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Contract Database Metadata Elements

Title: **Ardsley Union Free School District and Ardsley Office Employees (AOE), (2007)**

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

Union: **Ardsley Office Employees (AOE)**

Local:

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

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AGREEMENT

BETWEEN

ARDSLEY UNION FREE
SCHOOL DISTRICT

AND

ARDSLEY
OFFICE
EMPLOYEES

RECEIVED

FEB 04 2008

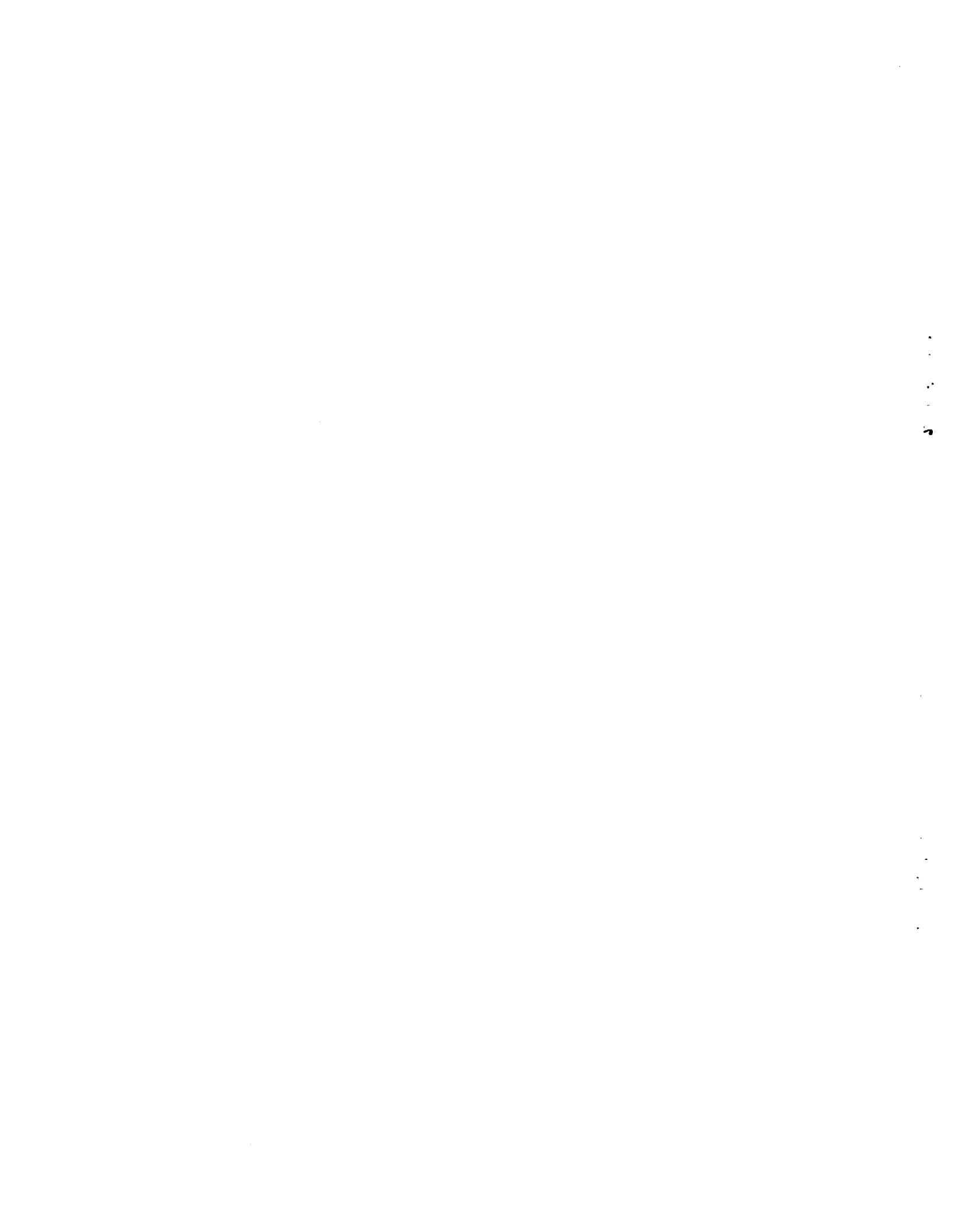
NYS PUBLIC EMPLOYMENT
RELATIONS BOARD

July 1, 2007 - June 30, 2010



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ARTICLE I

PREAMBLE

This agreement is between the Ardsley Office Employees, hereafter known as the AOE, and the Ardsley Union Free School District, hereafter known as the District, commencing July 1, 2007, until June 30, 2010.

ARTICLE II

APPLICABLE LAW

This agreement, and all of the rights and obligations defined herein and hereunder, is reached between the parties under and pursuant to Article 14 of the Civil Service Law of the State of New York (Public Employees' Fair Employment Act) and nothing contained herein shall be construed to prevent the District or its officers from the discharge of their duties and responsibilities in accordance with Section 1709 of the New York State Education Law unless such policies or procedures have been specifically altered by the terms of this agreement.

ARTICLE III

ASSOCIATION RECOGNITION

The District recognized the Ardsley Office Employees as the exclusive bargaining representative of all secretarial/clerical employees who are regularly assigned to work nineteen (19) hours or more per week, excluding the Secretary to the Superintendent, the Secretary to the Assistant Superintendent, the Senior Typist in the Central Office and any other positions successfully excluded by PERB. In addition, any employees serving on a temporary or substitute capacity are excluded from this bargaining unit as are student employees.

ARTICLE IV

COMPENSATION

1. The employee salary schedules for 2007-08, 2008-09, and 2009-10 are included in Appendix A. The salary schedule for Steps 1 to 7 shall be increased by 1.5% for the 2007-08 school year. A Step 8 will be added at a salary increase of 3.25% above Step 7. In 2008-09 the salary increase for Steps 1 – 8 will be 1.5%. Only Step 8 will have an additional salary increase of 3.25%. In 2009-10, the salary increase will be 3.7%.

2.
 - a) All employees in the bargaining unit shall be eligible as follows for an incremental movement each year until s/he reaches the top step unless there is just cause to withhold such an increment:
 - i) An employee who is hired between July 1 and December 31 shall be eligible initially for any incremental move on the July 1 following the employee's first anniversary in the District.
 - ii) An employee who is hired between January 1 and June 30 will also be eligible initially for an incremental move on the July 1 following the employee's first anniversary in the District.
 - iii) A unit member with ten years of service in the District shall be entitled to a longevity increment of \$1,250. Any unit member with fifteen years of service or more shall receive a longevity increment of \$1,550. An employee will be eligible for any longevity increment on the anniversary date of their employment with the District. Accrual of service time will be calculated at the time of an employee's first date of employment. Any gained longevity will be calculated as of July 1, 2007.
3. An administrator may request that a unit member work on a holiday. If the unit member agrees, the unit member will receive an equal amount of compensatory time or pay at 1/227 per day for a 10 ½ month unit member; at 1/238 per day for an 11 month unit member; at 1/260 per day for a 12 month unit member. Any compensatory time which exceeds 40 hours per week will be compensated at time and one-half. Any compensatory time not taken by May 31 of any year shall be paid to the unit member no later than June 30 on the basis of approved time sheets.
4. When schools are closed as a result of emergency closings, no member of the unit will be required to report to work. If the administrator requests the unit member to work and the unit member agrees, the unit member will receive equal compensatory time or pay at 1/227 per day for a 10 ½ month unit member; 1/238 per day for a 11 month unit member; and 1/260 per day for a 12 month unit member. Any compensatory time which exceeds 40 hours per week will be compensated at time and one-half. Any compensatory time not taken by May 31 of any year shall be paid to the unit member no later than June 30 on the basis of approved time sheets.

ARTICLE V

VACATIONS

1. An employee who is on a full-time, twelve month basis of employment (July 1 - June 30) shall be granted a vacation absence with full pay for the number of days or weeks shown below:
 - a) One day's vacation for each completed month's employment ending as of June 30, during the first school year of employment in the Ardsley Union Free School District, but not to exceed two weeks.
 - b) Two weeks vacation for employees with one full year of service but less than five years of service, ending as of June 30, in the Ardsley Union Free School District.
 - c) Three weeks vacation for employees with five years to eleven years of service, ending as of June 30, in the Ardsley Union Free School District.
 - d) Four weeks vacation for employees with more than eleven years of service, ending as of June 30, in the Ardsley Union Free School District.
 - e) Five weeks of vacation for employees with twenty or more years of service, ending as of June 30, in the Ardsley Union Free School District.
 - f) A unit member who is employed on a 10½ or 11 month basis shall not be allowed any special days of vacation with pay other than those holidays during which schools are closed.
2. Wherever feasible and practicable and for good and sufficient reason, a twelve-month employee may request all or part of the vacation at a time other than the summer time, with the approval of the immediate supervisor and the Assistant Superintendent.
3. The schedule of twelve-month Central Office employees will be so arranged as to ensure coverage during the Winter and Spring recess.
4. Where feasible, employees with seniority may have preference for vacation schedule.
5. Employees may carry over up to five vacation days until September 1 of each year.

ARTICLE VI

HOLIDAYS

Holidays with pay for the school year July 1, 2007, through June 30, 2008, are listed in Appendix B-1 for 10 ½ and 11-month unit members; in Appendix C-1 (17 days each year) for 12 month unit members. Two additional holidays will be added during the traditional break between Christmas and New Years. The days will be determined by the Superintendent of Schools. Calendars and holidays for 2008-09 and 2009-10 will become Appendices B-2, B-3, C-2, and C-3 as promulgated.

ARTICLE VII

WORK YEAR

1. All unit members are expected to be available for work immediately following any vacation period or holiday, and are assured a position from term to term at their regular daily pay and benefits, unless given written notice otherwise, 15 days before the end of the preceding term. 10½ month unit members work August 16 through June 30. 11 month unit members work July 1 through July 15 and August 16 through June 30. Employees may reschedule their summer work period with the approval of their supervisor. The summer break will remain uninterrupted. Once the school year has begun for students, 10½ and 11 month unit members do not work on scheduled school holidays.

2. Rest Periods

The District will provide two (2) fifteen (15) minute rest periods for full-time unit members.

3. Summer Hours

With the approval of their immediate supervisor, an employee may start and end their shift at different times during the summer.

ARTICLE VIII

LEAVES/RETIREMENT PAYMENT

1. Sick Leave

a) Full-time employees shall have the following annual sick leave available to them:

12 month	18 days
11 month	16½ days
10½ month	15½ days

b) An employee may utilize the sick leave provisions of this contract for any period of time that does not exceed five (5) consecutive working days without medical verification. An employee who is ill and cannot work beyond five (5) consecutive days may utilize the sick leave provisions of this contract provided s/he submits to the District upon request, medical verification of illness and its duration. The District reserves the right to require the employee to submit to a medical examination by a doctor of its choice at District expense. If a partially disabled employee desires to continue to work, s/he may do so if the District is provided with satisfactory medical certification of the continued ability of the employee to perform his/her normal duties fully. In addition, the employee agrees that the District is not liable for any injuries caused by the partial disability, provided there is no contributory negligence by the District.

c) The District will offer the following attendance incentive for unit members who do not use their sick or personal days according to the following schedule

<u># of Sick or Personal Days</u>	<u>\$ Amount</u>
0	\$450
1 – 3	\$225

d) Adoption

A leave of absence may be taken up to six weeks with sick days for adoption of a child.

2. Retirement Payment

A unit member who retires from service based on eligibility to retire as a member of the New York State Employees Retirement System (NYSERS) and receives a pension from the NYSERS may receive a retirement payment. Each unit member availing him/herself of this benefit may receive up to seven hundred fifty dollars (\$750) per year of service to the District calculated to the last day of employment. The cost of the retirement payment shall be borne exclusively by each unit member's accumulated sick leave which shall reimburse the District for the cost of the retirement payment on a three dollar (\$3) for two dollar (\$2) basis. There must be sufficient funds in accumulated sick leave to fund the retirement payment; a unit member may also elect a retirement payment less than the maximum for which s/he is eligible.

The unit member shall notify the District no later than January 1 of the calendar year in which the unit member plans to retire. Payment of the appropriate amount to the unit member shall be made during the first payroll period in July following the January notification or at the time of retirement, whichever is later. Should the unit member retire during the month of December, no prior notification is necessary. However, it is understood that any unit member who retires during the month of December will not receive payment under provisions until the first payroll period in July thereafter. It is further understood that any notice given for the purpose of eligibility under this provision may be revoked prior to retirement and that no payment is due under this provision for a unit member who does not retire.

A member who retires on or after July 1, 2007, shall have the option to maintain the ACT welfare benefit. Payment for same will be made from the employee's sick leave accumulation or, if there is none, by the employee.

3. Retiree Health Insurance

The law extends to all participating employers in the existing District health insurance plan the option to make additional contributions toward charges for health insurance coverage on account of retired employees and their dependents, based on the dollar value of accrued sick leave at the time of retirement. Such election may apply only to persons retired on or after the effective date of the election who are subject to an established health insurance plan which provides for the regular earning and accumulation of sick leave, and who are eligible to continue coverage under the existing district health insurance plan after retirement. Individual health insurance coverage shall continue for the surviving spouse of a current or retired employee who has died until the dollar value of the current or retired employee's accrued sick leave has been exhausted. A retiree who elects Medicare B coverage shall be reimbursed for the cost of that coverage provided that his/her accumulated sick leave account has sufficient monies to cover that cost. Such account shall be reduced by the amount the District reimburses for Medicare B. If a retiree's accumulated sick leave bank is exhausted, no reimbursement shall be made by the District.

For employees retiring after June 30, 2007, from the NYS Retirement System, the rate of District payment toward the retiree health insurance premium will be according to the rates listed in the table below.

Years in District	5	10	15	20	25	30
Family/2 party	35%	40%	45%	50%	55%	60%
Single	50%	55%	60%	65%	70%	75%

4. Personal Leave

- a) An employee shall be allowed up to five (5) days to be used for personal business. Such leave may be used where the attendance of the employee is required for religious, family illness/business (to include actual attendance of the unit member at school and college graduations and weddings of close relatives), legal or professional matters that cannot be fulfilled on any day other than a school day or non-school hours.
- b) The application for personal leave shall so state the reason for said absence such as, but not limited to, the following example:

Legal - House closing
Family illness - Husband

One (1) of the five (5) personal days may be used without stating a reason, providing that use of that day is consistent with the intent of the personal leave provision. No unexcused personal days will be taken concurrent with holidays or recesses. All such absences must be submitted at least three (3) days in advance to the Superintendent of Schools or to his/her designated representative for approval. Such notice may be dispensed with under the most unusual circumstances. The employee may also dispense with prior notice for the personal leave day requirements under circumstances constituting an extreme emergency. Such personal leave shall not be unreasonably denied by the Superintendent or his/her designee.

- c) Family illness leave for parents, spouse or children who are hospitalized will be granted after personal leave is exhausted to a maximum of five (5) days, deducted from accumulated sick leave. At the Superintendent's discretion, five (5) days may be used for family member who are home cared following a hospitalization.

5. Accumulated Leave

An employee's annual unused sick leave and unused personal leave may all be accumulated from year to year with no maximum limit.

6. Leave for Bereavement

Five (5) days per immediate family member for the timely bereavement of death in the immediate family (spouse, domestic partners, children, children-in-law, parents, parents-in-law, sisters and brothers, siblings-in-law) except in extraordinary circumstances as approved by the Superintendent or his designee in his sole discretion. In addition, three days per personal grandparent shall be provided for bereavement in the same manner as above.

7. Unpaid Child Care Leave

- a) Leave will be granted a unit member for child care for a period not to exceed two (2) years. The commencement and termination of such leave shall be included in the application for such leave.
- b) All accrued benefits will be restored on return to duty. Health insurance coverage may be continued during the unpaid leave with the employee assuming total premium payments during the period of leave.

8. Jury Duty

Upon receipt of a jury subpoena, an employee must notify the Superintendent within five (5) working days. Failure to do this releases the District from compensating the employee during the employee's leave. If a release from the subpoena is not obtained, then all compensation for jury duty, exclusive of mileage charges and other expenses which should be paid in a separate check, shall be endorsed over to the Ardsley Union Free School District in consideration of the person receiving full employee compensation and benefits.

ARTICLE IX

INSURANCE

1. Health Insurance

- a) The District agrees to pay the full cost for individual or family health insurance coverage for members of the bargaining unit under the State Wide Schools Cooperative Health Plan, except that bargaining unit members who participate in the health insurance plan shall pay the following contribution rates for health insurance: 2007-08: 2%, 2008-09: 2%, 2009-10: 2.5% of participating plan.
- b) It is understood that unit members who opt for coverage in an offered Health Maintenance Organization (HMO) which exceeds the cost of that unit member's health insurance in the Basic SW Consortium or State Wide (Empire) Plan must pay 100% of the difference, in addition to the unit member's contribution described above.
- c) The District shall have the option and may elect to change health insurance carriers provided that the level of benefits in effect on July 1, 1985, is not diminished and further provided that any such change is subject to the approval of the AOE, which approval shall not be unreasonably withheld.

- d) In lieu of Article VIII, Section 2, which provides for payment of unused accumulated sick leave at retirement, an employee may choose to apply accumulated sick leave toward health insurance in retirement based upon the dollar value of accrued sick leave at the time of retirement. Such election shall apply only to employees who are eligible to continue coverage after retirement. Individual health insurance coverage shall continue for the surviving spouse of a retired employee who has died until the dollar value of the retired employee's sick leave has been exhausted. Employees will work for the District at least five (5) years to be eligible for health insurance after retirement.
- e) Employees of this Union may participate in the District established Section 125 Flexible Spending Plan.

2. Health Insurance Buy-Out

- a) At the employee's option, s/he may reduce medical insurance coverage for a full year by completing an appropriate form furnished by the District. Any employee changing from family to individual coverage or waiving family or individual coverage shall receive, as salary, the following: Family: \$5,462; 2-person: \$5,145; Single: \$2,438. Employees electing to reduce their coverage must do so by February 1st with the provision of this section taking effect on July 1. Payment of the employee share shall begin with the first half payment on October 15 and a second payment on April 15. Full coverage may be reinstated by notifying the District in writing no later than March 31. Reinstatement shall take place on July 1.
- b) The District shall waive the March 31 notification if the employee's status changes drastically so as to cause severe hardship as a result of the employee's election to reduce coverage and if the insurance carrier will provide coverage. Such circumstances are limited to death of a spouse, loss of a spouse's employment, or loss of spouse's insurance coverage. A new employee who declines coverage is also eligible for payment under this provision.

3. Insurance Benefit Program

- a) The District will pay each year of this agreement into a trust fund administered by the Ardsley Congress of Teachers, an amount equal to the per capita amount contributed by the District to the Fund on behalf of each teacher multiplied by the number of full time equivalents represented by this agreement. Such funds shall be used exclusively to purchase insurance designated by the Trustees of the Fund in accordance with the Agreement and Declaration of Trust entered into on December 10, 1982, by the Ardsley Congress of Teachers and the Trustees.
- b) The District will pay the above amounts to the Trustee on or before November 1 of each school year.

4. Life Insurance

The District will provide \$50,000 in life insurance for each employee.

5. Disability Insurance

Employees of this Union may purchase disability insurance through the District group plan. The cost of such insurance is totally borne by the employee.

ARTICLE X

PROFESSIONAL GROWTH

The District will pay for business related, pre-approved courses.

ARTICLE XI

NEW YORK STATE EMPLOYEES' RETIREMENT SYSTEM

The District agrees to pay the cost for Plan 75 I ("New Career Plan") effective 6/1/90 for eligible unit members.

ARTICLE XII

VACANCIES

1. All openings for clerical positions shall be adequately publicized and qualified personnel covered by this agreement shall be given reasonable opportunity to make an application for such positions. Employees with seniority who are qualified or have experience in a position and/or civil service classification will be given preference in filling a vacancy. In the event the employee is not selected for a vacancy, upon request of that employee, the administrator responsible for filling the vacancy will discuss the reason/s with that individual as the why that individual was not selected.
2. If an employee covered by this agreement is promoted from his/her present job title to one of increased responsibility (i.e., from Typist to Senior Typist), then the promotion will be accompanied by a movement to the appropriate salary category and placement on the same salary step the employee enjoyed in the position held at the time of the promotion.

ARTICLE XIII

GRIEVANCE PROCEDURE

1. Purpose

It is the objective of the District and the AOE that all dissatisfactions be resolved informally, or at the earliest possible stage of this grievance procedure.

2. Definitions

- a) A “grievance” is an alleged violation of the terms of this agreement or any dispute with respect to its interpretation or application.
- b) An “employee” is any person in the unit covered by this agreement.
- c) An “aggrieved party” is any employee group or employees or the AOE filing a grievance with the approval of the alleged aggrieved party.

3. Submission of Grievances

If a complaint is not resolved informally, it shall be reduced to writing and submitted at the appropriate stage. Each grievance shall identify the aggrieved party, the provision or provisions of this agreement involved in the grievance, the time, the date and the place where the alleged events or conditions constituting the grievance existed, and if known, the identity of the person or persons responsible for causing such events or conditions and a general statement of the grievance and redress sought by the aggrieved party.

Grievances shall be submitted to the Buildings Principal or Assistant Superintendent in care of the Central Office. The AOE may submit any grievance. If it is limited in effect to one building, the grievance shall be submitted to the Building Principal and Assistant Superintendent. Otherwise, it shall be submitted directly at Stage 2.

4. Three-Stage Grievance Procedure

Stage 1: The Building Principal or Supervisor shall respond in writing with a detailed statement of his/her position with respect to each grievance received within five (5) work days. If the aggrieved party is not satisfied with the decision at Stage 1, an appeal may be submitted to Stage 2.

Stage 2: If the grievance has not been resolved in the 1st Stage, the grievant may present his/her grievance in writing at Stage 2 to the Superintendent within

five (5) work days after the date of the decision in Stage 1. Within ten (10) work days from the receipt of the appeal, the Superintendent or his/her duly authorized representative shall hold a hearing if requested by the aggrieved party. The Superintendent shall render a decision in writing setting forth a detailed statement of his/her position with respect to the grievance within ten (10) work days after the conclusion of the hearing.

Stage 3: If the aggrieved party is not satisfied with the conclusion of Stage 2, the aggrieved party may appeal the determination of the Superintendent within fifteen (15) work days after receiving the decision at Stage 2. The appeal must be in writing requesting arbitration with the American Arbitration Association or PERB in accordance with the rules of the selected organization.

The decision of the arbitrator shall be in writing and shall set forth the arbitrator's opinion and conclusions on issues submitted. The arbitrator shall limit his/her decision strictly to the application and interpretation of the provisions of this agreement and s/he shall be without powers or authority to substitute his/her judgment or to make any decisions:

- a) contrary to, or inconsistent with, or modifying or varying in any way, the terms of this agreement or any applicable law or rules and regulations having the force and effect of law;
- b) involving the Board discretion or Board policy except under provisions of this agreement;
- c) limiting or interfering in any way with the powers, duties and responsibilities of the Board under its by-laws, applicable law, rules and regulations having the force and effect of law, except as modified by this agreement.

The award of the arbitrator shall be final and binding. The cost of the arbitrator will be borne by the loser.

5. Time Limits

- a) Every effort will be made by all parties to expedite the grievance process. The time limits specified for either party may be extended only by mutual agreement.
- b) A grievance shall be deemed waived unless it is submitted within thirty (30) work days after the aggrieved party knew or should have known of the events or conditions on which it is based.

- c) If a decision at one stage is not appealed to the next step of the procedure within the time limit specified, the grievance shall be deemed to be discontinued and further appeal under this agreement will be barred.
- d) Failure at any stage of the grievance procedure to communicate a decision to the grieved party within the specified time limit shall permit the lodging of an appeal at the next stage of the procedure within the time limit which would have been allowed had the decision been communicated by the final day.

6. Other Procedures

- a) Conferences and hearings shall be held during non-working hours and conducted at a time and place which will afford a fair and reasonable opportunity for all persons entitled to be present to attend.
- b) The District and the Organization agree to facilitate any investigation which may be required and to make available any and all material and relevant documents, communications and records concerning the alleged grievance.
- c) No interference, coercion, restraint, discrimination or reprisal of any kind will be taken by the Board or by any member of the administration against the aggrieved party, any party in interest, any representative, or any other participants in the grievance procedure or any other person by reason of such grievance or participation therein.
- d) All documents, communications and records dealing with the processing of a grievance shall be filed separately from the personnel files of the participants. However, they shall be cross-referenced to the aggrieved's personnel file.
- e) The election to submit a grievance to arbitration shall automatically be a waiver of all other remedies or forums which otherwise could have been available. This does not preclude the right of appeal which may arise as a result of the arbitrator's decision or subsequent District action.

ARTICLE XIV

SAVING CLAUSE

In the event that any provision of this agreement is or shall at any time be declared by the legislature or the courts to be contrary to law, all other provisions of this agreement shall continue in effect.

ARTICLE XV

NO STRIKE PLEDGE

The Ardsley Office Employees and the Board recognize that strikes and other forms of work stoppages are contrary to the law and public policy. The Ardsley Office Employees and the Board subscribe to the principle that differences shall be resolved by peaceful and appropriate means without interruption of the school program. The Ardsley Office Employees, therefore, agree that there shall be no strikes, work stoppages, slow downs or other concerted refusal to perform work by the employees covered by this agreement nor any instigation thereof.

ARTICLE XVI

DUES DEDUCTION

1. Dues deduction as authorized by an employee and certified by AOE and affiliates shall be continuous unless revoked by employee in writing.
2. At one time, no later than October 15, AOE will deliver to the Board the AOE Dues Deduction Authorization Statements authorizing deductions of membership dues to the Ardsley Office Employees. At one time, AOE may also submit additional AOE Dues Deduction Authorization Statements no later than January 15.
3. The AOE Dues Deduction Authorization Statements will be accompanied by a separate list of names of all employees electing dues deductions as well as the total amount to be deducted during the year from each employee.
4. The AOE Dues Deduction Authorization Statement will be signed by the employee. The "AOE Dues Deduction Authorization Statement" form listed in Appendix D is hereby incorporated into this agreement.
5. The Board agrees to remit to AOE all monies so deducted within fifteen (15) days after said deductions are made or as soon as practicable after the first payroll deduction period in November. The Board agrees to remit to AOE a list of employees from whom deductions have been made as well as the amount to be deducted each pay period for each employee.

ARTICLE XVII

AGENCY SHOP

The District will comply with current law requiring agency fee. In the absence of said law, if 75% of those members eligible enroll in union membership, the District will comply with agency fee.

ARTICLE XVIII

MISCELLANEOUS

It is agreed by and between the parties that any provisions 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.

Unit members may enroll their children as students in the Ardsley Union Free School District in accordance with Board policy for 50% of the Board-established tuition rate for any particular school year.

Full-time unit members shall be assigned a reserved parking space.

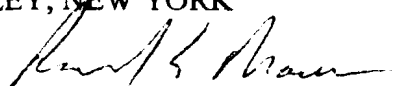
If, during the term of this contract, confidential secretarial/clerical employees receive an improvement to a benefit which is covered by this agreement, the AOE shall have the right to request to reopen negotiations regarding that benefit and that benefit alone. The District shall meet with the AOE regarding that benefit but shall have no obligation to change it.

ARTICLE XIX

TERMS OF AGREEMENT

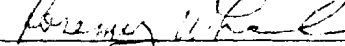
1. The parties agree that they have had an opportunity to discuss all negotiable items before reaching this agreement and that this agreement constitutes the full and complete agreement of the parties which may not be altered, changed, added to, deleted from or modified without the voluntary mutual consent of the parties in a written signed amendment to this agreement.
2. This agreement will remain in force for a period of three (3) years, July 1, 2007, through June 30, 2010.

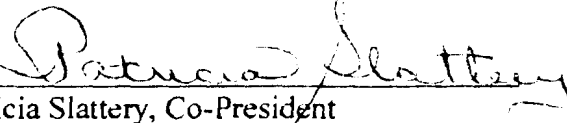
ARDSLEY UNION FREE SCHOOL DISTRICT
ARDSLEY, NEW YORK

BY 
Dr. Richard Maurer
Superintendent of Schools

Date: 12/21/07

ARDSLEY OFFICE EMPLOYEES

BY 
Rosemary Whalen Co-President

BY 
Patricia Slattery, Co-President

Date: 12-20-07

APPENDIX A
ARDSLEY UNION FREE SCHOOL DISTRICT
SALARY SCHEDULE 2007-08 THROUGH 2009-10

CATEGORY	# OF MONTHS	TITLES	STEP	2007-08	2008-09	2009-10
A	12	ACCOUNT CLERK	1	\$ 37,231	\$ 37,790	\$ 39,188
			2	39,361	39,951	41,429
		PAYROLL CLERK	3	41,486	42,108	43,666
			4	43,608	44,263	45,900
			5	45,734	46,420	48,137
			6	46,975	47,680	49,444
			7	49,154	49,892	51,738
			8	50,752	53,187	55,155
B	12	TYPIST	1	\$ 31,059	\$ 31,525	\$ 32,691
			2	33,183	33,681	34,927
		CLERK/TYPIST OFFICE ASSISTANT	3	35,309	35,838	37,164
			4	37,433	37,995	39,401
			5	39,561	40,154	41,640
			6	40,803	41,415	42,947
			7	42,846	43,489	45,098
			8	44,239	46,362	48,077
C	11	ADMINISTRATIVE ASSISTANT TO PRINCIPAL	1	\$ 34,910	\$ 35,434	\$ 36,745
			2	36,869	37,422	38,807
		SECRETARY TO SCHOOL ADMINISTRATOR SR. OFFICE ASSISTANT (AUTOMATED SYSTEMS) SENIOR STENOGRAPHER PRINCIPAL TYPIST	3	38,794	39,376	40,833
			4	40,787	41,399	42,930
			5	42,753	43,394	45,000
			6	43,994	44,654	46,306
			7	46,107	46,799	48,531
			8	47,606	49,890	51,736
D	11	STENOGRAPHER	1	\$ 31,810	\$ 32,287	\$ 33,482
			2	33,769	34,276	35,544
		SENIOR TYPIST	3	35,734	36,270	37,612
			4	37,695	38,260	39,676
			5	39,655	40,250	41,739
			6	40,896	41,510	43,046
			7	42,942	43,586	45,198
			8	44,337	46,465	48,184
E	10.5	TYPIST	1	\$ 25,643	\$ 26,028	\$ 26,991
			2	27,442	27,853	28,884
		CLERK/TYPIST TYPIST/SCHOOL MONITOR JUNIOR ADMINISTRATIVE ASSISTANT	3	29,232	29,670	30,768
			4	31,030	31,495	32,660
			5	32,824	33,316	34,549
			6	34,065	34,576	35,856
			7	35,961	36,501	37,851
			8	37,130	38,912	40,352

Hourly Rates: 12 month salaries divided by 1,320
11 month salaries divided by 1,668
10.5 month salaries divided by 1,593

Daily Rates: 12 month salary divided by 260
11 month salary divided by 238
10.5 month salary divided by 227

APPENDIX A
ARDSLEY UNION FREE SCHOOL DISTRICT
SALARY SCHEDULE 2007-08 THROUGH 2009-10

CATEGORY	# OF MONTHS	TITLES	STEP	2007-08	2008-09	2009-10
F	12	ADMINISTRATIVE ASSISTANT TO PRINCIPAL	1	\$ 38,083	\$ 38,654	\$ 40,084
		SENIOR STENOGRAPHER	2	40,220	40,824	42,334
		PRINCIPAL TYPIST	3	42,361	42,996	44,587
		SR. OFFICE ASSISTANT (AUTOMATED SYSTEMS)	4	44,497	45,164	46,835
		SENIOR ACCOUNT CLERK	5	46,640	47,340	49,091
		SECRETARY TO SCHOOL ADMINISTRATOR	6	47,883	48,601	50,399
		ADMINISTRATIVE ASSISTANT	7	50,081	50,832	52,713
			8	51,709	54,190	56,195
G	12	STENOGRAPHER	1	\$ 34,701	\$ 35,221	\$ 36,525
		SENIOR TYPIST	2	36,842	37,395	38,779
			3	38,980	39,565	41,029
			4	41,123	41,740	43,284
			5	43,259	43,908	45,533
			6	45,475	46,157	47,865
			7	46,625	47,324	49,075
			8	48,140	50,450	52,317
H	10.5	SENIOR TYPIST	1	\$ 28,801	\$ 29,233	\$ 30,314
		SR. OFFICE ASSISTANT (AUTOMATED SYSTEMS)	2	30,578	31,037	32,185
			3	32,354	32,839	34,055
			4	34,130	34,642	35,924
			5	35,905	36,443	37,792
			6	37,146	37,703	39,098
			7	39,109	39,696	41,164
			8	40,380	42,318	43,883
I	10.5	CLERK/SCHOOL MONITOR	1	\$ 23,847	\$ 24,205	\$ 25,101
			2	25,643	26,028	26,991
			3	27,442	27,853	28,884
			4	29,232	29,670	30,768
			5	31,030	31,495	32,660
			6	32,271	32,755	33,967
			7	34,127	34,639	35,921
			8	35,236	36,927	38,294
J	11	ACCOUNT CLERK/ TRANSPORTATION ASST.	1	\$ 28,466	\$ 28,893	\$ 29,962
			2	30,415	30,872	32,014
			3	32,364	32,850	34,065
			4	34,311	34,826	36,114
			5	36,261	36,805	38,167
			6	37,503	38,066	39,474
			7	39,474	40,066	41,549
			8	40,757	42,713	44,294

Hourly Rates: 12 month salaries divided by 1,320
11 month salaries divided by 1,668
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10.5 month salary divided by 227

ARDSLEY UNION FREE SCHOOL DISTRICT

2007-2008 SCHOOL YEAR CALENDAR

2007	<u>September</u>	3	Labor Day	Schools Closed
		4	Superintendent's Conference Day	No Classes
		5	Superintendent's Conference Day	No Classes
		6	School year begins for students	
		13-14	Rosh Hashanah	Schools Closed
	<u>October</u>	8	Columbus Day	Schools Closed
	<u>November</u>	6	Superintendent's Conference Day	No Classes
12		Veterans' Day	Schools Closed	
21		Superintendent's Conference Day	No Classes	
22-23		Thanksgiving Holiday	Schools Closed	
	<u>December</u>	24-31	Winter Recess	Schools Closed
2008	<u>January</u>	1	Winter Recess	Schools Closed
		2	Schools Reopen	
		21	Martin Luther King Jr. Holiday	Schools Closed
	<u>February</u>	18-22	Mid-Winter Recess	Schools Closed
	<u>March</u>	19	Half Day – Concord Road - Parent Conf.	
21-24		Easter Recess	Schools Closed	
26		Half Day – Concord Road - Parent Conf.		
	<u>April</u>	21-25	Spring Recess	Schools Closed
	<u>May</u>	23-26	Memorial Day Holiday	Schools Closed
	<u>June</u>	26	Regents Rating Day	
26-27		Half Days – Concord Road and Middle School		
27		Last Day of School		

Note 1. In the event that make-up days are needed for emergency closings, the following days will be used in this order: May 23, March 24, April 25, April 24.

2. There are 182 days for students and 186 days for teachers.

**ARDSLEY UNION FREE SCHOOL DISTRICT**

500 FARM ROAD • ARDSLEY, NEW YORK 10502
(914) 693-6300 • FAX (914) 693-8340
www.ardsleyschools.org

TO: Central Office Clerical Staff
FROM: Jill Pearson
DATE: August 28, 2007
RE: Holiday Schedule 2007-08

For your information, the 17* holidays for 12-month office employees are listed below. Administrative offices will be closed on these days.

July 4, 2007 (Wednesday)	Independence Day
September 3, 2007 (Monday)	Labor Day
October 8, 2007 (Monday)	Columbus Day
November 12, 2007 (Monday)	Veterans' Day
November 22 & 23, 2007 (Thursday & Friday)	Thanksgiving
December 24, 25 & 26, 2007 (Mon., Tues. & Wed.)	Christmas
December 31, 2007 (Monday)	New Years Eve
January 1, 2008 (Tuesday)	New Years Day
January 21, 2008 (Monday)	Martin Luther King Day
February 18, 2008 (Monday)	President's Day
March 21, 2008 (Friday)	Good Friday
April 21, 2008 (Monday)	Spring Recess
May 26, 2008 (Monday)	Memorial Day

cc: All Administrators
Pat Slattery/Rosemary Whalen, Ardsley Office Employees Co-Presidents

*One day to be used as a floating holiday. Must be taken with advance notice on one of the following dates when school is not in session: September 13 or 14; December 27 or 28, February 19, 20, 21 or 22; March 24, April 22, 23, 24, or 25; May 23.

