

**AGREEMENT**

**by and between  
the**

**Katonah-Lewisboro Union Free  
School District**

**and**

**Katonah-Lewisboro Support Staff Association  
July 1, 2017 to June 30, 2021**

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It is agreed by and between the parties that the contract that expired on June 30, 2017 shall be extended for an additional four (4) years except as amended by the following agreements. The new contract shall begin on July 1, 2017 and expire on June 30, 2021. The parties engaged in negotiations in good faith in order to arrive at this successor contract. Unless otherwise noted, all changes shall be effective upon expiration of the contract on June 30, 2017. Unless otherwise noted, all dates involving the duration of the Agreement shall be changed to conform to the duration of the negotiated Agreement.

### **Preamble**

In order to effectuate the provisions of Chapter 392 of the Laws of 1967 (the Public Employees' Fair Employment Act), to encourage and increase effective and harmonious working relationships between the Union Free School District #1, Towns of Bedford, Lewisboro, North Salem and Pound Ridge, New York (hereinafter referred to as the "Board") and the Classified Employees of the School District represented by the Katonah-Lewisboro Support Staff Association, (hereinafter referred to as the "Association"), so that the cause of public education may best be served.

**THIS AGREEMENT IS MADE AND ENTERED INTO** on this \_\_\_\_\_ day of \_\_\_\_\_ 2020 by and between the Board and the Association. This Agreement shall remain in full force and effect from July 1, 2017 to June 30, 2021.

### **Article I - Recognition**

Pursuant to the provisions of the Public Employees' Fair Employment Act (Taylor Law) effective September 1, 1967 the Board of Education of the Katonah-Lewisboro School District, Union Free School District No. 1, Towns of Bedford, Lewisboro, North Salem and Pound Ridge, recognizes the Katonah-Lewisboro Support Staff Association as the exclusive negotiation agent for all personnel in Transportation such as, but not limited to chauffeurs (van drivers), head bus driver, bus drivers, bus driver-automotive mechanics, automotive mechanics, automotive maintenance foreman, bus dispatchers, bus driver-messengers, and bus attendants, all personnel hired as clerical employees (including special service support personnel working in the Central Administration Office) such as, but not limited to office assistants/automated systems, senior office assistant/automated systems, teaching assistants, teacher aides, computer aides, monitors, receptionists, job coaches, account clerk/typists, bookkeepers (until August 31, 2013), clerks, data analysts, help desk analysts, network specialists, junior network specialists, physical therapists, library clerks, senior library clerks, account clerks, senior account clerk-typists, purchase clerks, senior purchase clerks, payroll clerks, data entry operators, secretaries to principals, secretaries to school administrators, secretaries to school district, and all personnel in maintenance such as, but not limited to laborers, cleaners, custodial workers, senior custodial workers, head custodial workers, night custodial workers, mechanics (buildings), mechanics (equipment and grounds), mechanics (carpenter), duplicating machine operators, custodian-bus drivers, and except the, Central Administration Staff, including but not limited to bookkeeper, which shall be designated as a Confidential Position pursuant to Article 14 of the Taylor Law, effective August 31, 2013, Supervisor of Transportation, Assistant Director of Facilities, Assistant Supervisor of Transportation, Computer Systems Manager, Maintenance Foreperson-Buildings and Grounds and the Director of Facilities and Operations.

Pursuant to the requirements of Section 207(3)(b) of the Public Employees' Fair Employment Act, the Katonah-Lewisboro Support Staff Association affirms that it does not assert the right to strike against, or to impose as obligation to conduct, assist, or participate in such a strike.

## **Article II - Negotiation Procedures**

- A. At a time agreeable to both the Board and the Association prior to the conclusion of the Contract in effect; the parties agree to enter into collective negotiations in accordance with the procedures set forth herein in a good faith effort to reach agreement on all matters raised by either party concerning the terms and conditions of employment. Such negotiations may include, but shall not be limited to, the handling of grievances, salaries, fringe benefits, working hours, performance of duties, transfers, filling of vacancies, promotions, protection of employees against claims of monetary damages, sick leave, insurance, leaves of absence, accident benefits, and health insurance.
- B. During negotiations, the Board and the Association will present relevant data, exchange points of view, and make proposals and counter-proposals. As of the time it is available, the Board will provide the Association with the tentative budget for the next fiscal year. The parties agree to make available to each other for inspection, all pertinent records, data, and information in their possession. Either party may, if it so desires, utilize the services of outside consultants and may call upon professional and lay representatives to assist in the negotiations.
- C. An impasse in negotiations may be declared by either party at any time, or if they have failed to reach an agreement on all topics under negotiations prior to 60 days before the expiration date of the current agreement, an impasse may be deemed to exist.
- D. If an impasse exists, either party may request the use of mediation. The parties shall request the State Public Employment Relations Board to assist the parties to reach an agreement. Such mediation and fact-finding will be governed by the provisions of Section 209 of the Civil Service Law.
- E. Neither party in any negotiations shall have any control over the selection of representatives of the other party and each party may select its representatives from within or outside the school district. While no final agreement shall be executed without ratification by the Association and the Board, the parties mutually pledge that their representatives will be clothed with all the necessary power and authority to make proposals, consider proposals, and reach compromises in the course of negotiation.
- F. The parties agree that the above provisions of this Article II shall not be subject to the Grievance Procedure set forth in Article III of this Agreement. In the event of a dispute between the parties concerning any of the above provisions, the sole venue for resolving said dispute(s) shall be the Public Employment Relations Board (“PERB”) so long as the PERB and the Taylor Law continue to be applicable to the items in question. In the event the PERB or the Taylor Law no longer applies to the items in question, the venue for resolving such disputes shall be the Grievance Procedure set forth in Article III of this Agreement.

## **Article III - Grievance Procedure**

### **A. Definitions**

1. A “grievance” shall mean any claim or dispute made by the Association, an employee or group of employees concerning an alleged violation, misinterpretation or inequitable application of the provisions of this Agreement, or a written Board policy, or written Board or District Regulation.
2. An “aggrieved person” is the person, persons, or Association making the claim.

3. A “party in interest” is the person, persons, or Association making the claim and any person who might be required to take action or against whom action might be taken in order to resolve the claim.

## **B. Purpose**

1. The purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to the problems, which may from time to time arise affecting the working conditions of employees. Both parties agree that these proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure.
2. Nothing herein contained shall be construed as limiting the right of any individual employee having a grievance to discuss the matter informally with any appropriate member of the administration and having the grievance adjusted without intervention of the Association. In any case, where the issue raised by the grievance affects a group or class of employees and involves the interpretation, meaning, or application of this Agreement, the Association shall be notified of the grievance and be given the opportunity to be present at such adjustment and to state its views.

## **C. Procedure - Hearing of Grievance**

1. Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered as a maximum and every effort should be made to expedite the process. The time limits specified may, however, be extended by mutual agreement.
2. In the event a grievance is filed at such time that it cannot be processed through all the steps in this grievance procedure by the end of the school year and, if left unresolved until the beginning of the following school year, could result in irreparable harm to a party in interest, the time limits set forth herein will be reduced so that the grievance procedure may be exhausted prior to the end of the school year or as soon thereafter as is practicable.
3. If an employee or the Association does not present a grievance to her/his principal or immediate supervisor within twenty (20) school days after the employee knew or should have known of the act or condition on which the grievance is based, then the grievance shall be waived. If a grievance is not processed through the levels of this procedure within the time limits specified therefore, then it shall be waived.

## **D. Procedure - Stages**

### **1. Level One**

An employee with a grievance will first discuss it with her/his immediate supervisor, either directly or through the Association’s Representative with the objective of resolving the matter informally.

### **2. Level Two**

- (a) If the aggrieved person is not satisfied with the disposition of her/his grievance at Level One, or if a decision has not been rendered within ten (10) school days after presentation of the grievance, s/he may file the grievance in writing with the Association within ten (10) school days after the decision at Level One, or fifteen (15) school days after the grievance was presented, whichever is sooner. Within ten (10) school days after receiving the written grievance, the Association will refer it to the Assistant Superintendent for Human Resources. This written grievance shall be prepared in three (3) copies, which shall

be distributed as follows: Assistant Superintendent for Human Resources, Association, and the person aggrieved.

- (b) Within ten (10) school days after receipt of the written grievance by the Assistant Superintendent for Human Resources, the Assistant Superintendent will meet with the Association in an effort to resolve it.

### 3. **Level Three**

- (a) If the aggrieved person is not satisfied with the disposition of the grievance at Level Two, or if a decision has not been rendered within ten (10) school days after presentation of the grievance, s/he may file the grievance in writing with the Association within ten (10) school days after the decision at Level Two, or fifteen (15) school days after the grievance was presented, whichever is sooner. Within ten (10) school days after receiving the written grievance, the Association will refer it to the Superintendent. This written grievance shall be prepared in three (3) copies that shall be distributed as follows: Superintendent, Association, and the person aggrieved.

- (b) Within ten (10) school days after receipt of the written grievance by the Superintendent, the Superintendent will meet with the Association in an effort to resolve it.

### 4. **Level Four**

If the Association is not satisfied with the disposition of the grievance at Level Three, or if no decision has been rendered within ten (10) school days after the Association has last met with the Superintendent, or within fifteen (15) days of the Association first notifying the Superintendent of the grievance whichever is longer, the Association may, if it determines that the grievance is meritorious, refer the grievance to either the Board of Education or directly to Arbitration. It shall be in the Board's sole discretion to determine whether to hear such grievance. If the Board determines to hear the grievance then, within fifteen (15) school days after receiving the written grievance, or such longer time as may be mutually agreed upon, the Board will meet with the Association person for the purpose of resolving the grievance, and shall render a decision. In the event the Board elects not to hear the grievance, the Association shall have the right to submit the grievance to Arbitration within forty-five (45) days of the Board's decision not to hear the grievance, as set forth in Level Five below.

### 5. **Level Five**

- (a) If the Association is not satisfied with the decision of the Board, including, but not limited to the Board's decision not to hear the grievance, or if the Association chooses to go directly to Arbitration, the grievance may be submitted to Arbitration under the rules and procedures of the American Arbitration Association, provided however, that the arbitration procedures must be instituted by the Association within forty-five (45) days of receipt of the Board's decision (or the Superintendent's decision in those instances where the Association goes to Arbitration after the Superintendent's level.)

- (b) The decision of the Arbitrator shall be final and binding upon all parties.

## **E. Rights of Employees to Representation**

1. No party in interest, Association Representative, member of the Association, or any other participant in a grievance procedure shall be penalized in any way or suffer any professional disadvantage by reason of participation in the processing of any grievance.

2. Any party in interest may be represented at all stages of the grievance procedure, except that s/he may not be represented by an official representative or an officer of any employee organization other than the Association (KLSSA) or its affiliates.

#### **F. Miscellaneous**

1. If, in the judgment of the Association, a grievance affects a group or class of employees, the Association may submit such grievance in writing to the Superintendent directly and the processing of such grievance will be commenced at Level Two. In such a group or class grievance, the Association shall have the same status as the grievant.
2. Decisions rendered at Levels Two, Three, and Four of the grievance procedure shall be in writing setting forth the decision and the reasons therefore and shall be transmitted promptly to all parties in interest as stated in Article III, D, 2a, and to the Association.
3. All documents, communications, and records dealing with the processing of a grievance will be filed separately from the personnel files of the participants.
4. Forms for filing grievances, serving notices, taking appeals, making reports and recommendations, and other necessary documents will be prepared by the Association and given appropriate distribution so as to facilitate operation of the grievance procedure.

#### **G. Arbitrator's Fees**

All fees and expenses of the Arbitrator, if any, shall be divided equally between the Board and the Association. Each party shall bear the costs of preparing and presenting its own case.

## **Article IV - Approved Leave, Leave Redemption**

#### **A. Approved Leave**

1. Approved leave shall be permitted as follows:
  - a. Twelve (12) Month Employees
    - i. Sick Leave – 16 day per year;
    - ii. Personal Leave – 3 days per year;
    - iii. Bereavement Leave – 5 days per year.
  - b. Eleven (11) Month Employees
    - i. Sick Leave – 14 days per year;
    - ii. Personal Leave – 3 days per year;
    - iii. Bereavement Leave – 5 days per year.
  - c. Ten (10) Month Employees
    - i. Sick Leave – 12 days per year;
    - ii. Personal Leave – 3 days per year;
    - iii. Bereavement Days – 5 days per year.
2. Effective July 1, 2017, unit members may use up to seven (7) days of his/her annual allotted amount of sick leave stated above in paragraph (1) to care for an ill family member. The term “family member” shall be clearly defined as “parent, spouse, and son or daughter, as those terms are defined under the Family and Medical Leave Act.”

In addition to the forgoing, unit members may use an additional five (5) days from his/her allotted amount of sick leave stated above in paragraph (1) for catastrophic illnesses only.



Catastrophic illness shall be defined as follows: “an immediate family member’s incapacitating illness or injury under the treatment of a physician of at least five (5) consecutive calendar days requiring hospitalization, institutionalization, confinement to bed and home, or an illness or injury that has resulted in an immediate family member’s complete inability to perform each and every regular duty.” In addition to the foregoing, “catastrophic illness” shall also include intermittent use for treatment of a catastrophic illness or injury such as an immediate family member undergoing chemotherapy.

## **B. Application For Leave**

Personal leave shall only be used for personal business that cannot be attended to outside of working hours. Application for use of non-emergency personal leave shall be made to the bargaining unit member’s immediate supervisor in writing on the form provided for this purpose with notice as soon as possible, but no less than three (3) school days in advance of the requested leave. In the event a bargaining unit member seeks to utilize personal leave immediately before or after school breaks, holidays and/or recesses, such member shall be required to obtain prior approval from their immediate supervisor and the Superintendent of Schools. Special consideration will be given in cases of emergencies. (See Appendix A for the Application for Approved Leave.)

Approved leave is not to be considered as extra vacation days but implies that employees will recognize their responsibilities to perform the essential services of their employment before requesting approved leave time.

Violations of the approved leave policy shall be considered an unauthorized leave taking and deemed to be cause for action, which may result in loss of pay, and/or other disciplinary action as may be deemed appropriate.

## **C. Accumulation**

The following shall be applicable to all bargaining unit members:

1. Bargaining unit members shall only be entitled to accumulate unused “sick leave” days.
2. Bargaining unit members shall be entitled to accumulate sick leave days up to a maximum of 300 days.
3. Those employees who have accumulated more than 300 leave days as of January 26, 2012, shall be frozen at the number of days accumulated as of said date (hereinafter referred to as the bargaining unit member’s “prior accumulated sick leave day account”). In this circumstance, the accumulated leave may be in excess of 300 days.
4. Once such bargaining unit member’s prior accumulated sick leave day account decreases to 300 days, the 300-day maximum cap set forth in paragraph (2) above shall be applicable during the remaining term of the bargaining unit member’s employment.
5. The bargaining unit member’s prior accumulated sick leave day account shall first be diminished as a result of use of sick leave. Sick leave awarded subsequent to the 2011-2012 school year, i.e., “present year-awarded days,” shall begin to be used once the employee exhausts all of his/her prior accumulated sick leave day account.
6. Except to the extent set forth in paragraph (3) above, at no time shall a bargaining unit member’s total sick leave account, i.e., “prior accumulated sick leave day account” and “present year-awarded days,” exceed 300 days on July 1<sup>st</sup> of each year of employment.

7. The bargaining unit member's present year-awarded sick leave days may be utilized for purposes of 41(J) up to the statutory limit of 160 days, i.e., "41(J) days." For these purposes only, the District shall maintain a separate account of the bargaining unit member's present year-awarded days from the bargaining unit member's prior accumulated sick leave day account, if any.
8. The practices governing the calculation of leave accumulation in hours is set forth in Appendix M.

#### **D. Redemption**

1. Employees hired on or before January 26, 2012 maintaining a balance of at least sixty (60) days accumulated leave may request payment for any number of days in excess of thirty (30), with a maximum value of \$15,000. Requests must be made using the form attached as Appendix B by December 31. Payment will be made on the following July 1<sup>st</sup> or immediately thereafter. Payments will be predicated on the retirement formula as indicated in Article IV Section D(2) below. A cap of \$250,000 per year for this provision will be made available for this provision, on a "first come, first served" basis. This cap will not affect the regular retirement redemption provision. Notwithstanding the foregoing, Transportation Department Bus Drivers shall be ineligible for any payment pursuant to this provision.
2. An employee, upon his/her retirement, or his/her estate upon his/her death, will be paid an allowance computed according to the following formula:

.5 x number of accumulated leave (in hours) times (x) the employee's current hourly rate. The maximum "number of days of accumulated leave" that may be applied to the formula is the hourly equivalent of 400 days. For those employees hired after January 26, 2012, the maximum hourly equivalent that may be applied to the retirement formula shall be 300 days, with a total payout not to exceed \$15,000.

An employee who is eligible to defer his/her retirement will be paid .5 of the total amount due under section 2 above at the time of "vesting." The remaining amount due will be paid to the employee upon actual service retirement. In the event of death the remaining amount due will be paid to the estate of the employee.

3. An employee hired on or before January 26, 2012 who resigns, or is terminated (including instances where such employees are terminated as a result of the abolishment of their position), except if discharged for cause, will be paid an allowance computed as follows: .25 times the employee's accumulated leave (in hours) times the employee's current hourly rate. The maximum amount of accumulated leave that may be applied to the formula is the hourly equivalent of 400 days. This allowance shall be available to all employees hired on or before January 26, 2012 following five years' service.
4. Employees hired after January 26, 2012 shall not be eligible for redemption of accrued sick leave pursuant to sections one (1) and three (3) above.
5. Employees hired on or after July 1, 2015 shall only be eligible to redeem accumulated sick leave in accordance with section two (2) above, if a 97% rate of attendance is achieved (rounded to the nearest half-day) each year for three (3) years prior to retirement. A 97% rate of attendance shall be calculated using the number of days an employee is required to work as follows:

10 Month Employees: required to work 182 days, absences cannot total more than 5.5 days  
11 Month Employees: required to work 220 days, absences cannot total more than 6.5 days

12 Month Employees: required to work 240 days, absences cannot total more than 7.0 days

All other limitations set forth in section two (2) above, shall apply.

In the event that a unit member is unable to achieve a 97% rate of attendance due to severe illness or injury, which requires confinement to home or hospital, a committee consisting of two (2) members from the District and two (2) members from the Association shall be empowered to make a recommendation to the Superintendent of Schools to modify the foregoing requirement, on a case-by-case basis. The Committee's recommendation shall be subject to review and final approval by the Superintendent of Schools.

Bereavement days shall not be counted in the total number of absences as calculated above, for the purposes of the foregoing attendance requirement.

#### **E. Child Care Leave**

1. In the case of the birth of a child and/or adoption, an employee may obtain a leave of absence without pay for the period of leave for the purpose of child care, provided the employee shall request such leave from the Superintendent of Schools at least ninety (90) days prior to the date such leave is requested to begin.
2. The date of return from childcare leave (which may be granted for a period of time which shall not exceed 12 months) shall be noted in the request.
3. Childcare leave requests submitted in accordance with this Article may be granted by the Board upon recommendation of the Superintendent of Schools. The Superintendent will approve such requests, as are related to childcare, of the employee submitting the application.
4. It will be the duty of an employee or employee's spouse to advise the Superintendent of any interrupted pregnancy or stillbirth suffered by the employee or employee's spouse, or the death of any child, for whom a current leave of absence has been granted.
5. Childcare leave may, at the discretion of the Board, be curtailed or terminated prior to the expiration of the full term in the following circumstances and on such terms and conditions as the Board may prescribe:
  - a. In case of interrupted pregnancy, the leave of absence may be terminated.
  - b. In case of stillbirth or the death of the child, the leave of absence may be terminated.
6. In cases of adoption, the Board and the Association recognize the need for flexibility in applying the 90-day-notice. The parties agree that the 90-day-notice shall be waived in these instances.
7. Any leave entitlements available to the employee pursuant to the Family Medical Leave Act ("FMLA") shall run concurrently with the childcare leave.
8. An employee whose personal illness extends beyond the period of accumulated leave may be granted a leave of absence for such time as is necessary for complete recovery from such illness.

#### **F. Special Leave**

1. A leave of absence without pay will be granted to employees who have attained permanent status and have worked for the District for a period of not less than three (3) years. This leave

will be for up to one (1) year, if approved by the Board upon the recommendation of the Superintendent. The Superintendent, in her/his sole discretion, can grant a Special Leave to an employee with less than three (3) years of service.

2. All such requests for Special Leave by bargaining unit members must be in writing to the Superintendent of Schools or his/her designee stating the reason for the request.

#### **G. Extensions and Renewals**

1. All extensions or renewals of leaves shall be applied for in writing. Approval or denial shall be communicated in writing.
2. Extensions shall not exceed twelve (12) months.
3. Additional extensions will be granted at the discretion of the Board of Education with the recommendation of the Superintendent.

#### **H. Benefits On Leave & Returning From Leave**

While on unpaid special leaves the employee may opt to continue his/her health insurance coverage. This continued coverage while on unpaid leave will be at the employee's expense. Cost for continued coverage will be the same as prescribed by the Consolidated Omnibus Budget Reduction Act (COBRA) less the administrative fees.

All benefits to which an employee was entitled at the time her/his leave of absence commenced, including unused accumulated sick leave, shall be restored to her/him upon her/his return, and s/he shall be assigned to the same position which s/he held at the time said leave commenced, if available or, if not, to a substantially equivalent position.

An employee who returns from such leave will be placed on at least the same level of the salary schedule s/he was on when the leave commenced, except that an employee having served at least six (6) months in the year in which the leave commenced shall be placed on the next higher level of the salary schedule in the school year following the commencement of the leave.

#### **I. Sick Leave Assistance Program**

1. Any member of the bargaining unit who receives sick leave as part of his/her employment can pledge a limited number of their accumulated sick leave to another member of the KLSSA bargaining unit who meets the requirements to receive pledged sick leave.
2. Sick leave can be pledged as long as the person pledging the time has at least twenty (20) sick leave days remaining after pledging their sick time.
3. A member can have sick days pledged to them only if:
  - a. All of their sick leave has been used up; and
  - b. The illness is a prolonged illness or disability of a catastrophic nature; and
  - c. No other remedy is available to compensate the member – e.g., disability insurance; and/or
  - d. Prior approval to use another member's sick leave has been granted, in writing, by the Committee set up by the Association.
4. The Committee will consist of three (3) members appointed by the Association.

**Note:** A majority vote will be required by the Committee before a member can enter the Pledged Sick Leave Assistance Program.

5. A sick or injured member can use pledged sick leave as long as the sickness or injury is determined by the Committee to be of a nature requiring the member to be out of work longer than five (5) days and the member is expected to return to duty in the future.

**Note:** A doctor's note/verification may be required and submitted to the Committee upon the request of the Committee. All information handled by the Committee will be kept in the strictest confidentiality.

6. A sick or injured member in need of pledged sick time could receive sick leave upon request (in writing) to the "Sick Leave Assistance Committee" by either:
  - a. The member him/herself; or
  - b. A member of his/her immediate family; or
  - c. The member's supervisor; or
  - d. A union representative; or
  - e. A member of the Committee.
7. The Committee as a whole will then review the written request and if approved by the majority of the members, the request will be endorsed and acted upon as soon as possible. This request will be submitted on the designated form for this request.

**Note:** A copy of the Pledged Sick Leave Assistance Policy and Pledge form are attached as Appendix Q.

8. The Sick Leave Assistance Committee will handle all paperwork.
9. All requests concerning pledged sick days will be sent to a Sick Leave Assistance Committee member directly or a union representative.
10. After the request to receive pledged sick leave has been granted, any member can pledge a limited number of sick leave days for the exclusive use of the designated member only. This will be done on a "Pledge" form only. Pledged sick leave can be used ONLY by members of the Support Staff and not by members of their families or anyone else.
11. The pledge will be reviewed by the Committee and will be accepted only after the following requirements have been met:
  - a. The pledging member would have at least twenty (20) days sick leave left after the pledge; and
  - b. The receiving member has met all the requirements to receive the pledged sick leave time.
12. The pledged sick leave will be used, drawing one "day" at a time, from each of the donating members, starting with the first pledged days and going in rotation. This will be to ensure that not all of one member's pledged leave is used up before using other members' pledged leave.
13. Any pledged sick leave not used within three (3) months or by the end of the school year, will be returned to the member pledging the leave time and will have to be resubmitted for approval to continue the pledge.
14. The pledging member can withdraw the pledged leave only after submitting a written request to the Committee and then having the request approved in writing by the Committee.
15. A limited number of pledged sick days, ninety (90), can be used by any member in their career. Any pledged sick leave a member used can be returned to the pledging members only after the receiving member accumulates and retains at least ten (10) sick days, after returning the pledged leave. This is to ensure that after the person using pledged sick leave returns to work

and accumulates sick leave of his/her own, does not reimburse the donors to the extent that he/she has no sick days left.

16. The returned sick days will be given back in the order they were used.
17. No member can pledge sick leave if that member has any unreturned sick days of their own.
18. The Sick Leave Pledge form annexed hereto as Appendix Q shall be used in this program.
19. The person pledging the sick leave will designate who will receive that leave and the pledge can only be made after the person in need has met the guidelines set up by the program.
20. After three (3) months or at the end of the school year, any unused pledged sick leave will be returned to the donating member. They can then be pledged again.
21. If a member has used any pledged sick leave, they will not be required to reimburse any of the donating members. There will be guidelines set up so that some or all of the unused donated sick leave could be returned to those donating members.
22. To ensure that no time is lost in any transfer of pledged sick leave, the time will be converted into hours before being used.
23. If a member has a limited number of pledged sick leave to use, he/she may elect to use less than five (5) sick “days” a week. Doing this will extend the amount of time being covered but the number of paid days per week will be less than normal.

## **Article V - Public Service Duty**

It is the policy of the Board of Education that employees of this District who are required to serve Jury Duty, National Guard Duty, or the like, will be released from their responsibilities on those days that such service demands, at no loss of pay or approved leave time.

If an employee utilizes this provision, it will be expected, however, that the daily compensation the employee receives for Public Service Duty is to be paid to the District.

This, of course, would not include the amount paid to the individual for her/his travel expense.

Employees who are members of recognized Emergency Response Organizations located within the borders of the school district are permitted to leave work to respond to alarms under the following conditions:

1. They speak with their immediate supervisor and obtain permission.
2. They understand that unless otherwise excused by their supervisor they are expected to return to work and finish their assigned work.
3. They are not permitted to nor will knowingly respond to “stand by” calls.
4. They may be required to provide evidence as to the nature of the emergency call and the necessity of their involvement.
5. They understand they must not leave a facility uncovered to respond to an emergency alarm.

It is agreed and understood that employees responding as a member of a volunteer organization to an emergency call outside the school may be delayed in reporting to work. In such cases the employee will notify their supervisor as soon as practical of the delay and will not be charged for or required to make up the time missed.

## **Article VI - Retirement**

It is the policy of the Board that all eligible employees of this District be offered membership in the appropriate New York State Employees' Retirement System or the New York State Teachers' Retirement System, whichever is appropriate.

Each qualified employee will be provided a pension benefit under a non-contributory plan for each year of employment from April 1, 1960, under the provisions of Chapter 1006 of the laws of 1966 (currently referred to as Section 75c) as presently or hereafter amended and entitled, "An Act to Amend the Retirement and Social Security Law, in relation to establishing non-contributory retirement plans and ordinary death benefits for State employees and members of participating employers."

Effective July 1, 1990, employees shall be entitled to retirement benefits under Sections 75E, 75G, and 75I of the New York State Employees' Retirement System.

All entitlement to retirement benefits shall be in accordance with State requirements for such sections.

All participating employees covered by the pension benefits described above, except those employees hired after July 1, 1973, shall also be covered under the optional life insurance coverage provided by Section 60B of the New York State Employees' Retirement System.

Upon approval by the New York State Employees' Retirement System, all participating employees covered by the pension benefits described herein shall also be covered under Section 41J of the Retirement and Social Security Law of the State of New York.

## **Article VII - Salary Schedules and Recruitment**

### **A. General**

1. Unit members hired prior to July 1, 2015 shall be compensated pursuant to the salary schedules outlined in Appendix C-1. In addition, unit members hired prior to July 1, 2015, and placed on a preferred eligible list due to layoffs or separation from service, by no fault of their own, and are recalled to fill a vacant position on or after July 1, 2015, or unit members hired prior to July 1, 2015 who elect to change job titles within the District, shall also be eligible for the salary schedules outlined in Appendix C-1.
2. Effective July 1, 2015, employees hired on or after July 1, 2015, shall be compensated pursuant to a singular wage rate schedule, for each job title, as outlined in Appendix C-2. Employees hired prior to July 1, 2015, who voluntarily resign from the District and who are rehired by the District on or after July 1, 2015 shall be also be compensated pursuant to the salary schedules set forth in Appendix C-2.
3. Notwithstanding the foregoing, unit members hired prior to July 1, 2015 shall have the opportunity to transfer to the singular wage rate for the unit member's corresponding job title, as outlined in Appendix C-2. If a unit member elects to transfer to the singular wage rate, said unit member will be required to do so for the duration of their employment with the District and accept any and all terms and conditions set forth herein which apply to unit members hired on or after July 1, 2015.

## **B. Schedules**

### **1. 2017-2018**

- a. The salary schedules for school year July 1, 2017 through and including June 30, 2018, set forth in Appendices C-1 and C-2, shall be created by increasing the salary schedules in effect on June 30, 2017 by 1.75%.
- b. Unit members hired prior to July 1, 2015 shall be entitled to increment, i.e. step movement, effective July 1, 2017.

### **2. 2018-2019**

- a. The salary schedules for school year July 1, 2018 through and including June 30, 2019, set forth in Appendices C-1 and C-2, shall be created by increasing the salary schedules in effect on June 30, 2018 by 1.75%.
- b. Unit members hired prior to July 1, 2015 shall be entitled to increment, i.e. step movement, effective July 1, 2018.

### **3. 2019-2020**

- a. The salary schedules for school year July 1, 2019 through and including June 30, 2020, set forth in Appendices C-1 and C-2 shall be created by increasing the salary schedules in effect on June 30, 2019 by 1.75%.
- b. Unit members hired prior to July 1, 2015 shall be entitled to increment, i.e. step movement, effective July 1, 2019.

### **4. 2020-2021**

- a. The salary schedules for school year July 1, 2020 through and including June 30, 2021, set forth in Appendices C-1 and C-2 shall be created by increasing the salary schedules in effect on June 30, 2020 by 1.75%.
- b. Unit members hired prior to July 1, 2015 shall be entitled to increment, i.e. step movement, effective July 1, 2020.

5. The foregoing salary percentage increases set forth above in paragraphs B(1) through B(4), shall only be applicable to unit members who continue to be employed by the District as of May 9, 2019. Furthermore, retroactive pay including retroactive salary percentage increases shall only be paid for base contract earnings, hours worked by hourly employees, and overtime work paid at the rate of time and one-half and/or double time, unless otherwise stated herein.
6. Unless otherwise agreed to by the parties in writing, effective July 1, 2015, unit members shall be eligible for increment, i.e. step movement, to the step immediately following that which they were placed on as of June 30, 2013, to the extent applicable. The foregoing shall not apply to unit members hired on or after July 1, 2015.
7. Ten (10) month employees will move one step on the schedule each year providing they complete at least five (5) months of service in the current position. Twelve (12) month employees will move one step on the schedule each year providing they complete at least six (6) months of service in the current position. The foregoing shall not apply to unit members hired on or after July 1, 2015.



8. At the employee's option, overtime compensation can be taken as paid overtime to be paid to the employee at the employee's regular overtime rate as outlined in the job title specific Articles in the contract or as compensatory time at the rate of 1.5 hours for each one (1) hour of overtime. The parties agree to jointly develop a set of procedures and forms for the approval and usage of comp time. These procedures will be consistent with the Fair Labor Standards Act ("FLSA"). All compensatory time must be used within six (6) months of accrual.
9. The employee who volunteers and is designated by the Superintendent or his/her designee to provide back-up coverage for the health office when the nurse is unavailable will be paid a daily rate of \$13.33 for each day of coverage provided, up to a maximum of \$2,400 per year. This in no way should be construed as requiring the person performing this service to perform nursing duties.
10. The employee designated as the driver of the garbage truck will receive a stipend of \$600.00 per year. This employee shall also receive all the necessary CDL (19A) training and physicals provided by the District.
11. Employees shall have one of the following options of payment:
  - a. **Option I - Normal Current Basis**

Payment will be made at the rate of 1/21 of annual entitlement for each of the 21 two-week periods, from September 1 through June 30. Paydays will normally be on alternate Fridays, except when holidays require adjustment in the schedule.

The Board approved payroll schedule will be disseminated to twelve-month employees on the first payday after the Board's reorganization meeting in the summer. All other employees will receive the payroll schedule during the first week of school in September.
  - b. **Option II - Deferred Payments**

At the written request of the employee (on the form provided by the Business Office), s/he may select payment at the rate of 1/26 of annual entitlement for 21 two-week periods during the school year, with the final payment in June of the equivalent of five (5) additional checks equal to 5/26 of the annual salary entitlement, within one week of the final pay for the year.
12. Tax Sheltered Annuities will only be deducted for 24 of the paychecks (no more than two (2) times per month).
13. Employees will also be allowed payroll deductions, from each paycheck, for deposits in the credit union.
14. All unit members shall be required to receive their paychecks via direct deposit and shall submit the appropriate direct deposit forms in accordance with Article XI(G) found herein.

### **C. Recruitment**

1. All vacancies shall be posted in each designated area clearly setting forth a description of and the qualifications for the position, including the duties, title, salary, and other pertinent information including vacancy number. A copy of same will be forwarded to the President of the Association.
2. When school is in session, such notice shall be posted as far in advance as practicable, ordinarily at least fifteen (15) work days before the final date when applications must be submitted and in no event, less than ten (10) work days before such date. All applications are

to be sent to the Superintendent of Schools, or his/her designated administrator within the time limit specified in the notice.

3. Employees desiring to be considered for any position or vacancy should inform the Superintendent of Schools in writing of this intention so that initial recruitment may be from within the existing staff.
4. Positions to be filled during the summer recess shall be announced by a general e-mailing to members of the Association at their District e-mail addresses; notice shall also be posted to the District's website. Any bargaining unit member wishing to opt-out of such electronic notice and instead receive written notice shall inform the department of Human Resources in writing prior to June 30 of the preceding school year. Such notice shall be sent as far in advance as practicable, ordinarily at least fourteen (14) days before the final date when applications must be submitted.

#### **D. Promotional Positions**

Promotional Positions are defined as follows:

1. Positions not on the salary schedule attached to this Agreement as Appendix C-1 or C-2, and related to work performed by the Association and/or of supervisory nature.
2. The Board will provide a job description for all promotional positions specifying the duties and responsibilities of the position.

#### **E. Appointments**

1. All appointments to vacancies and/or promotional positions shall be based upon qualifications, experience, performance, attendance and subject to Civil Service Rules and Regulations. In the event all applicants are in-house candidates and all of the above factors are equal, as determined by the Superintendent of Schools or his/her designee, seniority will be the determining factor when making decisions concerning the filling of vacancies and promotional positions. In the event an outside candidate applies for a particular position and is being considered along with an in-house candidate or candidates, seniority shall be one of the factors for consideration as opposed to the tiebreaker. In the event an outside candidate is being considered along with an in-house candidate who is currently in the same title as the existing vacancy and the above factors are deemed to be equal, as determined by the Superintendent of Schools or his/her designee, the in-house candidate shall be appointed to the position.
2. Upon request, each applicant for such a position who is not selected will receive an oral or written explanation from the Superintendent or his/her designee as to why she/he did not receive the promotion.

#### **F. Earned Increments**

Persons working in 10-month positions must be employed prior to February 1 in order to be considered for salary, i.e. step, adjustment in the following year; those working in 12-month positions must be employed prior to January 1 in order to be considered for salary, i.e. step, adjustment in the following year. The foregoing shall not apply to unit members hired on or after July 1, 2015.

## **G. Employee Information**

New employees will be informed of retirement and social security options as well as given a copy of the contract during the initial paperwork processing meeting held between the District and the employee.

## **H. Career Increments/Longevity Payments**

Beginning in the 2006-2007 school year, the career increment for all unit members hired prior to July 1, 2015, will be as follows:

After 5 years of service in the District - \$420.00 additional  
After 10 years of service in the District - \$720.00 additional  
After 15 years of service in the District - \$1080.00 additional  
After 20 years of service in the District - \$1440.00 additional  
After 25 years of service in the District - \$1800.00 additional

Unit members hired on or after July 1, 2015 shall be entitled to longevity payments, distributed on a one-time, non-cumulative, non-recurring basis, on the first day of the year next following the indicated service, as follows:

Year 5: \$500  
Year 10: \$500  
Year 15: \$500  
Year 20: \$500

At the option of the employee, payment of the career increment will be either paid within 60 days of the anniversary date of the employee, or, prorated throughout the year in the employee's paychecks. Career increments shall not be used in computing hourly rates for overtime purposes but will be used in computing rates for retirement purposes.

Active Duty Military Service of not less than one (1) year, and for which this District has not given prior credit, may be applied after fifteen (15) years of service to the District on a year-to-year basis, to a maximum of four (4) years, toward eligibility for career increments. Except for the first year, service for one-half (1/2) year to one (1) year, shall be considered a full year for this purpose.

## **I. Employee In-Service Training**

Employees attending approved training sessions outside normal work hours that are not required by state or federal regulation shall be paid their regular hourly rate of pay for the extra time involved. Employees serving on committees at the District's request outside normal work hours shall be paid at their regular hourly rate.

## **J. Career Development Program**

1. The District and the Association believe that all staff should be life-long learners, be encouraged and supported in their endeavors to achieve excellence, expand knowledge of practices in their areas of responsibilities, and remain proficient in skills and practices in their area. Toward this end and within fiscal restraints, the District acknowledges and recognizes the need to keep employees' knowledge and skills current by providing on-going District sponsored staff development. (See Appendix D for Career Development Program Forms).

At the same time, it is also recognized that employee motivation and initiatives for self-improvement need be honored. The staff will be encouraged to further their development by attending workshops, conferences, or other learning opportunities that are related to and/or enhance knowledge and skills to meet job responsibilities.

2. The District shall make available to each bargaining unit member, with one (1) year of service in the District, up to \$3,500.00 that may be permanently earned through successfully attending college courses, participating in seminars, passing competency examinations, or achieving certification in areas pertaining to their work. Employees desiring credit under this program must receive approval prior to taking the course, seminar, or examination.

The District will grant salary credit for all approved tests or courses. The criteria for courses being approved shall be at least one of the following:

- a. Related to current job responsibilities;
- b. Part of a Degree program related to job responsibility; or
- c. District Goals.

### 3. Procedure

The request procedure for course/workshop approval is submitted to the Assistant Superintendent of Schools (for Teaching Assistants) or the Department of Human Resources (for all other employees).

- a. Competency through examination will be measured on a case-by-case basis.
- b. All payments will be paid as earned.
- c. Should the District want to have the employees participate in an offering that can only be scheduled outside the normal workday, the District will meet with the Association to work out the details of salary and time.
- d. All credits earned will accrue at the rates in effect at the time earned.
- e. In the event a course, workshop, etc. does not specify the number of Continuing Education Units (CEU) the following formula of one (1) CEU for each fifteen (15) contact hours will be utilized. Where courses, workshops, etc. specify CEU's, those CEU's will be credited to the employee for payment. Bargaining unit members can accrue contact hours as a result of attendance in any of the offerings listed above. These will be paid in groups of five (5) contact hours at one-third (1/3) of the CEU rate for each group of five (5) contact hours.
- f. Salary Credit and/or reimbursement will be made upon the successful completion (passing grade) and with the submission of proof of payment for the workshop, course, etc.

**Note:** If the District pays the cost of registration, tuition, and/or salary to attend the above, credit for salary purposes may not be earned.

### 4. Appeal Procedure

In the instance where course approval has been denied, the employee may submit an appeal to a committee made up of two (2) designees of the Superintendent and two (2) designees of the Association.

- a. This Committee will review the request.
  - i. If the Committee determines that, the denial of course approval is consistent with the criteria outlined in Article VII(J)(2) the denial will be upheld.
  - ii. If the Committee determines that the denial of course approval is inconsistent with the criteria outlined in Article VII(J)(2) the denial will be overturned and the employee will be allowed to attend.

- iii. If the Committee is tied or cannot render a majority decision, the issue becomes subject to the arbitration procedure. The arbitration procedure will use the AAA's Expedited Rules.

**5. Payment**

Payments for career development will be made in September and February.

The submission form will be attached to this contract as Appendix D.

<b>Beginning on...</b>	<b>For each Credit or CEU</b>	<b>Any College Credit</b>
<u>7/1/06</u>	<u>\$69.00</u>	<u>\$83.00</u>

**K. Job Description**

Job descriptions for Association positions are set forth in Appendix H. It is understood by the parties that the job descriptions set forth in Appendix H are solely for informational purposes and shall not be subject to the Grievance Procedure set forth in Article III of this Agreement.

**Article VIII - Vacation & Holidays**

**A. Vacation Allotment**

1. Employees hired prior to May 9, 2019 shall be granted vacations in accordance with the following schedule:

<b>AFTER YEAR(S) OF SERVICE</b>	<b>VACATION</b>
1	10 days
2	10 days
3	15 days
4	15 days
5	20 days
15	21 days
17	22 days
19	23 days

2. Unit members hired on or after May 9, 2019 shall be granted vacations in accordance with the following schedule:

<b>AFTER YEAR(S) OF SERVICE</b>	<b>VACATION</b>
1	10 days
5	15 days
15	20 days

**B. Scheduling Vacations**

It is understood by the parties that it is essential to have adequate staffing of offices while students are in session. It is in this spirit that the scheduling of vacation leave be requested and granted. It is understood that vacation time can be scheduled at any time throughout the year and it must also be taken into consideration that this be done at the convenience of the employer. The employee and her/his immediate supervisor should make every effort to insure fair application of this section. The employee should attempt to schedule vacation time during "non-session" days, and

the immediate supervisor should make every effort to accommodate the employee's vacation request(s).

The employer reserves the right to grant vacation on a pro-rated basis for services less than a full year.

Effective July 1, 2015, requests for vacation time shall be granted to unit members on a "first come, first served" basis.

### **C. Accumulation of Vacation**

After five (5) years of continuous services to the District, consideration will be given to requests to carry over a maximum of ten (10) vacation days, which must be used in the next succeeding year.

Requests for "carry-over" vacation days must be made in writing to the Department of Human Resources and approved prior to April 15. No carry-over of more than ten (10) days will be approved and an employee may not carry over days for any two (2) consecutive years. Earned vacation other than permissible "carry-over" must be used within the award year or forfeited.

The employer agrees to exceed the carry-over maximums and the year limitation in special cases where extended vacations are planned more than one (1) year in advance.

### **D. Paid Holidays**

A list of paid holidays shall be promulgated each year prior to June 1. Paid holidays shall consist of fourteen (14) (12 scheduled and 2 floating) days plus any additional religious holidays for which all District schools are closed. Reasonable notice will be given for all floating holidays. The following holidays shall be selected from in promulgating the list of paid holidays each year: New Year's day; Dr. Martin Luther King, Jr. day; Presidents' day; Memorial day; Independence day; Labor day; Rosh Hashanah; Columbus day; Veterans' day; Thanksgiving day; Friday after Thanksgiving day; Christmas day; Good Friday; Holy Thursday; and Yom Kippur.

### **E. Work Year Calendars – Ten-Month Employees**

The work year for all ten-month staff with the exception of bus drivers and transportation monitors shall be equivalent to the 182 days of instruction and assessment as identified in the school district calendar. The exact dates of work may be modified only as a result of changes made to student days of attendance due to emergency closing of the District or a particular school. Ten-month employees may be required to work up to an additional five (5) days for staff and professional development activities. Employees required to work any of the additional days shall receive notice at least ten (10) days in advance. Employees working in excess of 182 days shall be paid by the hour with a guarantee equivalent of one-half (1/2) of their regular day but not less than 2 hours.

F. In July and August a ten-hour, four (4) day workweek may be mutually agreed to by the District and the Association for all bargaining unit members.

## **Article IX – Resignations**

Employees must submit a written resignation at least two (2) weeks in advance of the effective date. Failure to give a minimum of two (2) weeks' notice, except by mutual agreement, forfeits the employees right to be paid for accumulated vacation days unused at the time of said resignation.

## **Article X - Insurance Benefits**

- A.** Effective January 1, 2014, the provision of health insurance benefits shall be in accordance with the Rules of the New York State Health Insurance Program (“NYSHIP”).
- B.** The benefits outlined in this Article X shall be provided to eligible single and legally married staff and covered dependents.
- C.** Employees hired after January 26, 2012 must be regularly scheduled to work thirty (30) hours or more per week in order to be eligible for any of the benefits set forth in this Article X. This provision shall not apply to Teaching Assistants assigned to ½ day kindergarten programs. Pursuant to Article XV, when practicable, employees involuntarily reduced in hours will be provided with an opportunity to obtain appointment to other vacant positions.

### **D. Health Insurance**

#### 1. Active bargaining unit members

- a. All unit members, hired prior to July 1, 2015, participating in the District health plan shall contribute towards the cost of health insurance in the following manner:
  - i. Those bargaining unit members earning a base annual salary of less than \$35,000 shall contribute four percent (4%) of the premium equivalent rate;
  - ii. Those bargaining unit members earning a base annual salary of at least \$35,000 but less than \$55,000 shall contribute six percent (6%) of the premium equivalent;
  - iii. Those bargaining unit members earning a base annual salary of \$55,000 or more shall contribute eight percent (8%) of the premium equivalent.
- b. Effective July 1, 2017, all unit members, hired prior to July 1, 2015, participating in the District health plan shall contribute towards the cost of health insurance in the following manner:
  - i. Those bargaining unit members earning a base annual salary of less than \$35,000 shall contribute five percent (5%) of the premium equivalent rate;
  - ii. Those bargaining unit members earning a base annual salary of at least \$35,000 but less than \$55,000 shall contribute seven percent (7%) of the premium equivalent;
  - iii. Those bargaining unit members earning a base annual salary of \$55,000 or more shall contribute nine percent (9%) of the premium equivalent.
- c. Effective July 1, 2018, all unit members, hired prior to July 1, 2015, participating in the District health plan shall contribute towards the cost of health insurance in the following manner:
  - i. Those bargaining unit members earning a base annual salary of less than \$35,000 shall contribute six percent (6%) of the premium equivalent rate;
  - ii. Those bargaining unit members earning a base annual salary of at least \$35,000 but less than \$55,000 shall contribute eight percent (8%) of the premium equivalent;

- iii. Those bargaining unit members earning a base annual salary of \$55,000 or more shall contribute ten percent (10%) of the premium equivalent.
- d. Effective July 1, 2019, all unit members, hired prior to July 1, 2015, participating in the District health plan shall contribute towards the cost of health insurance in the following manner:
  - i. Those bargaining unit members earning a base annual salary of less than \$35,000 shall contribute seven percent (7%) of the premium equivalent rate;
  - ii. Those bargaining unit members earning a base annual salary of at least \$35,000 but less than \$55,000 shall contribute nine percent (9%) of the premium equivalent;
  - iii. Those bargaining unit members earning a base annual salary of \$55,000 or more shall contribute eleven percent (11%) of the premium equivalent.
- e. Effective July 1, 2020, all unit members, hired prior to July 1, 2015, participating in the District health plan shall contribute towards the cost of health insurance in the following manner:
  - i. Those bargaining unit members earning a base annual salary of less than \$35,000 shall contribute eight percent (8%) of the premium equivalent rate;
  - ii. Those bargaining unit members earning a base annual salary of at least \$35,000 but less than \$55,000 shall contribute ten percent (10%) of the premium equivalent;
  - iii. Those bargaining unit members earning a base annual salary of \$55,000 or more shall contribute twelve percent (12%) of the premium equivalent.
- f. All unit members hired on or after July 1, 2015, and who participate in a health insurance plan offered by the District, shall contribute twenty-five (25%) of the premium rate, or the premium equivalent rates towards the cost of health insurance.
- g. Unless specifically provided for elsewhere in the Agreement, any employee hired less than six (6) hours per day for a position after July 1, 2003 and on or before January 26, 2012 shall be required to pay an equivalent percentage difference for health insurance based on the established annual premium for the first three (3) years of employment. Effective July 1, 2013, employees whose hours are involuntarily reduced below six (6) hours per day shall be entitled to continue to receive the benefits set forth in this Article X for a period of one (1) calendar year from the date the reduction goes into effect. Employees whose hours were involuntarily reduced below six (6) hours per day on or after January 26, 2012 up to July 1, 2013 shall be entitled to continue to receive the benefits in this Article X for a period of one (1) calendar year from July 1, 2013.
- h. It is further agreed that a Health Advisory Committee consisting of up to two (2) members from each bargaining unit and two (2) representing the Board shall evaluate, make recommendations, and report quarterly to all parties concerning the status of the District's health plan.



- i. Provisions shall be made for an employee to resume coverage in the event other coverage is lost, or in the event of serious illness to either employee. This provision also applies to the “Buy-out” section under health insurance.
- j. Dual family plan coverage will not be extended in the case of more than one (1) member of the same family being in the employ of the District. The District will assume 80 percent (80%) of the 20 percent (20%) unpaid benefit normally accrued under the family plan.
- k. Effective July 1, 2015, the District shall be permitted to offer an alternative health care plan on a voluntary basis to both current, active unit members and those members hired on or after July 1, 2015. With respect to the foregoing, the District maintains the right, at its discretion, to alter, change, or modify the alternative health care plan offered to unit members. The rate of contribution for the unit members who opt to take the alternative health care plan shall be as follows:
  - i. For unit members hired prior to July 1, 2015, the premium contribution shall be the applicable employee contribution rate as set forth in Sections 1(a) through 1(e) above.
  - ii. For unit members hired on or after July 1, 2015, the rate of contribution shall be 25%.
  - iii. For unit members not otherwise eligible for the District’s health insurance coverage, but who voluntarily opt to take the District’s alternative health care plan, the rate of contribution shall be the contribution rate as designated by COBRA (102%).

(The following example is for illustrative purposes only: A current unit member hired on or before July 1, 2015, who is required to pay a 6% contribute rate for health insurance, who elects to participate in the alternative plan, shall be required to pay a 6% premium contribution for the District’s designated alternative health care plan. A new unit member, hired on or after July 1, 2015, who is required to pay a 25% contribution rate for health insurance shall be required to pay 25% of the premium contribution for the District’s alternative health care plan. Unit members who are not otherwise eligible for health insurance shall be required to pay the COBRA contribution rate at 102%).

## 2. Retired bargaining unit members

- a. The District shall pay the cost, for life, of an individual health/medical insurance plan for employees retired from the District, their spouses of record at time of retirement, and eligible dependents (See Appendix E for Retirement Agreement). However, for all employees retiring from the District on or after July 1, 2014, in the first year of retirement, the retiree will pay an amount toward health insurance equal to the amount the retiree paid in her/his last year of employment. In each subsequent year the retiree will pay a decreasing amount towards the premium. In year two (2), the contribution toward the health care premium will be ten percent (10%) less than the amount paid towards the premium in the first year of retirement. This ten percent (10%) reduction will continue into future years until the employee’s first year of Medicare eligibility followed by his/her enrollment in Medicare. On the effective date of enrollment in Medicare, the retiree will not be required to contribute towards the health insurance premium. All unit members hired on or after July 1, 2015, who participate in a

health insurance plan, or a self-insured health care plan, offered by the District, shall contribute twenty-five (25%) of the premium rate towards the cost of health insurance during retirement. Said rate of contribution shall remain the employee's rate of contribution during retirement under the New York State Employees Retirement System and New York State Teachers Retirement System.

For all employees hired prior to July 1, 2015 and retiring from the District on or after July 1, 2016, the retiree will pay an amount toward health insurance equal to the amount the retiree paid in his/her last year of employment until the employee's first year of Medicare eligibility, followed by his/her enrollment in Medicare. On the effective date of enrollment in Medicare, the retiree will not be required to contribute towards the health insurance premium. The diminishing contribution rate shall no longer exist for staff members hired prior to July 1, 2015 and retiring on or after July 1, 2016.

As a result of the foregoing, there will exist four (4) categories of retirement contributions relative to health insurance premium contributions into retirement:

1. Support staff employees who retired into the NYS retirement systems on or before June 30, 2014, shall not be required to make contributions for health insurance into retirement;
  2. Support staff employees, hired prior to July 1, 2015, who retire into the NYS retirement systems, July 1, 2014 through June 30, 2016, shall contribute a declining retirement contribution amount as set forth in Article X(D)(2)(a);
  3. Support staff employees, hired prior to July 1, 2015, who retire into the NYS retirement systems on or after July 1, 2016, shall contribute a non-diminishing contribution rate equal to the contribution amount paid in the employee's last year of employment, until their enrollment in Medicare has been effectuated. On the effective date of enrollment in Medicare, the retiree will not be required to contribute towards the health insurance premium; and
  4. Unit members hired on or after July 1, 2015, who retire in the NYS retirement systems, shall contribute 25% towards premium health insurance in perpetuity.
- b. Except as set forth in paragraph c below: Effective July 1, 1999, for all support staff beginning their service after this date, a ten (10) year aggregate service requirement must be met before support staff personnel are eligible to receive the benefit in sub-paragraph 2.a. above. The health insurance plan for retired employees will become effective when the employee has completed ten (10) years of continuous service or fifteen (15) years of non-continuous service with the District. Layoff or approved leaves of absence shall not constitute a break in service, nor shall such period be counted as service time, for purposes of calculation of the service requirement. Effective December 31, 2015, the vesting requirement for all support staff will be increased to fifteen (15) years of continuous service or twenty (20) years of non-continuous service.
- c. Exception to Vesting terms: Currently the NYSHIP health plan does not differentiate between continuous and non-continuous service. As such, the health insurance plan for retired employees will become effective when the eligible employee has completed ten (10) years of continuous or non-continuous service. Effective December 31, 2015, the vesting requirement for all eligible support staff will be increased to fifteen (15) years of continuous service or non-continuous service. In the event NYSHIP begins to differentiate between

continuous and non-continuous service and/or in the event the District switches health insurance providers, the vesting requirements as outlined in paragraph b above shall apply.

3. Annual co-pays and deductibles shall be in accordance with NYSHIP Plan Rules.
4. Provided that the level of benefits remains substantially the same, the District shall have the right to change health care providers and its health care plan.
5. The District may solicit proposals from health care plan providers. Thereafter, the District shall meet with the Association and any consultants employed by the District to review the current health care plan and the terms of any newly proposed plan.
6. The Association shall, at the election of the District, reopen the contract for negotiations concerning proposed changes to the plan.
7. The District shall, at the election of the Association, reopen the contract for negotiations concerning proposed changes to the plan.
8. Support staff retired from the District having dependent children shall be entitled to a family health/medical insurance plan, in accordance with paragraph 1 above. At such time as dependent child status ceases, the family plan coverage shall be converted in accordance with paragraph 2 above.
9. Effective July 1, 2013, the following shall be applicable:

Those employees who are vested retirees under Employees' Retirement System ("ERS") or Teachers' Retirement System ("TRS") who have left the employ of the District on or before July 1, 2013 shall be required to enroll in the District's health plan, effective January 1, 2014, on an individual or family basis, upon payment of the required premium plus two percent (2%) in accordance with the Comprehensive Omnibus Budget Reconciliation Act ("COBRA") in order to be eligible for health insurance into retirement, as set forth in paragraph (D)(2) of this Article. Failure of the "vested retiree" to enroll in the District's health plan by January 1, 2014 as specified above will result in a permanent forfeiture of benefits under this Article. After July 1, 2013, only support staff who are (1) vested retirees under ERS or TRS and (2) leave the employ of the District within five (5) years of age eligibility for retirement into ERS or TRS shall be required to enroll in the District's current health plan on an individual or family plan basis upon payment of the required premium plus two percent (2%) in accordance with the Comprehensive Omnibus Budget Reconciliation Act ("COBRA") in order to be eligible for health insurance into retirement, as set forth in paragraph (D)(2) above. Failure of the employee to maintain coverage as hereinbefore required will result in the forfeiture of health insurance coverage. In the event this provision conflicts with the NYSHIP Plan Rules, the NYSHIP Plan Rules shall govern.

10. Retirees, who have retired from the District prior to 1976, will be exempt from any premium increases after July 1, 1992.

#### **E. Health Insurance Buy-Out**

1. Employees hired after January 26, 2012, shall be ineligible to receive any payment in lieu of health insurance.
2. Only those bargaining unit members on staff as of January 26, 2012 who elected to receive the health care buyout for the 2011-2012 school year as of January 26, 2012 shall be eligible to continue to elect to receive the buyout in the following manner effective July 1, 2011:
  - a. \$3,000 for employee + 2 (or more);

- b. \$2,250 for employee + 1;
- c. \$1,500 for individual employee;
- d. Married employees shall be limited to one (1) individual buyout between them.

## **F. Dental Reimbursement Program**

The Employee Dental Reimbursement Benefit Package is outlined in Appendix F attached to this Agreement.

### **1. Covered Expenses:**

All dental procedures must be provided by a licensed dentist. Effective July 1, 2008, the maximum benefit payable during the first eligible benefit period is \$375. Effective July 1, 2008, the subsequent maximum payment during a benefit period is \$2,600 per family, \$1,300 per individual. The maximum lifetime orthodontic benefit is \$1,250 per individual, which benefit shall be included in calculating the aforementioned maximum payment amounts per benefit period. Employee claims shall be reimbursed at 100% of the claim (subject to the maximum payment amounts set forth in this paragraph); dependent claims shall be reimbursed at 80% of the claim (subject to the maximum payment amounts set forth in this paragraph). Any bargaining unit member who seeks to receive the differential associated with the increased reimbursement rate for claims submitted on or after July 1, 2008 through the date on which this Agreement is executed, shall be required to resubmit such claims to the Business Office within six (6) months of the date on which this Agreement is executed. After such six (6) month period, the bargaining unit member waives any right to receive the increased rate for such period.

Eligibility for Dental Plan participation shall be limited to those employees regularly scheduled for a minimum workweek of thirty (30) hours.

In addition to the specified benefits as shown in this Agreement the District agrees to provide to all employees all benefits mandated by law.

## **G. Drug Testing**

The random drug testing may be done on site with a mobile Drug Testing Unit. The District and the Association will outline the procedures for future use.

## **H. Eye Exam**

Effective July 1, 2008, for eligible employees, their spouse, or child(ren) the District will provide payment for yearly eye exam and, if prescribed, a pair of glasses with a maximum of \$260 per individual up to a total annual allowance of \$425. All costs in excess of \$425 shall be paid by the employee. Any bargaining unit member who seeks to receive the differential associated with the increased reimbursement rate for claims submitted on or after July 1, 2008 through the date on which this Agreement is executed, shall be required to resubmit such claims to the Business Office within six (6) months of the date on which this Agreement is executed. After such six (6) month period, the bargaining unit member waives any right to receive the increased rate for such period.

Employees who work a minimum of thirty (30) hours per week are eligible for this benefit.

## **I. General**

To contact the Dental administrator please refer to the relevant communication provided by the District.

Each employee shall receive an updated packet of all employee benefits each year.

In addition to the specified benefits as shown in this Agreement the District agrees to provide to all employees all benefits mandated by law.

#### **J. Long Term Disability**

The District shall make available a long-term disability insurance program, as presently constituted, at no cost to qualified employees. A separate booklet will be kept in each building for reference by individual employees.

#### **K. Catastrophic Coverage**

Beginning July 1, 1995, the District agrees to provide for each employee excess medical plan equal to or better than the excess medical plan (First Rehabilitation) provided through the Benefits Trust of the KLDTA that was in force for the 1994-1995 contract year. The employee may elect at his/her cost a "Family Plan" subscription to the excess medical plan.

### **Article XI - Dues Deduction**

#### **A. Authorization**

As authorized under Section 208 of the Taylor Law and Section 93-b of the General Municipal Law, the District agrees to provide a payroll deduction plan for dues for membership in the Katonah-Lewisboro Support Staff Association.

#### **B. Membership Rate**

The Association shall certify to the Board of Education in writing the current rate of its membership dues. If the Association changes the rate of its membership dues, it will give the Board thirty (30) days' notice prior to the effective date of such change or thirty (30) days prior to the third pay day, whichever comes first.

#### **C. Manner of Deduction**

1. The total annual membership dues certified for the Association will be deducted in equal installments beginning with the first pay period in October and ending with the last pay period in June.
2. Original signed dues authorization forms of those employees who have voluntarily authorized the deduction of dues must be furnished to the Board no later than fifteen (15) days prior to the first pay period in October.

#### **D. Agency Fee**

Pursuant to the United States Supreme Court decision, Janus v. AFSCME, the following contract provision is unenforceable.

Bargaining unit members who are not members of the Association shall be required to pay an agency fee equivalent to the unified dues of the Association. The agency fee shall be deducted by the District in the same manner as is provided for voluntary dues deduction in section C(1) above.

1. All monies deducted shall be transmitted to the Association with dues deduction money.
2. The Association shall adopt a refund procedure consonant with provisions of Section 208, Subsection 3, of the Civil Service Law.

## **E. Payroll Deduction**

Any bargaining unit member may voluntarily request automatic payroll deductions to participate in a U.S. Savings Bond Program and/or the CD #2 Federal Credit Union.

## **F. Certification**

The Association shall certify total bargaining unit membership each year. Such certification shall clearly denote those bargaining unit members who are participating in payroll deductions of dues and those persons whom deductions are made under the agency fee provision above.

## **G. Direct Deposit**

All employees shall be required to receive their salary payments through direct deposit and shall complete the attached Direct Deposit form and submit it to the Business Office. (Appendix G).

# **Article XII - Employee's Evaluation, Personnel Files, and Seniority**

## **A. Evaluation Committee**

A committee will be formed to develop an evaluation system for the clerical staff. Results of the committee's work will be returned to the negotiators within six (6) months of the execution of this Agreement. Following formal agreement, the resulting process may be instituted in the school year in which a decision is reached, or as soon thereafter as practicably possible. Once agreed upon by the parties, the criteria, forms, and procedures will become part of this Agreement. Notwithstanding the foregoing, should the committee fail to provide a recommendation to the negotiators within six (6) months of the execution of this Agreement, the District shall have the sole discretion to develop and implement the evaluation system it deems fit.

The evaluation criteria, forms, and procedures for all categories of employees, with the exception of Teaching Assistants, are located in Appendix K of this Agreement. A supervisor is not precluded from giving written feedback, especially a positive evaluative communication, to any bargaining unit member.

The use of audio, video, or any other technological surveillance devices will not be used for the purpose of employee evaluation.

## **B. Files**

1. Employees will have the right, upon request, to review the contents of their personnel files and make copies of any documents in it. An employee will be entitled to have a representative of the Association accompany him/her during such a review.
2. Employees will be provided with an opportunity to review documents pertaining to their performance prior to said documents being placed in their personnel file. The employee will acknowledge that he/she has had the opportunity to review such material by affixing his/her signature to the copy to be filed, provided that the signature expressly indicates receipt but not necessarily agreement with the contents. The employee will also have the right to submit a written answer to such materials and his/her answer shall be reviewed by the Superintendent or his/her designee and attached to the file copy.

## **C. Seniority**

1. An employee's most recent date of hire or re-hire in the specific job title or job category, as more fully set forth in section (D) below, shall be his/her seniority date for purposes of layoff,

recalls, and in consideration for promotion or transfers. Notwithstanding the foregoing, Teaching Assistants shall accrue seniority in accordance with applicable law.

2. If an employee changed “employment status” and/or resigned and was rehired by the District, never left the employ of the District, the employee’s seniority time will be calculated as continuous from the first date of hire within the specific job title or job category, as set forth in section (D) below.

#### **D. Layoff**

1. Layoffs shall be accomplished in the following manner:
  - a. Competitive Class Titles: All layoffs and recalls of employees appointed to competitive class titles shall be in accordance with Civil Service Law Section 80 and applicable Civil Service Rules of the Westchester Civil Service Commission.
  - b. Non-Competitive/Labor Class Employees
    - i. Seniority shall be accrued based upon total continuous service to the District in each job category. Part-time service shall also be calculated, on a pro-rata basis, in accordance with the bargaining unit member’s assignment, i.e., a (.6) assignment would result in (.6) seniority accrual, subject to the provisions of paragraph (c) below. Notwithstanding the foregoing, those bargaining unit members simultaneously serving in two (2) job categories, which service equates to a full time equivalent (1.0), shall be entitled to accrue seniority on a full time (1.0) basis in each category so long as the bargaining unit member is assigned to work in such category on a (.4) basis or greater.
    - ii. Seniority lists based upon each job category shall be maintained by the District within each of the following non-competitive/labor class job categories for which a seniority list will be maintained:
      1. Teacher Aide;
      2. Bus driver, bus attendants, Head Dispatcher, Head driver, automotive mechanic/bus driver;
      3. Custodial worker, maintenance mechanic-buildings, maintenance mechanic-carpenter, maintenance mechanic-equipment and grounds, laborer, duplicating machine operator, bus driver/messenger;
      4. School Monitors;
      5. Computer aides;
      6. Job Coaches;
      7. Automotive mechanic.
  - c. Part-Time Employees: Those non-competitive or labor class employees who work less than thirty (30) hours per week shall not be entitled to accrue seniority for purposes of layoff and recall unless the bargaining unit member has been employed by the District for ten (10) consecutive years of service as of January 26, 2012. No other part time employees shall accrue seniority now or in the future other than the aforesaid class of part time employees. Recall rights shall only be to a position with equal or fewer hours.
  - d. Layoff shall be made in reverse seniority order within each job category pursuant to the seniority recorded by the District on the seniority list referred to above in

subsection (b). The position(s) to be abolished shall be identified by the District and the least senior incumbent(s) on the seniority list of the affected job category shall be terminated, or shall be reduced in hours. If a part-time employee (with ten (10) or more years of service) is more senior and would otherwise be retained in employment but refuses assignment to a full time position, he/she shall be terminated. The District shall not be required to combine part-time positions to retain a more senior full time or part-time employee in employment. The affected more senior full time employee will bump into and displace the next available full time position.

- e. As set forth above, only part-time employees with ten (10) or more years of service as of January 26, 2012 will be eligible to continue to accrue seniority; all other part-time staff will not have seniority rights. Hence, part-time employees having less than ten (10) years of service credit shall be first laid off.
- f. Process to be applied in the event of job abolition and resultant layoff:
  - i. District announces identified reductions by position, location, and hours.
  - ii. Incumbents of affected positions are identified.
  - iii. Based upon the seniority list the position occupied by the least senior employee on the list is abolished and the incumbent is laid-off.
  - iv. If the hours of the position occupied by the least senior employee are less than or equal to the abolished job then the least senior position gets abolished.
  - v. If the least senior position (number of hours) is greater than the number of hours of the position sought to be abolished then the least senior employee occupying the position will be reduced by that number of hours.
  - vi. If the position is less than the number of hours sought to be abolished then based on seniority employees remaining on the seniority list will be reassigned while maintaining the structure of the positions that the District has determined are necessary. (If the District determines for example that its operational needs require it to maintain 10 different positions then position abolition and resulting layoffs will be accomplished in a manner that allows the District to maintain ten (10) different positions).
  - vii. Reassignment shall be made to a position having the greatest number of hours for the most senior affected employee.
  - viii. The foregoing rules will be applied in a repetitive manner for all affected employees.
  - ix. In the event that the District notifies the Association that position abolition is necessary, the District and the Association will meet within five (5) days of the date of such notice to discuss the proposed layoffs as it pertains to monitors, teacher aides, and bus attendants. Both parties shall cooperatively discuss and participate in the application of the aforesaid layoff rules. Following such meeting, thereafter the District shall make a final determination of the positions to be abolished and who are the affected individuals. The Association shall be notified along with the affected employees. The Association acknowledges that due to timing issues related to budget development, notification requirements (for employees affected by position abolition and resulting layoff) and state reporting requirements the Association will promptly make its representatives available at the request of the District. The foregoing shall apply in the event of recall as well as position abolition and layoff.



- g. Recall Rights for Non-competitive/Labor Titles: Any employee laid off in accordance with the foregoing shall be placed on a recall list for four (4) years. Those employees hired on or after July 1, 2015, and laid off in accordance with the foregoing, shall be placed on a recall list for a period of eighteen (18) months from their date of layoff.
  - i. Effective July 1, 2015, unit members shall first be eligible to be placed on recall lists only after five (5) years of continuous service.
  - ii. Said recall list shall be maintained by the District. The names placed on the list shall be in seniority order.
  - iii. The most senior employee on the recall list shall have preference to any open position within the same job category set forth above, that he/she was laid off from.
  - iv. Unit members who are on the recall list and who decline a position which they are offered by the District, shall have their name removed from the recall list.
- h. The layoff and recall of Teaching Assistants shall be in accordance with applicable law.

### **E. Discipline**

It is the intent of the parties that the Process of Progressive Discipline be used in dealing with members of this Association. Discipline shall be imposed without regard to age, race, color, creed, religion, nationality, marital status, disability, ancestry, or sex, unless based upon a bona fide occupational qualification. The supervisor is responsible for informing employees of procedures and guidelines. Each supervisor is responsible for enforcing the guidelines and administering discipline among employees in a fair and consistent manner within these guidelines.

### **F. Discipline and Dismissal**

Effective January 26, 2012, the following shall apply to the discipline and dismissal of bargaining unit members:

1. All competitive, non-competitive, and labor class employees shall be required to serve a 52-week probationary period, pursuant to the Rules of the Westchester County Department of Civil Service. There shall be no extension(s) of the probationary period. The Grievance Procedure set forth in Article III of this Agreement shall not be utilized to challenge a bargaining unit member's dismissal during the probationary period, i.e., between twelve (12) and fifty (52) weeks of service.
2. All competitive, non-competitive, and labor class employees shall be entitled to a written review within 52 weeks of their date of hire.
3. Competitive class employees shall be entitled to those protections set forth in Civil Service Law Section 75 or the Grievance Procedure set forth in Article III for purposes of discipline and dismissal following one (1) year of uninterrupted service from their date of hire. Non-competitive and labor class employees shall be entitled to those protections set forth in Civil Service Law Section 75 or the Grievance Procedure set forth in Article III for purposes of discipline or dismissal following four (4) years of uninterrupted service from their date of hire.
  - a. All competitive, non-competitive, and labor class employees hired as of January 26, 2012 shall have the choice of forum for discipline or dismissal proceedings. Such employees shall have the choice of Civil Service Law Section 75 or the Grievance Procedure set forth in Article III of this Agreement. The selection of forum must be made within ten (10) business

days of service of the notice of discipline. If the bargaining unit member fails to select a forum within such ten (10) business day period, the bargaining unit member will be deemed to have waived his/her right to select the Grievance Procedure. It is understood that a bargaining unit member's selection of the Grievance Procedure may result in the District's election to terminate the bargaining unit member's employment, subject to the final determination of the arbitrator, and which election shall result in the cessation of the payment of wages and all benefits during the pendency of the arbitration.

- b. All competitive, non-competitive, and labor class employees hired after January 26, 2012 and before July 1, 2015 shall be entitled to select the Grievance Procedure pursuant to the procedure set forth in paragraph (F)(c)(1) above solely when the District is seeking the penalty of termination from employment in the notice of discipline. It is understood that a bargaining unit member's selection of the Grievance Procedure may result in the District's election to terminate the bargaining unit member's employment, subject to the final determination of the arbitrator, and which election shall result in the cessation of the payment of wages and all benefits during the pendency of the arbitration. In the event the District is seeking a penalty less than termination, the bargaining unit member shall only be entitled to a disciplinary proceeding in accordance with Civil Service Law Section 75 and shall not be entitled to elect the Grievance Procedure.
  - c. All unit members hired on or after July 1, 2015 shall only be entitled to disciplinary and dismissal proceedings in accordance with the applicable Civil Service Law(s) and shall not be entitled to elect the Grievance Procedure set forth in Article III, for any and all penalties administered by the District.
4. Teaching assistants shall be required to serve a probationary period in accordance with Education Law Section 3012. Teaching assistants subject to discipline or dismissal shall be entitled to a hearing in accordance with Education Law Section 3020-a and shall not be entitled to select the Grievance Procedure.

## **Article XIII - General**

### **A. Miscellaneous**

1. "Part-time" employees shall be defined as those bargaining unit members working less than thirty (30) hours per week.
2. No employee shall suffer any professional disadvantage by reason of his/her membership in the Association or participation in its lawful activities. The parties agree that this provision shall not be subject to the Grievance Procedure set forth in Article III of this Agreement. In the event of a dispute between the parties relative to this provision, the sole venue for resolving said dispute(s) shall be the PERB so long as the PERB and Taylor Law continue to be applicable to the item(s) in question. In the event the PERB or the Taylor Law no longer applies to the items in question, the venue for resolving such disputes shall be the Grievance Procedure set forth in Article III of this Agreement.
3. If negotiation or grievance meetings between the Board and the Association are scheduled during a work day, the representatives of the Association will be relieved from all regular duties without loss of pay or leave in order to permit their participation in such meetings. Nothing

contained herein shall be construed to mean that the District is required to negotiate during the workday.

4. The Association will be provided with two (2) copies of minutes of official Board meetings as soon as possible after such meetings. A copy of the proposed agenda of the meeting will be given to the Association prior to said meeting.
5. Copies of this Agreement shall be printed at the expense of the school district and a copy given to each employee.
6. The parties recognize that this Agreement has been entered into pursuant to the Public Employees' Fair Employment Act. If any provision of this Agreement or any application of the Agreement to any employee or group of employees is to be found contrary to law, then such provision or application shall not be deemed to be valid and subsisting, except to the extent permitted by law, but all other provision(s) or application will continue in full force and effect.
7. This Agreement constitutes Board policy for the term of said Agreement, and both parties will carry out the commitments contained herein and give them full force and effect as policy. Any monetary benefit made invalid because of any economic control regulations, shall be re-negotiated with respect to the allocation of such affected monies to the extent legally permissible under the rules and regulations applicable thereto.
8. No new side agreements will be negotiated without the Association's consent. The parties agree that this provision shall not be subject to the Grievance Procedure set forth in Article III of this Agreement. In the event of a dispute between the parties relative to this provision, the sole venue for resolving said dispute(s) shall be the PERB so long as the PERB and Taylor Law continue to be applicable to the item(s) in question. In the event the PERB or the Taylor Law no longer applies to the items in question, the venue for resolving such disputes shall be the Grievance Procedure set forth in Article III of this Agreement.
9. The Tax Sheltered Annuity Plan established pursuant to United States Public Law #87-370 is available. Note: Tax Sheltered Annuities will only be deducted for 24 of the paychecks (no more than two (2) times per month).
10. Leave for up to two (2) bargaining unit members to attend any Association activities shall be allowed with pay and without deduction from accumulated leave. Any bargaining unit member seeking to utilize leave pursuant to this Section must receive prior written approval from his/her immediate supervisor and the Assistant Superintendent for Human Resources or his/her designee, which consent shall not be unreasonably withheld.
11. The District shall, with prior approval of the Superintendent or his/her designee, provide funds for conferences, seminars, and courses. Application for these programs should be made at least one (1) week in advance of the program. Travel costs for employment related business shall be provided for as indicated in this Contract (See Appendix I).
12. An employee required to use his/her personal automobile for authorized school business will receive transportation allowance at the prevailing District rate (Appendix I).
13. Reasonable effort will be made to insure that bargaining unit members do not work alone in a building.
14. An employee or administrator shall be permitted to have a representative, if she/he chooses, at any professional conference between an employee and administrator. Employee representatives shall be the Representative of the Association or an Association officer. It shall

be the obligation of either the employee or administrator if she/he has representation to notify the other party prior to such professional conference.

15. Any work schedule variances necessary during the course of the operational year will be determined by the Superintendent of Schools or his/her designee.
16. The pay periods run for the workweek beginning on Thursday and ending on the following Wednesday.
17. Employees will not be required to perform the duties and responsibilities of other category employees.
18. A Bulletin Board will be provided in each and every building for Association use. The Association will notify the District as to the location that each bulletin board is to be placed.
19. Dependents of unit members residing outside the Katonah-Lewisboro School District and who have begun their service prior to July 1, 2000, may attend District schools without tuition cost. Effective July 1, 2017, the foregoing shall only apply to dependents of unit members who have begun their service prior to July 1, 2000 who are already enrolled in the District as of May 9, 2019, i.e., no new dependents of the above referenced class of unit members shall be permitted to enroll.
20. Employees who volunteer and are selected by the District to chaperone District-sponsored events shall be paid in accordance with the rates set forth for same in the agreement between the Board and the Katonah-Lewisboro District Teachers Association ("KLDTA"). Any dispute between the parties concerning this provision shall not be subject to the grievance procedure set forth in the KLDTA agreement; such disputes shall be subject to the Grievance Procedure set forth in Article III of this Agreement.

## **B. Taylor Law Compliance**

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

## **C. Casual Employees**

Casual employees are employees who work for the District intermittently. These employees, because of the nature of their working relationship with the District, are not eligible for contractual benefits unless a benefit states specifically it applies to casual employees.

## **D. Recognition**

The Board reserves the right to recognize individuals for excellence in the performance of their work. It is agreed that recognition cannot be done under this Section by the awarding of extra steps on the salary schedule.

## **E. Office Space and Phone Usage**

Subject to space availability, the Association will be provided with office space and a telephone to use for Association business. The office will be located in a mutually agreeable location and will be equipped with outlets appropriate for computer and Internet access.

## **Article XIV - Personal Injury Benefits**

Whenever an employee is absent from his/her employment and unable to perform his/her duties as a result of personal injury caused by an accident or an assault occurring in the course of his/her employment, and receives worker's compensation payments for such absence, s/he will be paid his/her salary\* during his/her absence from his/her employment, to the extent of his/her accumulated approved leave. Upon expiration of accumulated approved leave, the employee shall receive only those benefits provided by worker's compensation and/or other insurance as provided by the District.

Any accumulated approved leave deducted as a result of lost time due to an injury on the job, shall be restored upon a final determination of the Workers' Compensation Board that the claimed injury or illness is compensable under the Workers' Compensation Law and regulations and upon receipt of any income replacement payments due to the District. However, upon return from leave taken as a result of personal injury, as outlined above, and before such determination has been made by the Workers' Compensation Board, employees who have exhausted all of their sick leave time shall be advanced up to ten (10) days of sick leave (i.e., if fewer than ten (10) days of sick leave were utilized, the employee will only receive up to the number of sick days used), which shall thereafter be recouped from future accrual of sick leave time. In the event that the employee's services terminate and the advanced days have not been recouped in whole or in part, the employee shall remain liable for such costs which may be paid from any terminal payments the employee is entitled to otherwise receive. An employee seeking the extension of sick leave time must provide any and all medical and other information, required by the District.

Restoration of leave time shall include all leave time utilized by the unit member related to the compensable illness or injury, including sick leave, personal leave, and vacation leave. The unit member shall inform the District of the election to use vacation time for income replacement as a result of the injury or illness.

\*In calculating the daily rate of pay, it is agreed that this will be equal to the average daily earnings of the employee. The average daily earnings will be determined by a review of the previous three (3) months of employee earnings, which includes payments for all hours worked. (This calculation excludes career increments).

## **Article XV - Hourly Employees**

- A.** Employees hired after January 26, 2012 must be regularly scheduled to work thirty (30) hours or more per week in order to be eligible for any of the benefits set forth in this Article XV. This provision shall not apply to Teaching Assistants assigned to ½ day kindergarten programs. Effective July 1, 2013, employees whose hours are involuntarily reduced below thirty (30) hours shall be entitled to continue to receive the benefits set forth in this Article XV for a period of one (1) calendar year from the date the reduction goes into effect. Employees whose hours were involuntarily reduced below thirty (30) hours on or after January 26, 2012 up to July 1, 2013 shall be entitled to continue to receive the benefits in this Article XV for a period of one (1) calendar year from July 1, 2013. When practicable, employees involuntarily reduced in hours will be provided with an opportunity to obtain appointment to other vacant positions.

**B. Hourly Employee Options**

Hourly employees shall follow the same work year as other 10-month employees. Employees hired after June 30, 2003 shall be compensated for hours worked and receive benefits as currently

provided in the agreement except that the employees shall pay a pro-rated share of the selected health insurance plan based on the annual premium equivalent for the first three (3) years of employment.

District employees working four (4) hours or more but less than seven (7) hours per day have the following options:

**Option A (with benefits)**

Employees choosing Option A shall be placed on Step one (1) of the salary schedule and shall be eligible for the following benefits:

Health insurance, pro-rated for the first three (3) years, as outlined in Article X.

Career Increments on a pro-rated basis. (Employees currently receiving this benefit will receive the full career increments).

Paid leave benefits as outlined in Article IV except that the yearly allotment shall be ten (10) days of approved leave each year.

The employee may accumulate unused paid leave. However, the employee may not use accumulated leave until the employee has completed two (2) years of service. During the first two (2) years of service, the employee can only use a maximum of ten (10) days of paid leave in any given year.

Employees are eligible for dental insurance if they are working a regularly scheduled thirty (30) hours per week.

After two (2) years of service, the employees shall be eligible for holiday pay as outlined in Article VIII of the Agreement.

The retirement and resignation benefits as outlined in Article IV, Redemption are applicable to hourly employees with ten (10) years of service to the District.

All other applicable benefits.

**Option B (without benefits)**

Those employees, hired prior to July 1, 2002 choosing Option B shall be placed on Step 5 of the schedule and shall not be eligible for health or dental insurance.

Paid leave benefits as outlined in Article IV except that the yearly allotment shall be ten (10) days of approved leave each year.

The employee may accumulate unused paid leave, however, the employee may not use accumulated leave until the employee has completed two (2) years of service. During the first two (2) years of service, the employee can only use a maximum of ten (10) days of paid leave in any given year.

After two (2) years of service, the employee shall be eligible for holiday pay as outlined in Article VIII of the Agreement.

The retirement and resignation benefits are applicable to hourly employees with ten (10) years of service to the District.

All other applicable benefits.

### **C. Duty Free Lunch**

All hourly employees working six (6) hours or more shall receive a thirty (30) minute duty free lunch.

### **D. Changing Options**

Any employees wanting to change from an Option with benefits to the Option without benefits shall be increased by four (4) steps on the salary schedule. Those employees wanting to change from the Option without benefits to the option with benefits shall be reduced by four (4) steps on the salary schedule. All option changes must be completed between July 1 and September 30 of the contract year. An employee, who works either full or part-time, who elects to take a no benefit option, will be placed on step five (on initial employment), or be moved, four (4) steps higher on the salary schedule. These employees will still be a part of the dental package if they qualify. Any employee who later elects to change to the option with benefits will be reduced four (4) steps on the salary schedule. In no instance will the employee be placed on a salary schedule step that is lower than her/his number of years' service in the District. Examples: If the schedule has six (6) steps and the employee has nine (9) years of service the employee will stay on the sixth step. If the employee had been credited with, four (4) years of service the employee would be placed on step five at the beginning of the next contract year.

### **E. Hourly Employees Under Four Hours**

For those hourly employees working less than four (4) hours per day, all contractual benefits shall apply with the following revisions:

The employee is eligible to purchase individual or family health insurance at the group rate.

Dental insurance and Career Increments are not applicable.

Paid leave benefits as outlined in Article IV except that the yearly allotment shall be ten (10) days of approved leave each year but the leave is not accumulative.

Extraordinary leave is not applicable to those employees working less than four (4) hours per day.

Physical exams and Holiday provisions are not applicable.

## **Article XVI - Clerical Employees**

The following items apply solely to the members of the bargaining unit working as clerical employees, Teacher Aides, and monitors. The categories applicable to clerical employees are set forth in Appendix O.

### **A. Work Day, Work Year and Overtime**

1. Clerical employees shall work eight (8) hours a day, forty (40) hours per week, which shall include a paid, duty-free lunch period of thirty (30) minutes and during the summer months and other non-session days they shall work thirty-five (35) hours per week, which shall include a duty-free lunch period of thirty (30) minutes. Supervisors have the discretion to extend the lunch hour. The District may assign clerical employees hired on or before January 26, 2012, on a voluntary basis, a start time of up to one (1) hour prior to the start of the school day and up to one (1) hour after the end of the school day. Employees shall be notified of such assignments on or about May 1 of each year. Clerical employees hired after January 26, 2012 may be assigned a start time of up to one (1) hour prior to the start of the school day and up

to one (1) hour after the end of the school day. Employees shall be notified of such assignments on or about May 1 of each year.

2. Bargaining unit members are permitted to leave the work premises during their duty-free lunch, provided they inform their immediate supervisor.
3. If a ten-month employee works for the District in the summer months in the same category of work during the school year, they will be paid their regular hourly rate.
4. Time worked in excess of the above times shall be paid in wages at the rate of time and one half (1 ½) of the employee's annual hourly rate.
5. At the employee's option, overtime compensation can be taken as compensation time at the rate of 1.5 hours for each one (1) hour of overtime. The employee shall determine when his/her compensation time will be utilized except if an emergency situation exists. Any compensation time not utilized by 6/30 of any year, shall be paid to the employee at the employee's regular overtime rate as outlined in Article XVI, Section 3 above.
6. Schedules for 10-month monitors are predicated on an annual work year of ten (10) months. Any monitor may elect to be appointed on an annual basis provided the employee works a scheduled twenty (20) hours per week on a regular basis for the work year.
7. When schools close early, all staff will be released 45 minutes after their respective schools close with the exception of those staff whose services are needed, as determined by the Superintendent of Schools and in accordance with Appendix N.

#### **B. Vacation for Ten-Month Employees**

The work days consist of the 182 days noted as student attendance days on the KLUFSD school calendar. Employees shall receive a day's pay for each additional day(s) work.

#### **C. Leave for Extraordinary Weather Conditions**

Employees shall not be required to report for work when schools have been closed due to inclement weather unless their immediate supervisor deems it essential. The employee shall be paid their hourly rate in addition to receiving her/his regular day's pay. Employees shall receive a full day's pay for those day's that are shorter than the regular workday.

#### **D. Salaries**

Salary schedules for four (4), five (5), six (6), seven (7) and eight (8) hour monitors shall be found in Appendix C-1 or Appendix C-2.

#### **E. Teacher Aides**

1. The foregoing provisions in Article XVI, Sections A, B, and C, shall apply to Teacher Aides to the extent that such provisions do not conflict with this Section.
2. **Work Day, Work Year, and Overtime**
  - a. Teacher Aide employees shall work seven (7) hours a day, thirty-five (35) hours per week, which shall include a duty-free lunch period of thirty (30) minutes. Supervisors have the discretion to extend the lunch hour. The District may assign Teacher Aides hired on or before January 26, 2012, on a voluntary basis, a start time of up to one (1) hour prior to the start of the school day and up to one (1) hour after the end of the school day. Employees shall be notified of such assignments on or about May 1 of each year. Teacher Aides hired after January 26, 2012 may be assigned a start time of up to one (1) hour prior



to the start of the school day and up to one (1) hour after the end of the school day. Employees shall be notified of such assignments on or about May 1 of each year.

- b. The parties agree to establish a committee composed of two (2) representatives for the bargaining unit members and two (2) representatives for the District to undertake a review and study of potential solutions to uninterrupted student contact time exceeding three (3) hours for Teacher Aides. The committee shall report its findings and recommendation(s) to their respective negotiators for further discussion. It is understood that the committee referenced in this Section is the same committee referenced in Article XIX below pertaining to Teaching Assistants.

Until such time as a final determination regarding uninterrupted student contact time in excess of three (3) hours is rendered, Teacher Aides shall have the right to request, in writing, a review of their individual work assignment with respect to uninterrupted student contact time in excess of four (4) hours. This written request shall be submitted to the Assistant Superintendent for Instruction who shall involve the respective building principal.

- c. Teacher Aides utilized outside of classrooms shall work eight (8) hours a day, forty (40) hours per week, which shall include a paid, duty-free lunch period of thirty (30) minutes and during the summer months they shall work thirty-five (35) hours per week, which shall include a duty-free lunch period of thirty (30) minutes. Supervisors have the discretion to extend the lunch hour. Employees working less than eight (8) hours will be covered under paragraph 2(a) above.
- d. Time worked in excess of the above times shall be paid in wages at the rate of time and one half (1 ½) of the employee's annual hourly rate.

### **3. Supplemental Pay for Teacher Aides**

Effective July 1, 2017, each full-time Teacher Aide shall receive an annual \$400 payment (prorated if necessary) which shall not be added to his/her base salary. The \$400 will be a supplemental payment made for a full year of full-time service, and will be paid at the end of the year. The \$400 supplemental payment shall not change during the term of this Agreement and shall apply retroactively to July 1, 2017 only for those who continue to be employed with the District as of May 9, 2019.

### **4. Training**

Upon request of the Teacher Aide, the District shall provide training to Teacher Aides assigned to medically fragile students and/or students with disabilities if such training is determined by the District to be necessary and relevant to the Teacher Aide's job responsibilities. Every effort will be made to have this training completed by the end of the first week of school or within the first week of a new student's arrival.

## **Article XVII – Maintenance**

The following items apply to all maintenance, such as, but not limited to laborer, cleaner, custodian, senior custodian, custodian-bus driver, and maintenance mechanic.

### **A. Work Day and Overtime Work**

1. Bargaining unit members shall work eight (8) hours a day, forty (40) hours per week, which shall include a paid, duty-free lunch period of thirty (30) minutes. Supervisors have the discretion to extend the lunch period.

2. Bargaining unit members are permitted to leave the work premises during their paid duty-free lunch, provided they inform their immediate supervisor.
3. If a ten-month employee works for the District in the summer months in the same category they work during the school year, they will be paid their regular hourly rate.
4. Time worked in excess of the above times shall be paid in wages at the rate of time and one half (1 ½) of the employee's annual hourly rate.
5. The over-time procedures for maintenance will be in Appendix P of this Agreement.
6. The night shift shall be defined as those bargaining unit members working more than fifty percent (50%) of their regularly scheduled shift after 4:00 p.m. (Example: A bargaining unit member scheduled to work from 1:00 p.m. to 9:00 p.m. would work three (3) hours before 4:00 p.m. and five (5) hours after 4:00 p.m., which hours after 4:00 p.m. constitute more than fifty percent (50%) of the shift, i.e., the night shift).
7. The District may assign custodial/maintenance/grounds personnel hired on or before January 26, 2012, on a voluntary basis, to work on Saturdays and Sundays, without premium pay, provided that no more than five (5) may be so scheduled at the high school; no more than three (3) so scheduled at the middle school; and no more than two (2) so scheduled at all other schools. The District retains its current right to continue to schedule certain custodial/maintenance/grounds personnel during nights and other non-school times without the payment of premium pay. Custodial/maintenance/grounds personnel hired after January 26, 2012 may be assigned to work on Saturdays and Sundays, without premium pay.
8. Employees called out for non-scheduled overtime work of an emergency nature, defined as mechanical issues faced by the District (including, but not limited to, pump failure, loss of power, mechanical failure, and/or a broken-down bus(es)), and which shall not be construed to include the completion of required paperwork or other regular daily work, shall be guaranteed a minimum pay of two (2) hours computed at the straight time hourly rate. Pay for actual hours worked shall be computed at one and one-half (1½) overtime rate or the guaranteed two (2) hour minimum, whichever is greater.

#### **B. Meetings**

Night shift personnel will be allowed to attend up to three (3) meetings of the Association without loss of pay. The employee shall be permitted to attend the meeting in its entirety and will be required to return to his assigned building after said meeting to complete his work shift.

#### **C. Tools**

Maintenance Mechanics required to use personal tools in the performance of his/her job shall receive an annual tool allowance of \$600 payable on or about December 15 of each contract year.

#### **D. Building Checks**

Employees assigned to perform building checks during the prescribed days when school is not in session shall be compensated at the rate of 1.5 x their hourly rate for each completed building check as prescribed and detailed by the Department Supervisor. A mileage allowance of up to sixty (60) miles shall be provided for these building checks.

#### **E. Holiday Work**

Double hourly rate shall be paid if any employee shall be required to work on a holiday.

## **F. Custodial Workers**

The salary schedules for Head and Senior Custodians hired prior to July 1, 2015 are set forth in Appendix C-1. The salary schedules for Head and Senior Custodians hired on or after July 1, 2015 are set forth in Appendix C-2. An additional recognition as a result of the appraisal process of up to \$1,500 can be made to each Head and Senior Custodian on a yearly basis.

The salary schedule for Night Custodians hired prior to July 1, 2015 is set forth in Appendix C-1. The salary schedule for Night Custodians hired on or after July 1, 2015 is set forth in Appendix C-2. In order for employees to be eligible for compensation pursuant to said schedule, they must be scheduled to work the night shift, as defined in (A)(6) above. Head and Senior Custodians shall not be eligible for any night differential regardless of whether such employees are scheduled to work the night shift, as defined in (A)(6) above.

Crew leaders at the high school and middle school will be paid an annual stipend of \$1,000. The stipend for elementary school crew leaders will be \$500.

In the event a custodial worker is required by the District to work a different shift during school recess periods than that which the employee works during session days, the employee shall be paid at the base hourly rate in effect during their regularly assigned shift, regardless of the actual time of day worked during the recess period.

## **G. Driving Responsibilities**

Only qualified drivers of the bargaining unit have the right to drive students to and from school and on all other school related activities, except for the person hired as Custodian-Bus Drivers. Custodian-Bus Drivers will be allowed to drive students from school to home only.

## **H. Custodian - Bus Drivers**

No current employee will be forced to become a Custodian-Bus Driver. Any current employee may, however, apply for a Custodian-Bus Driver position.

Seniority for Custodian-Bus Drivers shall be accrued within the maintenance job category.

Salary schedules for Custodian-Bus Drivers shall be in Appendix C-1 or Appendix C-2.

## **I. Emergency Closing**

1. If there is an emergency closing (e.g., snow day) of the schools, the employees will be granted the time off with pay.
2. If there is a delayed opening, the employees shall make every effort to arrive to work at the regular starting time. If, however, the employee arrives during the delay, there will be no docking of the employee's pay.
3. If an employee is required to work on a snow day, the employee shall receive the regular day's pay plus time and one half (1 ½) for all hours worked.
4. Employees shall receive a full day's pay for those days that are shorter than the regular workday.

## **J. Uniforms**

All custodial/maintenance/grounds personnel shall be required to wear uniforms. The District shall identify uniform requirements and shall designate a supplier from whom the uniform shall be purchased. The District shall designate the color and style of the uniform shirt, and the color of the uniform pants, to be worn by bargaining unit members who are required to wear a uniform.

The bargaining unit member shall be responsible to keep the uniform clean. The District will provide bargaining unit members required to wear a uniform, as set forth above, an annual allowance in the amount of \$200, which sum may also be used for purchasing footwear and foul weather gear from the District's designated supplier. The bargaining unit member may elect to purchase footwear from a source other than the designated District supplier. In such event, the bargaining unit member shall be reimbursed from the aforementioned annual uniform allowance, subject to the production of the original receipt evincing payment. The original receipt evincing payment for uniform reimbursement shall be submitted to the Director of Operations and Maintenance or his/her designee during the "Open Period," i.e., from July 1 through April 1 of each fiscal year.

**K. Maintenance Foreman and Head Groundsman**

Effective July 1, 2006, the Maintenance Foreman and Head Groundsman shall be entitled to receive an annual stipend in the amount of \$10,172, which amount shall not be subject to increase during the term of this Agreement.

- L. Operations and Maintenance Staff who use their own truck or vehicle for specific work functions shall receive an annual stipend of \$200.00.
- M. The District shall provide the hepatitis B vaccine, cost free, to members of the Operations and Maintenance department, upon the employee's request.

**Article XVIII – Transportation**

The current number of six (6) hour contracted drivers will be forty (40) at a minimum to be budgeted by the District based upon student enrollment. In addition to the foregoing, the District, at its option, may employ up to twenty-five (25) part-time drivers, who shall be hired through attrition. All part-time runs shall be assigned by the Director of Transportation. Part-time drivers will be allowed to do trips, specials, extra work or summer work provided that the full-time drivers are given a right of first refusal (i.e., if a full-time driver also signs up for the trip, the assignment will be given to the full-time driver before the part-time driver). In the event there are not enough full-time drivers willing to cover any of the previously mentioned trips, then the Director of Transportation shall assign part-time drivers to cover the assignment in a rotational manner based upon the part-time driver's hire date. The guidance outlined in Appendix J shall apply. Part-time drivers hired on or before January 26, 2012 will receive benefits in accordance with other hourly employees, as set forth in Article XV. Part-time drivers hired after January 26, 2012 shall be ineligible to receive any benefits as set forth in Articles X and XV of this Agreement. Part-time driver shall be defined as those drivers working less than six (6) hours per day.

The following items apply solely to the members of the bargaining unit working as Transportation (such as, but not limited to chauffeurs, bus drivers, automotive mechanics, mechanic drivers, and bus monitors).

**A. Work Day, Work Week, Extra Driving and Overtime Work**

Generally, it is the policy of the employer to plan work so that the need for overtime work is kept to a minimum. However, heavy work loads, absenteeism, school and community use of facilities, weather conditions, emergencies and numerous other factors, which are an accepted condition of public service employment, often requires that an employee be available for overtime work assignments. Persons accepting employment in this school district acknowledge their

responsibilities to accept reasonable overtime assignments. The practices governing extra driving assignments are set forth in Appendix J.

**B. Schedules**

Schedule A	Bus Drivers 10 & 12 month ( <b>CDLBPS</b> )
Schedule B	Chauffeurs (van drivers) 10 & 12 month ( <b>CDLPS</b> )
Schedule C	Monitors 10 & 12 month

Persons employed as Bus Monitors on buses/vans shall be compensated according to the established salary schedule for monitors employed by the Katonah-Lewisboro School District.

Note: Should a license change be required to drive buses, a new salary schedule shall be negotiated to meet that need when it comes.

**C. Work Day/Work Week/Work Year**

1. Schedules for ten-month employees are predicated on an annual work year of ten (10) months. Any employee may elect to be appointed on an annual salary basis provided the employee works a scheduled minimum thirty (30) hours per week on a regular basis for the work year. Hourly rates for schedules A, B, and C are determined by dividing the annual salary by 1296.

The master seniority list shall become a rotating list for summer work. Drivers may work as bus monitors. Employees hired for a partial function (for example cleaners or drivers) can only be used for that partial function except in an emergency.

If a ten-month employee works for the District in the summer months in the same category they work during the school year, they will be paid their regular hourly rate.

2. Schedules for 12-month employees are predicated on an annual work year of twelve (12) months. Employees will be scheduled to work a forty (40) hour workweek. A regular shift shall be eight (8) hours per day, forty (40) hours per week and include a paid duty-free lunch/supper period of thirty (30) minutes. Supervisors have the discretion to extend the lunch hour. Hourly rates for Appendix C-1 and C-2 are determined by dividing the annual salary by 2080.
3. Contract workday for all full-time drivers will be six (6) hours, which are generally split-shifted.
4. Employees shall have a one half hour duty-free lunch break each day and are permitted to leave the work premises during their duty-free lunch, provided they inform their immediate supervisor.
5. Part-time drivers, i.e., those drivers regularly scheduled to work less than thirty (30) hours per week, shall have their workday start on the quarter hour. This does not apply while working under the 6-hour contract.
6. Pay schedules shall be adjusted once during each pay period. The time shall be rounded on a daily basis to the nearest hour, half hour or quarter hour, i.e., time shall be accumulated in no less than fifteen (15) minute increments. For purposes of illustration, seven (7) minutes of accumulated time shall be rounded down to the nearest hour, quarter hour or half-hour; eight (8) minutes of accumulated time shall be rounded up to the nearest hour, quarter hour or half-hour. Punch-in times will be scheduled on the hour, quarter hour, or half hour. This will be paid in the next regularly scheduled paycheck.
7. Time worked in excess of forty (40) hours shall be paid in wages at the rate of time and one half (1 ½) of the employee's annual hourly rate. The workweek shall be Thursday through

Wednesday for computing overtime. Approved leave days and holidays per schedule shall be credited to hours worked.

8. School vacation driving shall be distributed on a seniority basis and based upon the three (3) -part vacation driving list. The three-part list will be based upon seniority and will be posted no later than September 7 each year. The Association will appoint a committee to work with the District to determine the list. This list will be posted by September 7 each year and mailed to each transportation employee. A separate three (3)-part vacation driving list shall be created for part-time drivers and shall be based on date of hire. The Association will appoint a committee to work with the District to determine the list.

If an employee needs to exchange his/her list placement, the employee must exchange with a mutually agreeable employee and notify the supervisor as soon as possible about the decision to change.

9. Employees called out for non-scheduled overtime work of an emergency nature, defined as mechanical issues faced by the District (including, but not limited to, pump failure, loss of power, mechanical failure, and/or a broken-down bus(es)), and which shall not be construed to include the completion of required paperwork or other regular daily work, shall be guaranteed a minimum pay of two (2) hours computed at the straight time hourly rate. Pay for actual hours worked shall be computed one and one-half (1½) overtime rate or the guaranteed two (2) hour minimum, whichever is greater.
10. A master seniority list shall be established based on continuous service in the School District, provided a person was initially employed as a member of the Transportation Department. A person initially employed in the Transportation Department may assume another non-transportation position in the District without forfeiting seniority rights in Transportation should said person return to the department, provided that said person does not interrupt district service through resignation or retirement. A person resigning or retiring from the District automatically forfeits all seniority rights. This provision shall apply to full-time employees only. Part-time employees, including part-time drivers, are ineligible to accrue seniority pursuant to Article XII, Section D(1)(c) of this Agreement. However, the District will consider hiring part-time drivers to fill full-time position vacancies if the amount of full-time drivers ever falls below forty (40), but the District will not hire part-time drivers based on seniority because part-time drivers are ineligible to accrue seniority pursuant to Article XII, Section D(1)(c).
11. The master seniority list shall become a rotating list for the assignment of all - extra driving. Should a person decline to accept an assignment he/she will rotate to the bottom of the list. Separate lists shall be maintained for all categories of extra driving except New York City assignments, which shall be exempt from these provisions.
12. If the Katonah-Lewisboro UFSD student attendance days (driving days) exceed 182 days, employees shall receive a day's pay for each additional day of driving. However, part-time drivers shall only be paid for days and hours worked, and approved leave time pursuant to Article XV, Section E.
13. Staff development days will be placed on the vacation list for coverage.
14. Bus drivers and monitors who are scheduled to work during the summer months shall be guaranteed two (2) hours' pay in the event a student is absent provided that the employee is given less than twenty-four (24) hours' notice of a cancellation. However, in order to receive

said payment, the employee must be scheduled to work for those two (2) hours and must perform other duties assigned by the District for those two (2) hours.

#### **D. Part-Time Driver Benefits & Compensation**

1. For part-time drivers working less than six (6) hours per day, the following benefits shall apply:
  - a. Part-time drivers are eligible to purchase individual or family health insurance at the group rate. The employee shall be responsible for 100% of the cost but has the option to purchase health insurance if he/she chooses to do so.
  - b. Dental insurance and Career Increment are not applicable.
  - c. Part-time drivers are entitled to ten (10) approved leave days each year but the leave is not accumulative. Said approved leave days shall be paid at the hourly rate of pay for a specific category as outlined in Appendix C-2.
  - d. Extraordinary leave is not applicable to employees working less than (6) hours per day.
  - e. Physical exams and holiday provisions are not applicable.
2. Part-time drivers will be paid for time worked through the use of time sheets or the timepiece software program.
3. The rate of pay for part-time drivers will be the hourly rate for a specific category as outlined in Appendix C-2.

#### **E. Drivers Functioning as Monitors**

Employees currently working in the Transportation department as monitors, but paid as drivers shall be saved harmless in their position and suffer no loss of pay or status as a result of this Agreement. All other employees functioning as bus monitors shall be paid from the Bus Monitors salary attached as Appendix C-1 or Appendix C-2 to this document.

#### **F. Recall of Previously Excessed Monitors**

Effective July 1, 2017 through June 30, 2023, the District shall re-hire through attrition drivers who were working as monitors and were previously excessed, at their old step rate of pay, which is specifically listed in Appendix R. This shall be limited to the specific drivers who appear on the call back list annexed hereto as Appendix R. Any other drivers who are able to perform this type of monitor work and who the administration can work with shall continue to be paid as they are currently paid (i.e., shall not receive the higher rate of pay).

#### **G. Leave for Extraordinary Weather Conditions**

1. If there is an emergency closing of the schools, the employees, except part-time drivers, will be granted the time off with pay.
2. If the opening of schools is delayed, employees may be required to report for work at their regular time. If, however, the employee arrives during the delay, there will be no docking of the employee's pay.
3. Employees, i.e., full-time employees including full-time drivers, shall receive a full day's pay for those days that are shorter than the regular workday. Part-time drivers shall be paid for time worked on those days that are shorter than the regular workday.

4. If a full-time employee drives before starting time, the employee will receive time and one-half (1.5) for those hours if the regular workday is worked. Approved leave days and holidays per schedule shall be credited to hours worked. If a part-time employee drives before his/her starting time, overtime will be calculated as it is for most other driving assignments – i.e., hours worked between thirty (30) and forty (40) are paid at straight time and hours worked above forty (40) are paid at the overtime rate of time and one-half (1.5).
5. Every reasonable effort will be made to notify drivers by 5:30 A.M. on days when there is a delay or cancellation of schools.

**H. Meal Pay**

Meal pay will be paid for all out of District trips as follows:

Lunch	\$13.00	Trips not returning prior to 4:00 PM
Dinner	\$17.00	Trips not returning prior to 6:30 PM

The above rates apply to all days.

**I. Overtime Rates for Weekends**

Drivers assigned to trips on Saturday or Sunday shall be compensated at a rate of one and one-half (1.5) times their regular hourly rate.

**J. Route Jumpers Premium**

The premium for route jumpers shall be \$2,150 with or without assigned bus.

The number of jumpers and who fills the position(s) is in the sole discretion of the Transportation Supervisor. Route jumpers will cover routes before mechanics or hourly employees.

**K. Head Bus Driver Premium**

The bargaining unit member serving as Head Bus Driver shall receive an annual stipend in the amount of \$5,672, which amount shall not be subject to increase during the term of this Agreement.

**L. Assignment changes**

A full-time and/or a part-time driver is eligible for extra field trip assignments if the driver returns by 3:30 PM.

Only qualified drivers of this bargaining unit working within the Transportation Department have the right to drive students to and from school and on all other school related activities, except for the Custodian-Bus Driver who can drive students from school to home only.

**M. Driving Responsibilities**

Only qualified drivers of this bargaining unit have the right to drive students to and from school and on all other school related activities. The person(s) hired as Custodian-Bus Driver(s) will only be allowed to drive students from school to home, unless an emergency situation exists. All other driving will be done by the transportation members of this bargaining unit.

**N. Tools**

Automotive Mechanics required to use personal tools in the performance of his/her job shall receive an annual tool allowance of \$600 payable on or about December 15 of each contract year.



## **O. Meetings**

It is recognized that the school district may from time to time find the need to call drivers' meetings where all drivers are required to be in attendance. Every effort will be made to minimize the need for such meetings. It is agreed that employees attending such meetings will be reimbursed at their regular rate of pay. One meeting, for drivers, may be scheduled up to ten (10) days prior to the opening of school.

## **P. Payment for Meetings**

It is further agreed that any meeting, training programs or other sessions that are required for an employee to hold a school bus driver's appointment shall be attended with reimbursement. All employees shall be notified at the start of the school year of known requirements that are to be met during the ensuing school year. Every effort will be made to arrange such dates at the most mutually convenient time. For new (first year) employees the mandatory basic training course meeting shall not be paid for.

## **Q. Uniforms**

The District shall provide two (2) jackets (one spring and one winter) for employees, which shall be worn by the employee while performing his duties for the District. The District shall be responsible for the selection, distribution, and maintenance of uniforms.

If employees wear the uniforms, they will be issued the uniforms the next year. If employees miss one year of uniforms, s/he must submit a written request and attest to the fact that s/he will wear the uniforms while at work.

Foul weather gear will be provided for use when washing buses.

This Section shall apply to full-time drivers only. The Director of Transportation shall have the option of purchasing a jacket for a part-time driver who has two (2) or more consecutive years of service to the District as a part-time driver.

**R.** Mechanics will only be utilized to drive under emergency situations. All other eligible employees will be given an emergency assignment before the mechanics. Only the Dispatcher, head driver, head mechanic, and supervisor are exempt from these assignments.

## **S. Route Jumpers (Mechanics)**

Mechanics who are utilized as a route jumper will be paid an additional \$10.00 for each day that they are used to drive. If the driving is done outside of the employee's regular day, the compensation will be at time and one-half (1.5) of the employee's regular hourly rate. The regular route jumper will be assigned to any work before the mechanic is assigned to any driving work. The number of jumpers and who fills the position(s) is in the sole discretion of the Transportation Supervisor.

## **T. Holiday Work**

Double hourly rate shall be paid to all automotive and driver mechanics in the transportation section if they are required to work a holiday.

## **U. Outdoor Mechanic**

The mechanic, who has the primary responsibility as the outdoor mechanic, will receive a stipend of \$750.

## **V. Work Assignment**

When it is necessary for a mechanic to work alone, the supervisor will review all pertinent safety factors before making the work assignment.

## **W. Annual Redemption of Sick Leave for Transportation Employees (Bus Drivers)**

1. In order to be eligible for annual redemption of sick leave as set forth in this Section, the employee must meet the following criteria:
  - a. Hired on or before January 26, 2012; and
  - b. Have ninety (90) hours of accumulated approved leave on or before January 26, 2012 and must not have used more than forty-three (43) hours of approved sick or personal leave hours during the 2011-2012 school year. Effective July 1, 2012, and thereafter, the employee must have ninety (90) approved sick leave hours accumulated and must not use more than forty-three (43) hours of approved sick or personal leave during the school year in which redemption is being requested by the employee.
2. If the requirements of paragraph "1" are met, the employee shall be eligible to receive payment for sixty (60) hours of approved leave (or sick leave, after July 1, 2012), at a rate of seventy-five percent (75%) of the employee's daily rate of pay in effect at the end of the period being measured.
3. Any remaining unused leave (or sick leave, after July 1, 2012) shall be credited to the employee's "prior accumulated sick leave day account" subject to the provisions of Article IV (C) and (D)(2) or (3) of this Agreement.
4. An additional bonus of \$100 shall be paid to employees having perfect attendance for a full year.
5. Employees working less than a full year but at least (5) months shall be entitled to participate on a prorated basis.
6. Paragraphs (1) through (3) above shall not apply to part-time drivers. However, paragraphs (4) and (5) above shall apply to part-time drivers.

## **Article XIX - Teaching Assistants**

The following items apply solely to the members of the bargaining unit working as Teaching Assistants.

### **A. Work Day, Work Year, and Overtime**

1. Teaching Assistants shall work seven (7) hours a day, thirty-five (35) hours per week, which shall include a paid, duty-free lunch period of thirty (30) minutes. Supervisors have the discretion to extend the lunch hour. The lunch period for Teaching Assistants shall be scheduled during the regular student lunch periods, within each individual building. The District may assign Teaching Assistants hired on or before January 26, 2012, on a voluntary basis, a start time of up to one (1) hour prior to the start of the school day and up to one (1) hour after the end of the school day. Teaching Assistants hired after January 26, 2012 may be assigned a start time of up to one (1) hour prior to the start of the school day and up to one (1) hour after the end of the school day. Employees shall be notified of such assignments on or about May 1 of each year.

2. Bargaining unit members are permitted to leave the work premises during their duty-free lunch, provided they inform their immediate supervisor.
3. If a ten-month employee works for the District in the summer months in the same category they work during the school year, they will be paid their regular hourly rate.
4. Time worked in excess of the above times shall be paid in wages at the rate of time and one half (1 ½) of the employee's annual hourly rate.
5. Teaching Assistants hourly rate shall be calculated by dividing their basic salary by 1512.
6. The workdays consist of the 182 days noted as student attendance days on the KLUFSD school calendar. Employees shall receive a day's pay for each additional day's work.

#### **B. Leave for Extraordinary Weather Conditions**

Employees shall not be required to report for work when schools have been closed due to inclement weather. If a workday is shortened or if there is a delayed opening, the employee shall receive a full day's pay.

#### **C. Salaries**

Salary schedules shall be found in Appendix C-1 for unit members hired prior to July 1, 2015. For unit members hired on or after July 1, 2015, salary schedules shall be found in Appendix C-2.

#### **D. Planning**

It is recognized that proper planning needs to take place. Within this understanding, every effort will be made to establish schedules that will accommodate break time and planning time (in conjunction with appropriate professional staff) for the Teaching Assistants during the workday. The parties agree to establish a committee composed of two (2) representatives for the bargaining unit members and two (2) representatives for the District to undertake a review and study of potential solutions to uninterrupted student contact time exceeding three (3) hours for Teaching Assistants. The committee shall report its findings and recommendation(s) to their respective negotiators for further discussion. It is understood that the committee referenced in this Section is the same committee referenced in Article XVI above pertaining to Teacher Aides.

Until such time as a final determination regarding uninterrupted student contact time in excess of three (3) hours is rendered, Teaching Assistants shall have the right to request, in writing, a review of their individual work assignment with respect to uninterrupted student contact time in excess of four (4) hours. This written request shall be submitted to the Assistant Superintendent for Instruction who shall involve the respective building principal.

#### **E. Collaboration /Inclusion**

The Association will be allowed up to three (3) participants on the District Wide Inclusion Study Committee.

Should this committee make recommendations that have an impact on the terms and conditions of employment of members of this bargaining unit, the District and the Association agree to re-open negotiations to address these issues.

## **F. Substituting**

When a Teaching Assistant is utilized to substitute in a classroom, he/she will be paid the following amount in addition to his/her regular daily compensation.

An employee substituting at the Middle School or High School will receive \$27 per period up to a maximum of \$120/day. In the elementary schools, the employee will receive \$27 per hour up to a maximum of \$120/day.

It is understood that the intent of the short term coverage is focused on meetings, etc. that the teacher is out of the room for a period of time usually in excess of twenty (20) minutes.

## **G. Voluntary Transfer**

Any employee desiring a voluntary transfer will do so in writing.

## **H. Leave Call In**

Teaching Assistants will call the principal or his/her designee when an employee is taking a leave day.

## **I. Job Description**

The job description for Teaching Assistants is at the back of this Agreement in Appendix H. It is understood by the parties that the job descriptions set forth in Appendix H are solely for informational purposes and shall not be subject to the Grievance Procedure set forth in Article III of this Agreement.

## **J. Unsafe/Dangerous Assignments**

No Teaching Assistant will be required to accept an assignment, which can be considered unsafe and/or dangerous. When a Teaching Assistant believes he/she is in a situation that is unsafe and/or dangerous, the employee will bring this to his/her immediate supervisor. The parties will then seek a mutually agreeable resolution of the situation within a reasonable amount of time.

## **K. Assignments**

Teaching Assistants will receive their tentative assignments for the next school year on or about May 1 each year.

## **L. Related Work and Lifting**

Teaching Assistants will not be required to perform the duties and responsibilities of other category employees, such as nurses. If the Teaching Assistant is asked and prefers not to do that work, the building administrator will seek someone else to fulfill that function, or heavy lifting and other physical work beyond that which is considered normal and necessary in the performance of their duties.

## **M. Prior Service**

All Teacher Aides employed prior to June 30, 1992 who become Teaching Assistants, will bring with them all their seniority accrued to date as Teacher Aides for the purposes of recall and layoffs and other contractual provisions.

## **N. Evaluation**

The evaluation criteria, forms, and procedures for Teaching Assistants are set forth in Appendix L.

## Article XX – Information Technology Employees

The following items apply solely to bargaining unit members working as Technology Employees (including, but not limited to, Network Specialists, Junior Network Specialists, Technicians, Help Desk Analysts, and Data Analysts) and Computer Aides.

### A. Work Day, Work Year, and Overtime

1. Technology Employees, which does not include Computer Aides, shall work eight (8) hours a day, forty (40) hours per week, which shall include a paid, duty-free lunch period of thirty (30) minutes and during the summer months and other non-session days they shall work thirty-five (35) hours per week, which shall include a duty-free lunch period of thirty (30) minutes. Supervisors have the discretion to extend the lunch hour. The District may assign Technology Employees hired on or before January 26, 2012, on a voluntary basis, a start time of up to one (1) hour prior to the start of the school day and up to one (1) hour after the end of the school day. Technology Employees shall be notified of such assignments on or about May 1 of each year. Technology Employees hired after January 26, 2012 may be assigned a start time of up to one (1) hour prior to the start of the school day and up to one (1) hour after the end of the school day. Employees shall be notified of such assignments on or about May 1 of each year.
2. Computer Aides shall work seven (7) hours a day, thirty-five (35) hours per week, which shall include a duty-free lunch period of thirty (30) minutes. Supervisors have the discretion to extend the lunch hour. The lunch period for Computer Aides shall be scheduled during the regular student lunch periods, within each individual building. The District may assign Computer Aides hired on or before January 26, 2012, on a voluntary basis, a start time of up to one (1) hour prior to the start of the school day and up to one (1) hour after the end of the school day. Employees shall be notified of such assignments on or about May 1 of each year. Computer Aides hired after January 26, 2012 may be assigned a start time of up to one (1) hour prior to the start of the school day and up to one (1) hour after the end of the school day. Employees shall be notified of such assignments on or about May 1 of each year.
3. For unit members hired as 10-month Computer Aides, the workdays shall consist of the 182 days noted as student attendance days on the KLUFSD school calendar. Employees shall receive a day's pay for each additional day's work.
4. If a unit member is hired as a ten-month Computer Aide and works for the District in the summer months in the same category of work during the school year, they will be paid their regular hourly rate.
5. Time worked in excess of the above times shall be paid in wages at the rate of time and one half (1 ½) of the employee's annual hourly rate.
6. Employees are permitted to leave the work premises during their duty-free lunch provided they inform their immediate supervisor.
7. Overtime compensation can be taken as compensation time at the rate of 1.5 hours for each one (1) hour of overtime, at the employee's option. The employee shall determine when his/her compensation time will be utilized except if an emergency situation exists. Any compensation time not utilized by 6/30 of any year, shall be paid to the employee at the employee's regular overtime rate as outlined in Article XX, Section A(5) above.
8. Certain Technology Employees, on a case-by-case basis as determined by the Director of Technology, who are called for non-scheduled overtime work of an emergency nature, defined

as mechanical issues faced by the District (including, but not limited to, loss of power, and/or mechanical/network failure), and which shall not be construed to include the completion of required paperwork or other regular daily work, shall be guaranteed a minimum pay of two (2) hours computed at the straight time hourly rate. Pay for actual hours worked shall be computed at the one and one half (1½) overtime rate or the guaranteed two (2) hour minimum, whichever is greater.

Unit members shall be paid for remote service calls at the rates outlined in the above paragraph, as long as tangible documentation and/or evidence can be provided verifying the amount of time worked and that such time was reasonable for the task at hand, provided that the time and task was approved by the District. The parties shall meet periodically to discuss what shall constitute “tangible documentation and/or evidence.” The determination of “tangible documentation and/or evidence” shall be within the discretion of the District.

#### **B. School Closings**

When schools close early, all staff will be released 45 minutes after their respective schools close with the exception of those staff whose services are needed, as determined by the Superintendent of Schools and in accordance with Appendix N.

#### **C. Leave for Extraordinary Weather Conditions**

Technology Employees and Computer Aides shall not be required to report for work when schools have been closed due to inclement weather, unless their immediate supervisor deems it essential. The employee shall be paid their hourly rate in addition to receiving her/his regular day’s pay. Employees shall receive a full day’s pay for those days that are shorter than the regular workday.

#### **D. Salaries**

Salary schedules for Technology Employees and Computer Aides hired prior to July 1, 2015 shall be found in Appendix C-1. For unit members hired on or after July 1, 2015, salary schedules shall be found in Appendix C-2.

#### **E. Planning for Computer Aides**

Computer Aides shall have the right to request, in writing, a review of their individual work assignment with respect to uninterrupted student contact time in excess of four (4) hours. This written request shall be submitted to the Assistant Superintendent for Instruction who shall involve the respective building principal.

This Agreement shall be effective as of July 1, 2017, except to the extent a different commencement date is set forth herein, and shall continue in effect subject to a reopening as follows:

In the event either part wishes to amend this Agreement, notice shall be given during the life of this Agreement. Negotiations concerning such proposed amendments shall proceed in accordance with the provisions of Article II of this Agreement. Amendments resulting from such negotiations shall take effect beginning the following July 1, or at such other times as may be mutually agreeable to the parties.

*FOR THE DISTRICT*

*FOR THE ASSOCIATION*

\_\_\_\_\_  
Superintendent of Schools

\_\_\_\_\_  
President

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_

**Appendix A**  
**Application for Approved Leave**

Application for approved leave shall be made on this form or through the District's online system to the immediate supervisor or principal as early as possible, but not later than the day prior to that requested for leave, except in emergencies. Application for use of personal leave shall be made no less than (3) school days in advance of the requested leave.

A determination of whether the application for leave is approved shall be provided to the employee within twenty-four (24) hours of submission of this completed form to the principal or supervisor or their designated representatives. If no response is provided to the employee within such time period, the application shall be deemed approved.

It is expected that requests for approved leave shall be made in conformance to the provisions of this Agreement, District policy and intent of the Katonah-Lewisboro Support Staff Association and the Katonah-Lewisboro School District.

Please indicate with an 'X' # \_\_\_\_\_ of hours; half day AM or PM whole day AM & PM

Please Circle Day of Week    Mon    Tues    Wed    Thurs    Fri

I request approved leave on (date(s)) \_\_\_\_\_ for the following purpose:

**Vacation** (12-month employees): \_\_\_\_\_

**Medical:** \_\_\_\_\_

- Illness
- Doctor's Appointment
- Inpatient/Outpatient Procedure

(\*above examples for informational purposes only)

**Cancer Screening** (maximum of 4 hours/year): \_\_\_\_\_

**Personal:** \_\_\_\_\_

- Religious Observance
- Legal
- Family
- House Closing

(\*above examples for informational purposes only)

**Bereavement:** \_\_\_\_\_

**Jury Duty:** \_\_\_\_\_

\_\_\_\_\_/\_\_\_\_\_  
(Employee Signature)/subfinder number

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of Approving Agent)

\_\_\_\_\_  
(Date)



**Appendix B**  
**Accumulated Leave Redemption Claim Form**

In accordance with Article IV(D)(1) of this Agreement, you are entitled to redeem, on a yearly basis, part of your accumulated leave days.

If you fulfill the contractual requirements, please complete the form below and submit it to the Personnel Department between July 1 and December 31. Payments will be made on a first come, first serve basis. Claims received after December 31 will be returned to the applicant for submission on July 1 of the coming year.

Payment will be made within five (5) business days after July 1 of the coming year.

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**ACCUMULATED LEAVE DAY ANNUAL REDEMPTION FORM**

I, \_\_\_\_\_ would like to  
(Name of employee)

redeem \_\_\_\_\_ days of my accumulated leave. I understand that if my request is approved under the terms of the contract, payment will not be made until after July 1 of the coming year.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

**OFFICE USE**

Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_

**Comments:** \_\_\_\_\_

\_\_\_\_\_

Amt. of Days Paid: \_\_\_\_\_ Amt. Paid: \_\_\_\_\_

\_\_\_\_\_  
(Authorized Signature)

\_\_\_\_\_  
(Date)

## APPENDIX C-1

### Employees Hired before July 1, 2015

	2017-18	2017-18	2018-19	2018-19	2019-20	2019-20	2020-21	2020-21
<b>Clerical: Monitor - 4 Hour (728 hrs) 182 Days</b>								
Step 1	12,224	16.79	12,438	17.09	12,656	17.38	12,877	17.69
Step 2	13,002	17.86	13,229	18.17	13,461	18.49	13,696	18.81
Step 3	13,777	18.92	14,018	19.26	14,264	19.59	14,513	19.94
Step 4	14,545	19.98	14,800	20.33	15,059	20.69	15,322	21.05
Step 5	15,312	21.03	15,580	21.40	15,853	21.78	16,130	22.16
Step 6	16,078	22.09	16,360	22.47	16,646	22.87	16,937	23.27
Step 7	16,855	23.15	17,150	23.56	17,450	23.97	17,755	24.39
Step 8	17,622	24.21	17,930	24.63	18,244	25.06	18,563	25.50
Step 9	18,389	25.26	18,711	25.70	19,038	26.15	19,371	26.61
<b>Clerical: Monitor - 5 Hour (910 hrs) 182 Days</b>								
Step 1	15,281	16.79	15,548	17.09	15,820	17.38	16,097	17.69
Step 2	16,253	17.86	16,537	18.17	16,827	18.49	17,121	18.81
Step 3	17,224	18.92	17,525	19.26	17,832	19.59	18,144	19.94
Step 4	18,182	19.98	18,500	20.33	18,824	20.69	19,153	21.05
Step 5	19,139	21.03	19,474	21.40	19,815	21.78	20,162	22.16
Step 6	20,098	22.09	20,450	22.47	20,808	22.87	21,172	23.27
Step 7	21,069	23.15	21,438	23.56	21,813	23.97	22,195	24.39
Step 8	22,027	24.21	22,412	24.63	22,804	25.06	23,203	25.50
Step 9	22,985	25.26	23,387	25.70	23,796	26.15	24,213	26.61
<b>Clerical: Monitor - 6 Hour (1092 hrs) 182 Days</b>								
Step 1	18,336	16.79	18,657	17.09	18,984	17.38	19,316	17.69
Step 2	19,502	17.86	19,843	18.17	20,190	18.49	20,543	18.81
Step 3	20,669	18.92	21,031	19.26	21,399	19.59	21,773	19.94
Step 4	21,816	19.98	22,198	20.33	22,587	20.69	22,982	21.05
Step 5	22,967	21.03	23,369	21.40	23,778	21.78	24,194	22.16
Step 6	24,116	22.09	24,538	22.47	24,968	22.87	25,405	23.27
Step 7	25,283	23.15	25,725	23.56	26,175	23.97	26,633	24.39
Step 8	26,432	24.21	26,895	24.63	27,365	25.06	27,844	25.50
Step 9	27,583	25.26	28,066	25.70	28,557	26.15	29,056	26.61
<b>Clerical :Monitor - 4 Hour (776 hrs) 194 Days</b>								
Step 1	13,030	16.79	13,258	17.09	13,490	17.38	13,726	17.69
Step 2	13,859	17.86	14,102	18.17	14,348	18.49	14,600	18.81
Step 3	14,688	18.92	14,945	19.26	15,207	19.59	15,473	19.94
Step 4	15,505	19.98	15,776	20.33	16,052	20.69	16,333	21.05
Step 5	16,322	21.03	16,608	21.40	16,898	21.78	17,194	22.16
Step 6	17,140	22.09	17,440	22.47	17,745	22.87	18,055	23.27
Step 7	17,967	23.15	18,281	23.56	18,601	23.97	18,926	24.39
Step 8	18,784	24.21	19,113	24.63	19,447	25.06	19,787	25.50
Step 9	19,600	25.26	19,943	25.70	20,292	26.15	20,648	26.61
<b>Clerical: Monitor - 5 Hour (970 hrs) 194 Days</b>								
Step 1	16,290	16.79	16,575	17.09	16,865	17.38	17,160	17.69
Step 2	17,323	17.86	17,627	18.17	17,935	18.49	18,249	18.81
Step 3	18,359	18.92	18,681	19.26	19,008	19.59	19,340	19.94
Step 4	19,380	19.98	19,719	20.33	20,064	20.69	20,415	21.05
Step 5	20,402	21.03	20,759	21.40	21,122	21.78	21,492	22.16
Step 6	21,422	22.09	21,797	22.47	22,179	22.87	22,567	23.27
Step 7	22,458	23.15	22,851	23.56	23,251	23.97	23,658	24.39
Step 8	23,480	24.21	23,891	24.63	24,309	25.06	24,734	25.50
Step 9	24,499	25.26	24,928	25.70	25,364	26.15	25,808	26.61

**Employees Hired before July 1, 2015**

	2017-18	2017-18	2018-19	2018-19	2019-20	2019-20	2020-21	2020-21
<b>Clerical: Monitor - 6 Hour (1164 hrs) 194 Days</b>								
Step 1	19,547	16.79	19,889	17.09	20,237	17.38	20,591	17.69
Step 2	20,789	17.86	21,153	18.17	21,523	18.49	21,899	18.81
Step 3	22,031	18.92	22,416	19.26	22,809	19.59	23,208	19.94
Step 4	23,256	19.98	23,663	20.33	24,077	20.69	24,498	21.05
Step 5	24,482	21.03	24,911	21.40	25,346	21.78	25,790	22.16
Step 6	25,707	22.09	26,157	22.47	26,615	22.87	27,081	23.27
Step 7	26,948	23.15	27,420	23.56	27,900	23.97	28,388	24.39
Step 8	28,175	24.21	28,669	24.63	29,170	25.06	29,681	25.50
Step 9	29,401	25.26	29,915	25.70	30,439	26.15	30,971	26.61
<b>Clerical: Monitor (Teacher Aides and and Other Civil Service Titles) - 7 Hour (1358 hrs)</b>								
Step 1	22,816	16.79	23,215	17.09	23,621	17.38	24,035	17.69
Step 2	24,250	17.86	24,674	18.17	25,106	18.49	25,545	18.81
Step 3	25,685	18.92	26,135	19.26	26,592	19.59	27,057	19.94
Step 4	27,120	19.98	27,595	20.33	28,078	20.69	28,569	21.05
Step 5	28,555	21.03	29,054	21.40	29,563	21.78	30,080	22.16
Step 6	29,994	22.09	30,519	22.47	31,053	22.87	31,597	23.27
Step 7	31,429	23.15	31,979	23.56	32,538	23.97	33,108	24.39
Step 8	32,863	24.21	33,438	24.63	34,023	25.06	34,618	25.50
Step 9	34,299	25.26	34,899	25.70	35,510	26.15	36,132	26.61
<b>Clerical: Monitor - 8 Hour (1552 hrs)</b>								
Step 1	26,077	16.79	26,533	17.09	26,998	17.38	27,470	17.69
Step 2	27,716	17.86	28,201	18.17	28,695	18.49	29,197	18.81
Step 3	29,360	18.92	29,873	19.26	30,396	19.59	30,928	19.94
Step 4	31,000	19.98	31,542	20.33	32,094	20.69	32,656	21.05
Step 5	32,642	21.03	33,213	21.40	33,795	21.78	34,386	22.16
Step 6	34,283	22.09	34,883	22.47	35,494	22.87	36,115	23.27
Step 7	35,924	23.15	36,552	23.56	37,192	23.97	37,843	24.39
Step 8	37,565	24.21	38,222	24.63	38,891	25.06	39,572	25.50
Step 9	39,207	25.26	39,893	25.70	40,591	26.15	41,302	26.61
<b>Clerical: Group I (2080 hrs)</b>								
Step 1	34,947	16.79	35,559	17.09	36,181	17.38	36,814	17.69
Step 2	37,149	17.86	37,799	18.17	38,460	18.49	39,133	18.81
Step 3	39,351	18.92	40,040	19.26	40,740	19.59	41,453	19.94
Step 4	41,551	19.98	42,278	20.33	43,018	20.69	43,771	21.05
Step 5	43,754	21.03	44,519	21.40	45,298	21.78	46,091	22.16
Step 6	45,956	22.09	46,760	22.47	47,578	22.87	48,411	23.27
Step 7	48,157	23.15	49,000	23.56	49,857	23.97	50,730	24.39
Step 8	50,360	24.21	51,241	24.63	52,138	25.06	53,050	25.50
Step 9	52,564	25.26	53,484	25.70	54,420	26.15	55,372	26.61
<b>Clerical: Group II (2080 hrs)</b>								
Step 1	46,073	22.15	46,879	22.54	47,699	22.93	48,534	23.33
Step 2	48,813	23.47	49,667	23.88	50,536	24.30	51,421	24.72
Step 3	51,556	24.79	52,459	25.22	53,377	25.66	54,311	26.11
Step 4	54,298	26.10	55,248	26.56	56,215	27.03	57,199	27.50
Step 5	57,041	27.42	58,039	27.90	59,055	28.39	60,089	28.89
Step 6	59,784	28.74	60,830	29.25	61,894	29.76	62,978	30.28

**Employees Hired before July 1, 2015**

	2017-18	2017-18	2018-19	2018-19	2019-20	2019-20	2020-21	2020-21
<b>Clerical: Group III (2080 hrs)</b>								
Step 1	47,404	22.79	48,233	23.19	49,078	23.59	49,936	24.01
Step 2	50,079	24.08	50,955	24.50	51,847	24.93	52,754	25.36
Step 3	52,756	25.36	53,680	25.81	54,619	26.26	55,575	26.72
Step 4	55,435	26.65	56,405	27.12	57,392	27.59	58,396	28.08
Step 5	58,112	27.94	59,129	28.43	60,164	28.92	61,216	29.43
Step 6	60,790	29.23	61,854	29.74	62,936	30.26	64,038	30.79
<b>Clerical: Group IV (2080 hrs)</b>								
Step 1	48,746	23.44	49,599	23.85	50,467	24.26	51,350	24.69
Step 2	51,361	24.69	52,260	25.12	53,174	25.56	54,105	26.01
Step 3	53,974	25.95	54,919	26.40	55,880	26.87	56,858	27.34
Step 4	56,588	27.21	57,579	27.68	58,586	28.17	59,612	28.66
Step 5	59,200	28.46	60,236	28.96	61,291	29.47	62,363	29.98
Step 6	61,815	29.72	62,896	30.24	63,997	30.77	65,117	31.31
<b>Clerical: Group V (2080 hrs)</b>								
Step 1	49,744	23.92	50,614	24.33	51,500	24.76	52,401	25.19
Step 2	52,359	25.17	53,275	25.61	54,208	26.06	55,156	26.52
Step 3	54,977	26.43	55,939	26.89	56,918	27.36	57,914	27.84
Step 4	57,590	27.69	58,598	28.17	59,623	28.66	60,666	29.17
Step 5	60,205	28.94	61,259	29.45	62,331	29.97	63,421	30.49
Step 6	62,820	30.20	63,920	30.73	65,038	31.27	66,176	31.82
<b>Clerical: Group VI (2080 hrs)</b>								
Step 1	51,996	25.00	52,905	25.44	53,831	25.88	54,773	26.33
Step 2	54,540	26.22	55,495	26.68	56,466	27.15	57,454	27.62
Step 3	57,085	27.44	58,084	27.93	59,101	28.41	60,135	28.91
Step 4	59,629	28.67	60,673	29.17	61,734	29.68	62,815	30.20
Step 5	62,175	29.89	63,263	30.41	64,370	30.95	65,497	31.49
Step 6	64,718	31.11	65,850	31.66	67,003	32.21	68,175	32.78
<b>Clerical: Senior Purchase Clerk (2080 hrs)</b>								
Step 1	58,602	28.17	59,627	28.67	60,671	29.17	61,732	29.68
Step 2	59,645	28.68	60,689	29.18	61,751	29.69	62,831	30.21
Step 3	60,710	29.19	61,773	29.70	62,854	30.22	63,954	30.75
Step 4	61,788	29.71	62,870	30.23	63,970	30.75	65,089	31.29
Step 5	62,889	30.23	63,989	30.76	65,109	31.30	66,248	31.85
Step 6	64,009	30.77	65,129	31.31	66,269	31.86	67,428	32.42
Step 7	65,149	31.32	66,289	31.87	67,449	32.43	68,629	32.99
Step 8	66,310	31.88	67,470	32.44	68,651	33.01	69,852	33.58
Step 9	67,490	32.45	68,671	33.01	69,873	33.59	71,095	34.18
Step 10	68,692	33.02	69,894	33.60	71,117	34.19	72,362	34.79
Step 11	69,916	33.61	71,139	34.20	72,384	34.80	73,651	35.41
Step 12	71,245	34.25	72,492	34.85	73,760	35.46	75,051	36.08
Step 13	72,429	34.82	73,697	35.43	74,986	36.05	76,299	36.68

**Employees Hired before July 1, 2015**

	2017-18	2017-18	2018-19	2018-19	2019-20	2019-20	2020-21	2020-21
<b>Job Coach (1526 hrs)</b>								
Step 1	34,601	22.67	35,206	23.07	35,822	23.47	36,449	23.89
Step 2	36,210	23.73	36,844	24.14	37,489	24.57	38,145	25.00
Step 3	37,819	24.78	38,481	25.22	39,154	25.66	39,840	26.11
Step 4	39,429	25.84	40,119	26.29	40,821	26.75	41,535	27.22
Step 5	41,039	26.89	41,757	27.36	42,487	27.84	43,231	28.33
Step 6	42,648	27.95	43,395	28.44	44,154	28.93	44,927	29.44
Step 7	44,259	29.00	45,034	29.51	45,822	30.03	46,624	30.55
Step 8	45,869	30.06	46,671	30.58	47,488	31.12	48,319	31.66
Step 9	47,476	31.11	48,307	31.66	49,153	32.21	50,013	32.77
<b>Teaching Assistant (1526 hrs)</b>								
Step 1	34,601	22.67	35,206	23.07	35,822	23.47	36,449	23.89
Step 2	36,210	23.73	36,844	24.14	37,489	24.57	38,145	25.00
Step 3	37,819	24.78	38,481	25.22	39,154	25.66	39,840	26.11
Step 4	39,429	25.84	40,119	26.29	40,821	26.75	41,535	27.22
Step 5	41,039	26.89	41,757	27.36	42,487	27.84	43,231	28.33
Step 6	42,648	27.95	43,395	28.44	44,154	28.93	44,927	29.44
Step 7	44,259	29.00	45,034	29.51	45,822	30.03	46,624	30.55
Step 8	45,869	30.06	46,671	30.58	47,488	31.12	48,319	31.66
Step 9	47,476	31.11	48,307	31.66	49,153	32.21	50,013	32.77
<b>Maintenance: Cleaner (2080 hrs)</b>								
Step 1	46,040	22.13	46,846	22.52	47,666	22.92	48,500	23.32
Step 2	47,826	22.99	48,663	23.40	49,515	23.81	50,381	24.22
Step 3	49,611	23.85	50,480	24.27	51,363	24.69	52,262	25.13
Step 4	51,397	24.71	52,296	25.14	53,211	25.58	54,142	26.03
Step 5	53,183	25.57	54,114	26.02	55,061	26.47	56,024	26.93
<b>Maintenance: Day Custodian (2080 hrs)</b>								
Step 1	50,265	24.17	51,145	24.59	52,040	25.02	52,950	25.46
Step 2	51,884	24.94	52,792	25.38	53,716	25.83	54,656	26.28
Step 3	53,507	25.72	54,443	26.17	55,396	26.63	56,365	27.10
Step 4	55,125	26.50	56,089	26.97	57,071	27.44	58,070	27.92
Step 5	56,744	27.28	57,737	27.76	58,747	28.24	59,775	28.74
<b>Maintenance: Night Custodian (2080 hrs)</b>								
Step 1	53,079	25.52	54,008	25.97	54,953	26.42	55,915	26.88
Step 2	54,735	26.31	55,693	26.78	56,667	27.24	57,659	27.72
Step 3	56,390	27.11	57,377	27.58	58,381	28.07	59,402	28.56
Step 4	58,047	27.91	59,063	28.40	60,096	28.89	61,148	29.40
Step 5	59,702	28.70	60,746	29.21	61,809	29.72	62,891	30.24
<b>Maintenance: Custodian/Bus Driver (2080 hrs)</b>								
Step 1	53,586	25.76	54,524	26.21	55,478	26.67	56,449	27.14
Step 2	55,272	26.57	56,239	27.04	57,223	27.51	58,225	27.99
Step 3	56,957	27.38	57,954	27.86	58,968	28.35	60,000	28.85
Step 4	58,643	28.19	59,669	28.69	60,713	29.19	61,775	29.70
Step 5	60,326	29.00	61,381	29.51	62,456	30.03	63,549	30.55

**Employees Hired before July 1, 2015**

	2017-18	2017-18	2018-19	2018-19	2019-20	2019-20	2020-21	2020-21
<b>Maintenance: Head Custodian (HS/MS) (2080 hrs)</b>								
Step 1	65,793	31.63	66,944	32.18	68,116	32.75	69,308	33.32
Step 2	67,449	32.43	68,629	32.99	69,830	33.57	71,052	34.16
Step 3	69,105	33.22	70,314	33.80	71,545	34.40	72,797	35.00
Step 4	70,761	34.02	71,999	34.61	73,259	35.22	74,541	35.84
Step 5	72,414	34.81	73,682	35.42	74,971	36.04	76,283	36.67
<b>Maintenance: Head Custodian (Elem) (2080 hrs)</b>								
Step 1	62,981	30.28	64,083	30.81	65,205	31.35	66,346	31.90
Step 2	64,637	31.08	65,768	31.62	66,919	32.17	68,090	32.74
Step 3	66,293	31.87	67,453	32.43	68,633	33.00	69,835	33.57
Step 4	67,948	32.67	69,137	33.24	70,347	33.82	71,578	34.41
Step 5	69,603	33.46	70,821	34.05	72,060	34.64	73,321	35.25
<b>Maintenance: Senior Custodian (2080 hrs)</b>								
Step 1	60,169	28.93	61,222	29.43	62,294	29.95	63,384	30.47
Step 2	61,825	29.72	62,907	30.24	64,008	30.77	65,128	31.31
Step 3	63,479	30.52	64,590	31.05	65,720	31.60	66,870	32.15
Step 4	65,136	31.32	66,276	31.86	67,436	32.42	68,616	32.99
Step 5	66,791	32.11	67,960	32.67	69,149	33.24	70,359	33.83
<b>Maintenance: Mech &amp; Auto Mech (2080 hrs)</b>								
Step 1	59,071	28.40	60,105	28.90	61,157	29.40	62,227	29.92
Step 2	60,718	29.19	61,780	29.70	62,861	30.22	63,962	30.75
Step 3	62,364	29.98	63,456	30.51	64,566	31.04	65,696	31.58
Step 4	64,013	30.78	65,133	31.31	66,273	31.86	67,433	32.42
Step 5	65,658	31.57	66,807	32.12	67,976	32.68	69,166	33.25
<b>Maintenance: Mechanic/Driver (2080 hrs)</b>								
Step 1	59,071	28.40	60,105	28.90	61,157	29.40	62,227	29.92
Step 2	60,718	29.19	61,780	29.70	62,861	30.22	63,962	30.75
Step 3	62,364	29.98	63,456	30.51	64,566	31.04	65,696	31.58
Step 4	64,013	30.78	65,133	31.31	66,273	31.86	67,433	32.42
Step 5	65,658	31.57	66,807	32.12	67,976	32.68	69,166	33.25
<b>Maintenance: Bus Driver/Messenger (2080 hrs)</b>								
Step 1	50,144	24.11	51,022	24.53	51,915	24.96	52,823	25.40
Step 2	51,790	24.90	52,696	25.33	53,618	25.78	54,556	26.23
Step 3	53,453	25.70	54,388	26.15	55,340	26.61	56,309	27.07
Step 4	55,104	26.49	56,068	26.96	57,049	27.43	58,048	27.91
Step 5	56,753	27.29	57,746	27.76	58,757	28.25	59,785	28.74
<b>Transportation: Bus Driver (1308 hrs)</b>								
Step 1	31,320	23.95	31,868	24.36	32,426	24.79	32,994	25.22
Step 2	32,426	24.79	32,993	25.22	33,570	25.67	34,158	26.11
Step 3	33,529	25.63	34,116	26.08	34,713	26.54	35,320	27.00
Step 4	34,634	26.48	35,240	26.94	35,857	27.41	36,485	27.89
Step 5	35,738	27.32	36,363	27.80	36,999	28.29	37,647	28.78

**Employees Hired before July 1, 2015**

	2017-18	2017-18	2018-19	2018-19	2019-20	2019-20	2020-21	2020-21
<b>Transportation: Van Driver (1308 hrs)</b>								
Step 1	29,748	22.74	30,269	23.14	30,799	23.55	31,338	23.96
Step 2	30,803	23.55	31,342	23.96	31,891	24.38	32,449	24.81
Step 3	31,856	24.35	32,414	24.78	32,981	25.21	33,558	25.66
Step 4	32,910	25.16	33,486	25.60	34,072	26.05	34,668	26.50
Step 5	33,964	25.97	34,558	26.42	35,163	26.88	35,778	27.35
<b>Transportation: Automotive Mechanic/Foreman (2080 hrs)</b>								
Step 1	70,980	34.13	72,222	34.72	73,486	35.33	74,772	35.95
Step 2	74,206	35.68	75,505	36.30	76,826	36.94	78,170	37.58
Step 3	77,433	37.23	78,788	37.88	80,167	38.54	81,570	39.22
Step 4	80,659	38.78	82,070	39.46	83,506	40.15	84,968	40.85
Step 5	83,886	40.33	85,354	41.04	86,848	41.75	88,368	42.48
<b>Technology: Computer Aide (1526 hrs)</b>								
Step 1	34,601	22.67	35,206	23.07	35,822	23.47	36,449	23.89
Step 2	36,210	23.73	36,844	24.14	37,489	24.57	38,145	25.00
Step 3	37,819	24.78	38,481	25.22	39,154	25.66	39,840	26.11
Step 4	39,429	25.84	40,119	26.29	40,821	26.75	41,535	27.22
Step 5	41,039	26.89	41,757	27.36	42,487	27.84	43,231	28.33
Step 6	42,648	27.95	43,395	28.44	44,154	28.93	44,927	29.44
Step 7	44,259	29.00	45,034	29.51	45,822	30.03	46,624	30.55
Step 8	45,869	30.06	46,671	30.58	47,488	31.12	48,319	31.66
Step 9	47,476	31.11	48,307	31.66	49,153	32.21	50,013	32.77
<b>Technology: Data Analyst (2080 hrs)</b>								
Step 1	62,205	29.91	63,293	30.43	64,401	30.96	65,528	31.50
Step 2	63,313	30.44	64,421	30.97	65,548	31.51	66,695	32.07
Step 3	64,440	30.98	65,568	31.52	66,716	32.07	67,883	32.64
Step 4	65,590	31.53	66,738	32.09	67,906	32.65	69,094	33.22
Step 5	66,758	32.10	67,927	32.66	69,115	33.23	70,325	33.81
Step 6	67,948	32.67	69,137	33.24	70,347	33.82	71,578	34.41
Step 7	69,159	33.25	70,370	33.83	71,601	34.42	72,854	35.03
Step 8	70,392	33.84	71,624	34.43	72,877	35.04	74,152	35.65
Step 9	71,645	34.44	72,899	35.05	74,175	35.66	75,473	36.29
Step 10	72,922	35.06	74,198	35.67	75,497	36.30	76,818	36.93
Step 11	74,222	35.68	75,521	36.31	76,842	36.94	78,187	37.59
Step 12	74,995	36.06	76,308	36.69	77,643	37.33	79,002	37.98
Step 13	76,891	36.97	78,236	37.61	79,605	38.27	80,998	38.94
<b>Technology: Help Desk Analyst (2080 hrs)</b>								
Step 1	59,845	28.77	60,892	29.27	61,957	29.79	63,042	30.31
Step 2	60,859	29.26	61,924	29.77	63,007	30.29	64,110	30.82
Step 3	61,891	29.76	62,974	30.28	64,077	30.81	65,198	31.35
Step 4	62,940	30.26	64,041	30.79	65,162	31.33	66,303	31.88
Step 5	64,007	30.77	65,127	31.31	66,266	31.86	67,426	32.42
Step 6	65,092	31.29	66,231	31.84	67,390	32.40	68,569	32.97
Step 7	66,194	31.82	67,353	32.38	68,531	32.95	69,731	33.52
Step 8	67,317	32.36	68,495	32.93	69,694	33.51	70,914	34.09
Step 9	68,458	32.91	69,656	33.49	70,875	34.07	72,116	34.67
Step 10	69,617	33.47	70,836	34.06	72,075	34.65	73,337	35.26
Step 11	70,798	34.04	72,037	34.63	73,298	35.24	74,581	35.86
Step 12	71,245	34.25	72,492	34.85	73,760	35.46	75,051	36.08
Step 13	73,218	35.20	74,500	35.82	75,803	36.44	77,130	37.08

**Employees Hired before July 1, 2015**

	2017-18	2017-18	2018-19	2018-19	2019-20	2019-20	2020-21	2020-21
<b>Technology: Junior Network Specialist (2080 hrs)</b>								
Step 1	53,079	25.52	54,008	25.97	54,953	26.42	55,915	26.88
Step 2	54,735	26.31	55,693	26.78	56,667	27.24	57,659	27.72
Step 3	56,390	27.11	57,377	27.58	58,381	28.07	59,402	28.56
Step 4	58,047	27.91	59,063	28.40	60,096	28.89	61,148	29.40
Step 5	59,702	28.70	60,746	29.21	61,809	29.72	62,891	30.24
<b>Technology: Network Technician (2080 hrs)</b>								
Step 1	79,866	38.40	81,264	39.07	82,686	39.75	84,133	40.45
Step 2	83,616	40.20	85,080	40.90	86,569	41.62	88,083	42.35
Step 3	87,362	42.00	88,891	42.74	90,447	43.48	92,029	44.24
Step 4	91,112	43.80	92,707	44.57	94,329	45.35	95,980	46.14
Step 5	94,861	45.61	96,521	46.40	98,211	47.22	99,929	48.04
Step 6	98,609	47.41	100,335	48.24	102,091	49.08	103,877	49.94
<b>Physical Therapist (2080 hrs)</b>								
Step 1	78,296	37.64	79,667	38.30	81,061	38.97	82,479	39.65
Step 2	81,826	39.34	83,258	40.03	84,715	40.73	86,197	41.44
Step 3	85,356	41.04	86,850	41.75	88,370	42.49	89,916	43.23
Step 4	88,886	42.73	90,441	43.48	92,024	44.24	93,634	45.02
Step 5	92,416	44.43	94,034	45.21	95,679	46.00	97,354	46.80



## APPENDIX C-2

### Employees hired on or after July 1, 2015

	2017-18	2017-18	2018-19	2018-19	2019-20	2019-20	2020-21	2020-21
<b>Clerical: Monitor - 4 Hour (728 hrs) 182 Days</b>	15,312	21.03	15,580	21.40	15,853	21.78	16,130	22.16
<b>Clerical: Monitor - 5 Hour (910 hrs) 182 Days</b>	19,139	21.03	19,474	21.40	19,815	21.78	20,162	22.16
<b>Clerical: Monitor - 6 Hour (1092 hrs) 182 Days</b>	22,967	21.03	23,369	21.40	23,778	21.78	24,194	22.16
<b>Clerical :Monitor - 4 Hour (776 hrs) 194 Days</b>	16,322	21.03	16,608	21.40	16,898	21.78	17,194	22.16
<b>Clerical: Monitor - 5 Hour (970 hrs) 194 Days</b>	20,402	21.03	20,759	21.40	21,122	21.78	21,492	22.16
<b>Clerical: Monitor - 6 Hour (1164 hrs) 194 Days</b>	24,482	21.03	24,911	21.40	25,346	21.78	25,790	22.16
<b>Clerical: Monitor (Teacher Aides and and Other Civil Service Titles) - 7 Hour (1358 hrs)</b>	28,555	21.03	29,054	21.40	29,563	21.78	30,080	22.16
<b>Clerical: Monitor - 8 Hour (1552 hrs)</b>	32,642	21.03	33,213	21.40	33,795	21.78	34,386	22.16
<b>Clerical: Group I (2080 hrs)</b>	43,754	21.03	44,519	21.40	45,298	21.78	46,091	22.16
<b>Clerical: Group II (2080 hrs)</b>	52,927	25.45	53,853	25.89	54,796	26.34	55,755	26.81
<b>Clerical: Group III (2080 hrs)</b>	54,095	26.01	55,042	26.46	56,005	26.93	56,985	27.40
<b>Clerical: Group IV (2080 hrs)</b>	55,281	26.58	56,249	27.04	57,233	27.52	58,235	28.00
<b>Clerical: Group V (2080 hrs)</b>	56,283	27.06	57,268	27.53	58,270	28.01	59,290	28.50
<b>Clerical: Group VI (2080 hrs)</b>	58,357	28.06	59,378	28.55	60,418	29.05	61,475	29.56
<b>Clerical: Senior Purchase Clerk (2080 hrs)</b>	65,149	31.32	66,289	31.87	67,449	32.43	68,629	32.99
<b>Job Coach (1526 hrs)</b>	41,039	26.89	41,757	27.36	42,487	27.84	43,231	28.33
<b>Teaching Assistant (1526 hrs)</b>	41,039	26.89	41,757	27.36	42,487	27.84	43,231	28.33

**Employees hired on or after July 1, 2015**

	2017-18	2017-18	2018-19	2018-19	2019-20	2019-20	2020-21	2020-21
<b>Maintenance: Cleaner (2080 hrs)</b>	49,611	23.85	50,480	24.27	51,363	24.69	52,262	25.13
<b>Maintenance: Day Custodian (2080 hrs)</b>	53,507	25.72	54,443	26.17	55,396	26.63	56,365	27.10
<b>Maintenance: Night Custodian (2080 hrs)</b>	56,390	27.11	57,377	27.58	58,381	28.07	59,402	28.56
<b>Maintenance: Custodian/Bus Driver (2080 hrs)</b>	56,957	27.38	57,954	27.86	58,968	28.35	60,000	28.85
<b>Maintenance: Head Custodian (HS/MS) (2080 hrs)</b>	69,105	33.22	70,314	33.80	71,545	34.40	72,797	35.00
<b>Maintenance: Head Custodian (Elem) (2080 hrs)</b>	66,293	31.87	67,453	32.43	68,633	33.00	69,835	33.57
<b>Maintenance: Senior Custodian (2080 hrs)</b>	63,479	30.52	64,590	31.05	65,720	31.60	66,870	32.15
<b>Maintenance: Mech &amp; Auto Mech (2080 hrs)</b>	62,364	29.98	63,456	30.51	64,566	31.04	65,696	31.58
<b>Maintenance: Mechanic/Driver (2080 hrs)</b>	62,364	29.98	63,456	30.51	64,566	31.04	65,696	31.58
<b>Maintenance: Bus Driver/Messenger (2080 hrs)</b>	53,453	25.70	54,388	26.15	55,340	26.61	56,309	27.07
<b>Transportation: Bus Driver (1308 hrs)</b>	33,529	25.63	34,116	26.08	34,713	26.54	35,320	27.00
<b>Transportation: Van Driver (1308 hrs)</b>	31,856	24.35	32,414	24.78	32,981	25.21	33,558	25.66
<b>Transportation: Automotive Mechanic/Foreman (2080 hrs)</b>	77,433	37.23	78,788	37.88	80,167	38.54	81,570	39.22
<b>Technology: Computer Aide (1526 hrs)</b>	41,039	26.89	41,757	27.36	42,487	27.84	43,231	28.33
<b>Technology: Data Analyst (2080 hrs)</b>	69,159	33.25	70,370	33.83	71,601	34.42	72,854	35.03
<b>Technology: Help Desk Analyst (2080 hrs)</b>	66,194	31.82	67,353	32.38	68,531	32.95	69,731	33.52
<b>Technology: Junior Network Specialist (2080 hrs)</b>	56,390	27.11	57,377	27.58	58,381	28.07	59,402	28.56

**Employees hired on or after July 1, 2015**

	<b>2017-18</b>	<b>2017-18</b>	<b>2018-19</b>	<b>2018-19</b>	<b>2019-20</b>	<b>2019-20</b>	<b>2020-21</b>	<b>2020-21</b>
<b><i>Technology: Network Technician (2080 hrs)</i></b>								
	89,237	42.90	90,799	43.65	92,388	44.42	94,005	45.19
<b><i>Physical Therapist (2080 hrs)</i></b>								
	85,356	41.04	86,850	41.75	88,370	42.49	89,916	43.23

**Appendix D  
Career Development Program**

**DATE** \_\_\_\_\_

**NAME:** \_\_\_\_\_ **WK/LOC.** \_\_\_\_\_ **POS.** \_\_\_\_\_

**COURSE/SEMINAR TITLE:** \_\_\_\_\_

**NAME OF SCHOOL/COMPANY** \_\_\_\_\_

**STARTING DATE** \_\_\_\_\_ **ENDING DATE:** \_\_\_\_\_

(Please attach a copy of course/seminar description)

**TITLE OF EDUCATION CREDITS TO BE EARNED:** \_\_\_\_\_

**CONTINUING EDUCATION CREDITS TO BE EARNED:** \_\_\_\_\_

**AMOUNT TO BE PAID FOR COURSE:** \_\_\_\_\_

**COMMENTS:** \_\_\_\_\_

**EMPLOYEE SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**DISTRICT OFFICE EVALUATION**

**COURSE APPROVAL: YES** \_\_\_\_\_ **NO** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**AMT. TO BE PAID EMPLOYEE UPON COMPLETION OF COURSE/SEMINAR:**

**RETURNING FOR FURTHER INFORMATION:** \_\_\_\_\_

**AUTHORIZED SIGNATURE** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**PLEASE NOTE:**

- Course approval must be obtained prior to the start of the course.
- Upon completion of the course/seminar, a statement must be furnished to committee showing that the course has been completed and a copy of the certificate given.
- The District will grant salary credit for all approved tests or courses. The criteria for being approved shall be at least one of the following: a. Related to current job responsibilities; b. Part of a degree; or c. District goals.

**Course Completion Form for KLSSA Unit Members**

**Date:** \_\_\_\_\_

**NAME:** \_\_\_\_\_

**BLDG. LOC.** \_\_\_\_\_

I have completed the following course, or courses

At \_\_\_\_\_  
(Name of School/Company)

1. \_\_\_\_\_  
(Title of Course/Seminar)

2. \_\_\_\_\_  
(Title of Course/Seminar)

Please attach satisfactory evidence of course completion such as a certificate, passing grade notification, or statement of Continuing Education credits earned.

If the above is not available, please have the instructor sign this form as evidence that you satisfactorily completed the course/seminar.

\_\_\_\_\_  
(Signature and Title of Instructor)

\_\_\_\_\_  
(Date)

Return to:

**Appendix E**  
**Individual Retiree Insurance Agreement**

AGREEMENT MADE THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_, BY  
AND BETWEEN THE KATONAH-LEWISBORO UNION FREE SCHOOL DISTRICT  
(KLUFSD) PRINCIPAL PLACE OF BUSINESS AT KATONAH, NY AND

\_\_\_\_\_ RESIDING AT \_\_\_\_\_  
("EMPLOYEE") AND BOTH SOMETIMES REFERRED TO AS THE "PARTIES."

**WITNESSETH**

**WHEREAS**, the employee is employed (was formerly employed) as a staff member of the Katonah-Lewisboro Union Free School District and is eligible for retirement on (and retired on)

\_\_\_\_\_ pursuant to the provisions of the collective bargaining agreement, and

**WHEREAS**, the parties are mindful of the fact that collective bargaining agreements are renegotiated from time to time and that the employee retired in reliance on the terms of the collective bargaining agreement in effect between the parties at the time such retirement occurred, and

**WHEREAS**, the parties wish to memorialize the terms and conditions of the employee's retirement agreement.

**NOW THEREFORE**, in consideration of the mutual covenants herein and acknowledged, the parties agree as follows:

1. Upon the employee's retirement, the terms, benefits, rights, and obligations of the parties shall be, to the extent available, at least equal to the provisions of the collective bargaining agreement in effect between the KATONAH-LEWISBORO SUPPORT STAFF ASSOCIATION and the KATONAH-LEWISBORO UNION FREE SCHOOL DISTRICT at the time of said employee's retirement. It is recognized that said provisions may be provided by a carrier(s) other than that indicated in the Katonah-Lewisboro Support Staff Association/Katonah-Lewisboro Union Free School District agreement in effect at the time of the employee's retirement. All terms, benefits, rights, and obligations there under shall continue in full force and effect and shall not be diminished in any way.

The terms, benefits, rights, and obligations referred to herein and protected hereunder are set forth below:

1. Hospitalization
2. Medical-Surgical
3. Out-Patient Benefits
4. Major Medical
5. Prescription

It is understood that these insurance programs will continue to cover the retiree and, in cases where appropriate, the family of the retiree.

2. All notices required hereunder shall be in writing and shall be delivered or mailed by Registered or Certified Mail, Return Receipt Requested, postage prepaid, to the parties at the address which appear at the beginning of this Agreement.
3. This Agreement shall be governed by and be construed in accordance with the laws of the State of New York and constitutes the entire Agreement between the parties hereto with respect to the subject matter hereof and may be amended only by writing.

IN WITNESS WHEREOF,

The parties have set their hands and seals

KATONAH-LEWISBORO UNION FREE SCHOOL DISTRICT

By: \_\_\_\_\_

Employee (Retired): \_\_\_\_\_

## **Appendix F Dental Reimbursement Program**

### **COVERED DEPENDENTS**

The term “covered dependents” means the lawful spouse of the covered employee, and each unmarried child who is dependent upon the covered employee for support. Dependent children shall be covered until age 19 or 25, if a full-time student proof of enrollment and status will be required.

### **BENEFIT PERIOD**

Annual benefit period shall coincide with the District fiscal year, July 1 to June 30. Newly eligible employees must complete a twelve (12) month limited coverage period. Benefit maximums will be pro-rated following completion of the limited coverage period to coincide with the regular annual benefit period.

### **COORDINATION OF BENEFITS**

This program is not designed to pay for dental expenses that are covered and/or payable by another plan or program. This program will, however, pay deductible and co-insurance not paid by other plans or programs.

### **TERMINATION OF COVERAGE**

Employee coverage and/or the dependent coverage will terminate on the earliest of the following dates:

1. Upon the termination of the active employment of the employee.
2. When dependent ceases to meet the definition of a covered dependent.
3. When employee ceases to meet eligibility criteria.

### **CLAIM PROCEDURES**

1. With the cooperation of your dentist, complete the District request for reimbursement form. Send it to the Third Party Administrator within 75 calendar days of service. Forms will be available at each building in the office. Effective July 1, 2018, the foregoing reimbursement form shall be sent to the Third Party Administrator within 90 calendar days of service.

**NOTE:** Please refer to the form for mailing/faxing information.

2. Where another program or plan is available, a benefit statement showing claim and payment must be submitted prior to District reimbursement.
3. Payment will be made directly to the employee not the dentist.



**Appendix G  
Direct Deposit Form**

**KATONAH-LEWISBORO SCHOOLS  
AUTHORIZATION AGREEMENT FOR DIRECT DEPOSIT**

I authorize the Katonah-Lewisboro School District and the financial institution listed below to initiate electronic credit entries, and if necessary, debit entries and adjustments for any credit entries in error to:

Financial Institution: \_\_\_\_\_

Transit Routing Number: \_\_\_\_\_

Account Number: \_\_\_\_\_

Amount Per Pay Check: \$\_\_\_\_\_ or \_\_\_\_\_%

Please Check One:

Checking Account (Please attach a void check or copy of your check)

Savings Account

This authorization will remain in effect until I have canceled it in writing.

Name (please print): \_\_\_\_\_

Social Security Number: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## **Appendix H**

### **Job Descriptions**

#### **Account Clerk**

**GENERAL STATEMENT OF DUTIES:** Keeps financial records and accounts; does related work as required.

**EXAMPLES OF WORK:** (Illustrative Only) Makes up and checks department payrolls; Keeps records of requisitions and bills; Posts to ledger and budget accounts and voucher register; Keeps simple cash accounts; Audits routine claims and cash reports; Collects money at window or cage where the procedure is routine; Issues receipts for monies received; Prepares reports covering items handled; Prepares bank deposits; Counts and checks applications accompanied by money orders; Assists in computing and recording taxes; Assists in keeping cost records; Assists in taking inventory of stationery, tools, equipment, food supplies, and other stock; Checks bills against vouchers and orders to determine the correctness of prices and quantities; Gives information to inquirers either in person or over the telephone; Maintains card index and other files; Opens and time stamps, sorts, distributes, collects, and sends out mail; Requisitions and issues stationery, forms, records, and other office supplies.

#### **Account Clerk/Typist**

**GENERAL STATEMENT OF DUTIES:** Keeps financial records and accounts and performs typing work; does related work as required.

**EXAMPLES OF WORK:** (Illustrative Only) Posts, audits, and balances ledger accounts; Prepares bank deposits; Handles cash receipts; Takes trial balances; Reconciles accounts with control ledgers and bank accounts; Classifies receipts and expenditures according to standard classifications; Prepares payrolls; Writes checks; Types letters and memoranda; Answers routine correspondence; Types reports, statements, etc.

#### **Automotive Mechanic**

**GENERAL STATEMENT OF DUTIES:** Repairs and maintains automotive equipment; does related work as required.

**EXAMPLES OF WORK:** (Illustrative Only) Removes and repairs gasoline or diesel (internal) combustion engines, including fitting or crankshafts, pistons, pins and bearings; Removes and adjusts carburetors, distributors; Removes and overhauls transmissions, including automatic transmissions and differentials; Maintains and repairs fuel, cooling, and exhaust systems; Inspects, maintains, and repairs electrical systems, chassis units, and accessories; Operates valve-grinder, drill press, lathe, welding and burning equipment, and other associated tools; Repairs or assists in the repairs of snow plows, road rollers, and various miscellaneous mowers, pumps, etc.; Performs inspections of automotive equipment as part of a preventative maintenance program; May supervise subordinate employees in the performance of the job; May operate automotive equipment including trucks, rollers, graders, front end loaders, back hoes, etc., as required by the individual municipality or district.

#### **Bookkeeper**

**EXAMPLES OF WORK:** (Illustrative Only) Maintains and operates a complete and systematic set of general books of account, including subsidiary ledgers in accordance with a prescribed system of accounts; Classifies a wide variety of receipts and expenditures and distributes items according to a prescribed code; Transposes from journal or other sources to general ledger; Makes routine entries of cash transactions in journal and ledger from vouchers, cash receipts, and other sources; Takes trial balances and prepares summary statements of ledgers balances; Assists in the preparation of budgets and in maintaining controls on budget accounts; Analyzes accounting and statistical information and compiles data for reports; Reviews and checks a wide variety of account keeping records and reports; Reconciles bank statements with cash books; Prepares bills, purchase orders, and payrolls; Prepares routine correspondence; Performs a wide variety of clerical work;

May function in a lead capacity over other clerical staff, providing guidance and overseeing work; May use computer applications such as spreadsheets, word processing, calendar, e-mail and database software.

### **Bus Attendant**

**GENERAL STATEMENT OF DUTIES:** Rides on a school bus or other student transportation vehicle for the purpose of maintaining order, and for supervising the loading and unloading of vehicles at the various stopping points; does related work as required.

**EXAMPLES OF WORK:** (Illustrative Only) Accompanies a school bus or other student transportation vehicle for the purpose of assisting pupils to climb aboard and alight from the vehicle; Helps young pupils to cross the highways in safety; Maintains order and makes certain that passengers are seated while vehicle is in motion; Assists pupils and driver as needed.

### **Bus Dispatcher**

**EXAMPLES OF WORK:** (Illustrative Only) Determines that all vehicles are staffed for the day; Calls and assigns substitute drivers, as needed; Plans, schedules and assigns drivers to provide transportation for special events, including class trips, athletic events, etc.; Assists in the planning and preparation of bus routes; Answers telephone inquiries and two-way radio, as assigned; Maintains a variety of records, i.e. mileage, gas consumption, and other related data, either manually or computerized; Supervises the cleaning of buses; Arranges for maintenance and repair of vehicles and/or equipment as reported by driver; May drive a school bus for regularly scheduled routes, field trips and other school activities as necessary; May use computer software applications in the performance of the job.

### **Bus Driver**

**GENERAL STATEMENT OF DUTIES:** Drives a school bus on an assigned route and may perform minor maintenance tasks in connection with such operation; does related work as required.

**EXAMPLES OF WORK:** (Illustrative Only) Operates a school bus on a regular schedule and on special occasions, as needed; Checks the operating condition of the bus before starting on a trip; Reports any operational defect to immediate superior; Informs children about safety practices; Maintains orderly conduct of children on bus; Keeps interior and exterior of vehicle clean and neat; Maintains records of mileage, routes, time and incidents; Prepares and maintains maps of routes and pick-up points; May be required to operate a station wagon or other similar vehicle; May be required to perform minor maintenance tasks on the vehicle.

### **Bus Driver/Automotive Mechanic**

**GENERAL STATEMENT OF DUTIES:** Operates a school bus on an assigned route and repairs and maintains automotive equipment; does related work as required.

**EXAMPLES OF WORK:** (Illustrative Only) Operates a school bus on a regular schedule and on special occasions, as required; Checks the operating condition of the bus before starting on a trip; Reports any mechanical defect to immediate superior; Instructs or informs children about safety practices when entering and leaving bus; Maintains orderly conduct of children on bus; May be required to operate a station wagon or other similar vehicle; Removes and repairs gasoline or diesel internal combustion engines, including fitting of crank shafts, pistons, rings and bearings; Removes and adjusts carburetors, distributors, etc.; Removes and overhauls transmissions, including automotive transmissions and differentials; Maintains and repairs fuel, cooling and exhaust systems; Inspects, maintains, and repairs electrical systems, chassis units, and accessories; Operates valve-grinder, drill press, lathe, welding, and burning equipment and other associated tools; Repairs or assists in the repairs of snow plows, road rollers and various miscellaneous mowers, pumps, etc.

### **Bus Driver/Messenger**

**GENERAL STATEMENT OF DUTIES:** Drives a school bus on an assigned route and delivers mail, records, packages, etc. to points both within and outside a school district; does related work as required.

EXAMPLES OF WORK: (Illustrative Only) Procures, loads and delivers District supplies, equipment, parts, etc. as directed; Sorts and delivers incoming District mail and packages; Keeps simple record of items received and delivered; Operates a school bus on a regular schedule and on special occasions, as needed; Checks the operating condition of the bus before starting on a trip; Reports any operational defect to immediate superior; Informs children about safety practices; Maintains orderly conduct of children on bus; Keeps interior and exterior of vehicle clean and neat; Maintains records of mileage, routes, time and incidents; Prepares and maintains maps of routes and pick-up points; May be required to operate a station wagon or other similar vehicle; May be required to perform minor maintenance tasks on the vehicle.

### Chauffeur (Van Driver)

EXAMPLES OF WORK: (Illustrative Only) Operates an automotive vehicle carrying school children on a regular schedule or on special occasions; Checks the operating condition of the vehicle before starting on a trip; Reports any mechanical defect to immediate superior; Instructs or informs children about safety practices when entering and leaving vehicle; Maintains orderly conduct of children on vehicle; May be required to perform minor maintenance tasks on the vehicle.

### Cleaner

EXAMPLES OF WORK: (Illustrative Only) Sweeps and mops floors, corridors, and stairs; Vacuums floors, rugs, carpets; Washes windows, blackboards, and lavatory fixtures; Dusts woodwork, furniture, and other articles; Waxes floors and furniture; Replenishes lavatory supplies; Empties trash receptacles; Replaces light bulbs; Shovels snow; Sets thermostats, as assigned.

### Clerk

GENERAL STATEMENT OF DUTIES: Performs clerical office work of average difficulty; does related work as required.

EXAMPLES OF WORK: (Illustrative Only) Posts simple and routine data to various departmental records and may compile or assist in compiling reports based on tabulations of posted data and simple arithmetical computations; Receives and screens applications, vouchers or other forms for accuracy of content and compliance with procedural and regulatory requirements; Sorts, indexes and files documents, reports, vouchers, correspondence and other material; Answers telephone, takes messages, and/or relays information; Makes and checks arithmetical computations; Checks report data against tape readings; Furnishes routine information to inquirers at a public counter, over the telephone or by letter; Opens, sorts and distributes mail; Maintains number index, cross-indexes, and files office correspondence and other material; Requisitions and issues stationery, forms, records, and other office supplies; Assists in taking inventories and records reconciliation of same; Assists in proofreading; May operate a variety of office equipment.

### Computer Aide

GENERAL STATEMENT OF DUTIES: Demonstrates and provides direction in the usage of computer hardware and software to teachers and students; does related work as required.

EXAMPLES OF WORK: (Illustrative Only) Teacher - Related Functions: Works closely with teachers to identify areas where computer assisted instruction (CAI) can be incorporated within their curriculum; Aids teachers in the use of computers and computer software packages; Provides technical and software support for teachers conducting classes in the Lab; Schedules Lab time, as per teacher's instructions, for individual and groups of students for remedial and enrichment activities; Advises teachers regularly regarding new software acquisitions and possible applications to curriculum; May edit new and existing software packages to adapt them to teachers' individual curriculum needs; May report student's progress in Lab activities to appropriate teachers. Student - Related Functions: Demonstrates to students individually and in groups the use of computer and software packages; Confers with teachers in the selection of software appropriate to student's learning tasks and level of ability; Maintains records of student activities relating to the level of usage of software; Works with students in the production of computer generated reports and graphics projects. General: Reads current professional publications to keep informed of rapid developments in field of computer assisted instruction; Orders and maintains supplies; Installs and configures desktop software; Operates printer to provide

students/teachers with hard copy; Troubleshoots equipment problems not requiring a trained technician; Maintains class logs and schedules classes in conjunction with teacher requests; Creates and maintains catalog system for software library; Where applicable, may install and maintain the equipment utilized in the computer network.

### **Custodial Worker**

**GENERAL STATEMENT OF DUTIES:** Performs cleaning, maintenance, and minor repair tasks; does related work as required.

**EXAMPLES OF WORK:** (Illustrative Only) Sweeps, mops, and waxes floors; Washes walls and windows, dusts and performs other cleaning duties; Dusts desks, woodwork, furniture and other equipment; Cleans and mops lavatories and locker rooms and replaces soap or towels; Empties wastebaskets and collects and disposes of refuse; Moves and arranges chairs, tables and other furniture or equipment; Maintains cleanliness and sanitation of a swimming pool by checking temperature, chlorine levels, vacuuming; Assists with heavy work in kitchen and cafeteria; Checks windows and doors to see that they are closed and locked when proper; May make minor repairs to furniture, electrical fixtures, windows and shades, locks, faucets, heating system and other equipment; May undertake routine maintenance tasks related to building operating systems, i.e., changing filters, etc.; May perform groundskeeping activities such as cleaning snow, mowing lawns, raking leaves, trimming shrubs, and general grounds maintenance such as clearing litter and debris; May act as a monitor before and after school and in cafeteria; Performs a variety of errands and related custodial tasks.

### **Custodial Worker – Bus Driver**

**GENERAL STATEMENT OF DUTIES:** Performs cleaning, maintenance and minor repair tasks and drives a school bus as a regular assignment; does related work as required.

**EXAMPLES OF WORK:** (Illustrative Only) Drives a school bus as a regular assignment; Sweeps, mops, and waxes floors; Washes walls and windows, dusts and performs other cleaning duties; Dusts desks, woodwork, furniture and other equipment; Cleans and mops lavatories and locker rooms and replaces soap or towels; Empties wastebaskets and collects and disposes of refuse; Moves and arranges chairs, tables and other furniture or equipment; Maintains cleanliness and sanitation of a swimming pool by checking temperature, chlorine levels, vacuuming; Assists with heavy work in kitchen and cafeteria; Checks windows and doors to see that they are closed and locked when proper; May make minor repairs to furniture, electrical fixtures, windows and shades, locks, faucets, heating system and other equipment; May undertake routine maintenance tasks related to building operating systems, i.e., changing filters, etc.; May perform groundskeeping activities such as cleaning snow, mowing lawns, raking leaves, trimming shrubs, and general grounds maintenance such as clearing litter and debris; May act as a monitor before and after school and in cafeteria; Performs a variety of errands and related custodial tasks.

### **Data Analyst**

**GENERAL STATEMENT OF DUTIES:** Collects data relating to the student population, educational test results, and various educational programs and manipulates data into various formats for reports and analyses; does related work as required.

**EXAMPLES OF WORK:** (Illustrative Only) Collects data from various school and community sources and enters it into the school district database; Enters data into and maintains a school district database; Reviews the work involved in the preparation of basic records including data collection procedures and formatting of data; Compiles, tabulates and codes statistical reports using automated systems to produce spreadsheets, graphs, and databases; Collects and maintains data based on student census, enrollment, and attendance to produce statistical reports (on automated systems equipment) using collected data; Systematizes and organizes data on student test results and prepares data for analysis, District studies and/or state reports; Provides first level support for the Student Information System; Prepares correspondence and reports in response to requests for statistical information; Maintains a help desk database; Checks the proper filing of records and reports; Answers telephone and personal inquiries as to statistical procedures and information; Uses a variety of computer applications software in the performance of the job; Verifies statistical data, as required.

### **Data Entry Operator**

**GENERAL STATEMENT OF DUTIES:** Operates an alphanumeric keyboard to transcribe data from a source document directly into a computer and verifies previously transcribed or entered data; does related work as required.

**EXAMPLES OF WORK:** (Illustrative Only) Receives and audits documents/information to be entered; Transcribes, enters, and verifies data from a variety of source material including financial, personnel, police and other records or reports; Receives source documents from various departments, public, agencies, etc. and verifies accuracy of material, prior to input; Transcribes selected data into a computer and scans source documents in accordance with specific program instructions; Compares transcribed data, as displayed on a visual screen, with the source document and corrects any errors; Determines the cause of error message while entering data and makes appropriate corrections; Maintains files of source documents or other information (i.e., bank deposit slips, complaint cards, work history, traffic infractions, criminal offense, etc.) relative to data entered; Answers phone or assists at counter and provides information, as required; Performs various related functions to insure that the computer is maintained in a neat and orderly manner; Assists in (or performs) the filing and storage of security and back up data files; May perform various back-up or relief clerical duties as needed (i.e., switchboard, receptionist, fingerprinting, etc.).

### **Duplicating Machine Operator**

**GENERAL STATEMENT OF DUTIES:** Operates office duplicating machines; does related work as required.

**EXAMPLES OF WORK:** (Illustrative Only) Operates various brands of copying machines which may include faxing, scanning, etc. of documents; Performs duplicating features of sorting, folding, binding, etc. per request; Files and preserves master copy; Keeps a record of work done for various departments; Maintains a satisfactory minimum stock on hand at all times; Maintains clean duplicating machines and make minor adjustments; May phone in requests for service calls to vendors when repairs are necessary; May perform related duties in areas such as sorting mail, receiving and stockroom functions; May use related computer applications software in the performance of the job.

### **Head Bus Driver**

**GENERAL STATEMENT OF DUTIES:** Oversees the daily activities and responsibilities of the bus drivers in a school district; drives a school bus, as needed; does related work as required.

**EXAMPLES OF WORK:** (Illustrative Only) Drives a school bus and makes special trips, as required; Assists in assigning Bus Drivers to routes; relays route assignments and other pertinent instructions to subordinate drivers; Instructs bus drivers on the use/care of equipment in order to ensure driver compliance in such areas as bus cleanliness, proper street crossings, bus stop locations and other related activities and trains new employees, as necessary; Inspects all buses for cleanliness and appearance and may check basic fluids, such as oil, water, transmission fluid, window washer fluid, if required; Maintains, either manually or through an automated system, simple records, such as mileage, gas consumption, maintenance records, attendance, etc.; Prepares simple reports on driver activities on a monthly basis or as required by District policy; Provides input and assistance to Supervisor for preparation of the department budget; May perform dispatching duties requiring the operation of a two-way radio; May assist in the planning of bus routes; May provide input to supervisor for staff evaluations; May provide behind the wheel training for new bus drivers; May conduct yearly road tests of bus drivers as required by law; Follows up on and responds to complaints, as needed.

### **Head Custodial Worker\***

**GENERAL STATEMENT OF DUTIES:** Has complete charge of school building cleaning, maintenance, and minor repair activities; does related work as required.

**EXAMPLES OF WORK:** (Illustrative Only) Assigns Senior Custodial Workers, Custodial Workers, Cleaners and/or maintenance personnel to tasks and supervises their work; Supervises the maintenance and operation of heating and ventilating systems; Makes periodic inspections of maintenance activities to see that they are being performed according to best practice; Inspects work being performed by private contractors; Requisitions,

receives, stores, and distributes building cleaning supplies; Prepares work schedules and keeps time records; Keeps records and makes reports of supplies used and activities carried on; Interviews and recommends the hiring of subordinate personnel; Instructs Custodial Workers and Cleaners in building cleaning and maintenance tasks; Maintains liaison between teaching staff and Custodial Workers; May undertake readings of school district's water system meters i.e., consumption, ultra-violet intensity, and monitor and clean equipment as required; May assist with custodial, maintenance and repair work, as required; May use computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

\*Title change from Head Custodian

### **Help Desk Analyst**

**GENERAL STATEMENT OF DUTIES:** Receives help desk service requests and assigns the request to the proper work group; does related work as required.

**EXAMPLES OF WORK:** (Illustrative Only) Takes service requests via the telephone, e-mail, and fax; Logs all service calls into the help desk database; Updates requests as needed, and closes requests on the database after resolution; Interfaces with IT for problem resolution; Tracks service requests and refers service request to supervisor of appropriate work group if request has not been responded to in a timely manner; Prints user or management requested reports, e.g., how many service calls were handled in a given time frame, how many service calls came from a particular building; Trains staff on use of help desk software, e.g., technical support person may be asked to take a call directly from the help desk line. The support person would have to know how to log in service call and enter into the system how it was resolved; Contacts end-users with service request updates and pertinent information, e.g., if there is a change in the original timeframe for resolving the problem; Administers help desk user identification codes; Makes recommendations to higher-level management regarding modifications to help desk processes and procedures for the purpose of improving service.

### **Job Coach**

**GENERAL STATEMENT OF DUTIES:** Acts as on-site resource person and facilitator for students with disabilities to permit them to work independently within a community; does related work as required.

**EXAMPLES OF WORK:** (Illustrative Only) Participates in required training sessions and applies training concepts to work environments while adhering to organizational policies and procedures; Provides job training to participants at work sites facilitating the integration of the students; Provides ongoing support and feedback to students regarding job performance and behavior at the worksite; Interprets work setting procedures for the student as communicated by the on-site supervisor and co-workers; Acts as a liaison between students, on-site supervisor and school team members; Prepares required documentation in a timely manner, i.e., daily case notes, monthly evaluations, daily records of attendance and performance; Assists in development and implementation of routines and goals for students to ensure high level of progress; Assists in implementing a travel/training program using public transportation, as well as pedestrian safety to the students.

### **Junior Network Specialist**

**GENERAL STATEMENT OF DUTIES:** Assists in providing technical support of local and/or wide area networks; does related work as required.

**EXAMPLES OF WORK:** (Illustrative Only) Assists and participates in the cabling, configuring, and installation of local and/or wide area network hardware, i.e., work stations, printers, etc., and software; Assists and participates in troubleshooting hardware and software conflicts and problems; Assists and participates in providing required upgrades and patches; Assists and participates in providing required configuration changes; May maintain a database of configurations.

### **Laborer**

**EXAMPLES OF WORK:** (Illustrative Only) Performs routine cleaning, maintenance and repair assignments; Loads and unloads materials, and equipment from trucks; Receives and/or moves supplies, equipment, and

furniture; Cleans and operates equipment supplies and instruments in accordance with defined procedures; Rods and flushes sewers and cleans manholes and catch basins; Digs and refills trenches for water lines; Rakes leaves and hauls away rubbish; Does rough cement finishing, rakes asphalt, sets forms for asphalt, does rough grading and otherwise assists in street maintenance activities; Assists in the painting and erection of street signs; Assists in painting lines on highway; Cuts grass by hand or with tractor driven mowing machines and cuts up trees that have been felled; Performs snow removal duties; May perform other incidental tasks as needed.

### **Library Clerk**

**GENERAL STATEMENT OF DUTIES:** Performs library clerical work requiring no prior training or knowledge of library techniques in a public library or a public school system library; does related work as required.

**EXAMPLES OF WORK:** (Illustrative Only) Arranges or files materials according to library filing rules; Uses computerized library software to update library database and perform routine searches; Issues borrowers cards according to library procedures; Checks materials in and out, collects and records fines and explains rules and procedures to library patrons at the library's circulation desk; Enters orders in computer system and files order forms; Checks orders received and prepares materials for circulation; Assists in the physical upkeep of materials, e.g., the repair and/or cleaning of books; Tallies numerical totals for record-keeping purposes; may prepare simple statistical and other reports; Operates office machinery such as photocopiers, fax machines or computers; Answers telephones, transfers calls, and provides information to callers; Calls patrons to deliver messages or information on library materials; Uses computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments; May assist library patrons in using materials and equipment; May process interlibrary loan and reserve requests; May make minor repairs to audio-visual materials and/or equipment; May inventory and track audio-visual materials and/or equipment.

### **Maintenance Foreperson (Buildings & Grounds)**

**EXAMPLES OF WORK:** (Illustrative Only) Schedules, supervises, and participates in building maintenance and repair activities including, but not limited to, building construction work, repairing or altering of original construction, electrical installation and repair work, plumbing installation, repair work, and general maintenance, etc.; Plans, supervises, and participates in grounds maintenance, landscaping and snow removal; Supervises the maintenance and operation of heating and ventilation systems; Assigns personnel responsible for maintenance work and plans appropriate work schedules; Assists high level school officials in preparation of tentative budget estimates for maintenance and grounds keeping components of the school district's operations; Acts as a liaison between the school district and private contractors working on alterations and/or new construction; Coordinates the use of buildings and grounds during instructional and non-instructional periods; Assists in the planning of new projects and facilities and/or confers with District administration concerning upkeep, alterations and repairs; Participates in interviews and recommends hiring of subordinate personnel; Oversees and participates in the receipt, storing and distribution of all goods delivered to the school district; May use computer applications such as spreadsheets, word processing, calendar, e-mail, and database software in the performance of the job.

### **Maintenance Mechanic (Buildings)**

**GENERAL STATEMENT OF DUTIES:** Performs skilled maintenance and repair work; does related work as required.

**EXAMPLES OF WORK:** (Illustrative Only) Replaces and/or re-builds new stairways, re-roofs buildings or re-builds existing roofs, replaces and repairs porch steps, railings, floors, etc.; Does miscellaneous carpentry repair work, such as replacing door checks, resetting doors, building simple supporting structures, building simple cabinets, etc.; Performs routine electrical and plumbing maintenance, repair and installation work, such as repairing and/or replacing electrical or plumbing fixtures, installing simple electrical circuits, installing small home heating systems, etc.; Builds and repairs staging and decorative wooden structures for public exhibit or display; Repairs and/or replaces both wooden upholstered portions of public seating units; Replaces broken glass and repairs windows; Cleans stopped-up drains and does other emergency plumbing repair work; Installs and repairs leaders, gutters and flashings; Prepares furnaces for winter use by cleaning and repairing, or by



replacing the heating system in part or in whole; Repairs and maintains hot water, steam and hot air lines; Repairs and builds simple masonry structures, facilities, and appurtenances.

### **Maintenance Mechanic (Carpenter)**

**EXAMPLES OF WORK:** (Illustrative Only) Cuts and shapes materials such as wood, plastic, fiberglass, and drywall with hand and power tools (i.e., chisels, planes, electric drills, saws, skill saws, hammer drills, chipping guns, screw guns); Measures, marks, and arranges materials according to blueprint; Repairs and replaces roofs, flooring, wall siding, doors, windows, underpinning, etc.; Repairs and constructs miscellaneous items of wooden structure such as work benches, tables, bookcases, cabinets, benches, signs, handles for manual equipment, etc.; Installs partitions, walls, new door and window openings, etc.; Repairs and installs locks, door checks, sash cords, windows and similar equipment; Erects scaffolding and builds forms such as those used for pouring concrete; Inspects wooden structures for safety of operation; Operates various types of power equipment such as an electric saw, electric drill, planer, lathe, sander, etc.; May assist and participate in obtaining supplies, equipment, and replacement parts from vendors; May keep records of work performed; May use computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

### **Maintenance Mechanic (Equipment and Grounds)**

**GENERAL STATEMENT OF DUTIES:** Performs a wide variety of mechanical repair work and grounds keeping tasks essential to the maintenance of the grounds and parks of a school district or municipality; does related work as required.

**EXAMPLES OF WORK:** (Illustrative Only) Repairs and maintains all equipment used in the groundskeeping operation of a school district or municipality; Cuts grass at all school/park facilities using riding mower and power mower; Operates leaf blowers, tree trimming equipment, snow blowers/plows on properties; Rakes leaves, prunes trees and shrubs, cuts down dead trees, cleans drains, and shovels snow at assigned sites; Maintains and repairs all equipment used for the recreational activities i.e., swings, jungle gyms, fitness equipment etc.; Maintains ball fields, tracks, playgrounds, walkways, and/or trails; Sets up and breaks down tables, chairs, and equipment needed for special events in school/park facilities; Services all equipment on a regular basis and maintains a record of repair performed i.e., oil changes, replacement of filters and/or blades, tune-ups, etc.; Maintains and repairs machines and trucks used by the department i.e., weed wacker, mower, blowers, dump truck, snow plow, etc.; Maintains tools, including sharpening, cleaning, greasing, etc.; Orders parts and materials from the vendor or store needed for the repair and/or maintenance of the equipment and vehicles; Performs routine and emergency repairs and maintenance at all sites; May drive automotive equipment used to move materials from one site to another; May assist with minor plumbing, heating and structural repairs as needed; May supervise the work of Maintenance Laborers assigned to the department.

### **Network Specialist**

**EXAMPLES OF WORK:** (Illustrative Only) **Installation Services:** Cables, configures, and installs local area network hardware and software including: computer workstations, file servers, network operating systems, menu systems, Student Information Systems, Financial Information Systems, Computer-Managed Instruction (CMI) systems, Wireless connection devices; Installs and supports approved third party local area network software and ILS (Integrated Learning Systems) providers; Provides on-site coordination and support for sub-contractors (e.g., sub-contractors would handle building-wide wiring for computer installation, while incumbent wires one room only); **Support Services:** Troubleshoots hardware and software conflicts and problems; Provides requested or required upgrades and patches; Provides requested or required configuration changes to local area networks; Provides networked switching configurations and upgrades; Maintains and operates required data backup software; Maintains and operates required Anti-Virus software; Maintains workflow in a recorded Helpdesk Database application; Researches and evaluates new LAN technologies and attends training sessions as scheduled; May do some training of users in the use of hardware/software in the course of a service call; Apprises training staff of further training needs in the District; May assist Associate Network Specialists, Senior Network Specialists and other staff in the installation and maintenance of wide

area networks (WANs) as needed; Uses computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

### **Office Assistant**

**GENERAL STATEMENT OF DUTIES:** Performs clerical work for a school district and maintains records and files using a computer; does related work as required.

**EXAMPLES OF WORK:** (Illustrative Only) Performs clerical work in the maintenance of records and files; Collects information and data; Compiles statistical reports; Uses a computer to enter information on forms, i.e., requisitions, certificates, absentee and tardy listings, accident forms, purchase orders, and form letters involving suspensions, infractions, detention, tardiness, etc.; Contacts parents regarding questionable absence, tardiness, or other matters, as required; Maintains records of supplies and issues to District personnel; Receives telephone calls, makes appointments, and acts as a receptionist; Receives, distributes, and files all correspondence received by the school district; Uses computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

### **Office Assistant (Automated Systems)**

**EXAMPLES OF WORK:** (Illustrative Only) Maintains an automated office record system for the assigned department by entering and retrieving data on a computer; Maintains detailed manual records and files in alphabetic, numeric, or chronological order; Retrieves data and compiles information from manual and automated files for the preparation of routine reports and correspondence, and to prepare other reports, charts, responses to inquiries, etc., as directed; Generates correspondence, memoranda, reports and/or other information of a routine nature, i.e., form letters, pre-formatted documents/forms, etc. using a word processor and various software applications; Provides general information to the public, in person and over the phone, about office programs and procedures; Receives visitors to an office, ascertains their business and directs them to an appropriate staff member or office; Answers telephone and refers callers to appropriate party; Opens, screens, and routes incoming mail and correspondence to appropriate party, and prepares outgoing mail and materials; Operates a variety of office equipment, such as adding machines, duplicating machines, fax machines, postage meters, etc.; May schedule appointments for professional or field staff or make arrangements for meetings by preparing necessary materials as directed; May receive the public applying for permits, licenses and/or filing applications for programs administered by the assigned department; May review applications submitted for accuracy/completeness and process same in accordance with established procedures; May collect and record fees for various licenses, permits and/or applications submitted, as applicable to the functions of the assigned department; May prepare purchase requisitions to reorder needed supplies and equipment, as directed; Uses computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments; Assists other clerical workers in the office as directed by the supervisor.

### **Payroll Clerk**

**EXAMPLES OF WORK:** (Illustrative Only) Prepares payroll or payroll worksheets for each employee based upon payroll record cards or an automated record system; Using a manual or automated system, maintains a complete payroll record for each employee including all payroll deductions such as for health insurance, social security tax, income tax, savings bonds, group insurance, union dues, retirement, loans, etc.; Initiates or is provided with information pertaining to all appointments, salary increases, promotions, resignations, terminations, leaves of absence without pay and any other changes affecting the payroll; Examines and checks payroll deductions; Answers inquiries concerning payroll and personnel procedures either verbally or by correspondence; Plans work program to meet payroll schedules; Calculates periodic reports as to deductions for social security, income taxes, health insurance, retirement, etc.; Sorts and distributes paychecks; Processes civil service papers and/or health insurance claims and maintains records thereof, as assigned; May be required to perform other clerical functions in the department when not processing the payroll; Uses computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

## **Physical Therapist**

**GENERAL STATEMENT OF DUTIES:** Provides physical therapy and rehabilitation techniques as recommended by the American Physical Therapist Association; does related work as required.

**EXAMPLES OF WORK:** (Illustrative Only) Evaluates students by performing a physical motor assessment on any individual who is considered a candidate for physical therapy services; Instructs students in proper use of crutches, canes and walkers; Carries out implementation of specific therapy and/or therapeutic recommendation for individual students; Utilizes appropriate equipment for maximum function for the student; Maintains proper therapy records and statistics; Observes student's progress and reaction to the therapy program, and continually re-evaluates program when needed; Instructs student, faculty and family in the dynamics of the program, so that all will comprehend the goals of therapy; Provides consultation to parents regarding the specific physical therapy techniques employed in the educational setting, which should be reinforced at home in order to maximize the functional ability of the student; Completes appropriate IEP documents on all students involved in therapy; Fosters necessary and appropriate communication with the locality by functioning as a liaison with the medical follow-up facility (in conjunction with the School Nurse and/or other school medical personnel); Interprets and translates into functional terms, the therapy and/or medical reports received on students (in conjunction with the School Nurse); Participates in curriculum development focusing on incorporating and maintaining the therapeutic perspectives necessary; Conducts for all appropriate staff specific training sessions, which will enable them to broaden their basic knowledge of the physically disabled, and the environment around them.

## **Purchase Clerk**

**GENERAL STATEMENT OF DUTIES:** Compiles information and records to draw up purchase orders for procurement of equipment, supplies, or other services utilized by a school district or municipality; does related work as required.

**EXAMPLES OF WORK:** (Illustrative Only) Compiles purchase requests; Prepares and copies specifications for all supplies, equipment and services; Maintains a directory of vendors; Collates specifications and mails them to prospective vendors; Tabulates bids received and summarizes information per specification; Determines lowest bidder and recommends awarding of bid to same; Discusses questions as to awarding bids with superior; Prepares purchase orders from budget requests and distributes copies of same to vendor and offices involved; Maintains files or records of purchase requests, merchandise receipts, encumbrances and/or payments to vendors, Communicates with other staff members regarding requests, line item charges, and/or receipt of goods; Communicates with vendors regarding pricing, merchandise shipments, payment of bills and/or merchandise charges; Checks prices of supplies from catalogues, or price lists from various vendors.

## **Receptionist**

**GENERAL STATEMENT OF DUTIES:** Greets and furnishes information to the public; operates a call director or single position switchboard; does related work as required.

**EXAMPLES OF WORK:** (Illustrative Only) Receives visitors, ascertains the nature of business, answers questions, responds to complaints, or refers them to proper office or individual; Makes appointments for callers and visitors with staff members and officials; Schedules clients for program services or participation in program activities, e.g., home delivered meals, transportation pick-ups for recreation programs, shopping trips, medical appointments, etc.; Furnishes routine information to callers in a school or municipal office and may provide visitors with applications, forms, claims, activity/special event programs, school calendars; Responds to requests for school and/or municipal publications from residents, visitors, businesses, organizations; Receives, date stamps, and distributes all incoming mail to appropriate staff members and distributes outgoing mail; Performs miscellaneous clerical work and keeps simple records and files; Notes location of staff members so they may be reached in an emergency; May operate a telephone switchboard or multiple number call directory; May use computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

### **School Monitor**

**EXAMPLES OF WORK:** (Illustrative Only) Oversees and monitors student behavior by walking hallways, campus grounds, locker rooms, and cafeteria to ensure students are proceeding to their classes in an orderly manner; Oversees and monitors behavior of children, youth and/or young adults in a library setting, if assigned to a school district library; Helps maintain order in classrooms, library, gymnasiums and on school grounds by removing students in the event of unruly behavior; Takes attendance and searches for students who are on campus but not in assigned class; Guides students safely across streets and intersections; Controls traffic while school buses are arriving and departing; Aids students in lower grades with wearing apparel; May assist teachers with supervision during recess and lunch periods; May have charge of rest periods; May function as a representative for students to bring issues/concerns to the attention of teachers, counselors, and administration. May render elementary first-aid treatment; May have charge of supplies and equipment for locker rooms and swimming pools; May perform miscellaneous clerical duties as assigned, e.g., maintain attendance records; May function as a "guide" for members of the community who wish to tour a school district's campus and/or classes.

### **Secretary (School District)**

**GENERAL STATEMENT OF DUTIES:** Performs secretarial and administrative work of a varied nature; does related work as required.

**EXAMPLES OF WORK:** (Illustrative Only) Performs specialized support and clerical duties assisting the administrator in the operations of the department; Opens, sorts, and reads incoming mail and email; Responds to correspondence, as appropriate; Screens telephone calls, redirecting them to the appropriate party, as necessary; Greets visitors, students, and faculty, scheduling appointments, providing District forms, furnishing information, preparing student passes, etc.; Assists in the preparation and maintenance of budgets, personnel records, staff attendance reports, etc. relating to the responsibilities of the particular office or department; Compiles pertinent information for reports, committee meetings, memoranda, and other departmental documents; Assists supervisor in editing and writing copy; Participates in school committee meetings; May be responsible for taking notes and preparing minutes for distribution to committee members and others, as appropriate; Organizes and coordinates the special activities related to the particular department, i.e., new student orientation, "moving up" ceremony, graduation events, science fair, field trips, registration of students, standardized testing/proctors, etc.; Utilizes computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments; May maintain calendar for administrator; May supervise or direct the work of office clerical staff.

### **Secretary to School Administrator\***

**EXAMPLES OF WORK:** (Illustrative Only) Performs executive secretarial functions for school administrator; Relieves administrator of duties that do not require their personal attention; Receives calls and callers, ascertaining their business and answering their questions or referring them to the proper person; Makes appointments and schedules meetings for administrator as directed; Takes notes of meetings and hearings and prepares minutes as needed; Opens, sorts, and reads incoming mail and email and independently prepares replies to routine correspondence; Collects information needed in the preparation of correspondence, reports, memoranda and other documents; Assists in the preparation and maintenance of budgets, personnel records, staff attendance reports, etc. relating to the responsibilities of the particular office or department; Maintains files of both general and confidential information pertinent to the activities of the office; Supervises the maintenance of office records; Organizes and coordinates the special activities related to the particular department or assignment, i.e., new student orientation, "moving up" ceremony, graduation events, science fair, field trips, etc.; May supervise or direct the work of office clerical personnel; Uses computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

\*Formerly "Secretary to School Official"

### **Secretary to School Principal\***

**EXAMPLES OF WORK:** (Illustrative Only) Performs executive secretarial functions for school principal; Relieves school principals of details which do not require their personal attention by the use of discretion, tact and thorough knowledge of District/office policies and procedures; Uses a variety of automated systems equipment to produce such materials as correspondence, reports, contracts, specifications and/or other data; Uses computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments; Maintains calendar of appointments for the Principal, ensuring the Principal is apprised of all appointments and changes as well as matters requiring immediate attention; Takes notes of minutes of meetings or hearings and prepares them to be in final document format; Answers telephone and responds to requested information and/or refers inquiries to the appropriate party; Arranges appointments and meetings and prepares materials for them; Compiles a variety of data to be used as a basis for reports and prepares reports or statements; Maintains files for the Principal, ensuring that material is properly marked and accessible for immediate use by the Principal; Performs responsible clerical work in the maintenance of complex and confidential records and files, both manually and by use of computers; Opens, sorts, and screens incoming mail and answers routine correspondence; Routes remainder to the appropriate party; May assign and check the work of other clerical employees.

\*Formerly "Secretary to School Principal (Typist)"

### **Senior Account Clerk-Typist**

**GENERAL STATEMENT OF DUTIES:** Performs difficult tasks involved in keeping financial records either manually or through use of an automated financial recordkeeping system and does typing work; does related work as required.

**EXAMPLES OF WORK:** (Illustrative Only) Posts to ledger accounts from expense and appropriation records; Maintains departmental accounts; Updates financial records, as required; Makes periodic reports to supervisor concerning financial conditions; Performs or assists in reconciliation of bank and bond accounts; Assists in the preparation of Federal and State tax reports; Issues receipts for deposits and issues refunds; Classifies receipts and expenditures according to standard classification; Makes trial balances; Writes vouchers and checks; Prepares deposit slips and makes deposits; Performs or assists in the coding of accounts; May supervise the work of clerical assistants assigned to the particular office; Prepares checks on bookkeeping machine or typewriter; Prepares and composes letters and memoranda; Types letters and reports; May use computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

### **Senior Custodial Worker\***

**GENERAL STATEMENT OF DUTIES:** Supervises and assists in the performance of cleaning, maintenance, and minor repair tasks; does related work as required.

**EXAMPLES OF WORK:** (Illustrative Only) Assigns tasks to a crew of Cleaners and/or Custodial Workers and supervises their work; Instructs Custodial Workers and Cleaners in building, cleaning and maintenance work; Sweeps, mops, and waxes floors; Dusts furniture and other articles; Empties wastebaskets and disposes of rubbish; Replaces light bulbs, towels, soap and other supplies; Paints rooms and equipment; Repairs furniture; Makes minor plumbing and electrical repairs; Performs or oversees routine maintenance tasks related to building operating systems; Operates and maintains heating and ventilating systems; Moves and arranges chairs, tables, and other furniture or equipment; Checks doors and windows to see that they are closed and locked when building is to be secured; May use computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

\*Title change from Senior Custodian

### **Senior Library Clerk**

**GENERAL STATEMENT OF DUTIES:** Performs library clerical operations requiring prior training or knowledge in a public library or a public school system library; does related work as required.

**EXAMPLES OF WORK:** (Illustrative Only) Provides information to the public on library policies and procedures; Assigns and reviews the clerical work of Library Clerks, Pages and/or volunteers; Arranges or files materials according to library filing rules; Uses computerized library software to update library database, perform routine searches, create reserves from patron requests, answer simple item location requests, etc.; Assists the professional staff in the acquisition of materials by checking lists against catalogs, searching for simple bibliographical data, checking order cards with holdings and outstanding orders, checking invoices, entering acquisition information, and maintaining check lists of serials; Assists the professional staff in cataloging and classification of materials by maintaining item information records in the library database, adding copies and new items, recording withdrawals and reinstatements, recording transfers, and new entries; Tallies numerical totals for recordkeeping purposes; may prepare statistical and other reports; Assists in the physical upkeep of materials by cleaning and repairing materials for preservation, preparing materials for binding and keeping bindery records; Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments. May assist in the preparation of bills, purchase orders and budget, etc.

### **Senior Office Assistant (Automated Systems)**

**EXAMPLES OF WORK:** (Illustrative Only) Utilizes automated word processing equipment using internally stored systems and procedures to produce correspondence, forms, reports, statistical information and other office/departmental data; Provides general administrative and clerical support services to enhance the operation of the office to which the incumbent is assigned; Sets up automated filing systems for the storage and retrieval of data; Maintains accurate and complete records and files; Manipulates, revises or copies data to produce and/or enhance reports; Compiles a variety of data from automated and manual office records and outside sources to create reports for staff, departments, or governmental agencies; Composes, proofreads, edits, corrects, and formats memos and correspondence; Composes correspondence or transcribes meeting minutes from verbal instruction, written notes, or tape recordings; Maintains appointment calendar for professional staff, schedules appointments, and sets up meetings for administrators, staff, students, etc.; Answers telephone calls and either independently handles requests for routine information about department or office procedures and programs or routes calls to appropriate staff; Receives, reviews, and processes forms, papers and other documents in accordance with established procedures; Opens, sorts, and reads incoming mail, responds to routine correspondence about department or office procedures and programs, and/or directs to appropriate staff person; Prepares purchase orders and maintains inventory of office supplies and forms; May prepare and maintain materials that are highly confidential or sensitive in nature such as disciplinary, individual educational programs and counseling reports, etc.; May assign and review the work of subordinates and instruct new employees in the work of the office; Uses other software applications such as spreadsheets, calendar, e-mail and database software in performing work assignments.

### **Senior Purchase Clerk**

**EXAMPLES OF WORK:** (Illustrative Only) Supervises and assists with the compilation of budget requests from various schools within the District; Supervises and assists in the preparation, processing, and photocopying of specifications for all supplies, equipment and services; Supervises the maintenance of a directory of vendors; Arranges for advertising for articles to be purchased through bid process; Supervises and assists in the tabulation of bids received and summarizes information per bid specification(s); Determines lowest bidder and recommends awarding of bid to same; Discusses questions as to awarding bids with superior; Supervises and assists with typing and/or word processing of purchase orders; Maintains liaison with contractors or sellers in their dealings with purchase office; Prices and orders textbooks; May use computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

### **Teacher Aide**

**GENERAL STATEMENT OF DUTIES:** Assists licensed or certified school teachers in the performance of their teaching functions by performing those nonteaching duties otherwise performed by such regular teacher or teachers, or may function as a one-on-one aide to a student in the school district; does related work as required.

**EXAMPLES OF WORK:** (Illustrative Only) Provides assistance in direct support of a teacher in such matters as checking homework or examination papers, averaging grades, checking attendance, collecting money, preparing charts, making up lists, maintaining classroom files, preparing dittos, operating duplicating machines; Provides physical aid to the teacher in such areas as maintaining bulletin boards, making posters, obtaining and returning reference materials, distributing various materials and supplies, setting up audio-visual, computer, television and laboratory presentations, giving personal physical assistance to individual children (clothing, feeding, wash-up, bathroom) as required; Assists in proctoring and other tasks related to the administration of examinations; May be assigned to work with children with disabilities as a one-on-one aide, providing assistance with taking notes, helping with mobility issues, assisting with personal care issues, etc.; May provide assistance to students with various disabilities in use of technology and equipment adaptation to facilitate learning, mobility and/or communication; May maintain order and discipline in the temporary absence of the teacher or in the classroom, hallways, lunchrooms, etc., on either a regularly assigned or occasional basis.

### **Teaching Assistant**

**GENERAL STATEMENT OF DUTIES:** A teaching assistant provides, under the general supervision of a licensed or certified teacher, direct instructional services to children, such as working with individual students in groups on special assignments, assisting students in the use of instructional resources, working with individual pupils or groups of pupils on special instructional projects.

**EXAMPLES OF WORK:** (Illustrative only) Providing the teacher with information about pupils which will assist the teacher in the development of appropriate learning and behavioral experiences; Assisting pupils in the use of available instructional resources, and assisting in the development of instructional materials; Utilizing their own special skills and abilities by assisting in instructional programs in such areas as: foreign languages, arts, crafts, music, and similar subjects; Assisting in related instructional work as required; and Assisting students with specific health related activities as appropriate.

**Appendix I  
CLAIM FOR MILEAGE  
TRAVEL AND MISCELLANEOUS EXPENSES  
2018-19**

Name: \_\_\_\_\_  
(Please Print)

Date: \_\_\_\_\_

Building: \_\_\_\_\_

Purchase Order #: \_\_\_\_\_

Note: Purchase orders MUST be opened PRIOR to incurring any expense

Date	Indicate Destination And itemize Travel Expenses (attach original receipts where necessary)	# of Miles	@rate/mile (\$0.58/mile as of Jan. 1, 2019)	Total Amount

I have verified that that I have not submitted a claim for mileage reimbursement on any day that I was not in attendance (sick, personal, vacation, etc.) or on any day when school was closed due to inclement weather or holiday. (Exception - conference attendance or travel which is required by maintenance/grounds staff, etc.)

Employee's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Administrator's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Approval Amount: \$ \_\_\_\_\_ Comments: \_\_\_\_\_

Mileage paid at IRS rate, subject to change. Effective January 1, 2019 rate is 0.58 per mile  
(NOTE: For District office use JJHS/JJMS mileage)

- |            |          |                  |           |
|------------|----------|------------------|-----------|
| MP to IM   | 11 miles | JJMS/JJHS to LES | 3.5 miles |
| MP to KES  | 14 miles | JJMS/JJHS to KES | 7 miles   |
| MP to LES  | 5 miles  | JJMS/JJHS to IM  | 4 miles   |
| KES to LES | 10 miles | JJMS/JJHS to MP  | 7 miles   |
| KES to IM  | 5 miles  |                  |           |
| IM to LES  | 7 miles  |                  |           |

**FOR DISTANCES OTHER THAN NOTED, PLEASE ATTACH VERIFICATION FROM MAP QUEST OR GOOGLE MAPS**



**Appendix J**  
**Practices Governing Extra Driving Assignments**  
**Seniority List**

A master seniority rotation list shall be established based on continuous service in the school district. The list will be set up for Chauffeurs (Van Drivers) and Bus Drivers into the following categories.

- A. Substitute Activity Trip Driving
- B. Field Trip Driving
- C. Team Trip Driving
- D. New York City Driving
- E. Saturday and Sunday Team Trips
- F. Saturday and Sunday Field Trips
- G. Extra Driving inside of District, Extra Driving outside of District, Extra Driving non-student
- H. Mid-day
- I. Overnight Trips

**Substitute Activity**

- A. Assignments made from separate list. Coverage will be done on a daily basis.  
Assignments of substitute activities will be handled by phone messages when possible. Assignments made over the radio will be done only when necessary. Radio messages not answered will be charged to that driver.
- B. Spare drivers when assigned to Van trips will be eligible for sub Van activity coverage, after Sub activity list has been exhausted.

**New York City Trips**

- A. All New York City trips will be assigned to drivers from a rotation list.
- B. Qualification for inclusion on the New York City list is determined by the Supervisor.
- C. The Supervisor shall have the right to override the list and assign drivers at his discretion.
- D. A review of driver's qualifications will be made on a per trip basis.
- E. Trips leaving before 9:00 a.m. will be assigned the day before. If a driver is absent on the day before the trip, based on prior selections on the dispatch extra work list, the driver will be called at home without a slip placed in the box. Notwithstanding the foregoing, a driver who is absent on the day before the trip may "phone-in" his/her desire to be considered for the trip. The same rules for refusing a trip would apply if the driver did not take the trip.

**Field and Team Trips**

- A. Definitions: Field Trip - any trip of an educational nature. Team Trip - any trip of a competitive nature.
- B. No consideration will be given to any driver requesting certain team or field trip assignments.
- C. Drivers are eligible for team and field trips when assigned weekly activities.
- D. Scheduled team and field trips will be posted in all locations for ensuing week. Driver assignments will be made on a daily basis.
- E. Drivers will be eligible for team and field trips on same day as long as there is no conflict in times.
- F. Driver may choose to do any trip for that day and will be charged for trip, which he or she refuses.
- G. School monitors will not be eligible for midday Field and Team trips if it interferes with their work schedule.

- H. Emergency Team and Field trip coverage will be assigned by District when required.
- I. Trips leaving before 9:30 AM to 1:30 PM will be assigned the day before.
- J. If a driver is absent on the day before the trip, based on prior selections on the dispatch extra work list, the driver will be called at home without a slip placed in the box. Notwithstanding the foregoing, a driver who is absent on the day before the trip may “phone-in” his/her desire to be considered for the trip. The same rules for refusing a trip would apply if the driver did not take the trip.

**Saturday and Sunday Trips  
Weekend Trip List**

- A. Separate lists for Team and Field trips will be posted. Drivers must sign-up for weekday Team and Field trips to be eligible for this list.
- B. If a driver is absent on the day before the trip, based on prior selections on the dispatch extra work list, the driver will be called at home without a slip placed in the box. Notwithstanding the foregoing, a driver who is absent on the day before the trip may “phone-in” his/her desire to be considered for the trip. The same rules for refusing a trip would apply if the driver did not take the trip.
- C. Trips normally designated as specials shall be considered as regular assignments on Saturdays and Sundays.

**Specials**

Team and Field Trips are covered by the District in the most efficient way. The following is a list of schools which specials will be assigned:

- 1. John F. Kennedy
- 2. Bedford Central
- 3. North Salem

\* Eliminate only if there are no late afternoon activity buses.

Meal allowance applies to all trips.

**Cancellation of Trips**

- A. Cancelled trips will not be charged against driver.
- B. A cancellation of Team or Field trips while enroute will not be charged to a driver if they are back into the District during the driver’s normal work period. That driver will then be given the first available trip.
- C. Drivers not notified of cancelled midday trips prior to reporting to work will be given an opportunity of being assigned a driver related task and compensated one and one-half (1.5) hours pay.
- D. Saturday and Sunday Drivers who are not successfully notified of a cancelled trip prior to reporting to work will be compensated for one (1) hour of wait time at an overtime rate of time and one-half (1.5). In addition, affected employees shall be entitled to maintain their position on the overtime rotational list for Saturday and Sunday Drivers.

**Chargeable Assignments**

- A. Drivers will be charged for any extra assignments when out sick, refuses, or chooses to do another trip assignment.
- B. Cancelled trip will not be charged when they meet criteria under cancellation of trips above.
- C. Any driver accepting a solo sub trip in any category will be charged with said trip.

Appendix K

KATONAH-LEWISBORO SUPPORT STAFF EVALUATION

Employee Name: \_\_\_\_\_  
Department: \_\_\_\_\_

Title: \_\_\_\_\_  
Immediate Supervisor: \_\_\_\_\_

Reason for Review:    Annual                      End Probation                      Other

---

**RATING IDENTIFICATION**

E – Excellent – Performance is exceptional and is recognizable as being superior to others.

S – Satisfactory – Competent and dependable level of performance. Meets performance standards to the job.

I – Improvement Needed – Performance is deficient in certain areas, improvement needed.

N- Not Rated

**GENERAL FACTORS**

**SUPPORTING DETAILS AND COMMENTS**

---

1. Quality – The accuracy, thoroughness and acceptability of work performance.  
  
E \_\_\_\_ S \_\_\_\_ I \_\_\_\_ N \_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

2. Productivity – The quality and efficiency of work produced in a specific period of time.  
  
E \_\_\_\_ S \_\_\_\_ I \_\_\_\_ N \_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

3. Job Knowledge – The practical/technical skills and information used on the job.  
  
E \_\_\_\_ S \_\_\_\_ I \_\_\_\_ N \_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

4. Reliability – The extent to which an employee can be relied upon regarding task completion and follow up.  
  
E \_\_\_\_ S \_\_\_\_ I \_\_\_\_ N \_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

5. Availability – The extent to which an employee is punctual, observes prescribed meal periods and the overall attendance record.  
  
E \_\_\_\_ S \_\_\_\_ I \_\_\_\_ N \_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

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6. Independence – The extent of work performed with little or no supervisions \_\_\_\_\_  
\_\_\_\_\_

E \_\_\_\_ S \_\_\_\_ I \_\_\_\_ N \_\_\_\_

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7. Adherence to Policy – The extent to which an employee follows safety and conduct rules, other regulations and observes good housekeeping practices. \_\_\_\_\_  
\_\_\_\_\_

E \_\_\_\_ S \_\_\_\_ I \_\_\_\_ N \_\_\_\_

---

8. Interpersonal Relationships – The willingness and demonstrated ability to cooperate, work and communicate with supervisors, coworkers, and subordinates. \_\_\_\_\_  
\_\_\_\_\_

E \_\_\_\_ S \_\_\_\_ I \_\_\_\_ N \_\_\_\_

---

**Complete all of the following sections.**

1. Accomplishments or new abilities demonstrated since last review:

2. Specific areas of improvement needed:

3. Recommendations for personal development:

4. Rate employee's overall performance in comparison to position specifications. (Check one)

E \_\_\_\_ S \_\_\_\_ I \_\_\_\_ N \_\_\_\_

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**Employee Comments – attach additional pages if necessary:**

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Employee's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## STANDARDS OF PERFORMANCE

### CUSTODIAN

#### **A. PRODUCTIVITY**

Performance in this area is satisfactory when the following conditions exist:

1. The custodian does enough work to satisfy the Custodial Routines as defined by his or her section and circumstantial constraints.
2. The custodian demonstrates an ability to complete assigned work in his or her section on schedule.

#### **B. QUALITY OF WORK**

Performance in this area is satisfactory when the following conditions exist:

1. The custodian demonstrates an ability to follow directions, is accurate, and pays attention to details.
2. The custodian completes work properly the first time or seldom requires correction once deficiencies are communicated.
3. The custodian's closet and equipment are cleaned at the end of the shift and chemicals and tools are stored properly.

#### **C. SERVICE ATTITUDE**

Performance in this area is satisfactory when the following conditions exist:

1. The custodian interacts tactfully and courteously with students, staff, and the community-at-large.
2. The custodian demonstrates a willingness to solve problems.

#### **D. ATTENDANCE**

Performance in this area is satisfactory when the following conditions exist:

1. The custodian is punctual and seldom arrives late to work.
2. The custodian notifies supervisors properly when taking sick or personal time, or when requesting vacation time.
3. Break times are observed according to the contract.

**E. KNOWLEDGE OF THE JOB**

Performance is satisfactory in this area when the following conditions exist:

1. The custodian knows and utilizes the skills required to perform the job satisfactorily, or asks for clarification or instruction if unsure.
2. The custodian understands and follows procedures specific to the building where work is being performed.

**F. RELIABILITY**

Performance is satisfactory in this area when the following conditions exist:

1. The custodian is able to work both independently or with others to achieve satisfactory results.
2. The custodian provides important information to his/her supervisor and subordinates in a timely manner.
3. The custodian identifies items needing corrective work on a Maintenance Work Request.

KATONAH-LEWISBORO SCHOOLS

Department of Operations & Maintenance

Performance Evaluation

Employee:

Custodian

The above employee meets or exceeds performance in all areas with no exceptions noted.

Signature of Employee:

Date:

Signature of Appraiser:

Date:

The above employee needs improvement in the following areas:

**A. PRODUCTIVITY** (Does enough work to satisfy Custodial Routines as defined by section constraints. Completes assigned work on schedule.)

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**B. QUALITY OF WORK** (Follows direction, pays attention to details; degree of accuracy. Once completed, work seldom requires correction. Work area is properly cleaned upon completion of duties.)

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**C. SERVICE ATTITUDE** (Interacts tactfully and courteously with others. Demonstrates a willingness to solve problems.)

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Employee Name: \_\_\_\_\_

**D. ATTENDANCE** (Punctuality. Properly notifies superiors when taking sick, personal or vacation days.)

\_\_\_ See attached attendance record \_\_\_\_\_

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**E. KNOWLEDGE OF THE JOB** (Employee knows/utilizes skills to perform the job; asks for clarification. Understands, follows procedures specific to the building where work is performed.)

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**F. RELIABILITY** (Works independently or with others to achieve satisfactory results. Provides important info to supervisor and subordinates in a timely manner. Generates corrective maintenance work requests as needed.)

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Employee Comments: \_\_\_\_\_

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Signature of Employee:

Date:

Signature of Appraiser:

Date:



## STANDARDS OF PERFORMANCE

### SENIOR CUSTODIAN

#### **A. PRODUCTIVITY AND QUALITY**

Performance in this area is satisfactory when the following conditions exist:

1. The senior custodian does enough work to satisfy the Senior Custodial Routines as defined by his or her section and circumstantial constraints.
2. The senior custodian demonstrates an ability to complete routine work on schedule.

#### **B. LEADERSHIP AND SUPERVISION**

Performance in this area is satisfactory when the following conditions exist:

1. The senior custodian conducts weekly inspections and documents them accordingly.
2. The senior custodian demonstrates an interest in employee development by organizing and/or conducting custodial training sessions at least quarterly.
3. The senior custodian acts as a role model and example to employees under his/her supervision by adhering to District and departmental policies and procedures.
4. The senior custodian deals with employees in an impartial and professional manner.

#### **C. SERVICE ATTITUDE**

Performance in this area is satisfactory when the following conditions exist:

1. The senior custodian interacts tactfully and courteously with students, staff, and the community-at-large.
2. The senior custodian actively participates when attending custodial council meetings and demonstrates a willingness to solve problems.

#### **D. ATTENDANCE**

Performance in this area is satisfactory when the following conditions exist:

1. The senior custodian is punctual and seldom arrives late to work.
2. The senior custodian notifies superiors properly when taking sick or personal time, or when requesting vacation time.
3. Break times are observed according to the contract.

**E. KNOWLEDGE OF THE JOB**

Performance in this area is satisfactory when the following conditions exist:

1. The senior custodian knows and utilizes the skills required to perform the job satisfactorily, or asks for clarification or instruction if unsure.
2. The senior custodian understands and follows procedures specific to the building where work is being performed.

**F. RELIABILITY**

Performance in this area is satisfactory when the following conditions exist:

1. The senior custodian is able to work both independently or with others to achieve satisfactory results.
2. The senior custodian provides important information to his/her supervisor and subordinates in a timely manner.
3. The senior custodian identifies items needing corrective work on a Maintenance Work Request.

**KATONAH-LEWISBORO SCHOOLS**

Department of Operations & Maintenance

Performance Evaluation

Employee:

Senior Custodian

The above employee meets or exceeds performance in all areas with no exceptions noted.

Signature of Employee:

Date:

Signature of Appraiser:

Date:

The above employee needs improvement in the following areas:

**A. QUALITY** (The accuracy, thoroughness and acceptability of work performed.)

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**B. PRODUCTIVITY** (The quality and efficiency of work produced in a specified period of time.)

---

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**C. JOB KNOWLEDGE** (The practical/technical skills and information used on the job.)

---

---

**D. RELIABILITY** (The extent to which an employee can be relied upon regarding task completion and follow up.)

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---

Employee Name: \_\_\_\_\_

**E. AVAILABILITY** (The extent to which an employee is punctual, observes prescribed meal periods and overall attendance record.)

\_\_\_\_\_  
\_\_\_\_\_

**F. INDEPENDENCE** (The extent of work performed with little or no supervision.)

\_\_\_\_\_  
\_\_\_\_\_

**G. ADHERENCE TO POLICY** (The extent to which an employee follows safety and conduct rules, other regulations and observes good housekeeping practices.)

\_\_\_\_\_  
\_\_\_\_\_

**H. INTERPERSONAL RELATIONSHIPS** (The willingness and demonstrated ability to cooperate, work and communicate with supervisors, coworkers & subordinates.)

\_\_\_\_\_  
\_\_\_\_\_

Employee Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature of Employee:

Date:

Signature of Appraiser:

Date:

KATONAH-LEWISBORO SCHOOLS

Department of Operations & Maintenance

Performance Evaluation

Employee:

Title

The above employee meets or exceeds performance in all areas with no exceptions noted.

Signature of Employee:

Date:

Signature of Appraiser:

Date:

The above employee needs improvement in the following areas:

**A. QUALITY** (The accuracy, thoroughness and acceptability of work performed.)

---

---

**B. PRODUCTIVITY** (The quality and efficiency of work produced in a specified period of time.)

---

---

**C. JOB KNOWLEDGE** (The practical/technical skills and information used on the job.)

---

---

**D. RELIABILITY** (The extent to which an employee can be relied upon regarding task completion and follow up.)

---

---

Employee Name: \_\_\_\_\_

**E. AVAILABILITY** (The extent to which an employee is punctual, observes prescribed meal periods and overall attendance record.)

\_\_\_\_\_  
\_\_\_\_\_

**F. INDEPENDENCE** (The extent of work performed with little or no supervision.)

\_\_\_\_\_  
\_\_\_\_\_

**G. ADHERENCE TO POLICY** (The extent to which an employee follows safety and conduct rules, other regulations and observes good housekeeping practices.)

\_\_\_\_\_  
\_\_\_\_\_

**H. INTERPERSONAL RELATIONSHIPS** (The willingness and demonstrated ability to cooperate, work and communicate with supervisors, coworkers & subordinates.)

\_\_\_\_\_  
\_\_\_\_\_

Employee Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Employee:

Date:

Signature of Appraiser:

Date:

## **STANDARDS FOR THE EVALUATION OF AUTOMOTIVE MECHANICS**

**EVALUATION:** To be completed annually.

**JOB DESCRIPTION:** The auto mechanic works on school buses, trucks, and other related equipment, and also drives school buses when needed.

### **A. PRODUCTIVITY**

Evaluation in this area is satisfactory when the following condition exists:

1. The mechanic does enough work to satisfy the daily routines of his/her work schedule.

### **B. QUALITY OF WORK**

Evaluation in this area is satisfactory when the following conditions exist:

1. The mechanic demonstrates an ability to follow instructions, is accurate, and pays attention to details.
2. The mechanic completes work properly the first time and within the time required to complete the task.
3. The mechanic's tools and equipment are cleaned and secured at the end of the day.

### **C. SERVICE ATTITUDE**

Evaluation in this area is satisfactory when the following condition exists:

1. The mechanic interacts courteously with staff.

### **D. ATTENDANCE**

Evaluation in this area is satisfactory when the following conditions exist:

1. The mechanic is punctual and seldom arrives late to work.
2. The mechanic notifies supervisor properly when taking sick or personal time, or when requesting vacation time.
3. Break times are observed according to the contract.

**E. KNOWLEDGE OF THE JOB**

Evaluation is satisfactory in this area when the following conditions exist:

1. The mechanic knows and utilizes the skills required to perform the job satisfactorily, or asks for clarification or instruction if unsure.
2. The mechanic understands and follows specific building rules outlined by the District.

**F. RELIABILITY**

Evaluation is satisfactory in this area when the following conditions exist:

1. The mechanic is able to work both independently and/or with others to achieve satisfactory results.
2. The mechanic provides important information to his/her supervisor.
3. The mechanic identifies items needing corrective work on a daily basis.



**PERFORMANCE EVALUATION  
AUTOMOTIVE MECHANICS**

**Performance Key**

S-Satisfactory

N-Needs Improvement

**A. Productivity**

\_\_\_\_\_ 1. Does enough work to satisfy daily routines of his/her work schedule.

**Comments:** \_\_\_\_\_

**B. Quality of Work**

\_\_\_\_\_ 1. Follows instructions, pays attention to details; degree of accuracy.

\_\_\_\_\_ 2. Once completed, work seldom requires correction and is done within time schedule.

\_\_\_\_\_ 3. Work area is properly cleaned at end of day.

**Comments:** \_\_\_\_\_

**C. Service Attitude**

\_\_\_\_\_ 1. Interacts courteously with staff.

**Comments:** \_\_\_\_\_

**D. Attendance**

\_\_\_\_\_ 1. Punctuality.

\_\_\_\_\_ 2. Properly notifies supervisors when taking sick, personal, or vacation time.

\_\_\_\_\_ 3. Observes break times.

**Comments:** \_\_\_\_\_

**E. Knowledge of the Job**

\_\_\_\_\_ 1. Mechanic knows and utilizes skills to perform the job; asks for clarification.

\_\_\_\_\_ 2. Understands and follows procedures and specific building rules outlined by the District.

**Comments:** \_\_\_\_\_

**F. Reliability**

- \_\_\_\_\_ 1. Works independently or with others to achieve satisfactory results.
- \_\_\_\_\_ 2. Provides important information to supervisor.
- \_\_\_\_\_ 3. Identifies corrective maintenance on a daily basis.

**Comments:** \_\_\_\_\_

**Employer Summary:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Employee Comments:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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

## **STANDARDS FOR THE EVALUATION OF SCHOOL BUS DRIVERS**

**EVALUATION:** To be completed every other year due to 19-A regulations.

**JOB DESCRIPTION:** Drives school bus. Maintains vehicles and gives proper instruction to riders on conduct and safety.

### **A. SAFETY AND QUALITY OF WORK**

Evaluation in this area is satisfactory when the following conditions exist:

1. The driver demonstrates an ability to inform the students with proper safety procedures.
2. The driver's bus is gassed properly on a daily basis.

### **B. INTERPERSONAL RELATIONSHIPS**

Evaluation in this area is satisfactory when the following conditions exist:

1. The driver interacts tactfully and courteously with students, staff, and parents.
2. The driver demonstrates a willingness to extend himself or herself in time of need.

### **C. ATTENDANCE**

Evaluation in this area is satisfactory when the following conditions exist:

1. The driver seldom arrives late to work.
2. The driver notifies their supervisor properly when taking sick or personal time.

### **D. KNOWLEDGE OF THE JOB**

Evaluation is satisfactory in this area when the following conditions exist:

1. The driver utilizes the skills required to perform the job satisfactorily.
2. The driver understands and follows procedures when dispatched by 2-way radio or in person.
3. The driver identifies items needing attention on daily reports as quickly as possible.
4. Handing in of tachograph and daily reports on a regular basis and filled in properly.

**E. TEAMWORK**

Evaluation is satisfactory in this area when the following conditions exist:

1. The driver is able to work independently or with others.
2. The driver provides important information to his/her supervisor in a timely manner.

**PERFORMANCE EVALUATION  
SCHOOL BUS DRIVERS**

**Performance Key**

S- Satisfactory

N- Needs Improvement

**A. Safety and Quality of Work**

\_\_\_\_\_ 1. Provides proper instructions to students.

\_\_\_\_\_ 2. Bus maintained properly.

**Comments:** \_\_\_\_\_

**B. Interpersonal Relationships**

\_\_\_\_\_ 1. Interacts tactfully and courteously with others.

\_\_\_\_\_ 2. Demonstrates a willingness to extend themselves.

**Comments:** \_\_\_\_\_

**C. Attendance**

\_\_\_\_\_ 1. Punctuality.

\_\_\_\_\_ 2. Properly notifies supervisor when taking sick, personal, or vacation time.

**Comments:** \_\_\_\_\_

**D. Knowledge of the Job**

\_\_\_\_\_ 1. Employee knows and utilizes skills to perform the job; asks for clarification.

\_\_\_\_\_ 2. Understands and follows procedures specific to the building where work is being performed.

\_\_\_\_\_ 3. Daily reports in need of attention.

\_\_\_\_\_ 4. Tachographs and daily reports.

**Comments:** \_\_\_\_\_

**E. Teamwork**

\_\_\_\_\_ 1. Works independently or with others.

\_\_\_\_\_ 2. Provides important information to supervisor in a timely manner.

**Comments:** \_\_\_\_\_

**Employer Summary:** \_\_\_\_\_

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**Employee Comments:** \_\_\_\_\_

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

**Signature of Employer:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## **Appendix L**

### **Teaching Assistant Evaluation Form**

#### **Philosophy**

The primary use of an evaluation is to be directed toward the identification and communication of effective performance, as well as to define areas requiring attention, and to make recommendations which will assist the staff member in improving instruction and/or performance and developing his/her maximum potential.

#### **Procedure for Evaluation**

1. Supervisor/Administrator will directly observe the Teaching Assistant.
2. Supervisor/Administrator meets with teacher(s) for input regarding Teaching Assistant's evaluation/performance.
3. Supervisor/Administrator notifies Teaching Assistant of observation at least three (3) days before observation.
4. Supervisor/Administrator conferences with Teaching Assistant after direct observation, and before written evaluation.
5. Supervisor/Administrator should conference with Teaching Assistant within three (3) days after observation. The written evaluation should be given to the Teaching Assistant within ten (10) days of the observation.
6. Teaching Assistant has the option to conference with Supervisor/Administrator after the written evaluation is received.
7. Teaching Assistant signs the evaluation document, signifying only that he/she received and read the evaluation. It should be signed, whenever possible, within seven (7) working days.
8. Teaching Assistant has the right to make comments on or attached to the written document.
9. Untenured Teaching Assistants will have at least a formal (written) and one (1) informal observation every year. Tenured Teaching Assistants will have at least one (1) formal observation every three (3) years, except where a new situation is involved (e.g., change in level primary to secondary).
10. Observations of currently tenured Teaching Assistants should be staggered within the building over the next three (3) years (i.e., 1/3 – 1/3 – 1/3). Supervisor/Administrator should notify Teaching Assistant by the end of September that he/she will be observed during the school year.

## **Suggested Guidelines to be Used for Teaching Assistant Evaluation**

### **CLASSROOM PERFORMANCE**

Direct instruction (instruction of students for specified period of time under the direction of the teacher).

Class management.

Demonstrates ability to work with the range of student abilities and learning styles.

Demonstrates familiarity with curriculum.

Manages materials and equipment.

Attendance and punctuality.

Assists students with organization of notebooks and study habits.

Carries out preparation and planning done by the teacher.

Assists in the administration of diagnostic and standardized testing.

Attempts to maintain classroom routine in teacher's absence.

### **RELATIONSHIP WITH STUDENTS**

Behavior management.

Demonstrates ability to work with the range of student abilities and learning styles.

Demonstrates ability to motivate students.

### **RELATIONSHIP WITH STAFF**

Communication with teacher(s).

Provides information regarding skill development directly to appropriate teacher and staff.

Maintains confidentiality.

### **PROFESSIONAL GROWTH**

Demonstrates willingness to be a learner.

**Teachers may submit letters of commendation to Teaching Assistant files.**



**TEACHING ASSISTANT EVALUATION FORM**

**Staff Member:** \_\_\_\_\_ **Supervisor:** \_\_\_\_\_

**School:** \_\_\_\_\_ **School year:** \_\_\_\_\_

**1. Classroom Performance**

Satisfactory

Unsatisfactory

**2. Relationship with Students**

Satisfactory

Unsatisfactory

**3. Relationship with Staff**

Satisfactory

Unsatisfactory

**4. Professional Growth**

Satisfactory

Unsatisfactory

**5. Commendations**

**6. Recommendations**

**7. Staff Member's Comments**

**Supervisor's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Staff Member's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## **Appendix M Leave Accumulation**

In the contract proper of this Agreement, Article IV, Section A, the employee has a leave benefit based upon his or her employment being 10, 11, or 12 months. In the contract proper, this leave time is described as 'days.' For accounting purposes, the parties agree, that all accumulation provisions relating to leave time will be kept in 'number of hours.'

Therefore, an employee who works a four (4) hour day would either use or accumulate 4 hours of leave time for each 'day' of used or accumulated leave.

An employee who works a seven (7) hour day would either use or accumulate 7 hours of leave time for each 'day' of used or accumulated leave, and so on.

For example, a 10-month employee who is regularly scheduled to work seven (7) hours per day would accumulate 7 hours for each unused leave day at the end of the year. If a leave day were to be taken then the employee would receive 7 hours of paid leave for each day utilized.

A 10-month employee who is regularly scheduled to work eight (8) hours per day would accumulate 8 hours for each unused leave day at the end of the year. If a leave day were to be taken then the employee would receive 8 hours of paid leave for each day utilized.

7 hour employee - Ten-month

Yearly allotment 12 days

Maximum potential accumulation  $7 \times 12 = 84$  hours leave time

8 hour employee - Twelve-month

Yearly allotment 16 days

Maximum potential accumulation  $8 \times 16 = 128$  hours leave time

When accumulation time is used for redemption purposes under Article IV, Section D(1), D(2), or D(3), the leave time can accumulate only up to the maximum number of hours that can be calculated by taking the number of days in Article IV, Section C, and multiplying that number by the employees regularly scheduled number of hours per day.

The maximum accumulation of a 4-hour per day employee would be  $300 \times 4 = 1200$  hours of paid redemption time.

The maximum accumulation of a 6-hour per day employee would be  $300 \times 6 = 1800$  hours of paid redemption time.

The maximum accumulation of a 7-hour per day employee would be  $300 \times 7 = 2100$  hours of paid redemption time.

The maximum accumulation of an 8-hour per day employee would be  $300 \times 8 = 2400$  hours of paid redemption time.

**Note:** If an employee does not complete a full year's service in the year the employee leaves the District, the yearly allotment for that year will be pro-rated.

## Appendix N Unscheduled Early School Closings

From time to time, it may be necessary to close all district schools or a single district school earlier than usual. It is agreed and understood that KLSSA unit members shall be released or reassigned in the following manner.

1. When all district schools are closed early, employees will be released according to job category when it is determined that their services are no longer required. For example, clerical employees may be released when all children from their school have been safely delivered home.
  - a. With the exception of bus drivers, within all other job categories, if it is necessary for an employee to stay after others are released they shall be paid the appropriate over-time pay rate for the actual number of hours they are required to stay and work.
2. When one or more, but not all schools, are closed early, the District will assess the circumstances to determine the need to release or reassign employees. Employees shall not be required to remain in a school building that does not have essential services available to them. The District shall have the option to release or reassign different categories of employees. For example, teaching assistants may be released early while clerical staff is reassigned for the balance of the day.
3. If a dispute arises in connection with interpretation or implementation of the foregoing provisions the parties agree to contact appropriate District and Association leadership for resolution.

**Appendix O**  
**CLERICAL CATEGORIES**

GROUP I

- Clerk
- Teacher Aide
- Library Clerk
- Office Assistant

GROUP II

- Office Assistant (Automated Systems)
- Secretary (School Districts)
- Senior Library Clerk

GROUP III

GROUP IV

- Account Clerk/Typist

GROUP V

- Secretary to School Principal
- Sr. Account Clerk/Typist

GROUP VI

- Senior Office Assistant (Automated Systems)
- Secretary to School Administrator (formerly Secretary to Director of Special Services)
- Bookkeeper

## Appendix P Maintenance Over-time Procedures

### Overtime Rotation List

A list of all members of our department, in order of their hire dates is maintained by the District. Administration will be deleted from the final list so disregard them.

This overtime procedure is for custodial, maintenance, warehouse employees, and grounds employees.

Each year the above referenced staff is to return a sign-off sheet. Personnel should either sign in the “yes” or “no” space as is appropriate. Those who sign “yes” will be placed on the call voluntary overtime list; those who sign in the space marked “no” will not be included on the voluntary overtime list.

An employee may reconsider his/her inclusion or exclusion from the list by submitting an updated form with her/his new decision (yes/no).

By signing the “yes” space the employee understands that the following guidelines will be in effect:

1. When an overtime situation occurs at a particular building, the custodians regularly assigned to that building who have signed “yes” will be given the opportunity to work the overtime before anyone else is considered. The Senior Custodian has the right of first option for overtime in his/her building. The list for each building will be kept by seniority. The most senior having the first option, the second most senior next, and so on, in a rotating fashion.
2. If a sufficient number of employees cannot be found at the building where the overtime is needed, the Senior Custodian may then solicit help from other employees. He/she will offer according to seniority from the ‘master seniority list,’ beginning with the most senior person and working down the list to the least senior on a rotating basis.
3. In the event that a sufficient number of employees still cannot be found, then the employees in the building where the overtime work is needed will be required to work the overtime, beginning with the least senior employee and working up the list in seniority order for that particular building. *This selection will be done from a list of all of the employees in that building, and not just from the designated “yes” list.*

This selection process will be completed no later than July 15 of any contract year.

Appendix Q

**KLSSA  
SICK LEAVE PLEDGE FORM**

Name of person pledging days: \_\_\_\_\_

Number of days you are pledging: \_\_\_\_\_

Number of days left in your bank after pledging days: \_\_\_\_\_

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Name of person receiving days: \_\_\_\_\_

Reason for this request: \_\_\_\_\_

Has the person receiving days been out more than five (5) days: \_\_\_\_\_

What is the expected date of return: \_\_\_\_\_

Comments: \_\_\_\_\_

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Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Committee Approval: \_\_\_\_\_ Date: \_\_\_\_\_

## Appendix R

### KLSSA School Monitor Recall List

<b>School Monitor</b>	<b>Rate of Pay/Step Placement Upon Date of Re-Hire</b>
1. Downz, Kathy	Step 9
2. Batista, Winston	Step 5
3. Janojlic, Diana	Step 4
4. Laedke, Nancy	Step 4