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

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**Employer Name: Hewlett-Woodmere Union Free School District**

**Union: Hewlett-Woodmere Union Free School Computer Technician Unit, United Public Service Employees Union (UPSEU)**

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**COLLECTIVE BARGAINING  
AGREEMENT**

**By and between**



***Hewlett-Woodmere School District***

**and the**



**United Public Service Employees Union**

**Computer Tech Unit**

***July 1, 2011 - June 30, 2014***

**AGREEMENT**

by and between

**HEWLETT-WOODMERE  
UNION FREE SCHOOL DISTRICT**

and the

**UNITED PUBLIC SERVICE EMPLOYEES UNION  
COMPUTER TECH UNIT**

\*\*\*

**July 1, 2011 through June 30, 2014**

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**HEWLETT-WOODMERE UNION FREE SCHOOL DISTRICT (HEREIN CALLED THE "DISTRICT")  
AND THE UNITED PUBLIC SERVICE EMPLOYERS UNION (HEREIN CALLED THE "UNION") DO  
HEREBY AGREE AS FOLLOWS:**

**ARTICLE I  
RECOGNITION**

- Section 1. The Hewlett-Woodmere Union Free School District recognizes United Public Service Employees Union as the sole and exclusive negotiating representative for employees in the title of Information Technology Specialist I, II and III.
- Section 2. This recognition shall extend for the maximum period permitted by law.
- Section 3. The purpose of the recognition agreement is to set forth procedures in accordance with law by which the parties will negotiate terms and conditions of employment.

**ARTICLE II  
PRINCIPLES**

- Section 1. Individual Freedom  
Individual staff members may join or refrain from joining any employee organization of their own choosing. Membership shall not be a prerequisite for employment or continuation of employment of any employee, except as provided by law.
- Section 2. Rights of Minorities and Individuals  
The legal rights inherent in New York State Law and in the rulings and regulations of the Commissioner of Education affecting personnel are in no way abridged by this agreement.

**ARTICLE III  
AREAS FOR NEGOTIATION**

- Section 1. Representatives of the District and the Union shall meet to reach mutually satisfactory agreements on matters related to terms and conditions of employment, pursuant to the Public Employees' Fair Employment Act.

**ARTICLE IV  
NEGOTIATION PROCEDURES**

- Section 1. Representation  
The District and the Union shall each designate representatives to comprise their respective negotiating teams. One of the District's representatives shall be the

Superintendent or a designee. The Union's representatives shall be members of the negotiating unit or other persons designated by the Union. These teams will meet for the purpose of discussing and reaching mutually satisfactory agreements.

Section 2. Negotiations shall commence within thirty (30) days of receipt of notice of intent by either party to commence same.

Section 3. Conducting Negotiations  
The negotiating teams will continue to meet for the purpose of effecting a free exchange of facts, opinions, proposals and counter proposals in an effort to reach mutual understanding and agreement. Both parties agree to conduct such negotiations in good faith, to deal openly and fairly with each other on all matters and to continue meeting until an understanding is reached on all issue(s) or until an impasse is reached. Meetings shall be limited to three (3) hours and shall be held at a time other than regular school hours unless the parties mutually agree upon other arrangements.

Section 4. Information  
Both parties shall furnish each other, upon reasonable request, data and information in their possession which are pertinent to the issue(s) under consideration.

Section 5. Grievances  
Grievances shall not interrupt or delay the process of negotiations but shall follow the Grievance and Arbitration Procedure outlined in Article VII of this agreement.

Section 6. Agreements  
Agreements shall be submitted to the District and the Union for approval, subsequently reduced to final written form, signed by both parties.

Copies of such agreements will be made available to members of the Union as soon as possible after the conclusion of negotiations.

#### ARTICLE V RESOLVING DIFFERENCES

Section 1. In case of disagreement about the meaning or application of this agreement, or in the event an agreement is not reached by negotiations after full consideration of proposals and counter proposals, either party may request the State Public Employment Relations Board to assist the parties to reach agreement in accordance with Article 14, Section 209 of the Public Employees' Fair Employment Act.

**ARTICLE VI  
WORKING CONDITIONS**

- Section 1. Any opportunities for overtime due to extra workload, and/or emergencies, and/or shortage of personnel due to absences shall, wherever administratively possible, be offered to full time employees after pre-approval by the District. The District must meet within five (5) work days with UPSEU in an attempt to resolve a situation involving overtime assignments.
- Section 2. All employees new to the school district and appointed by the Board of Education of the District may be granted credit for prior related work experience on the recommendation of the Superintendent.
- Section 3. It shall be the duty of all personnel to see that all working conditions are safe from unnecessary hazards. Such situations should be reported to the immediate supervisor.

**ARTICLE VII  
GRIEVANCE AND ARBITRATION PROCEDURE**

- A. Grievance shall mean any claimed violation, misinterpretation or inequitable application of any written work rules and policies affecting the terms and conditions of employment or this agreement. A grievance may call attention to the absence of a needed policy or to a conflict between two or more existing and applicable policies. Among the areas that may be dealt with by these grievance procedures should be work assignments, working hours, workload, salary classification, individual compensations, employee records, promotion, leave and all other matters relating to conditions of employment or involving employee health or safety. The term "grievance" shall not include any matter which is otherwise reviewable pursuant to law or any rule or regulation having the force or effect of law. No grievance will be entertained and such grievance will be deemed waived unless it is submitted within 75 working days following the occurrence giving rise to the grievance.
- B. Step 1: The grievance shall be presented to the immediate supervisor who shall meet with designated Union representative and the employee within thirty (30) calendar days. In the event the grievance is not satisfactorily resolved within thirty (30) calendar days (September through June), and forty (40) days (July and August), following presentation to the immediate supervisor it thereafter may be submitted in writing by the Union to the Superintendent within thirty (30) calendar days (September through June), and forty (40) calendar days (July and August) after such meeting.
- Step 2: The Superintendent or his/her designated representative shall meet and confer with the representative(s) of the Union. In the event the grievance is



not resolved within thirty (30) calendar days (September through June), and forty (40) calendar days (July and August), following submission to the Superintendent or his/her designated representative, it thereafter may be submitted in writing by the Union to arbitration within thirty (30) calendar days (September through June) and forty (40) calendar days (July and August) after Step 2 meeting.

Step 3: An impartial arbitrator shall be selected in accordance with American Arbitration Association procedures. The arbitrator so selected shall hear the matter as promptly as possible and issue his/her award as expeditiously as possible after the close of the hearing, or if oral hearings have been waived, after final submission of written proofs. The arbitrator's award will be in writing and will set forth his/her findings, reasoning and decision on the issues submitted. The arbitrator's award is final and shall be binding upon the Union and the District. The cost and expense of the arbitration shall be divided equally between the District and the Union.

#### **ARTICLE VIII PROMOTIONS**

Section 1. All openings for promotional positions and for positions paying higher salary differentials shall be adequately publicized in every school on bulletin boards and all qualified non-teaching personnel may be given adequate opportunity to make application for such position. In filling such positions, the district may request the Nassau County Civil Service Commission to conduct a promotional examination in the first instance and then an open competitive examination.

#### **ARTICLE IX PROTECTION FOR NON-TEACHING EMPLOYEES**

- Section 1. Seniority shall be based upon the date of commencement of employment in the District.
- Section 2. Transfers, wherever possible, and in accordance with the best interests of the District, and where equal qualifications exist, will be honored on a seniority basis.
- Section 3. Reduction in work force, where required, will be in accordance with Civil Service Law.

**ARTICLE X  
NEW YORK STATE HEALTH INSURANCE PROGRAM**

- Section 1. Members of the Computer Technical staff shall be provided with health insurance as in the past with the Empire plan or an identical plan.
- a. Effective July 1, 2011, all unit members shall contribute fifteen (15%) percent of the individual/family health insurance premium, which shall be increased to sixteen (16%) percent effective July 1, 2012 and seventeen (17%) percent effective July 1, 2013.
- b. All unit members who show proof of existing health insurance coverage shall have the option to withdraw from participation in the health insurance plan, and shall receive a payment (as additional, not base, salary) of \$2,000 for each year such option is exercised, respecting individual coverage or \$4,000 for family coverage. Eligibility for such payment based on the premium for family coverage shall be limited to persons in the unit who are currently enrolled in family coverage as of July 1, 2005, and those who have been or will be enrolled in the District's family coverage for a minimum of two (2) consecutive years. New hires shall have thirty (30) days from their date of hire to waive health insurance benefits. In addition, unit members who are in their retirement year and retire as of June 30<sup>th</sup> of that school year may elect to waive the first half of their health insurance coverage upon consultation with the benefits coordinator and notice by June 1<sup>st</sup> of the prior year.
- c. Unit members hired on or after July 1, 2011 must be employed by the District for ten (10) years to be eligible for health insurance coverage in retirement.

**ARTICLE XI  
RETIREMENT BENEFIT**

- Section 1. Payment for accrued vacation time shall be in accordance with Article XIX of this Agreement.
- Section 2. The non-contributory retirement plans (Section 75-g and 75-i) shall be continued for eligible members currently enrolled in them, in accordance with ERS rules and regulations.
- Section 3. Members of the technology staff who are eligible for retirement and who actually retire under the conditions of the New York State Employee's Retirement System shall have the option of choosing either a retirement allowance of \$2,000 paid in

the final paycheck, or payment of unused sick leave in accordance with Schedule 1 below provided that:

- a. The individual is currently serving on the District's technology staff;
- b. A letter of resignation stating intention to retire is submitted by the employee to the Superintendent by February 1, of the previous school year.

Schedule 1  
Optional Payment of Unused Sick Leave at Retirement

- a. Unit members with more than 20 years of service in the District - a maximum of 120 days of accumulated unused sick leave times 55% of the daily rate of pay during the last year of employment.
- b. Unit members with 16-20 years of service in the District - a maximum of 120 days of accumulated unused sick leave times 45% of the daily rate of pay during the last year of employment.
- c. Unit members with 10-15 years of service in the District - a maximum of 120 days of accumulated unused sick leave times 35% of the daily rate of pay during the last year of employment.

**ARTICLE XII  
SICK LEAVE ALLOWANCE**

Section 1. Sick Leave

- (a) Thirteen (13) days per year cumulative to 200 days for regularly appointed technology staff, prorated for regularly appointed persons with less than one (1) year service in the District at the rate of (one (1) day per month). The Board of Education of the District may consider under special circumstances merited by long and faithful service, extended sick leave for such employee. (Policy and Regulations 4241.1.)
- (b) Sick Leave Credit for Workers' Compensation - Wages Reimbursed to School District. Unit members injured on the job who return wages received from Workers' Compensation to the District shall be credited with sick leave days equivalent to the sum reimbursed to the District.

**ARTICLE XIII  
PERSONAL LEAVE/SNOW DAYS**

Section 1. Personal Leave  
Unit members shall receive three (3) days per year, with unused personal leave days cumulative to sick leave. Personal leave days shall be granted with advance notice to and prior approval of Superintendent. An employee need not specify the reason for the use of one of such personal days.

During the first 26 weeks of District employment, unit members shall not be entitled to utilize their paid personal leave entitlements; however, such entitlements shall be accrued during this time and may be utilized immediately upon the completion of 26 weeks of District Employment in accordance with District procedure.

If any employee needs personal leave during the employee's first 26 weeks of District employment, such employee shall make application for same. All personal leave granted during the first 26 weeks of District employment shall be without pay.

Section 2. Snow Day  
Unit members who work on a day when schools have been officially closed by the Superintendent shall have one (1) additional unspecified personal day which may be used for an "unspecified" reason or accumulated to sick leave. Reasons need not be stated nor included on the absence form. Advance notice, whenever possible, shall be given. Approval is required and is not generally granted as an extension to either a paid holiday or vacation.

**ARTICLE XIV  
BEREAVEMENT LEAVE**

For death in immediate family: non-cumulative five (5) days for all unit members. Immediate family includes the member's spouse, children, step children, son-in-law, daughter-in-law, parents, grandparents, sister, brother, sister-in-law, brother-in-law, mother-in-law, father-in-law and grandchildren. In exceptional cases and subject to administrative approval, bereavement leave may be secured and applied to personal leave days for members of the family not ordinarily defined as members of the immediate family.

Unit members shall be granted 5 days for critical illness in the immediate family (see above). Critical illness means illness which the attending physician considers sufficiently serious to require the member's presence at the bedside.

**ARTICLE XV  
MISCELLANEOUS LEAVE**

- Section 1. Court Appearances  
Court appearance absences by reason of appearance as a plaintiff, defendant, or witness in an action not involving the District will be approved without loss of pay, up to the full extent of Article XIV, Section 1 above.
- Section 2. Sick Leave Credit for Workers' Compensation – Wages Reimbursement to School District  
Staff members injured on the job who return wages received from Workers' Compensation to the School District shall be credited with sick leave days equivalent to the sum reimbursed to the School District.
- Section 3. The attached absence report (Appendix "A") shall be filled out by all employees for each absence from work.

**ARTICLE XVI  
PAID HOLIDAYS**

There shall be fifteen (15) guaranteed holidays for all unit members to be reconciled with the school calendar.

**ARTICLE XVII  
MATERNITY/PATERNITY/CHILD CARE LEAVE**

All permanent employees covered by this agreement may request a maternity, paternity or child care leave not to exceed one (1) year in duration without pay. The Superintendent or his designee will give every consideration to each individual request in accordance with Civil Service rules and regulations.

**ARTICLE XVIII  
UNION LEAVE**

- Section 1. Convention Leave  
The District shall excuse one (1) designated UPSEU representatives for up to a total maximum of four (4) days per school year without loss of pay to attend UPSEU conventions and educational conventions. If four (4) days are used in a school year only one (1) day will be deducted from the employee's personal or vacation reserves.
- Section 2. Release Time  
Union representatives shall be granted an hour, without loss of pay or benefits, to meet with grieving employees immediately prior to grievance hearings.

**ARTICLE XIX  
VACATIONS**

Vacation shall be accrued on a monthly basis during the unit member's employment. In the first year of employment, up to 20 vacation days may be accrued (1.67 days per month). Each year thereafter, as defined by anniversary date, an additional 1 day shall be added to the accrual to a maximum of 30 vacation days. The accrued vacation days shall not be taken until the following July 1<sup>st</sup>. An employee seeking to use any of the vacation days earned prior to July 1<sup>st</sup> may submit a request to the Business Office, subject to approval by the Assistant Superintendent for Business.

It is the intention that employees take the full amount of vacation within the period of July 1 through June 30. In recognition that there may be circumstances in which the employee has been unable to take vacation within this period, employees may carry up to five days to be used by the following June 30<sup>th</sup>.

Upon separation or retirement from employment, the unit member shall be paid for all unused vacation days that were accrued the previous year, as well as vacation days earned in the last year of employment. There shall be no payment for carryover days.

**ARTICLE XX  
SALARIES AND PAYMENTS**

- Section 1. The 2011-2012 salary schedule for the Technology Department, for the period July 1, 2011 through June 30, 2012, shall be constructed by increasing the salary schedule for this Department for the period July 1, 2010 through June 30, 2011 by 0%.
- Section 2. The 2012-2013 salary schedule for the Technology Department for the period July 1, 2012 through June 30, 2013 shall be constructed by increasing the salary schedule for this Department for the period July 1, 2011 through June 30, 2012 by 1.9%.
- Section 3. The 2013-2014 salary schedule for the Technology Department for the period July 1, 2013 through June 30, 2014 shall be constructed by increasing the salary schedule for this Department for the period July 1, 2012 through June 30, 2013 by 1.9%.
- Section 4. Salary Schedule  
Salary Schedules are set forth in Appendix "B" attached hereto.
- Section 5. Prior Service Credit  
Such credit shall be at the discretion of the Superintendent.

- Section 6. Unit members will be allowed to participate in the IRS 125 Plan .
- Section 7. Where an employee is called in from home outside of normal employment hours for an emergency, he/she shall be guaranteed three (3) hours of overtime.
- Section 8. Increments  
*All increments are automatic; however, the Board of Education may, upon recommendation of the Superintendent, and after affording the staff member the opportunity to appear before the Board and be heard, without one or more further increments from the staff member.*
- Section 9. Regular pay checks shall be paid on a semi-monthly basis.

**ARTICLE XXI  
 DUES DEDUCTION AND CREDIT UNION DEDUCTION**

A. Dues Deduction

- Section 1. *The District agrees to deduct from the salaries of its employees dues for the UPSEU as said employees individually and voluntarily authorize the District to deduct and to transmit such monies to the United Public Service Employees Union, 3555 Veterans Highway, Suite H, Ronkonkoma, NY 11779. Employee authorizations shall be in writing and in a manner consistent with Section 9 3B of the Municipal Law and Chapter 392 of the Laws of 1967.*
- Section 2. Upon request annually, the District shall provide the Union with a list of those employees who have voluntarily authorized the District to deduct dues for the UPSEU.
- Section 3. Employees who are not members of the UPSEU shall have an agency fee deducted from their salary and the District shall transmit such fee to the UPSEU. The UPSEU shall notify the District of the amount of such fee.
- a. Deductions shall be made uniformly and consistently on each pay day of the month. Funds thus collected shall be transmitted within one (1) month to the Treasurer of the UPSEU.
  - b. *Ten (10) month employees shall have their dues prorated and deducted uniformly and consistently each pay day of the month accordingly so that the year's dues are equally divided into ten (10) month periods.*

- c. The UPSEU assumes full responsibility for the disposition of the funds so deducted once they have been turned over to the UPSEU.
- d. The District will deduct the dues on the basis of individually signed dues deduction authorization cards.
- e. In case earnings for any period are insufficient to cover dues or fee payment for such dues or fee shall be made by the employee directly to the Union.
- f. The UPSEU shall establish and maintain a procedure providing for the refund to any employee demanding the return of any part of an agency shop fee deduction which represents the employee's pro rata share of expenditures by the organization in aid of activities or causes of a political or ideological nature only incidentally related to terms and conditions of employment.
- g. Indemnity - The Union agrees to save and hold harmless the District from all loss, expenses, damages, costs and attorneys fees that may accrue as a result of the aforesaid contract by reason of any actions or suits brought against the District by any employee in this unit of representation aggrieved by the implementation of the aforesaid agency shop provision of the aforesaid contract.
- h. Participation in Legal Action - The Union will participate in all legal actions or proceedings brought which relate to the aforesaid agency shop clause to the fullest extent possible. Representation of the Union by attorneys of its choosing and/or direct participation by said Union will be deemed as fulfilling the conditions of this paragraph.

B. Credit Union Deduction

The District will deduct from an employee's salary a sum of money designated by the employee and forward the same forthwith to the Nassau Educators' Federal Credit Union.

**ARTICLE XXII  
DISTRICT POLICIES AND REGULATIONS**

Policies and Regulations not replaced by this agreement shall remain in full force and effect during the life of this agreement. If any policy or regulation is inconsistent with the terms of this agreement, this agreement shall control.



**ARTICLE XXIII  
BENEFIT PLAN**

Effective July 1, 2011, the District cost of UPSEU Benefit Plan shall be \$1,175 for all unit members. Any increase in the District's annual cost for the remaining term of the contract shall be based on demonstrated need by UPSEU, not to exceed an additional \$50 per year.

**ARTICLE XXIV  
LIFE INSURANCE**

Technology staff shall be furnished Term Life Insurance in the amount of \$50,000.

**ARTICLE XXV  
LABOR MANAGEMENT COOPERATION**

- A. The parties shall agree upon an up-dated and improved attendance form to be incorporated into the Agreement.
- B. The parties have agreed upon an updated and improved evaluation instrument attached hereto as Appendix "C".

**ARTICLE XXVI  
UNIFORMS**

Uniforms will be provided by the District (shirts/blouses) and must be worn at all times. Also, the District will provide outerwear to the technology staff as agreed upon between UPSEU and the Assistant Superintendent for Business. Worn out uniforms shall be replaced as needed.

**ARTICLE XXVII  
WORK WEEK/OVERTIME (DAY AND NIGHT SHIFTS)**

The work week for unit members shall be forty (40) hours. Overtime shall be paid at the rate of time and one-half in excess of forty (40) hours per week.

**ARTICLE XXVIII  
NIGHT SHIFT DIFFERENTIALS**

Effective July 1, 2011, the night differential shall be increased to \$1,150 for a shift with a 3:00 PM or later start time.

**ARTICLE XXIX  
TECHNOLOGY SPECIALIST**

- A. Certification  
Technology Specialists shall be eligible for a one time \$500 adjustment during the term of this contract for obtaining an additional certification, at District expense, as depicted on a list of approved certifications to be provided by the District. This adjustment shall not be subject to the annual wage increase.
- B. Work Performed Outside of School Day  
Technology Specialists who are called back to the District after work hours shall receive a minimum of three hours pay at the rate of time and one half. If they are called to perform work at home during non working hours they shall receive a minimum of one hour pay at time and one half for each request for assistance.

**ARTICLE XXX  
MILEAGE REIMBURSEMENT**

Unit members who are regularly assigned to multiple buildings during the school year, and use their personal vehicle to travel between such buildings, shall receive a stipend of \$250 for vehicle reimbursement to be paid in two (2) installments in December and June. Unit members who are regularly assigned to multiple buildings during the summer months, and use their personal vehicle to travel between such buildings, shall receive a stipend of \$50.00 for vehicle reimbursement to be paid in one (1) payment in September.

**ARTICLE XXXI  
AGREEMENTS BETWEEN PUBLIC EMPLOYEES  
AND EMPLOYEE ORGANIZATIONS**

- Section 1. **IN ACCORDANCE WITH THE REQUIREMENTS OF SECTION 204A OF THE TAYLOR LAW IT IS AGREED BY AND BETWEEN THE PARTIES THAT ANY PROVISION OF THIS AGREEMENT REQUIRING LEGISLATIVE ACTION TO PERMIT ITS IMPLEMENTATION BY AMENDMENT, SHALL NOT BECOME EFFECTIVE UNTIL THE APPROPRIATE.**

**ARTICLE XXXII  
DURATION**

- Section 1. This contract shall be effective as of July 1, 2011, and shall remain in full force and effect until June 30, 2014. By mutual agreement on or before January 1, 2014, the agreement shall be extended for one additional year through June 30, 2015, inclusive of increases in compensation and benefits at the annual percentage rates established for the period 2013-2014 school year.


Section 2. This contract shall not be changed, altered or impaired in any manner unless consented to in writing by the parties concerned.

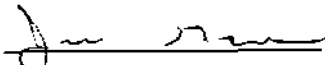
**LEGISLATIVE BODY HAS GIVEN APPROVAL.**

IN WITNESS WHEREOF, the parties hereunder set their hands and seals this

27<sup>th</sup> day of November, 2012.

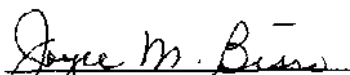
**UNITED PUBLIC SERVICE EMPLOYEES UNION**

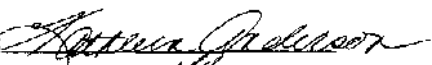
By:   
Kevin Boyle, Jr., President

By: 

By: 

**HEWLETT-WOODMERE  
UNION FREE SCHOOL DISTRICT**

  
Dr. Joyce M. Bisso, Superintendent

By: 

By: 

APPENDIX "A"  
HEWLETT-WOODMERE UNION FREE SCHOOL DISTRICT  
ABSENCE REPORT UPSEU COMPUTER TECH UNIT

NAME (print) \_\_\_\_\_  
LOCATION \_\_\_\_\_ DATE(S) OR PERIODS OF ABSENCE \_\_\_\_\_

*DIRECTIONS: Check the appropriate reason for absence and submit this form to your immediate supervisor within 24 hours of receipt of this form. When reason for absence involves a matter of extreme confidentiality, please contact the Asst. Supt. for Human Resources & Student Services.*

I. \_\_\_ Personal illness (doctor's note may be required for absence of three days or more)

ii. \_\_\_ Vacation

III. Personal and Family Responsibilities (up to 5 days absence with pay for each incident):

\_\_\_ Critical Illness in the immediate family \_\_\_\_\_ (relationship)

\_\_\_ Death in the immediate family \_\_\_\_\_ (relationship)

IV. Personal and Family Responsibilities (1 day or part of a day with pay will be allowed for each incidence. Advance approval, whenever possible, must be given):

\_\_\_ Take self \_\_\_ or \_\_\_\_\_ (state relationship) in immediate family for medical appointment or to or from hospital, not possible except during school time

\_\_\_ Care for immediate family member \_\_\_\_\_ (state relationship) who is sick, where absence of employee for such purpose is required

\_\_\_ Attendance at funeral of immediate family member \_\_\_\_\_ (state relationship)

\_\_\_ Birth of a child/grandchild

\_\_\_ Wedding ceremony for self/immediate family member

\_\_\_ Legal proceeding/court appearance

\_\_\_ Moving to new home

\_\_\_ Driving examination for license for employee

\_\_\_ Conference, official meeting, or registration at child's school

\_\_\_ Attend graduation, religious or awards ceremony for self/immediate family member

\_\_\_ Other, atate reason \_\_\_\_\_

V. \_\_\_ Emergency Situations or Extenuating Circumstances which prevent attendance. (1 day or part of a day with pay will be allowed for each incidence). Explanation required. This category includes such things as childcare emergency, automotive theft, accident, non-functioning vehicle, failure of public transportation, emergency home repairs or fire in the home.

Explanation: \_\_\_\_\_

VI. \_\_\_ Jury Duty (attach summons or court documentation)

VII. \_\_\_ Unspecified Snow Day (Advance notice, whenever possible, shall be given. Approval is required and is not generally granted as an extension to either a paid holiday or school vacation day.

VIII. \_\_\_ Unspecified Personal Day One personal leave day shall be granted with advance notice to and prior approval of the Superintendent (or designee). An employee need not specify the reason for the use of such personal day.

*The Superintendent, for extenuating circumstances, may allow additional days of absence with or without pay.*

Employee's Signature \_\_\_\_\_ Date \_\_\_\_\_

Administrator's Signature \_\_\_\_\_ Date \_\_\_\_\_

July 2012



**APPENDIX "B"**  
**TECHNICIAN SALARY GUIDE**  
**2011-2012**

Salary Step	Information Tech Info. Tech Spec. Info. Tech Specialist		
	Spec I	II	III
01	61,210	74,806	88,401
02	61,955	76,353	90,749
03	62,701	77,900	93,099
04	63,446	79,448	95,450
05	64,191	80,996	97,802
06	64,937	82,543	100,150
07	65,681	84,092	102,501
08	66,426	85,639	104,851
09	67,173	87,187	107,201
10	67,918	88,735	109,551
11	68,662	90,282	111,902
12	69,245	91,829	114,414
13	69,991	93,378	116,785
14	70,735	94,924	119,113
15	71,480	96,473	121,466

APPENDIX "B"

TECHNICIAN SALARY GUIDE  
2012-2013

Salary Step	Information Tech Info. Tech Spec. Info. Tech Specialist		
	Spec I	II	III
01	62,373	76,227	90,081
02	63,132	77,804	92,473
03	63,892	79,380	94,868
04	64,651	80,957	97,264
05	65,410	82,535	99,660
06	66,171	84,112	102,053
07	66,929	85,690	104,449
08	67,688	87,266	106,843
09	68,449	88,843	109,238
10	69,209	90,421	111,632
11	69,967	91,998	114,028
12	70,726	93,574	116,424
13	71,485	95,152	118,820
14	72,244	96,728	121,216
15	72,999	98,306	123,612

**APPENDIX "B"**  
**TECHNICIAN SALARY GUIDE**  
**2013-2014**

Salary Step	Information Tech Info. Tech Spec. Info. Tech Specialist		
	Spec I	II	III
01	63,558	77,675	91,793
02	64,332	79,282	94,230
03	65,106	80,889	96,670
04	65,879	82,495	99,112
05	66,653	84,103	101,554
06	67,426	85,710	103,992
07	68,201	87,318	106,434
08	68,974	88,924	108,873
09	69,750	90,531	111,314
10	70,524	92,139	113,753
11	71,296	93,746	116,195
12	71,902	95,352	118,803
13	72,676	96,960	121,245
14	73,449	98,566	123,682
15	74,222	100,174	126,126





**APPENDIX "C"**  
**HEWLETT-WOODMERE PUBLIC SCHOOLS**  
**Annual Evaluation Report for Information Technology Specialist I, II, III**

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

POSITION: INFORMATION TECHNOLOGY SPECIALIST SCHOOL YEAR \_\_\_\_\_

CODE:	N/A - Not Applicable	S - Satisfactory
	NI - Needs Improvement	U - Unsatisfactory

		N/A	S	NI	U
1. <u>QUALITY OF WORK:</u>	a. Understanding of duties				
	b. Follows directions				
	c. Completes tasks accurately and in a timely fashion				
	d. Demonstrates knowledge of skills				
	e. Maintains records efficiently				
	f. Keeps current in field of expertise				
2. <u>RESOURCEFULNESS:</u>	a. Ability to work with minimum supervision				
	b. Uses good judgment				
	c. Ability to make decisions				
	d. Creativity				
3. <u>COOPERATION:</u>	a. Cooperates and maintains rapport with other staff members				
	b. Cooperates with immediate supervisor				
	c. Performs as back-up for absent colleague				
4. <u>PERSONAL QUALITIES:</u>	a. Presents a good appearance				
	b. Maintains self-control				
5. <u>DEPENDABILITY:</u>	a. Regularity of attendance				
	b. Punctuality				
	c. Ability to meet deadlines				
<b>TOTAL RATING</b>					

**COMMENTS**

SIGNATURE OF APPRAISER/POSITION \_\_\_\_\_ DATE \_\_\_\_\_  
SIGNATURE OF EMPLOYEE \_\_\_\_\_ DATE \_\_\_\_\_

THE EMPLOYEE SIGNATURE INDICATES THAT THE EVALUATION WAS RECEIVED & REVIEWED. IT DOES NOT NECESSARILY DENOTE AGREEMENT. EMPLOYEE COMMENTS MAY BE MADE ON AN ADDITIONAL PAGE, FORWARDED TO HUMAN RESOURCES AND ATTACHED.

- Directions:**
- The original report form shall be submitted to the Department of Human Resources.
  - Provide one signed copy of this form to the employee.
  - One signed copy of this form shall be retained by the building principal/supervisor.

