



Cornell University
ILR School

NYS PERB Contract Collection – Metadata Header

This contract is provided by the Martin P. Catherwood Library, ILR School, Cornell University. The information provided is for noncommercial educational use only.

Some variations from the original paper document may have occurred during the digitization process, and some appendices or tables may be absent. Subsequent changes, revisions, and corrections may apply to this document.

For more information about the PERB Contract Collection, see <http://digitalcommons.ilr.cornell.edu/perbcontracts/>

Or contact us:

Catherwood Library, Ives Hall, Cornell University, Ithaca, NY 14853
607-254-5370 ilrref@cornell.edu

Contract Database Metadata Elements

Title: **Copiague Union Free School District and Copiague Clerical Unit 8310-00, CSEA, Local 1000 AFSCME, AFL-CIO, Suffolk County Educational Local 870 (2007)**

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

Union: **Copiague Clerical Unit 8310-00, CSEA, AFSCME, AFL-CIO**

Local: **Suffolk County Educational Local 870, 1000**

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

Expiration Date: **06/30/12**

PERB ID Number: **4840**

Unit Size:

Number of Pages: **22**

For additional research information and assistance, please visit the Research page of the Catherwood website - <http://www.ilr.cornell.edu/library/research/>

For additional information on the ILR School - <http://www.ilr.cornell.edu/>

SEC / 4840

AGREEMENT

by and between the
BOARD OF EDUCATION

of the
**COPIAGUE UNION FREE
SCHOOL DISTRICT**

and
**CSEA Local 1000 AFSCME,
AFL-CIO**

RECEIVED

DEC 13 2007

NYS PUBLIC EMPLOYMENT
RELATIONS BOARD



Copiague UFSD Clerical Unit #8310-00
Suffolk County Educational Local 870

July 1, 2007 — June 30, 2012



TABLE OF CONTENTS

ARTICLE 1	Recognition	1
ARTICLE 2	Length of Agreement	1
ARTICLE 3	Wages.....	1
ARTICLE 4	Stipends.....	2
ARTICLE 5	Longevity	2
ARTICLE 6	Retirement.....	3
ARTICLE 7	Holidays - Vacations.....	3
ARTICLE 8	Hours.....	4
ARTICLE 9	Insurance	5
ARTICLE 10	Promotions and Transfers	5
ARTICLE 11	Sick Leaves & Other Leaves of Absence.....	6
ARTICLE 12	Court Appearances.....	9
ARTICLE 13	Jury Duty.....	9
ARTICLE 14	Child Care Leave	9
ARTICLE 15	Dues/Payroll Deductions.....	10
ARTICLE 16	Section 125 of the I.R.S. Code.....	10
ARTICLE 17	Smoking.....	10
ARTICLE 18	Identification Tags	10
ARTICLE 19	Association Rights	10
ARTICLE 20	Protection of Unit Members.....	11
ARTICLE 21	Miscellaneous	11
ARTICLE 22	Grievance Procedure.....	12

EXHIBIT A	2007-2008 Salary Schedule	14
EXHIBIT B	2008-2009 Salary Schedule	14
EXHIBIT C	2009-2010 Salary Schedule	15
EXHIBIT D	2010-2011 Salary Schedule	15
EXHIBIT E	2011-2012 Salary Schedule	16
EXHIBIT F	Part-Time Salary Schedule.....	16
EXHIBIT G	Dates for Salary Step Changes.....	17

In order to effectuate the provisions of Article 14 of the Civil Service Law of the State of New York (The Public Employees Fair Employment Act) and to encourage and increase effective and harmonious working relationships between the Copiague Board of Education (hereinafter called the Board) and the Civil Service Employees Association, Inc., Local 1000, AFSCME AFL-CIO (hereinafter called the Association):

This Agreement is made and entered into on this 21st day of May 2007 by and between the Board and the Association and shall continue in full force and effect commencing July 1, 2007 through June 30, 2012.

ARTICLE 1 **RECOGNITION**

This Agreement covers all clerical employees including secretaries, clerk typists, stenographers, senior stenographers, account clerks, senior account clerks, senior clerk, mail clerk, attendance aides, and part-time clerk typists, except those designated as Confidential by the Director of Representation of Public Employment Relations Board, and the Employer hereby recognizes the Association as exclusive collective bargaining representatives of such employees. This recognition is to be for a period ending seven (7) months prior to the expiration of this Agreement or such longer period as may be the maximum permitted by law.

ARTICLE 2 **LENGTH OF AGREEMENT**

This Agreement shall remain in full force and effect for the period July 1, 2007 through June 30, 2012.

ARTICLE 3 **WAGES**

Effective July 1, 2007 through June 30, 2008, wages of employees covered by this Agreement shall be in accordance with the Clerical Salary Placement Chart attached hereto marked Exhibit A; effective July 1, 2008 through June 30, 2009, wages of employees covered by this Agreement shall be in accordance with Clerical Salary Placement Chart attached hereto marked Exhibit B; effective July 1, 2009 through June 30, 2010, wages of employees covered by this Agreement shall be in accordance with Clerical Salary Placement Chart attached hereto marked Exhibit C; effective July 1, 2010 through June 30, 2011, wages of employees covered by this Agreement shall be in accordance with Clerical Salary Placement Chart attached hereto marked Exhibit D; effective July 1, 2011 through June 30, 2012, wages of employees covered by this Agreement shall be in accordance with Clerical Salary Placement Chart attached hereto marked Exhibit E.

Effective July 1, 2007 through June 30, 2012, wages of part-time employees covered by this Agreement shall be in accordance with the Clerical Salary Placement Chart attached hereto marked Exhibit F.

Overtime in excess of thirty-five hours per week shall be compensated at the rate of time and one-half or compensatory time at the option of the employer.

Inclement Weather: When school is closed due to inclement weather, all part-time bargaining unit members shall receive their normal pay without loss of entitlements for all such occasions up to a maximum of one (1) day a year. If school is closed due to the return of unused emergency school closing days, all part-time employees covered by this Agreement shall receive their normal pay without loss of entitlements for up to one (1) day per year.

ARTICLE 4 **STIPENDS**

Annual stipends will be paid as follows:

\$350 per year for grade reporting clerk in the High School

\$200 per year for mail Clerk's use of personal automobile. Mileage reimbursement to be determined by Board policy.

ARTICLE 5 **LONGEVITY**

A. Longevity stipends shall be paid to full-time employees covered under this contract according to the schedule below for the period July 1, 2007 to June 30, 2012. Longevity stipends are not cumulative and are effective July 1 and January 1.

\$1000 commencing with the 12th year

\$1150 commencing with the 15th year

\$1300 commencing with the 20th year

\$1600 commencing with the 25th year

Also, a longevity stipend of \$150 shall be paid to any full-time unit member who is off step, i.e., is on top step of the salary schedule and does not receive increment or the longevity stipend set forth above.

Part-time longevity stipends shall be paid to part-time employees covered under this contract according to the schedule below for the period July 1, 2007 to June 30, 2012. Part-time longevity stipends are not cumulative and are effective July 1 and January 1.

35 cents an hour commencing with the 12th year

45 cents an hour commencing with the 15th year

55 cents an hour commencing with the 20th year

65 cents an hour commencing with the 25th year

B. 1. A part-time employee covered by this Agreement who is appointed as a full-time employee effective after September 4, 1984 will be credited prorata (based on a 7-hour workday) for such part-time service in order to determine eligibility to receive a longevity stipend under this Agreement.

2. A part-time employee covered by this Agreement who was appointed as a full-time employee effective on or before September 4, 1984 will be credited year for year for such service in order to determine eligibility to receive a longevity stipend under this Agreement.
3. The foregoing is applicable to such employment, full or part-time, covered within the recognition clause of the Agreement above described including service as a part-time receptionist.

ARTICLE 6
RETIREMENT

The retirement plan of the New York State Employees Retirement System, known as Section 75.i of the Retirement and Social Security Law, shall be provided for all full-time employees covered by this contract.

ARTICLE 7
HOLIDAYS - VACATIONS

A. Holidays:

1. A maximum of seventeen (17) holidays per year are guaranteed for twelve-month full-time employees. The holidays are as follows:

Independence Day	Christmas Eve
Labor Day	Christmas Day
Rosh Hashanah (1)	New Year's Day
Yom Kippur	Martin Luther King, Jr. Day
Columbus Day	Lincoln's Birthday
Election Day	Washington's Birthday
Veterans Day	Good Friday
Thanksgiving Day	Memorial Day
Day after Thanksgiving	

A maximum of seventeen (17) holidays per year are guaranteed for ten-month full-time employees. The first sixteen (16) holidays will be the holidays set forth above with the exception of Independence Day. The seventeenth holiday will be determined by the Superintendent of Schools at the commencement of the school year after consultation with CSEA.

When any of the above holidays fall on a Sunday, it shall be observed and granted on the following Monday, and when any of the above holidays fall on a Saturday, it shall be observed and granted on the previous Friday; provided, however, that if school is in session on such Friday or Monday, a compensatory day shall be granted. In addition, if any one of the above holidays is determined by the Board of Education to be a workday, a compensatory day will be granted. Compensatory days, if any, shall be determined by the Superintendent of Schools.

2. A maximum of six paid holidays per year are guaranteed for hourly paid employees. The holidays are as follows:

Thanksgiving Day	Lincoln's Birthday
Christmas Day	Washington's Birthday
Martin Luther King, Jr. Day	Memorial Day

When any of the above holidays fall on a Sunday, it shall be observed and granted on the following Monday, and when any of the above holidays fall on a Saturday, it shall be observed and granted on the previous Friday; provided, however, that if school is in session on such Friday or Monday, a compensatory day shall be granted. In addition, if any one of the above holidays is determined by the Board of Education to be a workday, a compensatory day will be granted. Compensatory days, if any, shall be determined by the Superintendent of Schools.

B. Ten-month full-time employees will begin work five working days before September 1. They will work during the Christmas recess and winter recess, if any. They will not work during the Easter recess. However, if Easter recess exceeds five working days, they will work any additional days.

C. Twelve-month employees will receive one (1) week paid vacation after six (6) months of employment. Such employee shall receive one (1) additional week paid vacation after one (1) full year of employment. Such employee shall receive two (2) weeks paid vacation per year after two (2) full years of employment. Such employee will receive three (3) weeks paid vacation per year after five (5) full years of employment and four (4) weeks paid vacation per year after twelve (12) full years of service in the school district. The time of such vacation is expressly subject to administrative approval.

D. **Vacation Leave Sell Back:** Each year, twelve-month employees may convert vacation days to their cash equivalent according to the following terms: Employees who receive three weeks paid vacation per year may convert up to three (3) days per year. Employees who receive four weeks paid vacation per year may convert up to five (5) days per year.

E. **Movement from 10-Month to 12-Month Employment:** All unit members who move from a ten-month to a twelve-month position shall be credited, on a prorata basis, with time served in the ten-month position for vacation entitlement in the twelve-month position.

ARTICLE 8 HOURS

Hours of work are the following:

Tuesday after Labor Day through June 30: Eight (8) hours per day with a one hour lunch (individual schedules vary by building), with the following exception: For the Christmas/New Year's, Winter, and Spring recesses, 8:00 a.m. to 3:30 p.m. with a half-hour lunch.

Summer Recess, July 1 through Labor Day: 7:30 a.m. to 3:00 p.m. with a half-hour lunch. On Fridays the hours shall be 7:30 a.m. to 1:00 p.m. with no lunch and no breaks.

ARTICLE 9
INSURANCE

A. Full-time employees covered by this contract may enroll on a 87.5%/12.5% contributory basis in the New York State Health Insurance Plan presently in effect in the school district. New hires shall contribute an additional two and one-half (2.5%) percent for a total employee contribution of fifteen (15%) percent of the family premium cost for health insurance.

Waiver: All unit members who have been participants in the District's health insurance plan for a period of two (2) years shall be eligible to receive the insurance waiver of \$1500 for family coverage or \$750 for individual coverage. The above provision shall be subject to the rules of the New York State Government Employees Insurance Program.

The District shall have the right to change insurance carriers provided the District obtains substantially equivalent coverage and the consent of the Association.

B. The Board of Education will provide a \$25,000 Life Insurance Policy for each full-time employee covered by this contract. Once the unit member reaches the age of 70, the face value of the life insurance shall be reduced in accordance with the carrier's rules and procedures. There will be a thirty-five (35%) percent reduction in the face value of the policy for persons who attain the age of 70 and an additional thirty-five (35%) percent reduction for persons who attain the age of 75.

C. The District shall contribute the following sums for each full-time employee for the CSEA-EBF Dutchess County Family Plan (Dental Insurance Plan):

Effective July 1, 2007 -	\$810
Effective July 1, 2008 -	\$860
Effective July 1, 2009 -	\$910
Effective July 1, 2010 -	\$950
Effective July 1, 2011 -	\$990

The District has the right to change this Dental Plan as long as the benefits are similar.

D. The Board of Education shall provide to each full-time employee covered herein a long term disability insurance plan at no cost to such employee. The plan so provided shall be selected by the Board of Education and shall provide that the Board may require an otherwise eligible employee to apply for benefits thereunder.

ARTICLE 10
PROMOTIONS AND TRANSFERS

A. **Promotions from Within:** Whenever possible, when a vacancy occurs, all clerical personnel are to be notified and personnel in the school system will be first given the opportunity to apply for the position. An employee appointed to a higher position must take the first available Civil

Service examination for this position. (Any other person interested and qualified for the position may also take the examination.) Should the appointed employee fail to obtain a passing grade, she will return to her former title and grade if the Civil Service Commission requires that the vacant position be filled from an eligible list. If the employee is allowed to remain in the position because there is no eligible list, she must take the next available Civil Service examination for this position. She must pass this second examination or be returned to her former title and grade. The employee may not again be considered for this same level position for at least six (6) months.

The foregoing provision shall be consistently enforced.

B. Increase in Salary Upon Promotion:

1. Salaries for those who are promoted to a new title within the unit will be established at the lowest step which provides a minimum of a \$1,500 increase, exclusive of any increment earned to the date of the promotion.
2. In the event the District deems it necessary to canvass a Civil Service list in an attempt to fill a vacancy, should a current employee be promoted to fill the vacancy, the new salary will be established in accordance with #1 above or will be the canvassed salary, whichever is greater.

C. Transfers: The Board of Education reserves the right to make transfers as the needs of the District indicate. Whenever possible, when a vacancy occurs, all clerical personnel are to be notified and personnel in the school system will be given consideration in filling a vacancy.

ARTICLE 11
SICK LEAVES & OTHER LEAVES OF ABSENCE

A. Sick Days:

Full-time employees eligible for sick leave may be absent for reason of illness/disability (including pregnancy) for up to eleven (11) days in any school year without loss of pay if they are employed on a ten-month basis.

Full-time employees eligible for sick leave may be absent for reason of illness/disability (including pregnancy) for up to thirteen (13) days in any school year without loss of pay, if they are employed on a twelve-month basis.

All other employees covered by this agreement may be absent for reason of illness/disability (including pregnancy) five (5) days in any school year without loss of pay.

The accumulated number of unused sick days is unlimited.

Payment of Accumulated Sick Leave: All employees whose employment continues in this school district until retirement shall be entitled at the time of retirement under the New York State Employee's Retirement System to receive payment for accumulated sick leave at the rate of one (1) day for every two (2) days so accumulated. Such payment shall be calculated on the basis of 1/200th of a ten-month full-time employee's base salary at retirement, 1/240th of a twelve-month

employee's base salary at retirement, or the daily rate (hourly rate multiplied by number of hours) of a part-time employee at retirement. For employees hired after June 21, 2000, the accumulated sick leave payout shall be limited to one hundred eighty (180) days at the rate of one (1) day for every two (2) days so accumulated.

Should an employee covered by this Agreement die while in the service of the District, the estate of such employee will be entitled to receive payment for earned accumulated unused sick leave of the deceased employee at the rate of one day for every two days so accumulated. For employees hired after June 21, 2000, this provision shall be limited to one hundred eighty (180) days at the rate of one (1) day for every two (2) days so accumulated.

B. Personal Days:

Full-time employees may be absent for personal reasons other than sickness for not more than five (5) days in any school year. Any such personal days taken by the employee shall be deducted from the eleven or thirteen allowable sick days. All other employees covered by this Agreement may be absent for personal reasons other than sickness for not more than one (1) day in any school year. Any such personal day taken by the employee shall be deducted from the five (5) allowable sick days.

The Board of Education and the employees have mutually agreed to a continuation of the removal of existing restrictions on the personal day policy for one year. It is the Association's contention that employees would use personal days with discretion and would not use these days consecutively whenever possible.

The Board of Education will continue to review the use of personal days on an ongoing basis with the Association. Upon notice to the Association, the Board of Education may reinstate the restrictions contained in the 1968-70 contract. This reinstatement is not negotiable. [The restrictions previously applicable are that personal days may not be used prior to or following a holiday; may not be used to extend a vacation period; and when used, the unit member must give his/her immediate supervisor twenty-four hours notice of the use. These restrictions may be waived by the Superintendent in unforeseen circumstances.]

C. Extended Sick Leave at Full Pay: In the event a full-time employee suffers a continuous illness or extended disability which prohibits the employee working for a period in excess of the employee's accumulated sick day allowance, the employee shall be entitled to an additional twenty (20) days absence without loss of pay. A request in writing, supported by a M.D. certificate indicating the nature of illness and/or disability and the probable date of return to duty, shall be presented. A medical examination performed by the School Physician may be required if the Superintendent of Schools deems it necessary. Any full-time employee taking advantage of this extended sick leave allowance must replace the full number of days thereof used by the employee. The employee may replace the number of days thereof used in the following manner:

1. At the end of each school fiscal year, the number of unused sick days remaining will not accumulate, but will be used to replace the number of days used for extended sick leave purposes as herein provided. The Board of Education shall require the repayment of sick leave days used under the extended sick leave privilege as follows:

The first year after the use of extended sick leave privilege, a repayment of not less than four (4) days must be made. An automatic salary deduction shall be made for any of the required repayment days not repaid from accumulated sick days, such repayment to be based on the salary in the year of illness. The same policy shall be in effect for the second, third and fourth year. All days used under this extended sick leave policy must be repaid by the end of the fifth year. Under no circumstances may sick leave days be borrowed from future accumulation of sick days to satisfy obligations under this policy.

2. If the full-time employee leaves the District before all of the days used in the extended sick leave, as aforesaid, are replaced, the Board shall deduct from the employee's pay vouchers a sum equal to the employee's regular salary for the days not so replaced as aforesaid. In the event the sum owed is not fully recouped by the District from the employee's pay vouchers, the employee shall be responsible to repay the District directly the monies owed hereunder.

D. Extended Sick Leave at Two-Thirds Pay: In the event a full-time employee suffers a continuous illness or extended disability prohibiting the employee's return to duty after the expiration of the employee's sick days, accumulated sick and extended sick leave of 20 days, as herein provided, the employee shall, nevertheless, be entitled to receive two-thirds of the employee's pay for a number of such additional days as the employee may be absent, depending upon length of service within the District as hereinafter provided:

Years of Service	Number of Days Entitled at Two-Thirds Pay	Years of Service	Number of Days Entitled at Two-Thirds Pay
3 or less	0	8	40
4	15	9	45
5	25	10	50
6	30	11	55
7	35	12 or more	60

Any full-time employee taking advantage of this extended sick leave at two-thirds pay must replace the full number of days (1-60) thereof used by the employee. The employee may replace the number of days thereof used in the following manner:

1. At the end of each school fiscal year, the number of unused sick days remaining will not accumulate, but will be used to replace the number of days used for extended sick leave purposes as herein provided. The Board of Education shall require the repayment of sick leave days used under the extended sick leave privilege as follows:

The first year after the use of extended sick leave privilege, a repayment of not less than six (6) days must be made. An automatic salary deduction shall be made for any of the required repayment days not repaid from accumulated sick days. Such repayment to be based on the salary in the year of illness. The same policy shall be in effect for each of the subsequent years after the use of extended sick leave until the days are all paid back in full. Under no circumstances may sick leave days be

borrowed from future accumulation of sick days to satisfy obligations under this policy.

2. If the full-time employee leaves the District before all of the days used in the extended sick leave, as aforesaid, are replaced, the Board shall deduct from the employee's pay vouchers a sum equal to the employee's regular salary for the days not so replaced as aforesaid. In the event the sum owed is not fully recouped by the District from the employee's pay vouchers, the employee shall be responsible to repay the District directly the monies owed hereunder.

E. A full-time employee who takes advantage of the extended sick leave provisions under C and/or D of the Sick Leave Policy, requiring the repayment of borrowed sick days, shall not be entitled to the benefit of such extended sick leave until all the borrowed days have been fully repaid.

F. **Bereavement:** In the event of a death in the immediate family, a full-time employee is allowed a maximum of five days absence and a part-time employee is allowed a maximum of two days absence. These days are in addition to the Sick Leave Policy and are not deducted from accumulated days. The immediate family includes employee's spouse, children, mother and father, sister, brother, and grandchild. A substitute parent shall be considered a member of the immediate family if the employee has lived with this person for twelve consecutive months. In the event of a death of a relation, a full-time employee is allowed a maximum of three days absence and these days are in addition to sick leave and are not deducted from accumulated days. Relations are defined as employee's mother-in-law, father-in-law, and grandparents.

ARTICLE 12 **COURT APPEARANCES**

If an employee is under subpoena or the employee's services are required by the school district for a court appearance, such absence shall not be charged to sick leave or personal days. An official copy of the subpoena must be presented to the Personnel Administrator. This does not apply if an employee goes to court on his own personal business.

ARTICLE 13 **JURY DUTY**

If a full-time employee received a court notice to appear for jury duty, the employee must first submit such notice to the employee's building principal or immediate supervisor for approval. When a leave is granted, it is understood that the employee will receive the employee's regular salary less jury fees.

ARTICLE 14 **CHILD CARE LEAVE**

An employee may apply for a child care leave for a period of one (1) year after the birth of the child for child-rearing purposes, such leave to commence not earlier than the date of birth of the employee's child. At the expiration of this period of time, the employee may apply for an extension

of this leave for a period up to another year. In no event shall child care leave be extended beyond two (2) full years. If granted, child care leave shall be without pay. The period of leave may be shortened should the child not survive the expiration of the leave period. Except in emergency situations, the employee shall provide no less than sixty (60) days written notice of his/her intent to apply for this leave to the Superintendent of Schools.

ARTICLE 15
DUES/PAYROLL DEDUCTIONS

An employee may through payroll deduction have her membership dues deducted from her salary. Payroll deduction may only be made upon written approval of the employee. It will be the responsibility of the Association to provide authorization cards for their members. Such authorization cards shall indicate the amount of deduction to be made. An employee may have payroll deductions for tax shelter and Federal Credit Union purposes. Also, members may have two (2) additional deductions for insurance programs provided by CSEA. Enrollment into such programs shall be processed during September and January only.

ARTICLE 16
SECTION 125 OF THE I.R.S. CODE

The District shall provide to unit members an I.R.S. Section 125 flexible benefits plan.

ARTICLE 17
SMOKING

Smoking is prohibited anywhere in or on District property.

ARTICLE 18
IDENTIFICATION TAGS

All unit members shall be required to wear district-issued identification tags at all times while on duty.

ARTICLE 19
ASSOCIATION RIGHTS

A. The Association will be allowed to use school building facilities for Association meetings after school and after the workday provided there is no conflict with other functions and that there be no cost to the Board of Education. The Association must follow all established procedures regarding the use of facilities.

B. The Association will be offered one (1) day per year to attend Union conferences without loss of pay or benefits.

ARTICLE 20
PROTECTION OF UNIT MEMBERS

A. Employees will report all cases of physical assault by students suffered by them in connection with their employment.

1. Whenever an employee is absent from school as a result of personal injury caused by an assault occurring in the course of her employment or where the injury is sustained by a conflict with students while preventing harm to the employee, student or staff member, she shall be paid her full salary during such absence, for a period not to exceed one (1) year from the date of the occurrence, less the amount of any Workers' Compensation Insurance proceeds, and no such part of such absence shall be charged to her annual or accumulated sick leave.
2. In the event a personal injury does not arise as described in paragraph A.1 of this Agreement, but occurs otherwise in the course of a unit member's employment, district obligation for the protection provided by paragraph A.1 shall not exceed a period of 120 school days within one (1) year from the date of occurrence.

ARTICLE 21
MISCELLANEOUS

A. This Agreement sets forth the entire agreement between the parties and the same shall not be changed, altered or modified except by written instrument signed by both parties.

B. Pursuant to the provisions of subdivision 3(b) of Section 207 of the Civil Service Law, the Civil Service Employees Association, Inc. hereby affirms that it does not assert the right to strike against any government, to assist or participate in any such strike, or to impose an obligation to conduct, assist or participate in such a strike.

C. In the event any part of this Agreement is determined to be unenforceable as being contrary to law, the remainder of this Agreement shall survive and continue in effect. Copies of this contract will be made available by the Board of Education and a copy distributed to each employee now employed or hereafter employed by the school district.

D. The Association shall notify the Board of Education at least six months prior to the expiration of this contract of its intention to negotiate for a new contract and negotiations shall commence within two weeks thereafter.

E. IT IS AGREED BY AND BETWEEN THE PARTIES THAT ANY PROVISION OF THIS AGREEMENT REQUIRING LEGISLATIVE ACTION TO PERMIT ITS IMPLEMENTATION BY AMENDMENT OF LAW, OR BY PROVIDING THE ADDITIONAL FUNDS THEREFORE, SHALL NOT BECOME EFFECTIVE UNTIL THE APPROPRIATE LEGISLATIVE BODY HAS GIVEN APPROVAL.

ARTICLE 22
GRIEVANCE PROCEDURE

The Association and the employer shall make reasonable efforts to resolve all grievances and disputes. A grievance is defined as a complaint by an employee based upon an alleged violation of the provisions of this contract.

INFORMAL STATE

First Level Aggrieved party contacts immediate supervisor for discussion of the grievance. If the grievance is not resolved, the aggrieved, the immediate supervisor, and the building principal shall meet at the request of the aggrieved for a further discussion of the grievance.

FORMAL STATE

First Level The employee shall present the grievance in writing to the building principal. A meeting with the aggrieved, immediate supervisor, building principal, and the representative of the aggrieved shall be held. Failure to resolve the grievance at this level will result in proceeding to Level Two.

Second Level Within five (5) school days of the latter meeting, the aggrieved shall submit the grievance in writing to the Personnel Administrator. Within five (5) school days, the Personnel Administrator will hold a meeting with the aggrieved and anyone the aggrieved requests to represent the aggrieved. Failure to resolve the grievance at this level will result in proceeding to Level Three.

Third Level Within five (5) school days of the completion of the discussions at the Second Level, the aggrieved shall submit the grievance in writing to the Superintendent of Schools. The Superintendent of Schools shall hold a meeting within five (5) school days with the Personnel Administrator, the representative of the aggrieved, and the aggrieved. Failure to resolve the grievance at this level will result in proceeding to Level Four.

Fourth Level Within five (5) school days of the completion of the discussions at the Third Level, the aggrieved shall submit in writing, through the Superintendent of Schools, a request for a meeting with the Board of Education and the Superintendent of Schools. The Board of Education shall call such a meeting within fifteen (15) school days of the receipt of such request by the Superintendent of Schools and shall reach a decision within fifteen (15) school days of the first meeting. The aggrieved and the representative of the aggrieved shall be present.

Fifth Level In the event the grievance is not resolved, the dispute shall be submitted through final and binding arbitration pursuant to the Voluntary Labor Arbitration Rules of the American Arbitration Association. In such case, the cost of such arbitration shall be borne equally between the parties to the dispute.

A grievance will be deemed to have been waived unless presented within thirty (30) days after the event or events on which the grievance is based is known or reasonably should have been known by the aggrieved party.

COPIAGUE UNION FREE SCHOOL DISTRICT

By William R. Bolter
Superintendent of Schools

James Paschee
President, Board of Education

COPIAGUE CLERICAL UNIT

By Irene Kleener
President, Copiague Clerical Unit

Jon Saucie
CSEA Labor Relations Specialist

EXHIBIT A

2007-2008

Step	10-MONTH		12-MONTH		Account Clerk	Secondary	Senior
	Clerk Typist	Senior	Clerk Typist	Account Clerk	Elem. Prin. Secty	Principal's	Account Clerk
	Attend. Aide	Clerk Typist	Mail Clerk	Sr. Clerk Typist*		Secretary	
1	26,977	30,122	30,699	34,838	35,495	36,655	
2	28,210	31,498	32,121	36,289	36,949	38,182	
3	29,443	32,874	33,543	37,740	38,403	39,709	
4	30,676	34,250	34,965	39,191	39,857	41,236	
5	31,909	35,626	36,387	40,642	41,311	42,763	
6	33,142	37,002	37,809	42,093	42,765	44,290	
7	34,375	38,378	39,231	43,544	44,219	45,817	
8	35,608	39,754	40,653	44,995	45,673	47,344	
9	36,841	41,130	42,075	46,446	47,127	48,871	
10	38,074	42,506	43,497	47,897	48,581	50,398	

*Transportation
Athletics
Technology
Buildings & Grounds

EXHIBIT B

2008-2009

Step	10-MONTH		12-MONTH		Account Clerk	Secondary	Senior
	Clerk Typist	Senior	Clerk Typist	Account Clerk	Elem. Prin. Secty	Principal's	Account Clerk
	Attend. Aide	Clerk Typist	Mail Clerk	Sr. Clerk Typist*		Secretary	
1	27,921	31,176	31,773	36,057	36,737	37,938	
2	29,197	32,600	33,245	37,559	38,242	39,518	
3	30,474	34,025	34,717	39,061	39,747	41,099	
4	31,750	35,449	36,189	40,563	41,252	42,679	
5	33,026	36,873	37,661	42,064	42,757	44,260	
6	34,302	38,297	39,132	43,566	44,262	45,840	
7	35,578	39,721	40,604	45,068	45,767	47,421	
8	36,854	41,145	42,076	46,570	47,272	49,001	
9	38,130	42,570	43,548	48,072	48,776	50,581	
10	39,407	43,994	45,019	49,573	50,281	52,162	

EXHIBIT C

2009-2010

Step	10-MONTH		12-MONTH			
	Clerk Typist Attend. Aide	Senior Clerk Typist	Clerk Typist Mail Clerk	Account Clerk Elem. Prin. Secty Sr. Clerk Typist*	Secondary Principal's Secretary	Senior Account Clerk
1	28,898	32,267	32,885	37,319	38,023	39,266
2	30,219	33,741	34,409	38,874	39,580	40,901
3	31,541	35,216	35,932	40,428	41,138	42,537
4	32,861	36,690	37,456	41,983	42,696	44,173
5	34,182	38,164	38,979	43,536	44,253	45,809
6	35,503	39,637	40,502	45,091	45,811	47,444
7	36,823	41,111	42,025	46,645	47,369	49,081
8	38,144	42,585	43,549	48,200	48,927	50,716
9	39,465	44,060	45,072	49,755	50,483	52,351
10	40,786	45,534	46,595	51,308	52,041	53,988

EXHIBIT D

2010-2011

Step	10-MONTH		12-MONTH			
	Clerk Typist Attend. Aide	Senior Clerk Typist	Clerk Typist Mail Clerk	Account Clerk Elem. Prin. Secty Sr. Clerk Typist*	Secondary Principal's Secretary	Senior Account Clerk
1	29,837	33,316	33,954	38,532	39,259	40,542
2	31,201	34,838	35,527	40,137	40,866	42,230
3	32,566	36,361	37,100	41,742	42,475	43,919
4	33,929	37,882	38,673	43,347	44,084	45,609
5	35,293	39,404	40,246	44,951	45,691	47,298
6	36,657	40,925	41,818	46,556	47,300	48,986
7	38,020	42,447	43,391	48,161	48,908	50,676
8	39,384	43,969	44,964	49,767	50,517	52,364
9	40,748	45,492	46,537	51,372	52,124	54,052
10	42,112	47,014	48,109	52,976	53,732	55,743

EXHIBIT E

2011-2012

Step	10-MONTH		12-MONTH			
	Clerk Typist Attend. Aide	Senior Clerk Typist	Clerk Typist Mail Clerk	Account Clerk Elem. Prin. Secty Sr. Clerk Typist*	Secondary Principal's Secretary	Senior Account Clerk
1	30,732	34,315	34,973	39,688	40,437	41,758
2	32,137	35,883	36,593	41,341	42,092	43,497
3	33,543	37,452	38,213	42,994	43,749	45,237
4	34,947	39,018	39,833	44,647	45,407	46,977
5	36,352	40,586	41,453	46,300	47,062	48,717
6	37,757	42,153	43,073	47,953	48,719	50,456
7	39,161	43,720	44,693	49,606	50,375	52,196
8	40,566	45,288	46,313	51,260	52,033	53,935
9	41,970	46,857	47,933	52,913	53,688	55,674
10	43,375	48,424	49,552	54,565	55,344	57,415

EXHIBIT F

PART-TIME CLERK TYPISTS

Step	2007-08	2008-09	2009-10	2010-11	2011-12
1	15.46	16.00	16.56	17.10	17.61
2	15.79	16.34	16.91	17.46	17.98
3	16.12	16.68	17.26	17.82	18.35
4	16.45	17.03	17.63	18.20	18.75

EXHIBIT G

Dates for Salary Step Changes

Teachers and Other 10-Month Employees:

Beginning Work:

September, October or November	September 1
December, January, February or March	February 1
April, May or June	No change until the following year.

12-Month Employees:

Beginning Work:

July, August or September	July 1
October, November, December, January, February or March	January 1
April, May or June	No change until the following year.

Approved by Board of Education - December 21, 1964.

