

AGREEMENT  
BETWEEN

OSSINING UNION FREE SCHOOL DISTRICT

AND

OSSINING SUPPORT STAFF ASSOCIATION

JULY 1, 2016 – JUNE 30, 2020

## PREAMBLE

This Agreement entered into this 11th day of October, 2017, by and between the Board of Education of the Ossining Union Free School District (the "Board" or the "District") and the Ossining Support Staff Association (the "Association").

## WITNESSETH

WHEREAS, the parties have pursuant to Article Fourteen of the Civil Services Law (Chapter 392 of the Laws of 1967, Public Employees Fair Employment Act) ("Taylor Law"), negotiated with respect to salaries, hours and other terms and conditions of employment and have reached certain understandings which they desire to confirm in this Agreement, in consideration of the following mutual covenants, it is hereby agreed as follows:

### ARTICLE I – RECOGNITION OF ASSOCIATION

The Board of Education recognizes the Ossining Support Staff, (hereinafter referred to as the Association), as the sole and exclusive negotiating unit for all employees employed by the Ossining Union Free School District (hereinafter referred to as the Board or District) who are classified as Teaching Assistants, Teacher Aides, School Monitors, Security Aides, Parking Attendants and Literacy Facilitators. Such recognition shall continue for the maximum period allowable under law.

### ARTICLE II – MANAGEMENT RIGHTS

The Association recognizes that the Board has the responsibility and authority to manage and direct, on behalf of the public, all the operations and activities of the School District to the full extent authorized by law. The exercise of these powers, rights, authorities, duties and responsibilities by the Board, and the adoption of such rules, regulations, and policies, as it may deem necessary, shall be limited only by the terms of this Agreement.

### ARTICLE III – ASSOCIATION RIGHTS

#### A. Activities

1. All activities of the Association shall be carried on after school hours; however, Association business may be conducted during school hours without loss of pay when necessary, provided that it is of reasonable duration and there is no interference with the education program. If it is necessary to engage in Association activities during the regular school day, arrangements must be made with the building administrator. The Association agrees not to abuse this provision.

2. The Superintendent of Schools shall authorize the Association to meet during one (1) Superintendent's Conference Day annually for a time not to exceed one and a half hours. The specific Superintendent's Conference Day shall be selected by the Superintendent of Schools, in consultation with the President of the Association. The Superintendent of Schools shall be provided with an agenda for the Association's meeting, prior to the selection of the specific Superintendent's Conference Day to be utilized for the meeting.

3. The District shall credit the Association with eight (8) days at District expense in order to conduct Association Business, attend conventions, or lobby for membership. The President of the Association will notify the district at least two weeks before the use of the time and indicate the individuals who will be conducting Association business. The President of the Association shall be provided with one period per week

to perform Association business. Approval for any such days requested, for Association Business and/or the Association President, must be granted by the Superintendent of Schools or his/her designee. Arrangements must be made with the building administrator:

4. On or before October 1st of each school year, the District shall provide the Association with a list of current members.

B. Dues Deduction

1. Upon written application of a member for payroll deductions of his/her membership dues in the Association, the Association shall authorize the proper deduction to be made from such member's salary and forwarded to the organization in accordance with prescribed procedures.

C. Agency Fee

1. The District agrees to deduct an agency fee for all non-members of the Ossining Support Staff Association.

## **ARTICLE IV – WORK DAY AND RELATED CONDITIONS OF EMPLOYMENT**

A. Working Day – Work Week

1. The School District reserves the right to schedule the work day and work week as well as the location in which the employees may be assigned, so as to meet the needs of the School District. All hours assigned shall be continuous.

2. All personnel working five and one-half (5½) hours or more shall receive thirty (30) minutes of paid duty free time for lunch. The duty free lunch period shall not occur before students' first period of lunch or during the last period of the day.

(a) In the event an employee is asked to cover during his/her lunch period, the employee, in addition to this /her regular pay at the District's sole option, shall receive either compensatory time or salary at the employer's rate of pay. In the event the administration chooses compensatory time as the means for compensating for lunch coverage and/or other additional work time, and time is not provided to the employee prior to June 1<sup>st</sup>, the employee shall submit to the business office an accounting of any un-reimbursed time due the employee. Hours for compensatory time should be submitted to the Business Office by June 1<sup>st</sup>. Payment for such time shall be made in the last regular pay period in June.

3. All employees shall be paid at the rate of time and one-half for all hours of work in excess of forty (40) hours per week. Payment shall be at double time for work on Sundays and holidays.

4. The building principal, where administratively feasible shall plan lunch duty schedules to be equally shared by employees, provided that there is no interference with the educational program.

5. For those employees hired after October 8, 2014, the work year shall be determined annually by the Superintendent of Schools based upon the specific needs of the District; however, in no event shall the work year for any employee be less than 177 work days.

6. Effective October 8, 2014, Association members may be assigned to cover graduation exercises at the Middle School and High School in lieu of his/her regular assignment in the following manner:

Prior to graduation exercises, the District shall seek volunteers in the Association to work the graduation exercises at the Middle School and High School. Said individuals shall work the graduation exercises in lieu of one (1) workday, to be arranged by the Building Principal. In the event that the District is unable to secure enough volunteers to work the Middle School and High School graduation, the Superintendent of Schools shall be permitted to assign the number of needed Association members to work the graduation exercises.

B. Work Assignments

1. No later than June 15<sup>th</sup> of each school year, employees shall be informed of his/her conditional/anticipated work assignment for the following school year. Unit members will not be assigned to work less hours than the previous year, except for reasons of economy, efficiency, or student need. Unit members shall be given his/her specific building assignment and general duties for the school year, no later than the first day unit members are required to report.

Additionally, employees shall be given in the notice, their tentative building assignment and general duties for the following year, except that compelling circumstances such as enrollment or staffing changes may require changes in those duties or assignments. In such instances, the administration shall notify employees by mail of changes as soon as those changes are made.

2. All employees shall be offered a minimum of ten (10) working hours per week.

3. Employees shall be paid for snow days. Employees shall not lose pay due to delayed openings or early dismissals from school. Any employee requested to work and who is willing to work during the hours of any delayed school opening, shall be paid for the period of the delayed opening or early dismissal in addition to the employee's normal per diem rate of pay.

4. In the event that an electronic card system is adopted by the teachers and used in the District to monitor attendance, unit members shall be required to register with the electronic card system when entering and when leaving the building.

5. Effective July 1, 2009, all newly hired Association members shall attend the District Orientation prior to the start of the school year. The orientation shall not exceed two (2) days.

C. Open Positions

1. Open positions shall be posted and announced ten (10) school days prior to the date upon which applications close.

2. The name, assignment and rate for all new employees will be sent to the Association president by the 10<sup>th</sup> of each month for those employees covered by this contract that are hired during the period month.

3. Bargaining unit members of the District shall receive consideration for instructional positions provided they possess qualifications and requirements and are suitable candidates for the open positions

D. Membership Rights

1. The Association shall admit to membership all members of the negotiating unit without discrimination as to race, religion, creed, national origin, sex, marital status, or age and to represent fully and fairly all members of the unit without regard to membership in the Association.

2. Employees shall have the right, freely and without fear of penalty or reprisal, to form, join or engage in activities of an employee association of their own choosing.

3. The Board of Education will continue its policy of non-discrimination consistent with applicable State and Federal statutes, rules and regulations.

4. Liaison Building Committee

A Liaison Building Committee that includes the two Association building representatives and the principal will meet once every two months during the school year.

5. Evaluation Procedure

All unit members shall be subject to an annual evaluation. The Annual Evaluation Form is annexed hereto as Appendix B.

6. Personnel Files

The District shall institute a file for each employee for perusal in the presence of the Superintendent or his designee. Any material included in the file shall be placed at the discretion of the Superintendent. No material derogatory to an employee's conduct or service will be placed in his/her personnel file unless the employee has had an opportunity to review such material by affixing his/her signature and the date, with the express understanding that such a signature in no way indicates agreement with the contents thereof. The employee will also have the right to submit a written response, within ten (10) days, to such material, and his/her response shall be reviewed by the Superintendent and attached to the file copy.

No evaluation material shall be put in an employee's personnel folder without the knowledge of that individual.

7. Abolished Positions/Seniority

Individuals whose positions are abolished shall be given first consideration for bargaining unit openings within the District provided that such individuals possess qualifications and skills and are suitable for the open positions. Seniority within the District shall prevail among such applicants with equal qualifications and skills as determined by the District when filing vacant and new positions.

Seniority shall be defined as total service in the District within a specific title represented by the bargaining unit. Service shall be considered to begin on the date and in the order that members are appointed by the Board of Education. For those employees working thirty (30) or more hours per week, seniority within a specific title represented by the bargaining unit shall prevail for both layoff (including reduction in hours) and recall of employees in the unit. Excessed Teaching Assistants shall be placed on a preferred eligible list for seven (7) years, in accordance with Education Law §3031. All other unit members shall be placed on a preferred eligibility list for four (4) years.

8. Job Descriptions

Job Descriptions shall be kept in the principal's office in each building; employees shall be entitled to a copy of his/her job description upon request. A copy of a unit members' job description will be given to the President of the Association.

## 9. Electronic Handbook

Employees shall receive a copy of an electronic comprehensive employee handbook which shall set forth any and all employment expectations at the outset of the employee's first year of employment. Employees must sign a District receipt form indicating that they have received a copy of the employee's handbook. A copy of the signed receipt form(s) shall be provided to the President of the OSS.

## 10. Employment in Danger

Prior to disciplining, a unit member shall be informed of any potential problems by the District when such problems might affect that employee's future employment in the District. The administration shall clearly indicate to the employee the nature of the problem and give the employee support and advice on correcting such problems. Unit members shall be afforded the right of representation by the Association.

## 11. Disciplinary Meeting

Any employee required to attend a meeting which might result in any form of discipline shall be afforded the right of representation by the OSS. The President of the OSS shall be given 24 hour notice of any such meeting and shall be entitled to attend the meeting or to send a representative of the OSS to the meeting.

12. Association members intending to resign must provide the District thirty (30) days' notice prior to the effective date of resignation.

## 13. Termination Notice

Any employee working an average of twenty (20) or more hours per week shall be entitled to fifteen (15) days of termination pay from the District after one year of employment and upon notice of termination of employment by the District. In addition, employees who have falsified employment or other records shall waive any rights to a notice or fifteen (15) days' pay.

The District shall not be required to observe the time limits and pay requirements if an employee has repeatedly been absent from work and not called in to report his or her absences for one week or more as per District policy. The District may then consider the employee's position abandoned, and the employee thereby shall waive any rights to a notice or fifteen (15) days' pay.

E. Employees asked to chaperone overnight events or after school activities shall be compensated as follows:

Effective July 1, 2016

Evening	\$66.43
Overnight	\$124.56

F. Professional Development

The District shall offer professional development opportunities regarding a variety of issues facing students (i.e. mental health) to appropriate members of the Association. The specific professional development, timing of the professional development, and the specific members of the Association to attend the professional development shall be at the discretion of the District.

## ARTICLE V – ABSENCE AND LEAVE

A. Sick Leave

1. All employees shall be entitled to eleven (11) paid sick days per year. In the first year of employment, these shall be earned and credited at the rate of 1.1 days per month of employment. In subsequent years, eleven (11) days shall be banked at the beginning of the year and shall be accumulated to 180 days. An employee who resigns, or whose services are terminated, and who leaves the District prior to working the necessary months, shall have the necessary adjustment made in the final payment for use of unearned sick days. A day shall be defined as the average work day in a work week. After three (3) consecutive days of sick leave absence, the employee shall provide a doctor's note explaining such absence, prior to returning to employment. Each returning employee will receive an appraisal of sick and personal leave for the prior school year by September 30. Effective July 1, 2014, for those employees hired after October 8, 2014, sick days shall be earned and credited at the rate of 1.1 days per month of employment, for the life of their employment.

Effective July 1, 2014, a total of five (5) accumulated sick days per school year, may be used for purposes of illness in the immediate family.

2. A Sick Leave Bank (SLB)

The Sick Leave Bank (SLB) was negotiated and included in the Association contract for members of the bargaining unit who have exhausted all their accumulated sick leave and are hospitalized, convalescing after being hospitalized, or have suffered serious incapacity or disability.

The Sick Bank Committee (SBC) will oversee the SLB and draw up the rules and regulations governing the withdrawal of SLB days. Since the SLB days are donated by members individually, the SBC

members must assure not only those members donating days, but the employer which pays the salary for those days, that SLB days are dispensed with care and to those persons who meet the criteria developed.

Accordingly, the SBC has developed the following procedures and criteria for SLB eligibility.

(a) Sick Bank Committee

- i. The SBC shall consist of an Association member, chosen by the President, from each building in the District and equal representation from the District. The Association President or designee shall serve as an ex-officio member of the SBC.
- ii. The Superintendent shall designate a representative of the District to serve as the liaison between the SBC and the Board of Education of the District.
- iii. The SBC shall prepare the form used to request withdrawal of SLB days which is attached hereto as Appendix C.
- iv. The SBC shall confer within five (5) days of receipt of a member's written request to withdraw days from the SLB.
- v. The SBC shall render a written decision within three (3) days of the aforementioned meeting unless the SBC needs additional information. Such notice shall be in writing and copies shall be forwarded to the Superintendent or his designee.
- vi. The decision to grant SLB days or to deny SLB days rests solely with the SBC. Members may appeal a decision to the SBC providing the appeal contains information not earlier made available to the SBC.
- vii. Unused sick leave days accumulated by members in excess of one hundred eighty (180) days shall be automatically transferred to the SLB as per this Agreement.
- viii. The SBC shall, by June 30<sup>th</sup> each year, prepare an end of the year statement setting forth the SLB's Activity (without mention of member's name) and the remaining SLB days. This report shall be provided to the Association and the District.

(b) Membership in the Sick Leave Bank

- i. The District shall provide forms to newly hired staff authorizing the donation of one (1) sick leave day to the SLB.
- ii. Members returning who are non-members and members hired at the commencement of the school year, must return signed authorization forms donating one (1) sick leave day to the SLB by December 20<sup>th</sup> 2010 and October 7<sup>th</sup> in all subsequent years. Members hired during the school year must return the signed authorization forms within one (1) month of employment.
- iii. Members donating a day to the SLB shall have one (1) day deducted from their annual sick leave allocation.

- iv. The member may not reclaim any day donated to the SLB and deducted from a member's annual sick leave allocation.
- v. If the number of SLB days falls below fifty (50) days, the SLB shall be replenished by deducting one (1) day from each employee and that number will be matched by the District.
- vi. Members may withdraw days from the SLB provided they have exhausted all their accumulated sick leave and are hospitalized, convalescing after being hospitalized, or have suffered serious incapacity or disability.
- vii. Application for SLB days shall be on the form attached as *Appendix B*. Applicants to the SLB shall attach a doctor's note verifying the disabling condition when the form is submitted.
- viii. The applicant must sign a release granting the SLB full authority to examine any medical records the SBC deems necessary in order to authorize days
- ix. Applicants for SLB days may also request, or be asked, to attend a meeting of the SBC.
- x. Applicants should make application for SLB days within a week of expending their sick days, so as to insure continuity of income.
- xi. No request shall be entertained for retroactive SLB days if more than ten (10) calendar days have elapsed following the expending of the member's accumulated sick leave.
- xii. Normally, SLB days shall be granted in blocks of ten (10) days. SBC may alter the above at its discretion.
- xiii. SLB days shall not be granted for reasons other than certified inability to perform the job.
- xiv. SLB applicants shall be required to permit the Board of Governors access to any and all medical personnel administering to the member as part of the application process. Physicians not responding to SBC inquiries or certification requests may jeopardize granting of SLB days.
- xv. A member may request SLB days on more than one occasion (a second illness or accident) in the same school year.
- xvi. After one month of continuous service, newly hired employees in the District may apply for participation by completing the form contained in Appendix B, but they shall not be eligible for benefits until they have completed three (3) months of continuous service.

SLB benefits for newly hired members in the District are limited during the first three years of their employment, as follows:

First Year – Utilization of SLB days shall be limited to ten (10) days in a school year.

Second Year – Utilization of SLB days shall be limited to fifteen (15) days in a school year.

Third Year – Utilization of SLB days shall be limited to twenty (20) days in a school year.

- xvii. Fourth Year and thereafter- SLB days granted shall be limited to a total of 90 days in a school year, per unit member.

(c) Criteria for Use of Sick Bank Days

- i. An applicant for SLB benefits must first use all annual and accumulated sick leave prior to making application for the withdrawal of days from the Sick Bank.
- ii. The SBC shall not consider applications for the withdrawal of SLB days until a member has used three (3) more days beyond that of his/her accumulated sick days.

B. Personal Leave

1. Employees in their initial year of employment shall be entitled to one (1) day of personal leave with pay, without reason, during the school year for the purpose of attending urgent personal business which cannot be conducted on a day or time other than a working day.

2. Commencing with second year of employment, employees shall be entitled to two (2) personal days per year.

3. Any unused personal days will be converted to sick leave days and shall be added to the employee's accumulated sick leave effective on the following July 1.

4. Personal leave shall not be taken within one (1) days before or one (1) day after a vacation period, except with the prior approval of the Superintendent or his designee, with specific reasons given.

5. Unit members must give five (5) days advanced notice for use of personal leave days, except in cases of emergency.

C. Bereavement Leave

All employees shall be entitled to leave without loss of pay for five (5) days for any death in the immediate family. Immediate family is defined as spouse, child, parent, grandparent, mother-in-law, father-in-law, son-in-law, daughter-in-law, brother, sister, grandchild or other relatives with whom he/she resides.

D. Child Care Leave

1. Child Care Leave without pay shall be granted for a period not to exceed one year subject to extension by the Board, upon request, not to exceed maximum of two (2) years.

2. Employees shall give the District four (4) months written notice of the effective date of a requested child care leave and the anticipated length of the child care leave. Employees shall also give the District four (4) months written notice of the effective date he/she intends to return from such leave. In the event an employee is requesting a second year of child care leave, the employee must give notice to the District no later than March 7<sup>th</sup> prior to the start of the second year of the child care leave.

No increment shall be paid unless the employee works for at least 50% of the work days in the school year during which a child care leave is taken.

3. Employees are eligible for return to duty from such leave only at the beginning of a school semester.

E. Medical and Personal Leave

1. Medical and personal leave may be granted without pay for a period not to exceed two (2) years at the discretion of the Board of Education.

F. Jury Duty

All employees shall be entitled to leave without loss of pay, paid on the basis of average work day per work week for the actual number of days absent caused by compulsory jury duty or court attendance pursuant to a subpoena. All employees shall reimburse the district for any fees received as a result of jury duty or court appearance pursuant to a subpoena, but shall not include out-of-pocket expenses. In the event an employee does not reimburse the district after receiving payment for jury duty, the district shall have a right to deduct said amount from salary.

## ARTICLE VI – FRINGE BENEFITS

A. Group Life Insurance

1. The district shall contribute for all employees who work an excess of twenty (20) hours per week 100% of the cost of a \$25,000 Group Life Insurance Policy.

B. Retirement

1. An Association member eligible for retirement under either New York State Retirement System shall notify the School District in writing of his or her effective date of retirement no later than February 1<sup>st</sup>. If an association member fails to provide the appropriate notice, he/she shall not be entitled to those retirement benefits outlined herein below. Retiring employee shall be entitled to receive fifty (50%) percent of his or her salary for each day of accumulated sick leave. Sick leave pay shall be calculated based on the employee's average work day per work week.

2. The District shall consider a six hour assignment as full time for purposes of reporting to the New York State Teachers' Retirement System or the New York State Employee's Retirement System. Actual granting of credit shall be subject to the rules and regulations of the respective retirement system.

C. Dental Insurance

1. Effective July 1, 2009, Association members shall be entitled to dental benefits after three (3) months of employment with the District. Dental benefits shall be on an individual (employee) basis only. The level of dental benefits shall mirror those of the Ossining Teacher's Association ("OTA"), except those OTA dental benefits extended to family coverage. Association members will be notified of any changes to the dental benefits in a timely fashion.

D. Benefit Eligibility

In order to receive Group Life Insurance and Dental Insurance benefits, employees must have completed three (3) months of service in the District.

E. Active Health Insurance

1. Eligibility for the District Health Plan shall be as follows:

- (a) Employees working thirty (30) hours or more per week;
- (b) Employees shall be eligible for health insurance after completing three (3) months of employment with the District; and
- (c) Health insurance coverage shall be provided on an individual or dependent basis to eligible employees

2. Individual Health Insurance Coverage

Effective July 1, 2016, employees enrolled in the Individual District Health Insurance plan shall contribute 13% towards the annual premium cost.

3. Dependent Health Insurance Coverage:

Eligible employees electing dependent health insurance coverage shall make annual premium percentage contributions in accordance with the following formula: Single contribution amount plus 65% of the difference in premium between single and family coverage.

In the event that the Affordable Care Act is amended or causes there to be a negative impact on the District or the unit, then either party may thereupon demand the initiation of re-opener negotiations respecting health insurance.

4. Retiree Health Insurance Coverage

Retired staff members with ten (10) years or more of district employment who retire from the District into the Teachers' Retirement System ("TRS") or Employee Retirement System ("ERS") shall be entitled to continue their health insurance benefits into retirement. Retirees shall contribute the same percentage rate of premium he/she contributed on the last date of service with the District into retirement.

Those employees hired after October 8, 2014 shall be required to meet a fifteen (15) year requirement to be eligible for health insurance into retirement.

## ARTICLE VII – COMPENSATION

A. Salaries – See Appendix D

1. All employees so entitled shall receive an annual salary increase. Any employee hired before February 1<sup>st</sup> of the school year in which he/she was hired, shall receive an annual salary increase the following September. Any employee hired after February 1<sup>st</sup> of the school year in which he/she was hired shall not receive

an annual salary increase until the second September. No employee shall receive an annual salary increase at any time other than the September on which they are entitled.

2. Effective July 1, 2016 and thereafter as noted below, salary should be modified as follows:

(a) 2016-2017 0% increase to salary schedule. \$500.00 one-time off schedule bonus to those unit members who were on step 0 as of June 30, 2015. \$500.00 bonus shall be paid in the payroll following ratification by the unit.

(b) 2017-2018 2.0% increase to the salary schedule for those unit members actively employed at the time of ratification.

(c) 2018-2019 1.5% increase to the salary schedule.

(d) 2019-2020 1.5% increase to the salary schedule.

Other than the annual salary schedule, no other schedules shall be increased in the collective bargaining agreement.

B. Step Movement

All employees shall advance one step on the salary schedule effective each September. Employees hired after February 1 shall advance to the next step on the September following their first full year of employment.

C. Longevity

Unit members commencing their ninth (9<sup>th</sup>) year, fourteenth (14<sup>th</sup>) year, nineteenth (19<sup>th</sup>) year, and twenty-fourth (24<sup>th</sup>) year shall receive longevity payments as part of their normal annual salary and payment spread throughout the normal school year in the same manner as salaries are paid. Effective July 1, 2016, longevity shall be paid as indicated in the chart below:

9 Years	\$0.89/hr
14 Years	\$1.78/hr
19 Years	\$2.67/hr
24 Years	\$3.56/hr

The aforementioned longevity amounts shall not be cumulative meaning (as an example) that an individual on longevity step 14 during the 2017-2018 school year is not entitled to 9 year longevity plus 14 year longevity (\$2.61/hr). Rather, they would be entitled to a total of \$1.78/hr.

D. Substitute Pay

Effective July 1, 2016, all employees substituting for a teacher shall be paid, in addition to the regular wage, \$9.02 for each period or the majority thereof, for substituting for a teacher who is absent from his or her teaching assignment.

On the elementary level, a period shall be defined as a minimum of thirty (30) minutes and a maximum of forty (40) minutes.

E. All employees shall be permitted to participate in any District approved Tax Shelter Annuity Program of their choice and the Hudson River Teachers Federal Credit Union.

F. Any mileage incurred by an employee using his/her own personal automobile in the performance of official school business and approved by the Superintendent shall be paid at the current rate established by the IRS.

G. Salaries/pay periods

Employees shall be paid on a ten months basis/or one hundred ninety-two (192) work days which include seven paid holidays.

The attached salary schedules (Appendix D) indicate salaries due employees based on a six (6) hour forty-five (45) minute work day or thirty-three (33) hours forty-five (45) minute work week. Employees working fewer or greater hours than those cited above shall have their salaries pro-rated accordingly.

H. 1. Any employee working during the months of July and August shall be paid for those hours worked during the summer recess separately and apart from the regular school year.

2. Due to the unique nature and needs of the Summer Programs, employees employed will assist with duties including the food program as well as other duties not necessarily expected of them during the regular school year.

I. Pay for advanced study

Effective July 1, 2016, Association members shall receive the following annual stipends upon completion of the listed credit levels:

Complete 30 Undergraduate Credits	Complete 60 Undergraduate Credits	Complete BA or BS	Complete MA or MS
\$286	\$442	\$649	\$960

J. 1. Pay periods – Work Year

In the event the work year is increased from the current 185 days, employee salary schedules shall be increased by 1/192 for each work day over 185.

2. Pay period – Work Day

In the event an employee is required to work additional hours before or after the normal assignment work day, he or she shall receive pro-rate salary payment based on his or her regular salary.

K. Toileting/Computer T.A. Compensation

Effective July 1, 2016, Teaching Assistants who are regularly assigned to assist students with toileting, changing, changing diapers and/or sanitary napkins, or other similar student health needs will receive an annual stipend of \$2,219.

Those Teaching Assistants who work less than thirty (30) hours per week and perform the above referenced duties shall have said stipend pro-rated accordingly.

The Director of Pupil Personnel Services shall identify a substitute in each building to perform the above referenced duties in situations where the regularly assigned Teaching Assistant is absent. In said situations, the substitute shall receive a per diem rate of \$11.56.

Teaching Assistants who are trained and skilled in operating District computer terminals and related software and who assist with the instruction of students assigned to computer labs or classrooms which house computers shall be entitled to the salary differential provided under this Article and subsection.

It is understood that teaching assistants assigned to classrooms must spend a substantial amount of their workday actually working with students at computer stations in order to qualify for the above differential. Incidental or occasional use of computers does not entitle a teaching assistant to claim the differential.

L. Before/After School Program

Teaching Assistants who are assigned to Teaching Assistant roles in a Before/After School Program and/or a Summer Program shall be compensated according to the rates set forth in Appendix E.

Those Teaching Assistants who possess a teaching certification and are assigned as a teacher in a Before/After School Program and/or a Summer Program shall be compensated according to the rates set for the in the Ossining Teachers' Association collective bargaining agreement.

M. Supplemental Positions

1. The District shall post all supplemental positions. The salary for any position created by the District and not already listed in the Agreement shall be negotiated between the District and the OSS. All such positions shall be posted annually and made known to all member of the bargaining unit.

Supplemental positions in effect as of July 1, 2004 are:

- a) Middle School Cafeteria Coordinator
2. Payment for stipends for Supplemental positions
- a) MS Cafeteria Coordinator - \$3500 per year
  - b) HS Security Coordinator - \$6000 per year

## ARTICLE VIII – GRIEVANCE PROCEDURES

### A. Definition

A “grievance” is the claim by the Association, an employee or employees, that there has been a violation of the terms of this Agreement.

### B. Purpose

The purpose of this procedure is to secure an equitable solution to the disputes which may arise over matters defined in Paragraph “A” as rapidly as possible.

### C. Procedure

It is agreed to that all grievances be resolved informally or at the earliest possible stage of this grievance procedure. Before submission of a written grievance, the aggrieved party should attempt to resolve it informally. To expedite the process, the number of days indicated shall be considered as a maximum.

#### 1. Level One

(a) An aggrieved person or his/her representative will first present his/her grievance in writing to his /her principal or immediately supervisor with whom it will be discussed directly. The meeting of the aforesaid parties shall be scheduled within five (5) school days of the proper filing of the grievance. The principal or immediate supervisor shall inform the aggrieved person of his/her decision in writing, within five (5) school days after the meeting.

#### 2. Level Two

(a) If the grievance is considered by the Association to be meritorious, the Association shall notify the Superintendent in writing, within five (5) days after it has received the grievance from the aggrieved person that it wishes to carry the grievance to the superintendent. The meeting of the aforesaid parties shall be scheduled within five (5) school days.

#### 3. Level Three

(a) If the Association is not satisfied with the decision at Level 2, or if no written decision has been rendered within 5 (5) school days after the meeting, the Association may, within ten (10) school days of the meeting, request that the grievance be submitted within thirty (30) school days to arbitration.

(b) The parties will attempt first to select a mutually acceptable arbitrator. Should those efforts fail, the OSS will then file a Demand for Arbitration with the American Arbitration Association, after which the parties agree to be bound to the rules and procedures of the American Arbitration Association.

(c) The arbitrator shall issue his/her decision with due dispatch after the date of the closing of the hearings, or if all hearings have been waived, then from the date of transmitting the final statements and proofs to the arbitrator. The sole power of the arbitrator shall be to determine whether the terms of this Agreement have been violated. The decision shall set forth the arbitrator’s opinion and conclusions on the issues submitted. The decision of the arbitrator shall be rendered to the District and to the Association and shall be advisory only, except that both parties agree to give good faith consideration to the arbitrator’s decision.

The arbitrator shall limit his/her decision strictly to the application and interpretation of the provisions of this Agreement, and he/she shall be without power or authority to make any decision:

(i) Contrary to, or inconsistent with, or modifying or varying in any way, the terms of the Agreement or if applicable law or rules or regulations having the force and effect of law;

(ii) Involving District discretion or District policy under the provisions of the Agreement under District by-laws, or under applicable law, except that he/she may decide in a particular case that District policy was disregarded or that its attempted application under any term of this Agreement was so discriminatory, arbitrary, or capricious as to constitute an abuse of discretion;

(iii) Limiting or interfering, in any way, with the powers, duties, and responsibilities of the District under its by-laws, applicable law, and rules and regulations having the force and effect of law.

(d) The cost for the services of the arbitrator, including per diem expenses, if any, and actual and necessary travel and subsistence expenses, shall be borne equally by the Board and the Association.

(e) In the event a grievance is filed which might not be finally resolved at Level 3 under the time limits set forth herein by the end of the school year, and which if left unresolved until the beginning of the following year, could result in irreparable harm to the employee or employees, the time limits set forth herein will be reduced so that the grievance procedure maybe exhausted prior to the end of the school year or as soon thereafter as practicable.

(f) All documents, communications and records dealing with the processing of a grievance shall be filed separately from the personnel files of the participants and shall not be available without the permission of the aggrieved party.

#### 4. Rights Under Grievance Procedure

(a) Any grievance shall be presented within thirty (30) school days after the grievant and the Association know or should have known of the occurrence or events claimed to have given rise to the grievance. Failure to proceed to the next step within the applicable time limits shall be deemed a waiver of the grievance, and the grievance shall abate.

(b) The District shall make available to the Association information, such information deemed necessary for the Association to carry out its function or processing Association grievances (excluding confidential personnel records) provided such material is not tentative nor preliminary in nature.

(c) The investigation of grievances shall be carried on by the Association representative after school hours, where practicable.

(d) In the event that a representative or individual designated in writing by the Association, investigates or its required to attend a grievance proceeding, he/she shall be released from his/her regular assignments without loss of pay for the period of time necessary to permit his/her attendance at such proceedings, provided that requests are reasonable. The Association agrees not to abuse this provision.

### **ARTICLE IX – LEGISLATIVE ACTION**

It is agreed by and between the parties that any provision of this agreement requiring legislative action to permit its implementation by amendment of law or by providing the additional funds therefore, shall not become effective until the appropriate legislative body has given approval.

## **ARTICLE X – NEGOTIATION PROCEDURES**

### **A. Initiation**

No later than the first school day in January of each year prior to the expiration of this or any successor agreement, the party wishing to change shall submit, in writing, proposals, and shall enter into “good faith” negotiations as to a successor agreement no later than January 15<sup>th</sup>.

### **B. Ratification**

Any agreement reached between the District and the Association shall be subject to legislative approval by the Board and ratification by the membership of the Association.

### **C. Representative in Negotiations**

Neither party in any negotiations shall have any control over the selection of the representatives of the other party and each party may select its representatives from within or without the District. While no final agreement between the Association and the District shall be executed without ratification by the membership of the Association and the Board, the parties mutually pledge that their representatives shall be clothed with all necessary power and authority to make proposals, consider proposals and reach compromises in the course of negotiations.

## **ARTICLE XI – LABOR MANAGEMENT COMMITTEE**

Effective upon ratification, a Labor Management Committee will be established. The Labor Management Committee (LMC) will consist of three (3) labor and three (3) management representatives who will meet once a month for a maximum of two (2) hours to address mutual concerns. Training and facilitation can be provided to the committee by the Public Employment Relations Board.

## **ARTICLE XII – GENERAL PROVISIONS**

### **A. Effect of Contract**

This Agreement constitutes the full and complete Agreement of the parties and may not be altered or changed in any way unless mutually agreed upon in writing.

### **B. Waiver**

Any provision of this Agreement may be waived in a given instance by mutual written Agreement of the Board and the Association but such waiver will not constitute a precedent for any subsequent instance.

### **C. Conformity of Law**

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

### **D. Disciplinary Procedure**

1. Eligibility

This article establishes a disciplinary procedure for members of the bargaining unit who have completed at least three (3) years of continuous service. The disciplinary procedure provided herein is not applicable to Teaching Assistants who work thirty-five (35) hours or more per week, who are eligible for tenure pursuant to Part 30 of the Regulations of the Commissioner of Education.

2. Employee Rights

a. An employee shall be entitled to representation by the Association at each stage of the disciplinary procedure.

b. An employee shall not be disciplined for acts, which occurred more than eighteen (18) months prior to the date of the notice to discipline, except where the act(s) would constitute a crime. In any event, this provision will not limit the Employer and the hearing officer(s) from considering the entire employment record with respect to the appropriateness of the penalty to be imposed.

3. Procedure

a. Disciplinary counseling will be utilized in the traditional labor relations manner where appropriate. The District agrees to utilize disciplinary counseling as an initial disciplinary stage in certain situations. Disciplinary counseling, however, is not required to be utilized by the District in all instances. Rather, more serious discipline than counseling may be imposed for severe offenses. Severe offenses, including but not limited to, theft, damage and/or destruction of property, refusal to work, endangering the safety of workers and/or students, may not warrant progressive discipline. In summary, depending on the severity of the offense, the first step, where appropriate, will be the use of disciplinary counseling. In no instance, however, do employees waive any other contractual rights with regard to discipline as outlined in Article IV.D.

b. Misconduct, incompetence, and/or attendance abuse will form the basis for the imposition of discipline pursuant to this Article.

c. In the event that an employee continues to be insubordinate or incompetent following the disciplinary counseling stage, the District seeks to impose one of the penalties set forth in sub-paragraph "4" below (without hearing), the employee will be served either personally or by certified mail (at his or her last known address) with written notice of discipline describing the alleged acts forming the basis for the disciplinary action, as well as a proposed penalty, which may be amended at any time thereafter. A copy of the notice of discipline will be presented to the President of the Association.

d. The District may impose any of the following disciplinary penalties without a hearing: (i) reprimand; (ii) fine not to exceed one hundred dollars (\$100) to be deducted from salary or wages; or (iii) suspension without pay up to thirty (30) working days. The imposition of such penalties will be subject to the grievance and arbitration procedure contained in this agreement.

e. In the event the District seeks to impose a penalty of suspension without pay for more than 30 days, demotion in grade and/or title or dismissal, the employee will be served either personally or by certified mail (at his/her last known address) with a written notice of discipline describing the alleged acts forming the basis for the disciplinary action, as well as a proposed penalty, which may be amended at any time thereafter.

f. In such cases the District shall provide the employee with written notice of the following:

(i) The right to a hearing pursuant to paragraph "E" of this Article.

(ii) The right to be represented at said hearing by a Association representative.

(iii) Action of termination, duration of suspension without pay, or demotion in grade or title.

g. The District will provide copies of all notices of disciplinary charges to the President of the Association.

#### 4. Hearing

a. A panel of five (5) hearing officers will be selected mutually by the Employer and the Association. The names of said hearing officers shall be set forth in this Agreement and will remain in existence during the term of this Agreement. The cost of the hearing officers' services shall be equally borne by the District and the Association. The hearing officer to be utilized shall be selected from the list below, on a rotating basis, unless the hearing officer next in the rotation is unable within a reasonable period of time:

Jay M. Siegel

Joseph Wooley

Marlene Gold

Carol Wittenberg

Bonnie Siber Weinstock

b. The District shall notify the hearing officer, who is next in rotation of the need for a hearing within ten (10) calendar days after receipt of the employee's notification of the need for a hearing.

c. The hearing officer shall schedule a hearing as soon as possible but in no event later than thirty (30) days of receipt of the District's notification of the need for a hearing.

#### 5. Hearing Procedures

a. The burden of proof in such a disciplinary hearing shall fall upon the District. The District must prove the charges by substantial evidence.

b. The technical rules of evidence shall not be required in such a hearing.

c. The employee and his/her chosen representative shall have the right in such a hearing to call witnesses and to cross-examine witnesses called by the District.

d. A transcript will be provided and the cost borne equally by the parties.

#### 6. Hearing Officer's Authority

a. The decision of the hearing officer shall be rendered within thirty (30) calendar days of the closing of the hearing.

b. The hearing officer shall not have jurisdiction or authority to add to, modify, detract from or alter, in any way, the provisions of this Agreement or any amendments or supplements thereto. Rather, the hearing

officer is limited to determining guilt or innocence and the appropriateness of the proposed penalty. Should the hearing officer determine that the proposed penalty is inappropriate he/she may impose an alternate penalty.

c. The determination of a hearing officer shall be final and binding and is not subject to the grievance procedure set forth herein. The determination of the hearing officer is to be considered an arbitrator's award and is reviewable in court under Article 7511 of Civil Practice and rules.

E. Duration of Agreement and Closure

This Agreement shall be effective for a period commencing July 1, 2016 and continuing until June 30, 2020.

All Teaching Assistants to be eligible for probationary appointment and tenure pursuant to Part 30 of the Regulations of the Board of Regents must work a minimum of thirty-five (35) hours per week.

The Association agrees that all negotiable items have been discussed during the negotiations to this Agreement, and agrees that negotiations will not be reopened on any item whether contained in this Agreement or not, during the life of this Agreement. Any District policies unaltered or unchanged by the language of this Agreement shall remain in force, except as expressly provided herein.

Ossining, New York

Dated: 10/11/17

OSSINING SUPPORT STAFF

OSSINING UNION FREE SCHOOL DISTRICT

By: Stephanie Tromello-Marchica  
Stephanie Tromello-Marchica  
President

[Signature]  
President Board of Education

By: Jane Cartaginese  
Jane Cartaginese

By: [Signature]  
Raymond Sanchez  
Superintendent of Schools

By: Nancy McIntyre  
Nancy McIntyre

## APPENDIX A

### A. Dues Deductions:

The District agrees to deduct, from the salaries of employees covered by this Agreement, dues for the Ossining Support Staff Association and the organizations with which it is affiliated, as said Para-professional individually and voluntarily authorize the District to deduct, and to transmit the monies deducted to the Association.

### B. Rate of membership Dues:

1. The Association shall certify to the District in writing the current rate of membership dues covered by this article.

2. No later than two weeks prior to the pay period for which deductions for the Association named above shall commence, the Association shall provide the District with a list of those employees who have voluntarily authorized the District to deduct dues for the Association.

3. The Association shall notify the District of the amount of such authorized deductions no later than two (2) weeks prior to the pay period for which deductions for the Association shall commence.

### C. Supplemental Authorizations:

Supplementary authorizations may be submitted within two (2) weeks' notice, no more than three (3) per year.

### D. Transmittal of Monies:

The District shall, within one week of each pay period, from which a dues deduction is made, transmit the amount of dues so deducted to the Association. The first and final transmittal shall be accompanied by a list of the members and agency fee payers from whom deductions have been made and the amount deducted for each. The Association shall be responsible for forwarding such lists and monies to the organizations referred to in Paragraph A.

### E. Dues Deductions – New Employees:

New employees shall have dues deducted from their time of application until the cutoff date of March 1<sup>st</sup> of each year. The Association and the Office of School Business Management shall review each September, the cutoff date in the event adjustments are necessary. Final determination on cut of will be made by the District.

**APPENDIX B**

OSSINING UNION FREE SCHOOL DISTRICT

Teaching Assistant/Teacher Aide Supervisor Evaluation Form

Name of Employee: \_\_\_\_\_ Reg. Ed.  Special Ed.  One-to-One:  Technology:

Current Assignment: \_\_\_\_\_

Element	Unsatisfactory	Basic	Proficient	Distinguished	NA	COMMENTS
<b>1. School/Classroom Environment</b>						
a) Demonstrates good judgment and reacts calmly and in a professional manner to student behavior while providing safe interventions.						
b) The employee's words and actions contribute to an environment of respect and rapport.						
c) Treats students in a respectful, fair, and impartial manner.						
d) Facilitates/supervises small/large groups of students						
e) Has direct and ongoing communication with teacher(s) and related staff as well as participates in team problem-solving efforts.						
<b>2. Instructional Environment</b>						
a) Implements instructional lesson plans.						
b) Communicates clearly and accurately. Provides feedback and/or recorded data regarding performance and behavior of students to teachers.						
c) Demonstrates flexibility and ability to adjust lessons including strategies, materials and supplies according to student needs.						
d) Fosters student independence.						
<b>3. Professional Responsibility</b>						
a) Interpersonal skills.						
b) Showing professionalism.						
c) Growing and developing professionally, continually seeks to improve instructional support (reflects one's work with students; utilizes available resources).						

<p>d) Attendance</p> <p><b>Attendance:</b>  <u>May – June</u>  XX.X hours = sick  XX.X hours = personal  XX.X hours = no pay  <u>Sept – April</u>  XX.X hours = sick  XX.X hours = personal  XX.X hours = no pay</p> <p>TOTAL: XX.XX hours = XX.X days</p>					
<p>d) Uses technology tools for communication and productivity as provided by the District.</p>					

**Evaluator Summary:**

**Employee Comments (optional):**

\_\_\_\_\_  
*Evaluator Signature*

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

\_\_\_\_\_  
*Evaluator Signature (If applicable) Date*

A copy of this observation has been given and discussed with me. My signature means I have been advised of my performance and does not necessarily imply that I agree or disagree with this observation. {Attach additional sheets for comment, if necessary.}

---

*Teaching Assistant Signature*      *Date*

<b>NAME:</b>		<b>SCHOOL:</b>				
<b>POSITION:</b>		<b>CONFERENCE DATE:</b>				
<b>WORK PERFORMANCE RATINGS</b>		<b>Excellent</b>	<b>Satisfactory</b>	<b>Needs Improvement</b>	<b>Unsatisfactory</b>	<b>n/a</b>
Excellent: Consistently performs above standard for position.						
Satisfactory: Consistently meets standard for position.						
Needs Improvement: Does not adequately or consistently meet standard for position.						
Unsatisfactory: Clearly below standard for position.						
		<b>3</b>	<b>2</b>	<b>1</b>	<b>0</b>	
1- Job Knowledge and Skills	The application on the job of experience, knowledge, technical ability, and skills possessed by the employee.					
2- Quality of Work	Accuracy, thoroughness, conformity to instructions and degree to which assignments are completed.					
3- Quantity of Work	The volume or amount of work completed as assigned and the promptness in completing such work.					
4- Initiative	The desire to initiate assignments, develop resourceful solutions, willingness to share ideas and offer suggestions.					
5- Judgment	Demonstrates poise, control, and sound judgment.					
6- Attitude & Cooperation	Interest in work; willingness to meet job requirements and accept suggestions for improvement.					
7- Relationships With People/ Communication Skills	Ability to work well with others; effect on other workers; tact and courtesy with students, school personnel and public.					
8- Appearance	Neatness in appearance; appropriateness of dress.					
9- Attendance & Punctuality	<b>Attendance:</b> <u>May – June</u> XX.X hours = sick XX.X hours = personal XX.X hours = no pay <u>Sept – April</u> XX.X hours = sick XX.X hours = personal XX.X hours = no pay  TOTAL: XX.XX hours = XX.X days					



APPENDIX C

OSSINING SUPPORT STAFF ASSOCIATION  
SICK BANK

To: Chairperson  
School Address  
Street  
Ossining, New York 10562

From: \_\_\_\_\_

Address:  
\_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_

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

I am applying for \_\_\_\_\_ days from the Sick Bank.

The reason for the application is:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please attach a supporting diagnosis from your physician to this application, and return to the Sick Bank Chairperson. Both the Ossining School District Personnel Office and yourself will receive notification of the number of days granted. Days are granted after members exhaust their accumulated sick days and in accordance with the by-laws of the Association Sick Bank.**

## APPENDIX D-SALARY SCHEDULES

### TEACHING ASSISTANTS

STEP	2016-2017	2017-2018	2018-2019	2019-2020
	0%	2%	1.5%	1.5%
1	\$21,701	\$22,135	\$22,467	\$22,804
2	\$22,820	\$23,276	\$23,625	\$23,979
3	\$23,832	\$24,309	\$24,674	\$25,044
4	\$25,146	\$25,649	\$26,034	\$26,425
5	\$26,336	\$26,863	\$27,266	\$27,675
6	\$27,738	\$28,293	\$28,717	\$29,148
7	\$29,125	\$29,708	\$30,154	\$30,606
8	\$30,528	\$31,139	\$31,606	\$32,080
9	\$31,912	\$32,550	\$33,038	\$33,534

### TEACHER AIDES

STEP	2016-2017	2017-2018	2018-2019	2019-2020
	0%	2%	1.5%	1.5%
1	\$20,229	\$20,634	\$20,944	\$21,258
2	\$20,885	\$21,303	\$21,623	\$21,947
3	\$21,808	\$22,244	\$22,578	\$22,917
4	\$23,104	\$23,566	\$23,919	\$24,278
5	\$24,311	\$24,797	\$25,169	\$25,547
6	\$25,518	\$26,028	\$26,418	\$26,814
7	\$26,815	\$27,351	\$27,761	\$28,177
8	\$28,112	\$28,674	\$29,104	\$29,541
9	\$29,231	\$29,816	\$30,263	\$30,717

### SCHOOL MONITORS

STEP	2016-2017	2017-2018	2018-2019	2019-2020
	0%	2%	1.5%	1.5%
1	\$18,931	\$19,310	\$19,600	\$19,894
2	\$19,125	\$19,508	\$19,801	\$20,098
3	\$19,960	\$20,359	\$20,664	\$20,974
4	\$21,239	\$21,644	\$21,989	\$22,319
5	\$22,465	\$22,914	\$23,258	\$23,607
6	\$23,477	\$23,947	\$24,306	\$24,671

7	\$24,684	\$25,178	\$25,556	\$25,939
8	\$25,875	\$26,393	\$26,789	\$27,191
9	\$26,728	\$27,263	\$27,672	\$28,087

**SECURITY AIDES**

STEP	2016-2017	2017-2018	2018-2019	2019-2020
	0%	2%	1.5%	1.5%
1	\$26,468	\$26,997	\$27,402	\$27,813
2	\$27,818	\$28,374	\$28,800	\$29,232
3	\$29,058	\$29,639	\$30,084	\$30,535
4	\$30,296	\$30,902	\$31,366	\$31,836
5	\$31,536	\$32,167	\$32,650	\$33,140

**LITERACY FACILITATOR**

STEP	2016-2017	2017-2018	2018-2019	2019-2020
	0%	2%	1.5%	1.5%
1	\$35,859	\$36,576	\$37,125	\$37,682
2	\$37,566	\$38,317	\$38,892	\$39,475
3	\$39,274	\$40,059	\$40,660	\$41,270
4	\$40,983	\$41,803	\$42,430	\$43,066
5	\$42,690	\$43,544	\$44,197	\$44,860

## APPENDIX E- SUMMER SALARY SCHEDULES

### SUMMER SCHOOL TEACHING ASSISTANTS

	2016-2017	2017-2018	2018-2019	2019-2020
<b>STEP</b>				
1	\$15.61	\$15.61	\$15.61	\$15.61
2	\$16.06	\$16.06	\$16.06	\$16.06
3	\$16.51	\$16.51	\$16.51	\$16.51
4	\$16.97	\$16.97	\$16.97	\$16.97
5	\$17.40	\$17.40	\$17.40	\$17.40
6	\$17.53	\$17.53	\$17.53	\$17.53

### SUMMER SCHOOL COMPUTER TEACHING ASSISTANT

	2016-2017	2017-2018	2018-2019	2019-2020
<b>STEP</b>				
1	\$17.50	\$17.50	\$17.50	\$17.50
2	\$17.91	\$17.91	\$17.91	\$17.91
3	\$18.32	\$18.32	\$18.32	\$18.32
4	\$18.74	\$18.74	\$18.74	\$18.74
5	\$19.16	\$19.16	\$19.16	\$19.16
6	\$19.66	\$19.66	\$19.66	\$19.66

### SUMMER SCHOOL MONITORS

	2016-2017	2017-2018	2018-2019	2019-2020
<b>STEP</b>				
1	\$13.61	\$13.61	\$13.61	\$13.61
2	\$14.00	\$14.00	\$14.00	\$14.00
3	\$14.40	\$14.40	\$14.40	\$14.40
4	\$14.81	\$14.81	\$14.81	\$14.81
5	\$15.19	\$15.19	\$15.19	\$15.19
6	\$15.58	\$15.58	\$15.58	\$15.58