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

Title: **Carle Place Union Free School District and Office & Professional Employees International Union (OPEIU), Local 153, Carle Place Educational Support Staff Association (2001)**

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SEC  
4699

PROFESSIONAL NEGOTIATIONS AGREEMENT

BETWEEN

CARLE PLACE UNION FREE SCHOOL DISTRICT  
TOWN OF NORTH HEMPSTEAD  
CARLE PLACE, NEW YORK 11514

and

CARLE PLACE EDUCATIONAL SUPPORT STAFF ASSOCIATION  
OFFICE AND PROFESSIONAL EMPLOYEES  
INTERNATIONAL UNION, LOCAL 153

JULY 1, 2001 - JUNE 30, 2005

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**NYS PUBLIC EMPLOYMENT  
RELATIONS BOARD**

28

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**AGREEMENT** made and entered this 11<sup>th</sup> day of December, 2002 by and between the CARLE PLACE UNION FREE SCHOOL DISTRICT, Town of North Hempstead, County of Nassau (hereinafter known as the "District") and the CARLE PLACE EDUCATIONAL SUPPORT STAFF ASSOCIATION, Office and Professional Employees International Union, LOCAL 153 (hereinafter known as "OPEIU").

**ARTICLE I. RECOGNITION**

The District hereby recognizes the Association, OPEIU Local 153, as the exclusive bargaining representative for all part-time and full-time clerks, senior clerk typists, clerk typists, senior stenographers, stenographers, stenographic secretaries, senior account clerks, duplication machine operator aides, computer operators and junior accountants. The Personnel Clerk, the Superintendent's Secretary and the Principle Clerk Typist in the Business Office are specifically excluded from this unit.

**ARTICLE II. EMPLOYMENT CONDITIONS**

- A. All full-time office personnel must meet requirements of the Nassau County Civil Service examination required for the particular position.
  - 1. No one may be appointed permanently without first having passed the Civil Service examination required for the particular position.
  - 2. Eligible full-time personnel (12 month) will receive a salary increment on July 1<sup>st</sup> of each year. Eligible ten month (10 month) personnel will receive a salary increment on September 1<sup>st</sup>.
  - 3. All clerical personnel to be notified in writing of any vacancy. All applicants shall be interviewed and seniority shall be given consideration. The person selected shall remain a matter for administrative decision.
- B. All office personnel will consult with the School Business Administrator on matters of interpretation of the Civil Service Law, and the Office of the Superintendent on general policies relative to office personnel.
- C. When new employees are hired by the district for positions which fall within the negotiating unit, the salaries for these positions shall be consistent and proportionate to the salaries of other employees within the unit, taking into consideration the relationship of such position to other existing positions and subject to Civil Service rules and regulations. The president or representative of OPEIU will represent the unit in reviewing new hiring salaries in order to uphold the spirit of the contract.

**ARTICLE III. WORK YEAR**

**A. Full-Time Work Year**

1. The work year shall be defined as July 1<sup>st</sup> through June 30<sup>th</sup>. The normal work day shall be as follows:

Monday-Thursday (1 hour lunch - 2 ten minute breaks)	8:00 AM-4:00 PM
The last workday of the week (1 hour lunch - 2 ten minute breaks)	8:00 AM-3:30 PM
Superintendent's Conference Days	8:00 AM-3:00 PM

2. Full-time, 10-month personnel shall receive 10/12ths of sick leave and personal reason days granted 12-month employees. They shall receive all holidays occurring within the 10-month work schedule for full-time employees. During the spring and winter recesses, they shall work the summer work hours.

**B. Summer Hours and Hours During Recesses**

When school offices are open but school is not in session, the following hours shall prevail:

1. For Employees Hired to Commence Employment Prior to July 1, 2002:
- a. Unit Employees Hired to Commence Employment Prior to July 1, 2002, Who Work in Central Office Positions:

Business Office:	1 Junior Accountant 1 Senior Account Clerk
Instruction Office:	1 Stenographic Secretary
PPS Office:	1 Stenographic Secretary 1 Senior Typist-Clerk

- i. Summer Hours: During the summer, unit employees hired to commence employment prior to July 1, 2002, who work in central office positions shall work from 8 am - 3 pm with one (1) hour for lunch.
- ii. School Recess Hours: Except as set forth in (B)(3) of this Article, during all other recesses, unit employees hired to commence employment prior to July 1, 2002, who work in central office positions, shall work from 8 am - 2 pm with

In addition, as set forth in Article IX, unit employees hired prior to July 1, 2002, who work in central office positions, shall receive three (3) additional vacation days which may be taken during a school recess, other than in the summer.

b. Unit Employees Hired Prior to July 1, 2002, Who Do Not Work in Central Office Positions:

- i. Summer and School Recess Hours: During summer and school recesses, non-central office employees hired to start employment prior to July 1, 2002, shall work from 8 am - 2 pm with a half (½) hour for lunch.

2. For All Employees Hired to Commence Employment After July 1, 2002:

Except as set forth in (B)(3) herein, regardless of the location where they work, all employees hired to start employment after July 1, 2002, shall work from 8:00 am - 3:30 pm with one (1) hour for lunch from July 1, to the Monday of the week before Labor Day, and all school recesses.

3. For All Employees

All unit employees, irrespective of the date they were hired or the location in which they work, shall work from 8 am - 4 pm for each working day after school closes through and including June 30<sup>th</sup>, and for each working day of the full work week, starting on the Monday of the week before Labor Day. Notwithstanding any other provision of this Agreement, unit members on payroll prior to July 1, 2002, shall be paid one (1) hour additional straight time for the 8 am - 4 pm days described herein if their regular schedule is until 3:00 pm (one (1) hour lunch) or two (2) hours additional straight time for the 8 am - 4 pm days described herein if their regular schedule is until 2 pm (one-half (½) hour lunch).

4. Full-time employees hired to commence employment prior to July 1, 2002, shall not have their current hours, as set forth in this Article, extended for the duration of their employment in the District. In addition, part-time employees hired to start employment prior to July 1, 2002, who accept employment in a full-time position, shall accept the full-time position under the same conditions, as set forth in this Article, as full-time employees hired to start their employment prior to July 1, 2002.



**ARTICLE IV. LEGAL AND RELIGIOUS HOLIDAYS - FULL-TIME EMPLOYEES**

Office personnel will not be required to report if the following holidays are during the week and school is not in session:

- Independence Day ✓
- Labor Day ✓
- Rosh Hashanah (1) ✓
- Yom Kippur ✓
- Columbus Day ✓
- Veterans' Day ✓
- Thanksgiving Day ✓
- Christmas Day ✓
- Day following Thanksgiving ✓
- Either the day before or the day after Christmas (the day to be determined by C.P.E.S.S.A.) ✓
- Easter Monday ✓
- New Year's Eve and
- Alternate Snow Days ✓
- New Year's Day ✓
- Martin Luther King's Birthday ✓
- Lincoln's Birthday ✓
- Washington's Birthday ✓
- Holy Thursday ✓
- Good Friday ✓
- Memorial Day ✓

The Association will submit a proposed Holiday Schedule by June 15<sup>th</sup>, and the District will respond by July 15<sup>th</sup>.

**ARTICLE V. EMERGENCY CONDITIONS**

Office personnel will not be required to report to work when school is officially closed due to emergency conditions. An Emergency "phone chain" for Association members will be organized by C.P.E.S.S.A. One member shall be designated to be notified by the administration.

**ARTICLE VI. RETIREMENT**

All clerical personnel shall continue on the 1/60th non-contributory plan.

**ARTICLE VII. PERSONAL/SICK LEAVE-FULL-TIME EMPLOYEES**

**A. Sick Leave**

1. Medical proof for absence must be submitted, if requested by the Superintendent or her designee. In all cases, a written report on Form D-66 must be filed in the District Office.
2. Credits for personal illness leave shall be granted as of July 1, at the rate of

one day for each month of service and may accumulate up to a maximum credit of two hundred thirty (230) days, except during period of leave without pay. After an employee's total accumulation has reached two hundred thirty (230) days, further credit may be earned only to replace credits used.

3. A new employee shall have an established credit of ten (10) days sick leave for ten (10) month employees or twelve (12) days for twelve month employees upon initial employment for use during the first year's service. Regardless of the amount of service rendered, before any deductions are made but in the event a new employee should terminate his/her service during the first year, the amount of personal illness leave which shall be credited to him/her shall be computed at the rate of one (1) day for each month of service actually rendered. Adjustments for this provision shall be made in the final pay check.

**B. Personal Leave**

1. A maximum of four (4) days may be granted for absences for serious illness and personal reasons involving immediate family. The term "immediate family" shall include father, mother, wife, husband, child, brother or sister. Absences for personal reasons shall be defined as follows: marriage or graduation, self or other, religious observance, required court appearance. For 4 unused personal leave days, 2 may be accrued each year with employee's sick days; for 3 or 2 unused personal days, 1 may be accrued each year.
2. Absences for bereavement shall be allowed on an incidence basis for deaths in the immediate family. For this purpose only immediate family shall include father, mother, spouse, child, grandchild, brother or sister of employee or spouse.

**C. Accumulated Leave Benefit**

1. An employee who leaves the District after having 15 years of service in the District shall receive compensation for 20% of all unused personal and sick leave days. Compensation shall be paid at the rate of 1/240th of his/her final contract salary and shall be paid by the final payroll check prior to retiring. All leave days taken shall be deducted from the current year's allowance.

**ARTICLE VIII. LONGEVITY-FULL-TIME EMPLOYEES**

Full-time employees will receive longevity increments in the following amounts:

Beginning of 10 <sup>th</sup> year of service	\$750
Beginning of 15 <sup>th</sup> year of service	an additional \$1,250 (total \$2,000)
Beginning of 20 <sup>th</sup> year of service	an additional \$1,750 (total \$3,750)

Longevity shall be applicable to service in Carle Place only.

The date of eligibility for all longevity payments shall be April 1<sup>st</sup>.

**ARTICLE IX. VACATION**

The time vacations are to be taken are to be mutually agreed upon by the immediate supervisor, the building principal and the employee.

The following vacation plan shall be in effect for all full-time-12 month employees when they have completed:

- 6 months through 1 year of employment (1 week)
- 2<sup>nd</sup> year through 3 years of employment (2 weeks)
- 4<sup>th</sup> year through 11 years of employment (3 weeks)
- 12<sup>th</sup> year plus of employment (4 weeks)

Vacation for those working fewer than 6 months as of June 30<sup>th</sup>, will be prorated based on .83 per month. Unit Employees hired to commence employment prior to July 1, 2002, who work in Central Office positions, shall receive three (3) additional vacation days which may be taken during a school recess other than summer.

An employee who leaves Carle Place School District's employ shall be paid for unused vacation days not to exceed one-half year.

Permanent part-time employees going to full-time status are to be granted one year for every two years served part-time work within the school district. The established full-time vacation plan will be used.

**ARTICLE X. HEALTH AND SAFETY STANDARDS**

Every effort shall be made at all times to maintain proper health standards of working conditions. If such conditions cannot be met, personnel will not be required to work.

**ARTICLE XI. BY-LAWS AND REGULATIONS-GRIEVANCE PROCEDURE**

Any By-Laws and Rules and Regulations not affected by the articles negotiated in this agreement shall be considered acceptable. OPEIU shall have the right to meet, confer with, and represent its members on a regular basis. But in no event shall such meetings occur during work hours except with the expressed permission of the Superintendent of Schools.

**STEP 1**

Any grievance under this Agreement between the employee or employees' representative and

the District shall be submitted in writing to the employee's immediate supervisor and shall be answered in writing within five (5) working days of its submission.

**STEP 2**

In the event the grievance was not satisfactorily adjusted as Step 1, the School District may, within five (5) working days from the date of receipt of the written answer, take up such grievance with the School Business Administrator, who shall answer said grievance within five (5) days after its presentation.

**STEP 3**

In the event the grievance has not been satisfactorily resolved at Step 2, an OPEIU/Local 153 representative and a School Board representative will file the grievance with a mutually agreed upon arbitrator who will arbitrate the grievance in advisory nature only. Costs of arbitration shall be shared equally.

**ARTICLE XII. SALARY AND OVERTIME**

A. **Salary**

Percentages to be added to the salary for the term for the contract:

2001-2002	3.0%
2002-2003	4.0%
2003-2004	3.0%
2004-2005	3.0%

B. **Overtime**

Employees shall have the option either to take time off or be paid for District-approved overtime worked. Except as set forth in Article III of this Agreement, full-time and part-time employees shall receive time and one-half after 37 ½ hours are worked in any given week. Employees agree to limit accrued compensation time to a maximum of 35 hours, unless there is written approval from the School Business Administrator to increase this time.

C. **Bonus Pay for Good Attendance**

Any full-time employee who does not use any sick days in the fiscal year will receive a \$500 bonus payment at the end of said year. Any full-time employee who uses three (3) sick days or less in the fiscal year will receive a bonus payment of \$300 at the end of the said year. An employee must be employed for a full fiscal year (July 1 - June 30) in order to be eligible for a bonus payment for good attendance.

**ARTICLE XIII. INSURANCE**

**A. Health Plan**

The Board of Education will continue its participation in the State Health Insurance Program.

**B. Contribution**

**1. Individual**

Employees will contribute 5% of the entire cost of individual health insurance coverage, not to exceed:

\$210 in 2002-2003 (prorated effective 1/1/03)  
\$240 in 2003-2004  
\$275 in 2004-2005

The District shall pay the remaining cost of individual health insurance coverage.

**2. Family**

Employees will contribute 5% of the entire cost of family health insurance coverage, not to exceed:

\$400 in 2002-2003 (prorated effective 1/1/03)  
\$460 in 2003-2004  
\$500 in 2004-2005

The District shall pay the remaining cost of family health insurance coverage.

**C. Opting-out Plan**

An eligible unit member may opt to decline individual or family coverage. If a member elects to discontinue the individual or family health coverage for a year, the unit member shall receive a bonus payment after one year of withdrawal. The amount of the bonus shall be equal to ½ of the savings realized by the district on the anniversary date of the withdrawal. A unit member shall have the option to reinstate individual or family coverage, however, the bonus shall be paid only if the unit member withdraws from such coverage for a full year.

D. **Waiting Period**

New employees to the District, effective July 1, 1991, will have a maximum sixty (60) day waiting period before their insurance coverage begins.

**ARTICLE XIV. PERMANENT PART-TIME EMPLOYEES**

A. **Employment Conditions**

Eligible permanent part-time employees will receive salary increments on September 1<sup>st</sup> of each year.

All clerical personnel will consult with the School Business Administrator on matters of interpretation of the Civil Service Law, and the Office of the Superintendent on general policies relative to office personnel.

Permanent part-time employees being employed as full-time employees are to be granted one year for each two years served, if part-time work was within this school district.

B. **Work Year**

Permanent part-time employees will be considered as employees who work September through June on a daily basis (a minimum of 4 hours per day) for a full week.

Hours to be assigned by building principal.

C. **Legal and Religious Holidays**

Permanent/part-time employees will be paid for the following legal holidays which fall during the normal work week within the period of their employment during the period 2001 - 2005 and when school is not in session.

Veterans' Day	Memorial Day
Thanksgiving Day	Washington's Birthday
Christmas Day	Lincoln's Birthday
New Year's Day	Martin Luther King's Birthday

Each employee to be paid on the basis of the number of hours normally worked (a minimum of 4 hours daily).

The Association will submit a proposed Holiday Schedule by June 15<sup>th</sup> and the

District will respond by July 15<sup>th</sup>.

A permanent part-time employee who works during the months of July and August shall be entitled to a paid holiday for Independence Day and Labor Day.

D. **Sick Leave**

Sick leave shall be granted in compliance with current negotiated contract as follows:

Five (5) part-time sick days per year shall be granted to permanent part-time clerical personnel. Beginning July 1, 1987, these days shall be cumulative to forty-five (45) days. Sick days shall be granted as of September 1<sup>st</sup>, not earned.

One (1) personal day per year will be granted as per the same stipulations as the full-time personnel.

E. **Bonus Pay for Good Attendance**

Any part-time employee who does not use any sick days in the fiscal year will receive a \$250 bonus payment at the end of said year. Any part-time employee who uses three (3) sick days or less in the fiscal year will receive a bonus payment of \$150 at the end of the said year. An employee must be employed for a full fiscal year (July 1- June 30) in order to be eligible for a bonus payment for good attendance.

F. **Accumulated Leave**

After 15 years of service, part-time employees shall receive compensation for 20% of their accumulated (cumulative to 45) sick days, paid at a rate of 1/200 of final contract salary.

G. **Health Insurance (and Retirement)**

Health insurance and retirement participation will be on the same basis as per ARTICLE XIII.

H. **Longevity**

Permanent part-time employees will receive longevity increments in the following amounts:

Beginning of 10 <sup>th</sup> year of service	\$375
Beginning of 15 <sup>th</sup> year of service	an additional \$625 (total \$1,000)
Beginning of 20 <sup>th</sup> year of service	an additional \$875 (total \$1,875)

Employees who change from a part-time status to full-time status will be granted one full year's service for every part-time year for purposes of longevity only and receive

longevity based on the full-time schedule.

The date of eligibility for all longevity payments shall be April 1<sup>st</sup>.

I. **Vacation For 12-Month Permanent Part-Time Employees**

The work year for these employees during September through June shall be the same as Permanent Part-Time employees as set forth in Article XIV subdivision B. In addition, a permanent part-time employee who works the months of July and August shall be entitled to paid vacation for five (5) days per year to be accumulated at the rate of .42 days per month. This subsection (Article XIV Subsection I) is effective as of December 11, 2002.

**ARTICLE XV. LABOR/MANAGEMENT MEETING**

A Labor/Management meeting will be held at least once a year, so that various ideas and viewpoints can be shared and discussed between both parties. Either party may request additional meetings during the year.

**ARTICLE XVI. LEAVE OF ABSENCE PROVISION**

After one year of service a unit member may request a maternity/paternity/child care or family leave for sick or injured immediate family members without pay or benefits and without loss of position or classification for a period of one year. Such leave may be extended for an additional year upon request of the member and approval of the Board of Education.

**ARTICLE XVII. HEALTH FUND**

Section 1 - To help maintain standards and morale and give the employees a greater sense of security, the employer agrees to contribute to the Local 153 Health Fund (the "Health Fund" or "Fund") for each employee covered by this agreement, monthly contributions as established by the Health Fund Trustees for each month in which the employees subject to this agreement receive compensation from his/her employer and/or works. The contribution rate per employee is as follows:

<u>F/T Employee Rate</u>	<u>P/T Employee Rate</u>	<u>Year</u>
\$41.50/month	\$35.50/month	7/1/01 to 12/31/02
\$80.00/month	\$70.00/month	1/1/03 to 6/30/04
\$80.00/month	\$70.00/month	7/1/04 to 6/30/05

Section 2 - In the event of a force majeure the Funds reserve the right to decrease the benefits



or to seek additional contributions to maintain the level of benefits provided at any time. The fiscal year of the Fund runs from March 1<sup>st</sup> to the last day of February and the Fund's rates are set for that period. It is anticipated that the aggregate contribution for all employees will cover the aggregate cost of benefits for all employees. In the unlikely event that the aggregate cost exceeds the aggregate contributions in any month, the employer may make additional contributions at an amount fixed by the Fund, or, should the employer be unwilling to make the additional contributions, the Fund reserves the right to adjust the benefit level in order to insure that the aggregate cost of the benefits provided equal aggregate contributions collected by the Fund.

Section 3 - The Health Fund is to provide the currently employed eligible employees, their spouses and dependents (the eligibility requirements for dependents is specified in the Health Fund Summary Plan Description) with certain welfare benefits which may include group term life insurance, statutory disability, dental, and vision benefits. A list of the benefit items covered for active employees is annexed to this agreement as Appendix E for full-time employees and Appendix F for part-time employees.

Section 4 - The weekly statutory disability benefits are to discharge all of the employer's obligations under the state disability benefits law for the employees covered by this agreement.

Section 5 - The Health Fund is to be administered by an equal number of employer and union trustees, governed by an agreement and Declaration of Trust. The employer accepts the employer trustees designated in that agreement and Declaration of Trust and is bound by its provisions. In the event the employer is delinquent in contributions to the Health Fund, it agrees to be subject to expedited arbitration pursuant to the rules of The American Arbitration Association and will be liable for all penalties provided for in the Trust Agreement including, but not limited to, the cost of arbitration, interest, liquidate damages, cost of collection and attorneys' fees.

Section 6 - The records of the Fund are to be available to the employer for his review at the Fund Office, 265 West 14<sup>th</sup> Street, 6<sup>th</sup> Floor, New York, New York 10011.

## **ARTICLE XVIII. TAYLOR LAW CLAUSE**

"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."

### **A. Dues Deduction**

1. The District will deduct from the salaries of its unit members dues for the

CPESSA, OPEIU Local 153 as unit members individually and voluntarily authorize the district to deduct, and will transmit the monies promptly to OPEIU.

2. The OPEIU named above shall certify to the District in writing the current rate of its membership dues, at the time that the membership dues deduction list is provided to the Superintendent's office.
3. Deductions referred to in Section A-1 above shall be deducted from each paycheck.
4. The District shall, following the last pay period of each month, transmit to the CPESSA, OPEIU Local 153 the dues deducted for that month.

B. Agency Fee Deduction

1. Every current member of the bargaining unit who is not a member of CPESSA, OPEIU Local 153 shall, by the next paycheck after the signing of this contract, pay to the CPESSA, OPEIU an agency fee. Such fee shall be equal to 100% of the membership dues of CPESSA, OPEIU Local 153 and shall be paid by deduction from each paycheck. The agency fee shall be retroactive to the initial date of employment.


ARTICLE XIX. MANAGEMENT RIGHTS

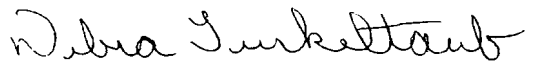
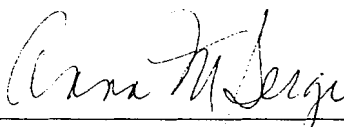
Nothing in this Agreement shall be construed to impair the Employer's exclusive right to manage its affairs and direct the work of its employees except as otherwise herein expressly and specifically provided.

ARTICLE XX. DURATION OF AGREEMENT

This Agreement shall be in effect commencing July 1, 2001 through June 30, 2005.

IN WITNESS WHEREOF, the parties here and to set their hands and seals the date and year first above written pursuant to resolution of the Board and the Association and the majority of its membership.

  
For the Carle Place U.F.S.D.

  
  
For the CPESSA, OPEIU LOCAL 153



2001-02				<b>APPENDIX A</b>							
<b>CARLE PLACE UFSD</b>									2001-02	3.00%	
				<b>SUPPORT STAFF</b>							
				<b>SALARY SCHEDULE</b>							
	<b>CLERK</b>				<b>PERSONEL</b>						
	<b>DUP MACH</b>		<b>SR CLERK</b>		<b>COMP OP</b>	<b>SR ACCT</b>	<b>STENO</b>	<b>JUNIOR</b>			
<b>FULL-TIME</b>	<b>CLK TYPE</b>	<b>SWITCH</b>	<b>TYPIST</b>	<b>STENO</b>	<b>SR STENO</b>	<b>CLERK</b>	<b>SECY</b>	<b>ACCOUNT</b>			
STEP 1	\$23,097	\$23,212	\$24,766	\$25,517	\$26,912	\$29,420	\$30,129	\$35,896			
STEP 2	\$24,446	\$24,456	\$26,070	\$26,738	\$28,359	\$30,856	\$31,487	\$37,511			
STEP 3	\$25,793	\$25,700	\$27,377	\$27,946	\$29,814	\$32,293	\$32,848	\$39,123			
STEP 4	\$27,135	\$26,951	\$28,669	\$29,170	\$31,269	\$33,733	\$34,216	\$40,766			
STEP 5	\$28,487	\$28,191	\$29,972	\$30,392	\$32,723	\$35,162	\$35,577	\$42,397			
STEP 6	\$29,832	\$29,441	\$31,276	\$31,608	\$34,182	\$36,599	\$36,946	\$44,009			
STEP 7	\$31,173	\$30,688	\$32,575	\$32,831	\$35,637	\$38,036	\$38,299	\$45,636			
STEP 8	\$32,517	\$31,930	\$33,878	\$34,048	\$37,090	\$39,474	\$39,661	\$47,279			
STEP 9	\$33,857	\$33,183	\$35,169	\$35,262	\$38,533	\$40,908	\$41,033	\$48,933			
STEP 10	\$35,193	\$34,439	\$36,490	\$36,585	\$39,981	\$42,349	\$42,394	\$50,548			
STEP 11	\$36,424	\$35,643	\$37,765	\$37,867	\$41,381	\$43,831	\$43,878	\$52,317			
STEP 12	\$38,682	\$37,874	\$40,072	\$40,176	\$43,812	\$46,347	\$46,396	\$54,148			
<b>PART-TIME</b>			<b>LONGEVITY</b>								
STEP 1	\$12.74		<b>BEGINNING OF:</b>		<b>FULL TIME</b>			<b>PART TIME</b>			
STEP 2	\$13.44		10TH YEAR:	Additional	\$750		Additional	\$375			
STEP 3	\$14.16		15TH YEAR:	Additional	\$1,250	(Total \$2000)	Additional	\$625	(Total \$1000)		
STEP 4	\$14.91		20TH YEAR:	Additional	\$1,750	(Total \$3750)	Additional	\$825	(Total \$1875)		
STEP 5	\$15.65										
STEP 6	\$16.21				<b>VACATION</b>						
STEP 7	\$17.28				6th Month thru 1 Year Employment:		1 Week				
					2nd Year thru 3 Years Employment:		2 Weeks				
					4th Year thru 11 Years Employment:		3 Weeks				
					12th Year + Employment:		4 Weeks				

2002-03			<b>APPENDIX B</b>						2002-03		4.00%
<b>CARLE PLACE UFSD</b>			<b>SUPPORT STAFF</b>								
			<b>SALARY SCHEDULE</b>								
			<b>CLERK</b>			<b>PERSONEL</b>					
<b>DUP MACH</b>			<b>SR CLERK</b>		<b>COMP OP</b>	<b>SR ACCT</b>	<b>STENO</b>	<b>JUNIOR</b>			
<b>FULL-TIME</b>	<b>CLK TYPE</b>	<b>SWITCH</b>	<b>TYPIST</b>	<b>STENO</b>	<b>SR STENO</b>	<b>CLERK</b>	<b>SECY</b>	<b>ACCOUNT</b>			
STEP 1	\$24,021	\$24,140	\$25,757	\$26,538	\$27,988	\$30,597	\$31,334	\$37,332			
STEP 2	\$25,424	\$25,434	\$27,113	\$27,808	\$29,493	\$32,090	\$32,746	\$39,011			
STEP 3	\$26,825	\$26,728	\$28,472	\$29,064	\$31,007	\$33,585	\$34,162	\$40,688			
STEP 4	\$28,220	\$28,029	\$29,816	\$30,337	\$32,520	\$35,082	\$35,585	\$42,397			
STEP 5	\$29,626	\$29,319	\$31,171	\$31,608	\$34,032	\$36,568	\$37,000	\$44,093			
STEP 6	\$31,025	\$30,619	\$32,527	\$32,872	\$35,549	\$38,063	\$38,424	\$45,769			
STEP 7	\$32,420	\$31,916	\$33,878	\$34,144	\$37,062	\$39,557	\$39,831	\$47,461			
STEP 8	\$33,818	\$33,207	\$35,233	\$35,410	\$38,574	\$41,053	\$41,247	\$49,170			
STEP 9	\$35,211	\$34,510	\$36,576	\$36,672	\$40,074	\$42,544	\$42,674	\$50,890			
STEP 10	\$36,601	\$35,817	\$37,950	\$38,048	\$41,580	\$44,043	\$44,090	\$52,570			
STEP 11	\$37,881	\$37,069	\$39,276	\$39,382	\$43,036	\$45,584	\$45,633	\$54,410			
STEP 12	\$40,229	\$39,389	\$41,675	\$41,783	\$45,564	\$48,201	\$48,252	\$56,314			
<b>PART-TIME</b>			<b>LONGEVITY</b>								
STEP 1	\$13.25		<b>BEGINNING OF:</b>		<b>FULL TIME</b>			<b>PART TIME</b>			
STEP 2	\$13.98		10TH YEAR:	Additional	\$750	Additional		\$375			
STEP 3	\$14.73		15TH YEAR:	Additional	\$1,250	(Total \$2000)	Additional	\$625	(Total \$1000)		
STEP 4	\$15.51		20TH YEAR:	Additional	\$1,750	(Total \$3750)	Additional	\$825	(Total \$1875)		
STEP 5	\$16.28										
STEP 6	\$16.86										
STEP 7	\$17.97										
			<b>VACATION</b>								
			6th Month thru 1 Year Employment:			1 Week					
			2nd Year thru 3 Years Employment:			2 Weeks					
			4th Year thru 11 Years Employment:			3 Weeks					
			12th Year + Employment:			4 Weeks					

2003-04				<u>APPENDIX C</u>						
<u>CARLE PLACE UFSD</u>								2003-04	3.00%	
				<u>SUPPORT STAFF</u>						
				<u>SALARY SCHEDULE</u>						
	<u>CLERK</u>				<u>PERSONEL</u>					
	<u>DUP MACH</u>		<u>SR CLERK</u>		<u>COMP OP</u>	<u>SR ACCT</u>	<u>STENO</u>	<u>JUNIOR</u>		
<u>FULL-TIME</u>	<u>CLK TYPE</u>	<u>SWITCH</u>	<u>TYPIST</u>	<u>STENO</u>	<u>SR STENO</u>	<u>CLERK</u>	<u>SECY</u>	<u>ACCOUNT</u>		
STEP 1	\$24,742	\$24,865	\$26,529	\$27,334	\$28,828	\$31,515	\$32,274	\$38,452		
STEP 2	\$26,187	\$26,197	\$27,926	\$28,642	\$30,378	\$33,053	\$33,729	\$40,182		
STEP 3	\$27,629	\$27,530	\$29,326	\$29,936	\$31,937	\$34,592	\$35,187	\$41,909		
STEP 4	\$29,067	\$28,870	\$30,710	\$31,247	\$33,495	\$36,135	\$36,652	\$43,669		
STEP 5	\$30,515	\$30,198	\$32,106	\$32,556	\$35,053	\$37,666	\$38,110	\$45,416		
STEP 6	\$31,956	\$31,537	\$33,503	\$33,858	\$36,616	\$39,205	\$39,577	\$47,142		
STEP 7	\$33,393	\$32,873	\$34,894	\$35,169	\$38,174	\$40,744	\$41,026	\$48,885		
STEP 8	\$34,832	\$34,203	\$36,290	\$36,472	\$39,731	\$42,285	\$42,485	\$50,645		
STEP 9	\$36,268	\$35,546	\$37,673	\$37,773	\$41,277	\$43,821	\$43,955	\$52,417		
STEP 10	\$37,699	\$36,891	\$39,088	\$39,190	\$42,828	\$45,364	\$45,412	\$54,147		
STEP 11	\$39,017	\$38,181	\$40,454	\$40,563	\$44,327	\$46,952	\$47,002	\$56,042		
STEP 12	\$41,436	\$40,571	\$42,925	\$43,037	\$46,931	\$49,647	\$49,699	\$58,003		
<u>PART-TIME</u>			<u>LONGEVITY</u>							
STEP 1	\$13.65		<u>BEGINNING OF:</u>		<u>FULL TIME</u>			<u>PART TIME</u>		
STEP 2	\$14.40		10TH YEAR:	Additional	\$750		Additional	\$375		
STEP 3	\$15.17		15TH YEAR:	Additional	\$1,250	(Total \$2000)	Additional	\$625	(Total \$1000)	
STEP 4	\$15.97		20TH YEAR:	Additional	\$1,750	(Total \$3750)	Additional	\$825	(Total \$1875)	
STEP 5	\$16.76									
STEP 6	\$17.36			<u>VACATION</u>						
STEP 7	\$18.51			6th Month thru 1 Year Employment:			1 Week			
				2nd Year thru 3 Years Employment:			2 Weeks			
				4th Year thru 11 Years Employment:			3 Weeks			
				12th Year + Employment:			4 Weeks			

2004-05		<u>APPENDIX D</u>							2004-05	3.00%
<u>CARLE PLACE UFSD</u>		<u>SUPPORT STAFF</u>								
		<u>SALARY SCHEDULE</u>								
<u>CLERK</u>					<u>PERSONEL</u>		<i>PT</i>			
	<u>DUP MACH</u>		<u>SR CLERK</u>		<u>COMP OP</u>	<u>SR ACCT</u>	<u>STENO</u>	<u>JUNIOR</u>		
<u>FULL-TIME</u>	<u>CLK TYPE</u>	<u>SWITCH</u>	<u>TYPIST</u>	<u>STENO</u>	<u>SR STENO</u>	<u>CLERK</u>	<u>SECY</u>	<u>ACCOUNT</u>		
STEP 1	\$25,484	\$25,611	\$27,325	\$28,154	\$29,693	\$32,460	\$33,242	\$39,605		
STEP 2	\$26,972	\$26,983	\$28,764	\$29,501	\$31,290	\$34,045	\$34,741	\$41,387		
STEP 3	\$28,458	\$28,356	\$30,206	\$30,834	\$32,895	\$35,630	\$36,242	\$43,166		
STEP 4	\$29,939	\$29,736	\$31,632	\$32,184	\$34,500	\$37,219	\$37,752	\$44,979		
STEP 5	\$31,431	\$31,104	\$33,069	\$33,533	\$36,104	\$38,796	\$39,253	\$46,778		
STEP 6	\$32,915	\$32,483	\$34,508	\$34,874	\$37,714	\$40,381	\$40,764	\$48,557		
STEP 7	\$34,394	\$33,859	\$35,941	\$36,224	\$39,320	\$41,966	\$42,257	\$50,352		
STEP 8	\$35,877	\$35,230	\$37,379	\$37,566	\$40,923	\$43,553	\$43,759	\$52,165		
STEP 9	\$37,356	\$36,612	\$38,803	\$38,906	\$42,515	\$45,135	\$45,273	\$53,990		
STEP 10	\$38,830	\$37,998	\$40,261	\$40,366	\$44,112	\$46,725	\$46,775	\$55,771		
STEP 11	\$40,188	\$39,326	\$41,667	\$41,780	\$45,657	\$48,360	\$48,412	\$57,723		
STEP 12	\$42,679	\$41,788	\$44,213	\$44,328	\$48,339	\$51,136	\$51,190	\$59,743	4500	
<u>PART-TIME</u>		<u>LONGEVITY</u>								
STEP 1	\$14.06	<u>BEGINNING OF:</u>		<u>FULL TIME</u>		<u>PART TIME</u>				
STEP 2	\$14.83	10TH YEAR:	Additional	\$750		Additional	\$375			
STEP 3	\$15.62	15TH YEAR:	Additional	\$1,250	(Total \$2000)	Additional	\$625	(Total \$1000)		
STEP 4	\$16.45	20TH YEAR:	Additional	\$1,750	(Total \$3750)	Additional	\$825	(Total \$1875)		
STEP 5	\$17.27									
STEP 6	\$17.89			<u>VACATION</u>						
STEP 7	\$19.07			6th Month thru 1 Year Employment:		1 Week				
				2nd Year thru 3 Years Employment:		2 Weeks				
				4th Year thru 11 Years Employment:		3 Weeks				
				12th Year + Employment:		4 Weeks				