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Union: **Clerical Association of Elmont**

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4993

BOARD OF EDUCATION
ELMONT UNION FREE SCHOOL DISTRICT

AND

CLERICAL ASSOCIATION OF ELMONT

C O N T R A C T

SCHOOL YEARS 1996-2001

RECEIVED

APR 25 2005

NYS PUBLIC EMPLOYMENT
RELATIONS BOARD

37

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AGREEMENT made as of the 8th day of October 1997 between the Board of Education of Elmont Union Free School District (hereinafter called the "Board") and the Clerical Association of Elmont (hereinafter called the "Association").

W H E R E I N

It is mutually agreed as follows:

ARTICLE I RECOGNITION AND NO STRIKE PLEDGE

A. Recognition: The Association, having submitted satisfactory evidence that it represents a majority of the clerical staff, is hereby recognized as the exclusive bargaining agent for the clerical staff for such period as is permissible by law.

B. Clerical Staff: The Clerical Staff shall consist of all clerical employees excluding the Secretary to the Superintendent, the Secretary to the Administrative Assistant, and the Assistant to the Superintendent's Secretary.

C. No Strike Pledge: So long as the Association is the exclusive bargaining agent, as aforesaid, the Association agrees to comply with the provisions of the Taylor Law prohibiting strikes as said law is now in effect or may be hereafter amended.

ARTICLE II ASSOCIATION MEETINGS WITH ADMINISTRATION

Association representatives may meet with the Superintendent of Schools or any member of the Administration designated by him at least twice a year.

ARTICLE III WAGES AND OTHER FINANCIAL BENEFITS AND CHECK-OFF

A. Wages:

1. Effective July 1, 1996 the current salary schedule shall be increased by two and one-half (2.5%) percent. (Schedule A full time employees, Schedule D ten month employees.) The salaries of off schedule employees shall be increased by two and one-half (2.5%) percent.

2. Effective July 1, 1997 the 1996-97 salary schedule shall be increased by three (3%) percent. (Schedule B full time employees, Schedule E ten month employees.) The salaries of off schedule employees shall be increased by three (3%) percent.

3. Effective July 1, 1998 the 1997-98 salary schedule shall be increased by three (3%) percent (Schedule C full time employees, Schedule F ten month employees.) The salaries of off schedule employees shall be increased by three (3%) percent.

4. Effective July 1, 1999 the 1998-99 salary schedule shall be increased by the percentage of the annualized increase in the

Consumer Price Index for all urban consumers, New York, Northeastern New Jersey, at May 30, 1999 except that such increase shall not be lower than two (2%) percent nor greater than three (3%) percent. The salaries of off schedule employees shall be increased in accordance with the above formula and not lower than two (2%) percent nor greater than three (3%) percent.

5. Effective July 1, 2000 the 1999-2000 salary schedule shall be increased by the percentage of the annualized increase in the Consumer Price Index for all urban consumers, New York, Northeastern New Jersey, at May 30, 2000 except that such increase shall not be lower than two (2%) percent nor greater than three (3%) percent. The salaries of off schedule employees shall be increased in accordance with the above formula and not lower than two (2%) percent nor greater than three (3%) percent.

6. Newly hired employees shall be placed on the appropriate step of the salary schedule based on the Superintendent's evaluation of the employee's training and experience.

B. Other Financial Benefits:

1. Health Insurance: The Board agrees to pay for the school years 1996-2001, 90% coverage for the individual and family plans based on the Statewide option of the Health Insurance Plan or its successor under the New York State Employees Health Insurance Program, provided they meet basic eligibility standards for full time and for 10/12th clerical employees. The clerical staff members will pay 10% of the cost of health insurance. For part-time employees who are eligible for health insurance coverage, the Board will pay 50% of the premium and they will pay the other 50%. However, part-time employees who have health insurance as of July 1, 1983, will be maintained at the 90% coverage herein indicated.

2. An employee enrolled in the health insurance plan for one year last past may elect to withdraw from the plan and receive, in lieu of health care coverage, a payment equal to fifty (50%) percent of the District's cost of health insurance for that employee. Payment shall be made at the end of the school year to which the election applies for the period of waiver. New employees may make the election upon attaining eligibility for health insurance. Should an employee's personal circumstances undergo change as enumerated herein, they may reapply to the carrier for inclusion in the plan. Change of circumstances qualifying hereunder shall be loss of alternative coverage relied upon when election was made, otherwise, there shall be an open window period when an employee who had voluntarily waived coverage may be reinstated and be eligible for the same coverage and non-contributory status that would have been in effect if the employee had not waived coverage provided such employee remains uncovered for at least twelve (12) months. The open window period shall begin on the first day next following the ending of the twelve (12) month period of non-coverage and continue for sixty (60) calendar days thereafter.

Payment of fifty (50%) percent of the cost of inclusion in the health plan of the District will be made to an employee upon election for non-coverage. An employee may waive the open window period and again elect non-coverage at the conclusion of any twelve (12) month period of non-coverage and receive payment for the following twelve (12) month period.

3. Should an employee resign or be terminated, health care shall terminate on the last day of the month of the employee's service to the District. Any premiums for coverage beyond that date shall be refunded to the employee.

4. Should the health care carrier provided to the Elmont Elementary Teachers Association change in accordance with the terms and conditions of the contract currently in effect between that Association and the District, then this unit shall be provided health insurance by the same carrier subject to the same constraints and conditions in effect for the teachers.

5. Retirement: The Board shall continue the 75G plan under the New York State employees Retirement System (1/50 Non-contributory "25 Year Career" Retirement Plan).

6. Snow Days: Whenever the Professional Staff is paid for a snow day, the Clerical Staff, including part-time employees, shall also be paid for said snow day.

7. Overtime: Overtime shall be paid for as required by law only when assigned and authorized. Employees who work overtime shall be paid at the rate of time and one-half of their actual rate of pay for all hours in excess of forty (40) in any work week. The hourly rate shall be calculated by dividing the actual annual compensation by the number of hours in the work year. Employees shall receive compensatory time off for all hours worked in excess of thirty-five (35) and less than forty (40) in any work week. Overtime and compensatory time shall be pre-approved by the employee's supervisor.

An employee who accrues ten (10) hours compensatory time shall notify the Superintendent's office of such accrual and may petition the Superintendent for payment for the accrued time. The Superintendent may elect to make such payment after a showing by the employee of a good faith effort to take the accrued time.

8. Life Insurance: The Board agrees to continue for the school years 1996-2001 a \$5,000 life insurance policy for each member of the regular clerical staff.

9. Tax Sheltered Annuities: The District shall accept applications from members of the Clerical Staff for deduction from the contract salary, the amount of such deductions to be remitted to the tax-sheltered annuity program selected by the Elmont Union Free School District Professional Staff. The carrier shall be determined by the Elmont Elementary Teachers Association but the District shall not be required to make deductions for and payment

to more than three carriers. All authorizations for deductions shall contain a clause saving the District harmless for the use of said deductions after transmitted. The District's obligation shall be limited solely to the clerical operation.

10. Credit for Part-Time Employment:

(a) Any part-time employee becoming a full time employee shall receive a credit in salary rating of one year for each two full years of continuous part-time employment (calculated at the rate of no more or less than 800 hours per year) immediately preceding full time employment.

C. Dues Check-Off: So long as the Association is the exclusive bargaining agent as aforesaid, and so long as the same is permissible by law, the Board shall deduct from the salary of members of the Association who submit dues check-off authorizations in writing to the Board, dues bi-weekly for the Association in an amount to be determined by the Association in accordance with written memorandum thereof to be filed by the Association with the Board. The Association waives all rights and claims against the Board for the monies so deducted and transmitted to the Association in accordance with their authorization and relieve the Board, its officers, agents and representatives from any liability therefor.

ARTICLE IV HOURS AND OTHER TERMS AND CONDITIONS OF EMPLOYMENT FOR THE SCHOOL YEARS 1996-2001

A. Hours:

1. The working day during September through June shall not be in excess of eight hours inclusive of a duty free lunch period of not less than one hour.

2. The working day during July and August and when school is not in session shall not be in excess of six and one-half hours inclusive of a duty free lunch period of not less than one-half hour.

3. Part-time clerical employees shall work hours as assigned.

4. Hours to be scheduled by Principal in each building.

5. Part-timers who have not fulfilled their allotted hours may be authorized by the Superintendent, at his discretion, to fulfill same.

B. Calendar and Holidays: The calendar for each school year as approved by the Board of Education shall be provided to each unit member on or before July 1.

If any holiday shall fall on a day when school is in session, the employee shall work that day and shall receive compensatory time, or if any holiday shall fall on a day which is

also an employee's vacation day, the employee shall receive compensatory time therefor. Compensatory time as referenced herein shall be allowed upon another day not later than sixty (60) days subsequent to such holiday upon approval of the Superintendent of Schools.

C. The 10/12 clerical employees' fringe benefits shall be as set forth in Schedule "H" annexed.

D. Time of Pay: The Clerical Staff shall be paid every other Friday.

E. Examination of Personnel File: Upon request by a member of the Clerical Staff, he/she shall have the right to examine, in the Personnel Office, at reasonable intervals, in the presence of the District Personnel Clerk, his/her file compiled during his/her employment in Elmont Union Free School District.

The employee shall have the right to reproduce any material in his/her file.

An employee's claim that material placed in the file is inaccurate or unfair shall be subject to the grievance procedure up to and including Step IV, the Superintendent's level. If the Superintendent sustains such an employee's claim, the material shall be removed.

F. Working Out of Title: No member shall work out of title unless properly compensated except for reasonable periods in case of and depending upon the nature of emergencies.

G. Protection of Civil Service Law: Members of the Clerical Staff appointed from a Civil Service List shall have the protection of Section 75 of the Civil Service Law as now in effect or hereinafter amended.

H. Lay-Offs: If lay-offs become necessary, provisional and probationary members of the Clerical Staff performing the same function shall be laid off. If after such provisional and probationary employees have been laid off and further reduction in the number of employees performing the same function is necessary, such lay-offs shall be in accordance with inverse seniority, the last person hired shall be the first person to be laid off.

I. Substitutes: Coverage shall be provided when a member of the clerical staff is absent for illness or is removed from the building by Administration for a period of one week or more. If available and feasible, a substitute shall be provided after an absence of three days for illness.

ARTICLE V POLICY

A. Board Prerogative: The establishment of policy is the prerogative of the Board. However, in any case where policy is in conflict with the express terms of this agreement, the express terms of this agreement shall prevail.

ARTICLE VI LEAVES

A. Personal Leave: Three days leave per year for personal business at full pay are available for all full-time classified non-professional staff members. These unused personal days are not cumulative for the clerical staff. Those full-time classified non-professional staff members employed fewer than twelve months in the school year and/or on an hourly basis shall be given a proportionate allowance. See Schedules D, E, F and G. These personal hours are not cumulative. It is expected that requests for personal leave will not entail, unless absolutely necessary or unavoidable, a day preceding or succeeding a weekend, vacation or holiday period.

B. Sick Leave: Fifteen days of sick leave with full pay are available to full time classified non-professional clerical staff members. Sick days may be used for personal illness in the immediate family. For this purpose the immediate family shall be defined as spouse, children and/or a person residing with employee. Use of sick days for illness in the immediate family shall be limited to 10 days per year. Those full time classified non-professional staff members employed fewer than twelve months in the school year and/or on an hourly basis shall be given a proportionate allowance. Sick leave is not credited to those while on a leave of absence.

C. Bereavement: There will be allowed three (3) days absence for death in the immediate family. For this purpose immediate family is defined as spouse, children, mother, father, brother, sister, mother-in-law, father-in-law, brother-in-law, sister-in-law, grandparents, grandchildren.

D. Extended Sick Leave: A pool of 25 days per school year (non-cumulative) is hereby established as extended sick leave, without salary deduction, for members of the clerical staff. Any member of the clerical staff, who has expended his/her accumulated sick leave, shall be entitled to and receive extended sick leave, without salary deduction not exceeding 15 days per school year from such pool upon meeting the following conditions:

(1) The member of the clerical staff has been employed full time in the district for at least three (3) years.

(2) There is presented to the Board, a certificate from a physician chosen by the District Medical Advisor, stating that the member of the clerical staff, as a result of serious illness or disability, is unable to perform his/her normal duties for at least 30 calendar days, all or part of which runs beyond the last day of

his/her accumulated sick leave, the days beyond the expended accumulated sick leave being deemed the extended sick leave.

E. Vacations: All summer vacations must terminate one week prior to Labor Day, and the balance of accrued vacation must terminate by June 30th.

Request for vacations must be submitted by January 15. Any deviation from the above must be submitted and approved by the Superintendent by March 1 and final notification of approved or rejected vacation requests will be made by March 15.

For full time employees hired after July 1, 1976

One week after six months from date employee began actual service; however, an employee who works fewer than six (6) months prior to July 1, of the first year of service, will earn vacation days on the basis of 5/6 of a day per month of service. Service commencing on or prior to the 15th of the month shall be considered a full month of service.

Two weeks after one year of actual service.

Three weeks after five years of actual service.

Four weeks after eight years of actual service.

F. Full time employees shall not be compelled to take their vacations during the Christmas Recess.

G. Winter Recess: Commencing July 1, 1992 each full time employee shall receive winter recess as an additional paid vacation. The parties agreed that this represents four (4) vacation days additional to those enumerated above.

H. Coffee Break: Clerical personnel are entitled to a 10 minute coffee break in the morning and afternoon, to be taken during a period so designated by the supervisor. During July and August, and when school is not in session, clerical employees are entitled to a ten minute coffee break in the morning only. Offices with more than one clerical employee should be staffed during the period.

ARTICLE VII GRIEVANCE PROCEDURE

Definitions:

1. Employee shall mean a member of this unit on the Clerical Association of Elmont.
2. Administrator shall mean any individual responsible for or exercising any degree of supervision or authority over a clerical worker.

- A. Chief Administrator shall mean the Superintendent of Schools.
- B. Immediate Supervisor shall mean the administrator to whom the employee is directly responsible.
3. Representative shall mean the person designated by the aggrieved employee as his/her counsel or to act in his/her behalf without cost to the district.
4. Grievance shall mean any claimed violation of the terms of this agreement provided, however, that such term shall not include any matter which, by law, is prohibited from being administered under this article. A grievance will be deemed to have been waived unless presented within 30 school days after the event or events on which the grievance is based, is known or reasonably should have been known by the grieving party.

Basic Principles:

1. It is the intent of these procedures to provide for the orderly settlement of differences in fair and equitable manner. The resolution of a grievance at the earliest possible state is encouraged.
2. An employee shall have the right to present grievances in accordance with these procedures, free from coercion, interference, restraint, discrimination or reprisal.
3. An employee shall have the right to be represented at any stage of the procedures by a person of his her own choice without cost to the district.
4. The complainant shall have access to all written statements and records pertaining to such case, as permitted by the Board of Education.
5. All hearings shall be confidential.
6. It shall be the responsibility of the chief administrator of the district to take such steps as may be necessary to give force and effect to these procedures. Each administrator shall have the responsibility to consider promptly each grievance presented to him/her and to make a determination within the authority delegated to him/her within the time specified in these procedures.
7. The Association shall have the right to be present at all steps of the grievance procedures which involve the interpretation and application of the agreement. The Association shall not have this right with respect to grievances asserted by the employee to be personal.

Procedures:

- Step 1 The individual who feels he has a grievance will discuss said grievance with his/her immediate supervisor. The grievance will be informally discussed and, if possible, a solution should follow.
- Step 2 If the grievance is not satisfactorily resolved at Step I, a statement by the aggrieved will be forwarded to his/her immediate supervisor. This shall be in writing, shall be known as the "Grievance Statement" and shall contain (1) a clear and concise recital of the grievance; and (2) the relief requested. Within five (5) school days the immediate supervisor shall notify the grievant or his/her representative, if any, in writing, of the decision and the reasons therefor. A copy shall also be sent to the Superintendent of Schools.
- Step 3 If the grievance is not satisfactorily resolved at Step II, a written statement by the aggrieved will be forwarded to the immediate supervisor. The immediate supervisor shall render his/her decision in writing to the aggrieved not later than ten (10) school days after the receipt of the grievance by the immediate supervisor.
- Step 4 If the grievance is not satisfactorily resolved at Step III, the aggrieved shall submit his/her grievance in writing to the Superintendent of Schools. The Superintendent of Schools shall render his/her decision in writing to the aggrieved not later than ten school days after receipt of the grievance by the Superintendent of Schools.

Board of Education

- Step 5 After receipt of the written decision rendered by the Superintendent of Schools, the aggrieved may submit his/her grievance in writing to the Board of Education together with records of all previous steps and written notice of such submission shall be given to the Superintendent of Schools by the aggrieved.

The Board of Education, upon receipt of such written request from the employee, shall hold a hearing within thirty (30) days, at which time oral and written testimony or arguments may be presented.

Within ten (10) school days after the close of the hearing, the Board of Education shall, in writing, render its decision, a copy of which shall be sent to the employee presenting the grievance, or, where the employee has designated a representative, to said representative.

- Step 6 Advisory Arbitration

- a. When a grievance is limited to interpretation, application, or alleged violation of this Agreement, and the grievant is not satisfied with the decision of the Board, Clerical Association, as his/her representative, shall within ten (10) school days, so notify the Board in writing, stating all grounds upon which his/her dissatisfaction is based. Within thirty (30) school days after receipt of written notice as aforesaid, the dispute shall be submitted to advisory arbitration before an arbitrator who shall be selected by the Board and the Clerical Association under the Labor Arbitration Rules of the American Arbitration Rules of the American Arbitration Association.
- b. No grievance on behalf of an employee as to interpretation, application, or alleged violation of this agreement, may be brought to arbitration without the approval of the Clerical Association, and in arbitration the Clerical Association shall be the sole and exclusive representative of the grievant.
- c. The arbitrator shall not add to, delete from, modify or amend any of the provisions of this Agreement and shall limit his/her opinion to the interpretation and application of this contract. Further, the arbitrator has no jurisdiction to determine a dispute over the discharge of employees, nor may he/she issue a decision having the effect of granting tenure. It is clearly understood and agreed that the exercise of any power or duty delegated to or imposed by law upon the Superintendent of Schools and/or the Board of Education shall not be subject to grievance procedure set forth in this article.
- d. The cost of arbitration (excluding attorneys' fees) shall be shared equally by the Board and the Clerical Association.

VIII INJURY ON THE JOB

On the job injuries must be reported in accordance with the regulations of the Board of Education, the insurance company and the compensation board. Employees eligible to receive workers' compensation as certified by the Workers' Compensation Board, will be compensated for days absent because of injuries incurred, (and properly reported) on the job as follows:

1. By the Board of Education at his/her regular and current salary for a period of time equal to the number of sick days accumulated by the employee at the time of the injury; however
2. the number of accumulated sick days will not be reduced because of such payments; and

3. the sick leave credits once used in #2 above may not again be used for future absences attributable to the same injury; and
4. the employee will return to the Board of Education any check received from the insurance company in compensation for the same number of days for which he/she had already been compensated under #1 above; and
5. the employee will retain compensation received from the insurance carrier for days absent (as a result of on the job injury) in excess of those for which the Board has compensated him/her as in #1 above; and
6. the employee shall retain any award granted by the insurance carrier and/or the compensation board in excess of #5 above. The Board reserves the right to have the individual examined by its own medical inspector.

ARTICLE IX COMMITTEES

A committee shall be established to discuss and study those subjects referred to this committee by the provisions of this agreement and shall not include grievances. The members of the aforesaid committee shall be designated as follows: 50% by the Superintendent of Schools and 50% by the Association. In addition to the members appointed, the Superintendent of Schools, ex officio, shall, at his/her option, be a member of this committee. This group will meet at the request of either party.

ARTICLE X UNUSED SICK LEAVE

The District agrees to pay members of the Clerical Staff, upon receiving approved retirement, their unused sick leave, on the basis of three (3) days for each ten (10) days of sick leave unused, (30%) prorated and based upon the annual salary of said member prevailing during the last year of actual service but in no case shall the total basis be more than 200 days. Commencing September 1, 1992 the basis upon which the said computation will be made shall be 250 days.

ARTICLE XI MISCELLANEOUS PROVISIONS

A. Posting of promotional or new positions: All promotional and/or new positions shall be posted in all schools of the district. Present employees will be given an opportunity to apply for such positions in accordance with Civil Service Law. If a promotional position is offered to an employee of the District at a specific salary, and declined because the employee deems the salary to be too low to justify the additional responsibility and the position is subsequently offered to a person from outside the District, with substantially similar qualifications, and also declined for the same reason, the employee of the District shall be

given the opportunity to discuss the position and salary before an increased salary is offered to an outsider.

It is understood that none of the above precludes the District from hiring the person the Superintendent deems to be most qualified, either a present employee or an outsider.

B. Mail Boxes: Mail boxes shall be available to the Association without censorship. Copies of boxed materials shall be sent to the Superintendent of Schools at the time of boxing.

C. Bulletin Board Space: Space on one bulletin board shall be reserved in the Main Office of each building for use by the Association for the purpose of posting informational material for the staff. The size and location of the space is to be determined in consultation with the Building Principal.

D. Distribution of Contract: The Board agrees to reproduce sufficient copies of the final consummated agreement to be distributed to all members of the Clerical Staff.

E. Legal Counsel: The Board shall provide legal counsel to the members as required by law.

F. Conflict with Statutes and Law: In the event any provision hereof is in conflict with law or any statute now hereafter in effect, the law or statute shall prevail but the balance of the contract shall remain in full force and effect.

G. Section 204-a of the Taylor Law: PURSUANT TO SAID SECTION, IT IS AGREED BY AND BETWEEN THE PARTIES THAT ANY PROVISION OF THIS AGREEMENT REQUIRING LEGISLATIVE ACTION TO PERMIT ITS IMPLEMENTATION BY AMENDMENT OF LAW OR BY PROVIDING THE ADDITIONAL FUNDS THEREFOR, SHALL NOT BECOME EFFECTIVE UNTIL THE APPROPRIATE LEGISLATION BODY HAS GIVEN APPROVAL.

H. The parties agree that either party may, during the life of the contract, and upon twenty (20) days written notice to the other party, commence negotiations concerning the terms and conditions of employment and of the contract except that salary shall not be the subject of any such discussions of negotiations.

I. The following shall describe the clerical salary grades:

Clerical Salary Grades

Class I

Messenger
Typist Clerk

Class II

Stenographer
Senior Typist Clerk
Duplicating Machine Operator

Class III

Senior Duplicating Machine Operator
Senior Stenographer
Senior Clerk
Account Clerk
Personnel Clerk
Mail and Supply Clerk

Class IV

Senior Personnel Clerk
Stenographic Secretary
Senior Account Clerk

IN WITNESS WHEREOF, the parties hereto have set their hands and seals the day and year first above written.

BOARD OF EDUCATION - ELMONT UNION FREE SCHOOL DISTRICT

By 
Superintendent

ELMONT UNION FREE SCHOOL DISTRICT CLERICAL ASSOCIATION

By 
President

Date 5-26-99

SCHEDULE B
CLERICAL SCHEDULE
12 MONTH PERSONNEL - 1997 - 98

STEP	CLASS I	CLASS II	CLASS III	CLASS IV
1	17,248	18,930	19,984	22,086
2	17,681	19,405	20,484	22,639
3	18,121	19,889	20,997	23,206
4	18,575	20,388	21,522	23,785
5	19,039	20,897	22,057	24,380
6	19,514	21,419	22,610	24,991
7	20,005	21,954	23,175	25,614
8	20,503	22,504	23,756	26,256
9	21,017	23,067	24,348	26,911
10	21,541	23,644	24,957	27,583
11	22,081	24,234	25,580	28,274
12	22,632	24,841	26,222	28,980
13	23,197	25,461	26,875	29,704
14	23,777	26,098	27,547	30,449
15	24,372	26,751	28,236	31,209
16	24,983	27,419	28,942	31,990
17	25,606	28,105	29,665	32,788
18	26,247	28,807	30,407	33,608
19	26,903	29,528	31,167	34,448
20	27,574	30,267	31,948	35,309
21	27,851	30,568	32,266	35,664
22	28,129	30,874	32,588	36,020
23	28,412	31,182	32,914	36,380
24	28,696	31,495	33,243	36,743
25	28,982	31,809	33,576	37,111
26	29,272	32,128	33,912	37,483
27	29,565	32,449	34,251	37,856
28	29,861	32,774	34,593	38,235

SCHEDULE C
CLERICAL SCHEDULE
12 MONTH PERSONNEL - 1998 - 99

STEP	CLASS I	CLASS II	CLASS III	CLASS IV
1	17,766	19,498	20,584	22,749
2	18,211	19,987	21,098	23,319
3	18,664	20,486	21,626	23,902
4	19,132	20,999	22,168	24,498
5	19,610	21,524	22,719	25,112
6	20,100	22,061	23,288	25,741
7	20,605	22,613	23,870	26,382
8	21,118	23,180	24,469	27,043
9	21,648	23,759	25,079	27,718
10	22,188	24,353	25,706	28,411
11	22,744	24,961	26,347	29,122
12	23,311	25,586	27,008	29,849
13	23,893	26,224	27,681	30,595
14	24,490	26,881	28,374	31,362
15	25,103	27,554	29,084	32,145
16	25,732	28,241	29,810	32,949
17	26,374	28,948	30,555	33,772
18	27,035	29,671	31,319	34,616
19	27,710	30,414	32,102	35,482
20	28,401	31,175	32,906	36,369
21	28,687	31,485	33,234	36,734
22	28,973	31,800	33,566	37,101
23	29,264	32,118	33,901	37,471
24	29,557	32,440	34,241	37,845
25	29,852	32,764	34,583	38,224
26	30,150	33,092	34,929	38,607
27	30,452	33,423	35,278	38,991
28	30,757	33,757	35,630	39,382

SCHEDULE D
CLERICAL SCHEDULE
10 MONTH PERSONNEL - 1996 - 97

STEP	CLASS I	CLASS II	CLASS III	CLASS IV
1	13,955	15,317	16,168	17,869
2	14,305	15,700	16,572	18,317
3	14,662	16,093	16,987	18,774
4	15,029	16,494	17,413	19,243
5	15,404	16,906	17,846	19,725
6	15,788	17,329	18,293	20,219
7	16,185	17,762	18,750	20,722
8	16,588	18,207	19,220	21,242
9	17,004	18,663	19,698	21,773
10	17,429	19,129	20,191	22,316
11	17,865	19,606	20,696	22,875
12	18,311	20,097	21,214	23,447
13	18,768	20,599	21,744	24,033
14	19,236	21,115	22,288	24,635
15	19,719	21,643	22,845	25,250
16	20,212	22,183	23,416	25,881
17	20,717	22,738	24,001	26,528
18	21,236	23,307	24,601	27,191
19	21,766	23,890	25,215	27,871
20	22,309	24,487	25,847	28,568
21	22,533	24,731	26,106	28,855
22	22,758	24,979	26,367	29,143
23	22,986	25,228	26,631	29,434
24	23,215	25,480	26,896	29,729
25	23,448	25,736	27,166	30,026
26	23,682	25,993	27,438	30,326
27	23,919	26,252	27,712	30,629
28	24,158	26,516	27,990	30,937

SCHEDULE E
CLERICAL SCHEDULE
10 MONTH PERSONNEL - 1997 - 98

STEP	CLASS I	CLASS II	CLASS III	CLASS IV
1	14,374	15,777	16,653	18,405
2	14,734	16,171	17,069	18,867
3	15,102	16,576	17,497	19,337
4	15,480	16,989	17,935	19,820
5	15,866	17,413	18,381	20,317
6	16,262	17,849	18,842	20,826
7	16,671	18,295	19,313	21,344
8	17,086	18,753	19,797	21,879
9	17,514	19,223	20,289	22,426
10	17,952	19,703	20,797	22,985
11	18,401	20,194	21,317	23,561
12	18,860	20,700	21,850	24,150
13	19,331	21,217	22,396	24,754
14	19,813	21,748	22,957	25,374
15	20,311	22,292	23,530	26,008
16	20,818	22,848	24,118	26,657
17	21,339	23,420	24,721	27,324
18	21,873	24,006	25,339	28,007
19	22,419	24,607	25,971	28,707
20	22,978	25,222	26,622	29,425
21	23,209	25,473	26,889	29,721
22	23,441	25,728	27,158	30,017
23	23,676	25,985	27,430	30,317
24	23,911	26,244	27,703	30,621
25	24,151	26,508	27,981	30,927
26	24,392	26,773	28,261	31,236
27	24,637	27,040	28,543	31,548
28	24,883	27,311	28,830	31,865

SCHEDULE F
CLERICAL SCHEDULE
10 MONTH PERSONNEL - 1998 - 99

STEP	CLASS I	CLASS II	CLASS III	CLASS IV
1	14,805	16,250	17,153	18,957
2	15,176	16,656	17,581	19,433
3	15,555	17,073	18,022	19,917
4	15,944	17,498	18,473	20,415
5	16,342	17,936	18,933	20,926
6	16,749	18,384	19,407	21,450
7	17,171	18,844	19,892	21,984
8	17,598	19,316	20,390	22,536
9	18,040	19,800	20,898	23,099
10	18,490	20,294	21,421	23,675
11	18,953	20,800	21,956	24,268
12	19,426	21,321	22,506	24,875
13	19,911	21,853	23,068	25,497
14	20,407	22,401	23,645	26,135
15	20,920	22,961	24,236	26,788
16	21,443	23,534	24,842	27,457
17	21,979	24,123	25,463	28,144
18	22,529	24,726	26,099	28,847
19	23,092	25,345	26,751	29,568
20	23,668	25,978	27,421	30,308
21	23,905	26,237	27,696	30,612
22	24,144	26,500	27,973	30,918
23	24,386	26,764	28,253	31,227
24	24,629	27,032	28,534	31,539
25	24,876	27,303	28,820	31,855
26	25,124	27,576	29,109	32,173
27	25,376	27,851	29,400	32,494
28	25,629	28,131	29,695	32,821

SCHEDULE G

CLERICAL SCHEDULE

PART TIME PERSONNEL - 1996 - 1999

Hourly Rate

	1996-97 2.5%	1997-98 3.0%	1998-99 3.0%
1	8.97	9.24	9.51
2	9.10	9.38	9.66
3	9.77	10.06	10.36
4	10.25	10.56	10.87
5	10.92	11.24	11.58
6	11.10	11.43	11.78
7	11.44	11.78	12.14
8	11.83	12.18	12.55
9	12.04	12.41	12.78
10	12.30	12.67	13.05
11	12.73	13.11	13.51
12	12.86	13.25	13.65

SCHEDULE H**10/12TH CLERICAL EMPLOYEES FRINGE BENEFITS**

1996-2001

SALARY 10/12 of appropriate step on the salary schedule.

RETIREMENT 75G

WORK YEAR The work year for 10/12th clerical employees shall commence one week (5 days) before the opening of school for the new school year and one week (5 days) after the end of the school year.

Payment to the 10/12th clerical employees for the work days referenced herein shall be in accordance with prior practice. That is, the five (5) days at the opening of school are included in the salaried work year as set forth in the salary schedule. Employees shall receive a per diem payment for the five (5) days at the end of the school year.

SCHOOL OFFICES AND ACCOUNTING OFFICE

OVERTIME As required by law

HOLIDAYS All holidays listed on the Clerical Staff Calendar for 10/12th school year as assigned by Superintendent.

Labor Day, Rosh Hashanah, Yom Kippur, Columbus Day, Veteran's Day, Thanksgiving Day, Day After Thanksgiving Day, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, Martin Luther King Day, President's Day, Holy Thursday, Good Friday, Spring Recess and Memorial Day.

SICK LEAVE 12 1/2 days

PERSONAL LEAVE 2 1/2 DAYS

SCHEDULE I

NASSAU COUNTY CIVIL SERVICE COMMISSION RULINGS CONCERNING PART-TIME:

"PART-TIME EMPLOYMENT" means any employment or a combination of one or more employments in a civil division in which an individual works less than fifty percent of the time prescribed as a normal work week by the appropriate governing body or other appropriate authority of the civil division or wherein the employee earns not more than four thousand (\$4,000.) annually.

Hourly employees will work hours as assigned.

Part-time clerical employees are entitled to sick and personal days as specified below. The sick days are cumulative.

<u>Annual Allotment</u>	<u>Paid Sick Hours</u>	<u>Paid Personal Hours</u>
901-980	34 hours	8 hours
801-900	31 hours	6 hours
601-800	28 hours	4 hours
401-600	15 hours	3 hours
301-400	6 hours	
201-300	3 hours	
100-200	1 hour	

It is understood that Holiday Pay will be based on the following formula:

$$\frac{\text{Total Hours Allotted During Year}}{\text{Total Work Days During Year (as defined by school calendar)}}$$

Paid Holidays

1st Quarter - Columbus Day
 2nd Quarter - Thanksgiving Day
 Christmas Day
 Martin Luther King Day
 3rd Quarter - Washington's Birthday
 4th Quarter - Good Friday