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Contract Database Metadata Elements

**Title: Rye City School District and Rye Teachers Association,
Secretarial/Clerical/School Nurse and Computer Aide Unit (2005)**

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**Union: Rye Teachers Association, Secretarial/Clerical/School Nurse and Computer
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WC / 6093

**AGREEMENT BETWEEN THE
BOARD OF EDUCATION
OF THE RYE CITY SCHOOL DISTRICT
AND
RYE TEACHERS ASSOCIATION
(SECRETARIAL/CLERICAL/SCHOOL NURSE AND
COMPUTER AIDE UNIT)**

JULY 1, 2005 THROUGH JUNE 30, 2010

RECEIVED

JAN 29 2006

**NYS PUBLIC EMPLOYMENT
RELATIONS BOARD**

48

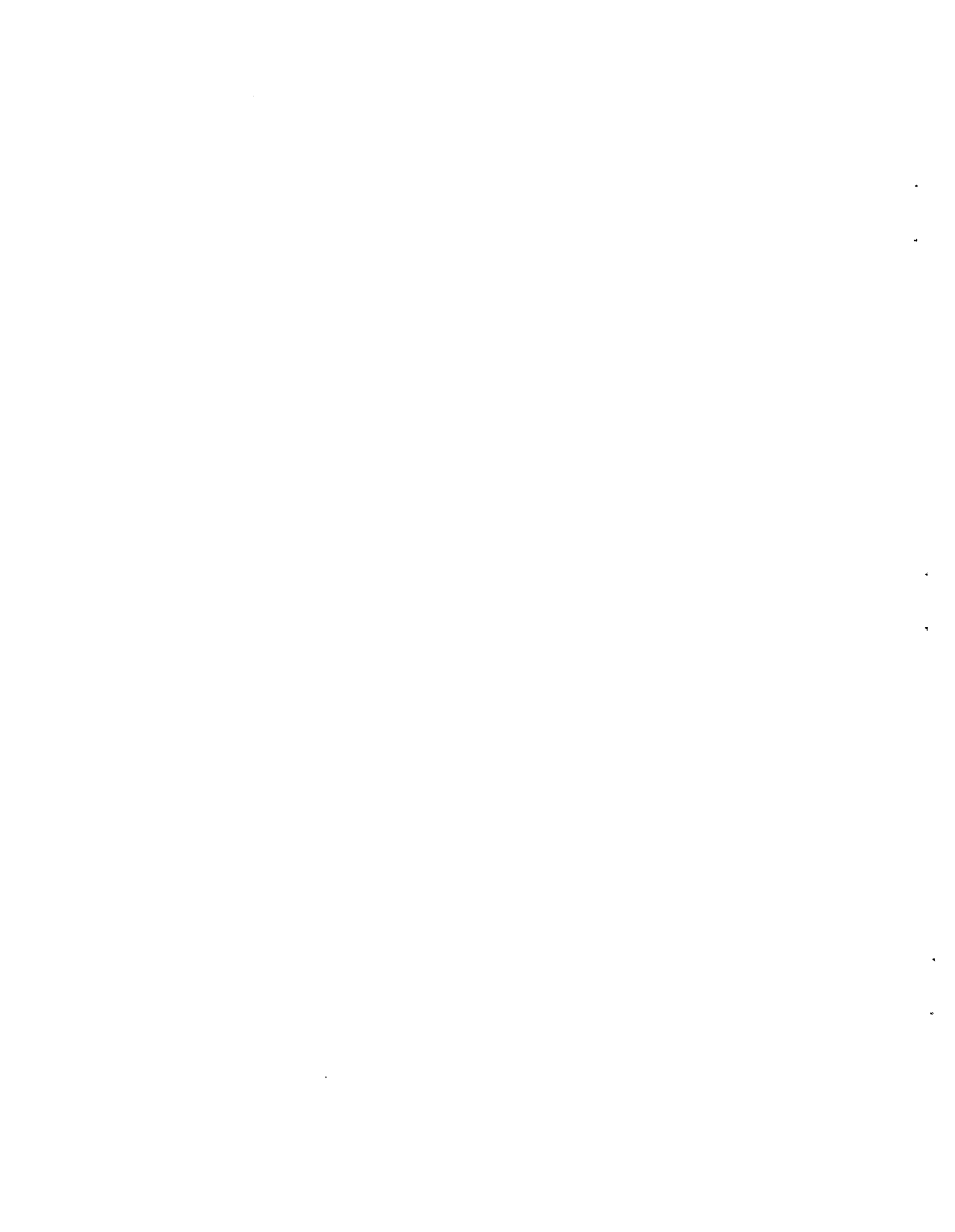


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Salary Schedule-Secretarial/Clerical/School Nurse

2005 - 2006 - 10 Month/11Month/12 Month & School Nurse	EXHIBIT A
2006 - 2007 - 10 Month/11Month/12 Month & School Nurse	EXHIBIT B
2007 - 2008 - 10 Month/11Month/12 Month & School Nurse	EXHIBIT C
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Salary Schedule - Computer Aide EXHIBIT F

Job Description - School Nurse EXHIBIT G

Job Description - Computer Aide EXHIBIT H

Evaluation Form - Secretarial/Clerical EXHIBIT I

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Evaluation Form - Computer Aide..... EXHIBIT K

THIS AGREEMENT IS MADE EFFECTIVE THE 1st Day of July, 2005, by and between the Board of Education, City School District, Rye, New York (Rye Public Schools), hereafter called the "Board" and the Rye Teachers Association, hereafter called the "Association."

Whereas, the attainment of the objectives of the educational program in the schools operated by the Board requires mutual understanding, cooperation, and good faith on the part of the Board, the Superintendent and his administrative staff, and Association and all secretaries, other office clerical personnel, school nurses and computer aides employed by the Board:

Whereas, on and before April 21, 1967, the Association did duly represent all secretaries and other office clerical personnel employed by the Board for purposes of collective bargaining and grievance administration, and was so recognized by the Board:

Whereas, the Association and the Board did prior to April 21, 1967, agree upon a salary schedule and various other terms and conditions of employment for the academic year of 1967-68; and

Whereas, the Association did on or about 1968 duly reaffirm its right under the Taylor Act, Civil Service Law, Article XIV to continue to so represent all secretaries and other clerical personnel:

Whereas, the School Nurse petitioned the Association to represent them as an element of the Secretarial/Clerical Unit on or about March 26, 1985 and was accepted:

Whereas, on November 16, 2000, The State of New York, Public Employment Relations Board added the title of Computer Aide to the Secretary/Clerical and School Nurse Unit represented by the Association.

Whereas, terms and conditions of employment set forth in the now expired collective bargaining agreement would be automatically continued into the successor collective bargaining agreement, except as amended.

IT IS HEREBY AGREED AS FOLLOWS:

ARTICLE I

RECOGNITION

- A. The Board recognizes the Association as the exclusive representative of all secretaries, other office clerical personnel, school nurses and computer aides, employed by it for the purpose of bargaining collectively in the determination of, and administration of grievances arising under the terms and conditions of employment of such employees and for the purpose of entering into a written contract (hereafter the "Agreement") with the Association in determining such terms and conditions of employment: provided, however, that such exclusive recognition shall not preclude an employee from presenting grievances to the Board or its representative and to have such grievance adjusted without intervention of the Association, as long as the adjustment is not inconsistent with the terms of the collective bargaining agreement then in effect; and, provided further, that the Association has been given the opportunity to be present at such adjustment.
- B. The term "all secretaries, other office clerical personnel, school nurses and computer aides" which describes the appropriate bargaining unit, is hereby more particularly defined to mean: All full-time and regular part-time secretaries, office clerical personnel, school nurses and computer aides, but excluding all personnel in supervisory or confidential capacities.
- C. The Association agrees that it does not and will not assert the right to strike against any government, to assist or participate in such a strike.

ARTICLE II

DUES DEDUCTION AND AGENCY FEE

- A. The Board agrees to deduct from the salaries of its employees governed by this contract, dues for the Association, the New York State United Teachers, and American Federation of Teachers. The Rye City School District shall deduct from the wage or salary of all employees in the bargaining unit defined by Article I, B, of this agreement, including those who are not members of the Rye Teachers Association, the amount equivalent to the dues levied by the Rye Teachers Association and shall transmit the sum so deducted to the Association, in accordance with section 208.3 (b) of Article 14 of the Civil Service Law, as amended. The Association affirms that it has adopted and will maintain such procedure for refund of agency fee deduction as required in section 208.3 (b) of Article 14 of the Civil Service Law, as amended.

The agency fee deduction shall be made following the same procedures as applicable for dues deduction provided for in Paragraph C of this Article. The Rye Teachers Association shall indemnify and hold harmless the Rye City School District from the claims of any employee made in connection with the implementation of this provision.

- B. The Association shall certify to the Board in writing the current rate of membership dues for each organization covered by this Article. The Association shall notify the Board thirty (30) days prior to the effective date of any change in the rate of membership dues.
- C. Deductions referred to in Paragraph A above, shall be made in twenty (20) equal installments beginning with the first pay period in October. Each year no later than two weeks prior to the first pay period in October, the Association shall provide the Board with an alphabetical listing of the Association members (by school) and new authorizations for any Association members wishing to change their dues deductions.
- D. The Board shall, following each pay period during which a dues deduction is made, transmit the amount of deducted dues to the Association. The Association shall forward a proper listing and the proper amounts to the organizations referred to in Paragraph A.
- E. Individuals hired to positions covered by the Collective Bargaining Agreement for a period of greater than eight (8) weeks shall become members of the bargaining unit and said dues shall be prorated.

ARTICLE III

SALARIES

- A. Effective July 1, 2005, the salary schedule in effect on June 30, 2005 shall be increased 3.5% on all steps plus increments. The salary schedule for School Nurses represents a salary for 35 hours/week and their work year and calendar is the same as the teachers, except for Professional Development Day. Effective November 16, 2000, the salary schedule for computer aides represents a salary for 32.5 hours/week and their work year and calendar is the same as the teachers, except for Professional Development Days.
- B. Effective July 1, 2006 the salary schedule in effect on June 30, 2006 shall be increased 3.5%, on all steps plus increments. The salary schedule for School Nurses represents a salary for 35 hours/week and their work year and calendar is the same as the teachers, except for Professional Development Day. The salary schedule for computer aides represents a salary for 32.5 hours/week and their work year and calendar is the same as the teachers, except for Professional Development Days.
- C. Effective July 1, 2007, the salary schedule in effect on June 30, 2007 shall be increased 3.5% on all steps plus increments. The salary schedule for School Nurses represents a salary for 35 hours/week and their work year and calendar is the same as the teachers, except for Professional Development Day. The salary schedule for computer aides represents a salary for 32.5 hours/week and their work year and calendar is the same as the teachers, except for Professional Development Days.
- D. Effective July 1, 2008, the salary schedule in effect on June 30, 2008 shall be increased 3.5% on all steps plus increments. The salary schedule for School Nurses represents a salary for 35 hours/week and their work year and calendar is the same as the teachers, except for Professional Development Day. The salary schedule for computer aides represents a salary for 32.5 hours/week and their work year and calendar is the same as the teachers, except for Professional Development Days.

E. Effective July 1, 2009, the salary schedule in effect on June 30, 2009 shall be increased 3.2% on all steps plus increments. The salary schedule for School Nurses represents a salary for 35 hours/week and their work year and calendar is the same as the teachers, except for Professional Development Day. The salary schedule for computer aides represents a salary for 32.5 hours/week and their work year and calendar is the same as the teachers, except for Professional Development Days.

F. Employees shall receive in addition to their annual salary, after ten (10) and subsequent years of service (inclusive of prior non-consecutive service) as defined below as employees of this and predecessor school districts, the following amounts:

Effective July 1 of the Fiscal Year	Longevity Increase on Adjusted Base	BASE:	BASE: \$1177.14	BASE: \$1431.66
		\$954.44 10 years	15 Years	20 Years
2005-2006	3.50%	\$987.85	\$1218.34	\$1481.77
2006-2007	3.50%	\$1022.42	\$1260.98	\$1533.63
2007-2008	250	\$1272.42	\$1510.98	\$1783.63
2008-2009	250	\$1522.42	\$1760.98	\$2033.63
2009-2010	250	\$1772.42	\$2010.98	\$2283.63

G. Credit for previous experience up to and including four (4) years of experience may be given new employees. The amount of such credit shall be determined by the Superintendent at the time of initial employment.

H. If a person's job is reclassified to a higher category and if that person has passed the required exam, that person will be moved laterally on the salary schedule. Incumbent employees, upon promotion or transfer, shall be given credit for prior years service in the previous position. There shall be no pro-ration of salary step movement in determining prior years of service in the District for the determination of salary upon promotion or transfer. For example, a ten month typist at step four when promoted to senior typist twelve month position shall receive full credit for the four years prior service as a ten month employee so that said promoted employee shall be at the fourth step senior typist position, thereafter enjoy step movement after the completion of the fourth year.

I. When new titles and clerical positions are created, salaries for these positions must be negotiated with Association representatives.

J. Notices of vacancies in existing and new positions shall be sent to each member ten working days before the date for submission of applications. Qualifications, training and performance will be the factors considered for the filling of vacancies. If such factors are equal, the Superintendent shall give preference to present employees in the filling of vacancies.

K. Employees shall receive compensation at the rate of \$50.00 dollars per credit for courses successfully completed at an accredited college or university. Job related technical courses shall be reimbursed at the rate of \$150.00 each and must be approved in advance by the Superintendent which approval shall not be unreasonably denied.

- L. An employee shall be compensated at his/her hourly rate of pay for successful completion of in-service courses offered by the District outside the normal workday. In-service courses must be approved in advance.
- M. Where an employee is assigned temporarily, i.e., for a minimum of two (2) weeks (10 consecutive working days) to perform the duties of a higher classification, she/he shall be compensated at the higher rate of pay retroactively.
- N. A non-SCSNCA member can be assigned to unit tasks on a temporary basis only. In such event, the Unit President must be informed of the reasons for the assignment, the task(s), number of hours per day and the expected duration.
- O. When a SCSNCA member is requested by the Administration to instruct District employees after the normal workday, the instructor shall be reimbursed at his/her hourly rate of pay.
- P. The duties of a school nurse shall be those outlined in the Civil Service description for that title dated 11/13/72. This shall be attached as an Exhibit.
- Q. Clerical support shall be assigned to the nurse/health office when the student population exceeds 600 in a school.
- R. An ad hoc committee shall be formed by the parties to report its recommendations to the parties regarding the job titles and salary placement of the following positions: Secretary to Principal (in lieu of Secretary to Elementary Principal); Library Clerk (in lieu of Library Clerk, Typist) and Office Assistant.

ARTICLE IV

WORK DAY – WORK WEEK – WORK YEAR – SUMMER HOURS

Employees' work week shall be Monday through Friday. The work hours of the normal work day shall be consecutive.

The maximum work day is seven (7) hours with an hour for lunch with a maximum work week of 35 hours.

The payment of overtime shall be at time and one half in excess of the regular work day (7 hours) or work week (35 hours). Double time shall be paid for working on Sundays or legal holidays. An employee may take compensatory time off if agreed to between the employee and his/her supervisor. This is to be determined at the time the overtime is authorized.

The Work Year is as follows:

- 12 month employees - July 1 through June 30
- 11 month employees - September 1 through July 31
- 10 month employees - September 1 through June 30
- School Nurses - Work Year, Calendar -- Same as Teachers
- Computer Aides - Work Year, Calendar -- Same as Teachers

School Nurses' and Computer Aides' work year shall be the same as the Teachers' work year, except school nurses and computer aides shall not work on teacher professional development days.

For summer vacations and vacations during the school year, daily hours of employment shall be from 8:30 a.m. to 2:30 p.m. Summer vacation is defined as of the months of July and August only. During school year vacations, the District shall maintain staff (custodial staff) for security purposes and to lock the school buildings at the end of the workday.

A school nurse's normal work day is seven (7) hours on a regular school day plus one non-paid hour for lunch. Lunch periods are to be scheduled with the cooperation of all building principals so as to always have two school nurses in the District on duty during the student lunch periods. Any school nurse on duty may be called to provide nursing service at a school other than the one to which he/she is assigned in an emergency or when the nurse is absent at another school and no substitute is available.

Based on student enrollment, the following schedule of nursing coverage is in effect. It is understood that the schedule of nursing coverage may vary each year based on the Board of Education's evaluation of the need.

High School/Middle School	- 35 hours/week (7 hours + 1 hour/lunch/day)
Midland Elementary School	- 35 hours/week (7 hours + 1 hour/lunch/day)
Milton Elementary School	- 35 hours/week (7 hours + 1 hour/lunch/day)
Osborn Elementary School	- 35 hours/week (7 hours + 1 hour/lunch/day)
Resurrection School	- 35 hours/week (7 hours + 1 hour/lunch/day)

Every reasonable effort shall be made to give school nurses notice of their next year's assignment no later than the closing day of school in June.

The computer aides shall work a 6 1/2-hour day plus a 1/2-hour lunch period.

Each employee may take two 10 minute work breaks per day, one in the morning and one in the afternoon, at times mutually agreed upon between the employee and his/her immediate supervisor.

Superintendent's Conference Day

On Superintendent's Conference Day a workshop shall be given solely for secretarial/clerical staff.

ARTICLE V

EMPLOYEE BENEFITS

Welfare Fund

The current Dental Trust will be amended to allow for the provision of other benefits, which benefits may include, but shall not be limited to, life insurance, dental insurance, long-term disability insurance, prepaid legal services, excess medical insurance, and optical care, as such benefits are selected by a committee of the Board of Trustees composed of the teacher, clerical, custodial and administrator members of the Board of Trustees of this trust, to be known as the Rye City School

Employees Welfare Fund. An additional teacher member for a total of four shall be added to the Board of Trustees. The Full Board of Trustees, and any duly constituted committee or sub-committee thereof, shall retain all other powers provided for by the trust instrument. The total amount contributed by the Board to the Welfare Fund for those active employees currently receiving benefits shall be in the same per capita/per annum amount that is paid on behalf of members of the Teachers Bargaining Unit. The amount so contributed is, among other things, in lieu of the provision of Group Life Insurance by the Board pursuant to Paragraph B of Article XVIII of the agreement between the Association and the Board dated July 1, 1981.

Absence for Personal Illness

The length of time a person may be absent for personal illness and continue to receive full pay shall be limited only by the decision of the Board of Education. This policy applies to all employees in the unit and is applicable to those employees working one half (1/2) time or more.

Absence for Family Illness

Secretarial, other office clerical personnel, school nurses and computer aides shall be allowed a maximum of three (3) days per year with full pay when necessary because of serious illness in the immediate family.

The "immediate family" is hereby defined for purposes of family illness to consist of mother, father, husband, wife, son, daughter, brother, sister, and all permanent members of the household.

This policy is applicable to those employees working half time or more.

Bereavement

Secretarial, other office clerical personnel, school nurses and computer aides shall be granted leave of absence with full pay as follows:

- A. Not more than five (5) days in succession for death of an immediate family member. An immediate family member is defined as husband, wife, domestic partner, son, daughter, mother, father, brother, sister, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, grandchild and all permanent members of the household.
- B. Not more than three (3) days for the death of a grandfather or grandmother.
- C. Not more than two (2) days for the death of an uncle, aunt, niece or nephew.
- D. When travel is involved in the leaves specified in subparagraphs A, B, and C above, the Superintendent may authorize an additional two days absence with full pay. Such authorization shall not be unreasonably denied.

Absence for Legal Commitments

The Superintendent shall authorize absence with full pay when a person is subpoenaed or required to appear in a judicial or administrative proceeding, or is on jury duty. Except for jury duty, such paid leave shall not exceed two (2) days in any one school year.

This policy is applicable to those employees working half time or more.

Absence for Religious Observance

Secretarial, other office clerical personnel, school nurses, and computer aides may be absent from duty with full pay all day or part of a day as required by the person's particular religion on the following days of religious observance when such days fall on a regular school day:

Rosh Hashanah	Good Friday
Days of Atonement	First Days of Passover
First Days of Succoth	Last Days of Passover
Last Days of Succoth	Feast of Ascension
Feast of All Saints	Shavuot
Feast of the Immaculate Conception	Ash Wednesday

If a person wishes to be absent for all or part of any of the days listed above, notification must be given to his/her supervisor at least one week in advance of the absence.

This policy is applicable to those employees working half time or more.

Absence for Emergencies

The Superintendent may authorize a secretarial, other office clerical personnel, school nurse and computer aide absence with full pay for weather conditions so extreme that the person is unable to get to school.

Late Openings – Early Dismissal

When the opening of school is delayed for students because of emergency conditions, the employee starting time shall be delayed the same amount of time.

In the event of early dismissal of school because of emergency conditions, all secretarial/clerical/school nurse/computer aide employees shall be dismissed at the discretion of the Superintendent in the Administrative office and the principals in the school buildings, and that dismissal shall be no later than one-half hour after the dismissal of all students from the building. Any employee required to work beyond said half-hour shall be compensated at the rate of time and one-half for actual time worked.

Absence for Miscellaneous Reasons

The Superintendent may authorize absence with full pay for reasons which in his judgement are beyond the control of the person and are justifiable.

Such absences may be for reasons such as the following:

1. Transactions involving legal instruments, (deed, mortgages, property title, etc.).
2. Court Orders
3. Graduations

Regardless of circumstances, the total of such absences may not exceed two (2) days in one year.

This is applicable to those employees working half time or more.

Vacations

Employees (except nurses and computer aides) hired BEFORE July 1, 1996

Twelve (12) month employees shall receive:

- a. Two (2) weeks initially
- b. Three (3) weeks after five (5) years
- c. Four (4) weeks after ten (10) years

Eleven (11) month employees shall receive:

- a. Two (2) weeks initially
- b. Three (3) weeks after five (5) years, 5 months
- c. Four (4) weeks after ten (10) years, 10 months

Ten (10) month employees shall receive:

- a. Two (2) weeks initially
- b. Three (3) weeks after six (6) years
- c. Four (4) weeks after twelve (12) years

Ten-month employees must take all earned vacation during the school year vacations. Any remaining vacation days must be scheduled with the supervisor's approval.

All new hires (except nurses and computer aides) to the Unit, hired on or AFTER July 1, 1996, shall have vacations as follows:

Twelve (12) month employees shall receive:

- a) Two (2) weeks initially (Earned on a pro-rata basis during the first 12 months of full employment)
- b) Three (3) weeks after five (5) years
- c) Four (4) weeks after ten (10) years

Eleven (11) month employees shall receive:

- a) Two (2) weeks initially (Earned on a pro-rata basis during the first 11 months of full employment)
- b) Three (3) weeks after five (5) years

Ten (10) month employees shall receive:

- a) One (1) week initially (Earned on a pro-rata basis during the first 10 months of full employment)
- b) Two (2) weeks after five (5) years

Ten-month employees must take all earned vacation during the school year vacations. Any remaining vacation days must be scheduled with the supervisor's approval.

Vacation allowance may be used at any time during school year with a limit of two (2) weeks at any given time, with approval of the Administration.

MONTHS	INITIALLY	AFTER 5 YEARS	AFTER 10 YEARS
12	2	3	4
11	2	3	
10	1	2	

Vacation for Transferring Employees

Vacation procedure for transferring employees hired on or after July 1, 1996:

- A. A twelve-month employee with four weeks of vacation who becomes an eleven-month employee will have three weeks of vacation.
- B. An eleven-month employee with three weeks of vacation, who becomes a twelve-month employee, will have four weeks of vacation after 10 years of service.
- C. A twelve-month employee with three weeks of vacation who becomes an eleven-month employee will have three weeks of vacation.
- D. A twelve-month employee with four weeks of vacation who becomes a ten-month employee will have two weeks of vacation.
- E. A ten-month employee with two weeks of vacation, who becomes a twelve-month employee, will have four weeks of vacation after 10 years of service.
- F. An eleven-month employee with three weeks of vacation who becomes a ten-month employee will have two weeks of vacation after five (5) years of service.
- G. A ten-month employee with two weeks of vacation, who becomes an eleven-month employee, will have three weeks of vacation after 5 years.

- H. An eleven-month employee with two weeks of vacation who becomes a ten-month employee will have one week of vacation.
- I. A ten-month employee with one week of vacation, who becomes an eleven-month employee, will have two weeks of vacation after one year of service.

Compensated Vacation Days:

All employees as of June 30, 1996:

- A. Effective June 30, 2000 employees shall be allowed to carry over no more than ten (10) earned and unused vacation days. All accumulated vacation days in excess of ten (10) days will expire effective June 30, 2000.
- B. Upon retirement or separation of service, employees shall be paid for up to ten (10) earned and unused vacation days, at their rate of pay upon retirement or separation of service.

All Employees hired after July 1, 1996:

12 Month Employees:

- A. Employees shall be allowed to carry over no more than ten (10) earned vacation days.
- B. Upon retirement or separation of service employees shall be paid for up to ten (10) earned vacation days, at their rate of pay at separation.

10 and 11 Month Employees:

Employees shall not be allowed to carry earned but unused vacation days.

Holidays

- 1. Paid holidays will be granted to employees' (except nurses and computer aides) as follows:
 - a) All employees with 0-5 years in the Rye City School District will receive 18 paid holidays.
 - b) All employees with 6-10 years in the District will have 19 paid holidays.
 - c) All employees with 11 or more years in the District will have 20 paid holidays.

Any holiday beyond 18 shall be scheduled with the approval of the Principal and Supervisor.

- 2. For the purpose of this Section, legal holidays are defined as follows:

Independence Day	Christmas Day
Labor Day	New Year's Day
Columbus Day	Martin Luther King's Birthday
Veteran's Day	Memorial Day
Thanksgiving Day	

Unused Snow Day

Unused snow day provisions as stated on the District's calendar shall apply to secretarial, clerical staff, school nurses and computer aides. However, unused snow days may not be taken on the last day of school in June.

Leave of Absence

Secretarial, clerical staff, school nurses and computer aides, shall be entitled to a leave of absence, without pay, up to a maximum of one year. An employee shall notify the administration by September 24 of his/her intention to return to work in the Spring semester. An employee shall notify the administration by March 24 of his/her intention to return to work in the Fall semester.

Personal Leave

Secretarial, clerical staff, school nurses and computer aides, shall receive a maximum of two (2) personal leave days per year with full pay for which no explanation is necessary. As much prior notice as possible should be given to the building principal or supervisor. However, these days may not be utilized to extend long weekends or vacations, except in special circumstances approved by the Superintendent. Employees shall have the option to carry over one unused day to the next year.

Each employee will be paid \$100.00 for each unused personal day per year, effective with the 2005-2006 school year.

Child Care/Adoption Leave

Within 12 months after the birth or adoption of a child, the Board of Education shall grant an employee Child Care/Adoption Leave. The following conditions or exceptions shall apply:

1. An employee taking Child Care/Adoption Leave is guaranteed a minimum of four full semesters of leave, in addition to the remainder of the semester in which the employee commences leave under this provision. A shorter leave may be taken at the option of the employee.
2. After taking Child Care/Adoption Leave, an employee shall work for two full semesters before being eligible to take a leave of absence pursuant to this Article XI (L) – Leave of Absence of the Teacher Contract. The Board may, in its discretion, waive this provision in extraordinary circumstance.
3. A request for a Child Care/Adoption Leave must be given in writing to the Building Principal and the Superintendent of Schools at least ninety (90) days prior to the date the unit member intends to begin the leave. A unit member will only be entitled to return from a leave at the beginning of the semester (e.g.: beginning of September or end of January).

4. An employee shall notify the administration by September 24 of his or her intention to return to work in the spring semester. An employee shall notify the administration by March 24 of his or her intention to return to work in the fall semester.
5. The Board shall authorize sick leave in accordance with Article XI Leaves of Absence – Section “A” of the Teacher Contract for disability associated with a pregnancy. Such disability shall be similar to other incapacitating illnesses for which sick leave is granted.
6. An employee, upon returning from a disability leave and/or granted Child Care/Adoption Leave totaling 12 weeks or less, shall be entitled to the same or an equivalent position; and upon returning from a disability leave granted pursuant to Article XI, Section A, and or child care for adoption leave of more than 12 weeks shall be given preference for a similar assignment (including building) which was held prior to a leave.
7. No salary or fringe benefits shall be paid for the periods covered by a Child Care/Adoption Leave, nor shall experience be accrued or credited, except for the period during which the employee was declared disabled; however, if the period of disability was less than 12 weeks, the employee shall continue to receive group health for up to twelve weeks of Child Care/Adoption Leave minus the number of weeks of disability leave during the preceding 12 months. An employee on leave under this section for more than twelve weeks shall have the option of being covered in the group health at his or her expense.

Health Insurance

During the term of this contract the Board shall provide Health Insurance for both the Individual and Family Plan. In the event that an agreement for cooperative participation may be reached with one or more other school districts, funding of benefits may be jointly administered by said districts. The Board shall also have the authority to select the carriers, provided coverage will not be reduced. The Unit shall have representation on the Health Benefits Committee.

All unit employees shall contribute five percent (5%) toward the premium effective September 1, 2002. Effective July 1, 2004, the contribution toward the premium shall be six percent (6%). All retirees will contribute toward the premium of their health insurance at the same rate as active employees until the retiree reaches age 65, when contributions shall cease.

Any employee who elects in any year not to participate in the medical insurance plan will receive 75% of the individual medical insurance premium if the employee was eligible for individual coverage or 100% of the individual insurance premium if the employee was eligible for family coverage. Any employee who so elects shall advise the Superintendent by September 1 of the employee's intent not to participate during the ensuing year.

Health Contribution

The following health contributions shall be made by all employees and retirees receiving health benefits: 2005-2006 – 6%; 2006-2007 – 7%; 2007-2008 – 8%; 2008-2009 – 10%; and 2009-2010 – 10%.

Cafeteria Plan

Section IRS 125 Cafeteria Plan will be available to all active unit employees.

Employee Assistance Program

There shall be available to all employees an Employee Assistance Program.

Negotiations

The members of the negotiating team of the Rye Clerical Unit shall be excused without loss of pay from their regular duties upon approval of the Superintendent for the purpose of attendance at meetings to negotiate an agreement between the parties hereto.

Conference Attendance

Four (4) representatives from this unit shall be entitled to attend the annual New York State Professional Conference at Board expense.

Brochure on Benefits

A brochure specifying all benefits shall be given to all employees. The Association will participate in the creation of such a brochure and the School District will bear the cost of the printing. Any changes and/or additions shall be initiated and distributed to all employees from the Central Office.

Through a cooperative effort of the school nurses, a District Practice and Procedures on Nursing Coverage and Duties will be developed. The school district will be responsible for the cost of printing and distributing this information.

ARTICLE VI

LAYOFF/RECALL

Layoffs shall be based upon the inverse order of seniority by job classification for non-competitive class employees in the bargaining unit. Both full time and part time employees shall be grouped together for the purposes of layoff and recall by job classification. In the event that two employees commenced work on the same day, the seniority tie-breaking protocol shall be based upon the date of the Board's appointment resolution and then by the order of appointment on a Board agenda.

Recall rights shall be based upon the seniority order of those employees who have been placed on each job classification recall list. Recall rights shall exist for a period of four years from the effective date of layoff.

The parties acknowledge that layoff and recall rights of competitive class bargaining unit members are governed by statute and the County personnel rules, under the auspices of the County Personnel Department. The layoff and recall rights of competitive class unit members are not subject to the grievance/arbitration provisions of this agreement.

ARTICLE VII

RESIGNATION AND RETIREMENT

There will be no downgrading of positions by reason of resignation or retirement.

ARTICLE VIII

REVIEW OF PERSONNEL FILES/EVALUATIONS

Every employee has the right upon request to review the contents of her/his personnel records. The employee may be accompanied by a fellow employee if she/he so desires. Any document to be placed in an employee's file, which has to do with the employee's performance or character, shall include the signature indicating her/his knowledge that said document is filed. Each employee has the right to include their written response to any document placed in their file.

An annual evaluation shall be put into effect for school year 2002-03. The school nurse form shall be put into the same format as the secretarial/clerical employee form, processed with the administration and put into effect for school year 2002-03. A Computer Aide form will be developed and put into effect for school year 2002-03. Evaluation forms shall be approved by both parties.

ARTICLE IX

GRIEVANCE PROCEDURE

A. **Declaration of Policy** – In order to establish a more harmonious and cooperative relationship between employees, administrators, and members of the Board of Education which will enhance the educational program of the District, it is hereby declared to be the purpose of these procedures to provide a means for orderly settlement of differences, promptly and fairly, as they arise and to assure equitable and proper treatment of employees pursuant to established rules, regulations, and policies of the district. The provisions of these procedures shall be liberally construed for the accomplishment of this purpose.

B. **Definition**

1. "Employee" shall mean a member of the secretarial, clerical, school nurse and computer aide unit of the Rye Teachers Association.
2. "Administration" shall mean any person responsible for or exercising any degree of supervision or authority over employees in the unit.

3. "Chief Administrator" shall mean the Superintendent.
4. "Representative" shall mean the person or persons designated by the aggrieved person to act in his/her behalf.
5. "Grievance" shall mean any claimed violation, misinterpretation, or inequitable application of the contract or any rules, regulations, or policies which relate to or involve the employee in the exercise of the duties assigned to him/her. A grievance must be filed within sixty (60) days of the time the grievant knew or should have known of the event or condition giving rise to the grievance.

C. Basic Principles

1. It is the intent of these procedures to provide for the orderly settlement of differences in a fair and equitable manner. The resolution of a grievance at the earliest possible stage is encouraged.
2. An employee shall have the right to present grievances in accordance with these procedures, free from coercion, interferences, restraint, discrimination, or reprisal.
3. An employee shall have the right to be represented at any stage of the procedures. An employee may not be represented by an employee organization other than the Association or by the agent or representative of any other employee organization. Further, the Association shall have the right to file grievances pursuant to these procedures.
4. Each party to a grievance shall have access at reasonable times to all written statements and records pertaining to such case.
5. All hearings shall be confidential to the extent permitted by law.
6. It shall be the responsibility of the Chief Administrator of the District to take such steps as may be necessary to give force and effect to these procedures. Each Administrator shall have the responsibility to consider promptly each grievance presented to him/her and make a determination within the authority delegated to him/her within the time specified in these procedures.
7. The function of these procedures is to assure equitable and proper treatment under the existing laws, rules, regulations, and policies which relate to or effect the employee in the performance of his/her assignment. They are not designed to be used for changing such rules or establishing new ones.

D. Procedures

1. Informal Stage

The aggrieved employee shall orally present his/her grievance to his/her immediate supervisor who shall orally and informally discuss the grievance with the aggrieved employee. The immediate supervisor shall render his/her determination to the aggrieved employee within five (5) days after the

grievance has been presented to him/her. If such grievance is not satisfactorily resolved at this stage, the aggrieved employee may proceed to the appropriate formal stage.

2. Intermediate Stage - Formal

- a) Within five (5) days after a determination has been made or is due at the informal stage, the aggrieved employee may make a written request to the responsible supervisor between his/her immediate supervisor and the Chief Administrator for further review and determination.
- b) The intermediate supervisor shall immediately notify the aggrieved employee, immediate supervisor, and any other administrators previously rendering a determination in the case to submit written statements to him/her within five (5) school days setting forth the specific nature of the grievance, the facts relating thereto, and the determination(s) previously rendered.
- c) The intermediate supervisor shall render his/her determination within five (5) school days after the written statements pursuant to (b) above, have been presented to him/her.
- d) If the grievance is not satisfactorily resolved at this stage, the aggrieved employee may proceed to the Formal Stage.

3. Formal Stage

- a) Within five (5) school days after a determination has been made or is due at the preceding stage, the aggrieved employee may make a written request to the Chief Administrator for review and determination.
- b) The Chief Administrator shall immediately notify the aggrieved employee, immediate supervisor, and any other administrator previously rendering a determination in the case to submit written statements to him/her within five (5) school days setting forth the specific nature of the grievance, the facts relating thereto and the determination(s) previously rendered.
- c) If such is requested in the written statement of either party pursuant to paragraph (b) above, the Chief Administrator shall notify all parties concerned in the case of the time and place when an informal hearing will be held where such parties may appear and present oral and written statements supplementing their position in the case. Such hearing shall be held within five (5) school days of receipt of the written statements pursuant to paragraph (b) above.
- d) The Chief Administrator shall render his determination within five (5) school days after written statements, pursuant to paragraph (b) above, have been presented to him/her except when the Superintendent is out of town on official business. In such cases, the determination shall be made within three (3) school days after the Superintendent returns.
- e) If the grievance is not satisfactorily resolved at this stage, the aggrieved employee may proceed to the review stage.

4. **Review Stage**

The aggrieved employee may, after final determination by the Chief Administrator, make a written request to the Board for review and determination. All written statements and records of the case shall be submitted to the President of the Board. The Board may hold a hearing to obtain further information regarding the case. The Board shall render a final decision within thirty (30) school days after receiving the request for review.

5. **Binding Arbitration Stage**

Within ten (10) school days after a final determination is issued by the Board, the Association may request binding arbitration, but may do so only in those disputes that are limited solely to interpretation, application, or alleged violation of this Agreement. An arbitrator shall be selected by the Board and the Association under the rules of the American Arbitration Association. Costs shall be shared equally by the Board and the Association under the rules of the American Arbitration Association.

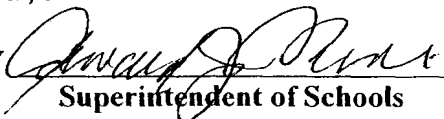
ARTICLE X


**DURATION AND NEGOTIATIONS
FOR SUCCEEDING CONTRACTS**

- A. This contract constitutes the complete agreement between the parties.
- B. Unless otherwise specified in this Article, this agreement shall become effective July 1, 2005, and shall remain in full force and effect to and including June 30, 2010.
- C. The Board and the Association shall enter into good faith negotiations for a successor agreement prior to February 1, preceding the year in which this agreement terminates. At this time there shall be a simultaneous exchange of proposals.
- D. Following the service of all proposals as aforesaid, the parties shall bargain in good faith in an attempt to resolve such differences as may exist between them with respect to those proposals.
- E. If such differences are not resolved by May 1, 2010, either party may declare in writing that an impasse exists and so inform PERB.

EXECUTED IN RYE, NEW YORK,

**BOARD OF EDUCATION
CITY SCHOOL DISTRICT
RYE, NEW YORK**

BY 
Superintendent of Schools

BY 
President/Secretarial/Clerical/
School Nurse and Computer Aide Unit

DATE 11/21/07

3.50%

<i>Receptionist</i>	<i>Library Clerk, Typist, Switchboard/ Copy Center</i>	<i>Console Operator</i>	<i>Sr. Library Clerk, Stenographer, Sr. Typist, Office Asst/ Auto Sys</i>	<i>Secretary to Elem. Principal/ Typist, Sr. Steno, Account Clerk, Sr. Off. Asst./ Auto.Sys</i>	<i>Accountant, Bookkeeper/ Typist, Principal /Typist Sr. Payroll Clerk</i>
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SECRETARY / CLERICAL UNIT 10 MONTHS

	A	B	C	D	E	F
1	21,164	28,304	29,407	32,165	34,925	39,148
2	22,034	29,592	30,877	33,627	36,393	40,622
3	22,906	30,878	32,349	35,089	37,861	42,088
4	23,776	32,165	33,820	36,549	39,333	43,560
5	24,643	33,436	35,292	38,009	40,798	45,030
6	25,514	34,708	36,759	39,472	42,261	46,503
7	26,385	35,981	38,231	40,930	43,720	47,970
8	27,256	37,261	39,699	42,394	45,180	49,432

SECRETARY / CLERICAL UNIT 11 MONTHS

	A	B	C	D	E	F
1	23,281	31,135	32,350	35,380	38,416	43,062
2	24,239	32,552	33,966	36,990	40,034	44,684
3	25,197	33,967	35,582	38,598	41,648	46,297
4	26,150	35,380	37,202	40,206	43,266	47,916
5	27,108	36,779	38,822	41,810	44,880	49,535
6	28,067	38,180	40,435	43,418	46,484	51,148
7	29,023	39,579	42,053	45,025	48,093	52,767
8	29,980	40,985	43,668	46,632	49,698	54,376

SECRETARY / CLERICAL UNIT 12 MONTHS

	A	B	C	D	E	F
1	25,397	33,965	35,290	38,598	41,907	46,977
2	26,442	35,511	37,055	40,354	43,673	48,744
3	27,485	37,056	38,819	42,104	45,435	50,506
4	28,530	38,598	40,584	43,861	47,200	52,271
5	29,573	40,121	42,350	45,612	48,957	54,036
6	30,618	41,648	44,113	47,366	50,711	55,799
7	31,661	43,176	45,875	49,118	52,465	57,565
8	32,704	44,712	47,639	50,874	54,216	59,318

REGISTERED NURSES 2005/2006

1	46,573
2	48,028
3	49,480
4	50,943
5	52,392
6	53,854
7	55,306
8	56,765
9	58,219

3.50%

Receptionist	Library Clerk, Typist, Switchboard / Copy Center	Console Operator	Sr. Library Clerk, Stenographer, Sr. Typist, Office Asst/ Auto Sys	Secretary to Elem. Principal/ Typist, Sr. Steno, Account Clerk, Sr. Off. Asst./ Auto.Sys	Accountant, Bookkeeper/ Typist, Principal /Typist Sr. Payroll Clerk
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SECRETARY / CLERICAL UNIT 10 MONTHS

	A	B	C	D	E	F
1	21,905	29,295	30,436	33,291	36,147	40,518
2	22,805	30,628	31,958	34,804	37,667	42,044
3	23,708	31,959	33,481	36,317	39,186	43,561
4	24,608	33,291	35,004	37,828	40,710	45,085
5	25,506	34,606	36,527	39,339	42,226	46,606
6	26,407	35,923	38,046	40,854	43,740	48,131
7	27,308	37,240	39,569	42,363	45,250	49,649
8	28,210	38,565	41,088	43,878	46,761	51,162

SECRETARY / CLERICAL UNIT 11 MONTHS

	A	B	C	D	E	F
1	24,096	32,224	33,482	36,618	39,761	44,569
2	25,087	33,691	35,155	38,285	41,435	46,248
3	26,079	35,156	36,827	39,949	43,106	47,917
4	27,065	36,618	38,504	41,613	44,780	49,593
5	28,057	38,066	40,181	43,273	46,451	51,269
6	29,049	39,516	41,850	44,938	48,111	52,938
7	30,039	40,964	43,525	46,600	49,776	54,614
8	31,029	42,419	45,196	48,264	51,437	56,279

SECRETARY / CLERICAL UNIT 12 MONTHS

	A	B	C	D	E	F
1	26,286	35,154	36,525	39,949	43,374	48,621
2	27,367	36,754	38,352	41,766	45,202	50,450
3	28,447	38,353	40,178	43,578	47,025	52,274
4	29,529	39,949	42,004	45,396	48,852	54,100
5	30,608	41,525	43,832	47,208	50,670	55,927
6	31,690	43,106	45,657	49,024	52,486	57,752
7	32,769	44,687	47,481	50,837	54,301	59,580
8	33,849	46,277	49,306	52,655	56,114	61,394

REGISTERED NURSES 2006/2007

1	48,203
2	49,709
3	51,212
4	52,726
5	54,226
6	55,739
7	57,242
8	58,752
9	60,257

3.50%

<i>Receptionist</i>	<i>Library Clerk, Typist, Switchboard / Copy Center</i>	<i>Console Operator</i>	<i>Sr. Library Clerk, Stenographer, Sr. Typist, Office Asst/ Auto Sys</i>	<i>Secretary to Elem. Principal/ Typist, Sr. Steno, Account Clerk, Sr. Off. Asst./ Auto.Sys</i>	<i>Accountant, Bookkeeper/ Typist, Principal /Typist Sr. Payroll Clerk</i>
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SECRETARY / CLERICAL UNIT 10 MONTHS

	A	B	C	D	E	F
1	22,672	30,320	31,501	34,456	37,412	41,936
2	23,603	31,700	33,077	36,022	38,985	43,516
3	24,538	33,078	34,653	37,588	40,558	45,086
4	25,469	34,456	36,229	39,152	42,135	46,663
5	26,399	35,817	37,805	40,716	43,704	48,237
6	27,331	37,180	39,378	42,284	45,271	49,816
7	28,264	38,543	40,954	43,846	46,834	51,387
8	29,197	39,915	42,526	45,414	48,398	52,953

SECRETARY / CLERICAL UNIT 11 MONTHS

	A	B	C	D	E	F
1	24,939	33,352	34,654	37,900	41,153	46,129
2	25,965	34,870	36,385	39,625	42,885	47,867
3	26,992	36,386	38,116	41,347	44,615	49,594
4	28,012	37,900	39,852	43,069	46,347	51,329
5	29,039	39,398	41,587	44,788	48,077	53,063
6	30,066	40,899	43,315	46,511	49,795	54,791
7	31,090	42,398	45,048	48,231	51,518	56,525
8	32,115	43,904	46,778	49,953	53,237	58,249

SECRETARY / CLERICAL UNIT 12 MONTHS

	A	B	C	D	E	F
1	27,206	36,384	37,803	41,347	44,892	50,323
2	28,325	38,040	39,694	43,228	46,784	52,216
3	29,443	39,695	41,584	45,103	48,671	54,104
4	30,563	41,347	43,474	46,985	50,562	55,994
5	31,679	42,978	45,366	48,860	52,443	57,884
6	32,799	44,615	47,255	50,740	54,323	59,773
7	33,916	46,251	49,143	52,616	56,202	61,665
8	35,034	47,897	51,032	54,498	58,078	63,543

REGISTERED NURSES 2007/2008

1	49,890
2	51,449
3	53,004
4	54,571
5	56,124
6	57,690
7	59,245
8	60,808
9	62,366

3.50%

<i>Receptionist</i>	<i>Library Clerk, Typist, Switchboard / Copy Center</i>	<i>Console Operator</i>	<i>Sr. Library Clerk, Stenographer, Sr. Typist, Office Asst/ Auto Sys</i>	<i>Secretary to Elem. Principal/ Typist, Sr. Steno, Account Clerk, Sr. Off. Asst./ Auto.Sys</i>	<i>Accountant, Bookkeeper/ Typist, Principal /Typist Sr. Payroll Clerk</i>
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SECRETARY / CLERICAL UNIT 10 MONTHS

	A	B	C	D	E	F
1	23,466	31,381	32,604	35,662	38,721	43,404
2	24,429	32,810	34,235	37,283	40,349	45,039
3	25,397	34,236	35,866	38,904	41,978	46,664
4	26,360	35,662	37,497	40,522	43,610	48,296
5	27,323	37,071	39,128	42,141	45,234	49,925
6	28,288	38,481	40,756	43,764	46,855	51,560
7	29,253	39,892	42,387	45,381	48,473	53,186
8	30,219	41,312	44,014	47,003	50,092	54,806

SECRETARY / CLERICAL UNIT 11 MONTHS

	A	B	C	D	E	F
1	25,812	34,519	35,867	39,227	42,593	47,744
2	26,874	36,090	37,658	41,012	44,386	49,542
3	27,937	37,660	39,450	42,794	46,177	51,330
4	28,992	39,227	41,247	44,576	47,969	53,126
5	30,055	40,777	43,043	46,356	49,760	54,920
6	31,118	42,330	44,831	48,139	51,538	56,709
7	32,178	43,882	46,625	49,919	53,321	58,503
8	33,239	45,441	48,415	51,701	55,100	60,288

SECRETARY / CLERICAL UNIT 12 MONTHS

	A	B	C	D	E	F
1	28,158	37,657	39,126	42,794	46,463	52,084
2	29,316	39,371	41,083	44,741	48,421	54,044
3	30,474	41,084	43,039	46,682	50,374	55,998
4	31,633	42,794	44,996	48,629	52,332	57,954
5	32,788	44,482	46,954	50,570	54,279	59,910
6	33,947	46,177	48,909	52,516	56,224	61,865
7	35,103	47,870	50,863	54,458	58,169	63,823
8	36,260	49,573	52,818	56,405	60,111	65,767

REGISTERED NURSES 2008/2009

1	51,636
2	53,250
3	54,859
4	56,481
5	58,088
6	59,709
7	61,319
8	62,936
9	64,549

3.20%

<i>Receptionist</i>	<i>Library Clerk, Typist, Switchboard/ Copy Center</i>	<i>Console Operator</i>	<i>Sr. Library Clerk, Stenographer, Sr. Typist, Office Asst/ Auto Sys</i>	<i>Secretary to Elem. Principal/ Typist, Sr. Steno, Account Clerk, Sr. Off. Asst./ Auto.Sys</i>	<i>Accountant, Bookkeeper/ Typist, Principal/Typist Sr. Payroll Clerk</i>
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SECRETARY/ CLERICAL UNIT 10 MONTHS

	A	B	C	D	E	F
1	24,217	32,385	33,647	36,803	39,960	44,793
2	25,211	33,860	35,331	38,476	41,640	46,480
3	26,210	35,332	37,014	40,149	43,321	48,157
4	27,204	36,803	38,697	41,819	45,006	49,841
5	28,197	38,257	40,380	43,490	46,681	51,523
6	29,193	39,712	42,060	45,164	48,354	53,210
7	30,189	41,169	43,743	46,833	50,024	54,888
8	31,186	42,634	45,422	48,507	51,695	56,560

SECRETARY/ CLERICAL UNIT 11 MONTHS

	A	B	C	D	E	F
1	26,638	35,624	37,015	40,482	43,956	49,272
2	27,734	37,245	38,863	42,324	45,806	51,127
3	28,831	38,865	40,712	44,163	47,655	52,973
4	29,920	40,482	42,567	46,002	49,504	54,826
5	31,017	42,082	44,420	47,839	51,352	56,677
6	32,114	43,685	46,266	49,679	53,187	58,524
7	33,208	45,286	48,117	51,516	55,027	60,375
8	34,303	46,895	49,964	53,355	56,863	62,217

SECRETARY/ CLERICAL UNIT 12 MONTHS

	A	B	C	D	E	F
1	29,059	38,862	40,378	44,163	47,950	53,751
2	30,254	40,631	42,398	46,173	49,970	55,773
3	31,449	42,399	44,416	48,176	51,986	57,790
4	32,645	44,163	46,436	50,185	54,007	59,809
5	33,837	45,905	48,457	52,188	56,016	61,827
6	35,033	47,655	50,474	54,197	58,023	63,845
7	36,226	49,402	52,491	56,201	60,030	65,865
8	37,420	51,159	54,508	58,210	62,035	67,872

REGISTERED NURSES 2009/2010

1	53,288
2	54,954
3	56,614
4	58,288
5	59,947
6	61,620
7	63,281
8	64,950
9	66,615

COMPUTER AIDES PAY SCHEDULE

EXHIBIT F

2005/2006

3.50%	W/O Degree	BS	Master
Step 1	\$22,234	\$25,939	\$30,880
Step 2	\$22,678	\$26,458	\$31,497
Step 3	\$23,131	\$26,987	\$32,127

2006/2007

3.50%	W/O Degree	BS	Master
Step 1	\$23,012	\$26,847	\$31,961
Step 2	\$23,472	\$27,384	\$32,599
Step 3	\$23,941	\$27,932	\$33,251

2007/2008

3.50%	W/O Degree	BS	Master
Step 1	\$23,817	\$27,787	\$33,080
Step 2	\$24,294	\$28,342	\$33,740
Step 3	\$24,779	\$28,910	\$34,415

2008/2009

3.50%	W/O Degree	BS	Master
Step 1	\$24,651	\$28,760	\$34,238
Step 2	\$25,144	\$29,334	\$34,921
Step 3	\$25,646	\$29,922	\$35,620

2009/2010

3.20%	W/O Degree	BS	Master
Step 1	\$25,440	\$29,680	\$35,334
Step 2	\$25,949	\$30,273	\$36,038
Step 3	\$26,467	\$30,880	\$36,760

EXHIBIT G

SCHOOL NURSE

GENERAL STATEMENT OF DUTIES

Provides health services and emergency medical care to students. Does related work as required. Works in consultation with the School Nurse-Teacher.

DISTINGUISHING FEATURES OF THE CLASS

Under general direction, this position is responsible for first-aid care and routine health examinations of students. Instruction of students in formal classes is not required by employees in this class but school nurse may serve as a resource person to the classroom teacher. Supervision is responsibility of this class, when LPN's or school nurse aides are employed in any elementary school.

EXAMPLES OF WORK (illustrative only)

- Provides nursing and first-aid care to students
- arranges for vision and hearing tests
- Notifies school authorities and parents of physical defect
- Instruct teachers in first-aid care
- Maintains records of physical examinations and other routine health records
- Orders necessary supplies for nursing office
- Supervision of health aides when assigned and supplementary work as necessary
- Confers with teachers and other school personnel concerning related health problems
- Counsels with teachers and parents concerning health problems.

REQUIRED KNOWLEDGES, SKILLS, ABILITIES AND ATTRIBUTES

Through knowledge of general nursing theory and practice, thorough knowledge of principles, methods and techniques of first-aid and emergency care, ability to get along with students, resourcefulness, integrity, tact, patience and good physical condition.

MINIMUM ACCEPTABLE TRAINING EXPERIENCE

Graduation from an accredited school of nursing with license to practice as a professional nurse in New York State.

COMPUTER AIDE

GENERAL STATEMENT OF DUTIES: Demonstrates and provides direction in the usage of computer hardware and software to teachers and students; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of a high level administrator within the school district, an incumbent in this position is responsible for aiding both teachers and students in the use of computers and computer software packages for both remedial and enrichment purposes. Incumbent is responsible for checking equipment and setting up software programs, previewing software programs in conjunction with teaching personnel and maintaining schedule logs and records of all equipment/software contained in the computer center laboratory. Responsibilities may include the installation and maintenance of hardware, as well as the installation and configuration of network software. Supervision is not a responsibility of this class.

EXAMPLES OF WORK: (Illustrative Only)

Teacher - Related Functions

Works closely with teachers to identify areas where computer assisted instruction (CAI) can be incorporated within their curriculum;

Aids teachers in the use of computers and computer software packages;

Provides technical and software support for teachers conducting classes in the Lab;

Schedules Lab time, as per teacher's instructions, for individual and groups of students for remedial and enrichment activities;

Advises teachers regularly regarding new software acquisitions and possible applications to curriculum;

May edit new and existing software packages to adapt them to teachers' individual curriculum needs;

May report student's progress in Lab activities to appropriate teachers.

Student - Related Functions

Demonstrates to students individually and in groups the use of computer and software packages;

Confers with teachers in the selection of software appropriate to student's learning tasks and level of ability;

Maintains records of student activities relating to the level of usage of software;

COMPUTER AIDE

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EXAMPLES OF WORK: (Illustrative Only) (Continued)

Works with students in the production of computer generated reports and graphics projects;

General

Reads current professional publications to keep informed of rapid developments in field of computer assisted instruction;

Orders and maintains supplies;

Installs and configures desktop software;

Operates printer to provide students/teachers with hard copy;

Troubleshoots equipment problems not requiring a trained technician;

Maintains class logs and schedules classes in conjunction with teacher requests;

Creates and maintains catalog system for software library;

Where applicable, may install and maintain the equipment utilized in the computer network.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Working knowledge of the capabilities of the computer equipment and software packages utilized by the school district; ability to instruct others in the use of the computers and software packages; ability to understand diverse software manuals and their applicability to current curriculum; ability to establish good relationships with teachers and students; ability to maintain discipline; good judgment; tact; courtesy; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma or two years of work experience including computer operations, data processing or micro-computers.

SUBSTITUTIONS: College education may be substituted for experience at the rate of 30 credits per year.

COMPUTER AIDE

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SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:

In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.

School Districts
J.C.: Non-Competitive
1a

Job Class Code: S830

Rye City School District
Secretarial/Clerical Evaluation

Name: _____ Civil Service Title: _____

Location: _____ Dept: _____ Period Covered: From _____ To: _____

Evaluator: _____
Title: _____

Probationary Permanent
FT PT
 10 months
 11 months
 12 months

Criteria/Ratings:

- | | |
|--------------------------------------|-----------------------|
| 1. Consistently exceeds expectations | 3. Needs improvement* |
| 2. Consistently meets expectations | 4. Unsatisfactory* |
| | 5. Not Applicable |

* Evaluator's comments are required

Mutual Goals for School Year:

A. Job Performance

- | | |
|--|--------------------------|
| 1. Completes and presents assignments in a neat, accurate and effective manner | <input type="checkbox"/> |
| 2. Maintains appropriate clerical skills | <input type="checkbox"/> |
| 3. Establishes appropriate priorities/Manages time efficiently | <input type="checkbox"/> |
| 4. Seeks additional responsibilities/Demonstrates creativity and adaptability | <input type="checkbox"/> |
| 5. Offers suggestions for improvement/Self-motivated | <input type="checkbox"/> |
| 6. Develops processes and follows through without direct supervision | <input type="checkbox"/> |
| 7. Uses discretion in the use of confidential information | <input type="checkbox"/> |

COMMENTS (if desired):

B. Technical Skills

- | | |
|---|--------------------------|
| 1. Assess job function (processes) to identify methods to increase productivity | <input type="checkbox"/> |
| 2. Learns and applies specific computer software programs | <input type="checkbox"/> |
| 3. Skillful operation and knowledge of automated office systems | <input type="checkbox"/> |
| 4. Accurate record keeping with regard to budgets, purchasing, data entry, etc. | <input type="checkbox"/> |
| 5. Enhances communication, both written and verbal, by applying technology | <input type="checkbox"/> |

COMMENTS (if desired):

C. Interpersonal Skills

- 1. Portrays a positive, appropriate attitude towards staff, administration, students and the public
- 2. Collaborates effectively on assignments with administrators, faculty and staff
- 3. Communicates clearly
- 4. Readily adapts to change and any unforeseen situations
- 5. Exhibits good judgment and tact

COMMENTS (if desired)

D. Personal Characteristics

- 1. Is punctual
- 2. Overall attendance (see attached attendance report)
- 3. Is dependable
- 4. Assumes responsibility for professional growth

COMMENTS (if desired):

Evaluator's comments concerning overall performance:

Employee's Comments:

I have received and read this evaluation.

Evaluator's signature

Date

Employee's signature

Date

- Evaluator Copy
- Employee Copy
- Personnel File

Name: _____ Civil Service Title: _____

Location: _____ Dept: _____ Period Covered: From _____ To: _____

Evaluator: _____ Probationary Permanent 10 months
Title: _____ FT PT

Criteria/Ratings:

- | | |
|--------------------------------------|-----------------------|
| 1. Consistently exceeds expectations | 3. Needs improvement* |
| 2. Consistently meets expectations | 4. Unsatisfactory* |
| | 5. Not Applicable |

* Evaluator's comments are required

Mutual Goals for School Year:

_____	_____
_____	_____
_____	_____

A. Professional Competence

- | | |
|--|--------------------------|
| 1. Understands and follows New York State and Rye City School District policies and procedures | <input type="checkbox"/> |
| 2. Provides health care to students, faculty and staff | <input type="checkbox"/> |
| 3. Administers medications as prescribed by physicians | <input type="checkbox"/> |
| 4. Performs treatments as prescribed by physicians | <input type="checkbox"/> |
| 5. Reviews and maintains students' health records | <input type="checkbox"/> |
| 6. Documents information on students' health status | <input type="checkbox"/> |
| 7. Maintains confidentiality and provides privacy | <input type="checkbox"/> |
| 8. Exercises professional nursing judgment according to the New York State Nurse Practice Act. | <input type="checkbox"/> |
| 9. Accepts and responds to supervision | <input type="checkbox"/> |

COMMENTS (if desired):

B. Interpersonal Relationships

- | | |
|---|--------------------------|
| 1. Portrays a positive, appropriate attitude towards staff, administration, students and the public | <input type="checkbox"/> |
| 2. Collaborates effectively on assignments with administrators, faculty and staff | <input type="checkbox"/> |
| 3. Communicates clearly | <input type="checkbox"/> |
| 4. Readily adapts to change and any unforeseen situations | <input type="checkbox"/> |
| 5. Exhibits good judgment and tact | <input type="checkbox"/> |

COMMENTS (if desired)

C. Personal Characteristics

- 1. Is punctual
- 2. Overall attendance (see attached attendance report)
- 3. Is dependable
- 4. Assumes responsibility for professional growth

COMMENTS (if desired):

Evaluator's comments concerning overall performance:

Employee's Comments:

I have received and read this evaluation.

Evaluator's signature

Date

Employee's signature

Date

Evaluator Copy

Employee Copy

Personnel File

CONFIDENTIAL

Rye City School District
Computer Aide Evaluation

EXHIBIT K

Name: _____ Civil Service Title: _____

Location: _____ Dept: _____ Period Covered: From: _____ To: _____

Evaluator: _____ Probationary Permanent

Title: _____ FT PT

Criteria/Ratings:

- 1. Consistently exceeds expectations
- 2. Consistently meets expectations
- 3. Needs improvement*
- 4. Unsatisfactory*
- 5. Not Applicable

* Evaluator's comments are required

Mutual Goals for School Year:

A. Job Performance

- 1. Works with faculty to identify appropriate use of hardware and software
- 2. Provides technical and software support for administrators, faculty, staff and students
- 3. Assists in the development of comprehensive hardware inventory
- 4. Monitors the process of hardware repair
- 5. Maintains appropriate technical and software skills
- 6. Establishes appropriate priorities/Manages time efficiently
- 7. Seeks additional responsibilities/Demonstrates creativity and adaptability
- 8. Offers suggestions for improvement/Self-motivated
- 9. Develops processes and follows through without direct supervision
- 10. Uses discretion in the use of confidential information

COMMENTS (if desired):

B. Technical Skills

- 1. Assess job function (processes) to identify methods to increase productivity
- 2. Learns and applies specific computer software programs
- 3. Skillful operation and knowledge of specific network systems
- 4. Troubleshoots equipment problems
- 5. Maintains working knowledge of the computer equipment and software utilized by the district
- 6. Assists in selection, preview and evaluation of appropriate software

COMMENTS (if desired):

C. Interpersonal Skills

- 1. Portrays a positive, appropriate attitude towards staff, administration, students and the public
- 2. Collaborates effectively on assignments with administrators, faculty and staff
- 3. Communicates clearly
- 4. Readily adapts to change and any unforeseen situations
- 5. Exhibits good judgment and tact

COMMENTS (if desired)

D. Personal Characteristics

- 1. Is punctual
- 2. Overall attendance (see attached attendance report)
- 3. Is dependable
- 4. Assumes responsibility for professional growth

COMMENTS (if desired):

Evaluator's comments concerning overall performance:

Employee's Comments:

I have received and read this evaluation.

Evaluator's signature

Date

Employee's signature

Date

Evaluator Copy
Employee Copy
Personnel File