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Title: **Abbott Union Free School District and Secretarial/Clerical/Maintenance/Cleaner Unit, Abbot School Teachers Association (2007)**

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Union: **Secretarial/Clerical/Maintenance/Cleaner Unit, Abbot School Teachers Association**

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NYS PUBLIC EMPLOYMENT
RELATIONS BOARD

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EXECUTIVE DIRECTOR

CONTRACT BETWEEN

ABBOTT UNION FREE SCHOOL DISTRICT

and

ABBOTT SCHOOL TEACHERS ASSOCIATION
(Secretarial/Clerical/Maintenance/Cleaner Unit)

JULY 1, 2007 - JUNE 30, 2010

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AUG 26 2008

NYS PUBLIC EMPLOYMENT
RELATIONS BOARD

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Article I - Recognition

The Board of Education of the Abbott Union Free School District of Greenburgh (hereafter called the "Board") recognizes the Abbott School Teachers Association (hereafter called "ASTA") as the exclusive bargaining agent of all Secretarial/Clerical/Maintenance/Cleaner Personnel including Senior Office Assistant Automated Systems and Office Assistant Automated Systems, except the Secretary to the Superintendent of Schools and substitutes whose employment is three months or less.

Article II - Definitions

A. Executive Officer

The Superintendent of Schools shall be the Executive Officer of the Board of Education of the Abbott Union Free School District of Greenburgh.

B. Employment Year

Employment year is defined as July 1 through the following June 30 for twelve-month employees, and as September 1 through the following June 30 for ten-month employees.

C. Full-Time Classified Employee

A full-time classified employee is one who regularly works 34½ hours per week on a twelve- or ten-month salary basis.

D. Proration

Salary will be pro-rated for those full-time classified employees who work less than 100 per cent time. Employees in the job title of Cleaner working 17.5 hours per week shall be paid on an hourly basis, as a pro-rated portion of full-time. Such cleaning personnel shall also receive pro-rated sick leave, pro-rated personal leave and pro-rated vacation leave entitlements based upon those benefits offered to full-time employees (e.g., 3.5 hours per day for the same number of days that full-time personnel receive). Such employees shall be eligible for individual or family dental insurance paid for by the District, but shall be ineligible for disability insurance and group health insurance.

E. He/She - His/Her

The terms "he" and "she" and "his" and "her" shall be used interchangeably in this contract.

Article III - Probation and Evaluation of Personnel

- A. All employees given a probationary appointment in the competitive class in accordance with the Civil Service Regulations shall achieve permanent status upon satisfactory completion of the probationary period of twelve weeks. A probationer shall be notified in writing, at least one week before the expiration date of the original probation period, if there is an extension (of no more than 14 weeks), its exact duration and the reason for such extension.
- B. Permanent employees of secretarial, clerical, maintenance cleaner staff shall be evaluated at least once per school year no later than May 31. Evaluation conferences will be held in private. All evaluations shall be in writing.

Employees will have the right to review the contents of their evaluation and to make copies of any documents in it at the expense of the employees at the approximate cost to the Board of Education.

No materials will be placed in the employees' personnel file unless the employees have had the opportunity to review the material by affixing their signature to the copy to be filed, with the express understanding that such signature in no way indicates agreement with the contents thereof. Employees also have the right to submit a written answer to such material and their answer shall be attached to the file copy.

Article IV - Separation

A. Denial of Permanent Status

The services of a probationer may be terminated on the completion of the minimum probationary period and on,

or before, the completion of any extension of the probationary period. A probationer whose services are to be terminated shall receive written notice at least two weeks prior to such termination.

B. Resignation

Any employee terminating his services shall be entitled to receive compensation for any unused earned vacation time.

Article V - Liability Protection

The Board of Education shall save harmless and protect any employee from financial loss arising out of any claim, demand, suit, or judgment by reason of alleged negligence or other act resulting in accidental bodily injury to any person, provided such employee at the time of the accident or injury was acting in the discharge of his duties within the scope of his employment and/or under the direction of the Board. To insure this protection, however, an employee, within ten days of the time he is served with any summons, complaint, process, notice, demand, or pleading, must deliver the original or a copy of same to the Board.

It shall be the responsibility of the Executive Officer of the Board to see that appropriate insurance is maintained to provide for the aforesaid protection.

Article VI - Temporary Leaves of Absences

A. Sick Leave

1. Effective for employees hired before July 1, 1999. Sick leave will be granted during the first year of employment on the basis of 1 day per month; during the second year on the basis of 1¼ days per month; and during the third year and thereafter, on the basis of 1½ days per month.

Effective for employees hired on or after July 1, 1999. Sick leave will be granted during the first and second years of employment on the basis of one (1) day per month; during the third and fourth

years on the basis of 1¼ days per month; and during the fifth year and thereafter, on the basis of 1½ days per month.

Members of the bargaining unit in their fifth year of employment or thereafter who use 18 or more sick leave days in one year shall be entitled to 15 days of sick leave, accrued in equal monthly increments, the year after. Unit members employed for fewer than five years who use more than 15 days of sick leave in one year shall be entitled to 12 days of sick leave, accrued in equal monthly installments, the year after. [This provision shall go into effect on July 1, 2003 after monitoring sick leave use during the 2002-2003 school year.]

2. Unused sick leave will be cumulative up to 200 days for full-time staff members.
3. The District may require a unit member to provide a doctor's note when he or she is absent for more than three (3) consecutive days or when a unit member is absent for illness immediately before and/or following a holiday, school break or recess period on three (3) or more occasions during the course of a school year.

B. Sick Leave Bank

Pending agreement with ASTA, classified staff will be included in the sick leave bank established for the certified staff. The conditions will be the same as described in the ASTA Teacher contract.

C. Personal Leave

1. Five (5) working days per year are allowed for personal reasons such as closing on houses and other pressing family needs, and not merely for personal convenience. Such leave shall not be used to extend vacation.

Employees requiring a personal day immediately before or after a vacation may make application for same by contacting the Executive Officer of the District. Every effort will be made to provide 72 hours notice. However, written notice

of such leave must be made at least 24 hours in advance, except in emergencies.

2. An employee using personal leave must notify the District of his/her reasons prior to the use of personal leave. The District recognizes the list of reasons below as bona-fide use of personal leave and will not contest any of the reasons cited from the list below. Other reasons may be approved by the District at its discretion.

The approved reason list includes:

- a. College or school enrollment or graduation of a member of an employee's immediate family.
- b. Holy days of an employee's religion.
3. Legal business.
- d. Medical or dentist appointments.
- e. Household emergencies.
- f. Automobile/transportation emergencies which occur on the day such leave is taken.
- g. Registration/enrollment in college courses by an employee.

In the event an employee does not use any or all of his/her personal days, such unused days shall be converted on June 30 annually to the employee's accumulated sick leave as follows:

Use no personal days	Accumulate 5 sick days
Use 1 personal day	Accumulate 4 sick days
Use 2 personal days	Accumulate 3 sick days
Use 3 personal days	Accumulate 2 sick days
Use 4 personal days	Accumulate 1 sick day
Use all personal days	Accumulate no sick days

D. Death in Family

Up to three working days of absence will be allowed for each death in the immediate family. An additional three days deductible from sick leave may be used in

such case. Immediate family shall included employee's spouse, children, mother, father, sisters, brothers, grandchildren or in-laws.

E. Jury Duty

Leave for jury duty with pay shall be granted to the employee provided that he remits to the district any amount equal to the amount he receives for such jury duty, excluding mileage.

F. Court Appearance

Time for appearance in court shall be allowed without loss of leave days or salary when subpoenaed as a witness. An employee shall submit notice of a court appearance to the Executive Officer of the Board through his director immediately upon receipt of such notice to appear.

G. Child Care Leave

1. A child care leave without pay or increment shall be granted to employees. Such leave shall be for up to two years.
2. An employee seeking child care leave shall notify the Superintendent at least 60 days before the leave is to commence. Under extraordinary circumstances the notification period may be reduced. The notice shall indicate the anticipated commencement and termination of the leave. Such leave shall normally terminate at the end of a semester.
3. Child care leave must commence either prior to the birth of a newborn, adoption of a child five years of age or younger (actual custody), or within 45 days after either such occurrence, or more time if certified by a physician.
4. The employee may return after notification of intention to return is sent to the Superintendent by registered mail at least 60 days prior to the desired date of return. If an employee asks for and is granted less than two years leave, the employee may apply for the additional leave time.

5. Time spent on child care leave shall not be credited toward seniority.
6. Upon return from leave, the employee shall be placed in the same position held prior to his/her leave, or if such position has been eliminated or changed in the most similar position or if no similar position exists in a position within his/her classified area. All benefits shall be reinstated upon return and the employee shall be advanced to the next salary schedule step. For example, an employee who avails him/herself of this leave after completing three full years, will, if he/she returns at the end of one year's leave, be advanced to Step 4 on the schedule.
7. Health Insurance Coverage under the choice of plans provided to the employees will continue while the employee is in pay status. In the event the employee uses up all leave time, the coverage will continue until eight weeks after the birth of the child or termination of pregnancy.
8. This section may be varied if required by the Family and Medical Leave Act.

Article VII - Extended Leaves of Absence

- A. Military leave will be granted to any employee who is inducted in any branch of the armed forces of the United States. Upon return from such leave, an employee will be placed on the salary schedule at the level which he would have achieved had he remained actively employed in the system during the period of his absence.
- B. An employee may be granted a leave of absence, without pay or increments, for one year for health reasons, exclusive of sick leave. A request for such leave must be supported by appropriate medical evidence and may be renewed annually for a total of three years.
- C. The Executive Officer at his discretion shall be empowered to grant employees of the Board leaves of absence without pay or increments up to a maximum of one calendar month. Leaves of absence without pay in

excess of one calendar month shall be subject to Board approval.

- D. All benefits to which an employee was entitled at the time his leave of absence commenced, including unused accumulated sick leave, will be restored to him upon his return.

Article VIII - Attendance at Conferences and Workshops

At the discretion of the Executive Officer of the Board, employees of the Board may be authorized to attend conferences and workshops without loss of pay or effect upon leave time. In considering whether to grant such authorization, the Executive Officer of the Board shall take the following factors into account:

- Nature of the Conference or Workshop
- Ultimate Benefit to the School District
- Availability of Funds

An employee authorized to attend a conference or workshop shall be reimbursed for approved expenses.

Article IX - Salary

A. Salary Schedules

1. The salary schedules for the 2007-2008, 2008-2009, and 2009-2010 school years shall be created by increasing the 2006-2007 salary schedule by 3% effective July 1, 2007, an additional 3.2% effective July 1, 2008, and an additional 3.5% effective July 1, 2009. Each school year, unit members who are eligible to advance a step on the salary schedule shall do so. Two new steps, Steps 11 and 12 will be added to the salary schedule effective July 1, 2007. Unit members that have been on Step 10 for two or more years as of July 1, 2007 will be placed on Step 12 of the salary schedule.

B. Payment

1. Salary checks to be issued on a bi-weekly basis during employment year.

2. The work week shall consist of thirty four and one-half (34.5) hours: Office staff - Monday through Thursday: 8:00 a.m. - 4:00 p.m., inclusive of one (1) hour for lunch; and Friday: 8:00 a.m. - 3:30 p.m. inclusive of one (1) hour for lunch. Maintenance staff - Monday through Thursday: 1:00 p.m. - 8:30 p.m.; and Friday: 1:00 p.m. - 8:00 p.m. Summer hours for office staff (beginning July 1 and ending August 31) will be 8:00 a.m. - 3:30 p.m. with one-half hour for lunch Monday through Thursday and 8:00 a.m. to 3:00 p.m. with one hour for lunch on Friday.
3. Effective July 1, 2007, one year after an employee reaches the maximum step of the salary schedule, a \$500.00 longevity increase will be implemented annually. Effective July 1, 2007, five (5) years after an employee reaches the maximum step on the salary schedule, the longevity entitlement shall be increased to \$1,000 annually. Such longevity payments shall not be cumulative from year to year. The percentage increase will be exclusive of the longevity increase. Unit members that were on top step and receiving one of the longevities set forth in this paragraph at the time the March 31, 2008 MOA was executed will continue to receive the same longevity. All other unit members will receive the longevities set forth in Article IX B.3. one year after reaching top step.
4. On July 1 each employee in the District's employ as of the preceding February 1, is considered to have had experience in accordance with the salary schedule step for which he was paid during the year ending June 30, and shall advance automatically one vertical step on the appropriate salary schedule effective July 1. For employees hired after July 1, 1981, automatic vertical step advancement shall be made on employee's anniversary date; provided, however, that for employees with an anniversary date between January 1st and June 30th, step advancement shall occur on the January 1st preceding their anniversary date after they have been employed five or more years in the District.

C. Overtime/Compensatory Time

Staff members who are requested to remain beyond the normal working hours shall be paid straight time for the first five and one-half (5.5) hours, and time and one-half beyond that. Employees can opt for compensatory time at the same rate. However, requests for compensatory time shall be made at least three (3) working days prior to the date requested. Such requests shall not be unreasonably denied.

Secretarial staff will give the District one hour per month during this contract.

D. Mileage Reimbursement

Employees on authorized trips or travel shall be reimbursed at the rate established by the U.S. Internal Revenue Service when they use their own vehicles.

E. Retirement

Effective September 1, 2005, the District shall pay into a 403b account on behalf of any employee retiring from the District, an amount equal to fifty dollars (\$50.00) per day for each unused and accumulated sick day up to a maximum of sixty (60) sick days. The maximum employer contribution to the retiring employee's 403b account shall be three thousand dollars (\$3000.00). No retiring employee may receive cash in lieu of or as an alternative to the employer's non-elective contribution described above. The employee shall designate in writing to the District the specific 403b account into which the above contribution shall be placed. Payments by the District to the retiring employee's 403b account shall be made no later than thirty (30) days following the effective date of the employee's retirement.

Article X - Benefits

A. Group Health Insurance

1. The Board will pay one hundred (100%) per cent of the premium for individual and family on surgical and major medical insurance under the Empire Plan for all present employees wishing to join. All employees of the Board working twenty (20) hours a week shall be entitled to participate in the Empire Plan.

2. The District shall have the option and may elect to change health insurance carriers provided (1) that the level of benefits is at least equal to the benefits provided under the present plan; and (2) that the District agrees to pay fifty (50%) per cent of the health insurance premium for retirees choosing individual coverage and thirty-five (35%) per cent of the premium for retirees choosing family coverage, provided, however, that the District agrees to pay one hundred (100%) per cent of the health insurance premium for retirees choosing either individual or family coverage for members of the bargaining units who were in the employ of the Board on July 1, 1994.
3. At the employee's request, the District would be relieved of its obligation to provide health insurance for unit members otherwise eligible for family coverage under this agreement, provided the unit member provides proof of other coverage. In exchange the District will pay the employee \$1,000.00 as a buyout for each year that the District does not pay for health insurance for that unit member.

B. Dental and Disability Insurance

1. The District shall pay the premiums for a comprehensive family dental insurance program for the Abbott School Classified Staff.
2. The District shall pay the premiums for disability insurance for the Abbott School Classified Staff who work more than one-half time.
3. Items 1 and 2 above shall be consistent with the ASTA Teacher Contract.

C. Damage to Personal Property

1. The School District shall reimburse staff members for reasonable costs of replacing or repairing dentures, eyeglasses, hearing aids, or similar bodily appurtenances not covered by Workers' Compensation which are damaged, destroyed, or lost

as a direct result of any documented injury sustained in the discharge of his duties within the scope of his employment provided such damage, destruction, or loss was not due to the employee's negligence. Injuries should be documented by a doctor's verification.

2. The School District shall reimburse a staff member for the reasonable cost of any clothing or other personal property damaged or destroyed or lost as a result of any occurrence while acting in the discharge of his/her duties within the scope of his/her employment, provided such damage, destruction or loss was not due to the staff member's negligence.

It is understood that property of a staff member damaged or destroyed by vandalism shall be limited to such property as is brought to the school premises by the staff member in connection with his work in the district and reimbursement for such loss shall not exceed \$300 per incident, and total liability for all such claims for the entire school district staff for the contract year shall not exceed \$1,000. Personal property brought to school by staff in connection with his/her work must first be approved by the Superintendent of Schools in order to receive the protection set forth in this section. The term "vandalism" shall also include loss by burglary from the school premises while such property is on the school premises.

D. Workers' Compensation

Employees who are injured in the course of their employment and who are entitled to Workers' Compensation Benefits, shall receive their full contract salary and benefits less an amount equal to any Workers' Compensation payments for the first six (6) months from the date of injury. No deduction of personal sick leave shall be made for such injuries. After the first six (6) month period, Workers' Compensation Leave shall be charged against personal sick leave and sick leave shall be restored on a pro-rata basis upon the District's receipt of the reimbursement for

advanced salary payments from the Workers' Compensation insurer.

In the event of a second job related injury caused by the aggravation of an earlier job related injury, the deduction of personal sick leave shall commence after three (3) months instead of after six (6) months. Staff members will make every attempt to schedule doctors/workman's compensation appointments before or after their scheduled work day.

Notwithstanding the above, there will be full pay minus the amount equal to Workers' Compensation payments for days upon which the employee must be present for previously documented appointments for: medical evaluation, medical treatment or Workers' Compensation hearings.

Article XI - Vacations

- A. Paid vacations shall be extended to full-time salaried classified staff only.
- B. Full-time classified employees shall be allowed an annual vacation with pay. Such annual vacation shall be based on the number of years of service and shall be in accordance with the following schedule:
 - For each of the first three full years ending June 30 -- 10 working days.
 - For the fourth full year ending June 30 -- 15 working days.
 - For the fifth and each succeeding full year ending June 30 -- 22 working days.

Vacation allowances for classified employees other than those employed on a full-time basis shall be pro-rated.

- C. Vacation allowances shall be credited as earned on a monthly basis. All effort will be made to take vacation days during the time when school is officially closed. Vacations shall be taken in blocks of no longer than two (2) weeks in duration except that during the summer months (July, August) two (2) members of the unit

may, subject to the provisions of this Article, take vacation in blocks of three (3) weeks in a row. Vacations will be granted with prior approval of the Superintendent. Seniority of employee will be taken into consideration.

- D. All vacation time must be used by December 31 of the fiscal year following the year in which the vacation was earned. Days indicated as holidays in the annual adopted Board calendar for classified personnel shall not be charged as vacation days.
- E. No more than one-half of the clerical staff covered by this Agreement may be on vacation at the same time.
- F. 1) Except as provided in paragraph two (2) below the Secretarial/Clerical/Maintenance/Cleaner staff shall be entitled to the same holidays, snow, or emergency days during the school year as the Certified Staff.
2a) The secretarial-clerical staff shall be entitled to the same recess periods as the certified staff except that members of the secretarial-clerical staff covered by this Agreement shall be required to work four days during each February recess period and four days during each Spring recess period with no additional compensation, none of which days shall include the Monday following Easter Sunday. In those years when the Monday following Easter Sunday is not included as part of the Spring recess period it shall be a regular work day.

If the employee's supervisor so requests, and if the employee agrees, up to two of the days may be worked during the December recess period. In such a case, the total number of days (eight) the employee is otherwise required to work during the February and Spring recess periods (four each) would be reduced by the days worked during the December recess period. The employee and his/her supervisor shall also agree about whether the time would come from the February or Spring recess period, before scheduling such work for the December recess period.

- 2b) Members of the maintenance/cleaner staff covered by this Agreement shall be required to work four (4) days during the February recess and four (4) days during the Spring recess with no additional compensation.

If the employee's supervisor so requests, and if the employee agrees, up to two of the days may be worked during the December recess period. In such a case, the total number of days (eight) the employee is otherwise required to work during the

February and Spring recess periods (four each) would be reduced by the days worked during the December recess period. The employee and his/her supervisor shall also agree about whether the time would come from the February or Spring recess period, before scheduling such work for the December recess period.

Article XII - Grievance Procedure

A. Definitions

As used herein, the following terms shall have the following meanings:

1. Grievant shall mean any aggrieved member of the unit or group of members of the unit similarly affected.
2. Immediate Supervisor shall mean the administrator to whom the grievant is directly responsible.
3. Grievance shall mean any claimed violation, misinterpretation or inequitable application of the terms of this Agreement.
4. Representative shall mean the person or persons designated by the grievant as his/her counsel to act in his/her behalf.
5. Days shall mean days school is in session.

B. Basic Principles

1. It is the intent of these procedures to provide for

an orderly settlement of differences in a fair and equitable manner with reasonable promptness.

2. Every member of the unit shall have the right to present his/her grievance in accordance with the procedures provided herein, free from interference, coercion, restraint, discrimination or reprisal.
3. If, in the judgment of the Association, a grievance affects a group or class of members of the unit, the Association may process such a grievance as though it were an individual grievance. In such a case, the Association may process a grievance for all identified persons concerned.
4. A grievant shall have the right to be represented at any stage of the procedures by a representative of his own choice.
5. Each party to a grievance shall have access at reasonable times to all written statements and records pertaining to such case.
6. All hearings shall be confidential.
7. Failure to present a grievance within twenty (20) days after knowledge of the act giving rise to the grievance or failure to proceed to the next step within the prescribed time limits shall be deemed a waiver of the grievance and the grievance shall abate. If the administration and/or the Board shall fail at any step to comply with the required time limits, the grievant may proceed to the next step.

C. Procedures

1. Initial Stage

- a. The grievant shall present his grievance in writing to his immediate supervisor within twenty (20) days after knowledge of the act giving rise to the grievance. The written statement of grievance shall be submitted on a mutually agreed-upon form.

- b. The immediate supervisor shall discuss the grievance orally and informally with the grievant. The immediate supervisor shall make, on an informal basis, such investigation as he deems appropriate.
- c. Within five (5) days after presentation of the grievance to him, the immediate supervisor shall render his determination in writing to the grievant.

2. Second Stage

- a. If the grievant is not satisfied with the decision made by his/her immediate supervisor, he/she may, within five (5) days thereafter, request a review and a determination of the grievance by making a written request to the Superintendent of Schools or his designee.
- b. The Superintendent of Schools or his designee shall hold a hearing within eight (8) days of receipt of the request.
- c. The Superintendent of Schools or his designee shall make his decision within eight (8) days after the close of the hearing. Such decision shall be communicated in writing to the grievant.

3. Third Stage

- a. If the grievant is not satisfied with the decision made by the Superintendent of Schools or his designee, he/she may, within five (5) days of the final determination by the Superintendent of Schools or his designee, make a written request to the Board or a Committee of the Board for review and determination. All written statements and records of the case shall be submitted to the President of the Board by the Superintendent of Schools.
- b. The Board, or its subcommittee, shall hold a

hearing regarding the case within twelve (12) days of receipt of the request for review by the grievant.

- c. The Board, or its subcommittee, shall render a decision within eight (8) days after its hearing.

4. Fourth Stage

- a. If the grievant is not satisfied with the decision made by the Board or its subcommittee, he/she or the Association may, within ten (10) days after the decision, submit the grievance to arbitration pursuant to the Voluntary Labor Arbitration Rules of the American Arbitration Association, if it is not excluded as a grievance, as the term is defined in Section A-3 of this Agreement. The parties will then be bound by the rules and procedures of the American Arbitration Association in the selection of an arbitrator.
- b. The arbitrator shall have no power or authority to make any decision which requires the commission of an act prohibited by law or which is violative of the terms of this Agreement, nor shall he have any power to modify or vary in any way the terms of this Agreement.
- c. The decision of the Arbitrator shall be final and binding, subject to the right of judicial review set forth by applicable law.
- d. The costs for the services of the American Arbitration Association and the arbitration will be borne equally by the District and the Bargaining Unit.

Article XIII - Miscellaneous

A. Dues Deduction

1. The District agrees to payroll deductions for any employee governed by this contract for the Abbott School Bargaining Unit, as said employees individually and voluntarily authorize the District to deduct, and transmit the monies promptly to the Bargaining Unit. Employees' authorizations shall be in writing and shall be continuous unless revoked in writing.
2. Payroll deduction authorizations shall be made on forms provided by the Bargaining Unit.
3. Payroll deductions shall commence with the first paycheck in October and dues shall be deducted in equal installments from the first monthly check through June.

B. Duration of Agreement

1. This contract shall be effective July 1, 2007 and shall continue in effect through June 30, 2010.

C. Negotiations Procedure

1. Negotiations shall be commenced by November 1, 2009 for a successor Agreement with the goal of completing negotiations by February 28, 2010.
2. The District shall furnish the Bargaining Unit upon request, information relative to financial resources of the District and/or information relative to staff salaries.

D. Legislative Power

If 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 legislative body has given approval.

E. Conformity to Law

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

Dated: **July 9, 2008**

ABBOTT SCHOOL TEACHERS ASSOCIATION

BY: *Ella T. Hall, Ph.D.*
ELLA T. HALL, Ph.D., President

ABBOTT UNION FREE SCHOOL DISTRICT

BY: *Barbara J. Heaney*
BARBARA J. HEANEY, President

APPENDIX A - 2007 - 2008

SECRETARIAL, CLERICAL, MAINTENANCE, CLEANING SCHEDULE

STEP	CLERK-TYPIST	ACCOUNT CLERK-TYPIST	SENIOR TYPIST	STENOGRAPHER	MAINT.	BOOKKEEPER	CLEANERS
1	23990	26167	27242	27889	30296	34376	21992
2	25785	27961	29037	29683	31982	36188	23224
3	27577	29755	30827	31474	33662	37991	24521
4	29367	31546	32621	33267	35351	39806	25897
5	31160	33337	34414	35061	37031	41619	27348
6	32954	35128	36203	36849	38716	43427	28880
7	34753	36922	37994	38641	40399	45231	30493
8	36544	38716	39791	40437	42083	47046	32203
9	36331	40504	41585	42228	43770	48850	34008
10	40127	42296	43374	44022	45447	50661	35910
11	41920	44088	45167	45815	47130	52471	37456
12	43713	45880	46960	47608	48813	54281	39002

APPENDIX B - 2008 - 2009

SECRETARIAL, CLERICAL, MAINTENANCE, CLEANING SCHEDULE

STEP	CLERK-TYPIST	ACCOUNT CLERK-TYPIST	SENIOR TYPIST	STENOGRAPHER	MAINT.	BOOKKEEPER	CLEANERS
1	24758	27004	28114	28781	31265	35476	22696
2	26610	28856	29966	30633	33005	37346	23967
3	28459	30707	31813	32481	34739	39207	25306
4	30307	32555	33665	34332	36482	41080	26726
5	32157	34404	35515	36183	38216	42951	28223
6	34009	36252	37361	38028	39955	44817	29804
7	35865	38104	39210	39878	41692	46678	31469
8	37713	39955	41064	41731	43430	48551	33233
9	39558	41800	42916	43579	45171	50413	35096
10	41411	43649	44762	45431	46901	52282	37059
11	43261	45499	46612	47281	48638	54150	38655
12	45112	47348	48463	49131	50375	56018	40250

APPENDIX C - 2009 - 2010

SECRETARIAL, CLERICAL, MAINTENANCE, CLEANING SCHEDULE

STEP	ACCOUNT						
	CLERK- TYPIST	CLERK- TYPIST	SENIOR TYPIST	STENO GRAPHER	MAINT.	BOOKKEEPER	CLEANERS
1	25625	27949	29098	29788	32359	36718	23490
2	27541	29866	31015	31705	34160	38653	24806
3	29455	31782	32926	33618	35955	40579	26192
4	31368	33694	34843	35534	37759	42518	27661
5	33283	35608	36758	37449	39554	44454	29211
6	35199	37521	38669	39359	41353	46386	30847
7	37120	39438	40582	41274	43151	48312	32570
8	39033	41353	42501	43192	44950	50250	34396
9	40943	43263	44418	45104	46752	52177	36324
10	42860	45177	46329	47021	48543	54112	38356
11	44775	47091	48243	48936	50340	56045	40008
12	46691	49005	50159	50851	52138	57979	41659