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Union: **West Islip Union Free School District Secretarial Unit, CSEA, AFSCME, AFL-CIO**

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SEC 8033

AGREEMENT

by and between the
BOARD OF EDUCATION

of the
**WEST ISLIP UNION FREE
SCHOOL DISTRICT**

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

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New York's LEADING Union

West Islip UFSD Secretarial Unit
Suffolk County Educational Local 870

July 1, 2006 - June 30, 2009



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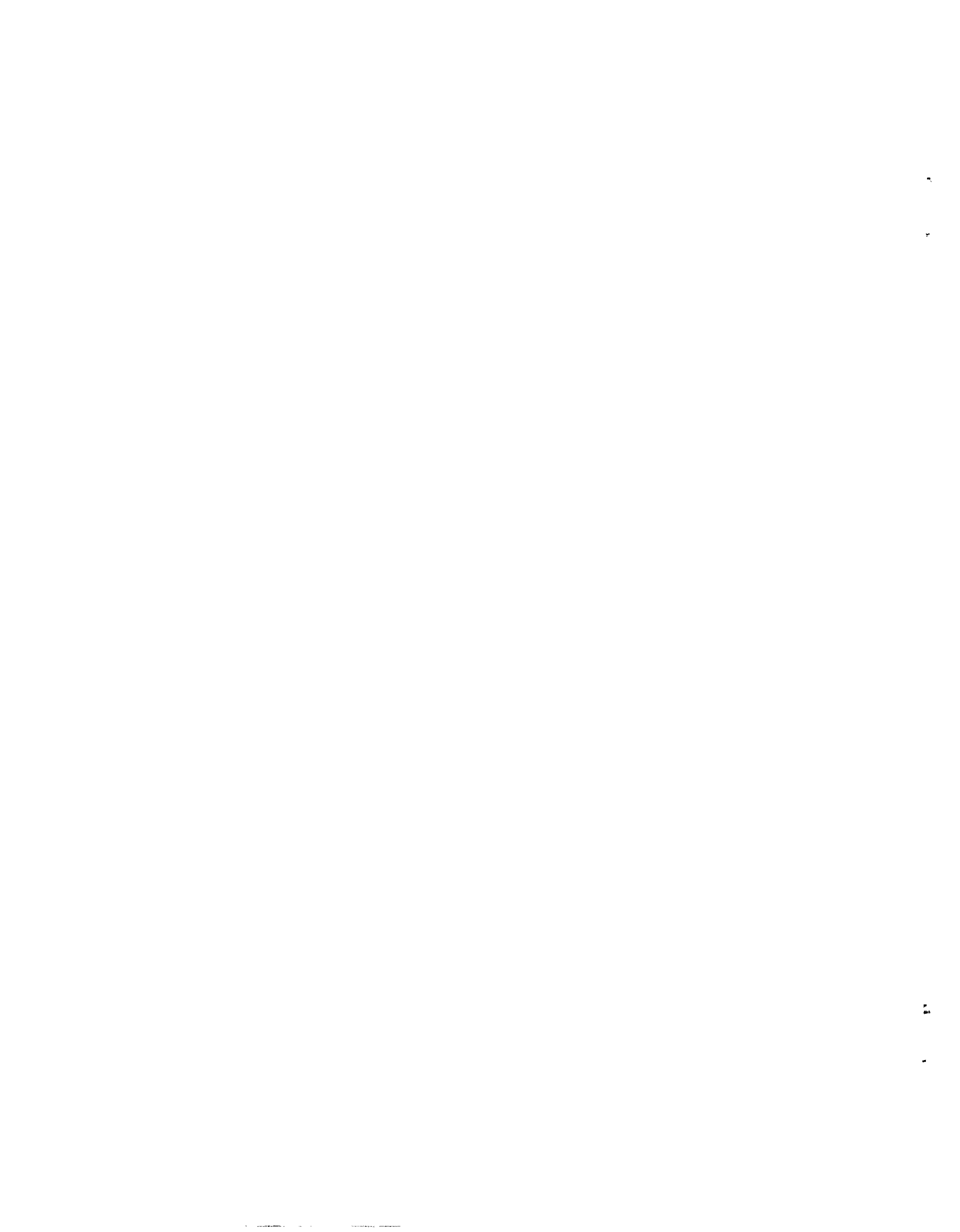


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AGREEMENT made and entered into this 14th of June 2007, by and between the WEST ISLIP UNION FREE SCHOOL DISTRICT (hereinafter referred to as the "Employer" or "District") and CIVIL SERVICE EMPLOYEES ASSOCIATION, INC., LOCAL 1000 AFSCME, AFL-CIO AND its WEST ISLIP SECRETARIAL UNIT, LOCAL 870, (hereinafter referred to as the "Association").

ARTICLE I APPLICABLE LAW

The Public Employees' Fair Employment Act, the other provisions of the Civil Service Law and local laws of the Board of Education, WIUFSD, West Islip, which are not inconsistent with said Act and the Civil Service Law, will govern the terms of this Agreement.

ARTICLE II RECOGNITION & DUES DEDUCTIONS

A. The District recognizes the Association as the sole and exclusive representatives for all clerks, clerk-typist, senior clerk-typist, stenos, senior stenos, account clerks, senior account clerks, switchboard operators, duplicating and bookkeeping machine operators, computer operator, computer programmers, handicapped services aide, principal stenographer, principal account clerk, school administrative aide, secretarial assistant, and school attendance aide; excluding all such titles as are determined by PERB to be confidential.

This recognition shall extend for the maximum period permissible by law.

Upon the creation of a new title, which the parties agree to include in the bargaining unit, the salary for such title will be negotiated by the parties. Prior to settlement, the District may tentatively establish the salary for the position.

B. The District shall deduct regular membership dues or agency shop dues from the wages of those employees who submit duly executed authorization permitting such payroll deductions. The Association shall indemnify and save the District harmless against any and all claims, demands, suits or other forms of liability that shall arise out of or by reason of action taken or not taken by the District for purposes of complying with any of the provisions of this Article.

ARTICLE III NO STRIKE CLAUSE

The Association affirms that it does not assert the right to strike against the Employer, to assist or participate in any such strike, or to impose an obligation upon its members to conduct, threaten or participate in such a strike.

**ARTICLE IV. SALARIES, LONGEVITY, DIFFERENTIALS,
SALARY SCHEDULES**

- A. Effective July 1, 2006, an increase in the salary schedule by 4%;
- B. Effective July 1, 2007, an increase in the salary schedule by 4%; and
- C. Effective July 1, 2008, an increase in the salary schedule by 4%.

D. LONGEVITY

Employees who have completed thirteen (13) years or more of service as of July 1 shall receive an \$800 non-cumulative longevity increment. Employees who have completed eighteen (18) years or more of service as of July 1 shall receive an additional \$800 in longevity increment.

E. SALARY AGREEMENT

Each employee shall receive a salary agreement specifying the salary for the year and the employees' step placement at the beginning of the school year provided the salary for that year has been settled by the parties. In the event a settlement has not been reached at that time, the notice shall be given as soon as practical following the settlement.

F. CLERICAL PAY PLAN

Ten-month clerical employees may elect to be paid bi-weekly on a prorated basis over a twelve-month period provided adequate advance notice is given to the District. Once such an option is selected, it shall remain in effect for an entire twelve-month period.

ARTICLE V WORKDAY, WORKWEEK, OVERTIME

A. WORKDAY-WORKWEEK

1. Clerical

Each clerical employee will work a 7-hour, 5-day week, except those days as designated by the District. At such time, a 6-hour will be observed.

The hours of work during those designated by the District as 6-hour days shall be arranged between the individuals and their supervisors, but in no event shall extend beyond 3:00 PM. Notwithstanding the foregoing, one member of the unit assigned to the central office may, in the discretion of the Superintendent of Schools, be required to work each day designated by the District as a six (6) hour day until 4 PM. Assignments for such days shall be made on a rotating basis utilizing a list of all central office unit members, which list shall be prepared by the District and provided to the unit president and all central unit members. In the event the assigned unit member is absent on personal leave or vacation leave, the assignment shall go to the next person on a rotation list. In the event the assigned unit member is absent on sick leave, the District shall seek a volunteer to replace that person.

Nothing herein shall prevent the assigned employee from switching her assigned day with another employee, provided that full coverage is afforded to the District and such switch shall not affect either person's placement on the rotation. The 4 PM departure time made applicable to the central office unit members herein does not require affected employees to work in excess of six hours on such days. Notwithstanding the 4 PM provision set forth herein, an employee shall only be required to work beyond 3 PM on her assigned day for so long as another District employee is present in the central office building. The daily assigned unit member shall be responsible for answering the telephones located at the reception desk in the central office building from 3 PM to 4 PM. Lunch periods shall not be counted as part of the 6-hour day.

Ten (10) month clerical employees shall begin their work year three (3) days prior to the opening of school and shall conclude their work year three (3) days after the close of school. Schools shall be deemed open on the first day teachers and/or students are required to report. School shall be deemed closed the last day students are in session.

Ten and one half (10 ½) month school attendance aide shall begin their work year eight (8) working days prior to the opening of school and shall conclude their work year eight (8) working days after the close of school.

Any ten (10) or ten and one-half (10 ½) month employees who works during summer and recess periods shall be compensated at the regular rate of pay. Hours of work for summer and recess periods shall be based upon a six hour day.

2. General

All employees will be entitled to two (2) 15-minute coffee breaks, one in the morning and one in the afternoon, provided, however, that on six (6) hour workdays, clerical employees shall only receive one (1) fifteen (15) minute coffee break.

B. OVERTIME

Clerical employees who work more than 40 hours in a regular workweek shall receive time and one-half (1 ½) in pay for such hours worked, provided:

- a. That the overtime was approved by his/her immediate supervisor prior to its inception; and
- b. That an accurate record be maintained of all overtime worked.

The requirements contained within this provision shall apply to employees who work during summer and recess periods. Employees shall not receive overtime unless they meet all of the requirements contained herein, during such periods.

ARTICLE VI HOLIDAYS

Clerical employees shall be guaranteed a minimum of 16 holidays per year. The Association shall be consulted for their holiday recommendations.

ARTICLE VII LEAVES OF ABSENCE

A. SICK LEAVE

1. Eligibility

In the first year of employment, 12-month employees may earn six (6) sick days to accumulate at the rate of one (1) per month from the beginning of the seventh month of employment to the end of the twelfth month of employment. Thereafter, 12-month clerical employees may earn twelve (12) days of sick leave per year to accrue at the rate of one (1) per month cumulative to one hundred twenty (120) days.

In the first year of employment, 10-month and 10 ½-month employees may earn five (5) sick days to accumulate at the rate of one (1) per month from the beginning of the sixth month of employment to the end of the tenth month of employment. Thereafter, 10-month and 10 ½-month clerical employees may earn ten (10) days of sick leave per year to accrue at the rate of one (1) per month cumulative to one hundred twenty (120) days.

Notwithstanding the above, employees hired after April 4, 1996 shall, beginning 2006 be permitted to accumulate a maximum of five (5) years of earned sick leave. Effective July 2007, such employees shall be permitted to accumulate a maximum of six (6) years of earned sick leave. Effective July 1, 2008, such employees shall be permitted to accumulate a maximum of seven (7) years of earned sick leave. Unit members hired after April 4, 1996 who accumulated sick leave for purposes of "prolonged illness" pursuant to the contractual provisions which allow accumulation of half the employees annual allotment for such purposes, shall have such days credited to their accumulation rights as defined herein. These employees shall not receive a terminal allowance and therefore shall not be paid for any unused sick leave upon retirement, death, resignation or any other termination of employment.

The limitations with regard to the accumulation of sick days as set forth in this paragraph shall not apply to those employees who were hired prior to April 4, 1996, and who are excessed on or after April 4, 1996 and subsequently recalled by the District.

2. General

a. After three (3) years of employment, the District will match the number of sick days accumulated by an employee in the event of prolonged illness.

b. It is agreed that where there is evidence of a pattern of absenteeism, that both parties to the Agreement will make every effort to investigate and recommend a solution to correct this matter, and if it is proven that this pattern of absenteeism is not legitimate, it may result in the employee's immediate dismissal.

B. PERSONAL LEAVE

Provided prior approval has been granted, Clerical employees will be allowed one (1) personal business day at the discretion of the Superintendent.

Additional days may be permitted at the discretion of the Superintendent.

C. FAMILY ILLNESS LEAVE

Employees will be allowed two (2) days for illness in the family. These days shall not be deducted from sick leave.

Additional days may be granted at the discretion of the Superintendent.

For the purpose of this provision "immediate family" shall be defined as employee's mother, father, grandmother, grandfather, spouse, spouse's father or mother, the employee's children, brothers, sisters and the employee's aunt or uncle.

D. BEREAVEMENT LEAVE

For each death in the immediate family, all employees will be allowed three (3) days leave.

Additional days may be granted at the discretion of the Superintendent when unusual circumstances warrant such action. These days will not be charged against the annual sick leave.

For purposes of this provision "immediate family" shall be defined as employee's mother, father, grandmother, grandfather, spouse, spouse's father or mother, the employee's children (including stepchildren and foster children), brothers, sisters, sister-in-law, brother-in-law, grandchildren, domestic partner, and the employee's aunt or uncle.

E. VACATION LEAVE

1. Clerical

a. Twelve month (12) clerical employees shall receive two (2) weeks vacation upon the completion of one (1) year of service. Vacation days for employees working less than a full year will be prorated. Vacation shall accrue on a July 1 - June 30th basis.

Twelve (12) month Clerical employees will be granted three (3) weeks of paid vacation time after the completion of five (5) years of service in the District, and four (4) weeks of paid vacation time after the completion of eleven (11) years of service in the District. In determining the number of years completed for vacation eligibility after five (5) and/or eleven (11) years of service, for twelve (12) month employees, individuals hired prior to January 1st will be considered to have worked the entire year. Twelve (12) month employees hired subsequent to January 1st will not be considered to have worked for that year.

b. Twelve (12) month Clerical employees will be allowed to take their vacation at any time during the year, if it does not create a hardship in their work area, and provided prior approval is obtained from the Superintendent or his/her designee.

2. General

a. Vacation eligibility shall not be determined until the termination of the school year in which vacations are earned.

b. Those employees who resign or retire from the employ of the District subsequent to January 1 of the school year shall receive payment for any unused earned vacation on a prorated basis.

c. Provided one (1) month's advance notice is made to the Business Office, vacation pay shall be given to the employee prior to the commencement of his/her vacation.

d. The Superintendent of Schools may, in her sole discretion, permit unit members to carry over up to two vacation days from one school year to the following school year. All vacation days carried over pursuant to this provision shall be utilized no later than October 31 of the school year into which days are carried.

F. CHILD-REARING LEAVE

If an employee plans to apply for a child-rearing leave of absence, written notification should, if possible, be made to the Superintendent of Schools a least one (1) month before the leave begins. The leave of absence shall be without pay. The leave shall commence and end at a date mutually agreed upon by the Board of Education and the employee, and shall be based on the best interests of the District.

A child-rearing leave may not extend beyond one (1) year, and there shall not be a pyramiding of leaves.

Child-rearing provisions will apply to adoption of children.

G. RECORDS

All records concerning leave days will be maintained in the District Office and will be available to an employee upon request. Requests to review records pursuant to this provision may be made upon reasonable notice to the business office, and such records shall be made available during regular business hours only.

H. LEAVE OF ABSENCE

Each employee who has completed five (5) years of service in the District shall be eligible to receive a six (6) month leave of absence at the sole discretion of the Superintendent of Schools or his/her designee. Any leave granted under this provision shall be without salary and benefits for the duration of the leave. The Superintendent shall have the authority to grant up to ten (10) days leave without pay per year for any employee with personal emergency or other good cause, as determined by the Superintendent, in her sole discretion, which exercise of discretion shall not be subject to grievance or other challenge.

ARTICLE VIII RETIREMENT AND TERMINAL PAY

A. Full-time employees will be eligible to participate in the New York State Retirement System pursuant to Retirement and Social Security Law Section 75(i).

B. Upon retirement or death, full-time ten (10), 10 ½-month, and twelve (12) month employees shall receive payment for all accumulated unused sick days up to a maximum of one hundred twenty (120) days at the rate of sixty-five (\$65) dollars per day up to a maximum of \$7,800.

Except as set forth on Article VII, paragraph A, employees hired after April 4, 1996 shall not be permitted to accumulate sick days from year to year and will therefore, not be paid for unused sick days upon retirement, death or other resignation or termination of employment. The limitation on the accumulation of sick days as set forth in this paragraph shall not apply to those employees who were hired prior to April 4, 1996, and who are hired on or after April 4, 1996 and subsequently recalled by the District.

ARTICLE IX

A. HEALTH INSURANCE

Full-time employees will be eligible to participate in the Enhanced Empire Health Insurance Plan. Effective July 1, 2006, employees participating in the health insurance plan shall be required to contribute to the cost of such plan, whether family or individual, in an amount equal to one (1%) percent of his/her gross annual salary, or seven and one-half (7.5%) percent of the premium, whichever is greater. For the 2006-07 school year, the employee's contribution shall not exceed \$400 if participating in individual insurance and \$750 if participating in family insurance. Effective July 1, 2007, this cap shall be increased to \$500 and \$850 respectively, and effective July 1, 2008, the cap shall be eliminated.

Members of the unit who withdraw from the District's plan during the life of this agreement shall receive \$2,000 if they were covered by the family plan, and \$1,000 if they were receiving individual coverage, provided they remain uncovered under such plan for a period of twelve (12) consecutive months. Effective July 1, 2007 \$5,000 shall be paid to those who withdraw from the family plan and \$2,500 shall be paid to those who withdraw from the individual plan, pursuant to this paragraph. Such payments shall be made at the end of the twelve (12) month period and annually thereafter. Nothing contained herein shall preclude a member from reentering the plan within the twelve (12) month period provided, however, that in the case of a member who reenters in less than twelve (12) months no payment shall be made. After the twelve (12) month period, such member may only reenter the plan if he/she is no longer covered by the comparable plan of a spouse. Unit members hired after (ratification of this Agreement) shall not be eligible for health insurance from the District or opt out payment if eligible for health insurance from another source.

The District shall contribute towards health insurance premiums for those members of the unit retiring on or after July 1, 1986 who are receiving health insurance benefits at the time of their retirement. The District shall pay 75% of the premium for those eligible employees covered by individual plans and 75% of the premium for those employees covered

by family plans provided, however, that in no event shall the District's cost exceed \$170 per month per retiree. The retiree shall pay the remainder of the premiums.

B. DENTAL INSURANCE

Effective July 1, 2006, the District shall contribute up to \$598.08 per participant toward dental coverage for those members of the unit eligible for health insurance coverage. Effective July 1, 2007, the District shall contribute up to a maximum of \$648.96 per participant per year toward dental coverage for those members of the unit eligible for health insurance coverage. Effective July 1, 2008, the District shall contribute up to a maximum of \$661.92 per participant per year toward dental coverage for those members of the unit eligible for health insurance coverage.

C. OPTICAL

Effective July 1, 2006, the District shall contribute a maximum of \$198.60 per participant per year toward optical insurance for those members of the unit eligible for health insurance coverage. Effective July 1, 2007, the District shall contribute a maximum of \$203.52 per participant per year toward optical insurance for those members of the unit eligible for health insurance coverage. Effective July 1, 2008, the District shall contribute \$208.56 per participant per year toward optical insurance for those members of the unit eligible for health insurance coverage.

D. CHANGES IN CARRIERS

The District may unilaterally change health insurance carriers provided the same level of benefits and coverage are maintained.

ARTICLE X TAX ANNUITY

Present full-time employees shall have the opportunity to enroll in any one of the tax-sheltered annuity programs available to the employees of the District and may have the charges related thereto deducted from their salary. Enrollment shall be limited of October and February in each year.

ARTICLE XI RECIPROCAL RIGHTS

A. The Association will have the rights to post notices and communications on the bulletin boards maintained on the premises and facilities of the Employer, subject to the approval of the contents of such notices and communications by the Superintendent of Schools, or his/her designee. The officers and agents of the Association should have the right to visit

the District's facilities for the purpose of adjusting of grievances and administering the terms and condition of this contract during normal working hours.

B. Employees who are designated or elected for the purpose of adjusting grievances or assisting in the administration of this contract will be permitted a reasonable amount of time, subject to the approval of the Superintendent of Schools, free from their regular duties to fulfill these obligations, which have as their purpose the maintenance of harmonious and cooperative relations between the District and the employee and uninterrupted operation of government.

C. Three (3) days annually will be granted without loss of pay to an employee who has been designated to represent the unit at the Association conferences, conventions, workshop etc.

Five (5) days annually will be granted without the loss of pay to an employee who holds office on a CSEA Local level to attend conventions and workshops relevant to Association matters only.

D. Upon employment by the School District, a new employee will be given a copy of the current contract, along with other Association materials, from the Personnel Office.

ARTICLE XII GRIEVANCE PROCEDURE

Definitions

1. "Employee" shall mean any member of the bargaining unit.
2. "Supervisor" shall mean any person to whom the employee is directly responsible (e.g., department chairperson, district supervisor, coordinator, director, assistant principal, building principal, superintendent of schools, head of unit manger, head custodial, or school plant superintendent).
3. "Grievance " shall mean an alleged violation of a specific provision of this Agreement.
4. "Days" unless otherw ise indicated, shall mean working days.

Basic Standards and Principals

1. It shall be the responsibility of supervisors at all levels, commensurate with the authority delegated to them by their superiors to consider promptly and take appropriate action upon grievances presented to them by employees under their supervision. To such extent as it is practicable, appropriate authority shall be delegated to such supervisor to enable them to carry out the purposes of this statement.

2. It shall be the responsibility of the Superintendent to take such steps as may be necessary to give effect to the provisions of this statement.

3. Every employee shall have the right to present his/her grievances to the District in accordance with the provisions of this statement, free from interference, coercion, restraint, discrimination or reprisal, and the grievance procedure established under this statement shall provide for the right to be represented at all stages thereof.

Procedural Stages and Requirements

1. Stage 1

The first procedural stage shall consist of the employee's presentation of his/her grievance, in writing, to his/her immediate supervisor, who shall, to such extent as he/she may deem appropriate, consult with his/her superiors. The discussion and resolution of grievances at the first stage shall be on an oral and informal basis. Such grievances shall be presented within thirty (30) calendar days of the date of the alleged grievance, or it shall be deemed waived. If such grievance is not satisfactorily resolved within five (5) days, such employees may proceed to the second stage.

2. Stage 2

a. Within ten (10) days after a determination has been made at the preceding stage, the aggrieved employee may make a written request to the Superintendent or his/her designee for a review and determination. If the Superintendent designates a person to act on his/her behalf, he/she shall also delegate full authority to such person to render a determination.

b. The Superintendent or his/her designee 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) 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 Superintendent or his/her designee shall notify all parties concerned in the case of the time and place when an informal hearing will be held and 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) days of receipt of written statements pursuant to paragraph *b*.

d. The Superintendent or his/her designee shall render his/her determination within ten (10) days after the written statements, pursuant to paragraph *b*, have been presented to him/her.

3. Stage 3

There is hereby established an impartial review panel, consisting of nine members. The panel shall consist of six members selected by non-teaching employees and three member selected by the Superintendent of Schools. The panel shall select one of its members as chairperson. Members shall serve for a term of one year from July 1st of each year. In the event a vacancy occurs on either panel, the group suffering such vacancy shall fill such vacancy within ten days after the vacancy occurs. If the vacancy is not filled, the Superintendent shall appoint a person from the particular group to serve on the panel for the unexpired term.

The procedure of the review stage shall be as follows:

a. The aggrieved employee may, within five (5) days of the determination by the Superintendent, make a written request to the chairperson of the particular review panel for review of the case.

b. Within five (5) days of receipt of such written request of *a* above, a review board of three members shall be selected from the members of the particular review panel as follows: one member shall be selected by the aggrieved employee, one by the Superintendent of Schools and the two members thus selected shall select the third member, who shall be chairperson of such review board. If the two members thus selected cannot agree in the selection of a third member for the review board within five (5) days, then the two members already selected will act and then present either a single recommendation or individual recommendation to the Superintendent.

c. The Superintendent shall upon request of the chairperson of the review board submit all written statements concerning the case to the review board.

d. The review board shall notify all parties concerned of the time and place when a hearing will be held. Such hearing shall be held within ten (10) days of receipt of the request pursuant to *a* above. Each party concerned shall have the right to present further statements at such hearing.

e. The review board shall render its report to all parties concerned in written form within five (5) days after conclusion of the hearing. Such report shall include a statement of findings of fact, conclusions and advisory recommendations.

f. The Superintendent shall then render his/her final determination within two (2) days after receiving the report of the review board.

g. If the grievance is still unresolved, the aggrieved employee may proceed to the Board stage.

4. Stage 4 Board Stage

The aggrieved employee, may within five (5) days of the final determination by the Superintendent, make a written request to the Board of Education for review and determination. All written statements and records of the case shall be submitted to the President of the Board by the chairperson of the review board. The Board may hold a hearing to obtain further information regarding the case. The Board shall render a final decision within ten (10) days after receiving the request for review.

ARTICLE XIII WORKING CONDITIONS

The District will notify the Association at least seven (7) days in advance of any change in working methods or working conditions, except where such is required because of emergency or major disaster over which the Employer has no control.

ARTICLE XIV SNOW DAYS

When school is closed because of snow or inclement weather, no clerical staff member will be required to report for duty, except in cases when it is necessary to work on the budget and/or payroll. Compensatory time will be given to those employees who are required to work on a snow day for the above reasons.

If for any reason it becomes necessary to continue school closing for a second consecutive day, all clerical staff members are expected to report for work at their regular starting time.

If it becomes necessary to close school offices because of snow or inclement weather on a day when only school offices are scheduled to be open, Clerical staff members shall be notified of such closing **unless a delayed opening for the clerical staff has been established.**

ARTICLE XV PAYROLL SAVINGS DEDUCTIONS

Employees may once annually request that the District deduct set sums of money from each paycheck for the purpose of purchasing U.S. Savings Bonds and/or for deposit in the Credit Union.

ARTICLE XVI OPENINGS

A. All Clerical employees, if qualified, will be allowed to have the opportunity to apply for any full-time position when an opening arises before said opening is made available to non-employees. The Association shall be notified when part-timer positions are filled.

B. This shall be accomplished by posting a notice of vacancy for the original opening. The District, however, shall not be required to post notices for openings occurring as a result of a current employee filling the posted opening, provided the second vacancy is in the same classification as the vacancy first posted.

C. Upon filling a posted position, a notice to that effect will be sent to the particular group involved.

ARTICLE XVII JURY DUTY

Jury duty or attendance in court as required by the District will not result in payroll deductions and the number of days for such purposes shall not be deducted from sick leave. Compensation paid to the employee by the court for serving jury duty shall be reimbursed to the District. This does not include travel expense. All employees must notify his/her immediate supervisor as soon as possible after receipt of notice of jury service, and a copy of such notice shall be provided to the business office as soon as possible and prior to the date for such service. In Addition, proof of jury service must be submitted to the business office upon completion of jury service. Failure to submit notification and proof of jury service may result in the loss of pay for days served.

ARTICLE XVIII CONTRACTUAL RIGHTS

No sections of this contract can be changed or abridged without prior consent of both parties.

ARTICLE XIX TRAINING

Any course that the District requires a unit member to take, beyond their normal working hours, shall require payment from the District for the unit member's time for attending said course at the unit member's regular rate of pay.

ARTICLE XX TAYLOR LAW NOTICE

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

ARTICLE XXI TERM OF AGREEMENT

This agreement shall be effective July 1, 2006, and up to and including the close of business on June 30, 2009.

ARTICLE XXII EVALUATION OF STAFF

All employees' performance shall be formally evaluated by their immediate supervisors once annually. The evaluations will be reviewed annually by the appropriate building principal and by an Assistant Superintendent as designated by the Superintendent.

ARTICLE XXIII OUT-OF-TITLE WORK

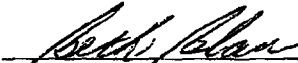
Any employee working in a higher job classification for a period of more than ten (10) working days shall be paid at the rate of the higher classification from the first day, at the step of the employee working in the higher classification. In no event shall employee suffer a wage deduction as a result of working out-of-title.

ARTICLE XXIV LONG TERM DISABILITY

The District shall provide a long-term disability plan in accordance with CNA Group Benefits, which shall be applicable to all full-time unit members. Such plan shall have a 180 days elimination period, and provide 60% of monthly salary up to \$4,000 per month.

Dated: 10/10, 2008

WEST ISLIP UNION FREE SCHOOL DISTRICT


BY: 
DR. BETH BLAU
Superintendent of Schools

Dated: 10/03, 2008

WEST ISLIP SECRETARIAL ASSOCIATION

BY: 
GUY DICOSOLA

Dated: 6/3, 2008


LUANN DUNNE

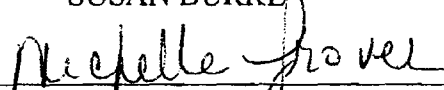
Dated: 6/3, 2008


LORRAINE KOLAR

Dated: 6/3, 2008


SUSAN BURKE

Dated: 6/3, 2008


MICHELLE GROVER

2006/2007

STEP	HANDMAIDE				SCHADMAIDE				SR ACCT CLK				PRIN					
	CLK TYP	SCH ADM AIDE	ACCT CLK	SCHATT	SCH ADM AIDE	ACCT CLK	SCHATT	SCH ADM AIDE	ACCT CLK	SCHATT	SR ACCT CLK	COMP	OPER I	PRIN	ACCT	PROG	SECTL	ASST
	10 MOS	10 MOS	10 MOS	10.5 MOS	12 MOS	12 MOS	12 MOS	12 MOS	12 MOS	12 MOS	12 MOS	12 MOS	12 MOS	12 MOS	12 MOS	12 MOS	12 MOS	12 MOS
1	23,878	27,273	28,652	30,560	31,238	32,726	33,678	33,651	36,879	40,383	40,750	44,619	45,000					
2	24,706	28,102	29,649	31,557	32,173	33,720	34,673	34,479	37,872	41,374	41,744	45,614	46,104					
3	25,534	28,929	30,642	32,551	33,140	34,717	35,667	35,304	38,868	42,368	42,740	46,610	47,211					
4	26,364	29,756	31,638	33,549	34,136	35,712	36,661	36,134	39,864	43,361	43,735	47,606	48,318					
5	27,194	30,586	32,631	34,542	35,161	36,709	37,657	36,967	40,856	44,360	44,727	48,599	49,432					
6	28,023	31,416	33,626	35,536	36,215	37,700	38,652	37,793	41,853	45,352	45,724	49,594	50,537					
7	28,853	32,244	34,623	36,531	37,301	38,694	39,647	38,624	42,848	46,347	46,719	50,590	51,645					
8	29,680	33,075	35,615	37,525	38,419	39,692	40,643	39,452	43,843	47,342	47,712	51,583	52,754					
9	30,510	33,901	36,609	38,521	39,573	40,686	41,636	40,280	44,836	48,335	48,707	52,579	53,861					
10	31,337	34,732	37,606	39,516	40,760	41,680	42,630	41,111	45,832	49,332	49,703	53,572	54,972					
11	32,166	35,561	38,600	40,510	41,983	42,673	43,627	41,940	46,828	50,329	50,699	54,567	56,083					
12	32,996	36,390	39,595	41,504	43,241	43,668	44,619	42,768	47,821	51,321	51,692	55,562	57,188					

2007/2008

STEP	HANDMAIDE				SCHADMAIDE				SR ACCT CLK				PRIN					
	CLK TYP	SCH ADM AIDE	ACCT CLK	SCHATT	SCH ADM AIDE	ACCT CLK	SCHATT	SCH ADM AIDE	ACCT CLK	SCHATT	SR ACCT CLK	COMP	OPER I	PRIN	ACCT	PROG	SECTL	ASST
	10 MOS	10 MOS	12 MOS	12 MOS	10.5 MOS	12 MOS	12 MOS	12 MOS	12 MOS	12 MOS	12 MOS	12 MOS	12 MOS	12 MOS	12 MOS	12 MOS	12 MOS	12 MOS
1	24,834	28,364	29,798	31,783	32,488	34,035	35,025	34,997	38,355	41,999	42,380	46,404	46,800					
2	25,694	29,226	30,835	32,819	33,460	35,069	36,059	35,858	39,386	43,029	43,413	47,439	47,949					
3	26,555	30,086	31,867	33,853	34,465	36,106	37,093	36,716	40,423	44,062	44,449	48,474	49,100					
4	27,419	30,947	32,903	34,891	35,501	37,140	38,127	37,579	41,459	45,095	45,485	49,510	50,251					
5	28,282	31,810	33,936	35,923	36,568	38,177	39,164	38,445	42,491	46,135	46,516	50,543	51,409					
6	29,144	32,673	34,971	36,957	37,663	39,208	40,198	39,304	43,527	47,166	47,553	51,578	52,559					
7	30,007	33,534	36,008	37,992	38,793	40,242	41,233	40,168	44,562	48,200	48,588	52,613	53,711					
8	30,867	34,398	37,039	39,026	39,955	41,279	42,269	41,030	45,597	49,236	49,621	53,646	54,864					
9	31,731	35,257	38,073	40,061	41,156	42,313	43,302	41,891	46,630	50,268	50,656	54,682	56,015					
10	32,591	36,121	39,111	41,096	42,390	43,347	44,335	42,756	47,665	51,306	51,691	55,715	57,171					
11	33,453	36,983	40,144	42,130	43,662	44,380	45,372	43,618	48,701	52,342	52,727	56,749	58,326					
12	34,316	37,845	41,179	43,164	44,971	45,414	46,404	44,479	49,734	53,374	53,760	57,784	59,476					

003/2009

PHAND/AIDE

4% INCREASE

SCH ADM/AIDE

SCH ADM/AIDE

SR STENO

SR ACCT/CLK

PRIN

STEP	SCH ADM/AIDE			SCH ADM/AIDE			SR STENO	SR ACCT/CLK			PRIN	SECRET	
	CLK TYP	SR CLK TYP	CLK TYP	STENO	AIDE	SR CLK TYP	MACH OP	STENO	OPER I	STENO	OPER II	ACCT	ASST
	10 MOS	10 MOS	12 MOS	12 MOS	10.5 MOS	12 MOS	12 MOS	10 MOS	12 MOS	12 MOS	12 MOS	12 MOS	12 MOS
1	25,827	29,498	30,990	33,054	33,788	35,396	36,426	36,397	39,889	43,678	44,076	48,260	48,672
2	26,722	30,395	32,069	34,132	34,799	36,471	37,502	37,293	40,962	44,750	45,150	49,337	49,867
3	27,618	31,289	33,142	35,207	35,844	37,550	38,577	38,185	42,040	45,825	46,227	50,413	51,064
4	28,515	32,185	34,219	36,287	36,921	38,626	39,653	39,082	43,117	46,899	47,304	51,491	52,261
5	29,413	33,082	35,294	37,360	38,031	39,704	40,730	39,983	44,190	47,980	48,377	52,565	53,465
6	30,309	33,980	36,370	38,435	39,170	40,776	41,806	40,876	45,268	49,053	49,455	53,641	54,661
7	31,207	34,875	37,448	39,512	40,344	41,852	42,882	41,775	46,344	50,128	50,531	54,718	55,859
8	32,101	35,774	38,521	40,587	41,554	42,930	43,960	42,672	47,421	51,205	51,605	55,792	57,059
9	33,000	36,667	39,596	41,664	42,802	44,006	45,034	43,567	48,495	52,279	52,682	56,870	58,256
10	33,894	37,566	40,675	42,740	44,086	45,081	46,108	44,466	49,572	53,358	53,758	57,944	59,458
11	34,791	38,462	41,749	43,816	45,409	46,155	47,187	45,362	50,649	54,436	54,836	59,019	60,659
12	35,689	39,359	42,826	44,891	46,770	47,231	48,260	46,258	51,723	55,509	55,910	60,096	61,855