

**Collective Bargaining Agreement**

**Between**

**Dutchess County Board of Cooperative Educational  
Services**

**And**

**Dutchess BOCES Support Staff Association**

**July 1, 2015 through June 30, 2019**

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AGREEMENT made as of July 1, 2015, between Dutchess County Board of Cooperative Educational Services hereinafter referred to as the “BOCES,” and the Dutchess BOCES Support Staff Association, hereinafter referred to as “Association.”

## **ARTICLE 1**

### **RECOGNITION**

#### **1. Exclusive Representation**

The BOCES has recognized the Association as the exclusive agent for all full time and part time employees in a negotiating unit consisting of Accountant, Account Clerk, Account Clerk/Typist, Administrative School Secretary, Bus Driver/Custodial Worker, Bus Driver/Maintenance Worker, Courier, Custodial Worker, Custodial Worker/Courier, Custodial Worker/Groundskeeper, Financial Aid Advisor, Food Service Helper, Head Maintenance Mechanic, Infrastructure System Specialist, Instructional Systems Research Specialist (Tech I), Instructional Tech Support Assistant, Instructional Technology Acquisition Specialist, Instructional Technology Systems Specialist (Tech II), Maint.-Coop. Plumber, Maint.-Coop.-Electrician II (shared), Maint.-Coop./Carpenter (shared), Maintenance Helper, Maintenance Mechanic, Maintenance Worker, Microcomputer Network System Specialist, Microcomputer System Specialist, Microcomputer Technician, Network Analyst, Principal Acct Clerk, Program Assistant, Public Information Officer, Receiving Clerk, Receptionist/Typist, Senior Custodial Worker, Special Project Asst., Sr. Microcomputer Technician, Stenographer, Transportation Broker, Typist, Graphics Aide, Senior Account Clerk, Senior Custodial Worker, Senior Program Assistant, Offset Printer, Photocopy Operator, Website Support Specialist, Youth Aide, and excluding Job titles represented by the

Dutchess County BOCES Faculty Association, the BOCES Administrative and Supervisory Association of Dutchess County, Dutchess County BOCES Adult Education Instructors Association, titles deemed managerial and confidential under the Act, and all other employees.

## **ARTICLE 2**

### **LEGISLATIVE AUTHORITY**

#### **2.1 Statement of Condition**

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 be effective until the appropriate legislative body has given approval.

#### **2.2 No Strike Pledge**

The Association and the BOCES recognize that strikes by unit members are contrary to law and public policy. The Association and the BOCES subscribe to the principle that differences shall be resolved by peaceful and appropriate means without interruption of the school program. The Association agrees that it will not strike, conduct a slowdown or work stoppage against the BOCES, or assist or participate in any strike, slowdown or work stoppage against the BOCES, or impose an obligation upon its members to conduct, assist or participate in any strike, slowdown or work stoppage against the BOCES.

## **ARTICLE 3**

### **ASSOCIATION RIGHTS**

#### **3.1 Association Meetings**

The Association shall have the right to conduct meetings on BOCES property. The Association shall be subject to BOCES policy regarding the use of BOCES property and the BOCES

shall have the right to make and enforce rules in regard to the use of BOCES property without consultation with the Association. The Association shall request prior permission for the use of any BOCES building with the appropriate building administrator. Such permission shall not be unreasonably withheld.

### **3.2 Association Business**

The Association President or designee shall be released from his/her work assignment with pay for eight (8) days each year to attend annual NYSUT and AFT functions. Application for such use shall be made to the District Superintendent. Upon approval by the District Superintendent, the representative shall notify the appropriate site supervisor.

### **3.3 Bulletin Boards**

Bulletin board space for Association use shall be provided in each building.

### **3.4 Intra-School Mail**

The Association shall be allowed continued use of the intra-school mail for the distribution of its communications to members on a reasonable basis.

### **3.5 Dues Deductions**

A) Dues for the Association shall be deducted from the salaries of all members. A dues structure statement will be provided by the Association to the BOCES by October 1 of each year. The BOCES shall forward the dues collected to the Association by the 5<sup>th</sup> of each month.

B) Agency Fee: 1) The BOCES shall deduct from the salaries of those members of the bargaining unit who are not members of the Association a service fee (agency fee) equivalent to the total annual per capita dues paid by members of the Association.

2) The agency fee shall be deducted in the same manner as payroll deduction of dues, described in Section A above.

3) Any bargaining unit member subject to the agency fee charge who is employed for less than a full school year or for less than a full-time equivalent position shall pay a service fee equivalent to the pro rata portion of the total dues paid by members of the Association.

4) The Association has affirmed that it has adopted the procedure for refund of agency fee deduction as required in Section 208-3(b) of the Civil Service Law.

5) The Association hereby agrees that it will at all times hereafter indemnify and save harmless the BOCES against any liability, loss, damage, cost or expense which it may incur or sustain by reason of any action, suit or proceeding which may be brought against the BOCES by any other person, firm or corporation that may have been or may be claimed to have been damaged or injured in any way by reason of the foregoing agency fee provision in this contract. It is further agreed that in the event any action, suit or proceeding is brought against the BOCES or any officer or employee for any liability arising out of the aforesaid agency fee provision the said BOCES Officer or employee shall at once give notice in writing to the Association by mail addressed to the President of the Association. Upon the giving of such notice, the Association at its own expense shall defend any such action, suit, or proceeding and take all such steps as may be necessary or proper therein to prevent the obtaining of a judgment against the BOCES or its officer or employee, and in the event that any such judgment is obtained by the BOCES prior to the making of any demand upon the BOCES for payment, will pay such judgment in its entirety.

### **3.6 Payroll Options**

Each employee shall be paid on at least a bi-weekly basis throughout the work year according to the payroll dates announced by the BOCES.

### **3.7 Holiday Payroll**

When payroll days fall within a holiday period, the check for that payroll date will be issued on the last working day preceding the holiday period, when feasible.

### **3.8 Payroll Deposits**

At the option of each individual employee, payroll checks may be deposited directly to the employees' personal checking or savings account by the BOCES. The obligation to make direct deposit shall be subject to reasonable rules and regulations of the BOCES.

Except as provided below, effective July 1, 2016, direct deposit of the paycheck of each unit member, to the financial institution of the unit member's choice, shall be required, absent extenuating circumstances approved by the Office of Human Resources.

Any unit member who does not have direct deposit as of October 5, 2016 shall not be required to participate in direct deposit through June 30, 2019, after which such unit member shall be subject to mandatory direct deposit, absent extenuating circumstances approved by the Office of Human Resources.

### **3.9 Seniority**

Seniority for overtime will apply within the specific daily work assignment, job title and work site. An employee engaged in a work assignment in progress during regular working hours shall continue that assignment for the purpose of overtime hours.

### **3.10 Minutes**

The BOCES shall mail to the President of the Association a copy of the official minutes of each meeting of the Board of Education.

## **ARTICLE 4**

### **BOCES FILES**

#### **4.1 Filing of Reports**

No material shall be placed in a BOCES file about an employee unless the employee has had an opportunity to read the material. Employee files shall contain routine financial information and matters of factual nature, which relate to the job performance of an employee. The employee shall acknowledge that the employee has read such material by affixing a signature on the actual copy to be filed with the understanding that such signature does not necessarily indicate agreement with its contents. The employee shall have the opportunity to answer any material inserted in the file and such answer shall be filed together with the material objected to. A free copy of any material added to the member's file shall be provided to the employee at the time of filing. The BOCES, upon request, shall provide additional copies of materials in a member's file at the rate otherwise charged by the BOCES for the copying of documents under the Freedom of Information Law.

#### **4.2 Review of Files**

The employee shall submit a signed request two (2) work days before the time in which he or she desires to review the file. In the event an employee is unable to review the file during normal office hours, arrangements will be made upon reasonable advance notice to permit such review at a time convenient to the employee and the BOCES. At the request of the employee, a representative of the Association may be present during the review. The employee may only review the file relating to the employee and only in the appropriate administration office. The Association or its representatives shall have no right to review employee files.



**ARTICLE 5**

**EMPLOYEE DISCIPLINE**

**5. Fair Dismissal**

In any situation in which a supervisor or administrator may choose to confront an employee for the purpose of discipline or reprimand or at a meeting that leads to discipline or discharge, the employee shall be advised prior to such conference as to the nature of the meeting and shall be entitled to Association representation at that meeting.

**ARTICLE 6**

**EVALUATION**

**6.1 Purpose and Format**

Employees shall be evaluated for the purpose of determining their competency in performing their assignments. The number and type of evaluation shall be determined by a committee of representatives from the BOCES and the Association. The Association will select association representatives. Upon request, the BOCES and Association shall meet and confer regarding suggestions as to changes in the evaluation sheets.

**6.2 Observations**

All formal observations of an employee's performance will be conducted openly. The BOCES shall have the right to conduct informal observations at any time. Every effort shall be made to provide a copy of any observation report or of any evaluation report prepared by the employee's supervisor within seven (7) working days. If a conference is requested, every effort will be made to discuss the report of evaluation with the supervisor within seven (7) working days of receipt by the unit member prior to including in the BOCES file. The employee shall have the right to submit

a response to any report or evaluation within seven (7) working days following receipt of the report or the requested conference and the response shall be attached to the report or evaluation.

## **ARTICLE 7**

### **POSTING OF VACANCIES**

#### **7. Posting**

The BOCES shall post notices of vacancies and/or openings of any type whatsoever occurring within the bargaining unit at all instructional sites owned and operated by BOCES and shall send a copy of each notice to the Association President.

## **ARTICLE 8**

### **WORKSHOPS CONFERENCES AND TUITION REIMBURSEMENTS**

#### **8.1 Attendance at Workshops and Conferences.**

A. The BOCES and the Association recognize that professional development is part of the regular responsibility of an employee and that attendance at particular conferences or workshops may be of value to the BOCES. Upon a showing of value to the BOCES by the Employee or the Association, and upon reasonable advance notice in writing, in each year of the terms of this Agreement, the District Superintendent may grant an employee one or more days of leave, without charge to other leave credits, for the purpose of attending such a conference or workshop and/or may authorize reimbursement of the reasonable and necessary expenses for attendance at such a conference or workshop.

B. Participation in Agency Sponsored Programs.

Unit members may enroll in BOCES Adult Continuing Education classes as well as classes offered by the RIC or Instructional Services, tuition free under the following conditions: (a) such courses cannot be taken during the work day unless approved by the Office of Human Resources. (b) Enrollment is contingent upon availability of space after it is determined that adequate external enrollment is available to fund the class. (c) Unit members must verify their enrollment at their initiative on the day preceding the first class. (d) Any classes taken under this provision are not eligible for salary purposes or for any other reimbursement claims that may otherwise be available within this agreement. (e) Absent funding as provided for in this subsection, unit members will pay the full cost of the tuition, if any. (f) Unit members are responsible for any and all costs above tuition; and (g) for RIC courses for which tuition is charged, unit members shall be responsible for tuition costs to the same extent as other BOCES employees.

C. Tuition Reimbursement for Certain Courses.

The BOCES will reimburse up to one-half the cost per unit member per class to a maximum of two classes per year toward the cost of course work that meets the following criteria; (a) the course work is functionally related to the field in which the unit member works, is job related, is not a degree-based program, and is not Adult Continuing Education, (b) the course work is scheduled outside of working hours, (c) at the discretion of the District Superintendent or his/her designee, the unit member must receive prior approval; and (d) the unit member must submit evidence of successful completion of course prior to reimbursement.

**ARTICLE 9**

**GRIEVANCE PROCEDURE**

A. A grievance shall mean a complaint by an employee in the bargaining unit that:

1. There has been a misapplication, misinterpretation, or a violation of this Agreement.
2. There has been a violation, misapplication or misinterpretation of written policy of the Board of Education affecting the terms and conditions of employment of members of the bargaining unit. As used in this article, the term employee shall mean:

- (a) An individual employee, or
- (b) A group of employees, or
- (c) The Association.

B. Steps.

Step 1. The Employee shall discuss the matter with the employee's immediate supervisor. The employee may be represented by a representative of the Association. The supervisor shall give the employee a written answer within seven (7) work days. A copy of the answer shall be given to the Association.

Step 2. If the grievance is not resolved at Step 1, the employee, through the employee's Association representative, may, within seven (7) work days submit the grievance in writing to the District Superintendent or his/her designee. The District Superintendent or his/her designee shall hold the conference within seven (7) work days of the submission of the grievance. The employee and/or employee's representative shall be present at the conference to meet with the District Superintendent or his/her designee to discuss the grievance in an attempt to resolve it. The District Superintendent or his/her designee shall furnish the employee and the Association with a decision in writing within seven (7) work days of the conference.

Step 3. In the event that the preceding steps have failed to resolve the dispute, the Association may submit the grievance to arbitration by filing with the District Superintendent or

his/her designee a written notice of intent to arbitrate at any time within fifteen (15) work days from the time a decision is rendered at the District Superintendent's level at Step 2 above, or, failing a written response from the District Superintendent or his/her designee, within fifteen (15) work days from the time the decision was due.

The Association and the BOCES will attempt to agree upon an arbitrator or, failing such agreement, the Association may file a written demand for arbitration with the American Arbitration Association. Arbitration will then proceed to the Voluntary Labor Arbitration Rules of the American Arbitration Association.

C. Time Limits.

1. A grievance shall be submitted at the first applicable step of the grievance procedure as outlined herein within twenty (20) work days of the date upon which the aggrieved party knew or would have known of the facts underlying the alleged grievance.
2. Time limits may, however, be extended by mutual agreement.
3. Failure at any stage of the grievance procedure to communicate a decision to the aggrieved party and to the Association within the specified time limits shall permit the lodging of an appeal at the next stage of the procedure within the time allotted, communicated by the final day.

D. Basic Principles.

1. If a grievance affects any individual it shall be submitted at Step 1. If a grievance affects a group of unit members, it may be submitted directly to the District Superintendent or his/her designee and shall begin at the level 2 of the grievance procedure.

2. The BOCES and the Association agree to facilitate any investigation which may be required and to make available any and all material and relevant documents, communications and records concerning the alleged grievance.
3. No interference, coercion, restraint, discrimination or reprisal of any kind will be taken by the BOCES or any member of the administration against the aggrieved party, any party of interest, any representative, any member of the grievance committee or any other participant in the grievance procedure or by any other person by reason of such grievance or participation therein.
4. All documents, communications and records dealing with the processing of a grievance shall be filed separately from the personnel file of the participant.

E. General - Arbitration.

1. The Association shall have the sole and exclusive right to submit a grievance to arbitration.
2. The arbitrator shall have the power to make awards or to fix back pay and other compensations. The decision and award of the arbitrator shall be final and binding.
3. All fees and expenses of the American Arbitration Association and the Arbitrator shall be shared equally by the BOCES and the Association.

**ARTICLE 10**

**WORKING CONDITIONS**

**10.1 Emergency Closings**

If it is announced on the radio that BOCES is closed, support staff should make a reasonable effort to report to work on time, but no later than 10:00 AM. (See Staff Handbook for listing of

radio stations.) Arrival after 10:00 AM will be charged either ½ day or full day to personal time, vacation time or loss of pay. If conditions require an employee's arrival after 10:00 AM, that person must call the main switchboard regarding their status by 10:00 AM.

If it is announced on the radio that BOCES classes will be delayed, support staff will follow the same delay. If BOCES is on a one-hour delay, staff will report by 9:00 AM. If BOCES is on a two-hour or three-hour delay, staff will report by 10:00 AM.

If the BOCES offices are to be closed, employees will be notified by telephone not to report to work. If school is closed due to weather conditions, etc., and an employee has previously requested a personal or vacation day, the day requested will be credited to the employee.

Volunteers from the Facilities and Operations Staff shall be solicited for snow removal team(s) which shall be established by October 15<sup>th</sup> or as soon as practicable after November 2, 2016. Thereafter, the snow removal team(s) shall be established by October 15<sup>th</sup> along with the number of members on the team(s). In the event that there is an insufficient number of volunteers to serve on the snow removal team(s) or if a member of the snow removal team(s) is absent on the day of snow removal, the BOCES will first solicit additional volunteers and if there are insufficient volunteers, then such snow removal team(s) assignment will be done on a rotating basis using inverse seniority. Nothing herein requires the BOCES to utilize all members of the snow removal team(s) for each snow removal event. Selection from the team members shall be done on a rotating basis using seniority.

## **10.2 Summer Hours**

A. At the discretion of the District Superintendent, summer hours will begin the Monday after school ends in June each year, and continue until the Friday preceding the opening of school in September. The summer hours schedule will be determined by the District Superintendent and

distributed to the eligible employees prior to the first day of summer hours. These hours are defined for full-time, 12-month employees who work during the summer under the titles of Account Clerk, Account Clerk/Typist, Instructional Technology Acquisition Specialist, Junior Accountant, Senior Program Assistant, Program Assistant, Receptionist/Typist, Stenographer, Transportation Broker and Typist.

B. All other members of SSA staff not indicated in the titles above may be granted summer hours at the discretion of the District Superintendent.

### **10.3 Holidays**

All full-time support staff personnel will be entitled to fifteen holidays per year. The District Superintendent will establish the holiday schedule for the school year prior to July 1.

Independence Day  
Labor Day  
Columbus Day  
Veteran's Day  
Thanksgiving Day and the following Friday  
Christmas  
New Year's Day  
Martin Luther King Day  
President's Day Observance  
Good Friday  
Memorial Day  
Three to be determined

### **10.4 Vacation Days**

Except in emergencies, requests for vacation time shall be submitted on the REQUEST FOR APPROVAL OF VACATION DAYS form to the immediate supervisor well in advance of the requested vacation day(s).

Where a lengthy vacation period is being considered, the request should be submitted with sufficient lead time which allows for minimal disruption to the BOCES program(s). In addition,



employees are encouraged to consult with their immediate supervisor well in advance, and prior to making any formal plans for a lengthy vacation period.

Vacation time for Support Staff is credited only for full-time 12 month employees. Should an individual who is employed in a part-time or 10-month support staff capacity become employed on a full-time 12-month basis, vacation time will begin to be credited from the date the 12-month appointment begins. Full time support staff employees are entitled to the following working days of annual vacation during each completed school year:

<u>Years Completed</u>	<u>Number of Days</u>
1	10
2	11
3	12
4	13
5	15
6	16
7	17
8	18
9	19
10	20
11	21
12	22

New employees with less than one complete year (12 months of BOCES work experience) will receive vacation time as follows:

For months remaining in a given school year (July 1 to June 30), the formula will be the total allocation divided by 12 and then multiplied by the number of months remaining.

Example:

The total allocation is ten (10) days. The formula shall be  $10/12$  multiplied by the remaining months in a year. Employee starts on January 1 of the current year,  $(10/12 \text{ multiplied by } 6) = 5$  days.

If an employee leaves before the end of the school year and has used any unearned vacation days, the vacation days so used shall be deducted from the employee's final pay. For those persons who were less than full time employees of BOCES prior to becoming full time, for the purposes of vacation leave, "years completed" will commence on the full time effective date.

Upon leaving BOCES employment, non-instructional employees will be given salary equal to accumulated vacation time. Such payment shall be at the then current salary rate. The formula will be their total allocation divided by 12 and then multiplied by the number of months completed.

Example:

The total allocation is twelve (12) days. The formula shall be  $12/12$  multiplied by the remaining months in a year.  $(12/12 \text{ multiplied by } 6) = 6 \text{ days}$ .

For those eligible employees who begin work after the start of the work of the work year and for those eligible employees who leave BOCES employment prior to the end of the work year, vacation days shall be adjusted on a prorated basis as noted above.

Vacation Carryover: Carryover of vacation days shall be allowed to accumulate up to five (5) days per year to a maximum of twenty (20) days. The District Superintendent is authorized to allow transfer of more than that amount in unusual circumstances.

Grandfather three (3) unit members vacation days accruing beyond the annual contractual allotment. At the time of separation from employment at the BOCES, the unit member will be paid at his/her daily rate of pay for all accumulated days.

Should an employee's vacation become interrupted due to a death in the immediate family as defined in §11.4 herein, vacation time will be converted to the appropriate bereavement leave for a maximum of three (3) days.

## **ARTICLE 11**

### **LEAVES OF ABSENCE**

#### **11.1 Personal Leave**

All regular full-time members shall be allowed a maximum of four (4) personal days per year. No reason need be given for any personal day request. Unused personal days shall be added to accumulated sick leave. The addition shall be without limit for accumulated personal leave days. The present limit of sick leave will continue. Except in emergencies, the person taking leave hereunder shall give their immediate supervisor written notice at least three (3) school days in advance of the day of such leave.

Personal business leave is not to be used for attending to second jobs or businesses, or the extension of any holiday or weekend period.

Personal leave may not be taken either the workday immediately before or immediately after a holiday, except with the written approval of the District Superintendent or his/her designee. If an employees leaves before the end of the school year and has used any unearned personal days, the personal days so used shall be deducted from the employee's final pay.

#### **11.2 Sick Leave**

Full-time regular BOCES Support Staff shall be entitled to a maximum of 18 days sick leave per school year, 1-1/2 days per month, accumulative to 180 days. Such days may be accumulative to 190 days, as of July 1, 2009. If an employee leaves before the end of the school year and has used any unearned sick days, the sick days so used shall be deducted from the employee's final pay. Annual sick leave accumulations shall be credited at the beginning of the school year.

If an employee has previously requested a personal or vacation day and becomes ill, while on such a day of absence, the employee is charged a personal or vacation day, whichever was requested and approved. Extenuating circumstances will be reviewed by the District Superintendent.

For reasons of family illness, a support staff employee may use a maximum of five (5) days of the employee's eighteen (18) days annual sick leave allocation in any one school year. Family shall only include an employee's spouse, mother, father, son, daughter, or domestic partner, or sibling who resides in the home of the employee provided such leave is used for actual care.

In those cases where part time employees become full-time employees, full-time sick leave accumulation shall begin from the date that full time status is attained including days accumulated on part-time status but on a pro rata basis.

Food Service Workers shall be entitled to one paid sick day per year for personal illness. Unused sick leave days may be accumulated up to a maximum of thirty (30) days.

### **11.3 Sick Leave Bank**

A) On October 1st of each year, the BOCES will provide the Association with a list of the names of those members who belong to the Sick Leave Bank and the total number of days in the bank. Anyone not belonging to the bank may voluntarily fill out and submit an application by October 30<sup>th</sup> contributing not more than one day to the bank. New employees will have the opportunity to fill out an application to contribute not more than one day within thirty (30) days after commencement of employment. Upon receipt of such application, the employee's individual sick leave will be diminished by one day. In cases of catastrophic, long term, disabling illnesses or accidents, participants who have exhausted their individual sick leave benefits may request days from this bank.

B) Once the bank has been depleted to ten (10) days, a new day must be contributed at this time by all members of the Association who wish to be members of the sick bank.

C) Two (2) members of the Association and two (2) administrators shall jointly administer the bank, acting upon requests and keeping the necessary records.

D) Participation shall be limited to contributing employees.

E) An employee who has used days from the bank shall be eligible to use up to three (3) additional days needed from the bank during the remainder of the school year in which he or she returns. These three (3) days shall not be cumulative and not necessarily related to the catastrophic illness or accident.

F) Employees who have used the sick bank shall not be required to contribute a day of sick leave as a condition of membership if the bank is renewed within the school year of his or her return from a catastrophic illness or accident. Participation must be renewed by October 30<sup>th</sup> of the following school year for continued membership. Except for emergency reasons; verified by the District Superintendent, paid sick leave shall not be granted when an employee seeks to use sick leave for medical services which are obtainable outside of work hours.

G) Employees may use a maximum number of SICK BANK DAYS during their employment with the BOCES as follows:

Up to and including one (1) year:	0 days
Up to and including two (2) years:	45 days
More than two (2) years:	90 days

Sick leave bank shall be available to employees after one (1) year of service.

#### **11.4 Bereavement Leave**

Each employee shall be entitled to up to five (5) days bereavement leave for deaths in the immediate family. As used in this section, "immediate family" shall mean spouses, parents, children, brothers, sisters, grandchildren, grandparents, domestic partner as defined by the Dutchess Educational Health Insurance Consortium (documentation may be required). Up to three (3) days bereavement may be used for mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, and daughter-in-law.

#### **11.5 Child Care Leave**

An employee may request a leave of absence for one year, not to exceed two (2) years in duration, for the purpose of raising a natural or adopted child.

#### **11.6 Jury Duty**

Any employee who is called for jury duty shall notify the BOCES immediately upon such notice. If the employee is required to serve on jury duty, the employee shall participate in the "on call" system and appear for work on those days when the employee is "on call." Any employee who participates in the on-call program, where possible, shall receive full salary during the period of such service, less an amount equal to the compensation paid to the employee, except for travel and meals. In lieu of a deduction, an employee may pay the amount received for jury duty, less compensation for meals and travel, directly to the BOCES and receive full salary.

### **ARTICLE 12**

#### **INSURANCE BENEFITS**

##### **12.1 Medical Benefits**

A) The BOCES shall participate in the Alt PPO and DEHIC EPO 20. Employees' health insurance contributions for shall be as follows:

	Alt PPO Family	Alt PPO Individual	EPO 20 Family	EPO 20 Individual
Effective 7/1/15	15%	7-8% (no change)*	N/A	N/A
Effective upon implementation of EPO 20	15%	7-8% (no change)*	5%	0%
Effective 7/1/17	16%	9%	5%	1%
Effective 7/1/18	16%	9%	5%	2%

MVP and CDPHP will remain available only to those unit members enrolled as of November 2, 2016. Through June 3, 2018, the BOCES contribution shall be capped at the dollar amount paid toward participation in the DEHIC Alternate PPO. Effective July 1, 2018, the BOCES contribution shall be capped at the dollar amount paid toward participation in the EPO 20. If a member leaves MVP or CDPHP, he/she will not be able to re-enroll in those plans.

\*All employees hired before July 1, 2008 will continue to contribute at the rate of 7% of the cost of individual coverage of the Alternate PPO plan through June 30, 2017. All employees, hired on or after July 1, 2008, will contribute at the rate of 8% of the cost for individual coverage of the Alternate PPO plan through June 30, 2017.

Only full-time staff members are eligible for health insurance benefits, except one current person in an Account Clerk title employed as of July 1, 2007, between .5 and .9 FTE shall remain eligible for health insurance.

No contributions will be made by unit members earning less than \$25,700.00 (monies earned from substituting, longevities, or in-service are not included in base salary for purposes of determining total earnings).

The contribution for unit members first reaching the cap threshold shall be phased in at the rate of 25% of the appropriate contribution for the first year; 50% of the appropriate contribution for the second year; 75% of the appropriate contribution for the third year; and 100% of the appropriate contribution for the fourth year. The contribution is predicated on the maximum DEHIC contribution by BOCES. If the unit member falls below the cap, when the unit member reaches the cap again, he/she will begin the contribution phase-in once again.

B) Participation in this coverage will be determined by the respective plan's eligibility requirements.

C) The BOCES shall continue to pay the percentage of the premium for health insurance set forth in Paragraph A for any full time employee whose position is reduced to .6 or higher by BOCES.

D) Buyout - Election to discontinue medical coverage shall be at the unit member's option and shall require that the unit member provide written documentation that he/she has coverage under another plan. Upon such showing, the unit member shall be allowed to withdraw from the BOCES plan and receive cash payment as follows: \$2,000 if eligible for family coverage and \$1,400 if eligible for individual coverage.

The cash payments in lieu of health insurance coverage will be made bi-annually. The buyout shall be pro-rated for any unit member who opts out of BOCES health insurance coverage for a partial year. Upon a qualifying event (as defined by the health insurance plan), the unit member will be permitted to re-subscribe to the plan. In such cases the unit member **may only**



receive a pro-rata payment for the period of time of withdrawal measured from July 1<sup>st</sup> of each school year.

E) Flexible Benefit Plan. A flexible benefit plan has been established by agreement of both parties.

F) Regardless of title, retirees health insurance coverage and premiums will be treated the same as the premium payments for covered staff.

In order to be eligible for retiree health insurance:

1. The employee must retire with ten (10) or more years of continuous service as a BOCES employee immediately preceding retirement from BOCES and have met the eligibility requirements of ERS, and must be actively enrolled in a BOCES plan prior to retirement. Unit members hired on or after November 2, 2016 shall be eligible for health insurance in retirement upon completion of a minimum of fifteen (15) consecutive years of service with BOCES at the time of retirement.

2. The Unit member must notify the District Superintendent in writing of the intent to retire no less than four (4) months prior to the retirement date. Other circumstances, submitted in writing to the District Superintendent, may be taken into consideration.

3. The plans offered to retirees shall be limited to the same plan options available to active employees.

### **12.2 Benefit Trust**

1. The Dutchess BOCES Support Staff Association will establish a Benefit Trust at the rate of \$520 per unit member.

2. The benefit trust shall be administered by Trustees appointed by the President of the Association. The benefit trust shall provide adequate fiduciary safeguards.

3. The BOCES shall make payment to the Benefit Trust at the beginning of each month. If the invoice to pay is delayed, it will be paid in the next available warrant.

4. Financial reports, which shall be subject to annual internal audit, of the monies shall be made available to the BOCES for periodic review. The Trustee shall forward to the Board copies of the benefit trust's financial report, pursuant to the Agreement and Declaration of Trust.

5. Monies shall be used solely to purchase or to provide benefits to participants of the benefit trust. No fund monies can be used by a participant, or by the fund itself, in any litigation against Dutchess BOCES.

6. The BOCES shall make payments to the Benefit Trust as per section one (1) above for all eligible unit members (full-time). The Dutchess BOCES Support Staff Association agrees to permit all central office, administrators, and all confidential managerial personnel to participate in the Benefit Trust.

## **ARTICLE 13**

### **MILEAGE**

#### **13. Compensation for Mileage**

Mileage allowance shall be paid to staff members who are authorized by their supervisors to use their personal vehicles for travel when on BOCES' business. Such business shall include conference travel and travel between work sites when required by assignment. When multiple work sites are assigned in the course of a day, mileage will be calculated from the first assigned work site of the day. Mileage from home to the first work site of the day and to home from the last work site of the day is not reimbursable.

Reimbursement for authorized use of an employee's automobile to perform assigned school duties shall be paid at the IRS rate. Claims for each month, except June, must be submitted within five (5) working days after the end of each month. For June, every attempt should be made to submit claims immediately, AND no later than June 30. It shall be the responsibility of the staff members to file this claim. (A sample of the appropriate claim form is attached as *Appendix B* in the Dutchess BOCES Handbook.)

Evening travel and weekend travel shall be compensated at the Internal Revenue Service mileage rates computed from either the BOCES center or the home of the unit member, whichever is less.

**ARTICLE 14**

**RETIREMENT**

**14.1 Compensation For Unused Sick Days**

Payout for unused sick days to employees who are retiring from BOCES at no less than the New York State Employees Retirement System minimum age, shall be compensated as follows:

0 to 95 days accumulation	0 no pay out
96 to 125 days accumulation	\$55 per day = \$1,650
126 to 150 days accumulation	\$65 per day = \$1,625
151 to 190 days accumulation	\$75 per day = \$3,000
Total	\$6,275

Employees who retire with 190 days accumulated will receive an additional \$1,500.

**14.2 Unused Sick and Personal Days at Retirement**

Full-time, non-instructional employees who are retiring, at no less than the New York State Employees Retirement System minimum age, may be compensated for unused sick days and

personal days in a manner similar to other full-time (12 month) BOCES employees, or apply such days towards service credit under the ERS Section 41(j).

**ARTICLE 15**

**RESIGNATIONS**

**15. Irrevocable Nature**

Once tendered, resignations shall not be withdrawn or revoked except at the sole discretion of the Board of Education.

**ARTICLE 16**

**COMPENSATION**

**16.1 Compensation**

For those unit members receiving a step increase:

2015-2016	1% plus step
2016-2017	1% plus step
2017-2018	1% plus step
2018-2019	1% plus step

For those unit members not receiving a step increase:

2015-2016	1%
2016-2017	1.25%
2017-2018	1.5%
2018-2019	1.5%

Any support staff member who has an effective date of employment between February 1 and June 30 will not be moved to the next salary step for the following school year.

**16.2 Temporary Compensation**

Except in the case of an emergency, when an Association member is assigned to work in a higher paying unit position for more than ten (10) days, said employee shall be compensated at the higher rated salary category.

**16.3 Clerical Longevity**

As of July 1, 2011, longevity shall be paid according to the attached salary schedules.

A staff member will receive the new longevity when they have completed the required years of service.

One staff member (Senior Program Assistant Schedule 2) will be grandfathered and receive a 10-year longevity, effective July 1, 2007, with eligibility for a 15 and 20-year longevity.

One staff member (Microcomputer System Specialist) will be grandfathered and receive a 10-year longevity, effective July 1, 2007, with eligibility for a 15 and 20-year longevity.

Support staff who have an effective date of employment between February 1 and June 30 will be eligible for longevity the following July 1.

If BOCES omits longevity, the employee may claim back payment for such omission for the previous school year if they submit such claim, in writing.

Longevity shall be increased to the following amounts:

10 years	\$900.00
15 years	\$900.00
20 years	\$900.00

Effective July 1, 2016, each longevity tier shall be increased to \$950. Effective July 1, 2017, each longevity tier shall be increased to \$1,000. Effective July 1, 2018, each longevity tier shall be increased to \$1,050.

**16.4 Overtime Pay**

Overtime for all actual hours worked between the hours of the normal work week and forty (40) hours per week shall be compensated for at the normal hourly rate. If a staff member is on sick leave during the week of overtime, they will not be considered working 40 hours unless they submit a doctor's note. Overtime for all hours worked in excess of forty (40) hours per week shall be compensated for at the rate of time and one-half (1½) the regular hourly rate of pay. Overtime for hours worked on Holidays, Sundays or emergency situations will be at the rate of two (2) times the normal hourly rate. The use of leave accruals shall not count for the purpose of determining eligibility for overtime pay for holidays, Sundays or emergency situations.

The following guidelines will be followed for staff members who participate in snow removal:

- |                    |  |
|--------------------|--|
| Two Hour Delays:   | Straight time will be paid if the employee works more than an 8-hour day (snow team member can leave earlier in lieu of overtime). |
| Snow Closing:      | The regular hourly rate will be paid for time worked in addition to regular salary.  |
| Saturdays:         | Time and one half will be paid for Saturday hours worked.  |
| Sundays & Holidays | Double time will be paid during work on Sundays and holidays.  |

The above guidelines apply regardless of whether an employee takes a sick day during the work week.

## **ARTICLE 17**

### **EMPLOYEE ASSISTANCE PROGRAM**

#### **17. Employee Assistance Program**

The BOCES shall have the right to establish an employee assistance program. Employee participation in the program shall be voluntary.

## **ARTICLE 18**

### **WORKERS' COMPENSATION**

#### **18.1 Workers' Compensation**

An employee who is absent due to a workers' compensable injury, as defined in the Workers' Compensation Law, and who is disabled from his/her performance of duties in the BOCES may use his/her accumulated leave during the period of the worker's compensable injury. Any workers' compensation award will be received by the BOCES with the employee receiving credit for loss of sick leave. This credit will be compiled to the nearest day by dividing the reimbursement received from the Workers Compensation carrier by the employee's daily rate of compensation.

## **ARTICLE 19**

### **DURATION**

#### **19.1 Effective Date**

This Agreement shall be effective as of July 1, 2015, and shall continue in effect through June 30, 2019.

#### **19.2 Entire Agreement**

The Association agrees that all negotiable items have been discussed during the negotiations leading to this Agreement. The Association agrees that negotiations will not be reopened on any items during the life of this Agreement. Any BOCES policies unaltered or unchanged by the language of this Agreement shall remain in force, and it shall be the prerogative of the BOCES to initiate and adopt new policies not affecting or changing matters contained in this Agreement.

**19.3 Ratification**

This Agreement was duly ratified by the Dutchess BOCES Support Staff Association and the Dutchess County BOCES Board of Cooperative Educational Services and that ratification is indicated by the presence of the signatures below.

DUTCHESS COUNTY BOARD  
OF COOPERATIVE EDUCATIONAL  
SERVICES

BY: Richard Hooley  
Dr. Richard Hooley  
1/27/17

DUTCHESS BOCES  
SUPPORT STAFF ASSOCIATION

BY: James Keener 1-27-17  
James Keener



**ACCOUNT CLERK/ITAC/RECEIVING CLERK**

**Account Clerk/ ITAC/Receiving Clerk - Schedule 1**

<u>Step</u>	<u>2015-2016</u>	<u>2016-2017</u>	<u>2017-2018</u>	<u>2018-2019</u>
01				
02				
03				
04				
05	35,146	35,497	35,852	36,211
06	35,663	36,020	36,380	36,744
07	36,188	36,550	36,916	37,285
08	37,691	38,068	38,449	38,833
09	38,246	38,628	39,014	39,404
10	38,809	39,197	39,589	39,985
11	39,380	39,774	40,172	40,574
12	41,227	41,639	42,055	42,476
13	41,652	42,069	42,490	42,915
14	42,082	42,503	42,928	43,357
15	42,516	43,047	43,693	44,348

**Longevities**

This schedule is eligible for 10, 15 and 20 year longevity.

After 10	900	950	1,000	1,050
15	900	950	1,000	1,050
20	900	950	1,000	1,050

**Account Clerk/ ITAC/Receiving Clerk - Schedule 1A**

<u>Step</u>	<u>2015-2016</u>	<u>2016-2017</u>	<u>2017-2018</u>	<u>2018-2019</u>
01	31,611	31,927	32,246	32,568
02	31,927	32,246	32,568	32,894
03	32,246	32,568	32,894	33,223
04	32,568	32,894	33,223	33,555
05	32,895	33,224	33,556	33,892
06	33,223	33,555	33,891	34,230
07	33,555	33,891	34,230	34,572
08	33,892	34,231	34,573	34,919
09	34,230	34,572	34,918	35,267
10	34,572	34,918	35,267	35,620
11	34,918	35,267	35,620	35,976
12	35,267	35,620	35,976	36,336
13	35,620	35,976	36,336	36,699
14	35,976	36,336	36,699	37,066
15	36,336	36,790	37,342	37,902

**Longevities**

This schedule is eligible for 10, 15 and 20 year longevity.

After 10	900	950	1,000	1,050
15	900	950	1,000	1,050
20	900	950	1,000	1,050

**Account Clerk/ ITAC/Receiving Clerk - Schedule 3**

<b><u>Step</u></b>	<b><u>2015-2016</u></b>	<b><u>2016-2017</u></b>	<b><u>2017-2018</u></b>	<b><u>2018-2019</u></b>
15	46,346	46,925	47,629	48,343

**Longevities**

This schedule is eligible for 10, 15 and 20 year longevity.

After 10	900	950	1,000	1,050
15	900	950	1,000	1,050
20	900	950	1,000	1,050

**Account Clerk/ ITAC/Receiving Clerk - Schedule 3A**

<b><u>Step</u></b>	<b><u>2015-2016</u></b>	<b><u>2016-2017</u></b>	<b><u>2017-2018</u></b>	<b><u>2018-2019</u></b>
15	44,802	45,362	46,042	46,733

**Longevities**

This schedule is eligible for 10, 15 and 20 year longevity.

After 10	900	950	1,000	1,050
15	900	950	1,000	1,050
20	900	950	1,000	1,050

**Account Clerk - Part Time - Schedule 1**

<b><u>2015-2016</u></b>	<b><u>2016-2017</u></b>	<b><u>2017-2018</u></b>	<b><u>2018-2019</u></b>
17.20	17.42	17.68	17.95

**Account Clerk - Part Time - Schedule 2**

<b><u>2015-2016</u></b>	<b><u>2016-2017</u></b>	<b><u>2017-2018</u></b>	<b><u>2018-2019</u></b>
17.68	17.90	18.17	18.44

**Account Clerk Typist - Part Time - Schedule 1**

<b><u>2015-2016</u></b>	<b><u>2016-2017</u></b>	<b><u>2017-2018</u></b>	<b><u>2018-2019</u></b>
15.86	16.06	16.30	16.54

**ACCOUNT CLERK/TYPIST/RECEPTIONIST/STENOGRAPHER**

**Account Clerk/Typist/Receptionist/Stenographer Schedule 1**

<u>Step</u>	<u>2015-2016</u>	<u>2016-2017</u>	<u>2017-2018</u>	<u>2018-2019</u>
01	-	-	-	-
02	-	-	-	-
03	-	-	-	-
04	-	-	-	-
05	-	-	-	-
06	-	-	-	-
07	-	-	-	-
08	-	-	-	-
09	-	-	-	-
10	36,921	37,290	37,663	38,040
11	37,354	37,728	38,105	38,486
12	38,616	39,002	39,392	39,786
13	39,464	39,859	40,258	40,661
14	40,313	40,716	41,123	41,534
15	41,111	41,625	42,249	42,883

**Longevities**

This schedule is eligible for 10, 15 and 20 year longevity.

After 10	900	950	1,000	1,050
15	900	950	1,000	1,050
20	900	950	1,000	1,050

**Account Clerk/Typist/Receptionist/Stenographer Schedule 1A**

<u>Step</u>	<u>2015-2016</u>	<u>2016-2017</u>	<u>2017-2018</u>	<u>2018-2019</u>
01	28,977	29,267	29,560	29,856
02	29,267	29,560	29,856	30,155
03	29,560	29,856	30,155	30,457
04	29,707	30,004	30,304	30,607
05	29,856	30,155	30,457	30,762
06	30,005	30,305	30,608	30,914
07	30,155	30,457	30,762	31,070
08	30,306	30,609	30,915	31,224
09	30,458	30,763	31,071	31,382
10	30,609	30,915	31,224	31,536
11	30,763	31,071	31,382	31,696
12	30,916	31,225	31,537	31,852
13	31,071	31,382	31,696	32,013
14	31,226	31,538	31,853	32,172
15	31,383	31,775	32,252	32,736

**Longevities**

This schedule is eligible for 10, 15 and 20 year longevity.

After 10	900	950	1,000	1,050
15	900	950	1,000	1,050
20	900	950	1,000	1,050

**Account Clerk/Typist/Receptionist/Stenographer Schedule 1B**

<u>Step</u>	<u>2015-2016</u>	<u>2016-2017</u>	<u>2017-2018</u>	<u>2018-2019</u>
01	-	-	-	-
02	-	-	-	-
03	-	-	-	-
04	-	-	-	-
05	-	-	-	-
06	-	-	-	-
07	-	-	-	-
08	35,225	35,577	35,933	36,292
09	35,659	36,016	36,376	36,740
10	36,098	36,459	36,824	37,192
11	36,543	36,908	37,277	37,650
12	36,993	37,363	37,737	38,114
13	37,449	37,823	38,201	38,583
14	37,909	38,288	38,671	39,058
15	38,376	38,856	39,439	40,031

**Longevities**

This schedule is eligible for 10, 15 and 20 year longevity.

After 10	900	950	1,000	1,050
15	900	950	1,000	1,050
20	900	950	1,000	1,050

**Account Clerk/Typist/Receptionist/Stenographer Schedule 2A**

<u>Step</u>	<u>2015-2016</u>	<u>2016-2017</u>	<u>2017-2018</u>	<u>2018-2019</u>
15	41,937	42,461	43,098	43,744

**Longevities**

This schedule is eligible for 10, 15 and 20 year longevity.

After 10	900	950	1,000	1,050
15	900	950	1,000	1,050
20	900	950	1,000	1,050

**Account Clerk/Typist/Receptionist/Stenographer Schedule 2B**

<u>Step</u>	<u>2015-2016</u>	<u>2016-2017</u>	<u>2017-2018</u>	<u>2018-2019</u>
15	42,356	42,885	43,528	44,181

**Longevities**

This schedule is eligible for 10, 15 and 20 year longevity.

After 10	900	950	1,000	1,050
15	900	950	1,000	1,050
20	900	950	1,000	1,050

**Account Clerk/Typist/Receptionist/Stenographer Schedule 3**

<u>Step</u>	<u>2015-2016</u>	<u>2016-2017</u>	<u>2017-2018</u>	<u>2018-2019</u>
15	47,013	47,601	48,315	49,040

**Longevities**

This schedule is eligible for 10, 15 and 20 year longevity.

After 10	900	950	1,000	1,050
15	900	950	1,000	1,050
20	900	950	1,000	1,050

**Receptionist - Part Time - Schedule 1**

<u>Step</u>	<u>2015-2016</u>	<u>2016-2017</u>	<u>2017-2018</u>	<u>2018-2019</u>
1	16.87	17.08	17.34	17.60

**Receptionist - Part Time - Schedule 2**

<u>Step</u>	<u>2015-2016</u>	<u>2016-2017</u>	<u>2017-2018</u>	<u>2018-2019</u>
1	16.35	16.55	16.80	17.05

**Typist - Part Time - Schedule 2**

<u>Step</u>	<u>2015-2016</u>	<u>2016-2017</u>	<u>2017-2018</u>	<u>2018-2019</u>
1	17.95	18.17	18.44	18.72

**Typist - Part Time - Schedule 3**

<u>Step</u>	<u>2015-2016</u>	<u>2016-2017</u>	<u>2017-2018</u>	<u>2018-2019</u>
1	18.02	18.25	18.52	18.80

**CUSTODIAL WRKR/BUS DRIVER/GROUNDSKEEPER/SENIOR CUSTODIAL WRKR**

**Custodial Worker/Bus Driver/Groundskeeper/Senior Custodial Worker - Sched 1**

<u>Step</u>	<u>2015-2016</u>	<u>2016-2017</u>	<u>2017-2018</u>	<u>2018-2019</u>
01	-	-	-	-
02	-	-	-	-
03	-	-	-	-
04	-	-	-	-
05	-	-	-	-
06	-	-	-	-
07	32,135	32,456	32,781	33,109
08	33,104	33,435	33,769	34,107
09	34,110	34,451	34,796	35,144
10	34,605	34,951	35,301	35,654
11	35,108	35,459	35,814	36,172
12	35,618	35,974	36,334	36,697
13	36,135	36,587	37,136	37,693

**Longevities**

This schedule is eligible for 10, 15 and 20 year longevity.

After 10	900	950	1,000	1,050
15	900	950	1,000	1,050
20	900	950	1,000	1,050

**Custodial Worker/Bus Driver/Groundskeeper/Senior Custodial Worker - Sched 1A**

<b><u>Step</u></b>	<b><u>2015-2016</u></b>	<b><u>2016-2017</u></b>	<b><u>2017-2018</u></b>	<b><u>2018-2019</u></b>
01	26,579	26,845	27,113	27,384
02	26,845	27,113	27,384	27,658
03	27,113	27,384	27,658	27,935
04	27,384	27,658	27,935	28,214
05	27,659	27,936	28,215	28,497
06	27,935	28,214	28,496	28,781
07	28,214	28,496	28,781	29,069
08	28,496	28,781	29,069	29,360
09	28,781	29,069	29,360	29,654
10	29,069	29,360	29,654	29,951
11	29,360	29,654	29,951	30,251
12	29,654	29,951	30,251	30,554
13	29,951	30,325	30,780	31,242

**Longevities**

This schedule is eligible for 10, 15 and 20 year longevity.

After 10	900	950	1,000	1,050
15	900	950	1,000	1,050
20	900	950	1,000	1,050

**Custodial Worker/Bus Driver/Groundskeeper/Senior Custodial Worker - Sched 1B**

<b><u>Step</u></b>	<b><u>2015-2016</u></b>	<b><u>2016-2017</u></b>	<b><u>2017-2018</u></b>	<b><u>2018-2019</u></b>
13	41,553	42,072	42,703	43,344

**Longevities**

This schedule is eligible for 10, 15 and 20 year longevity.

After 10	900	950	1,000	1,050
15	900	950	1,000	1,050
20	900	950	1,000	1,050

**Custodial Worker/Bus Driver/Groundskeeper/Senior Custodial Worker - Sched 1C**

<b><u>Step</u></b>	<b><u>2015-2016</u></b>	<b><u>2016-2017</u></b>	<b><u>2017-2018</u></b>	<b><u>2018-2019</u></b>
13	39,582	40,077	40,678	41,288

**Longevities**

This schedule is eligible for 10, 15 and 20 year longevity.

After 10	900	950	1,000	1,050
15	900	950	1,000	1,050
20	900	950	1,000	1,050

**Custodial Worker/Bus Driver/Groundskeeper/Senior Custodial Worker - Sched 1D**

<b><u>Step</u></b>	<b><u>2015-2016</u></b>	<b><u>2016-2017</u></b>	<b><u>2017-2018</u></b>	<b><u>2018-2019</u></b>
11	36,228	36,590	36,956	37,326
12	37,304	37,677	38,054	38,435
13	37,859	38,332	38,907	39,491

**Longevities**

This schedule is eligible for 10, 15 and 20 year longevity.

After 10	900	950	1,000	1,050
15	900	950	1,000	1,050
20	900	950	1,000	1,050

**Custodial Worker/Bus Driver/Groundskeeper/Senior Custodial Worker - Sched 3**

<u>Step</u>	<u>2015-2016</u>	<u>2016-2017</u>	<u>2017-2018</u>	<u>2018-2019</u>
13	43,179	43,719	44,375	45,041

**Longevities**

This schedule is eligible for 10, 15 and 20 year longevity.

After 10	900	950	1,000	1,050
15	900	950	1,000	1,050
20	900	950	1,000	1,050

**Maintenance Helper/Photo Copy Operator - Schedule 1A**

<u>Step</u>	<u>2015-2016</u>	<u>2016-2017</u>	<u>2017-2018</u>	<u>2018-2019</u>
01	29,484	29,779	30,077	30,378
02	29,779	30,077	30,378	30,682
03	30,077	30,378	30,682	30,989
04	30,378	30,682	30,989	31,299
05	30,681	30,988	31,298	31,611
06	30,988	31,298	31,611	31,927
07	31,298	31,611	31,927	32,246
08	31,611	31,927	32,246	32,568
09	31,927	32,246	32,568	32,894
10	32,246	32,568	32,894	33,223
11	32,568	32,894	33,223	33,555
12	32,895	33,224	33,556	33,892
13	33,223	33,638	34,143	34,655

**Longevities**

This schedule is eligible for 10, 15 and 20 year longevity.

After 10	900	950	1,000	1,050
15	900	950	1,000	1,050
20	900	950	1,000	1,050

**Maintenance Helper/Photo Copy Operator - Schedule 2**

<u>Step</u>	<u>2015-2016</u>	<u>2016-2017</u>	<u>2017-2018</u>	<u>2018-2019</u>
13	44,818	45,378	46,059	46,750

**Longevities**

This schedule is eligible for 10, 15 and 20 year longevity.

After 10	900	950	1,000	1,050
15	900	950	1,000	1,050
20	900	950	1,000	1,050

**MAINTENANCE WORKER/BUS DRIVER/OFFSET PRINTER****Maintenance Worker/Bus Driver/Offset Printer - Schedule 1**

<u>Step</u>	<u>2015-2016</u>	<u>2016-2017</u>	<u>2017-2018</u>	<u>2018-2019</u>
13	41,897	42,421	N/A	N/A

**Longevities**

This schedule is eligible for 10, 15 and 20 year longevity.

After 10	900	950	1,000	1,050
15	900	950	1,000	1,050
20	900	950	1,000	1,050

**Maintenance Worker/Bus Driver/Offset Printer - Schedule 1A**

<u>Step</u>	<u>2015-2016</u>	<u>2016-2017</u>	<u>2017-2018</u>	<u>2018-2019</u>
01	29,546	29,841	30,139	30,440
02	29,841	30,139	30,440	30,744
03	29,990	30,290	30,593	30,899
04	30,140	30,441	30,745	31,052
05	30,291	30,594	30,900	31,209
06	30,442	30,746	31,053	31,364
07	30,595	30,901	31,210	31,522
08	30,747	31,054	31,365	31,679
09	30,901	31,210	31,522	31,837
10	31,055	31,366	31,680	31,997
11	31,211	31,523	31,838	32,156
12	31,367	31,681	31,998	32,318
13	31,524	31,918	32,397	32,883

**Longevities**

This schedule is eligible for 10, 15 and 20 year longevity.

After 10	900	950	1,000	1,050
15	900	950	1,000	1,050
20	900	950	1,000	1,050

**Maintenance Worker/Bus Driver/Offset Printer - Schedule 2**

<u>Step</u>	<u>2015-2016</u>	<u>2016-2017</u>	<u>2017-2018</u>	<u>2018-2019</u>
13	43,690	44,236	44,900	45,574

**Longevities**

This schedule is eligible for 10, 15 and 20 year longevity.

After 10	900	950	1,000	1,050
15	900	950	1,000	1,050
20	900	950	1,000	1,050

**Maintenance Worker/Bus Driver/Offset Printer - Schedule 3**

<u>Step</u>	<u>2015-2016</u>	<u>2016-2017</u>	<u>2017-2018</u>	<u>2018-2019</u>
13	46,565	47,147	47,854	48,572

**Longevities**

This schedule is eligible for 10, 15 and 20 year longevity.

After 10	900	950	1,000	1,050
15	900	950	1,000	1,050
20	900	950	1,000	1,050

**Maintenance Worker/Bus Driver/Offset Printer - Schedule 3A**

<u>Step</u>	<u>2015-2016</u>	<u>2016-2017</u>	<u>2017-2018</u>	<u>2018-2019</u>
13	50,500	51,131	51,898	52,676

After 15	900	950	1,000	1,050
20	900	950	1,000	1,050



**PROGRAM ASSISTANT/GRAPHIC AIDE**

**Program Assistant/Graphic Aide - Schedule 1**

<u>Step</u>	<u>2015-2016</u>	<u>2016-2017</u>	<u>2017-2018</u>	<u>2018-2019</u>
8	35,418	35,772	36,130	36,491
9	36,228	36,590	36,956	37,326
10	37,038	37,408	37,782	38,160
11	37,846	38,224	38,606	38,992
12	38,658	39,045	39,435	39,829
13	39,064	39,455	39,850	40,249
14	39,474	39,869	40,268	40,671
15	39,889	40,388	40,994	41,609

**Longevities**

This schedule is eligible for 10, 15 and 20 year longevity.

After 10	900	950	1,000	1,050
15	900	950	1,000	1,050
20	900	950	1,000	1,050

**Program Assistant/Graphic Aide - Schedule 1A**

<u>Step</u>	<u>2015-2016</u>	<u>2016-2017</u>	<u>2017-2018</u>	<u>2018-2019</u>
01	30,922	31,231	31,543	31,858
02	31,217	31,529	31,844	32,162
03	31,529	31,844	32,162	32,484
04	31,844	32,162	32,484	32,809
05	32,163	32,485	32,810	33,138
06	32,485	32,810	33,138	33,469
07	32,810	33,138	33,469	33,804
08	33,137	33,468	33,803	34,141
09	33,469	33,804	34,142	34,483
10	33,804	34,142	34,483	34,828
11	34,142	34,483	34,828	35,176
12	34,483	34,828	35,176	35,528
13	34,828	35,176	35,528	35,883
14	35,176	35,528	35,883	36,242
15	35,528	35,972	36,512	37,060

**Longevities**

This schedule is eligible for 10, 15 and 20 year longevity.

After 10	900	950	1,000	1,050
15	900	950	1,000	1,050
20	900	950	1,000	1,050

**Program Assistant/Graphic Aide - Schedule 2**

<u>Step</u>	<u>2015-2016</u>	<u>2016-2017</u>	<u>2017-2018</u>	<u>2018-2019</u>
10	43,496	44,040	44,701	45,372

**Longevities**

This schedule is eligible for 10, 15 and 20 year longevity.

After 10	900	950	1,000	1,050
15	900	950	1,000	1,050
20	900	950	1,000	1,050

**Program Assistant/Graphic Aide - Schedule 2A**

<b><u>Step</u></b>	<b><u>2015-2016</u></b>	<b><u>2016-2017</u></b>	<b><u>2017-2018</u></b>	<b><u>2018-2019</u></b>
10	43,930	44,479	45,146	45,823

**Longevities**

This schedule is eligible for 10, 15 and 20 year longevity.

After 10	900	950	1,000	1,050
15	900	950	1,000	1,050
20	900	950	1,000	1,050

**Program Assistant/Graphic Aide - Part Time**

<b><u>Step</u></b>	<b><u>2015-2016</u></b>	<b><u>2016-2017</u></b>	<b><u>2017-2018</u></b>	<b><u>2018-2019</u></b>
1	22.34	22.62	22.96	23.30

**SENIOR PROGRAM ASSISTANT**

**Senior Program Assistant - Schedule 1**

<b><u>Step</u></b>	<b><u>2015-2016</u></b>	<b><u>2016-2017</u></b>	<b><u>2017-2018</u></b>	<b><u>2018-2019</u></b>
07	36,380	36,744	37,111	37,482
08	36,786	37,154	37,526	37,901
09	37,189	37,561	37,937	38,316
10	37,610	37,986	38,366	38,750
11	38,030	38,410	38,794	39,182
12	38,454	38,839	39,227	39,619
13	38,882	39,271	39,664	40,061
14	39,315	39,708	40,105	40,506
15	39,754	40,251	40,855	41,468

**Longevities**

This schedule is eligible for 10, 15 and 20 year longevity.

After 10	900	950	1,000	1,050
15	900	950	1,000	1,050
20	900	950	1,000	1,050

**Senior Program Assistant /Senior Account Clerk/Admin School Sec - Schedule 1A**

<u>Step</u>	<u>2015-2016</u>	<u>2016-2017</u>	<u>2017-2018</u>	<u>2018-2019</u>
01	33,190	33,522	33,857	34,196
02	33,511	33,846	34,184	34,526
03	33,832	34,170	34,512	34,857
04	34,157	34,499	34,844	35,192
05	34,485	34,830	35,178	35,530
06	34,817	35,165	35,517	35,872
07	35,150	35,502	35,857	36,216
08	35,488	35,843	36,201	36,563
09	35,829	36,187	36,549	36,914
10	36,172	36,534	36,899	37,268
11	36,520	36,885	37,254	37,627
12	36,870	37,239	37,611	37,987
13	37,225	37,597	37,973	38,353
14	37,582	37,958	38,338	38,721
15	37,943	38,417	38,993	39,578

**Longevities**

This schedule is eligible for 10, 15 and 20 year longevity.

After 10	900	950	1,000	1,050
15	900	950	1,000	1,050
20	900	950	1,000	1,050

**Senior Program Assistant/Admin School Sec - Schedule 1B**

<u>Step</u>	<u>2015-2016</u>	<u>2016-2017</u>	<u>2017-2018</u>	<u>2018-2019</u>
13	40,414	40,818	41,226	41,638
14	40,819	41,227	41,639	42,055
15	41,227	41,742	42,368	43,004

**Longevities**

This schedule is eligible for 10, 15 and 20 year longevity.

After 10	900	950	1,000	1,050
15	900	950	1,000	1,050
20	900	950	1,000	1,050

**Senior Program Assistant - Schedule 2**

<u>Step</u>	<u>2015-2016</u>	<u>2016-2017</u>	<u>2017-2018</u>	<u>2018-2019</u>
10	45,659	46,230	46,923	47,627

**Longevities**

This schedule is eligible for 10, 15 and 20 year longevity.

After 10	900	950	1,000	1,050
15	900	950	1,000	1,050
20	900	950	1,000	1,050

**Senior Program Assistant - Schedule 2A**

<b><u>Step</u></b>	<b><u>2015-2016</u></b>	<b><u>2016-2017</u></b>	<b><u>2017-2018</u></b>	<b><u>2018-2019</u></b>
10	46,116	46,692	47,392	48,103

**Longevities**

This schedule is eligible for 10, 15 and 20 year longevity.

After 10	900	950	1,000	1,050
15	900	950	1,000	1,050
20	900	950	1,000	1,050

**Senior Program Assistant - Part Time**

<b><u>Step</u></b>	<b><u>2015-2016</u></b>	<b><u>2016-2017</u></b>	<b><u>2017-2018</u></b>	<b><u>2018-2019</u></b>
1	17.90	18.12	18.39	18.67

**Shared Maintenance - Schedule 1A**

<b><u>Step</u></b>	<b><u>2015-2016</u></b>	<b><u>2016-2017</u></b>	<b><u>2017-2018</u></b>	<b><u>2018-2019</u></b>
01	40,553	40,959	41,369	41,783
02	40,959	41,369	41,783	42,201
03	41,368	41,782	42,200	42,622
04	41,782	42,200	42,622	43,048
05	42,199	42,621	43,047	43,477
06	42,621	43,047	43,477	43,912
07	43,047	43,477	43,912	44,351
08	43,477	43,912	44,351	44,795
09	43,913	44,462	45,129	45,806

**Longevities**

After 10	900	950	1,000	1,050
15	900	950	1,000	1,050

**Shared Maintenance - Schedule 2**

<b><u>Step</u></b>	<b><u>2015-2016</u></b>	<b><u>2016-2017</u></b>	<b><u>2017-2018</u></b>	<b><u>2018-2019</u></b>
09	50,097	50,723	51,484	52,256

**Longevities**

After 10	900	950	1,000	1,050
15	900	950	1,000	1,050

**Shared Maintenance - Schedule 3**

<b><u>Step</u></b>	<b><u>2015-2016</u></b>	<b><u>2016-2017</u></b>	<b><u>2017-2018</u></b>	<b><u>2018-2019</u></b>
09	58,506	N/A	N/A	N/A

**Longevities**

After 10	900	950	1,000	1,050
15	900	950	1,000	1,050

**BUS DRIVER**

**Bus Driver - Schedule 1**

<b><u>Step</u></b>	<b><u>2015-2016</u></b>	<b><u>2016-2017</u></b>	<b><u>2017-2018</u></b>	<b><u>2018-2019</u></b>
1	20.39	20.64	20.95	21.26

**Bus Driver - Schedule 2**

<b><u>Step</u></b>	<b><u>2015-2016</u></b>	<b><u>2016-2017</u></b>	<b><u>2017-2018</u></b>	<b><u>2018-2019</u></b>
1	21.40	21.67	22.00	22.33

COURIER

Courier - Schedule 2

<u>Step</u>	<u>2015-2016</u>	<u>2016-2017</u>	<u>2017-2018</u>	<u>2018-2019</u>
1	15.17	15.36	15.59	15.82

Courier - Schedule 4

<u>Step</u>	<u>2015-2016</u>	<u>2016-2017</u>	<u>2017-2018</u>	<u>2018-2019</u>
1	14.26	14.44	14.66	14.88

FOOD SERVICE HELPERS

Food Service Helpers - Entry Level 3

<u>Step</u>	<u>2015-2016</u>	<u>2016-2017</u>	<u>2017-2018</u>	<u>2018-2019</u>
1	11.31	11.45	11.62	11.79

Food Service Helpers - Schedule 3

<u>Step</u>	<u>2015-2016</u>	<u>2016-2017</u>	<u>2017-2018</u>	<u>2018-2019</u>
1	13.06	13.22	13.42	13.62

Food Service Helpers - Schedule 4

<u>Step</u>	<u>2015-2016</u>	<u>2016-2017</u>	<u>2017-2018</u>	<u>2018-2019</u>
1	16.54	16.75	17.00	17.26

PUBLIC INFORMATION OFFICER - PART TIME

Public Information Officer - Part Time

<u>Step</u>	<u>2015-2016</u>	<u>2016-2017</u>	<u>2017-2018</u>	<u>2018-2019</u>
1	30.30	30.68	31.14	31.61

YOUTH AIDE

Youth Aide I

<u>Step</u>	<u>2015-2016</u>	<u>2016-2017</u>	<u>2017-2018</u>	<u>2018-2019</u>
1	21.32	21.59	21.91	22.24

YOUTH AIDE II

Youth Aide II - Schedule 1

<u>Step</u>	<u>2015-2016</u>	<u>2016-2017</u>	<u>2017-2018</u>	<u>2018-2019</u>
1	16.38	16.58	16.83	17.08

<u>Youth Aide II - Schedule 2</u>				
<u>Step</u>	<u>2015-2016</u>	<u>2016-2017</u>	<u>2017-2018</u>	<u>2018-2019</u>
1	17.15	17.36	17.62	17.88
<u>Youth Aide II - Schedule 3</u>				
<u>Step</u>	<u>2015-2016</u>	<u>2016-2017</u>	<u>2017-2018</u>	<u>2018-2019</u>
1	17.96	18.18	18.45	18.73
<u>Youth Aide II - Schedule 4</u>				
<u>Step</u>	<u>2015-2016</u>	<u>2016-2017</u>	<u>2017-2018</u>	<u>2018-2019</u>
1	18.81	19.05	19.34	19.63
<u>Youth Aide II - Schedule 5</u>				
<u>Step</u>	<u>2015-2016</u>	<u>2016-2017</u>	<u>2017-2018</u>	<u>2018-2019</u>
1	20.50	20.76	21.07	21.39
<u>Youth Aide II - Schedule 9</u>				
<u>Step</u>	<u>2015-2016</u>	<u>2016-2017</u>	<u>2017-2018</u>	<u>2018-2019</u>
1	16.02	16.22	16.46	16.71
<u>Youth Aide II - Schedule 10</u>				
<u>Step</u>	<u>2015-2016</u>	<u>2016-2017</u>	<u>2017-2018</u>	<u>2018-2019</u>
1	15.67	15.87	16.11	16.35
<u>Youth Aide II - Schedule 11</u>				
<u>Step</u>	<u>2015-2016</u>	<u>2016-2017</u>	<u>2017-2018</u>	<u>2018-2019</u>
1	15.35	15.54	15.77	16.01
	<u>2015-2016</u>	<u>2016-2017</u>	<u>2017-2018</u>	<u>2018-2019</u>
Accountant **	61,326	62,093	63,024	63,969
Financial Aid Officer	58,953	59,690	60,585	61,494
Head Maintenance Mechanic	74,181	75,108	76,235	77,379
Inst. System Research Spec. - Tech I	71,336	72,228	73,311	74,411
Inst. System Research Spec. - Tech I	96,474	97,680	99,145	100,632
Inst. Tech. Support Asst.	44,385	44,940	45,614	46,298
Microcomputer System Spec.	35,704	36,150	36,692	37,242
Microcomputer System Spec.	36,061	36,512	37,060	37,616
Microcomputer System Spec.	43,472	44,015	44,675	45,345
Microcomputer System Spec.	47,929	48,528	49,256	49,995
Microcomputer System Spec.	60,009	60,759	61,670	62,595
Microcomputer System Spec./Part-Time	19.90	20.10	20.30	20.50
Microcomputer/Network Supp. Spec.	51,515	52,159	52,941	53,735
Network Analyst	55,750	56,447	57,294	58,153
Secretary to Adult Ed. Admin.	49,768	50,390	51,146	51,913
Secretary to Coordinator of Data Services	54,843	55,529	56,362	57,207
Special Projects Assistant	54,127	54,804	55,626	56,460
Transportation Broker	57,371	58,088	58,959	59,843
Web Support Specialist	52,030	52,680	53,470	54,272
Infrastructure Systems Specialist	65,650	66,471	N/A	N/A
Infrastructure Systems Specialist	50,500	51,131	51,898	52,676
Maintenance Worker	46,565	47,147	47,854	48,572
Maintenance Mechanic	65,000	65,000	65,975	66,965
Microcomputer Technician	43,820	44,368	45,034	45,710
Program Assistant	37,038	37,501	38,064	38,635
Principal Account clerk	44,945	45,507	46,190	46,883
Special Projects Assistant	50,500	51,131	N/A	N/A

**Longevities**

After 10	900	950	1,000	1,050
15	900	950	1,000	1,050
20	900	950	1,000	1,050

\*\*Person currently in the position of Accountant does not receive longevities. Built into salary.