

**AGREEMENT**

**BY AND BETWEEN**

**THE DOBBS FERRY SCHOOL DISTRICT**

**AND**

**THE DOBBS FERRY UNITED TEACHERS**

**JULY 1, 2020 - JUNE 30, 2024**

## TABLE OF CONTENTS

<b>ARTICLE I – RECOGNITION .....</b>	<b>1</b>
<b>ARTICLE II – ASSOCIATION RIGHTS.....</b>	<b>1</b>
A – New Teachers.....	1
B – Dues Deduction.....	1
C – Released Time for DFUT Officers.....	2
D – Other Association Rights.....	2
<b>ARTICLE III – RIGHTS OF THE BOARD OF EDUCATION.....</b>	<b>3</b>
<b>ARTICLE IV – NO DISCRIMINATION, TEACHER RECRUITMENT, DEVELOPMENT AND PROMOTION .....</b>	<b>3</b>
A – No discrimination.....	3
B – Teacher Recruitment.....	3
C – Teacher Orientation.....	3
D – Teacher Development.....	3
E – Interviewing.....	4
<b>ARTICLE V – TEACHERS’ STATUS AND RIGHTS .....</b>	<b>4</b>
A – Teacher Evaluation.....	4
B – Notification of Evaluation.....	5
C – State Standards.....	5
D – Tenure.....	6
E – Teacher Files.....	6
F – Dismissal of Probationary Teachers/Part-time Fair Treatment.....	7
G – Teacher Notification to District.....	7
H – Partnership Committee.....	7
I – Termination of Employment.....	8
J – Student Discipline and Teacher Protection.....	8
K – Attendance at Conferences.....	9
L – Substitute Teachers.....	9
M – Non-Teaching Duties.....	9
N – Non-Resident Children – Tuition Free Attendance In District Schools.....	10
O – Employee Assistance Program.....	11
<b>ARTICLE VI – HOURS AND WORKING CONDITIONS .....</b>	<b>11</b>
A – Class Size.....	11
B – Teaching Load and Assignment.....	12
C – Travel between Buildings.....	12
D – Assignment of Teachers to Classes – Middle and High School.....	12
E – Back-to-School Night/Parent-Teacher Conferences/Parent Contact.....	12
F – Additional Parent-Teacher Conferences.....	13
G – Student Teachers.....	13
H – Summer School Assignments.....	13

I – Duration of School Year.....	13
J – Length of School Day, Professional Period, Duty/Lab Period.....	14
K – Student Contact.....	15
L – T-Period.....	15
M – Faculty Meetings.....	15
N – Fifth Grade.....	15
O – Duty-Free Lunch Period.....	16
P – Teaching Assignment Notification.....	16
Q – Educational Planning Time.....	16
R – Preparation Time.....	16
S – Student Activity Period (H.S.) and Study and Support Period (M.S. No activities).....	16
T – Hazardous Working Conditions.....	16
U – Teaching Facilities, Equipment and Services.....	16
V – Teacher-Student Mentor Program.....	17
W – Shared Services.....	17
X – June Examination and Report Card Schedule.....	18
Y – Consultation-Special Education.....	18
Z – New Teacher Mentor Program.....	18
AA – Teacher Center.....	18
BB – Teacher Leaders/Team Leaders.....	19
<b>ARTICLE VII – COMPENSATION .....</b>	<b>19</b>
A – Salary Schedules.....	19
B – Location of Teachers on Salary Schedule.....	20
C – Method of Payment.....	21
D – Extra-Curricular and Co-Curricular Compensation.....	21
E – Longevity.....	23
F – Summer and Staff Development Workshops and Projects.....	23
G – Compensation for Assumption of Extraordinary Duties.....	24
H – Early Notice of Retirement Incentive.....	24
<b>ARTICLE VIII – EMPLOYEE BENEFITS .....</b>	<b>25</b>
A – Health Insurance.....	25
B – DFUT Welfare Fund.....	26
C – Liability Insurance Coverage.....	26
D – Worker’s Compensation.....	26
E – Tax Sheltered Annuities and NYSUT Benefit Trust.....	26
F – Sick Leave.....	27
G – Sick Bank.....	27
H – Death in Family.....	28
I – Personal Business.....	28
J – Professional Day of Visitation.....	29
K – Leaves Granted to DFUT Officers or Delegates to State Retirement System.....	29

<b>ARTICLE IX – EXTENDED LEAVES.....</b>	<b>29</b>
A – Leave Without Pay.....	29
B – Pregnancy Related Disability Leave.....	29
C – Child Care Leave.....	30
D – Sabbatical Leave.....	30
E – Military Service.....	33
<b>ARTICLE X – MEDICAL EXAMINATIONS .....</b>	<b>33</b>
<b>ARTICLE XI – GRIEVANCE POLICY AND PROCEDURES.....</b>	<b>34</b>
A – Declaration of Purpose.....	34
B – Definitions.....	34
C – General Comments.....	34
D – Initiation of Grievance Procedure and Exclusions.....	34
E – First Step in the Resolution of the Grievance.....	35
F – Second Step in the Resolution of the Grievance.....	35
G – Representation.....	35
H – Third Step in the Resolution of the Grievance.....	36
I – Arbitration.....	36
J – Additional Stipulations.....	37
K – Time Limits.....	38
<b>ARTICLE XII – MISCELLANEOUS PROVISIONS .....</b>	<b>38</b>
A – Copies of Agreement.....	38
B – Duration of Agreement.....	38
C – Savings Clause.....	38
D – Open Subjects of Negotiations.....	39
<b>ARTICLE XIII – AGREEMENT IMPLEMENTATION BY LEGISLATIVE ACTION...39</b>	
<b>APPENDICES</b>	
Appendix A – Employee Assistance Program.....	40
Appendix B – Announced Observations.....	42
Appendix C – Professional Development Cycle.....	44
Appendix D – Coaching Longevity Differential.....	46
Appendix E – Personal Business Absences Checklist.....	47
Appendix F – Salary Schedules.....	48

## **A G R E E M E N T**

This is an agreement between the Dobbs Ferry United Teachers (hereinafter referred to as the "DFUT") and the Board of Education of the Dobbs Ferry Union Free School District, Westchester County, New York (hereinafter referred to as the "Board").

### **ARTICLE I RECOGNITION**

#### **A. Unchallenged Representation Status.**

1. The Board has recognized the DFUT as exclusive collective negotiation representative of the employees in a negotiating unit consisting of all full time and part time persons on the teachers' salary schedule, who shall be referred to in this document as teachers. This term includes, but is not limited to, teachers, teachers when serving as coordinators, team leaders, guidance counselors, librarians, psychologists, occupational therapist and nurses employed by the Board, excluding, however, from representation by the DFUT all administrative and supervisory personnel, and all other employees, the major part of whose duties are of a supervisory nature. The parties agree to extend unchallenged representation status for the maximum period authorized by law.

2. Administrative and supervisory personnel as referred to above shall include but not be limited to the following: Deputy Superintendent, Assistant Superintendent, School Business Administrator, Directors of Curriculum & Instruction, Director of Pupil Personnel, Athletic Director, Building Principals, Assistant Principals, & Superintendent of Building and Grounds and Deans. In addition, Item 1 above shall be interpreted to include all teachers employed by the District, whether or not their assignment and compensation is full time or a fraction thereof.

### **ARTICLE II ASSOCIATION RIGHTS**

#### **A. New Teachers**

1. By August 1 of each school year, names, addresses and telephone numbers of new teachers hired prior to that time will be made available to the DFUT. For teachers hired subsequently, the DFUT shall be notified within 10 days after their appointment.

2. The DFUT shall be placed on the agenda during the meetings for the new teacher on orientation program.

#### **B. Dues Deductions**

1. The Board agrees to membership dues deduction from the salary of any member of the bargaining unit if authorized by the teacher in writing. The amount to be deducted will be a uniform amount per month or pay period; teachers must submit the proper form to the District Business Office by the first of the month in which deductions are to start. The Superintendent will be advised of the uniform monthly deduction by the DFUT treasurer by September 1st.

2. At the end of each pay period, the District Business Office will remit to the Treasurer of the DFUT the lump sum collected. Upon receipt of these monies by the Treasurer of the DFUT, the Board's responsibility regarding these funds ceases.

3. Teachers who wish to discontinue dues deductions previously authorized must notify both the Superintendent and the DFUT in writing of such change by September 1 of any given year. If a teacher makes a request to discontinue dues deductions during the year, the teacher shall give 30 days' notice.

**C. Released Time for DFUT Officers**

1. When it is necessary for the President of the DFUT or the President's designated representative to engage in DFUT activities within the District and if such activities relate directly to the DFUT duty as bargaining representative of the teachers, and cannot be performed other than during school hours, the Superintendent or the Superintendent's designated representative may award such time, without loss of pay, as is necessary to perform such activities.

2. The President of the DFUT shall be freed from non-teaching duties such as study hall, hall duty, bus duty, etc. The President of the DFUT shall have one less teaching period than the normal number. A reasonable amount of free time shall be available to the President of the DFUT without loss of pay subject to voluntary coverage without compensation of the class by a competent staff member. Effective commencing with the 2021-2022 school year, the DFUT President shall be freed from non-teaching duties and provided with a daily period of release time substantially equivalent in length to the period length in use at the High School on that day, not to exceed 50 minutes.

**D. Other Association Rights**

1. The DFUT will have the right to use, without cost, school buildings for meetings after class hours on days during which school is regularly in session and subject to prior clearance with the Superintendent.

2. The DFUT shall have the right to make announcements at the conclusion of faculty meetings.

3. The DFUT shall be allowed the use of one specially designated bulletin board in each building for the display of proper and legitimate business of the DFUT.

4. The DFUT may have a telephone or telephones installed and maintained at its own expense at the locations it chooses, provided said locations are approved by the Superintendent.

5. The DFUT may use teacher mail boxes for communication with staff members, however, use of the District's mail service is prohibited.

6. The principal of each building and DFUT representatives shall meet monthly at a mutually convenient and unassigned time.

**ARTICLE III  
RIGHTS OF THE BOARD OF EDUCATION**

1. Both parties recognize that the Board has, whether exercised or not, the right, responsibility and prerogative to direct the operation of the public schools in the Dobbs Ferry Union Free School District, in all aspects authorized by statute. These rights, responsibilities, and prerogatives are not subject to delegation in whole or in part, except that the same shall not be exercised in a manner inconsistent with or in violation of this agreement.

2. This agreement shall be limited to relations between the Board and the members of the professional staff represented by the DFUT.

**ARTICLE IV  
NO DISCRIMINATION, TEACHER RECRUITMENT, DEVELOPMENT AND  
PROMOTION**

**A. No Discrimination**

1. There shall be no discrimination in the hiring of teachers or in their assignment, promotion, transfer or discipline because of race, creed, color, religion, national origin, employee organization, sex, age, marital status, disability or sexual orientation.

**B. Teacher Recruitment**

1. When an offer of employment is made, the candidate will be informed concerning placement on the salary schedule in accordance with qualifications and duties.

2. The Superintendent shall notify the staff of all vacancies including administrative or supervisory positions at the same time other recruitment agencies are notified. In filling such vacancies, due consideration shall be given to teachers currently employed in the District.

**C. Teacher Orientation**

New staff members shall be required to participate in an orientation and support program without additional compensation. This program includes 2 full days before the first day of employment, including July or August and up to 4 meetings held after school during the initial school year to be scheduled at the discretion of the District. Teachers employed subsequent to the start of school will also be required to participate in a similar program without additional compensation to be scheduled at the discretion of the school district.

**D. Teacher Development**

1. A committee of administrators and staff shall be established by the Superintendent to recommend in-service training courses within the District and to keep staff aware of other in-service offerings in the surrounding area. Final approval regarding the establishment of courses and salary credit allowance(s) shall remain with the Board of Education.

2. During the period of probationary employment, the Principal or supervisor may request that a teacher devote time to observe classes conducted by more experienced teachers and/or to consult others familiar with classroom problems.

3. A teacher who receives an unsatisfactory end of the year evaluation may be directed by the Superintendent to take an in-service or graduate course, at the District's expense. The course may occur after regular school hours. The teacher shall not be entitled to additional compensation for attending this course. If in the following year, the teacher receives a satisfactory end of the year evaluation, the course may be counted towards a future column move.

4. Teachers hired after July 1, 2004, and who are mandated by new Commissioner's regulations, will participate in in-service programs required to fulfill the new state requirement of 175 hours of staff development over five years (35 hours per year), as prescribed by the District. Faculty meetings, Superintendent Conference Days, graduate study and conferences may be counted as part of the requirement, at the District's discretion. There will be no additional compensation for these programs.

#### **E. Interviewing**

If available, the Executive Board of the Dobbs Ferry United Teachers will be afforded the opportunity to interview finalist candidates for administrative positions and make recommendations to the Superintendent of Schools. If available, teachers will be invited to participate in interviews for teaching positions and make recommendations in accordance with District procedures.

### **ARTICLE V TEACHERS' STATUS AND RIGHTS**

#### **A. Teacher Evaluation**

1. Teachers shall be evaluated by the District for the purpose of judging their competency in teaching students. Teacher evaluation fulfills an important function in the development of all teachers. Observations should be conducted professionally and periodically and shall be the responsibility of principals, administrators, and the Superintendent. Observation reports should state fairly both strengths and weaknesses. These should form the basis for assisting teachers in improving their performance. It is understood that observations will be both unannounced and announced. When announced observation takes place, the evaluator will be guided by the established procedure. Written observations shall be received by teachers for their signature and comments no later than 15 work days after the observation and post-observation conference.

2. The administrative/supervisory staff considers the evaluation of teachers as one of its primary functions. The evaluation of staff will be conducted on the highest professional level. It is an opportunity for the administrator/ supervisor to engage in the highest supervisory responsibility; namely, the improvement of instruction and aiding in the professional growth of teachers.

3. The Administration shall have the right to comment on activities which are not related to classroom instruction, but which are related to the teaching function, and such comments shall

include areas related to the proper maintenance of the health, safety and welfare of an individual student or the student body as a whole.

4. Summary evaluations shall be given to teachers in accordance with APPR requirements.

1. All professional staff will be observed in accordance with APPR requirements.
2. Professional staff needing assistance will be observed as needed.
3. A post-observation conference will be held after every announced observation.
4. If a teacher has received an ineffective observation or evaluation, then the teacher shall have the right to have a union representative present, as an observer, at successive conferences.
5. If the District determines that a conference may lead to discipline, then a union representative may be present and participate. However, the union representative may only act as an observer during an investigative conference.
6. The Union and the District agree that teacher competency and self-development is necessary. Under the procedure set forth below, step increases will not be awarded to teachers receiving less than a satisfactory rating:

At the end of the school year, if the teacher is deemed by the District to be unsatisfactory for reasons directly related to teacher performance, a joint District and Union plan of support shall be instituted in an attempt to help the individual improve to a satisfactory rating. If, following the year of assistance, the teacher continues to receive an unsatisfactory rating, then no step increase will be given. Upon a satisfactory rating the following year, the teacher will be restored to the step appropriate for his/her service in the District. This provision applies to tenured teachers and will not diminish or abrogate any other remedies and rights that the District has under law.

**B. Notification of Evaluation**

1. On or before April 1, if the teacher's probationary year commences in September, the teacher shall receive a written summary of the teacher's strengths and weaknesses. If a probationary period commences at a time other than the beginning of the school year, then the teacher shall receive a written summary 60 days prior to the end of the probationary year.

**C. State Standards**

Consistent with the highest possible effort, the Union and the District wish to guarantee that student performance will meet or exceed state standards. Teachers will avail themselves to students to insure that this is the case. Testing will be preceded by tutorial when needed, and used diagnostically to set goals for improvement afterward in order for testing days to be considered instructional days. Individual goals with students will be coordinated by subject area coordinators,

team leaders, and guidance counselors.

**D. Tenure**

1. Observations and evaluations form only part of the background needed to reach a decision regarding the attainment of tenure. Nothing in this Article shall limit the legal authority of the Superintendent of Schools and the Board of Education with reference to the granting of tenure. Probationary teachers shall receive notification of the Superintendent's determination in regard to the Superintendent's recommendation for tenure by April 1 or 60 days prior to the end of the probationary period, whichever is sooner.

**E. Teacher Files**

1. No evaluation materials, excluding references and information obtained in the process of evaluating the teacher for employment, shall be placed in a teacher's file unless the teacher has an opportunity to read the material. Teachers shall acknowledge having read such material by affixing their signature on the actual copy to be filed with the understanding that such signatures merely signify that the teacher has read the material to be filed. Such signature does not necessarily indicate agreement with its content.

2. The teacher shall have the right to answer within 20 school days any material filed, and the teacher's answer shall be reviewed by the building principal and the Superintendent and attached to the file copy.

3. All official teacher files shall be maintained in the central administrative offices.

4. Material received from outside the District derogatory to a teacher's conduct, service, character or personality shall not be placed in a teacher's permanent file. When such material is received, the teacher shall be notified and given an opportunity to read and acknowledge that the material has been read by affixing a signature on the copy. This does not indicate agreement with its content.

5. A teacher shall have the right to comment in writing upon any material received from outside the schools. The comments shall be attached to such material. The entire matter will be reviewed and responded to by the Superintendent for final disposition.

6. Teachers shall be given access to their files for good cause in addition to any requests made pursuant to Item 2 above.

7. Original file material shall not be removed from the Central Administrative Offices.

8. By means of a written request, teachers shall be permitted to reproduce material in their files other than confidential or privileged material, and such material must be returned to the file immediately thereafter. The administration shall provide a means by which teachers may reproduce material in their files.

9. Teachers will keep their files up to date on forms supplied by the administration

concerning beneficiaries, persons to be notified in case of emergency, professional advancement, health and medical status and other matters required for good cause in personnel administration.

**F. Dismissal of Probationary Teachers/Part-time Fair Treatment**

1. **Dismissal at End of Probationary Term.** By April 1 or 60 days prior to the end of the probationary period, whichever is sooner, each probationary teacher shall be notified of the Superintendent's determination in regard to tenure. A probationary teacher who has not received such notice by April 1, when the probationary period commences in September, or 60 days prior to the end of the probationary year when the probationary period commences at a time other than the beginning of the school year, shall notify the Superintendent in writing, and the Superintendent shall notify the teacher in writing reasonably promptly after the notification.

2. **Dismissal During the Probationary Term.** A teacher may be terminated at any time during the probationary term upon 30 days' notice. Under normal circumstances, any teacher who has commenced work on or about September 1 shall be notified of termination 60 days prior to the close of the school year. A probationary teacher who has not received such notification 60 days prior to the end of the school year, may notify the Superintendent in writing, and the Superintendent shall notify the teacher in writing reasonably promptly after the notification.

3. **Fair Treatment of Part-Time Teachers.** A part-time teacher who has served continuously in the School District as a part-time teacher for more than four years shall be entitled to require from the Superintendent a written reason for termination. If the Superintendent's reason is "unsatisfactory teaching" the part-time teacher may file a grievance in which the sole issue to be determined is whether the Superintendent's determination of unsatisfactory teaching is arbitrary and capricious. All other reasons for the termination of a part-time teacher including but not limited to insubordination, layoff, reduction in force, abolition of position, misconduct of any type and/or malfeasance of any type, etc. shall not come under this provision and this provision shall not, except as expressly stated herein, diminish the authority of the Board to terminate a part-time teacher without reason and without hearing.

If the matter is brought to arbitration, the arbitrator shall be without authority to award back pay, interest, damages or any other financial remedy. Either party may, however, request expedited arbitration. Part-time teachers shall continue not to be eligible for tenure or seniority.

**G. Teacher Notification to District**

1. Teachers who desire to terminate their services to the School District at any time shall file a written notice with the Superintendent at least 30 days prior to the date of termination of services.

**H. Partnership Committee**

1. The parties agree to the formation of a Partnership Committee to create and maintain an open dialogue between the District and DFUT on matters of material concern. The parties shall each appoint the members on the committee. The Committee shall meet at least once per month and the agenda shall be established in advance of the meeting.

## **I. Termination of Employment**

1. Teachers whose services are to be discontinued due to an elimination of position shall be notified of such possibility on or before April 1.

## **J. Student Discipline and Teacher Protection**

1. Teachers shall refer to the Building Principal or to their designated representative any pupil whose conduct is detrimental to the learning process in the class or whose conduct is contrary to the accepted standards of good behavior. As soon as possible and preferably no later than the end of the school day in which such referral is made, the teacher initiating the referral shall present, to the Principal, a written report of the incident. The Principal shall inform the teacher, in writing, of the disposition of the incident.

2. In the event that a teacher suffers an unproven criminal assault in connection with his/her employment, the following shall apply:

- (a) teachers will report, in writing, to their Building Principal all cases of such assault suffered by them in connection with their employment;
- (b) the written report will be forwarded to the Superintendent. The Superintendent, as is legally possible, will comply with the teacher's request for information relating to the incident or the person(s) involved. The Superintendent will act appropriately as liaison between the teacher and the police or the courts.
- (c) the Board shall also provide for the reimbursement of a teacher for loss of time and for medical and hospital bills not covered by insurance incurred as a result of student assault situations within the confines of this article. Reimbursement to a teacher is to be in conjunction with insurance or applicable laws with regard to loss of time and for medical and hospital bills; such reimbursement should not exceed 100% under either applicable law or in conjunction with an insurance policy. Furthermore, reimbursement for loss of time should not exceed two (2) years.

3. Principals shall be required to report to the Superintendent all cases of assault and/or battery suffered by teachers in connection with their employment. The Superintendent shall report the same to the School District's attorney. Copies of this report shall be sent to the teacher involved and to the DFUT if the teacher so requests. Upon request, the attorney shall inform the teacher of his or her rights under the law, and if a criminal action is undertaken, the attorney shall, if requested, assist the teacher at no cost to the teacher as follows:

- (a) obtain from the police and from the principal relevant information concerning the claimed assailant;
- (b) accompany the teacher to court when needed and act in other appropriate ways as liaison between teacher, police and courts.

- (c) If at any time the School District's attorney concludes from an investigation that the teacher has been guilty of improper conduct with respect to the individual charged with having caused the assault, the attorney shall have the right to withdraw from the case. Such decision by the school attorney shall be binding and not subject to a grievance procedure.

Nothing in the above shall imply the right of a teacher to "no cost" assistance in bring a civil action.

**K. Attendance at Conferences.**

1. The Superintendent may approve the attendance at conferences of members of the teaching staff at District expense. Such approval shall be based primarily upon the benefits which may accrue to public education in the District as a result of the individual's attendance and shall also be subject to available budget funds.

2. Reimbursement will be made for registration fees and for reasonable travel, hotel and meal expenses according to conditions and schedules established by the Board of Education. However, it is understood that such reimbursement should be at least equal to that offered by the State of New York for its employees.

**L. Substitute Teachers**

1. It is the duty of the Building Principal to provide a suitable substitute teacher when necessary. It is the teacher's duty whenever possible to notify the Building Principal in advance when the teacher is going to be absent. Every attempt will be made to provide substitutes for all absent teachers, except that no substitutes need be employed for the first two teachers absences in the high school, and students of such teachers shall not be assigned to any other classes except study hall.

2. Guidance personnel, reading teachers, psychologists and nurses shall not be used in classrooms as substitute teachers for more than two periods per day. They shall serve as substitute teachers only in situations deemed an emergency by the Principal or the Superintendent and shall be compensated according to the terms of this Agreement.

3. Student teachers will be used as substitute classroom teachers only in emergency situation.

**M. Non-Teaching Duties**

1. When the Superintendent deems it to be feasible, non-certified personnel will supervise lunchrooms and assist teachers with playground supervision. If, however, in the Superintendent's judgment, it is necessary, the superintendent may assign teachers to perform these functions.

2. **Middle School and High School:**

- a. Effective until June 30, 2007, teachers will be relieved of study halls, hall duty and

cafeteria duty. Effective July 1, 2008, up to three times each month, Middle teachers may be assigned to a period of hall duty, or in-school detention/suspension. Up to one time per month HS teachers may be assigned to a period of hall duty and up to two times per month HS teachers may be assigned a period of study hall (not to exceed 18 students).

- b. Teachers will no longer be assigned cafeteria duty at the Middle/High School. Should there be an insufficient number of teacher aides for cafeteria duty then teachers will be offered the opportunity to perform this duty and be compensated at the rate of class coverage, as indicated in Article VII(G)(2).

**N. Non-Resident Children – Tuition Free Attendance In District Schools**

1. Unit members working at least 27.5 hours per week, who do not reside in the school district shall be entitled to have their children attend District schools on a tuition free basis, except as otherwise provided herein, as follows:

- a. The District provides the educational program that is appropriate for the student's educational needs as a condition for admission, provided, however, that such admission shall not require the creation of additional classes, as determined by the Board of Education, or incurrence of any additional costs.
- b. In the case of students identified as having an educational disability under IDEA/Article 89 Education Law, in order to access this section of the agreement his or her parent(s) must first seek to arrange for a placement in this school district through the Committee on Special Education of the school district of residence. If the student's attendance requires the hiring of additional staff to deliver special education services and/or related services, the parent shall be obligated to pay the district for such actual excess costs.
- c. The grievance definition in this Agreement shall state that any alleged class size overage attributable to the attendance of non-resident children of bargaining unit members shall not constitute a matter for which a grievance may be processed under the provisions of this Article.
- d. The right to attend District Schools pursuant to the terms set forth herein is conditioned upon the student's abiding by the provisions of the Student Code of Conduct. Any infraction that results in a long term suspension, following a Superintendent's hearing, will give the District cause to discontinue educational services and the student shall no longer be eligible to attend District Schools as a non-resident child of a bargaining unit member.

2.

- a. This provision of the Agreement shall sunset, becoming null and void in all regards effective close of business on June 30, 2016.

- b. Unit members hired prior to July 1, 2016 are grandfathered for their existing and future children.
- c. In the event that a unit member who is entitled to the benefit described above has his or her position reduced to fewer than 27.5 hours per week, he or she shall remain entitled to this benefit, as if working 27.5 hours or more.

**O. Employee Assistance Program**

1. An Employee Assistance Program shall be established to assist all employees in resolving personal difficulties. The Welfare Fund and the District will each contribute equally per teacher for the program. A committee to oversee the program will be selected. A coordinator will be selected.

Attached as Appendix A to the Agreement are the terms and conditions of the Employee Assistance Program.

## **ARTICLE VI HOURS AND WORKING CONDITIONS**

**A. Class Size**

1. Because pupil-teacher ratio is an important aspect of an effective educational program, the parties agree that, whenever administratively possible, class sizes shall not exceed the following maxima:

(1) Kindergarten	27
(2) 1st and 2nd Grades	28
(3) 3 through 12 for self-contained classrooms and academic subjects	30

2. The administration shall make every effort to equalize class sizes within the respective categories except that smaller classes would normally be scheduled for underachievers in grades K through grade 6.

3. Class sizes shall exceed the maxima only if the Superintendent deems it necessary and if extraordinary conditions prevail.

These may include but are not limited to:

- (a) there is no space available to permit the scheduling of additional classes;
- (b) if an anticipated new student enrollment at the beginning of the school year would exceed this maximum;
- (c) if a class size larger than the maximum is deemed necessary or desirable for specialized or experimental education.

4. Nothing in Paragraphs 1 through 3 above shall prevent the administration from scheduling special classes involving two or more teachers in a team teaching situation where for specific program purposes these maxima may be exceeded.

5. The Superintendent shall report to the DFUT all class levels which exceed the maxima.

**B. Teaching Load and Assignment**

The maximum teaching load in departmentalized middle and high school classes shall be an average of five (5) classes per day (i.e.: 6 classes one day and 4 the next). (This should not be interpreted to mean an average of five classes per semester).

**C. Travel Between Buildings**

1. Teachers who teach at Springhurst and at the Broadway complex will be scheduled so that adequate time for travel between both complexes is provided.

**D. Assignment of Teachers to Classes - Middle and High School**

1. Building principals shall solicit in writing from teachers in their buildings assignment preferences for the ensuing school year during the month of May each year. Building Principals will make every reasonable effort to balance class sizes. Prior to the distribution of assignment notices to teachers, the Building Principal will share the proposed assignments with the DFUT Building Representatives. Upon review, the Building Representatives may raise any concerns with the Building Principal and, if deemed warranted, with the Director of Curriculum.

2. In assigning teachers to classes, the Middle School and High School Principals will take account of the following:

(a) the number of course preparations so as to avoid undue overload of any teacher;

(b) the proper distribution of teachers to avoid the possibility of all courses or all ability levels being taught by one teacher, or the same teacher on a consistent basis from year to year. This should provide for more desirable scheduling, communication between grades, and teacher development in a grade/subject area. If the assignment of a teacher appears to present difficulties, the teacher coordinator or team leader and the principal shall discuss the matter with the Superintendent, whose decision shall be final.

3. The Building Principal retains all rights to assign teachers as needed.

**E. Back-to-School Night/Parent-Teacher Conferences/Parent Contact**

1. Teachers shall attend a Back-to-School night each fall, as has been the practice of the District. Teachers who work in multiple buildings or across grade levels in the elementary school

must attend and be present at all scheduled back-to-school nights and parent teacher conferences. Teachers who are required to attend more than one back-to-school night will be compensated \$50 for each additional night.

2. At Springhurst, there shall be fall and spring evening conferences held from 5-8 pm, as well as a full-day conference held on Election Day. During the Spring Semester, there will also be two afternoon conferences at Springhurst. Each Spring there will be two 'minimum days' when students will be released after a half-day session and the rest of the Teacher Work Day will be dedicated to parent-teacher conferencing.

3. At the MS/HS there shall be a full-day conference on Election Day. There will also be an evening conference in the fall from 4:30 p.m. to 8:30 p.m. To the extent practicable, the MS/HS evening conferences shall be scheduled on early release days when possible."

3. There will no longer be additional compensation for parent teacher conferences.

4. Election Day shall be dedicated each year as a Parent-Teacher Conference Day.

5. Teachers will meet with parents at other times that are mutually convenient as per current practice.

#### **F. Additional Parent-Teacher Conferences**

1. Parent-teacher conferences, in addition to the above, should be scheduled during the school day. Parents should be encouraged to attend any parent-teacher conference during the school day. However, if such scheduling presents a hardship to parents, arrangements for a mutual meeting time will be made between parent and teacher.

#### **G. Student Teachers**

1. The assignment of student and/or practice teachers shall be made through the Superintendent's office and shall be on a voluntary basis by the cooperating teacher. The regular teacher shall be responsible for the class at all times.

#### **H. Summer School Assignments**

1. When the District administers a summer school program, preference in hiring teachers shall be given to Dobbs Ferry personnel.

#### **I. Duration of School Year**

1. Length of Teacher School Year will be 185 days. The number of student instructional days in the school calendar shall be 182. Emergency closing days (snow days, etc.) will be made up by unit members only when the number of state aidable days would fall below 180 or when otherwise necessary to meet the minimum instructional hours as required by SED to receive full allotment of state aid.

2. The District will have sole discretion in determining the use of these days for student instruction or for other purposes such as professional development.

3. Prior to its submission to the Board of Education for approval, the Superintendent shall formulate the school calendar in conjunction with the Dobbs Ferry United Teachers.

4. The parties agree that if individual teachers are asked to come in, prior to the opening of school in September or after the close of school in June, for a specific purpose, every effort will be made to accommodate such requests. Summer workshops will continue to be compensated as per the contract during the summer months.

5. One of the Superintendent's Conference Days scheduled prior to the start of the school year for students shall include an unstructured afternoon in order to allow the faculty time for room set-up.

6. To the extent that the District's full allotment of state aid is not jeopardized, there will be an early dismissal for all students (before lunch) scheduled for the last two days of school in June, with the exception of those taking Regents Exams scheduled for the last two days of school.

7. There will be an early dismissal day (prior to lunch) scheduled for the Wednesday before Thanksgiving.

8. To the extent possible, Easter Monday will be included as part of the Spring Break.

**J. Length of School Day, Professional Period, Duty/Lab Period**

1. The length of the teacher day at the Middle/High School day shall be 7 hours and 13 minutes. Teachers will be assigned up to five classes per day. Full-time teachers' schedules will include a lunch, a duty-free preparation time, professional meeting time, and duty assignments. This contact time will include but not be limited to such activities as conferences with students or parents, HS study halls (with no more than 18 students), direct classroom assistance to students in other faculty members' classes, remediation and enrichment of students, teacher assessments of students and evaluation of student presentations. In addition, there shall be, as part of the day, a homeroom period of approximately 15 minutes in the middle school.

The length of the school day is being extended by 18 minutes beginning 9/1/02. Although it is at the District's discretion, the intent is to add 2 minutes to each period. The length of the day for teachers will become 7 hours 13 minutes.

The professional time shall be used for common planning, curriculum issues, parent conferences, similar professional meetings and like professional activities. Teachers will be relieved from cafeteria duty, unless otherwise specified in this agreement. The T-Period will continue outside the school day.

2. a. The Springhurst School day shall be: 7 hours and 05 minutes.

- b. Beginning 9/1/04, ten (10) of the additional minutes may be added to the student instructional day for direct contact with classroom teachers.
- c. The purpose of extending the school day from 6 hours and 35 minutes to 7 hours and 5 minutes is to provide common planning time for teachers and possibly 10 more minutes of instructional time for students.

**K. Student Contact**

The Union and the District recognize that teachers, using their best professional judgment, give generously of their time (before, after and when possible during school hours) in order to address the needs of students. In addition to the T-Period provision, and consistent with the highest possible commitment, both parties agree to an additional one and one-half hours of direct contact with students per week providing, on average, five hours of student contact time on any given school day. The teacher-student mentor program is included within the 5 hours of required student contact time.

**L. T-Period**

1. Teachers will be available twice a week for 30 minutes before or after the conclusion of the teacher day to help their students. One day is to be by appointment only. If there are no appointments scheduled, the teacher shall not be required to stay for the help period. If there are fewer than 3-1/2 school days in a week, there will be only one 30 minute help period and the appointment day will be eliminated. No help period shall be scheduled on the last day of school during the week, unless there is only one school day in that week. There will be no extra help days during the first week of school in September.

**M. Faculty Meetings**

1. Every Wednesday there shall be early dismissal for professional time which may be comprised of: faculty meetings, grade level meetings, department meetings, professional development opportunities, technology short skills sessions and teacher independent professional work.

2. On a monthly basis, one of the Wednesday professional time meetings will be extended for a period of up to one-half hour beyond the end of the regular teachers' workday at the building.

3. Early dismissal will be at least one hour earlier than the regular dismissal time, except three (3) times each school year when early dismissal will be prior to lunch.

4. Professional time will be structured by the Building Principals, Curriculum Director or Superintendent of Schools. Following the "best practices rule of 20%, staff will engage in their own personal professional educator pursuits either alone or in collaboration with colleagues.

**N. Fifth Grade**

Should the fifth grade return to the middle school, the fifth grade teachers will follow the middle school schedule and day.

**O. Duty-Free Lunch Period**

1. A teacher in the Middle-High School shall have a duty-free lunch period each day of at least thirty minutes and shall be free to leave his school building during this time. In the Middle-High School a period length lunch will continue to be provided, except that teachers may be assigned a shorter period when administratively necessary to effect a 30-minute student lunch, and such assignments shall be rotated equitably. At all other times, the teacher shall be in his respective building(s) unless specific permission to leave the school site has been granted by the Principal or the Superintendent. Teachers at the Springhurst School shall have a 45 minute duty-free lunch period.

**P. Teaching Assignment Notification**

1. Teachers shall be notified no later than June 1 with regard to teaching assignments for the following year. If late registrations, enrollment shifts or schedule changes require a change in assignment, all teachers concerned will be contacted individually by the Superintendent or his designated representative.

**Q. Educational Planning Time**

1. Subject to the approval and/or direction of the Superintendent, students may be dismissed early one day per month for the purposes of curriculum planning and/or evaluation by the faculty.

**R. Preparation Time**

1. The administration shall provide a minimum of one daily preparation period per teacher and shall attempt to provide common planning periods for teaching teams exclusive of the daily preparation time.

**S. Student Activity Period (H.S.) and Study and Support Period (M.S. No activities)**

1. Said periods shall be conducted on the same day and time slot in each school up to 50 minutes total per week: one 50 minute period or split into two weekly sessions. There will be no required preparation for such periods. In the Middle School every classroom teacher will be assigned and will be given an equal number of students (plus or minus 1).

**T. Hazardous Working Conditions**

1. Teachers shall not be required to work under conditions which are considered unsafe or hazardous by State law or under applicable local ordinances.

**U. Teaching Facilities, Equipment and Services**

It is the intent of both parties to this agreement that the following facilities, equipment and services be provided. In case it is found impracticable to provide such facilities, equipment or services as listed in 1 through 9 below, the Board will make a reasonable effort to provide such facilities,

equipment or services.

1. Properly maintained classrooms meeting all State and local minimum safety and health requirements with a sufficient number of student stations and adequate chalkboard space.
2. A desk or equivalent facility for each teacher regularly assigned to a building.
3. Adequate paper, pencils, chalk, erasers and other such equipment required in daily teaching responsibilities.
4. Adequate storage space for instructional materials and supplies.
5. Suitable space, such as either lockers or a cloak room for teachers to store coats, overshoes and personal articles.
6. Basic and supplementary texts required by the curriculum in sufficient numbers to permit proper and effective teaching.
7. A suitable faculty room shall be provided which can accommodate the faculty under normal usage.
8. Specifically budgeted, approved and requisitioned instructional supplies shall be ordered as early in the fiscal year as possible to expedite delivery prior to the beginning of the school year.
9. Teachers shall be permitted to store valuables in the office of the Building Principal during the regular school business hours. It is understood that the Board of Education will assume no responsibility for loss, disappearance of articles or their contents, or damage to them, when they are left in the office storage.

#### **V. Teacher-Student Mentor Program**

1. The DFUT will fully cooperate with the District to establish and maintain an effective Teacher-Student Mentor Program in the District. The objective of the Teacher-Student Mentor Program will be to secure meaningful personal contact of staff with students.
2. All students shall be assigned to a staff member. All teachers in grades 6-12 will participate.
3. A Teacher-Student Mentor Committee shall monitor and support the program.
4. The Teacher-Student Mentor Program will not replace or diminish pupil personnel services and is supplementary to the regular program.

#### **W. Shared Services**

The purposes of shared services with one or more neighboring school districts shall be to

maintain or expand programs for the School District; however, nothing in this section shall limit options for shared services or consolidation of educational programs. The Board shall continue to have the unrestricted right to reduce the staff of teachers if in its sole discretion it deems such reduction necessary.

**X. June Examination and Report Card Schedule**

The District agrees to maintain a six (6) day June examination schedule for the High School. The DFUT and the District agree to set deadlines for the submission of grades so that report cards may be distributed the last day of school.

**Y. Consultation-Special Education**

Where the CSE recommends that a student from a self-contained class be mainstreamed, consultations will occur involving CSE personnel, administration, and classroom teachers.

**Z. New Teacher Mentor Program**

In the interest of helping teachers new to the District in maximizing their effectiveness and performance in the Dobbs Ferry schools, the parties agree to work together toward establishing a new teacher mentor program.

**A. Compensation for teacher mentors:**

2015-2016     \$1,966.91

**B. Time Requirements for teacher mentors:**

- Meet with mentee one hour per week or average (during unassigned time)
- 3 days of training (summer)
- Attend 2 days new teacher orientation(summer)
- 4 quarterly meetings with mentors (1 hour after school)
- New Teacher Mentor Meetings (Attend 4- after school)

The teacher mentoring selection committees will be comprised of the Dobbs Ferry United Teachers (DFUT) elected building representatives and the principal of each building. In the event that a consensus cannot be reached, the issue will be brought to the Partnership Committee. If the Partnership Committee cannot reach a consensus, the Superintendent will make his recommendation to the Board of Education. The final determination rests with the Board of Education. Decisions by the Board of Education are final and are not subject to the grievance procedure.

**AA. Teacher Center**

The District agrees to join the Greenburgh-Ardsley-Elmsford Teacher Center for the duration of this Agreement.

**BB. Teacher Leaders/Team Leaders**

1. The stipends for Teacher Leaders/team leaders will be:

Effective 7/1/15      \$4,684.52

2. Teacher Leaders/team leaders will work a maximum of 5 additional days as part of their stipend. The actual dates will be decided by mutual agreement between the principal and teacher. The individual teachers will be consulted with in determining the actual number of days that they are required to work. The final determination of the number of days rests with the principal and is not grievable.

3. Teacher Leaders will be compensated for participation in summer workshops. If they do participate, this will not be considered part of the 5 day maximum for which they otherwise receive the above stipends. However, the Teacher Leader may waive compensation for Workshop participation. This will be shared by the principal with the DFUT as it occurs. The workshop time will then count as part of the 5 day maximum. Each principal will keep a record of coordinator days and workshops attended and under which option.

4. The District shall have the right to define these positions including the number of Teacher Leaders/Team Leaders to be utilized each school year.

**ARTICLE VII  
COMPENSATION**

**A. Salary Schedules**

1. Effective July 1, 2020, the 2019-2020 school year salary schedules shall remain in effect. Each unit member on steps 16-25 as of July 1, 2020 will receive an off-schedule, non-recurring salary payment that will bring their total salary increase for the 2020-2021 school year to \$1,000. For example, if the value of a teacher's step increase from the 2019-2020 to the 2020-2021 school year was \$250, then that teacher would receive a non-recurring salary payment of \$750 for the 2020-2021 school year. Unit members who advanced from step 25 in the 2019-2020 school year to step 26 in the 2020-2021 school year would not be eligible for a non-recurring salary payment since the step increase for such unit members exceeded \$1000.

2. Effective July 1, 2021, steps 1-15 of the 2020-2021 school year salary schedules shall be increased by 0.5% and steps 16-26 of the 2020-2021 school year salary schedules shall be increased by 2.0%.

3. Effective July 1, 2022, steps 1-15 of the 2021-2022 school year salary schedules shall be increased by 0.25% and steps 16-26 of the 2021-2022 school year salary schedules shall be increased by 1.75%.

4. Effective July 1, 2023, steps 1-15 of the 2022-2023 school year salary schedules shall be increased by 0.25% and steps 16-26 of the 2022-2023 school year salary schedules shall be increased by 1.5%.

## **B. Location of Teachers on Salary Schedule**

1. Teachers with a baccalaureate degree only may not be placed above step 10 on the B.A. scale, nor may they advance beyond step 10. The 13th step on the B.A. scale is applicable only to those teachers currently on that step and such teachers shall remain on this B.A. step in subsequent years.

2. A teacher who has been frozen on either the B.A. 10th or B.A. 13th step and who qualifies for the B.A. +30 or M.A. scale shall have his years of services at the fixed B.A. step taken into consideration in determining the applicable B.A. +30 or M.A. step, e.g., a teacher who moves into the M.A. scale after 3 years on the B.A. scale at step 10 shall be placed on the M.A. scale, step 13.

3. Columns BA +30, MA +10, MA +20, MA +40, and MA +50 have been deleted effective June 30, 2007. Columns MA +15 and MA +45 are effective July 1, 2007. Unit members who have been placed on a column in existence on June 30, 2007 by reason of credits earned as of August 31, 2007, shall not be reduced in pay due to the discontinuation of the columns. Unit members who commence employment with the District on or after January 1, 2022 shall only be eligible to for the BA, MA, MA+30, MA+60 and PhD lanes on the salary schedule (i.e. new hires shall be ineligible to access MA+15 and MA+45).

4. Credit may be granted to each teacher for service prior to teaching in Dobbs Ferry. Further, full credit will be allowed for years of prior teaching service in the Dobbs Ferry Public Schools.

5. Credit up to six years at the rate of  $\frac{1}{2}$  increment per year may be granted for each year of service in Armed Forces or in the Peace Corps prior to regular full-time teaching experience in a public school. This shall also apply if teaching service is interrupted by military or Peace Corps service.

6. Teachers with B.A.+60 credits shall be placed on the M.A. scale.

7. Teachers employed prior to September 1, 1986 who take approved graduate credits will be reimbursed by the District for one-half of the tuition paid, upon presentation of an official transcript showing successful completion of the course and the bill for tuition.

8. Teachers employed by the District after September 1, 1986 who take graduate courses at a New York State accredited college or university and are matriculated in a program leading to a degree or certification and have obtained the prior approval of the Superintendent of Schools will be reimbursed by the District at the rate of \$25.00 per credit or 25% of the total tuition paid, whichever is lower, upon presentation of an official transcript showing successful completion of the course and the bill for tuition.

9. Nurses (R.N.) are to be compensated at a rate of 80% of the BA column.

10. The occupational therapist (OT) salary schedule will be MA Step 1 – MA Step 10 (non-credit earning). The OT will receive longevity increments using the same formula as outlined in Article VII(E)(1). For example, the first longevity increment shall be given when an OT has completed

eighteen years of service. This increment shall be calculated by subtracting MA Step 18 from MA Step 19 on the teacher's salary schedule. However, the OT will not be placed on the corresponding steps of the teacher's salary schedule.

11. Teachers hired for a semester or more will receive all appropriate contractual benefits commencing with the first day of employment.

12. Step advancement shall be granted to all unit members who are eligible to advance a step effective July 1<sup>st</sup> for each year of this agreement (2020-2021 through 2023-2024).

Teachers hired on or after October 1<sup>st</sup> of a school year will receive increments on the anniversary date of their employment. Teachers hired in September will receive increments at the beginning of the subsequent school year.

13. Effective January 30, 2006, when teachers are eligible for a lane change, they must notify the Personnel Office (upon verification of course completion with a passing grade, and submission of the appropriate District form- Request for Payroll Change) by August 25 for the change to take effect the first half of the school year and by January 25 for the change to take effect the second half of the school year. Teachers submitting requests after August 25 will receive the payroll change the second half of the school year retroactive to the beginning of the first semester. Teachers submitting requests after January 25 will have their final paycheck in June adjusted to reflect the payroll change retroactive to the first day of the second semester.

#### **C. Method of Payment**

1. During the 2020-2021 and 2021-2022 school years, unit members are to be paid on a bi-weekly schedule and may choose to receive all salary during the school year or have the equivalent of five payments disbursed at the end of the school year. Pay days will be bi-weekly except in the case of legal banking holidays, in which case the pay date will be one (1) day prior to the legal holiday. Effective commencing with the 2022-2023 school year, all unit members shall be paid on a semi-monthly basis (24 pay periods); provided that unit members shall have the option to have the equivalent of five payments disbursed at the end of the school year. In addition, effective upon ratification of this Memorandum of Agreement, pay will be issued solely via direct deposit (except for the one annual "audit paycheck" per year that requires an in-person pick-up). Pay stubs will only be available electronically.

2. A day's salary for all teaching personnel shall be defined as 1/200th of annual salary. This fraction is to be used when and if any deductions are to be made for excessive absences.

#### **D. Extra-Curricular and Co-Curricular Compensation**

1. The stipends for the 2015-16 and 2019-20 school years for athletic coaching and for co-curricular activities shall be as listed in "Schedule 6," attached hereto and made a part hereof. Commencing with the 2021-2022 school year, the parties agree to begin phasing out of coaching and co-curricular longevity bonuses. All coaches and co-curricular activity advisors would be eligible for longevity in sports they currently coach/activities for which they are currently the advisor. Coaches and co-curricular activity advisors who move to a new sport/level will not be eligible for

longevity. Current coaches and co-curricular activity advisors who miss more than one season will have their longevity clocks reset. Beginning with 2022-2023 school year, increase all co-curricular and coaching stipends by \$100.

The District shall adopt a reorganization of coaching positions schedule effective commencing with the 2023-2024 school year

2. The Board reserves the right to discontinue any co-curricular or extra-curricular activities or to add to them at its discretion. Activities not approved by the Board are considered voluntary.

3. Compensation for the supervision of extra-curricular activities during late afternoon or evening shall be paid at the rate \$35.00 per hour, with a minimum of two (2) hours' pay shall be received by a teacher who performs extra-curricular activity supervision during the late afternoon or evening.

4. Compensation for the supervisor of extra-curricular activities which involves an overnight responsibility shall be \$140.00 per overnight. A teacher who supervises an overnight trip will be compensated an additional \$70.00 if the trip returns to the District after 5:00 P.M. The compensation shall increase to \$140.00 if the trip returns to the District after 6:00 P.M. There is no additional compensation if the trip departs earlier than the usual school start time. The additional compensation only applies to overnight trips, consistent with current practice. [Example: If a class trip starts at 7:30 A.M. on the first day and returns the third day after 5:00 P.M., the supervisor of extra-curricular activities would receive \$140.00 for the first overnight, \$140.00 for the second overnight, plus \$70.00 for the third day.]

5. Such compensation as covered by 3, above is to be paid only for activities approved by the principal or the Superintendent and may include scorekeeping, timekeeping, ticket selling, chaperoning dances, assistance at concerts, dramatic performances and dress rehearsals, under conditions where such activities should be handled by a teacher.

6. The extra compensation listed above is not to be applicable for teachers where the activity is connected with the extra-curricular or co-curricular activity for which the teacher already received a stipend.

7. A study group will be established to review the responsibilities of all stipended positions and will report back to the Partnership Committee annually by a date to be agreed upon by the parties.

8. When professional musicians are needed to supplement student musicians in the pit band for musical productions, they fall into two categories: DFUT teachers and outside musicians. When outside musicians are hired as consultants, they will be compensated in the amount of \$283.75. Typically, this includes two evening rehearsals and two performances. DFUT teachers who participate in the pit band will be compensated in the amount of \$283.75 plus \$82.40. This translates into the \$283.75 for rehearsals and performances, but adds \$41.20 per performance as provided by the contract for chaperones. (The teachers are chaperones for the student musicians during the performances). A list of all professional musicians needed for a production will be provided in advance and shall be

subject to Board approval. All others will be assumed to be voluntary.

9. Compensation for the Middle School Lunch Time Intramural Supervisor shall be as follows:

Effective 7/1/15 \$32.78 per period

10. The compensation for the Supervision of Fitness Center/Middle-School High School Home Work Help Centers shall be as follows:

Effective 7/1/15 \$48.11

**E. Longevity**

1. The first longevity increment shall be given when a teacher has completed eighteen years of service, the second increment shall be given when a teacher has completed twenty-three years of service, and a third increment shall be given when a teacher has completed twenty-eight years of service. The longevity increments shall be indicated on the salary scale as Steps 19, 24 and 29.

2. Longevity increments will only be awarded to teachers who hold an M.A. degree or a B.A. degree with 30 approved additional credits.

**F. Summer and Staff Development Workshops and Projects**

1. The workday will be defined as 5 hours exclusive of breaks.

2. Payment Schedule

	<u>Min.</u>	<u>Max.</u>
Effective 7/1/15	\$207.62	\$273.19

3. 80% of 1/200th of the annual salary will determine the actual rate of pay if it falls between the minimum and maximum.

4. Teachers leading summer workshops and projects will receive the following compensation in addition to the payment enumerated above:

Effective 7/1/15 \$109.27

5. A sum of \$7,000 shall be made available by the District for disbursement in each year of this agreement. It is understood that if agreement is not reached by the committee to expend all or part of the \$7,000 in each year no funds will be disbursed.

6. Compensation for a coordinator who is chairing or leading an approved summer workshop will be computed upon 80% of 1/200 of base salary plus coordinators' stipend.

7. The stipend for part time personnel shall be pro-rated accordingly.

#### **G. Compensation for Assumption of Extraordinary Duties**

1. Any Middle-High School faculty member who teaches in excess of the maxima specified under Article VI shall be reimbursed for each additional class carried throughout the school year as set forth below:

Effective 7/1/15      \$13,112.72 or 1/6<sup>th</sup> of annual salary whichever is less.

For assumption of an extra class during part of the year, this extra compensation shall be pro-rated. The DFUT will be informed and consulted by the Superintendent prior to the assignment of an overload to a teacher.

2. A teacher who is asked to assume an additional regularly scheduled class in an emergency due to absences of teachers and the inability of the principal to provide a suitable substitute, shall be paid for extra class per day beyond his normal maximum assignment as set forth below:

Effective 7/1/15      \$32.78

3. When the District is unable to hire a substitute for a subject area teacher and both a Special Education teacher and a subject area teacher are co-teachers assigned to the same class and the Special Education teacher assumes responsibility for the entire class, the Special Education teacher will be entitled to the extra period compensation as provided for in this provision. In the event the Special Education teacher in a co-teaching class is absent and the District is unable to provide a substitute, the subject area teacher will not be entitled to additional compensation pursuant to this provision.

4. A teacher who has filled in on an emergency basis for in excess of six (6) consecutive school days shall be paid at the rates set forth in paragraph (1) above, pro-rated, effective the sixth day of such service. It is understood that an emergency means the inability of the District to find a suitable replacement as determined by the District. Lesson planning requirements shall be part of the responsibilities for a teacher who continues responsibility for a class beyond the sixth day.

5. Teachers shall be paid for teaching a District approved In-Service course as follows:  
 $1/200$  of annual salary  $\div$  5 hours = hourly compensation.

6. Teachers who perform home tutoring shall be paid at the same rate as *The Learning Center*.

#### **H. Early Notice of Retirement Incentive.**

Unit members shall be entitled to an early notice of retirement incentive in the amount of \$100 times the number of accumulated sick leave days accumulated beyond 165 upon the date of retirement to receive benefits from the New York State Teachers' Retirement System ("TRS"), up to 50 such days (i.e. pays for accumulated days 166-215). Written irrevocable notice of resignation for the purpose of retirement to receive benefits from TRS must be given by the 31<sup>st</sup> day of December of the school year for a retirement to become effective on or after June 30<sup>th</sup> of said school year or during the following school year.

## **ARTICLE VIII EMPLOYEE BENEFITS**

### **A. Health Insurance**

#### **1. Employee Health Premium Contributions.**

All unit members who participate in the School District's Health Insurance Program shall contribute at the rates and in the manner described below: Effective July 1, 2019 the employee premium contribution rate shall be 18% towards individual, 2 person and family costs.

2. New hires as of July 1, 2004 whose spouse has available (with or without an employee premium contribution requirement) two-person or family coverage through his/her employer or where a spouse is a business owner and provides a group insurance plan for one or more employees, shall be eligible for two-person or family health insurance coverage under the District's health plan by contributing the difference in cost between the District's single coverage and two-person or family coverage (whichever is applicable).

3. Effective 7/1/01, teachers who opt not to be insured by the District will be reimbursed 50% of the individual premium costs not to exceed \$3,646, except for those who already have received a \$4,100 buy-out. The latter unit members shall continue to receive a buy-out in the amount of the lesser of \$4,346 or 50% of the individual premium cost. Teachers must submit proof of insurance coverage and a completed health insurance opt-out form annually by no later than October 15<sup>th</sup> of each school year in order to be eligible to receive the buy-out.

4. The District shall participate in the Statewide Schools Cooperative Health Consortium, Surgical/Medical and Major Medical expense plan, for individual and dependent coverage. Any teacher who subscribes to a health insurance plan other than the SWSCHP currently offered by the Board (such as GHI or GHIP plans) shall continue toward premium as set forth above. The District's contribution shall not exceed its contribution for the equivalent plan under SWSCHP.

5. It is understood that retirees will continue to have the same rights under the SWSCHP as they have under New York State Law.

6. Any change of insurance carrier except any insurance carrier(s) selected by the SWSCHP shall be by written agreement of the parties hereto.

7. Part-time teachers will receive benefits on a pro-rated basis. In addition, any tenured teacher involuntarily reduced from full-time to part-time will continue with full benefits.

8. If a part-time teacher is covered by another medical plan, the District is not required to insure the teacher as part of the Statewide Schools Cooperative Health Consortium.

**B. DFUT Welfare Fund**

1. The District shall, for the 2015-2016 school year pay to the Trustees of the DFUT Welfare Fund an amount equal to \$1,243.00 times the number of full time teachers employed by the District. The District shall, for the 2016-17 school year, the 2017-2018 school year, the 2018-2019 school year and the 2019-2020 school year, pay to the Trustees of the DFUT Welfare Fund an amount equal to \$1,343 times the number of full time teachers employed by the District. DFUT agrees to work cooperatively with the District to explore welfare fund options that would provide equal or better benefits.

2. A copy of the Trust Indenture will be provided by the DFUT to the Superintendent and to the District. The District shall have no liability in any way for the administration of the Welfare Trust other than to make the contributions set forth above.

**C. Liability Insurance Coverage**

1. The Board will maintain, if available, general liability coverage with limits of at least \$1,000,000 over \$2,000,000 for bodily injury and \$100,000 for property damage, wherein all members of the teaching staff, administrative staff or other employees of the District are included within the definition of "insured," and if a claim is asserted against any of them, arising in the course of their employment, they will be defended and indemnified under the policy. The policy, of course, does not insure the District or any individuals against injuries willfully committed on others or not within the scope of their duties.

**D. Worker's Compensation**

All teachers in the District are covered under the applicable New York State Worker's Compensation Law.

**E. Tax Sheltered Annuities and NYSUT Benefit Trust**

1. The Board agrees to accept payroll deduction authorization from any teacher for the purchase of tax sheltered annuities, variable and/or fixed. Monies collected shall be forwarded to a central depositor chosen by the DFUT.

2. Payroll deduction will be available for items in the NYSUT benefit trust upon written application under a reasonable procedure acceptable to the District.

3. The Board, by accepting payroll deductions for either tax sheltered annuities or items in the NYSUT benefit trust shall be indemnified by the employee and the DFUT from any liability of any kind. The Board does not, by agreeing to payroll deduction, indicate its approval or disapproval of the annuity or item in the NYSUT benefit trust in any manner or form.

**F. Sick Leave**

1. Any teacher covered by this agreement shall be allowed 15 school days of sick leave in any one school year without loss of pay. The annual allotment of 15 days may be used not only for the unit member's own illness but also for serious illness in the family (i.e. husband, wife, mother, father, child, sister, brother and grand- parent.) Accumulated sick days from previous years may only be used for the unit member's own illness and, at the non-grievance discretion of the Superintendent, accumulated days may be used for catastrophic illness or catastrophic disability of a member of the immediate family as described above.

2. If such teacher required, in any school year, less than this specified number of sick days leave with pay allowed, days not utilized that year shall be accumulated to be used for individual sick leave as needed in subsequent years. A teacher's allowance at any time will consist of the sum of the unused portion, if any, of the 15 days allowed for the current year, plus accumulated days as above defined. An unlimited amount of sick leave days may be accumulated.

3. Sick leave is hereby defined to mean absence of the teacher from duty because of personal disability due to illness or injury, or exclusion from school by the School Medical Inspector, or on account of a contagious disease or being quarantined by such a disease in his immediate family. A physician's certificate is required for an absence of five or more successive or same illness or injury related school days.

4. Any teacher whose absence due to sickness exceeds his total sick leave allowance shall have 1/200 (one two-hundredth) of his annual base salary deducted from each such additional day of absence.

5. Any teacher whose teaching assignment changes from part-time to full-time shall have his accumulated sick leave converted by multiplying previously accumulated sick leave days by the previous percentage of assignment of total duties (e.g., a teacher on 3/5 assignment who has accumulated fifteen days and now changes to full assignment shall be credited with  $15 \times 3/5 = 9$  days of accumulated "full rate" sick leave).

6. Records kept in the Superintendent's office shall determine the number of accumulated days of sick leave credit. For each absence, the teacher shall report the reason therefore on the forms provided for this purpose.

7. Up to 25 days of accumulated sick leave can be used for adoption.

**G. Sick Bank**

1. A sick bank shall be established for teachers. The purpose of said bank shall be to provide teachers with additional sick leave time during a prolonged illness when an individual's sick leave days have been exhausted.

2. The bank shall be established by an assessment of one (1) day from each teacher. The total number of days in the sick bank shall not exceed 540.

3. When necessary, the DFUT will assess its members extra days for the purpose of maintaining a minimum 180 day balance in the sick bank.

4. Regular full-time teachers shall become eligible to draw upon the sick bank during a prolonged illness when his/her sick leave days have been exhausted and they have been granted tenure by the Board of Education. For the period following the grant of tenure through the teachers fifth year of service, the teacher may draw a maximum of thirty (30) days (cumulative) from the sick bank. For the period from the sixth year of service following tenure through the teacher's ninth year of service, the teacher may draw a maximum of an additional thirty (30) days (60 days maximum cumulative from the sick bank). Commencing with the tenth year of service following tenure, a teacher may draw upon the sick bank as established under current practice and procedure. Newly hired teachers shall have 15 sick leave days available to them for use after the exhaustion of their personal leave accruals for catastrophic illnesses (These days will be cumulative with the 30 days received upon tenure acquisition and the additional 60 days received in year six. Teachers will continue to become fully vested in the sick leave bank in year 10).

5. A panel of 4 teachers selected by DFUT, along with the Deputy Superintendent or his/her designee shall meet to approve/disapprove each application. At the end of every 2 months, this panel shall review each case with the Superintendent to determine renewal. Decisions of this panel are not subject to grievance procedure.

#### **H. Death in Family**

1. In case of death of a member of the immediate family as above defined, or death of a father-in-law or mother-in-law, the employee shall be allowed a leave of absence not to exceed five (5) days. This leave is exclusive of allowance for employee's personal disability and illness or accident in the immediate family.

2. In case of death of a relative of the second degree -- aunt, uncle, niece, nephew, cousin or in-law, a leave of absence of one (1) day with full pay will be allowed. This is exclusive of the allowance mentioned in (3) above.

#### **I. Personal Business**

1. Two full days or four half days of absence shall be allowed for personal business reasons without loss of pay, subject to the approval of the Superintendent in advance. Absences are not allowed preceding or following holidays except with special permission of the Superintendent of Schools. This provision is intended to help staff members meet personal emergencies and the 2 or 4 absences respectively are in no way to be interpreted as days of absence due the employee.

2. A staff member who wishes to have a personal business absence will present the request in writing to the building principal as far in advance as possible. The principal will forward the request to the Superintendent for approval. The excused absence will then be noted on the payroll as authorized without deduction. No reason need to be given if three days' notice is given; a reason from a checklist will be given if less than three days' notice is given. An opinion to convert two sick days to personal days at the discretion of the Superintendent will be provided. Personal days on Fridays or Mondays shall require a reason from the checklist.

3. Authorized personal leave days shall not be charged against the sick leave allowance.

4. Unused personal days shall be added to an individual's accumulated sick days at the end of the school year.

**J. Professional Day of Visitation**

Each professional staff member is allowed to take one professional day of visitation per year without loss of pay. Although staff members will make their own specific arrangements, the time and date of such a visit shall be approved by their building principal and the staff member shall make a report of such visitation to the building principal.

**K. Leaves Granted to DFUT Officers or Delegates to State Retirement System**

1. No deduction from personal leave days, sick leave days or salary shall be made for duly elected delegates or alternates to the annual convention of the New York State Retirement System or for a two-day attendance at the annual convention of the New York State United Teachers House of Delegates.

2. The President of the DFUT or a designated delegate shall be permitted no more than ten (10) days to attend meetings of the county, state, and national teachers organizations. Attendance at such meetings will not be deducted from personal leave days, sick leave days, or salary, and is subject to the approval of the Superintendent.

**ARTICLE IX  
EXTENDED LEAVES**

**A. Leave Without Pay**

1. A leave without pay, limited to one academic year, may be requested by filing a written application with the Superintendent prior to January 1 of the school year preceding the intended leave. Such leaves may be granted at the discretion of the Board of Education. At its option, the Board of Education may extend the application deadline to April 1.

2. The cost of the premiums in the District's medical plan and retirement plan for a teacher on leave without pay, shall not be assumed by the District. The teacher shall, however, be permitted to continue on a personal contribution basis subject to the applicable conditions of the respective plan. A request for such personal contribution shall be submitted in writing.

3. A unit member on leave without pay for more than 50% of any school year shall not be eligible to advance a step on the salary schedule during the ensuing school year.

**B. Pregnancy Related Disability Leave**

1. A pregnant employee will be treated the same as any other employee disabled for any other medical reason insofar as sick leave benefits are concerned. The teacher shall notify the

Superintendent of Schools no later than six months after the pregnancy has definitely been determined. The teacher may work until the teacher and her physician determine she is unable to perform her duties. The teacher's physician will notify the Superintendent in writing that the teacher is disabled. This notification shall be given five calendar days in advance of the beginning of the disability leave except in the case of emergency.

2. When it is anticipated that the teacher is able to return to work, she shall notify the Superintendent in writing of the date of return and also provide a written statement from her physician supporting her intended return date.

#### **C. Child Care Leave**

1. The teacher will be granted upon written application to the Superintendent, a child care leave without pay, for up to eighteen months after the teacher's physician determines the teacher is no longer disabled or on expiration of sick leave, whichever is earlier. The intention to transfer from sick leave to child care leave shall be communicated in writing at least 15 calendar days prior to the anticipated date of transfer. If the teacher wishes to be granted more time, an application for extension may be granted at the discretion of the Board of Education. Individuals on unpaid leave must submit to the Superintendent a letter of intent to return to work a minimum of 120 days prior to either September 1 or the beginning of the second semester (approximately February 1) when they decide to return.

2. For teachers newly hired as of 7/1/01 - Teachers returning from a District child care leave may do so at the beginning date of a semester unless the Board of Education approves an earlier date.

3. Child care leave without pay under the conditions set forth above shall be available to an adoptive parent for up to eighteen (18) months immediately following the adoption of a child.

#### **D. Sabbatical Leave**

There shall be a moratorium on the granting of sabbatical leaves.

1. The rules and regulations of this section are intended to provide the professional staff an opportunity to improve the instruction and administration of the Dobbs Ferry Schools.

2. A sabbatical leave may be granted for the following specific purposes:
- (i) to complete the requirements for a degree,
  - (ii) to continue post degree study,
  - (iii) to undertake formal or informal study or an independent research study program either here or abroad, which will improve instruction in the Dobbs Ferry Schools. An outline of courses to be taken or of the travel plans and research study to be undertaken will be required,
  - (iv) to provide for other purposes and found by the Board of Education to be fitting for the improvement of the instruction or administration of the Dobbs Ferry Schools.

3. Professional employees who have served satisfactorily for a period of seven or more years consecutively in the Dobbs Ferry Schools may be granted a sabbatical leave of absence. The first such leave may be granted after the seventh consecutive year of active service, and additional leaves may be granted after each successive period of seven years of active service, except as noted in paragraph 6.G(3) (k) (iv) below.

4. Two types of sabbaticals may be granted: either a sabbatical effective during the academic year for either one-half or a full academic year or a summer sabbatical as defined below in paragraph 6.G(3) (k).

5. Teacher on any sabbatical leave shall not, without Board approval, engage in gainful employment or work for personal profit during the leave period.

6. The Board's policy of granting additional salary payment upon completion of approved graduate work shall be in effect while a teacher is on sabbatical.

7. An academic year sabbatical leave shall be granted for not less than one full semester at the teacher's regular annual rate of compensation excluding stipends and allowances, or for one academic year of two consecutive semesters at one-half the teacher's regular rate of compensation excluding stipends or allowances.

8. Application for all sabbatical leaves shall be made upon a form furnished by the Superintendent of Schools. All applications must be filed on or before January 1st of the year preceding the school year when the applicant wishes the leave to become effective.

9. Final approval of applicants for a sabbatical leave is a Board of Education decision and the Board's decision on each application shall be entered upon its minutes. The Board of Education shall have sole discretion over the number of sabbatical leaves to be awarded and the total amount of money to be appropriated to such purpose. In arriving at its conclusion, the Board will consider, among other things:

- (a) the extent of the applicant's professional study, growth, contributions, and successful service during the preceding seven years or four years as identified above,
- (b) the range, scope, and appropriateness of the study, or research program as related to the applicant's assignments and possible instructional improvement,
- (c) whether the intended program can reasonably or equitably be achieved during the summer months without the granting of a sabbatical,
- (d) the length of time the person has taught in the Dobbs Ferry Schools,
- (e) reasonable distribution of applicants among the different schools in the system,
- (f) problems involved in filling the vacancy created by the applicant's absence during a proposed academic year sabbatical,
- (g) recommendations by members of the administration.

10. If sabbatical leave is denied, the reasons for this denial shall be made known to the applicant and an opportunity will be given for discussion. After such discussion, however, a reaffirmation of the Board's original denial shall be final and binding upon the applicant.

11. Summer Sabbaticals:

(a) A summer sabbatical may be granted for projects, study, etc. whose equivalent cannot be undertaken during the academic school year and where the proposed program is of such a nature that it could not be equitably taken without the granting of a sabbatical or that it is in the best interests of the District to grant a summer sabbatical in lieu of an academic year sabbatical for which the teacher would otherwise be eligible.

(b) Payment is at the rate of 25% of the basic annual salary excluding stipends and allowances for each summer of a summer sabbatical.

(c) Teachers may request sabbaticals for up to two consecutive summers. When a summer sabbatical is requested, the teacher will state in his application the special reasons why such a sabbatical is requested rather than an academic year sabbatical and the reason for the number of summers he is requesting.

(d) A teacher who takes a summer sabbatical in a single summer would be entitled to request a new sabbatical to start four years after the last previous summer in which he takes a summer sabbatical. If a sabbatical is taken for two consecutive summers seven years of consecutive, active service must be completed before the teacher again becomes eligible for a sabbatical leave.

12. Not more than two "full time equivalent sabbaticals" may be granted during any one fiscal year. Two full time equivalents can include any combination of two of the following:

- (i) half year sabbaticals at full pay
- (ii) academic year sabbaticals at half pay
- (iii) two summer sabbaticals at 25% pay each.

13. In accepting any sabbatical leave, the teacher shall enter into a written contract to continue service in the Dobbs Ferry Public School system for a period of at least one full academic year directly following the conclusion of the leave.

14. If the teacher fails to return to the District from the sabbatical, then he or she will reimburse the District for monies paid to him or her while on said sabbatical.

15. The requirement for immediate return to the District after completion of the sabbatical leave may be postponed for a teacher who is certifiably ill. At the termination of such illness, the teacher will be required to resume his services in the Dobbs Ferry Schools.

16. A semester or year of sabbatical leave shall be counted as regular service in the Dobbs Ferry School system for salary increment purposes. This does not apply to summer sabbaticals.

17. Teachers on academic year sabbatical leave may continue their medical insurance as if they were teaching.

18. Each teacher upon returning from a sabbatical leave shall file a report with the Superintendent of Schools setting forth ways in which the purpose of said leave was met, including an

official transcript of all graduate work taken, places visited, etc.

19. If the Board of Education any time after it approves sabbatical leave should, after investigation, determine in its solve judgment that the teacher has departed significantly from the letter or the spirit of the purpose of the leave, the Board of Education may cancel or terminate such leave and direct the teacher to return forthwith to active duty.

#### **E. Military Service**

Full time military service leave for a teacher in the employ of the District shall be counted as regular service in the Dobbs Ferry School system for salary increment purposes.

### **ARTICLE X MEDICAL EXAMINATIONS**

1. Concurrent with appointment as a probationary teacher but prior to the beginning of his or her classroom duties, the teacher will be required to have a complete physical examination by the school medical inspector or by the teacher's own personal physician. A special form for this purpose will be provided.

2. The teacher may select either the school medical inspector or personal physician for this examination. If the school medical inspector is chosen, the examination shall be conducted at no charge to the teacher. If the teacher chooses his own physician or if tests other than those administered by the school medical inspector are required, these shall not be paid for by the District.

3. Effective July 1, 2010, this shall become the sole provision regarding retiree health insurance premium funding, retirees shall be entitled to District contributions towards the cost of health insurance premiums in their retirement on the following basis:

#### Years of Service in the District

#### District Contribution Toward the Cost of Individual or Family Health Insurance Premiums

10-19 years in District

50%I / 50% F/ 50% 2 person

20-24 years in District

75% I/ 75% F/ 75% 2 person

25 years or more in District

The same percentage paid during the final  
school year of employment in the District.

4. Retirees shall participate in the Health Insurance offered to active members in the bargaining unit.

Effective July 1, 2007, the District shall fund Medicare Reimbursements for active members of the bargaining unit and unit members who retire on or after said date at the lowest rate of the scale applicable to Medicare eligible personnel.

## **ARTICLE XI GRIEVANCE POLICY AND PROCEDURES**

### **A. Declaration of Purpose**

The establishment and maintenance of a harmonious and cooperative relationship between the Board and its teachers is essential to the operation of the schools. It is the purpose of this procedure to secure, at the lowest possible administrative level, equitable solutions to alleged grievances of teachers through procedures under which they may present grievances, free of coercion, interference, restraint or reprisal.

### **B. Definitions**

Two types of grievances or differences shall be covered by the provisions of this article.

(a) The first refers to differences or grievances which may arise because of an alleged violation, misrepresentation, or inequitable application of the provisions of this agreement between the Board and the DFUT in effect at the time of the alleged grievance. Such grievances shall be referred to as agreement grievances.

(b) The second type refers to grievances or differences which may arise in connection with employment by the Board but which are not covered by any other article of this agreement. Such differences or grievances shall be referred to as personal grievances.

### **C. General Comments**

1. Every employee shall have the right to present his or her grievance in accordance with the procedures outlined below free from coercion, interference, restraint or reprisal. Personal grievances may be presented by any individual who feels aggrieved. Agreement grievances may be presented either by an individual or by the DFUT on its behalf or on behalf of the teacher(s). The resolution of an agreement grievance presented by an individual shall not be inconsistent with the terms of the agreement.

2. The informal resolution of differences or grievances is urged and is encouraged at all stages of the proceedings. In the case of personal grievances, the right to informal discussion with a superior is retained and recommended, but is optional. The continuation of personal discussions among teachers and their superiors is encouraged. It is recommended that all other means of adjusting grievances be attempted before the prosecution of a formal complaint.

3. Nothing contained in this article shall be construed as abrogating or diminishing the duties and responsibilities of each teacher to carry out promptly all lawful instructions or orders. Orders and instructions must be obeyed and the grievance procedure invoked later.

### **D. Initiation of Grievance Procedure and Exclusions**

1. Any teacher who feels aggrieved shall reduce the grievance to writing in the form of a complaint setting forth the following details:

- (a) the name of the complainant
- (b) the name of the respondent, if any
- (c) a concise resume of the facts alleged to constitute the grievance
- (d) any other pertinent information which will assist in the investigation, consideration and resolution of grievances.

2. The complaint shall be signed by the complainant and filed as provided below. If a respondent is named, copies of the complaint shall be promptly forwarded to such respondent named in the grievance.

3. When the complaint does not contain complete information, as requested under Item A, it shall be the duty of the complainant, upon request, to promptly furnish the lacking information.

4. If the grievance claims to be an agreement grievance, a copy should also promptly be forwarded to the President of the DFUT or his authorized delegate.

5. Personal grievances shall not include any matter especially treated by law, or any other matter which is reviewable pursuant to law, or rules or regulations having the force and effect of law, such as regulations of the Commissioner of Education.

#### **E. First Step in the Resolution of the Grievance**

1. Not later than 30 working days after the alleged grievance shall have arisen, the complainant shall file the usual written complaint with the applicable building principal.

2. A teacher who teaches in more than one school shall file the complaint with the principal of the school in which the alleged grievance has taken place, or, if this is not feasible, with the principal of the school where the greater portion of his or her assignment takes place.

3. The principal with whom the complaint is filed shall promptly proceed to investigate the grievance, hear all persons concerned and make a written decision within ten working days of the filing of the complaint.

#### **F. Second Step in the Resolution of the Grievance**

If the complainant desires that further consideration shall be given to his or her grievance, he or she shall have the right, within five working days after determination at the first step, to file the complaint with the Superintendent of Schools in this District. The Superintendent shall thereupon investigate the grievance, hear all concerned parties, and make a written decision within ten (10) working days after the filing of the complaint with him.

#### **G. Representation**

1. In the case of an agreement grievance, the President of the DFUT or his designated representative shall be given the opportunity to be present to state the viewpoint of the DFUT. In the case of an alleged grievance which affects a number of teachers in one school, the DFUT shall have

the right to present this grievance directly to the principal at Step 1, within 30 working days after such alleged grievance has taken place. In the case of alleged grievance which affects teachers in more than one school, the DFUT shall have the right to present this grievance directly to the Superintendent within 30 working days after such alleged grievance has taken place and eliminate Step 1.

2. In the case of a personal grievance the complainant or the respondent, if any, shall be permitted to designate a representative of his or her choice to assist him or her in the presentation of his or her grievance at any step of the procedure. He or she may select the DFUT as his or her representative.

3. If, during a grievance procedure in Step 1, the principal believes that the DFUT may assist in the resolution of grievance or that the grievance is related to an agreement grievance, the Principal may request the DFUT to participate in its resolution. Similarly, the Superintendent may ask the DFUT to participate in the resolution of a grievance at Step 2.

4. In all grievance procedures invoked by an individual teacher, the teacher and any representative selected must be present at all hearings related to the grievance.

#### **H. Third Step in the Resolution of the Grievance**

1. If the complainant again desires that further consideration shall be given to his or her grievance, he or she shall have the right, within five (5) working days after determination at the second step, to file the complaint with the Board in this District. The Board shall thereupon investigate the grievance, hear all persons concerned, and make a written decision within twenty (20) working days after the filing of the complaint with it.

2. All parties previously involved in the grievance procedure shall have a right to be heard.

3. The Board may, at its option, appoint a subcommittee of the Board to act on its behalf.

4. All grievances heard by the Board or its appointed subcommittee shall be heard in executive session.

5. In the case of personal grievances the decision of the Board shall be final and binding unless such action is subject to appeal to the Courts or to the Commissioner of Education.

#### **I. Arbitration**

1. An agreement grievance which was not resolved at the level of the Board may be submitted to arbitration by the complainant jointly with the DFUT in the case of a complaint initially filed by an individual complainant or by the DFUT in the case of a complaint originally brought by the DFUT. Such action must be initiated within twenty (20) working days of the decision by the Board by notifying the Board, in writing, that the grievance will be submitted to arbitration.

2. Within twenty (20) working days after such written notice of intent to submit to arbitration, the parties may agree to a mutually acceptable arbitrator or they may submit the grievance directly to the American Arbitration Association. If the American Arbitration Association is selected,

the parties will then be bound by the rules and procedures of the American Arbitration Association.

3. The selected arbitrator will hear the matter promptly and will issue his decision not later than thirty (30) working days from the date of the close of the hearing, or, if oral hearings have been waived, then from the date the final statements and proof are submitted to him. The arbitrator's decision will be in writing and will set forth his findings of fact, reasoning and conclusions on the issues.

4. The arbitrator shall be without power or authority to make any decision:

(a) limiting or interfering in any way with the powers of the Board as outlined in Article III of this agreement, applicable law, and rules and regulations having the effect of law;

(b) contrary to, or inconsistent with, or modifying the terms of the written agreement between the Board and the DFUT;

(c) relating to grievances not covered by specific items of the agreement. In such a case he shall notify both parties that the grievance is outside of his jurisdiction and therefore not subject to arbitration.

5. The decision of the arbitrator shall be final and binding. If either party believes that the award is inconsistent with Item 4 above, that party may appeal pursuant to law.

6. The costs for the services of the arbitrator including expenses, if any, will be borne equally by the Board and the DFUT.

7. The Board will apply to all substantially similar situations the decision of an arbitrator sustaining a grievance. The DFUT incorporating this grievance procedure as part of its written agreement with the Board will also abide by this and will not bring or continue, or represent any employee in, any grievance decision of an arbitrator.

#### **J. Additional Stipulations**

1. In the preparation and processing of grievances, all reasonable efforts will be made to avoid interruption of classroom activity and to avoid involvement of students in any phase of the grievance procedure.

2. The Board and the DFUT agree to facilitate any investigation which may be required and to make available any and all material and relevant non-confidential documents, communications, and records concerning the alleged grievance.

3. All documents, communications and records dealing with the processing of a grievance shall be filed separately from the personnel files of the participants. Complete files including the written original grievance and written decisions at each level shall be retained in the office of the Superintendent for a period of five years.

## **K. Time Limits**

1. Since it is important to good relationships that grievance be processed as rapidly as possible, every effort will be made by all parties to expedite the process. The time limits specified for either party may be extended only by mutual agreement.

2. No written grievance will be entertained and such grievance will be deemed waived unless the written grievance is forwarded at the first available stage within the 30 working days after the teacher knew or should have known of the act or condition on which the grievance is based.

3. If a decision at one stage is not appealed to the next stage of the procedure within the time limit specified, the grievance will be deemed to be discontinued and further appeal under this agreement shall be barred.

4. Failure at any stage of the grievance procedure to communicate a decision to the aggrieved party and his or her representative(s), if any, within the specified time limit shall permit the lodging of an appeal at the next stage of the procedure within the time which would have been allotted had the decision been communicated by the final day.

5. In the event a grievance is filed on or after June 1, upon request by or on behalf of the aggrieved party, the time limits set forth herein may be reduced by mutual consent so that the grievance may be resolved prior to the end of the school year or soon thereafter as is possible.

## **ARTICLE XII MISCELLANEOUS PROVISIONS**

### **A. Copies of Agreement**

Copies of the Agreement shall be reproduced by the Board at its expense and shall be made available to all teachers by the DFUT.

### **B. Duration of Agreement**

Except as otherwise expressly stated herein, this agreement shall be effective as of July 1, 2020 and shall remain in effect through June 30, 2024. Negotiations for a successor agreement shall commence on April 1, 2024, or at such time as is mutually agreed, with the first meeting to consist of an exchange of proposals.

### **C. Savings Clause**

In the event that any provision of this agreement is declared to be illegal or unenforceable by a court of law, the remaining provisions of this Agreement shall continue in full force and effect. The parties would then have a duty to negotiate for the purpose of seeking to reach agreement regarding substitution language for the provision that has been declared illegal or unenforceable.”

**D. Open Subjects of Negotiations**


Stipends that are not addressed in the provisions above remain open subjects of negotiations between the parties.


**ARTICLE XIII  
AGREEMENT IMPLEMENTATION BY LEGISLATIVE ACTION**

It is agreed by and between the parties that any provisions of this agreement requiring legislative action to permit its implementation by amendment of law or by providing the additional funds therefor, shall not become effective until the appropriate legislative body has given approval.

IN WITNESS WHEREOF, the parties hereto have set their hands and seals the 27 day of JUNE, 2022.

  
\_\_\_\_\_  
PRESIDENT, BOARD OF EDUCATION

  
\_\_\_\_\_  
PRESIDENT, DFUT

  
\_\_\_\_\_  
SUPERINTENDENT OF SCHOOLS

  
\_\_\_\_\_  
CHIEF NEGOTIATOR, DFUT

## APPENDIX A

### Employee Assistance Program

The District and the Union agree to establish effective July 1, 1988, an Employee Assistance Program under the following terms and conditions:

- I. Dobbs Ferry School District and the DFUT mutually agree that alcoholism, alcohol and drug abuse, financial problems and other behavioral/medical problems, which may affect job performance, are subject to the Employee Assistance Program. The District shall not bring charges of insubordination for a teacher's refusal to use the Employee Assistance Program.
- II. It is mutually agreed to initiate an Employee Assistance Program in order to:
  1. Identify the problem at the earliest possible stage.
  2. Motivate the employee to seek help.
  3. Direct the employee toward the best assistance possible.
- III. To coordinate this program and to implement this policy, the DFUT and the District agree to utilize an Employee Assistance Committee. This Committee shall consist of one representative from each of the bargaining units. The District may appoint as many representatives to the committee as labor has. This committee would not be involved in any of the activities of the program requiring direct involvement in cases, unless requested by the school district Employee Assistance Coordinator. The responsibilities of the Employee Assistance Committee are as follows:
  - A. To insure that all clinical records which are kept in connection with this program are maintained in a separate file marked "Confidential Patient Information" in accordance with Federal Regulations (42 CFR Part 2).
  - B. To approve the selection of the district Employee Assistance Coordinator with advice from Longview Associates, Inc.
  - C. To insure the neutrality of the district level Employee Assistance Coordinator in all matters which pertain to this program.
  - D. To review the effectiveness of the district level Employee Assistance Coordinator to insure that satisfactory referral and follow-up services are maintained.
  - E. To review annually the program's effectiveness of the program.
  - F. To assist in implementation of a district level training program for managers and Local Bargaining Unit representatives.

- G. To engage in other District/Local Bargaining Unit approved activities which will be beneficial to the program, including prevention education.
- IV. Any employee who seeks assistance on a voluntary or involuntary basis will not jeopardize his or her job security or promotional opportunities. No information obtained from or about an employee as a result of his or her participation in the program shall be made available to be used for any purpose by either party.
- V. It will be the responsibility of the employee to comply with referrals for diagnosis and to cooperate with prescribed therapy.
- VI. It will be the responsibility of all District Administrators to implement this policy. This responsibility will be limited to assessing job performance and taking appropriate corrective action. Administrators should not make any diagnosis relative to the employee's behavioral/medical problem.
- VII. Implementation of this policy will not require or result in any special regulations, privileges or exemptions from standard administrative practices applicable to job performance requirements, especially in those instances where the health and safety of students and other employees are concerned.

## **APPENDIX B**

[For unit members who are covered by 100.2(o) of the Commissioner's Regulations in effect on July 1, 2010.]

### **Announced Observations:**

Announced Observations will be based on the Dobbs Ferry Standards for the Teaching Profession. Each year, teachers will participate in a goal setting process with their administrator.

### **The Dobbs Ferry Standards for the Teaching Profession**

*Adopted from the California Standards for the Teaching Profession*

<b>1. Engaging and Supporting All Students in Learning</b>  <b>a</b> Connecting students' prior knowledge, life experiences, and interests with learning goals. <b>b</b> Using a variety of instructional strategies and resources to respond to students' diverse needs. <b>c</b> Facilitating learning experiences that promote autonomy, interaction, and choice. <b>d</b> Engaging students in problem solving, critical thinking and other activities that make subject matter meaningful. <b>e</b> Promoting self-directed, reflective learning for all students.	<b>2. Creating and Maintaining Effective Environments for Student Learning</b>  <b>a</b> Creating a physical environment that engages all students. <b>b</b> Establishing a climate that promotes fairness and respect. <b>c</b> Promoting social development and group responsibility. <b>d</b> Establishing and maintaining standards for student behavior. <b>e</b> Planning and implementing classroom procedures and routines that support student learning. <b>f</b> Using instructional time effectively.
<b>3. Understanding and Organizing Subject Matter for Student Learning</b>  <b>a</b> Demonstrating knowledge of subject matter content and student development. <b>b</b> Organizing curriculum to support student understanding of subject matter. <b>c</b> Interrelating ideas and information within and across subject matter areas. <b>d</b> Developing student understanding through instructional strategies that are appropriate to the subject matter. <b>e</b> Using materials, resources, and technologies to make subject matter accessible to students.	<b>4. Planning Instruction and Designing Learning Experiences for All Students</b>  <b>a</b> Drawing on and valuing student's backgrounds, interests, and developmental learning needs. <b>b</b> Establishing and articulating goals for student learning. <b>c</b> Developing and sequencing instructional activities and materials for student learning. <b>d</b> Designing short- term and long-term plans to foster student learning. <b>e</b> Modifying instructional plans to adjust for student needs.

<p><b>5. Assessing Student Learning</b></p> <ul style="list-style-type: none"> <li><b>a Establishing and communicating learning goals for all students.</b></li> <li><b>b Collecting and using multiple sources of information to assess student learning.</b></li> <li><b>c Involving and guiding all students in assessing their own learning.</b></li> <li><b>d Using the results of assessments to guide instruction.</b></li> <li><b>e Communicating with students, families, and other audiences about student progress.</b></li> </ul>	<p><b>6. Developing as a Professional Educator</b></p> <ul style="list-style-type: none"> <li><b>a Reflecting on teaching practice and planning professional development.</b></li> <li><b>b Establishing professional goals and pursuing opportunities to grow professionally.</b></li> <li><b>c Working with communities to improve professional practice.</b></li> <li><b>d Working with families to improve professional practice.</b></li> <li><b>e Working with colleagues to improve professional practice.</b></li> </ul>
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## APPENDIX C

[For unit members covered by 100.2(o) of the Commissioner's Regulations in effect on July 1, 2010.]

### PROFESSIONAL DEVELOPMENT CYCLE

The goal of the professional development cycle, the improvement of instruction and performance for all students, is best achieved through the cooperative efforts of an instructional team which includes the teacher and colleagues led by the principal as the school's instructional leader. The professional development process should consider input from colleagues, administrators, students. The conditions for learning that exist in the classroom should also be considered.

The professional growth cycle is a three year cycle that consists of two main evaluation components: the traditional observation model and the alternative model. There are three types of alternative evaluations: collaborative, peer, and individual. One of the three years of the cycle must include a traditional observation model. It is intended that the observation model will be used more frequently with less experienced teachers, but it may be used with more experienced teachers based on teacher performance, or specific needs defined by the teacher or principal. **Participation in either the traditional observation model or the alternative model must be approved by the building principal.**

#### **The Traditional Observation Model:**

The traditional observation model uses a more structured approach to evaluation based on announced classroom observations, criteria, and the annual goals established by the teacher in collaboration with the building principal. This model allows for a preliminary assessment, a final assessment, and both teacher and evaluator comments.

#### **The Alternative Model:**

The alternative models of evaluation are intended for the more experienced teacher who is performing satisfactorily. This model includes an individual, a peer, and a collaborative type and should constitute substantial and continuous activity for the school year.

**Individual:** A teacher develops a professional development plan on his or her own. Individual plans might include course work, independent study, experimentation in the classroom, a teacher exchange program, a specific school or district project, a leadership activity, forming a study group, conducting school based research project, presenting an in-service, a weekly reflective journal, creating a portfolio for analysis, or a combination of activities.

**Peer:** A teacher works with one or more other teachers to develop a plan. Peer plans might include joint planning of units, grade level or content area projects, a partnership with a teacher in another district school, paired observations, team teaching, extended mentoring, preparing a videotape for analysis, or a combination of activities.

***Collaborative:*** A teacher and advisor(s) work cooperatively to develop a plan designed to address one or more of the teacher's professional goals. Collaborative plans might include participating in a study group, curriculum projects, piloting of a program, collaborating with a community member or other community resource on a special project, or a combination of activities.

### **Timeline for Alternative Evaluation Plan**

<b><i>End of September</i></b>	Alternative evaluation plan and goals submitted to principal.
<b><i>Mid-October</i></b>	Conference with principal to review alternative proposal and develop final plan.
<b><i>October 15th - March 15th</i></b>	Minimum of <b>one</b> unannounced classroom observation and conference, two meetings with principal to review progress and collect and share other pertinent data relative of alternative plan.
<b><i>Mid-February</i></b>	Preliminary assessment completed.
<b><i>June 1st</i></b>	Final evaluation conference and assessment.

## APPENDIX D

### COACHING LONGEVITY DIFFERENTIAL

The longevity differential for a coach who has coached in the same sport shall be determined in the following manner.

If a coach has coached in the same level, in the same sport, the following schedule shall be followed:

- 10% differential beginning the 10<sup>th</sup> year of coaching in the same sport.
- 15% differential beginning the 15<sup>th</sup> year of coaching in the same sport.
- 20% differential beginning the 20<sup>th</sup> year of coaching in the same sport.

If a coach moves up one or more levels in the same sport, the differential shall be determined as follows:

For the first 2 years, the differential shall be based on the coaching stipend at the previous level.

Beginning this year, the differential shall be determined on the higher level stipend and every year thereafter.

### CO-CURRICULAR LONGEVITY DIFFERENTIAL

Beginning in year 2004-05, the following schedule shall be followed:

- 10% differential beginning the 10<sup>th</sup> year of the same activity.
- 15% differential beginning the 15<sup>th</sup> year of the same activity.
- 20% differential beginning the 20<sup>th</sup> year of the same activity.

New activities will be reviewed by Partnership after the first year. A change in category placement may be considered by the Board of Education upon the recommendation of the Superintendent of Schools.

## APPENDIX E

### Personal Business Absences

#### Checklist

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Legal or banking business

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College graduation of a son or daughter

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Family wedding requiring overnight travel

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Family emergency

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Housing emergency

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Other (please state)

Name:

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**APPENDIX F**  
**Salary Schedules**  
**2020-2021 School Year**

Step	BA	BA+30	MA	MA+10	MA+15	MA+20	MA+30	MA+40	MA+45	MA+50	MA+60	PHD	Nurse
1	55,916	60,971	64,187	66,067	67,007	67,947	69,828	71,888	72,917	73,947	76,007	77,908	55,916
2	58,155	63,490	67,173	69,093	70,053	71,013	72,935	75,015	76,057	77,097	79,178	81,104	58,155
3	60,404	66,015	70,157	72,116	73,095	74,076	76,035	78,139	79,191	80,244	82,348	84,292	60,404
4	62,636	68,544	73,145	75,142	76,141	77,141	79,139	81,263	82,325	83,388	85,512	87,480	62,636
5	64,874	71,063	76,129	78,167	79,187	80,207	82,245	84,392	85,466	86,540	88,686	90,672	64,874
6	66,946	73,424	79,117	81,197	82,238	83,279	85,359	87,434	88,472	89,510	91,585	93,595	66,946
7	68,942	75,777	82,100	84,219	85,280	86,339	88,459	90,645	91,738	92,833	95,018	97,053	68,942
8	71,098	78,138	85,085	87,243	88,323	89,400	91,557	93,766	94,871	95,976	98,187	100,241	71,098
9	73,033	80,500	88,079	90,273	91,370	92,467	94,661	96,887	98,001	99,113	101,339	103,416	73,033
10	75,241	82,854	91,083	93,322	94,440	95,560	97,799	100,051	101,177	102,302	104,555	106,649	75,241
11	75,241	85,208	94,098	96,377	97,515	98,655	100,931	103,205	104,340	105,478	107,752	109,870	77,379
12	75,241	87,914	97,118	99,433	100,592	101,750	104,069	106,362	107,508	108,655	110,948	113,094	79,836
13	75,241	91,116	100,128	102,488	103,667	104,847	107,206	109,516	110,670	111,824	114,133	116,312	82,744
14	75,241	92,832	103,146	105,541	106,738	107,935	110,331	112,670	113,840	115,009	117,348	119,536	84,302
15	75,241	97,361	109,394	111,893	113,142	114,392	116,889	119,306	120,513	121,720	124,136	126,393	88,415
16	0	98,077	110,199	112,708	113,962	115,218	117,726	120,149	121,360	122,571	124,994	127,250	89,065
17	0	98,793	111,003	113,523	114,782	116,043	118,562	120,993	122,208	123,423	125,853	128,108	89,715
18	0	99,509	111,808	114,338	115,602	116,868	119,399	121,837	123,055	124,274	126,711	128,966	90,366
19	0	100,225	112,612	115,153	116,422	117,694	120,235	122,680	123,902	125,125	127,569	129,823	91,016
20	0	100,434	112,847	115,387	116,657	117,928	120,470	122,914	124,137	125,360	127,803	130,058	91,206
21	0	100,642	113,081	115,621	116,892	118,162	120,704	123,149	124,371	125,594	128,038	130,292	91,395
22	0	100,851	113,315	115,855	117,126	118,397	120,939	123,383	124,606	125,826	128,272	130,526	91,584
23	0	101,059	113,549	116,090	117,361	118,631	121,173	123,617	124,840	126,062	128,506	130,760	91,773
24	0	101,268	113,784	116,324	117,596	118,865	121,407	123,852	125,075	126,297	128,740	130,995	91,963
25	0	101,614	114,173	116,713	117,985	119,254	121,797	124,241	125,464	126,686	129,129	131,384	92,277
26	0	103,000	115,729	118,271	119,541	120,811	123,353	125,797	127,020	128,242	130,686	132,940	93,536

**APPENDIX F**  
**Salary Schedules**  
**2021-2022 School Year**

Step	BA	BA+30	MA	MA+10	MA+15	MA+20	MA+30	MA+40	MA+45	MA+50	MA+60	PHD	Nurse
1	56,196	61,276	64,508	66,397	67,342	68,287	70,177	72,247	73,282	74,317	76,387	78,298	56,196
2	58,446	63,807	67,509	69,438	70,403	71,368	73,300	75,390	76,437	77,482	79,574	81,510	58,446
3	60,706	66,345	70,508	72,477	73,460	74,446	76,415	78,530	79,587	80,645	82,760	84,713	60,706
4	62,949	68,887	73,511	75,518	76,522	77,527	79,535	81,669	82,737	83,805	85,940	87,917	62,949
5	65,198	71,418	76,510	78,558	79,583	80,608	82,656	84,814	85,893	86,973	89,129	91,125	65,198
6	67,281	73,791	79,513	81,603	82,649	83,695	85,786	87,871	88,914	89,958	92,043	94,063	67,281
7	69,287	76,156	82,511	84,640	85,706	86,771	88,901	91,098	92,197	93,297	95,493	97,538	69,287
8	71,453	78,529	85,510	87,679	88,765	89,847	92,015	94,235	95,345	96,456	98,678	100,742	71,453
9	73,398	80,903	88,519	90,724	91,827	92,929	95,134	97,371	98,491	99,609	101,846	103,933	73,398
10	75,617	83,268	91,538	93,789	94,912	96,038	98,288	100,551	101,683	102,814	105,078	107,182	75,617
11	75,617	85,634	94,568	96,859	98,003	99,148	101,436	103,721	104,862	106,005	108,291	110,419	77,766
12	75,617	88,354	97,604	99,930	101,095	102,259	104,589	106,894	108,046	109,198	111,503	113,659	80,235
13	75,617	91,572	100,629	103,000	104,185	105,371	107,742	110,064	111,223	112,383	114,704	116,894	83,158
14	75,617	93,296	103,662	106,069	107,272	108,475	110,883	113,233	114,409	115,584	117,935	120,134	84,724
15	75,617	97,848	109,941	112,452	113,708	114,964	117,473	119,903	121,116	122,329	124,757	127,025	88,857
16	0	100,039	112,403	114,962	116,241	117,522	120,081	122,552	123,787	125,022	127,494	129,795	90,846
17	0	100,769	113,223	115,793	117,078	118,364	120,933	123,413	124,652	125,891	128,370	130,670	91,509
18	0	101,499	114,044	116,625	117,914	119,205	121,787	124,274	125,516	126,759	129,245	131,545	92,173
19	0	102,230	114,864	117,456	118,750	120,048	122,640	125,134	126,380	127,628	130,120	132,419	92,836
20	0	102,443	115,104	117,695	118,990	120,287	122,879	125,372	126,620	127,867	130,359	132,659	93,030
21	0	102,655	115,343	117,933	119,230	120,525	123,118	125,612	126,858	128,106	130,599	132,898	93,223
22	0	102,868	115,581	118,172	119,469	120,765	123,358	125,851	127,098	128,343	130,837	133,137	93,416
23	0	103,080	115,820	118,412	119,708	121,004	123,596	126,089	127,337	128,583	131,076	133,375	93,608
24	0	103,293	116,060	118,650	119,948	121,242	123,835	126,329	127,577	128,823	131,315	133,615	93,802
25	0	103,646	116,456	119,047	120,345	121,639	124,233	126,726	127,973	129,220	131,712	134,012	94,123
26	0	105,060	118,044	120,636	121,932	123,227	125,820	128,313	129,560	130,807	133,300	135,599	95,407

**APPENDIX F**  
**Salary Schedules**  
**2022-2023 School Year**

Step	BA	BA+30	MA	MA+10	MA+15	MA+20	MA+30	MA+40	MA+45	MA+50	MA+60	PHD	Nurse
1	56,336	61,429	64,669	66,563	67,510	68,457	70,353	72,428	73,465	74,503	76,578	78,493	56,336
2	58,592	63,967	67,678	69,612	70,579	71,546	73,483	75,579	76,628	77,676	79,773	81,713	58,592
3	60,858	66,511	70,684	72,658	73,644	74,632	76,606	78,726	79,786	80,847	82,967	84,925	60,858
4	63,107	69,059	73,695	75,707	76,713	77,721	79,734	81,873	82,943	84,014	86,154	88,137	63,107
5	65,361	71,597	76,701	78,754	79,782	80,810	82,863	85,026	86,108	87,190	89,352	91,353	65,361
6	67,449	73,976	79,711	81,807	82,856	83,905	86,000	88,091	89,137	90,182	92,273	94,298	67,449
7	69,460	76,346	82,717	84,852	85,921	86,988	89,124	91,326	92,427	93,530	95,732	97,782	69,460
8	71,632	78,725	85,724	87,898	88,987	90,072	92,245	94,470	95,584	96,697	98,925	100,994	71,632
9	73,582	81,105	88,741	90,951	92,056	93,162	95,372	97,615	98,737	99,858	102,100	104,193	73,582
10	75,806	83,476	91,767	94,023	95,149	96,278	98,534	100,803	101,937	103,071	105,340	107,450	75,806
11	75,806	85,848	94,805	97,101	98,248	99,396	101,689	103,980	105,124	106,270	108,561	110,695	77,960
12	75,806	88,574	97,848	100,180	101,348	102,514	104,851	107,161	108,316	109,471	111,781	113,944	80,436
13	75,806	91,801	100,880	103,258	104,446	105,635	108,011	110,339	111,501	112,664	114,990	117,186	83,366
14	75,806	93,529	103,921	106,334	107,540	108,746	111,160	113,516	114,695	115,873	118,230	120,434	84,935
15	75,806	98,092	110,216	112,734	113,992	115,251	117,767	120,202	121,418	122,634	125,069	127,343	89,079
16	0	101,789	114,370	116,974	118,275	119,579	122,182	124,697	125,953	127,210	129,725	132,066	92,436
17	0	102,532	115,204	117,820	119,126	120,435	123,050	125,573	126,834	128,095	130,617	132,957	93,111
18	0	103,275	116,040	118,666	119,978	121,291	123,918	126,449	127,713	128,978	131,507	133,847	93,786
19	0	104,019	116,874	119,512	120,829	122,149	124,786	127,323	128,592	129,861	132,397	134,737	94,461
20	0	104,235	117,118	119,754	121,072	122,392	125,030	127,566	128,836	130,105	132,640	134,981	94,658
21	0	104,451	117,361	119,997	121,316	122,634	125,273	127,810	129,078	130,348	132,884	135,224	94,854
22	0	104,668	117,604	120,240	121,559	122,878	125,517	128,053	129,322	130,589	133,127	135,466	95,050
23	0	104,884	117,847	120,484	121,803	123,121	125,759	128,296	129,565	130,833	133,370	135,709	95,247
24	0	105,101	118,091	120,727	122,047	123,364	126,002	128,540	129,809	131,077	133,613	135,953	95,444
25	0	105,460	118,494	121,131	122,451	123,768	126,407	128,944	130,213	131,481	134,017	136,357	95,770
26	0	106,899	120,109	122,748	124,066	125,384	128,022	130,558	131,828	133,096	135,632	137,972	97,076

**APPENDIX F**  
**Salary Schedules**  
**2023-2024 School Year**

Step	BA	BA+30	MA	MA+10	MA+15	MA+20	MA+30	MA+40	MA+45	MA+50	MA+60	PHD	Nurse
1	56,477	61,583	64,831	66,730	67,679	68,629	70,528	72,609	73,648	74,689	76,769	78,690	56,477
2	58,738	64,127	67,847	69,786	70,756	71,725	73,667	75,767	76,820	77,870	79,972	81,918	58,738
3	61,010	66,677	70,861	72,839	73,828	74,819	76,798	78,923	79,985	81,049	83,174	85,138	61,010
4	63,264	69,232	73,879	75,896	76,905	77,915	79,933	82,078	83,151	84,224	86,370	88,358	63,264
5	65,525	71,776	76,893	78,951	79,981	81,012	83,070	85,239	86,323	87,408	89,576	91,582	65,525
6	67,618	74,161	79,911	82,012	83,063	84,114	86,215	88,311	89,359	90,408	92,504	94,534	67,618
7	69,634	76,537	82,924	85,064	86,135	87,205	89,346	91,554	92,658	93,764	95,971	98,027	69,634
8	71,811	78,922	85,939	88,118	89,209	90,297	92,475	94,707	95,823	96,939	99,172	101,247	71,811
9	73,766	81,308	88,963	91,179	92,287	93,395	95,611	97,859	98,984	100,107	102,356	104,453	73,766
10	75,996	83,685	91,997	94,258	95,387	96,519	98,780	101,055	102,192	103,328	105,604	107,719	75,996
11	75,996	86,063	95,042	97,344	98,493	99,645	101,943	104,240	105,387	106,536	108,833	110,972	78,155
12	75,996	88,796	98,092	100,430	101,601	102,771	105,113	107,429	108,586	109,745	112,061	114,228	80,637
13	75,996	92,030	101,132	103,516	104,707	105,899	108,281	110,615	111,780	112,946	115,278	117,479	83,574
14	75,996	93,763	104,181	106,600	107,809	109,018	111,438	113,800	114,982	116,163	118,525	120,735	85,148
15	75,996	98,338	110,491	113,015	114,277	115,539	118,062	120,503	121,722	122,941	125,381	127,661	89,302
16	0	103,316	116,086	118,729	120,050	121,373	124,015	126,567	127,843	129,118	131,671	134,047	93,823
17	0	104,070	116,933	119,587	120,913	122,242	124,895	127,456	128,736	130,016	132,576	134,951	94,507
18	0	104,825	117,781	120,446	121,777	123,111	125,777	128,345	129,628	130,912	133,480	135,855	95,193
19	0	105,579	118,627	121,304	122,641	123,981	126,658	129,233	130,521	131,809	134,383	136,758	95,878
20	0	105,799	118,875	121,551	122,889	124,227	126,905	129,480	130,768	132,056	134,630	137,005	96,078
21	0	106,018	119,122	121,797	123,136	124,474	127,152	129,727	131,015	132,303	134,878	137,252	96,277
22	0	106,238	119,368	122,044	123,383	124,722	127,399	129,974	131,262	132,547	135,124	137,498	96,476
23	0	106,457	119,615	122,291	123,630	124,968	127,646	130,220	131,509	132,796	135,371	137,745	96,675
24	0	106,678	119,862	122,538	123,878	125,215	127,892	130,468	131,756	133,044	135,617	137,992	96,875
25	0	107,042	120,272	122,948	124,287	125,624	128,303	130,878	132,166	133,453	136,027	138,402	97,206
26	0	108,502	121,911	124,589	125,927	127,264	129,942	132,517	133,805	135,092	137,667	140,041	98,532



<b>CO-CURRICULAR ACTIVITIES</b>				<b>COACHING STIPENDS</b>				<b>Schedule 6</b>
	<b>Starting 2022-2023</b>				<b>Starting 2022-2023</b>			
<b>Category</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Sport</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	
<b>Category A</b>	\$2,814.49	\$3,153.79	\$3,493.10	<b>Category A</b>	\$5,854.16	\$6,573.42	\$7,292.70	
Assistant Director/Choreographer (HS) (MS)	Select Chorus (HS) (MS)			Varsity Football				
Harmonaires (grades 4 & 5 @ SH) (MS)	Student Council (MS)							
Orchestra (HS) (MS)	Student Government - Activities (HS)			<b>Category B</b>	\$5,679.41	\$6,376.83	\$7,074.26	
Peer Tutoring (HS)	Student Government (SH)			Asst. Varsity Football	Varsity Lacrosse			
Play Director (HS) (MS)	Yearbook (HS) (MS)			Varsity Baseball	Varsity Softball			
				Varsity Basketball	Wrestling			
<b>Category B</b>	\$2,244.52	\$2,512.59	\$2,780.66	<b>Category C</b>	\$5,066.47	\$5,687.27	\$6,308.08	
Auditorium Use Facilitator	Scenic Designer (HS) (MS)			Asst. Varsity Basketball	Varsity Soccer			
Destination Imagination (x2 HS) (MS) (x3 SH)	Springhurst Times (SH)			Jr. Varsity Basketball	Varsity Track - Spring			
DFMS Newspaper (MS)	Student Gov't - Legislative (HS)			Jr. Varsity Football				
Literary Magazine (Orpheus) (HS)	Technical Director (MS)							
				<b>Category D</b>	\$4,670.46	\$5,241.76	\$5,813.07	
<b>Category C</b>	\$1,646.06	\$1,839.30	\$2,032.56	Asst. Jr. Varsity Basketball	Jr. Varsity Softball			
11th Grade Advisor (HS)	National Honor Society (HS)			Indoor Track - Winter	Varsity Cross Country			
12th Grade Advisor (HS)	National Jr. Honor Society (MS)			Jr. Varsity Baseball	Varsity Volleyball			
Math Olympiad (grades 4 & 5) (SH)	Student Accounts (HS) (MS) (SH)			Jr. Varsity Lacrosse				
Math Olympiad (grade 6 & 7/8) (MS)								
				<b>Category E</b>	\$4,077.96	\$4,575.21	\$5,072.45	
<b>Category D</b>	\$926.47	\$1,029.79	\$1,133.10	Asst. Indoor Track - Winter	Cheerleading (Fall & Winter)			
10th Grade Advisor (HS)	Guitar Club (HS)			Asst. Track - Spring	Jr. Varsity Soccer			
7th/8th Grade Peer Tutoring (MS)	Habitat for Humanity (HS)			Asst. Varsity Softball	Jr. Varsity Volleyball			
9th Grade Advisor (HS)	History Bowl (HS)			Asst. Varsity Soccer	Varsity Tennis			
Anime (HS) (MS)	International Club (HS)			Asst. Wrestling				
Art Club (HS)	Italian Honor Society (MS)							
BIPOC Student Union (HS)	Jazz Club (MS)			<b>Category F</b>	\$3,516.54	\$3,943.60	\$4,370.67	
Book Club (HS)	Math Academy Advisor (SH)			Varsity Golf				
Chess Club (MS)	Math League (HS)							
Coder Z (MS)	Model UN (HS)							
Community Service (HS)	Music Appreciation (HS)							
Creative Writing (HS)	No Place for Hate (grades 6, 7, & 8)			<b>Modified Sports</b>				
Digital Media Club (SH)	No Place for Hate (HS)			Coaches appointed after July 1, 2002 will receive the Step 1 rate of whatever the JV stipend is for that sport				
Drama Club (HS) (MS)	Pit Band (0.5 HS) (0.5 MS)							
Ecology (HS) (SH)	Political Debate (HS)							
Ecology/Adventure (MS)	Racial & Social Justice Alliance (MS)			<b>Intramural Stipends</b>	<b>Longevity Stipends are as Follows:</b>			
ELA Academy Advisor (SH)	Sign Language (HS) (MS)			\$56.82				10%
French Honor Society (MS)	Social Justice Club (SH)			\$58.52				15%
FUNDraising (HS)	Spanish Honor Society (MS)			\$60.28				20%
Gaming Club (MS)	STEM (HS)			\$62.09				
Girls Glee & Flights (MS)	Television Past/Present (HS)							
Girls Who Code (MS)	Theater Stage Crew (HS)							
GSA (HS)	World Language Honor Society (HS)							
New Activities								