

AGREEMENT

by and between the

DOBBS FERRY UNION
FREE SCHOOL DISTRICT

and

CSEA, Local 1000 AFSCME,
AFL-CIO

Dobbs Ferry UFSD Clerical, Teacher
Aide/Teaching Assistants Unit
Unit #8210-02
Westchester County Local 860

July 1, 2023 – June 30, 2027

TABLE OF CONTENTS

ARTICLE	DESCRIPTION	PAGE
I	Recognition	1
II	Employee Rights	2
III	Rights of the Board of Education	4
IV	Hours and Working Conditions	4
V	Compensation	6
VI	Benefits	9
VII	Grievance Policy and Procedure	14
VIII	Disciplinary Procedures	19
IX	Miscellaneous Provisions	19
X	Implementation by Legislative Action	20
	Signature Page	20
	2023-2027 CSEA Clerical Salary Schedules	21

ARTICLE I
RECOGNITION

SECTION 1 - UNCHALLENGED REPRESENTATION STATUS

The Board has recognized the Civil Service Employees Association, Inc., Local 1000, AFSCME, AFL-CIO, hereafter known as the "CSEA" or the "UNION", as the exclusive collective negotiations representative of the employees of the Dobbs Ferry Clerical, Teacher Aide/Teaching Assistants Unit. These individuals include, but are not limited to, full-time twelve-month secretarial and office staff, full-time ten-month employees, part-time office personnel and aides, Teaching Assistants, Teacher Aides, and Aide Monitors, except for the Secretary to the Superintendent, the Bookkeeper, the Secretary to a District-wide Administrator, Senior Payroll Clerk, the Secretary to the Business Official, the Personnel Secretary, Office Assistant in the Business Office and Senior Office Assistant in the Business Office; provided, however, between the three (3) positions of Office Assistant in the Business Office, Senior Office Assistant in the Business Office and Secretary to the Business Official, not more than one such position shall be deemed confidential at any one time.

SECTION 2 - The following rights are granted to the Union in this Agreement:

a. Use of School facilities by the Union

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

b. Mailboxes

The Union may use the District mailboxes for communication with staff members.

c. Unit Meetings

The Superintendent or Assistant Superintendent for Finance, Facilities, and Operations shall meet when necessary at a mutually convenient time, with Union representatives.

d. The Union shall appoint building or area representatives who will meet on a regular basis, or as necessary, with their supervisor.

e. The District agrees to allow the Union President reasonable release time during the contractual workday to represent unit members during meetings which requires the attendance of the Union President and/or to attend to urgent union matters which cannot be reasonably attended to outside of the contractual work day. Every effort will be made to schedule such leave time to have minimal impact on the Union President's regular work duties.

SECTION 3 - DUES DEDUCTION – The Board agrees to deduct CSEA dues from the salary of all employees covered by this Agreement who voluntarily and individually provide written dues deduction authorization for the purposes of Union membership.

Additionally, for those employees who provide authorization, Union Life Insurance and health insurance premiums shall also be deducted. Employee authorization shall be in writing and in a manner consistent with law. Deductions shall be made uniformly and consistently on each payday of the month. Funds thus collected shall be transmitted monthly to the Union.

Employees who so desire may also have deductions for the CSEA Master Plan taken from the employees paychecks.

Deductions authorized by an employee shall continue an authorization unless or until such employee notifies the Board as to the employees desire to discontinue or to change authorization in writing.

Notification of discontinuance of deductions shall be in writing and signed by the employee and submitted to the Statewide Secretary of the Civil Service Employees Association, Inc., 143 Washington Avenue, Albany, NY 12210.

ARTICLE II

EMPLOYEE RIGHTS

SECTION 1 - Employees performing the work of a higher classification shall, after five (5) days in one school year, be compensated retroactive to the first day of the assignment at the equivalent step of the higher classification. In order to receive the proper compensation, the employee shall notify and receive approval by the Superintendent or designee before performing the work of the higher class. Such approval shall not be unreasonably denied.

SECTION 2 - In filling vacancies, seniority shall be one of the factors considered by the District in filling the position, but not the determining factor. All opportunities for additional assignments shall be posted and circulated among all employees recognized in this bargaining unit.

SECTION 3 - In discontinued positions, all employees of the bargaining unit retains seniority as per Civil Service Regulations and/or Education Law. The Board will consider rehiring in the event of a job vacancy. In the event of a reduction in force, the Board shall inform the employee by April 1. In the event of a cut-back in hours or elimination of position, pursuant to the appropriate Civil Service or Education Law, any available overtime or rehiring in the School District shall be offered on the basis of seniority and qualifications of all personnel within the job classification.

SECTION 4 - Extra-curricular activities not requiring a licensed teacher may be offered to office personnel at the same compensation as teachers. Clerical personnel shall be entitled to apply for positions in co-curricular and intramural activities but the District has no obligation to employ clerical personnel. It is understood that the teaching staff shall have first right to these positions. The stipend shall be the same as for the teaching staff.

SECTION 5 - When an employee in the bargaining unit is asked to take over a class for a whole day, a half day or one period, the employee shall receive compensation pursuant to the following schedule. Compensation for coverage shall be increased each year by the agreed to annual general wage increase.

		<u>Uncertified</u>	<u>Certified</u>
7/1/23 – 6/30/24	Full Day	\$65.46	\$68.91
	Half Day	\$32.72	\$34.46
	One Period	\$16.53	\$17.22
		<u>Uncertified</u>	<u>Certified</u>
7/1/24 – 6/30/25	Full Day	\$67.09	\$70.63
	Half Day	\$33.54	\$35.33
	One Period	\$16.94	\$17.65
		<u>Uncertified</u>	<u>Certified</u>
7/1/25 – 6/30/26	Full Day	\$68.77	\$72.40
	Half Day	\$34.38	\$36.21
	One Period	\$17.37	\$18.09
		<u>Uncertified</u>	<u>Certified</u>
7/1/26 – 6/30/27	Full Day	\$70.49	\$74.21
	Half Day	\$35.24	\$37.11
	One Period	\$17.80	\$18.55

This request will be made only in an emergency. All employees recognized within this bargaining unit are covered by this regulation. There will be no compensation for class coverage of up to twenty (20) minutes. Coverage exceeding twenty (20) minutes, but less than a period, will be accumulated and submitted when it totals at least one full period.

SECTION 6 - Commencing July 1, 1972, employees recognized within this bargaining unit shall be entitled to participate in the New York State Employees' Retirement Systems', "20 year Career Plan" (Section 751). Should this plan be unavailable by action of the legislature, then twelve (12) month employees shall be granted up to fifteen (15) days in any year of absence rather than the twelve (12) days referred to in Article 6, Section 1a. The employer shall also provide Section 41(j). Application of unused sick leave as additional service to all employees of the bargaining unit. Teaching Assistants shall be entitled to participate in the appropriate New York State Teachers' Retirement System.

SECTION 7 - When summer positions are made available, first priority shall go to qualified staff members who wish to apply.

SECTION 8 - The Board agrees that employees have the right to review their own personnel file and within a reasonable period of time append an answer to any material placed therein. All employees shall be afforded the opportunity to review and sign any correspondence or document prior to its being placed in the employees file.

SECTION 9 - UNION BUSINESS - The President of the Union or the designated alternate shall be given up to two (2) days off with pay in any year to attend CSEA education and training seminars.

ARTICLE III

RIGHTS OF THE BOARD OF EDUCATION

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, in all aspects authorized by statute. These rights, responsibilities and prerogatives are not subject to delegation in whole or in part, except that it shall not be exercised in a manner inconsistent with or in violation of this Agreement.

ARTICLE IV

HOURS AND WORKING CONDITIONS

SECTION 1 - FULL TIME EMPLOYEES INCLUDE:

- All employees who work a full school year from July 1 to June 30th (12-month employees).
- 10-month clerical employees who work from the week before school opens to the week after school ends (up to 197 days).
- Teacher Aides, Teaching Assistants, and Aide Monitors shall work the same calendar as the teachers (up to 183 days per year).

SECTION 2 - REDUCTION IN USE OF SUBSTITUTES AND EXTRA HELP - It is understood and agreed that office personnel substitutes will not be called in except in cases of emergency. Both parties recognize that at certain times there are extraordinary situations requiring extra office personnel help. It is agreed that all office personnel employees will share any additional work on an equal basis according to skill and ability levels which will contribute to the reduction of overtime and the need to call in clerical substitutes and clerical supplementary assistance.

SECTION 3 - Effective September 1, 2023, all twelve (12) month clerical personnel will receive six (6) Friday's off during the months of July and August. The six (6) Friday's off will be selected in advance by the District and noticed to the unit members by June 15th proceeding the months of July and August.

SECTION 4 - When personnel are hired, they shall be informed of all options concerning retirement as per the New York State Employees' Retirement System or the New York State

Teachers' Retirement System, as applicable, and other benefits provided by the District, including a copy of the present Agreement.

SECTION 5 - If an administrator in the District wishes to have a unit member work during a recess, the administrator shall ask said employee if they are available. If the requested staff member is not available, the Union shall make every effort to find a suitable replacement. This individual shall be compensated as indicated in Article V, Section 3.

SECTION 6 - Full-time employees shall be responsible for a thirty-five (35) hour workweek. Regular part-time employees shall be responsible for the appropriate pro-ration of the above in terms of their weekly assignments. Each full-time employee who works in the Middle School or High School shall have either (1) a 30 minute duty-free lunch and a 15 minute break, or (2) a 45 minute duty-free lunch daily. Each full-time employee who works at the Elementary School shall have either (1) a 50 minute duty-free lunch or (2) a 35 minute duty-free lunch and a 15 minute break daily. In no event shall time attributed to lunch and any break exceed 45 minutes at the Middle and High Schools or 50 minutes at the Elementary School, nor shall this time be used to arrive late, leave early, or adjust the schedule in any way.

SECTION 7 - General employment conditions enjoyed by the professional staff shall also apply to the office personnel staff.

SECTION 8 - ADDITIONAL SCHOOL DAYS

If future Agreements with the Dobbs Ferry United Teachers should include additional work days beyond the 183 days for Teacher Aides and Teaching Assistants 197 days for ten (10) month clerical staff, the administration may require ten (10) month employees to work those days. All ten (10) month employees required to work on those days will be compensated for additional days at their daily rate of pay. Teaching Assistants, Teacher Aides, and Aide Monitors will be paid at their respective hourly rates when asked to come in for staff development on a Superintendent's Conference Day if their work year exceeds 183 days.

SECTION 9 - EARLY RELEASE DAYS FOR TEACHING ASSISTANTS, TEACHER AIDES AND FULL-TIME AIDE MONITORS

Effective commencing with the 2020-21 school year, Teaching Assistants, Teacher Aides and full-time Aide Monitors shall be released one (1) hour early during 21 of the early release Wednesdays, as determined by administration, and will be required to work the remaining early release Wednesdays throughout the school year. The early release of the above-specified employees on 21 of the early release Wednesdays shall in no way effect the full-time status of any such employee. This provision shall sunset, becoming null and void in all regards, effective June 30,2024.

ARTICLE V
COMPENSATION

SECTION 1

- a. Each employee who is eligible to advance a step on the salary schedule shall advance one (1) step on the salary schedule on July 1st during each year of this four-year Agreement (2023-24, 2024-25, 2025-26, and 2026-27).^{*} New hires shall receive step increment in the subsequent school year on July 1st if hired on or before December 31st; those hired between January 1st and June 30th shall be eligible for step increment, effective July 1st of the second following school year.
- b. Effective July 1, 2023, there shall be a 3.0% increase to each step of the salary schedules.
- c. Effective July 1, 2024, there shall be a 2.5% increase to each step of the salary schedules. In addition, after application of the 2.5% increase, there shall be a one-time increase of \$1,000 added to each step of the salary schedule for Teaching Assistants, Teacher Aides, and Aide Monitors.
- d. Effective July 1, 2025, there shall be a 2.5% increase to each step of the salary schedules.
- e. Effective July 1, 2026, there shall be a 2.5% increase to each step of the salary schedules.

SECTION 2 – Twelve (12) month employees shall receive a longevity payment at the onset of the 10th, 15th and 20th years of service effective July 1, 1996. Ten (10) month employees shall receive this longevity pro-rated through June 30, 2016. Effective July 1, 2016, full-time twelve (12) month and full-time ten (10) month employees shall receive a longevity payment at the onset of the 10th, 15th and 20th years of service. For part-time employees, longevity payments shall be received at the onset of the 10th, 15th and 20th years of service, but shall be pro-rated in accordance with each employee's full-time equivalent (FTE) status.

- a. The longevity shall not be designated as Steps of the salary schedule, but rather, as compensation to be paid based upon years of service in the bargaining unit.

^{*} Unless otherwise mutually agreed, to the extent that Legislative Triborough (Section 209-a.1[e] of Article 14 of the Civil Service Law) is still in effect, eligible unit members shall advance one step on the salary schedule effective each July 1st upon the expiration of this Collectively Negotiated Agreement, unless they are newly hired between January 1st and June 30th of that year, in which case step movement shall not occur until July 1st of the second following school year as set forth above; provided, however, in the event that Legislative Triborough is amended, repealed, or superseded by another provision of law on or before June 30, 2027, then the parties agree that the relevant law, as it exists at that time, will be applied.¹ The parties agree that the only remaining employees who are eligible for the above-referenced benefit are Rosemary Bucci and Susan Dowdell.

- b. July 1, 2024 longevity compensation received by full-time ten (10) month and full-time twelve (12) month employees shall be as follows:

<u>Years of Service</u>	<u>Effective July 1, 2020</u> <u>Amount</u>	<u>Effective July 1, 2024</u> <u>Amount</u>
At the onset of 10 years	\$1,500	<u>\$1,700</u>
At the onset of 15 years	\$2,100	\$2,300
At the onset of 20 years	\$2,700	\$2,900

The above-referenced longevity shall be pro-rated for part-time employees in accordance with FTE status.

- c. The highest numerical step shall be Step 9.
- d. Longevity shall be paid out over the applicable number of pay periods.
- e. Longevity pay is non-cumulative.
- f. Longevity shall continue to be a negotiable item in all future Agreements.
- g. Longevity shall be based upon the date of hire in the bargaining unit.
- h. Step placement shall be determined at the time of hire or promotion and shall be upon mutual agreement between the employee and the District, within the constraints of the existing salary schedule.

SECTION 3 - Any individual working overtime, with the proper approvals, shall be compensated as follows:

- a. An employee whose normal work week is thirty-five (35) hours as previously defined in Article IV, Section 6, shall receive straight time at their hourly rate for all hours up to forty (40) hours.
- b. An employee who works beyond forty (40) hours shall be compensated at time-and-one-half for all hours in excess of forty (40).
- c. All other personnel shall be compensated on a pro-ration of the above.
- d. All overtime must be pre-approved in advance by the Supervisor and the Assistant Superintendent for Finance, Facilities, and Operations using the Overtime Pre-Approval Form.

SECTION 4 - VACATIONS - Effective July 1, 2020, for all twelve (12) month office personnel, vacation accruals shall be posted on July 1st.* All vacation must be used in the year posted and cannot be carried forward to the following year. For twelve (12) month office personnel hired on or after July 1, 2020, vacation accruals shall be pro-rated in the first year of employment and the last year of employment in the event that a twelve (12) month employee works for less than a full year during their first or last year of employment.

* Notwithstanding the above, in light of the need to transition certain employees hired prior to July 1, 2020 from vacation days being posted on their anniversary date of hire to July 1st, individualized adjustments shall be made on an as-needed basis by the Business Office, in consultation with the Union, to ensure that the correct number of vacation accruals are posted for use on July 1.

Twelve (12) month office personnel shall receive two (2) weeks' vacation with pay after one (1) year of continuous service, three (3) weeks' vacation with pay after six (6) years of continuous service, and four (4) weeks' vacation with pay after fifteen (15) years of continuous service.

Notwithstanding the above, twelve (12) month office personnel with ten (10) years of continuous service who are already receiving four (4) weeks' vacation with pay as of June 30, 2017 shall continue to receive such benefit. All vacations will be taken during the summer except with the approval of the Superintendent.

SECTION 5 – DIAPERING COMPENSATION - Effective November 1, 2022, the District will pay Teaching Assistants and Teacher Aides who regularly perform diapering duties as part of their work an additional \$3.00 per hour for each day worked. Effective July 1, 2024, this rate of pay will increase to \$4.00 per hour for each day worked.

It is understood by the parties that “regularly performing diapering duties” means the performance of these duties on a daily basis as part of their regular assignment for the school year, and not an incidental assignment to diapering duties on an occasional basis.

SECTION 6 - RETIREMENT NOTIFICATION INCENTIVE [Effective July 1, 2017] - Employees who are eligible to retire under Article VI, Section 4(b) (as expressly delineated in Footnote 1 below), who submit to the District an irrevocable letter of resignation for the purposes of retirement to receive benefits from the New York State Employees' Retirement System or the New York State Teachers' Retirement System (as applicable) on or before January 1st, for a retirement effective date of June 30th of that school year, shall receive an incentive in the amount of \$1,000 to be paid to each eligible employee no later than August 31st of the calendar year of retirement. *This provision shall sunset, become null and void in all regards, when the last qualified employee who is eligible to avail themselves of this benefit has retired.*

SECTION 7 - SPECIAL CLASS ASSIGNMENT – Effective November 1, 2022, the District will compensate a Teaching Assistant and Teacher Aide assigned to a self-contained special class an annual stipend in the amount of \$500 in consideration for performance of said assignment. Effective July 1, 2024, this stipend amount will increase to \$600.

SECTION 8 - DIRECT DEPOSIT - Effective July 1, 2020, all employees covered by this Agreement shall be paid via direct deposit.

SECTION 9 – SCHEDULING OF PAY DATES – Effective July 1, 2022 the Union agrees to a semi-monthly payroll model (with payment generally taking place on the 15th and 30th of each month of work).

ARTICLE VI
BENEFITS

SECTION 1 - SICK LEAVE

- a. All full-time employees recognized under this bargaining unit shall be entitled to be paid for up to one (1) work day per month for each month in the year that they work, for absence due to illness, with no limit on the number of sick leave days that may be accumulated over a period of years of continuous service. Should part-time personnel have the number of hours they work per day increased, sick leave will be increased on a pro-rated basis.
- b. Regular part-time employees who are scheduled to work the 183-day school calendar will be credited two (2) sick days and one (1) personal day per year for the first two (2) years of service. Beginning with the third year of service employees shall be credited four (4) days sick leave and one (1) personal day per year. Effective July 1, 2002 regular part-time employees who have completed three (3) years of service will receive an additional leave day per year to be used for either sickness or personal business for a total of six (6) leave days. Effective July 1, 2003, an additional leave day per year shall be added for either sickness or personal business for a total of seven (7) leave days. Unused days shall be accrued. For the purposes of this provision, one (1) part-time day earned is the equivalent of one (1) part-time FTE day (i.e., when a 0.5 FTE employee earns one (1) sick day, that one (1) sick day is equal to a 0.5 FTE day of leave time).
- c. A sick leave bank has been established for employees of the bargaining unit. Withdrawals from the sick leave bank shall be limited to employees of the bargaining unit who are involved in extended or disabling illness or accidents which are not covered by Workers' Compensation Insurance and who have exhausted their sick leave time where the employee is expected to recover and return to work in a reasonable time.

The sick leave bank is established at seventy-five (75) days. The bank shall be replenished when the bank's reserve reaches twenty (20) days. Eligible employees shall be assessed one (1) day from their sick leave accumulation and the District shall match the total employee's days. First year employees shall not be assessed days nor be eligible to withdraw days from the bank. No employee may withdraw more days from the bank than the employee had accumulated before the onset of the extended or disabling illness or accident.

The bank shall be administered by one (1) appointee of the Superintendent and one (1) appointee of the CSEA President, who shall have the power to act pursuant to the guidelines above on requests for bank days. The administrators of the sick bank will have the right to limit the number of sick bank days awarded to any individual. In the event of a dispute between the administrators over qualifying illness or accident the matter shall be submitted under the AAA expedited arbitration rules. The administrators of the bank shall have the right to request full medical records that may be reviewed by a consulting physician.

SECTION 2 - HEALTH INSURANCE

1. All full-time employees in this bargaining unit shall contribute the following percentages to the cost of Two Person/Family and Individual Health Insurance Premiums:
 - Effective July 1, 2023, the employee contribution rate will be 12.25%
 - Effective July 1, 2024, the employee contribution rate will be 12.50%
 - Effective July 1, 2025, the employee contribution rate will be 12.75%
 - Effective July 1, 2026, the employee contribution rate will be 13.00%

If an employee is part-time and works more than twenty (20) hours per week, and is therefore eligible pursuant to Article VI, Section 3(c) to receive District health insurance, said employee shall receive health insurance consistent with the employees FTE status, and then pay the corresponding employee contribution rate for the years cited above, of the remaining health insurance premium (e.g., if a part-time employee works 0.8 FTE, the employee shall be responsible for 20% of the health insurance premium, plus the corresponding employee contribution rate for the years cited above of the remaining 80% of the premium).

2. The District may, at its discretion, change its health insurance carrier to another plan provided the new plan provides coverage identical to or better than the current plan.

Effective July 1, 2012, employees who are eligible for District Health insurance pursuant to Article VI, Section 3(c) who do not utilize the District's health insurance plan shall receive annual health insurance buyouts that shall be frozen at the flat dollar amount of \$3,250, which shall be prorated in the event that the employee is part-time and works more than twenty (20) hours per week. When declining enrollment in the District's health insurance plan to receive the health insurance buyout, the employee must submit proof of other health insurance coverage to the Business Office by October 15th annually.

3. New hires as of July 1, 2006 whose spouse or domestic partner has comparable* health insurance coverage, the spouse or domestic partner shall not be eligible for coverage under the District's health insurance plan; however, eligible non-spouse dependents of the employee shall be covered.

*Determination of comparability is grievable to the Board stage. The Board's determination is final.

4. Effective July 1, 2009, the District shall fund Medicare Reimbursements for active employees recognized in this bargaining unit and those individuals who retire on or after said date at the lowest base rate of the scale applicable to Medicare eligible personnel.

SECTION 3 - WELFARE BENEFITS

- a. All full-time unit members will be permitted to fully participate in the District provided Welfare Fund (life insurance/dental) with the District contributing \$1,343 annually per full-

time unit member into the plan. Additionally, the District agrees to continue discussions with the Union regarding the CSEA offered dental and vision insurance plans.

- b. Effective July 1, 2012, all part-time employees hired after October 2, 1984 shall have health insurance and welfare costs pro-rated. Employees working less than twenty (20) hours will receive no benefits. Employees working twenty (20) hours or more will have benefits allocated according to the number of hours of work.

SECTION 4 - RETIREE HEALTH INSURANCE

- a. Except for the optional language from the 2005-2009 Agreement set forth below, effective July 1, 2009, retirees shall be entitled to District contributions towards the cost of health insurance premiums in their retirement on the following basis:

<u>Years of Service in the District</u>	<u>District Contribution towards the Cost of Individual, 2 Person or Family Health Insurance Premiums</u>
10 - 19 years in District	50% I / 50% F (or 2 person)
20 - 24 years in District	75% I / 75% F (or 2 person)
25 years or more in District	The same percentage paid during the final school year of employment in the District.

Employees who upon retirement from the District to receive benefits from the New York State Employees' Retirement System or New York State Teachers' Retirement System and who have accumulated sick leave days in excess of 165 days shall be entitled to payment for all days in excess of 165, but not to exceed 50 such days, at the rate of \$50 per day in the form of a non-elective direct employer contribution into the retiree's section 403 (b) IRC tax sheltered annuity, without a cash option.

- b. [Optional alternative to new Article VI, Section 4(a) for qualified unit members¹ who were eligible for this benefit as of June 30, 2016.]

As a Participating Agency, the District is required to contribute a minimum employer share of 50% Individual and 35% Family based on the District health insurance plan premium upon retirement after ten (10) years of service in the Dobbs Ferry UFSD at age 55 or older. Ten (10) month employees with family coverage who retire with 100 accumulated sick days and 15 years of service are entitled to have the remaining 50% of the individual premium plus 50% of the remaining family premium paid for by the District. After this formula, all accumulated sick days may be used to further reduce the retirees' share of family premiums. The District will pay 100% of the individual premium for retirees having 90 accumulated sick days and 15 years of service at retirement.

¹ The parties agree that the only remaining employees who are eligible for the above-referenced benefit are Rosemary Bucci and Susan Dowdell.

Accumulated sick leave days, as described above, shall be converted into a cash equivalent value to defray the employee's monetary contribution toward health insurance premiums in retirement. The monthly cash equivalent value shall be calculated by multiplying the employee's per diem rate of pay (1/200th for ten (10) month employees) times the number of accumulated sick leave days, divided by the employee's actuarial life expectancy (in months) at retirement, by using the then current year's IRS Single Expectancy Table.

This provision "b", as contained in the 2005-2009 Agreement shall remain in effect as an option for those qualified unit members who were eligible for this benefit as of June 30, 2016, and who declare their retirement by no later than January 1st, for a retirement effective no later than June 30th of their school year of retirement. Sick leave may be accumulated until June 30, 2016 (no unit member shall be entitled to utilize accumulated sick leave days from the 2016-2017 school year or thereafter) for the purposes of Article VI, Section 4(b). This provision shall sunset, become null and void in all regards, when the last qualified unit member who is eligible to avail themselves of this benefit has retired.

SECTION 5 - EXTENDED LEAVES

A. Leave without Pay

1. A leave without pay, limited to one (1) year, may be requested by filing a written application with the Superintendent of Schools prior to January 1st of the school year preceding the intended leave. Such leaves may be granted at the discretion of the Board of Education.

The Board of Education may extend the application deadline to April 1st. The Superintendent of Schools may grant emergency leaves of absence without pay upon application on an ad-hoc basis.

2. The cost of premium in the district's medical plan and retirement plan for an employee on leave without pay shall not be assumed by the District. The employee 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. An employee on leave without pay shall not accrue rights to a step increment for the period of the employee's absence.

B. Child Care Leave

1. An employee who becomes pregnant shall inform the Superintendent of Schools of her condition as soon as it is verified. She may continue to work as long as her physician agrees that she can do so without risk to her health or interference with her duties.
2. An employee may receive a child care leave of absence without pay by applying to the Superintendent of Schools at any time prior to the birth of or the adoption of a child. Notice of intent to take child care leave shall be consistent with the requirements of the Family and

Medical Leave Act. For child care leaves of longer duration, the employee shall give at least one (1) month prior notice, in writing, to the Superintendent of Schools. No child care leave shall exceed twelve (12) months in duration except by authorization by the Superintendent of Schools. In the event of the death of the child during child care leave, the leave shall terminate three (3) months after death or at the end of the one (1) year period, whichever occurs later.

3. Should an employee wish to return from leave prior to its expiration, the employee must notify the Superintendent of Schools in writing. Upon such application the Board of Education will appoint the employee at their mutual convenience. Neither party may, without the consent of the other party, delay reappointment longer than eighteen (18) months after the termination of the pregnancy or the death of the child.

C. Illness or Death in Family

1. In addition to leave for illnesses above defined, the employee will be allowed absence with full pay for serious illness or accident in the immediate family in any one (1) year not to exceed four (4) days. Part-time employees are entitled to the same number of days (4) at their pro-rated number of hours worked.

After four (4) days, the absence is to be deducted from personal sick leave allowance. Individuals belonging to the immediate family are defined as spouse or domestic partner, father, mother, child, sister, brother and grandparents.

2. In very exceptional circumstances, the Superintendent may for good cause also extend this "leave for illness" provision with reference to others residing in the same household as the employee requesting the leave. This decision of the Superintendent shall be binding and not subject to be reviewed by the employee or the Union.
3. In the 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.
4. In case of death of a relative of the second degree (i.e., 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.

D. Personal Business

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

2. A staff member who wishes to have a personal business absence will present the request in writing to the employees building principal or immediate supervisor as far in advance as possible. The Supervisor will forward the request to the Superintendent for approval. The excused absence will then be noted on the payroll as authorized without deduction.
3. Authorized personal leave days shall not be charged against the sick leave allowance. In addition, any unused personal days will be added to accumulated sick leave.

E. Holidays

Labor Day	New Year's Eve
Rosh Hashanah	New Year's Day
Columbus Day	Martin Luther King Day
Veterans' Day	Lincoln's Birthday
Thanksgiving Day	Washington's Birthday
Day after Thanksgiving	Good Friday
Christmas Eve	Memorial Day
Christmas Day	Juneteenth
	Independence Day

When Rosh Hashanah and Yom Kippur fall on weekdays, employees shall have the day(s) off. In addition to the Holidays listed above, any additional Holidays determined by the Board adopted school calendar will be granted to the unit.

ARTICLE VII

GRIEVANCE POLICY AND PROCEDURE

SECTION 1 - DECLARATION OF PURPOSE - The establishment and maintenance of a harmonious and cooperative relationship between the Board and the Union 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 employees through procedures under which they may present grievances, free from coercion, interference, restraint or reprisal.

SECTION 2 - DEFINITIONS - Two types of grievances or differences shall be covered by the provisions of this article.

- a. The first type refers to differences or grievances that may arise because of an alleged violation, misrepresentation, or inequitable application of the provisions of this Agreement between the Board and the Union 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 grievance shall be referred to as "Personal Grievances".

SECTION 3 - GENERAL COMMENTS

- a. Every employee shall have the right to present a 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 Union on behalf of the staff. The resolution of an Agreement Grievance presented by an individual shall not be inconsistent with the terms of this Agreement.
- b. 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 discussion among the office personnel and their superiors is encouraged. It is recommended that all other means of adjusting grievances be attempted before the prosecution of a formal complaint.
- c. Nothing contained in this article shall be construed as abrogating or diminishing the duties and responsibilities of each employee to carry out promptly all lawful instructions or orders. Orders and instructions must be obeyed and the grievance procedure invoked later.

SECTION 4 - INITIATION OF GRIEVANCE PROCEDURE AND EXCLUSIONS

- a. Any employee who feels aggrieved, shall reduce the grievance to writing, in the form of a complaint setting forth the following details:
 - 1. The name of the complainant.
 - 2. The name of the respondent, if any.
 - 3. A concise statement of the facts alleged to constitute the grievance.
 - 4. Any other pertinent information, which will assist in the investigation, consideration and resolution of the grievance.
- b. The complaint shall be signed by the complainant and filed as set forth hereinbelow. If a respondent is named, copies of the complaint shall be promptly forwarded to such respondent named in the grievance.
- c. When the complaint does not contain complete information, as requested under Section 4(a) above, it shall be the duty of the complainant, upon request, to promptly furnish the lacking information.
- d. If the grievance claims to be an Agreement Grievance, a copy should also promptly be forwarded to the President of the Union or authorized delegate.

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

SECTION 5 - FIRST STEP IN THE RESOLUTION OF THE GRIEVANCE

- a. Not later than thirty (30) working days after the alleged grievance shall have arisen, the complainant shall file the normal written complaint with the Assistant Superintendent for Finance, Facilities and Operations.
- b. The Assistant Superintendent for Finance, Facilities and Operations, with whom the complaint is filed, shall promptly proceed to investigate the grievance, hear all persons concerned and make a written decision within ten (10) working days of the filing of the complaint.

SECTION 6 - SECOND STEP IN THE RESOLUTION OF THE GRIEVANCE

If the complainant desires that further consideration shall be given to the grievance, the complainant shall have the right within five (5) 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 the Superintendent.

SECTION 7 – REPRESENTATION

- a. In the case of an Agreement Grievance, the President of the Union or designated representative shall be given the opportunity to be present to state the viewpoint of the Union. In the case of an alleged grievance that affects a number of employees, the Union shall have the right to present the grievance directly to the Assistant Superintendent for Finance, Facilities and Operations at Step 1, within thirty (30) days after such alleged grievance has taken place. In the case of an alleged grievance which affects employees in more than one (1) school, the Union shall have the right to present the grievance directly to the Superintendent within thirty (30) working days after such alleged grievance has taken place and eliminate Step 1.
- b. In the case of a Personal Grievance, the complainant or the respondent, if any, shall be permitted to designate a representative of their choice to assist in the presentation of the grievance at any step of the procedure. The complainant or respondent may select the Union as a representative.

If during a grievance at Step 1, the Assistant Superintendent for Finance, Facilities and Operations believes that the Union may assist in the resolution of the grievance or that the grievance is related to an Agreement Grievance, the Assistant Superintendent may request the Union to participate in its resolution. Similarly, the Superintendent may ask the Union to participate in the resolution of a grievance at Step 2.

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

SECTION 8 - THIRD STEP IN THE RESOLUTION OF THE GRIEVANCE

- a. If the complainant again desires that further consideration be given to the complainant's grievance, the complainant shall have the right within five (5) working days after determination at Step 2, 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.
- b. All parties previously involved in the grievance procedure shall have a right to be heard.
- c. The Board may, at its option, appoint a sub-committee of the Board to act on its behalf.
- d. All grievances heard by the Board or its appointed subcommittee shall be heard in executive session.
- e. 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.

SECTION 9 – ARBITRATION

- a. An Agreement Grievance which was not resolved at the level of the Board may be submitted to arbitration by the complainant jointly with the Union in the case of a complaint initially filed by an individual complainant jointly with the Union, in the case of a complaint initially filed by an individual complaint, or by the Union in the case of a complaint originally brought by the Union. 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.
- b. 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.
- c. The selected arbitrator will hear the matter promptly and will issue a 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 the arbitrator. The arbitrator's decision will be in writing and will set forth the arbitrator's findings of fact, reasoning and conclusions on the issues.
- d. The arbitrator shall be without power or authority to make any decision:

1. 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.
 2. Contrary to, or inconsistent with, or modifying the terms of the written Agreement between the Board and the Union.
 3. Relating to grievances not covered by specific items of the Agreement. In such a case, the arbitrator shall notify both parties that the grievance is outside of the arbitrator's jurisdiction and therefore not subject to arbitration.
- e. The decision of the arbitrator shall be final and binding. If either party believes that the award is inconsistent with Item d. above, that party may appeal pursuant to law.
 - f. The costs for the services of the arbitrator, including expenses, if any, will be borne equally by the Board and the Union.
 - g. The Board will apply to all substantially similar situations, the decision of an arbitrator sustaining a grievance. The Union, incorporating this grievance as part of its written Agreement with the Board, will also abide by this and will not bring or continue to represent any employee in any grievance which is substantially similar to a grievance denied by the decision of an arbitrator.

SECTION 10 - ADDITIONAL STIPULATIONS

1. In the preparation and processing of grievances, all reasonable efforts will be made to avoid interruptions of work activity and to avoid involvement of students in any phase of the grievance procedure.
2. The Board and the Union 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 grievances.
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 decision at each level shall be retained in the office of the Superintendent for a period of five (5) years.

SECTION 11 - TIME LIMITS

- a. Since it is important to good relations that grievances 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.
- b. 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 thirty (30) working

days after the employee knew or should have known of the act or condition on which the grievance is based.

- c. 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 the Agreement shall be barred.
- d. Failure at any stage of the grievance procedure to communicate a decision to the aggrieved party and 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.
- e. In the event a grievance is filed on or after June 1st, 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 as soon thereafter as is possible.

ARTICLE VIII

DISCIPLINARY PROCEDURES

Titles not in the competitive class who have completed 3 years of service with the District shall be disciplined pursuant to Section 3020-a of the Education Law or Civil Service Section 75 as appropriate to the employee.

ARTICLE IX

MISCELLANEOUS PROVISIONS

SECTION 1 - COPIES OF AGREEMENT - Copies of this Agreement shall be provided by the CSEA to all members of the bargaining unit.

SECTION 2 - This agreement shall be effective as of July 1, 2023 and shall remain in effect through June 30, 2027. Negotiations for a successor agreement should begin in February of 2027 or at such time as is mutually agreed, with the first meeting to consist of an exchange of proposals.

SECTION 3 - As stipend positions become available, notices will be sent to members of the Union so that all members have an opportunity to apply for these positions.

SECTION 4 - CSEA BULLETIN BOARD - A space will be made available in both schools for posting information for the CSEA Clerical/Teacher Aide Unit.

SECTION 5 - If the School District directs a unit member for training in a job-related function, it will pay for the costs of tuition, registration fees, etc. If such training occurs during the hours of the regular work day, paid leave without charge against contractual leave entitlements shall be granted.


SECTION 6 - NOTIFICATION TO EMPLOYEES WHO COMPLETE THEIR PROBATIONARY PERIODS - The District shall provide notice to employees who have successfully completed their probationary periods at the conclusion thereof.

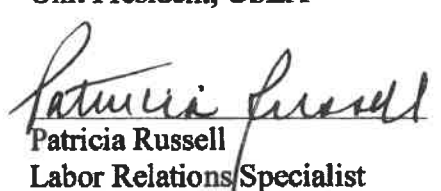
SECTION 7 - TENTATIVE NOTICE OF ASSIGNMENT FOR TEACHING ASSISTANTS - Every effort will be made by the District to provide each Teaching Assistant with their tentative notice of building assignment for the following school year by June 15th.

ARTICLE X
IMPLEMENTATION BY LEGISLATIVE ACTION

IT IS AGREED BY AND BETWEEN THE PARTIES THAT ANY PROVISION OF THE 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.

CIVIL SERVICE EMPLOYEES
ASSOCIATION, INC.
LOCAL 1000, AFSCME, AFL-CIO


Denise Helgesen
Unit President, CSEA

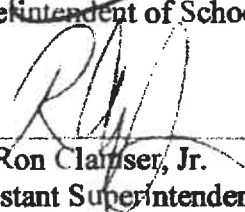

Patricia Russell
Labor Relations Specialist

CSEA Negotiation Committee Members



DOBBS FERRY UNION FREE
SCHOOL DISTRICT


Kenneth Slentz
Superintendent of Schools


Dr. Ron Clamser, Jr.
Assistant Superintendent for Finance,
Facilities, and Operations

Date: 12/13/2023

**SALARY SCHEDULES
2023-2027 CSEA CLERICAL AGREEMENT
10 MONTH EMPLOYEES**

Salary Step	7/1/2023-6/30/2024 Salary	Salary Step	7/1/2023-6/30/2024 Salary
Teaching Assistant		Senior Typist 10 Month/ Senior Office Assistant 10 Month	
1	\$25,536	1	\$33,509
2	\$27,169	2	\$35,287
3	\$30,050	3	\$37,066
4	\$32,934	4	\$38,843
5	\$35,709	5	\$40,624
6	\$38,486	6	\$42,407
7	\$40,232	7	\$44,182
8	\$42,885	8	\$46,863
9	\$43,742	9	\$47,800
Teacher Aide		Typist 10 Month/ Office Assistant 10 Month	
1	\$23,490	1	\$32,025
2	\$24,992	2	\$33,805
3	\$26,095	3	\$35,587
4	\$27,197	4	\$37,364
5	\$28,394	5	\$39,144
6	\$29,593	6	\$40,923
7	\$30,693	7	\$42,701
8	\$32,704	8	\$45,385
9	\$33,358	9	\$46,292
Aide Monitor		Clerk 10 Month	
1	\$22,449	1	\$31,136
2	\$23,887	2	\$32,915
3	\$24,992	3	\$34,692
4	\$26,097	4	\$36,472
5	\$27,197	5	\$38,252
6	\$28,303	6	\$40,031
7	\$29,421	7	\$41,811
8	\$31,447	8	\$44,493
9	\$32,075	9	\$45,383

SALARY SCHEDULES CONTINUED
2023-2027 CSEA CLERICAL AGREEMENT
12 MONTH EMPLOYEES

Salary Step	7/1/2023-6/30/2024 Salary	Salary Step	7/1/2023-6/30/2024 Salary
Senior Typist 12 Month/ Senior Office Assistant 12 Month/Office Assistant – Spanish Speaking 12 Month		Secretary to Principal/ District/Payroll Clerk	
1	\$40,209	1	\$44,127
2	\$42,346	2	\$46,258
3	\$44,480	3	\$48,396
4	\$46,616	4	\$50,529
5	\$48,751	5	\$52,663
6	\$50,883	6	\$54,800
7	\$53,018	7	\$56,935
8	\$56,055	8	\$60,000
9	\$57,176	9	\$61,200
Typist 12 Month/ Office Assistant 12 Month		Account Clerk	
1	\$38,429	1	\$43,768
2	\$40,566	2	\$45,904
3	\$42,703	3	\$48,036
4	\$44,839	4	\$50,173
5	\$46,972	5	\$52,308
6	\$49,104	6	\$54,446
7	\$51,243	7	\$56,579
8	\$54,280	8	\$59,622
9	\$55,366	9	\$60,813
Clerk 12 Month			
1	\$37,363		
2	\$39,498		
3	\$41,633		
4	\$43,768		
5	\$45,904		
6	\$48,036		
7	\$50,173		
8	\$53,213		
9	\$54,277		

SALARY SCHEDULES CONTINUED
2023-2027 CSEA CERICAL AGREEMENT
10 MONTH EMPLOYEES

Salary Step	7/1/2024-6/30/2025 Salary	Salary Step	7/1/2024-6/30/2025 Salary
Teaching Assistant		Senior Typist 10 Month/ Senior Office Assistant 10 Month	
1	\$27,174	1	\$34,347
2	\$28,848	2	\$36,169
3	\$31,801	3	\$37,993
4	\$34,757	4	\$39,814
5	\$37,602	5	\$41,640
6	\$40,448	6	\$43,467
7	\$42,238	7	\$45,287
8	\$44,957	8	\$48,035
9	\$45,836	9	\$48,995
Teacher Aide		Typist 10 Month/ Office Assistant 10 Month	
1	\$25,077	1	\$32,826
2	\$26,617	2	\$34,650
3	\$27,747	3	\$36,477
4	\$28,877	4	\$38,298
5	\$30,104	5	\$40,123
6	\$31,333	6	\$41,946
7	\$32,460	7	\$43,769
8	\$34,522	8	\$46,520
9	\$35,192	9	\$47,449
Aide Monitor		Clerk 10 Month	
1	\$24,010	1	\$31,914
2	\$25,484	2	\$33,738
3	\$26,617	3	\$35,559
4	\$27,749	4	\$37,384
5	\$28,877	5	\$39,208
6	\$30,011	6	\$41,032
7	\$31,157	7	\$42,856
8	\$33,233	8	\$45,605
9	\$33,877	9	\$46,518

**SALARY SCHEDULES CONTINUED
2023-2027 CSEA CLERICAL AGREEMENT
12 MONTH EMPLOYEES**

Salary Step	7/1/2024-6/30/2025 Salary	Salary Step	7/1/2024-6/30/2025 Salary
Senior Typist 12 Month/ Senior Office Assistant 12 Month/Office Assistant – Spanish Speaking 12 Month		Secretary to Principal/ District/Payroll Clerk	
1	\$41,214	1	\$45,230
2	\$43,405	2	\$47,414
3	\$45,592	3	\$49,606
4	\$47,781	4	\$51,792
5	\$49,970	5	\$53,980
6	\$52,155	6	\$56,170
7	\$54,343	7	\$58,358
8	\$57,456	8	\$61,500
9	\$58,605	9	\$62,730
Typist 12 Month/ Office Assistant 12 Month		Account Clerk	
1	\$39,390	1	\$44,862
2	\$41,580	2	\$47,052
3	\$43,771	3	\$49,237
4	\$45,960	4	\$51,427
5	\$48,146	5	\$53,616
6	\$50,332	6	\$55,807
7	\$52,524	7	\$57,993
8	\$55,637	8	\$61,113
9	\$56,750	9	\$62,333
Clerk 12 Month			
1	\$38,297		
2	\$40,485		
3	\$42,674		
4	\$44,862		
5	\$47,052		
6	\$49,237		
7	\$51,427		
8	\$54,543		
9	\$55,634		

SALARY SCHEDULES CONTINUED
2023-2027 CSEA CERICAL AGREEMENT
10 MONTH EMPLOYEES

Salary Step	7/1/2025-6/30/2026 Salary	Salary Step	7/1/2025-6/30/2026 Salary
Teaching Assistant		Senior Typist 10 Month/ Senior Office Assistant 10 Month	
1	\$27,854	1	\$35,205
2	\$29,569	2	\$37,073
3	\$32,596	3	\$38,942
4	\$35,626	4	\$40,809
5	\$38,542	5	\$42,681
6	\$41,459	6	\$44,554
7	\$43,294	7	\$46,419
8	\$46,081	8	\$49,235
9	\$46,981	9	\$50,220
Teacher Aide		Typist 10 Month/ Office Assistant 10 Month	
1	\$25,704	1	\$33,646
2	\$27,282	2	\$35,516
3	\$28,441	3	\$37,389
4	\$29,599	4	\$39,256
5	\$30,856	5	\$41,126
6	\$32,116	6	\$42,995
7	\$33,272	7	\$44,863
8	\$35,385	8	\$47,683
9	\$36,072	9	\$48,636
Aide Monitor		Clerk 10 Month	
1	\$24,610	1	\$32,712
2	\$26,121	2	\$34,581
3	\$27,282	3	\$36,448
4	\$28,443	4	\$38,318
5	\$29,599	5	\$40,189
6	\$30,761	6	\$42,058
7	\$31,935	7	\$43,928
8	\$34,064	8	\$46,745
9	\$34,724	9	\$47,681

**SALARY SCHEDULES CONTINUED
2023-2027 CSEA CERICAL AGREEMENT
12 MONTH EMPLOYEES**

Salary Step	7/1/2025-6/30/2026 Salary	Salary Step	7/1/2025-6/30/2026 Salary
Senior Typist 12 Month/ Senior Office Assistant 12 Month/Office Assistant – Spanish Speaking 12 Month		Secretary to Principal/ District/Payroll Clerk	
1	\$42,245	1	\$46,361
2	\$44,490	2	\$48,600
3	\$46,732	3	\$50,846
4	\$48,976	4	\$53,087
5	\$51,219	5	\$55,329
6	\$53,459	6	\$57,574
7	\$55,702	7	\$59,817
8	\$58,893	8	\$63,038
9	\$60,071	9	\$64,298
Typist 12 Month/ Office Assistant 12 Month		Account Clerk	
1	\$40,374	1	\$45,984
2	\$42,620	2	\$48,228
3	\$44,865	3	\$50,468
4	\$47,109	4	\$52,713
5	\$49,350	5	\$54,956
6	\$51,590	6	\$57,202
7	\$53,837	7	\$59,443
8	\$57,028	8	\$62,640
9	\$58,169	9	\$63,892
Clerk 12 Month			
1	\$39,255		
2	\$41,498		
3	\$43,741		
4	\$45,984		
5	\$48,228		
6	\$50,468		
7	\$52,713		
8	\$55,907		
9	\$57,025		

SALARY SCHEDULES CONTINUED
2023-2027 CSEA CERICAL AGREEMENT
10 MONTH EMPLOYEES

Salary Step	7/1/2026-6/30/2027 Salary	Salary Step	7/1/2026-6/30/2027 Salary
Teaching Assistant		Senior Typist 10 Month/ Senior Office Assistant 10 Month	
1	\$28,550	1	\$36,086
2	\$30,309	2	\$38,000
3	\$33,411	3	\$39,916
4	\$36,517	4	\$41,830
5	\$39,505	5	\$43,748
6	\$42,496	6	\$45,668
7	\$44,376	7	\$47,579
8	\$47,233	8	\$50,466
9	\$48,156	9	\$51,475
Teacher Aide		Typist 10 Month/ Office Assistant 10 Month	
1	\$26,347	1	\$34,487
2	\$27,964	2	\$36,404
3	\$29,152	3	\$38,323
4	\$30,339	4	\$40,237
5	\$31,628	5	\$42,154
6	\$32,919	6	\$44,070
7	\$34,104	7	\$45,984
8	\$36,269	8	\$48,875
9	\$36,974	9	\$49,851
Aide Monitor		Clerk 10 Month	
1	\$25,226	1	\$33,530
2	\$26,774	2	\$35,446
3	\$27,964	3	\$37,359
4	\$29,154	4	\$39,276
5	\$30,339	5	\$41,193
6	\$31,530	6	\$43,109
7	\$32,734	7	\$45,026
8	\$34,916	8	\$47,914
9	\$35,592	9	\$48,873

SALARY SCHEDULES CONTINUED
2023-2027 CSEA CERICAL AGREEMENT
12 MONTH EMPLOYEES

Salary Step	7/1/2026-6/30/2027 Salary	Salary Step	7/1/2026-6/30/2027 Salary
Senior Typist 12 Month/ Senior Office Assistant 12 Month/Office Assistant – Spanish Speaking 12 Month		Secretary to Principal/ District/Payroll Clerk	
1	\$43,301	1	\$47,520
2	\$45,602	2	\$49,815
3	\$47,900	3	\$52,117
4	\$50,200	4	\$54,414
5	\$52,499	5	\$56,712
6	\$54,795	6	\$59,014
7	\$57,095	7	\$61,313
8	\$60,365	8	\$64,613
9	\$61,572	9	\$65,906
Typist 12 Month/ Office Assistant 12 Month		Account Clerk	
1	\$41,384	1	\$47,133
2	\$43,685	2	\$49,434
3	\$45,986	3	\$51,730
4	\$48,287	4	\$54,031
5	\$50,584	5	\$56,330
6	\$52,880	6	\$58,632
7	\$55,183	7	\$60,929
8	\$58,454	8	\$64,206
9	\$59,623	9	\$65,489
Clerk 12 Month			
1	\$40,236		
2	\$42,535		
3	\$44,834		
4	\$47,133		
5	\$49,434		
6	\$51,730		
7	\$54,031		
8	\$57,305		
9	\$58,450		