64,756         65,805           54,248         57,210         60,159         65,149         67,255         68,304           56,748         59,711         62,659         67,649         69,754         70,803           62,773         66,008         69,092         70,148         72,254         73,302           64,882         68,039         71,206         72,254         74,358         75,407           67,542         70,730         74,277         74,653         76,758         77,800           69,691         72,106         75,256         78,411         79,468         81,581         82,637           72,106         75,256         78,411         79,468         81,581         85,033           74,509         77,671         80,825         81,877         83,982         85,033           77,984         80,378         83,532         84,589         86,707         87,778           77,984         80,378         83,532         84,589         86,707         87,809           88,912         88,937         89,993         92,105         94,809         95,814           97,070         98,145	3	49,248	52,212	55,160	60,150	62,256	63,304	65,168	67,893	70,312
54,248         57,210         60,159         65,149         67,255         68,304           56,747         59,711         62,659         67,649         69,754         70,803           62,773         66,008         69,092         70,148         72,254         73,302           64,882         68,039         71,206         72,554         74,358         75,407           67,542         70,730         74,277         74,653         76,758         77,800           69,691         72,849         76,015         77,064         79,173         80,224           69,691         72,849         76,015         77,064         79,173         80,224           72,106         75,256         78,411         79,468         81,581         85,637           74,509         77,671         80,825         81,877         83,982         85,033           77,984         80,378         83,532         84,589         86,707         87,778           83,912         86,074         87,296         94,809         95,489         95,489           83,912         86,074         87,296         94,809         95,489         95,489           84,869         95,418         97,513	4	51,748	54,711	57,660	62,649	64,756	65,805	299'29	70,392	72,813
56,747         59,711         62,659         67,649         69,754         70,803           62,773         66,008         69,092         70,148         72,254         73,302           64,882         68,039         71,206         72,254         74,358         75,407           67,542         70,730         74,277         74,653         76,758         77,800           69,691         72,849         76,015         77,064         79,173         80,224           72,106         75,256         78,411         79,468         81,581         82,637           74,509         77,671         80,825         81,877         83,982         85,033           77,984         80,378         84,589         86,707         87,778           83,912         86,074         87,296         89,394         90,453           88,937         89,993         92,105         94,809         95,864           91,654         92,709         94,809         95,814         97,513         98,567           99,775         100,829         100,225         101,275         103,990	5	54.248	57,210	60,159	65,149	67,255	68,304	70,167	72,891	75,312
62,773         66,008         69,092         70,148         72,254         73,302           64,882         68,039         71,206         72,254         74,358         75,407           67,542         70,730         74,277         74,653         76,758         77,800           69,691         72,849         76,015         77,064         79,173         80,224           72,106         75,256         78,411         79,468         81,581         82,637           74,509         77,671         80,825         81,877         83,982         85,033           77,984         80,378         83,532         84,589         86,707         87,778           88,912         86,074         87,296         89,394         90,453           88,937         86,074         87,296         89,394         90,453           88,937         89,993         92,105         94,809         95,864           91,654         92,709         94,809         95,864         97,513         98,567           94,369         95,418         97,513         98,567         98,167         98,167           94,369         95,715         100,225         101,275         103,750	9	56.747	59,711	65,659	67,649	69,754	70,803	72,666	75,393	77,811
64,882         68,039         71,206         72,254         74,358         75,407           67,542         70,730         74,277         74,653         76,758         77,800           69,691         72,849         76,015         77,064         79,173         80,224           72,106         75,256         78,411         79,468         81,581         82,637           74,509         77,671         80,825         81,877         83,982         85,033           77,984         80,378         83,532         84,589         86,707         87,778           83,912         86,074         87,296         89,394         90,453         93,159           88,937         88,937         89,993         92,105         93,159           88,937         89,993         92,105         94,809         95,864           94,369         95,418         97,513         98,567           94,369         95,418         97,513         98,567           94,369         95,418         100,225         101,275           99,775         100,829         102,935         103,990	7	62.773	66,008	69,092	70,148	72,254	73,302	75,166	77,892	80,310
67,542         70,730         74,277         74,653         76,758         77,800           69,691         72,849         76,015         77,064         79,173         80,224           72,106         75,256         78,411         79,468         81,581         82,637           74,509         77,671         80,825         81,877         83,982         85,033           77,984         80,378         83,532         84,589         86,707         87,778           88,912         86,074         87,296         89,394         90,453         93,159           88,937         89,993         92,105         93,159         93,159           94,369         95,418         97,513         98,567           94,369         95,418         97,513         98,567           94,369         95,418         100,225         101,275           99,775         100,829         102,935         103,990	8	64.882	68,039	71,206	72,254	74,358	75,407	77,270	066'62	82,411
69,691         72,849         76,015         77,064         79,173         80,224           72,106         75,256         78,411         79,468         81,581         82,637           74,509         77,671         80,825         81,877         83,982         85,033           77,984         80,378         83,532         84,589         86,707         87,778           88,912         86,074         87,296         89,394         90,453         90,453           88,937         88,937         89,993         92,105         93,159         95,864           91,654         92,709         94,809         95,864         95,864         95,864           91,654         92,709         94,809         95,864         95,864         95,864           91,654         92,709         94,809         95,864         95,864         95,864           91,654         92,709         94,809         95,864         95,864         95,864           91,654         94,369         95,418         97,513         98,567         94,869           99,775         100,829         102,935         103,990         97,750         97,750	6	67.542	70,730	74,277	74,653	76,758	77,800	79,670	82,389	84,809
72,106         75,256         78,411         79,468         81,581         82,637           74,509         77,671         80,825         81,877         83,982         85,033           77,984         80,378         83,532         84,589         86,707         87,778           83,912         86,074         87,296         89,394         90,453           88,937         89,993         92,105         93,159           91,654         92,709         94,809         95,864           94,369         95,418         97,513         98,567           94,369         95,418         97,513         98,567           94,369         95,418         100,225         101,275           99,775         100,829         102,935         103,990	10	69.691	72.849	76,015	77,064	79,173	80,224	82,088	84,812	87,233
74,509         77,671         80,825         81,877         83,982         85,033           77,984         80,378         83,532         84,589         86,707         87,778           83,912         86,074         87,296         89,394         90,453           88,937         89,993         92,105         93,159           91,654         92,709         94,809         95,864           94,369         95,418         97,513         98,567           97,070         98,145         100,225         101,275           99,775         100,829         102,935         103,990		72,106	75,256	78,411	79,468	81,581	82,637	84,489	87,220	89,636
77,984         80,378         83,532         84,589         86,707         87,778           77,984         80,378         83,532         84,589         86,707         87,778           83,912         86,074         87,296         89,394         90,453           88,937         89,993         92,105         93,159           91,654         92,709         94,809         95,864           94,369         95,418         97,513         98,567           97,070         98,145         100,225         101,275           99,775         100,829         102,935         103,990	1.0	74 509	77.671	80.825	81,877	83,982	85,033	86,895	89,621	92,039
83,912       86,074       87,296       89,394       90,453         83,912       86,074       87,296       89,394       90,453         91,654       92,709       94,809       95,864         94,869       95,418       97,513       98,567         97,070       98,145       100,225       101,275         99,775       100,829       102,935       103,990	13	77 984	80.378	83.532	84,589	86,707	87,778	89,639	92,364	94,784
88,937         89,993         92,105         93,159           91,654         92,709         94,809         95,864           94,369         95,418         97,513         98,567           97,070         98,145         100,225         101,275           99,775         100,829         102,935         103,990	14	2001	83.912	86,074	87,296	89,394	90,453	92,314	95,039	97,461
91,654     92,709     94,809     95,864       94,369     95,418     97,513     98,567       97,070     98,145     100,225     101,275       99,775     100,829     102,935     103,990	15			88,937	89,993	92,105	93,159	95,016	97,744	100,164
94,369         95,418         97,513         98,567           97,070         98,145         100,225         101,275           99,775         100,829         102,935         103,990	16			91.654	92,709	94,809	95,864	97,728	100,452	102,871
99,775 100,829 102,935 103,990 102,035 103,990	17			94.369	95,418	97,513	98,567	100,432	103,158	105,577
99,775 100,829 102,935 103,990	18	A calculation		97.070	98,145	100,225	101,275	103,138	105,864	108,282
201 100	10	0. 97		99.775	100,829	102,935	103,990	105,848	108,577	110,994
104,568 106,700 107,762	20	20 (0.5%)		103,503	104,568	106,700	107,762	109,644	112,395	114,836

No Bargaining Unit Member to be added to this lane Available to all members except members in lane MA 36 as of September 1, 2011 (\* \* \*)

Step Movement & 1%

Insurance 13 % Contribution w/CAP Vision, Individual 0%....Family 50% (same as dental)

Appendix C : Summer School Salary Certified Staff Only

# Summer School Salary Schedule Draft

Teacher Appointed to Tenure Track Position within District

Years in District	Hrly Rate	Hrly Rate - Total		19 -	19 - Total	- 02	Total		21 -	Total
0 to 5	\$ 42.12	\$ 8,529.30	\$	42.62	\$ 8,630.55	\$ 43.02	\$ 8,711.55	٠Ş	43.37	8782.425
6 to 10	\$ 43.38	\$ 8,784.45	\$	43.88	\$ 8,885.70	\$ 44.28	\$ 8,966.70	s	44.63	9037.575
11 to 15	\$ 44.69	\$ 9,049.73	\$	45.19	45.19 \$ 9,150.98	\$ 45.59	45.59 \$ 9,231.98	s	45.94	9302.85
16 to 20	\$ 46.02	\$ 9,319.05	\$	46.52	46.52 \$ 9,420.30	\$ 46.92	\$ 9,501.30	\$	47.27	9572.175
21+	\$ 47.40	\$ 9,598.50	s	47.90	\$ 9,699.75	\$ 48.30	\$ 9,780.75	\$	48.65	9851.625

Teacher Outside District/Not Holding Tenure Track Position within District

					0						
L	Hrly Rate/Tota	te/Total		19 -	- Total		20 -	Total		21 -	Total
						ŀ			4	-	
v	26 95	26 82 67 158 08 6 37 16 6 7 574 90 6 37 49 5 7 591 73 S 37	v	3716	C 7 574 90	v	37 49	5 7.591.73	S	37.82	7658.55
2	20.00	00.001	}	04:10	1000	}-	)	1	+		

#### APPENDIX "D"

#### GREENBURGH-NORTH CASTLE UFSD HEALTH INSURANCE RELEASE

I,as provided by the Greenburgh-North one year from September 1, 20 to A	hereby relinquish my Health Insurance Benefits Castle UFSD. I relinquish these benefits for a period August 31, 20	fits of
In return for this, I will receive \$1,500 individual coverage, and \$2,000 in ad coverage.	0 in additional salary for this one-year period if eligibl ditional salary for this one-year period if eligible for f	e for amil
Date://	Signature	
Please Note: There is a three (3) mont	h waiting period required for reinstatement of benefits	S.

#### APPENDIX "E"

#### RETIREE HEALTH INSURANCE

#### Retirees 60/35 after 101 years means:

Example:

Family Premium \$1,330.93 60% of Individual Premium 367.40 Difference \$963.53

District pays 60% of the Individual Premium cost; bargaining unit members pay 35% of the difference between 60% of the Individual Premium cost and the Family Premium cost (\$337.24), which is deducted from their monthly pension.

#### Retirees 100/35 after 20 years means:

Example:

Family Premium \$1,330.93 60% of Individual Premium 612.34 Difference \$718.59

District pays 100% of the Individual Premium cost; bargaining unit members pay 35% of the difference between the Individual Premium cost and the Family Premium cost (\$251.51), which is deducted from their monthly pension.

<sup>&</sup>lt;sup>1</sup> 15 years for employees hired on or after July 1, 2007

#### APPENDIX "F"

# COURSE APPROVAL REQUEST

Employee's Name:		
Employee's Title:	Work Location:	
Name of Accredited Institution	on:	
Title of Course:	Course Level:	*
Semester Start Date:	Semester End Date:	<del></del>
Number of In-Class Hours:		
Total Number of Credits Exp	pected:	
Date:	Employee's Signature:	
	Superintendent's Evaluation	
Tuition assistance request: A	approved\Disapproved (circle)	
	sapproval:	
Note: Submission of this form	n does not guarantee that this request will be an	proved. An

Note: Submission of this form does not guarantee that this request will be approved. An official Course Description, if available, should be attached to this request. A copy of the fully completed request will be forwarded to the employee within five business days of submission.

#### Appendix G: Lunch Duty Salary Schedule

#### **Lunch Duty Salary Schedule**

Lunch Supervisor

\$27.00 per session

Lunch Coordinator

\$32.00 per session

Day Student Monitor

\$27.00 per session

(AM, per session)

#### Appendix H: Extra Duty Athletic Stipends

#### Greenburgh-North Castle UFSD Athletic Stipends Effective July 1 2010

Position	Stipend
Athletic Director	\$5,225
Basketball Coach - Varsity Assistant Basketball Coach - Varsity Basketball Coach - JV Assistant Basketball Coach - JV	\$4,480 \$2,613 \$2,613 \$2,090
Volleyball Coach – Varsity Assistant Volleyball Coach – Varsity Volleyball Coach – JV Assistant Volleyball Coach – JV	\$3,135 \$2,090 \$2,890 \$1,585
Cheerleading Coach Assistant Cheerleading Coach	\$1,585 \$1,045
Track Coach  1 <sup>st</sup> Asst. Track Coach  2 <sup>nd</sup> Asst. Track Coach	\$3,125 \$2,090 \$1,565
Baseball Coach- Varsity Asst. Baseball Coach - Varsity Baseball Coach- JV Asst. Baseball Coach – JV	\$3,135 \$2,890 \$2,389 \$1,565
Bowling Coach Asst. Bowling Coach	\$3,613 \$1,865
Time Keepers Chaperones Activity Advisor	\$30/game \$40/event \$40/event with a CAP of \$2000/year

#### Notes:

- 1. Compensation for any other extra duty athletic positions shall be negotiated with Greenburgh-North Castle United Teachers
- 2. The rates shown are conditioned on staff not being given more than incidental release time to perform these extracurricular activities; if substantial release time is provided a negotiated rate will be established in relation to the specific release time involved.

#### GREENBURGH-NORTH CASTLE UFSD SICK LEAVE BANK OPERATING GUIDELINES

The Sick Bank Committee will administer the Sick Leave Bank and develop the rules and procedures governing the withdrawal of Sick Leave Bank days. The Sick Bank Committee is responsible for ensuring that Sick Leave Bank days are provided only to those staff who meet the eligibility criteria.

#### A. The Sick Bank Committee

- The Sick Bank Committee will consist of three bargaining unit members appointed by the Association President and two members appointed by the Superintendent.
- 2. The Sick Bank Committee shall prepare the form used to request withdrawal of Sick Leave Bank days.
- 3. The Sick Bank Committee shall confer within five (5) working days of a member's written request to withdraw days from the Bank, and shall render a written decision within three (3) working days following the meeting unless the Committee requires additional information. Should the Committee require additional information, the requesting employee shall be notified in writing.
- Decisions shall not set a precedent for future cases and are not subject to the grievance procedure.
- 5. The decision to grant or deny requests for Sick Leave Bank days rests solely with the Sick Bank Committee. Members may appeal a decision to the Sick Bank Committee in writing or in person, provided the appeal contains information not earlier made available to the Sick Bank Committee. The decision of the Committee after the appeal is final.
- 6. The Sick Bank Committee shall, by June 30<sup>th</sup> each year, prepare a summary annual statement setting forth the Sick Leave Bank's activity (without mention of any member's name) and the Sick Leave Bank balance. This report shall be provided to the Association and the District.

# B. Membership in the Sick Leave Bank

1. The District will issue a request for the voluntary contribution of sick days to bargaining unit members by September 15, 2011, and by no later than the first paycheck in October in all subsequent years, using a form to be provided by the District. Forms must be returned to the Committee no later than October 31.

- 2. Newly hired employees in the District may apply for participation in the Sick Leave Bank by completing a voluntary contribution form as part of the hiring process, but shall not be eligible for benefits until they have completed three (3) months of continuous service.
- 3. Certificated staff and Transition Specialists may contribute two days of accrued sick leave to establish the bank. Teacher Aides may contribute one day of accrued sick leave to establish the bank. Bargaining unit members who elect not to contribute in response to the initial annual request shall not be able to do so until the next school year. Donated days may not be reclaimed.
- 4. Should the Sick Day Bank balance fall below 100 days at any time during the school year, the Sick Leave Bank shall be replenished by deducting one (1) day from each Teacher and Teaching Assistant, and one-half (.5) day from each Teacher Aide who contributed days in response to the initial request. Only one such replenishment may be made within any school year. Any days remaining in the Sick Leave Bank at the end of the school year will be carried over to the following year.
- 5. Bargaining unit members who have joined the SLB and wish to request time from the Sick Leave Bank may do so by submitting a request form with supporting documentation to the Committee at least ten (10) working days prior to their sick leave being exhausted to ensure continuity of income.
- 6. No request for retroactive Sick Leave Bank days shall be considered if more than ten (10) working days have elapsed following the exhaustion of the member's accumulated sick leave. Should a member be physically unable to make a request due to physical incapacity, a relative of the employee may do so.
- 7. Certificated staff and Transition Specialists who have joined the SLB may request up to 20 days upon initial application. If granted, Certificated staff and Transition Specialists may request additional blocks of up to 20 days up to a maximum of 60 days for the same illness or injury. Teacher Aides who have joined the SLB may request up to 10 days upon initial application. If granted, Teacher Aides may request additional blocks of up to 10 days up to a maximum of 30 days for the same illness of injury.
- 8. A member may request SLB days on more than one occasion (a second illness or accident) in the same school year. However, SLB days granted shall be limited to a total of 90 days in a school year per Teacher or Transition Specialist; and to a total of 45 days in a school year per Teacher Aides.
- No reimbursement of a member's sick leave shall apply to any additional days provided by the Sick Leave Bank in cases of short-term disability, including Worker's Compensation injuries.
- 10. The applicant must sign a release granting the Committee authority to examine any medical records it deems necessary to authorize days if requested to do so.

#### C. Criteria for Use of Sick Bank Days

- Eligible bargaining unit members may request additional days from the sick bank provided they have exhausted all their accumulated sick leave and are hospitalized, convalescing after being hospitalized, or have suffered serious incapacity or disability.
- 2. Sick Leave Bank benefits for newly hired Certificated staff and Transition Specialists in the District are limited during the first three years of their employment, as follows:

First Year — Utilization of Sick Leave Bank days shall be limited to ten (10) days.

Second Year — Utilization of Sick Leave Bank days shall be limited to fifteen (15) days.

Third Year — Utilization of Sick Leave Bank days shall be limited to twenty (20) days.

3. Sick Leave Bank benefits for newly hired Teacher Aides in the District are limited during the first three years of their employment, as follows:

First Year — Utilization of Sick Leave Bank days shall be limited to three (3) days.

Second Year — Utilization of Sick Leave Bank days shall be limited to six (6) days.

Third Year — Utilization of Sick Leave Bank days shall be limited to ten (10) days.

#### APPENDIX "J"

# Greenburgh-North-Castle UFSD Curriculum Leaders

- Curriculum Leader positions have been established in the following academic areas: English; Science/Physical Education/Health; Social Studies; Mathematics/Technology; Visual/Performing Arts.
- 2. Additional Curriculum Leader positions may be established at the discretion of the District Superintendent subject to the same compensation and other employment conditions described in this memorandum.
- 3. Curriculum Leader positions may be abolished at the discretion of the District Superintendent upon completion of the incumbent's term or if the position is vacant for any reason.
- 4. Curriculum Leader positions will be posted at all District sites for a minimum of fourteen (14) days. Postings will include at a minimum (a) a description of responsibilities (b) requisite qualifications (c) application procedure and (d) the deadline for receipt of applications.
- 5. Appointments to Curriculum Leader positions will be effective for two years. Curriculum Leaders may be reappointed for two year terms at the discretion of the Superintendent.
- 6. Responsibilities will include (a) facilitation of five interschool departmental meetings of a maximum of two hours each, including Superintendent Conference Days (b) a maximum of five faculty meeting presentations, and (c) facilitation of common planning departmental meetings at the schools in which Curriculum Leaders are employed. Curriculum Leaders will advise District and School Administration regarding state mandates in their fields and oversee compliance with state mandates.
- 7. Responsibilities will also pertain to coordinate District standardize testing which includes achievement tests, RCT's and Regents, in their designated curriculum area. This includes identifying in conjunction with guidance counselors, students to be tested with certain examinations at specified levels, scheduling proctors and rooms in concert with the principals or their designees, arrange for scoring and submission of scores to the Assistant Superintendent's office, also in concert with principals or their designees.
- 8. An annual stipend of \$1,200 will be paid to each Curriculum Leader, less applicable taxes. \$600 will be paid at the end of the fall semester, and \$600 will be paid at the end of the spring semester. In addition, any additional work performed at the request of the Superintendent in addition to the duties described above will be compensated at the rate of \$50 per hour, rounded to the nearest quarter hour of work.
- 9. In order to accommodate interschool meetings, teachers in the "traveling" school will be dismissed at 1:00 p.m. on the day of the meeting. Teachers in the school at which the meeting will be held will be dismissed at 1:30 p.m.

#### APPENDIX "K"

#### Greenburgh-North-Castle UFSD Mentoring Program

#### I. Mentees

All new teachers to the District will participate in the mentoring program. First year teachers will participate in a two-year program, while experienced teachers will participate in a one-year program.

#### II. Mentors

- A. All mentors must hold proper certification and must be tenured.
- B. The Teachers Union will recommend mentors to the administration.
- C. The administration will make every effort to notify the union of the number of mentees and the area in which they need mentoring prior to the start of the new school year.
- D. The administration, in collaboration with the Teachers Union, will select mentors and pair them with the mentees.
- E. The administration will have the final say in the selection of mentors and the pairing with mentees.
- F. Up to three in-service credits will be granted to mentors.

#### III. The Program

- A. Prior to the start of a school year, each participant in the mentoring program may be required to attend a five-hour orientation. If scheduled, participants will be compensated at the rate of 1/200<sup>th</sup> of the member's annual salary.
- B. Mentors and mentees must log a minimum of 40 contact hours of mentoring activity during the first school year and a minimum of 20 contact hours during the second school year, if required.
- C. Mentoring will take place during regularly scheduled common planning, learning communities, Superintendent's Conference days and other collaborative meetings. Release time can be granted by the Principal so that the mentor and mentee can fulfill the requirements of the mentoring program and portfolio.

#### IV. The Portfolio

Each mentee will be required to construct a mentoring portfolio that will act as a resource for both the individual and District.

- A. The portfolio will be kept in a three-ring binder provided by the District at the first-year orientation.
- B. The portfolio must contain, but not be limited to, the following:
  - 1. Mentoring cover page (provided by District);
  - 2. Employee Handbook;
  - 3. Building policies;
  - 4. Professional development tracking sheet;
  - 5. Annual goals for the mentee.
- C. The portfolio must be submitted to the Principal by June of the year in which the mentoring takes place.

## Appendix L: Transition Specialists Salary Schedule

## District-Wide Transition Specialists

2018/2019

2019/2020

Proposed	d Salary Schedule
Level	Salary
1	30850
2	31500
3	32150
4	32800
5	33450

Propose	d Salary Schedule
Level	Salary
1	31159
2	31815
3	32472
4	33128
5	33785

Sick Days

5

Personal Days

2

Bereavement Days

3

# Teacher Aide Hourly Rate Schedule District-wide

		ct 2018		
		HRLY	HRS	All Hires after of June 30,
Tier 1	Teacher Aides	16.15	6.25	2018
Tier 2		HRLY	HRS	All Hires prior to July 1, 2018
	Teacher Aides	16.25	6.25	

The Aides will have a half hour break scheduled into their day. This break will be unpaid, making their total hours worked 6.25