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**Contract Database Metadata Elements**

Title: **Half Hollow Hills Central School District and Half Hollow Hills Teachers Association, Inc. (1998)**

Employer Name: **Half Hollow Hills Central School District**

Union: **Half Hollow Hills Teachers Association, Inc.**

Local:

Effective Date: **07/01/98**

Expiration Date: **06/30/02**

Number of Pages: **76**

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Half Hollow Hills Csd And Half Hollow  
Hills Teachers Assn

RECEIVED  
NYS PUBLIC EMPLOYMENT  
RELATIONS BOARD

NOV - 1 2001

REPRESENTATION

**AGREEMENT**

**Between**

**THE BOARD OF EDUCATION OF  
THE HALF HOLLOW HILLS CENTRAL SCHOOL DISTRICT**

**and**

**THE HALF HOLLOW HILLS TEACHERS' ASSOCIATION INC.**

**July 1, 1998 - June 30, 2002**

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**ARTICLE 1**  
**RECOGNITION: INDIVIDUAL AGREEMENTS:**  
**TAYLOR LAW: CONTRACT REPRODUCTION**

A. This Document dated the 28th day of September, 1998 is the negotiated agreement between the Half Hollow Hills Teachers' Association, Inc., hereinafter referred to as the "Association" and the Board of Education of the Half Hollow Hills Central School District of Huntington and Babylon, hereinafter referred to as the "Board of Education " or "Board." The Association recognizes the powers and duties of the Board of Education established in the laws of the State of New York.

B. The period covered by this agreement shall run from July 1, 1998 to June 30, 2002.

C. The Board of Education recognizes the Association as the exclusive negotiating agent for the teaching personnel, registered nurses, teaching assistants, consisting of all instructional personnel except principals, assistant principals, vice-principals, administrative assistants, superintendent and assistant superintendents, and supervisors who teach less than 50% of the time and directors (excepting those specified in Article 26). While registered nurses and teaching assistants are also members of the bargaining unit, certain clauses of this contract are not applicable to them or separate provision has been made for them, as noted in Article 46 hereof. This recognition period shall extend until December 1, 2001, and for successive periods of two (2) years thereafter unless another employee organization submits to the Board of Education or PERB a competing claim of majority support and submits as evidence in support thereof a certified list of its members equal to or greater than 30% of the members in the instructional personnel unit during the thirty day period prior to December 1, 2001, or the two (2) year anniversary dates thereof.

D. All individual agreements, arrangements or contracts between the Board of Education and an individual teacher shall be subject to and consistent with the terms and conditions of this contract and shall not be negotiated outside of the contract unless previously discussed with the executive board of the Association.

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

F. The teachers' Bill of Rights is hereby presented to enumerate the generally held privileges of the professional staff as a guide to educational attitudes and practices. This Bill of Rights for teachers as passed by the 1967 N.Y.S.T.A. House of Delegates is as follows:

1. The right to enjoy academic freedom as understood by the profession.
2. The right to exercise professional judgement in the manner of presenting educational material to a class.
3. The right to teach unencumbered by non-professional tasks.
4. The right to teach free from unreasonable interruption.
5. The right to be free from undue coercion from all sources.
6. The right to be free from discrimination due to race, national origin, creed, age, or sex.
7. The right to have recourse in a professional manner from unjust charges or treatment.
8. The right to participate in the formulation of school policy.
9. The right to be supervised only by those qualified to do so by training and experience, and to be evaluated fairly and objectively.
10. The right to participate in all responsible aspects of community life.



11. The right to enjoy a standard of living commensurate with the special responsibilities and services of the profession and to live with dignity in retirement.
12. The right to have responsible leadership that will recognize and implement the above principles.

The foregoing Bill of Rights does not extend just cause dismissal rights to non-tenured teachers.

G. The Board agrees to reproduce this Agreement, to distribute one copy to each teacher, and to provide the Association with 200 copies of same.

## ARTICLE 2 TEACHER CERTIFICATION

No teacher shall be employed by the District who does not have at least a Bachelor's degree or *who* is not certified or working towards certification in his/her teaching area.

## ARTICLE 3 EMPLOYMENT TERM

A. The employment term shall begin September 1 and end June 30, with pre-opening staff meetings and other orientation procedures being a part of the employment term. Teachers may be excused by their principals in June at the termination of the school calendar, if all duties have been completed in a satisfactory manner.

B. Any teacher whose services are required in his/her regular capacity beyond the employment term shall be paid on a per diem basis based upon his/her per diem rate effective July 1, 1998 for the remainder of the Agreement.

C. Any teacher required to supervise, perform, or otherwise participate in a parade on days when school is not in session, shall be compensated at the rate of \$176 for the first year and second year of this Agreement, and \$181 for the third year and fourth year of the Agreement.

D. All probationary teachers shall attend three days of orientation during each year of this contract. These orientation days shall be scheduled by the District during the last week in June and/or during the week preceding the opening of school. Teachers shall be granted one (1) in-service credit for each fifteen (15) hours of attendance at orientation. Tenured teachers who are selected to instruct during orientation shall be paid at the curriculum writing rate of pay.

#### **ARTICLE 4 PROFESSIONAL COUNCIL**

A. Teachers shall have a voice in the formulation of District policy regarding the educational program and welfare and professional advancement of the professional staff. To ensure such participation, the Professional Council, as established in the 1968-69 Board of Education Association contract shall be continued. Said Council shall include membership for the Board, the Administration, and the Association.

1. It is anticipated that, over the length of the Agreement, items of mutual interest will become subject to study.
2. The Council shall make a comprehensive study of these items and shall develop educationally and financially sound proposals dealing with these questions.

#### **ARTICLE 5 CONCILIATION COUNCIL**

On the first and third Thursday of each month, the Superintendent of Schools will be available for one hour at 4 P.M. to meet with no more than three representatives of the Association to discuss and attempt to resolve problems or questions that are reported to the officers of the Association through the building representatives or from other sources. The Association shall give the Superintendent one week's notice (except in extreme emergency) of its desire for said meeting. The Superintendent shall have the right to request a meeting in the same manner.

**ARTICLE 6**  
**TEACHING STATUS**

Regardless of the status of the Board of Education-Association negotiations, all teachers shall be notified no later than June 1 of their teaching location for the following year and their placement on the salary schedule. No later than five (5) school days after receipt of such notification, the teacher shall indicate acceptance or rejection of said location and placement. Such notification shall be subject to change only as necessitated by the provisions of the Agreement which succeeds this one. Any teacher who is not notified of termination prior to June 1 of the school year shall be deemed to have been offered reemployment for the succeeding school year.

**ARTICLE 7**  
**TEACHER PERSONNEL FILE**

- A. Observations and formal evaluations of teachers will be performed only by administrators, supervisors, directors, chairpersons, or the Superintendent of Schools, and shall be conducted openly and with full knowledge of the teacher.
- B. Non-tenured teachers shall be observed four (4) times per year.
- C. Evaluation reports on teachers who are candidates for tenure shall be filed three (3) months prior to the tenure appointment date. These reports should contain definite statements from the principal as to whether or not the teacher shall be recommended for tenure.
- D. Written reports of an observation will be discussed with the teacher within ten (10) days of the observation. Any written observation which includes a statement of unsatisfactory performance shall include a prescription for improvement.
- E. Teachers will be given a copy of the observation report and shall have the right to record any responses they wish on the observation form before that form is submitted to Central Administration or placed in their personnel file.
- F. Each teacher shall have access, upon reasonable notice, to any of his/her personnel files (building or District) other than material obtained in the process

of evaluating the teacher for initial employment, and may request copies thereof at his/her expense, at the prevailing District rate.

G. When material relative to teaching performance or to conduct related to, or affecting a teacher's performance or qualifications, is placed in a teacher's file and the teacher has not already received a copy of such material or notification of the placement thereof, the administration shall notify the concerned teacher of the placement of such material in his/her file. Under ordinary circumstances, notification shall be simultaneous with placement.

H. A teacher shall have the right to bring a representative of his/her choosing to any disciplinary meeting with Central Office Administration, building administrators, directors or supervisors.

I. Any serious complaints in writing regarding a teacher made to the Administration by any parent, student, or other person, will be promptly called to the teacher's attention. The teacher will have the opportunity to respond to such complaints. If a record of the complaint is placed in the teacher's file, his/her response will also be placed in the file.

J. The Superintendent or his/her designee, will consult and confer with the Association in periodic revisions of teacher evaluation forms.

## **ARTICLE 8**

### **PAYROLL DEDUCTIONS**

Whenever duly authorized by any member(s) of the professional teaching staff on a form or forms approved by the Association and the Board, payroll deductions on behalf of such teachers shall be made every payday and paid in accordance with such forms for any or all of the following purposes:

1. U.S. Savings Bonds. (Bonds shall be purchased at the time when sufficient funds have been deducted.)
2. Half Hollow Hills Teachers' Association of the New York State United Teachers' dues.
3. Tax-sheltered annuities.
4. Payment on loans to New York State Teachers' Retirement System.

5. Contribution to Teachers' Federal Credit Union Savings Account.
6. Premiums for a group insurance plan established and designated by the Association provided that present equipment and automated material can accommodate this additional deduction.
7. Vote Cope
8. NYSUT Benefit Trust Fund
9. Half Hollow Hills Teachers' Association Excess Medical Insurance Program

All payroll deductions, except dues deductions, must be requested before December 1, or during the first week in February; after a payroll deduction has been requested, no change will be permitted except to cancel the payroll deduction.

**ARTICLE 9**  
**DUES DEDUCTION**

A. The Board of Education agrees to deduct from the salaries of the members of the bargaining unit employed by the District dues for the Association. The Board further agrees to transmit the monies promptly to the Association.

**DUES AUTHORIZATION CARD**

Name \_\_\_\_\_

Address \_\_\_\_\_

I hereby request and authorize the Board of Half Hollow Hills Central School District of Huntington and Babylon, Suffolk County, New York, to deduct from my earnings and transmit to the Association(s) checked below, an amount sufficient to provide for regular payment of the membership dues as certified by such Association(s) in equal payments over the remainder of the school year. I hereby waive all right

and claim I might have against the Board of Education, its officers and employees for said monies so deducted and transmitted in accordance with this authorization, and relieve the Board and all of its officers and employees from any liability therefor.

Teacher Organization  
Half Hollow Hills Teachers' Association

Member's

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

B. The Association will certify to the Board, in writing, the current rate of the membership dues of the Association named in Section A above.

C. No later than October 30 of each year, or as soon thereafter as is practical, the Board will provide the Association with a list of those employees who have voluntarily authorized the Board to deduct dues for the Associations named in Section A above. The Board will notify the Association of any changes in said list. Any member desiring to have the Board discontinue deductions he/she has previously authorized must notify the Board and the Association concerned in writing by October 15 of each year for that year's dues.

**ARTICLE 10**  
**SUBSTITUTES AND CLASS COVERAGE**

A. No teacher shall be required to act as administrative substitute in the principal's absence either in addition to or in place of his/her regular duties.

Nothing in the above statement shall be construed to mean that a teacher who desires to serve as substitute in the principal's absence may not do so, if requested.

B. A substitute teacher shall be obtained in the event of absence of any professional (teaching) staff member. This provision shall include, but is not necessarily limited to, elementary art, music, physical education, library, and reading teachers, unless particular circumstances preclude the necessity therefor. It is

extremely desirable that a teacher certified in the area of substitution be employed, but in the event that such a certified teacher is not available, a teacher certified to act as substitute shall be employed.

C. The Administration shall make every effort to obtain substitutes in the elementary and secondary schools as necessary. In the event that a regular teacher is required to instruct or teach an extra class or classes because of the inability of the Administration to obtain a substitute, such teacher shall be compensated at the rate of \$62 per hour/ordinary and regular class in secondary schools for years one and two of this agreements, and \$62 per hour/or any part thereof in the elementary schools for years one and two of this agreement. (In the second and third years of this agreement, the rates shall be \$64 per hour/or any part thereof for both elementary and secondary schools).

1. "Instructing" or "teaching" will mean to conduct a learning activity relevant to the class and based, as much as possible, on a lesson plan in a given situation, or a learning activity based on the teacher's expertise.
2. An alternative to instructing/teaching would be study hall.
3. A teacher may have the option of instructing or covering a study hall/supervising.

D. At the secondary level, there shall be assigned to building duty for each period of the school day at least two members of the regular faculty. The purpose of such assignments shall include, but not be limited to class coverage for emergency absences of teaching personnel.

E. In the event that the student load of a secondary and/or special subject area teacher (excluding Special Education) drops below 90, then in that event the affected teacher may be required by the building administration to provide up to two uncompensated class coverages during their duty period, at no cost to the District. Consideration in making said reassignments shall be given to those teachers who might otherwise fall within the foregoing, but who are assigned to an "A/B" program or who are secondary teachers with three (3) or more separate preparations.

F. The Board of Education reserves the right to implement an alternative substitute program, on the secondary level, so long as this program does not increase pupil/teacher contact time. Prior to implementation, the Superintendent of Schools shall meet with the President of the Association to explore the proposal and negotiate its impact upon the staff. The intent of this clause is not to eliminate substitute teachers, but to provide a more educationally sound approach to instruction of the pupils in the event of teacher absences.

## **ARTICLE 11**

### **INTER-SCHOOL TEACHER PROGRAM**

When a teacher is assigned to more than one school during each school day, he/she shall be compensated for inter-school travel at the rate of \$412 during the first and second year of this agreement, \$424 for the third and fourth year of this agreement during the term of this contract. If a teacher travels between schools on less than a daily basis, he/she shall be compensated for the use of his/her car at the rate of 30 cents per mile for the first and second year of this agreement, and 31 cents per mile for the third and fourth year of this agreement.

The teachers assigned to schedules requiring travel between schools shall be those who are least senior in their tenure area. In the event that the nature of the program, interests of the District, teacher competency and certification, instructional requirements, staff availability or balanced staffing dictates that a more senior person should be shared between schools, the President of the Teachers Association and the Superintendent of Schools will meet to resolve the situation. Following such meeting, the Superintendent shall make the final determination of the assignment.

Seniority shall be calculated based upon tenure area seniority within the affected building.

## **ARTICLE 12**

### **RESIGNATION**

It is expected that any teacher who resigns shall file a written resignation, which may not be rescinded following acceptance by the Board of Education.



**ARTICLE 13**  
**TRANSFERS AND PROMOTIONS**

**A. Involuntary transfers:**

1. In the event of an involuntary transfer of teacher(s), the interests of the District, the desires of the teacher involved, the teachers' competency and certification, instructional requirements, staff availability and balanced staffing shall be factors to be considered. Where the foregoing factors are substantially equal, seniority in the District shall receive equal consideration.

2. An involuntary transfer for staffing or program purposes will not be made until after a reasonable attempt to secure a volunteer for such transfer.

3. The following shall not constitute an involuntary transfer. In such an event, sections (1) and (2) above shall be inapplicable.

a. Transfers due to incompatibility.

b. The reassignment of an elementary teacher to a position two or less grade levels from the teacher's then current assignment. However, if an elementary teacher is moved more than two grade levels in a five year period, such reassignment shall constitute an involuntary transfer.

4. In the event of an arbitration concerning this Section A, the District shall bear the burden of proving that the involuntary transfer was made for educational reasons. All of the foregoing shall not be applicable to involuntary transfers due to incompatibility.

**B. Involuntary Transfer due to Reduction in Force:**

When, as a result of a reduction in force and to avoid transferring a teacher(s) to a position(s) for which the teacher(s) is uncertified, the foregoing provisions shall be inapplicable to all involuntary transfers made by the Administration as a result thereof. In such event, the teacher(s) possessing the least seniority within the applicable tenure area and who is properly certified shall be first involuntarily transferred. (Nothing herein is intended to prevent the Administration from involuntarily assigning a teacher to teach a period(s) of instruction for which he/she

is uncertified where permitted by law.) The President of the Association and Superintendent of Schools or his/her designee shall meet to discuss the need for transfer made pursuant to the foregoing.

Seniority shall be calculated based upon tenure area seniority within the affected building.

C. Teacher-Initiated Transfers:

All teachers shall be informed of and have the opportunity of applying for District-wide teaching vacancies at the time that such vacancies occur, and prior to their being advertised outside the District to obtain persons not already on the teaching staff. Transfer shall be made upon consent of the Superintendent of Schools.

D. Promotions:

Prior to being advertised outside the District, all professional staff members shall be made aware of the creation of and have the opportunity to apply for new administrative positions or vacancies in existing positions at the time that such vacancies occur. Excluded from this will be positions in the Central Office. However, in each instance, certification requirements and all other criteria will be stated for all concerned. Promotional appointments shall be made at the discretion of the Superintendent.

E. Procedures for Advertisement of Vacancies:

Any teaching or administrative vacancy occurring at any time shall be advertised by posting notification of said vacancy in the office of each school. If a vacancy occurs during the summer, any teacher certified in that area shall receive written notification of said vacancy within a reasonable period of time. In the event that a teacher wishes to be notified during the summer of any vacancies for which he/she is certified, said teacher may file such a request with the Personnel Office prior to the end of the school year. Additionally, the employee shall leave a self-addressed, stamped envelope for use in notification.

F. Educational Realignment:

In the event the Board of Education, upon the recommendation of

the Superintendent of Schools, embarks upon a program to realign and/or reorganize the grade level structure of the Half Hollow Hills School District, the Union shall have the right to negotiate with respect to the impact of said realignment and/or reorganization upon wages, hours and working conditions, to the extent provided by the Taylor Law.

**G. Recall:**

In the event a regular substitute vacancy occurs of a semester or longer, the position shall be first offered to teachers who have been excessed and are on the preferred eligibility list in the order of their seniority within the tenure area of the vacancy.

Should the most senior teacher refuse to accept the temporary position, it shall be offered to the next senior teacher within the tenure area. This procedure shall be followed until a teacher accepts the position or until all qualified teachers have rejected such position.

If no teacher accepts the position, the District shall have the right to seek a teacher from outside the District.

A teacher accepting such a position shall not accrue seniority in the position unless the position becomes a permanent vacancy and the teacher would have been entitled to the position by virtue of his/her statutory rights. A teacher shall have the right to refuse such temporary position and such refusal shall in no way affect his/her statutory rights to recall.

H. Any person(s) holding a part-time or term position(s) shall automatically become a candidate for any full-time position in his/her tenure area.

**ARTICLE 14**  
**PHYSICAL FACILITIES FOR THE**  
**PROFESSIONAL STAFF**

A. The following facilities shall be provided. Each building shall include an adequate work and preparation area for professional staff members. Such areas shall include:

**At the elementary level:** One primary typewriter, one ditto machine and one regular typewriter in each building. **At the secondary level:** Two regular typewriters and two ditto machines for each middle school, three regular typewriters and four ditto machines for each high school.

Every effort shall be made to keep all machines named above in proper working order and to provide sufficient supplies therefor.

B. Every effort shall be made to provide the following as soon as possible as determined by administrators and teachers involved:

1. An adequate area for professional conferences (i.e., teacher-parent, teacher-teacher, principal-teacher, etc.) in each building.

2. An adequate area for dining in each building. Such area is not to be shared with work and preparation area.

3. Appropriate rooms in each building for special area teachers including, but not limited to, art, vocal music, instrumental music, physical education, and for the following and not necessarily on an exclusive basis, speech-hearing therapists, and psychologists. When there is an insufficient number of rooms in a building, the Principal and Building Committee shall determine an equitable utilization of the available space.

4. Teacher's desks and appropriate chairs, bookcases, file cabinets and shelves shall be provided for each member of the professional staff; however, the Board shall not be required to install more than one desk in any classroom to satisfy the foregoing.

C. There shall be provided in each building telephones conveniently located as to allow a teacher privately to receive and place calls concerning school matters, which may be connected through the switchboard but which phone shall not have extensions. Elementary schools shall have at least one telephone, middle schools at least two telephones, and high schools at least three telephones. Telephone facilities used by teachers must be used for school matters only, except in extreme emergencies.

D. An adequate portion of the parking lot at each school will be reserved for teaching staff.

E. The Board shall provide subject books, textbooks, teaching equipment and materials for each subject taught in the classroom as well as copies, exclusive for each teacher's use of all teachers' editions and materials used in each of the courses he/she is to teach.

F. Before a final decision regarding the selection of textbooks, reference texts, teaching equipment and supplies is reached, the teachers on each grade level or department shall make recommendations, which recommendations shall be a factor considered in the final decision.

G. All teachers shall be provided with a private secure place in which to store their outerwear and other appropriate belongings.

H. On the Job Injuries:

1. The current practice of pro rata recrediting of sick days upon receipt of Worker's Compensation reimbursement for Worker's Compensation compensable claims arising from on the job injuries shall be continued for the term of this contract.

2. A teacher who is absent from employment and unable to perform his/her duties as a result of personal injuries occurring in the course of his/her employment arising from a student assault for which injury he/she is eligible to receive Worker's Compensation payments, as certified by the Worker's Compensation Board) shall have all of his/her sick leave restored to the full extent of utilization, not to exceed a maximum of six months and excluding the statutory waiting period, upon receipt of Worker's Compensation reimbursement by the District. If the absence extends beyond seven (7) days, the restoration of sick days shall be from the first day of absence.

I. A joint Administration/Association committee consisting of an equal number of persons appointed by the Superintendent of Schools and the Union President respectively will be appointed to review and study the "copying" needs of the District and to develop a master plan for the review and approval of the Board of Education.

**ARTICLE 15**  
**SUMMER EMPLOYMENT**

A. All that follows, notwithstanding, it is recognized that the institution of a summer school program is a matter of Board discretion.

B. Appointments to positions of summer employment shall be made in writing not later than June 15 by the Superintendent. Additional teaching needs may be filled at a later date. All such appointments are deemed subject to sufficient enrollment and are contingent on passage of the budget.

C. Appointments to such summer employment shall be made with preference being given to qualified teachers already employed within the District.

D. Openings for summer employment shall be publicized by the Superintendent in each school building on or before June 1st.

E. Remuneration for summer school employment will be paid at the hourly rate of \$49 for years one and two of this agreement, and \$51 for years three and four of this agreement.

However, normal non-instructional duties, such as registration and proctoring will be performed without additional compensation.

Prior to the required secondary school session, there will be a registration period, and succeeding it there will be examinations and final administration procedures, in which summer school teachers are expected to participate.

F. There shall be two payday for summer session, which shall be correlated with the regular payday schedule; payments shall be by separate paychecks.

G. Teachers who are employed for summer curriculum work shall be paid \$176 per day for years one and two of this agreement and \$181 per day for years three and four of this agreement. At the teacher's discretion, in-service credit may be granted in lieu of monetary compensation.

**ARTICLE 16**  
**LEAVES: SICK LEAVE: PERSONAL LEAVE**  
**(With Compensation)**

**A. Sick Leave**

Teachers shall be granted sick leave on the basis of 14 days per year, cumulative to 317 days in year one, 334 days in year two, and 350 days in years three and four of this agreement of which five (5) days in any one year may be used for illness of child and parent or spouse. (In the event of a serious illness, accident or disease of a spouse, child or parent, and in the further event that a teacher has utilized more than five (5) days in any one year due to the aforesaid, the teacher, on application to the Building Principal, may request utilization beyond said five days. Approval thereof shall not be unreasonably withheld.) Sick leave shall accrue on the first day of the school year. All instructional personnel shall receive an annual statement of accumulated sick days on or before the first day of the school year. If a teacher is on leave during any part of the school year, his/her cumulative sick days will prorated for that year.

If a teacher is considered to be abusing the use of sick leave, said teacher may be required to produce medical evidence regarding the absence. The evidence may not be required in an arbitrary or capricious manner.

**B. Personal Leave**

Teachers shall be granted three days of personal leave per year without financial loss. Any personal day not utilized shall be added to accumulated sick leave. Request for personal absence shall be submitted in writing upon five days' notice to the building principal, except in cases of emergency when advance notice cannot be given. Under ordinary circumstances, personal absences shall not be contiguous to a school holiday. However, it is understood that there may be extenuating circumstances that necessitate a teacher taking personal leave contiguous to a school holiday, subject to the prior approval of the Superintendent of Schools. Teachers need not specify the exact nature of the use of the personal business day if the reason is listed below and if the teacher indicates one of the following four (4) categories in his/her notice:

1. **Legal Matters:** House closing, income tax hearings, adoption proceedings, and court appearances for traffic violations, probating

wills, obtaining licenses, and other personal matters.

2. **Funerals:** Attendance at the funeral service of a person the nature of whose prior relationship to the teacher warrants such attendance.
3. **Ceremonies:** Graduation of teacher, spouse, or child, a day of wedding ceremony, participation in religious ceremonies such as baptism, confirmation, circumcision of child, honors and awards ceremonies involving the teacher or immediate family.
4. **Education:** Required educational examinations, attending educational meetings not covered by professional trip regulations, required parental visits by parents to colleges, professional advancement, taking college students to and from college.

C. Personal leave will be granted as provided for above provided that the following two conditions are met: (1) That the personal presence of the teacher is required (i.e., the obligation cannot reasonably be delegated to someone else); (2) that the personal business involved cannot be taken care of other than during the normal teaching workday (i.e., a court appearance for a traffic violation which can be handled in night court would not qualify for personal leave).

D. Additional leave shall be granted, noncumulative, for the following reasons:

1. Maximum of five days per year in the event of death of spouse, child, parent, parent-in-law, sibling, grandchild, or grandparent.
2. Religious holidays, up to three per year, only if the school calendar does not provide for closing on such holidays and further provided that the tenets of the instructional personnel's religion, as practiced by that individual, require the attendance at religious services during school hours or prohibit the performance of his/her professional duties on that day, and said services are not available



outside school hours.

E. Teacher Attendance Review:

Should an Administrator be concerned with a member's attendance record, he/she shall take the following steps:

1. Send a note to the member asking for a meeting to discuss the member's attendance. The member will be advised of his/her right to have a Union representative present at this meeting.
2. After a reasonable period of time, if the Administrator still feels that the member has abused sick leave and/or personal leave, the Administrator shall cause a meeting to occur between the affected member, his/her Union representative and the Superintendent or his/her designee. The purpose for said meeting shall be to conduct a complete review of the member's attendance record.
3. At the discretion of the Superintendent, following this meeting, a letter reviewing the discussion which took place at the meeting may be sent to the member.
4. If after a reasonable period of time following this meeting, the alleged problem persists, the Administrator may cite his/her concerns in a written communique (letter of evaluation report) to the member, as well as initiate whatever action he/she deems appropriate, consistent with the terms of the contract and the law, in order to correct the alleged problem. (The foregoing may include appropriate disciplinary procedures provided by law, the requirement of a physician's statement to substantiate the appropriate use of sick leave or the requirement of a statement and/or other documents to substantiate the appropriate use of personal leave.)
5. Nothing hereinabove set forth shall preclude the District from taking action in accordance with law, pursuant to Section 3020-a of the Education Law.

F Effective July 1, 1998, those teachers attaining the age of 55 or older during the period of September 1, 1998 to August 31, 1999; or September 1, 1999 to August 31, 2000; or September 1, 2000 to August 31, 2001 ; or September 1, 2001 to August 31, 2002 and who retire during said year under the N.Y.S. Teachers Retirement System may apply for and receive a retirement benefit upon submission of a request for the same on or before January 15<sup>th</sup> of the retirement year with an effective retirement date of June 30<sup>th</sup>.

1. A teacher's notice of request for participation in said retirement incentive program shall constitute good and sufficient notice required by this paragraph.
2. The retirement benefit shall be equal to the monetary value of one-third (1/3) of the teacher's accumulated sick leave to be paid to the teacher at his/her then per diem rate of pay. No teacher shall receive a retirement benefit greater than the monetary equivalent of one hundred and six (106) days in year one of this agreement, one hundred and eleven (111) days in year two of this agreement and one hundred and seventeen (117) days in years three and four of this agreement of his/her accumulated sick leave. The retirement benefit will be paid on or about June 30<sup>th</sup> of the year of retirement.

G. Annual Sick Leave Buy-Out Program

1. Any unit members having the indicated number of absences (sick and personal) during the school year may buy out up to 10 sick days of the current year's allocation at the indicated rates. The number of days "bought out" shall be deducted from the employees' sick leave accumulation. To participate, an employee must have a minimum of 120 days in his/her sick leave account. Payments will be made on or about the November 1st next following completion of a full school year.

Absences	Rate
0*	1:2
2	1:3
not more than 3	1:4

\*use of one approved personal leave day permitted

2. Additionally, those unit members having a minimum of 270 accumulated sick leave days shall be permitted to participate in an annual sick leave buy out program, notwithstanding any absences from work during the school year,

provided that as a result of participation in the program or any absences occurring during the school year their accumulated sick leave bank does not fall below 270 days. Eligible unit members may buy out up to 10 sick days of their then current year's allocation at the rate of 1:3. Nothing herein contained shall preclude a unit members having over 270 accumulated sick leave days from choosing to participate under the provisions of section G(1) above, if eligible; however such an employee may only participate in one of the two options provided in subsection 1 and 2.

3. The District will report any sums received by a retiring teacher under this annual sick leave buy out plan as having been received as salary during the final year of employment.

**ARTICLE 17**  
**LEAVES OF ABSENCE**  
**(Without any type of Compensation)**

A. A teacher who served ten continuous years shall be permitted a one-year leave of absence from September to September. Notice of application for said leave must be given by February 1st. The teacher shall inform the District on or before April 1st of the year of the leave of his/her intention to return. If the teacher fails to notify the District of his/her intention to return on or before April 1st, the teacher shall be deemed to have abandoned his/her position.

Once application has been made for the leave and once the District has confirmed the leave, said application cannot be withdrawn. During the term of the leave, the teacher shall assume full costs for all benefits.

B. Other leaves of absence may be granted upon the recommendation of the Superintendent and approval of the Board of Education, and shall not exceed one year's duration except in special circumstances.

C. Maternity Leave

1. Maternity leave shall be granted to a teacher upon her request provided that a doctor's certificate indicating the expected delivery date is submitted. Teachers requiring maternity leave shall promptly notify the Administrators so that a suitable replacement can be secured. The teacher may continue to teach as long as she performs her duties and has her doctor's approval.

2. A teacher may return to her teaching position as soon after delivery as her doctor certifies she is able to resume her normal teaching duties. The

teacher's return to work must be either at the beginning of the school year or at mid-semester break, unless the teacher is utilizing sick leave. Teachers on paid leave may return at the conclusion of such leave.

3. Except in special circumstances, maternity leave shall not exceed the balance of the school year within which it commences, and the succeeding school year.

4. In addition to the foregoing, a teacher requesting maternity leave shall be bound to the period of time initially requested for maternity leave.

D. Nothing herein contained shall prohibit a teacher on maternity leave from utilizing accumulated sick leave for pre and post-partum periods of pregnancy, in the event that she is physically incapacitated from performing her teaching duties due to her pregnancy. The individual teacher shall submit a certificate from her attending physician, to the effect that during such period she was physically disabled. Nothing herein shall permit the use of accumulated sick leave for periods during which a teacher is on maternity leave but is physically capable of performing her teaching duties.

E. The provisions of Section C(1), C(3), and C(4) shall apply to adoption, child rearing, and all other unpaid medical leaves of absence.

F. All of the foregoing provisions of this Article 17 shall be subject to the Family Medical Leave Act.

G. The parties shall form a joint committee consisting of three teachers appointed by the Association President and three administrators appointed by the Superintendent of Schools to prepare a report and make recommendations concerning an employee child care program. Upon completion, the report and recommendations shall be submitted to the Superintendent.

## **ARTICLE 18**

### **TRAVEL AND CONFERENCE EXPENSES**

A. All teachers who attend a meeting or conference at the request of the School District or principal shall be reimbursed for mileage from and return to their home school at the rate of 30 cents per mile for years one and two of this agreement and 31 cents per mile for years three and four of this agreement for the actual number of miles he/she is required to drive his/her car.

B. The District shall absorb all expenses directly connected with the

meetings and conferences which teachers are requested or required to attend or host.

C. Half Hollow Hills Central School District shall reimburse the individual teacher for funds advanced to defray reasonable expenses of travel, food, lodging and conference fees (not dues) for his/her attending a conference at the District's request. Any such teacher shall be a member of the organization sponsoring the conference and shall have paid his own dues, preferably in advance. The teacher shall submit a proposed travel budget with the request for approval by the Board.

D. Any teacher who is attending a conference related to his/her subject area, having first received approval from his/her supervisor and from Assistant Superintendent for Secondary Instruction or Assistant Superintendent for Elementary and Middle Level Instruction shall be reimbursed for all reasonable and essential expenses of travel, food, lodging, and conference fees.

## **ARTICLE 19**

### **PROFESSIONAL VISITATION AND CONFERENCES**

#### A. Visitation and Observation

A teacher may, upon prior approval of the Administration, be granted one day per year with pay for intra-district visitation and observation, and one day per year for professional visitation and observation outside of the District. Two copies of a written report of the observation shall be presented to the principal.

#### B. Attendance at Conferences

1. Released time shall be granted for official delegates to attend NYSUT, AFT, and AFL-CIO and retirement conferences.

2. Released time shall be granted for staff members to attend professional conferences, subject to approval by the Assistant Superintendent for Secondary Instruction or Assistant Superintendent for Elementary Instruction.

C. Such released time shall not be charged against the salary, personal leave or sick leave of the individual(s) involved.

**ARTICLE 20**  
**TEACHERS' ASSOCIATION RIGHTS**

A. The afternoon of the fourth Monday of the month shall be reserved for Teachers' Association meetings. No District or building meetings shall be called at that time unless in extreme emergency. If any emergency meeting is necessary, the person calling such a meeting shall first obtain the approval of the Superintendent and the President of the Teachers' Association.

B. The Teachers' Association or its designated representatives shall have access to all board minutes and documents available to taxpayers of the School District. The Association President will receive a copy of the Board of Education meeting agenda at the same time as Board members.

C. The Association will have the right to use school buildings (making proper application, according to building use policy) for meetings.

D. A faculty bulletin board will be installed and maintained in the faculty room of each building. Only the Administration and the Association will have the right to place notices, circulars, and other material on faculty bulletin boards, in teachers' mailboxes, and next to check-in sheets.

E. For all District Committees, the Association shall be consulted respecting who is to be selected by the Superintendent as teacher members.

**ARTICLE 21**  
**LENGTH OF DAY**

A. The required length of the teachers' day for all teachers on all levels shall not exceed a maximum of 7 hours and five minutes, including a 45 minute lunch period.

B. Starting times and ending times shall depend upon the hours that his/her pupils are required to be in session, but at all times the 7 hours and five minutes maximum shall be computed consecutively. The amount of time required prior to pupils' starting time and/or after their departure shall be included in this maximum, except during the first five (5) days of school.

C. It is the intention of the parties that the length of the primary student day and intermediate student day shall be 6 hours, which includes five minutes passing time in a.m. and p.m.

## **ARTICLE 22** **CLASS SIZE**

A. At the elementary level, an average of 26 pupils shall be maintained. Variations among the several buildings will depend upon the number of pupils attending a given school after boundaries have been established. In any given building, if the size of any class exceeds 28, every effort shall be made to add sections if the classrooms are available in that building. If classrooms are not available and if enrollments reach higher proportions, the Faculty, principal and Central Administration shall meet to determine a workable solution.

B. On the secondary level, an average of 27 pupils shall be maintained, this pupil load to be distributed among five classes. Variations among the several buildings will depend upon the number of pupils attending a given school after boundaries have been established. In any given building, if the size of any class exceeds 28, every effort shall be made to add sections if classrooms are available in that building. If classrooms are not available and if enrollments reach higher proportions, the Association, Principal and Central Administration shall meet to determine a workable solution.

C. Nothing in the above statement shall prohibit other grouping patterns for instructional purposes. Sections may be combined, as needed, to provide for large-group instruction. Sections may be limited to lesser numbers by the nature of the curriculum or by the nature of the students involved. Other patterns may emerge in the future, particularly after joint study in the Professional Council by teachers, administrators, and members of the Board of Education.

Notwithstanding the foregoing, the following superseding requirements shall apply:

1. In Kindergarten and the first grade, no class shall exceed twenty-five (25) pupils at the beginning of the school year nor shall class size exceed twenty-seven (27) on December 1. In the event a Kindergarten class size reaches

twenty-four (24), a Paraprofessional shall be assigned to that class.

**2. Elementary physical education:**

All intermediate classes shall have 90 minutes of physical education instruction per week. Grades 1 through 3 shall have 60 minutes of physical education instruction per week.

**3. In Secondary Schools:**

a. Physical education classes shall not exceed thirty-five (35) pupils. The total teaching load shall not exceed three hundred fifty (350) pupils per teacher per week.

b. In rooms where specific equipment is used:

Laboratory science, business, shops, etc., the number of pupils assigned to such rooms shall not exceed the number of work stations in a given area, except when no reasonable practical alternative exists.

c. Teachers of secondary science shall, if at all possible, have their own students in their labs. Science lab periods shall, if at all possible, be scheduled so that "back-to-back" double periods are established. Wherever space permits, biology classes shall be established on a 5+2 basis, each class meeting seven times a week with two periods devoted to laboratory activities.

D. 1. Administrative provision shall be made to assure that adequate and appropriate materials be furnished to each class for the handicapped.

2. Upon the request of a classroom teacher, the Assistant Superintendent and the Association President will meet to discuss the number of mainstreamed special education students assigned to a particular class. If it is determined that a remedy is necessitated, aide time and/or redistribution of students will be effectuated.



**ARTICLE 23**  
**DETERMINATION OF SCHEDULES**

A. Within each building the scheduling of teachers and programs for the following year's schedule shall be done cooperatively by the Administration and the faculty of that building prior to June 15th.

B. The following items shall apply to scheduling:

3. Every elementary teacher shall have at least a 45 minute duty-free lunch period per day.
4. At the elementary level, every teacher shall have at least one 30 minute duty-free preparation period per day.
3. At the secondary level, every teacher shall have a duty-free preparation period per day.
4. At the secondary level, every teacher shall have a duty-free lunch period per day.
5. At the elementary level, there shall be at least five minutes between classes of all special area teachers. Music and art teachers not assigned to a regular classroom (on wheels) shall have a minimum of 10 minutes provided for "passing" between classes.
6. At the elementary level, all special area teachers will begin classes the first day of school.
7. No teacher shall have the double responsibility of supervising an assigned group of children and bus duty at the same time.
8. No kindergarten teacher shall be assigned bus duty.
9. At the elementary level, whenever a teacher is required to teach for three or more consecutive hours, an aide will be available to provide a ten minute break if required.
10. To the extent possible, every effort will be made to rotate building assignments equitably. Any problems arising from

the assignment of non-teaching duties shall be referred to the building principal and the Association building committee.

11. Speech and hearing, ESL and teachers of the deaf will meet with the appropriate administrator and mutually determine their respective schedules. Such schedules will not exceed 4 hours 45 minutes. Every attempt will be made to equalize case loads among all members of these tenure areas.

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1. At the secondary level, the teaching load will not exceed five classes. If the teacher is requested or required to teach more than five classes, for more than five days, he/she will be compensated at the rate of one-fifth of one-two hundredth of his/her yearly salary for each extra class taught, and such payment will be retroactive. If the teacher is requested to cover a class for less than five (5) consecutive days, the provisions of Article 10 shall apply.

2. At the elementary level, every teacher shall have a maximum daily instructional time (i.e., time that the teacher is required to teach or supervise students) of 4 hours and 45 minutes. However, the Board and Association agree that each teacher has a responsibility to meet the unique needs of each student.

3. All elementary teachers other than members of the Teacher's Association Executive Board and building representatives shall perform, on a rotating basis, bus duty (including intake supervision) for a maximum of 15 minutes, if needed, immediately prior to the start and after the end of the school day. Three persons, if needed will be assigned to the duty at each of the elementary schools.

4. In addition to paragraph 3 above, the elementary schools will have stipended bus patrol positions as needed.

5. For those teachers who have an additional daily preparation period, such a period may be utilized for improvement of the instructional program as determined by the Superintendent of Schools.

**D. Flexible Scheduling:**

Notwithstanding anything to the contrary contained in Article 21 hereof, flexible scheduling shall be implemented at the secondary schools for the 1996-97 school year to the extent of modifying staff schedules to provide for the commencement of instructional responsibilities one period earlier than the regular school day, or the termination of instructional responsibilities one period after the end of the regular school day. The District shall primarily rely upon volunteers; however, the Superintendent of Schools shall have the right to assign staff based upon the teachers' competency, certification, instructional requirements, staff availability and balanced staffing. Where the foregoing factors are substantially equal, seniority in the District shall receive equal consideration. Flexible scheduling shall not be used to reduce staff.

A joint committee consisting of three teachers appointed by the Association President and three administrators appointed by the Superintendent of Schools shall continue to study the feasibility of a nine period day at the high school level. The Committee's recommendations shall be submitted to the Superintendent for his/her review.

**E. Extra Help:**

The program for extra help shall be established by the Superintendent following consultation with the Association.

1. Each teacher shall provide extra help to pupils each week for a period of ninety (90) minutes. The provision of extra help shall be in blocks of at least thirty consecutive minutes predominately after school, coincident with the established bus schedule. The teacher shall post a schedule of his/her availability.

2. Teachers will maintain records in their plan book or grade book of the date(s) and time(s) at which extra help or enrichment is provided, as well as the names of those students who have availed themselves of this assistance. If the administration determines that a teacher has been unavailable at posted times, or that the selected time is unavailable to students, then the administration may select the time for such assistance.

F. The assignment of music teachers to band, orchestra, and chorus is part of the teacher's work assignment. Extra compensation pursuant to the extra-curricular salary schedule shall be paid to said teachers.

G. Faculty meetings may be called by the Administration on the third Monday of each month. Department meetings may be called by the Administration on the second Monday of each month. If the foregoing days are unavailable due to the closing of school arising from a recess, school holiday, or weather emergency, the meeting shall be rescheduled at the discretion of the Administration.

H. Each teacher shall not be required to attend more than three (3) meetings to be held at the elementary schools prior to the arrival of students, on a weekly basis.

#### **ARTICLE 24** **EXTRA-CURRICULAR COMPENSATION**

A. Extra-curricular activities at all levels shall be compensated as follows:

Any teacher, chairperson, director, or coordinator may apply for any extra-curricular position; any teacher, chairperson, director, or coordinator may refuse to participate in any extra-curricular service. No person classified under administrative status shall be named advisor to any extra-curricular activity. The advisor/assistants for each activity shall be chosen from the applicants by the building principal with the advice of the building representatives.

Primary consideration will be given to applicants within the building where the vacancy exists. Secondary consideration shall be given to teachers within the District but outside the building.

Applications for the following positions must be made by May 30th for consideration for the succeeding school year. Whenever possible, prior to the close of the school year, all applicants will receive a list of appointments. This shall not apply to a teacher hired after May 30th who receives an appointment after the close of the school year to an unfilled extra-curricular position for the following year. All extra-curricular positions shall be posted.

B. Salaries for extra-curricular and co-curricular positions shall be paid in accordance with the schedule below. Said schedule reflects a salary increase of 3% for the first year of this agreement and 3% for the third year of this agreement.

High School Advisors	1998-2000	2000-2002
12 <sup>th</sup> Grade	4,850	4,996
Asst. 12 <sup>th</sup> Grade (3)	1,523	1,569
11 <sup>th</sup> Grade	3,212	3,308
Asst. 11 <sup>th</sup> Grade (1))	1,353	1,394
10 <sup>th</sup> Grade	2,193	2,259
Asst. 10 <sup>th</sup> Grade (1)	1,166	1,201
9 <sup>th</sup> Grade Advisor	1,607	1,655
Asst. 9 <sup>th</sup> Grade Advisor	1,028	1,059

High School Advisors	1998-2000	2000-2002
Bookstore	2,169	2,234
Boys Varsity Club	1,071	1,103
Brainteasers	1,267	1,305
Central Treasurer	3,839	3,954
Chess Club	1,471	1,515
Debate	4,850	4,996
Debate Asst.	2,425	2,498
Cheerleaders - Varsity	4,850	4,996
Cheerleaders - Jr. Varsity	2,535	2,611
DECA	1,590	1,638

High School Advisors	1998-2000	2000-2002
Dramatics (per production)		
Director (drama)	2,913	3,000
Director (musical)	4,073	4,195
Asst. Director	1,441	1,484
Makeup	508	523
Wardrobe	680	700
Business Director	680	700
Publicity	338	348
Stagecraft	694	715
Stage Design	638	657
Choral Director	1,625	1,674
Orchestra Director	1,625	1,674
(only if two different people)		
If not	1,019 each	1,050 each
Choreographer	680	700
One Act Play Director	890	917
FBLA	1,590	1,638
Future Lawyers Club	1,267	1,305
Girls Leaders Club	1,071	1,103
Half Tones/Contata	1,597	1,644
Human Relations Club	1,543	1,589
Independent Study Coordinator	1,340	1,380
Intramurals (per season)	734	756
Jazz Band	2,023	2,084
Junior American Cup	1,267	1,305
Kickline Assistant	2,425	2,498
Kickline (competition)	4,850	4,996
Kickline (non-competition)	3,184	3,279
Literary Magazine	2,148	2,212

High School Advisors	1998-2000	2000-2002
Marching Band	2,425	2,498
Marching Band Assistant	1,212	1,248
Mathletes	1,474	1,518
National Honor Society	2,812	2,896
Newspaper Asst.	1,612	1,660
Newspaper	2,148	2,212
Open Door Program	890	917
Photographer	1,776	1,829
Science Explorers	1,267	1,305
Science Olympiad Asst.	1,133	1,167
Science Olympiad	1,474	1,518
Speech and Oratory	1,623	1,672
Speech and Oratory Asst.	813	837
Student Council	4,047	4,168
Student Council Asst.	2,148	2,212
Trial Adversary Club	1,267	1,305
Vocal Jazz Ensemble	2,023	2,084
We The People	1,287	1,305
Yearbook Asst.	1,612	1,660
Yearbook Bus. Asst.	1,353	1,394
Yearbook	3,447	3,551
Bi-Weekly Clubs Not Listed	634	652
Weekly Clubs Not Listed	1,267	1,305

Middle School Advisors	1998-2000	2000-2002
Bookstore	2,169	2,234
Central Treasurer	2,481	2,556
Cheerleaders	1,614	1,662
Dramatics (per production)		
Director (Drama)	1,981	2,040
Director (Musical)	2,223	2,289
Asst. Director	1,330	1,370
Wardrobe	694	715
Makeup	521	537
Stagecraft	694	715
Stage Design	694	715
Business Director	666	686
Publicity	341	351
Choral Director	1,614	1,662
Orchestra Director	1,614	1,662
(only if two different people)		
If not	666 each	686 each
Choreographer	666	686
Grade Advisor	2,254	2,321
Human Relations Club	1,543	1,589
Intramurals (per season)	733	755
Jazz Band	2,023	2,084
Junior Science Explorers	1,267	1,305
Kickline (non-competition)	1,484	1,529
Kickline (competition)	2,254	2,321
Leaders Club - Boys	845	870
Leaders Club - Girls	845	870
Magazine Advisor	929	957
Mathletes	1,474	1,518
National Honor Society	1,607	1,655
Newspaper Advisor	1,566	1,613



Middle School Advisors	1998-2000	2000-2002
Recreation Program Teen Canteen Super.	41	42
Recreation Program Leader	39	40
Science Olympiad Asst.	1,133	1,167
Science Olympiad Coach	1,474	1,518
Student Council Asst.	1,026	1,057
Student Council	2,254	2,321
Weight Training (per season)	733	755
Yearbook Advisor	2,254	2,321
Yearbook Asst. Advisor	1,381	1,423
Bi-Weekly Clubs Not Listed	633	652
Weekly Clubs Not Listed	1,267	1,305

Elementary School Advisors	1998-2000	2000-2002
Adaptive Swimming - per season	734	756
Art Club	1,267	1,305
Band/Orchestra - per year, per season	2,938	3,026
Bus Patrol	1,296	1,335
Chorus - per year, per season	2,938	3,026
Clinical Sports - per season	734	756
Dramatics - per production		
Director	1,981	2,040
Asst. Director	1,330	1,370
Wardrobe	694	715
Makeup	521	537
Stagecraft	694	715
Stage Design	694	715
Choral Director	1,614	1,662
Choreographer	666	686
Intramurals - per school, per season	734	756
Math Olympiads - competitive	1,474	1,518
Newspaper Advisor	1,566	1,613
Recreation Program - Supervisor	41	42
Recreation Program - Leader	38	39
Safety Squad	1,296	1,335
Student Council	1,693	1,744
Bi-Weekly Clubs not listed	633	652
Weekly Clubs not listed	1,267	1,305

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1. Assignments for chaperoning activities shall be made from a list of volunteers, in rotating order, to the end that such assignments shall be equitably distributed. The order of such assignments may be varied by agreement between the building principals and the building representatives. Under certain circumstances, the building principal may alter the rotation in consultation with the building representative. Compensation for chaperoning shall be \$82 for each assignment during the first and second year of this agreement and \$85 for each assignment during years three and four of this agreement.

2. Elementary Art teachers shall receive \$176 for years one and two of this agreement and \$181 for years three and four of this agreement for each art show, exhibit, or display in which they participate, exclusive of usual art displays in their own schools. For each art show, exhibit, or display which lasts less than one full day, the amount of remuneration to which the teacher is entitled shall be a pro rata amount of the aforesaid amounts.

3. Music teachers shall receive \$72 for the first and second year of this agreement and \$74 for the third and fourth year of this agreement for each performance held beyond the school day provided they do not receive a stipend.

4. Teachers required to supervise students on approved overnight education field trips will be remunerated at the rate of \$82 per day for years one and two of this agreement and \$85 per day for years three and four of this agreement.

5. Teachers who supervise and/or judge activities such as the Suffolk County Math Fair shall be compensated at the rate of \$82 per day for years one and two of this agreement and \$85 per day the third year and fourth year of this agreement.

D.

1. The foregoing extra-curricular positions can be added to or eliminated at the discretion of the Superintendent; the Superintendent shall promptly advise, in writing, the President of the Association of any such additions or deletions.

2. No teacher shall be allowed to formally perform or supervise extra-curricular activities pursuant to a regular assignment to do so, whether listed herein or not, without receiving the compensation specified in this Agreement or, if not so specified, as agreed upon between the Association and the Administration.

3. In the event the District creates a position or activity after the effective date of this contract which involves or should involve unit members, such positions will be posted and the stipends will be negotiated. All the provisions of this article will be in effect for those positions. The Teachers Association President will be notified of any new positions which are created.

E. At the conclusion of the term, program, activity, or season, the individual advisor shall render a written synopsis of the duties performed, the number of participants, recommendations for improvement in the program, and further shall certify as to the total time that the advisor/assistant devoted. Seasonal activities shall be paid for on the next payday after the conclusion of the activity; yearly activities shall be paid for twice a year, the paydays preceding Christmas and upon the completion of the activity and foregoing duties.

F. Any advisor/assistant who shall attend events not covered by his/her original description sheet (i.e., contest, championship games, spectator buses, conferences, conventions, seminars, workshops, etc.) shall be compensated at the rate of \$28 per hour or fraction thereof for years one and two of this agreement and \$29 per hour or fraction thereof for years three and four of this agreement that he/she will be required to be with the students, plus mileage and reasonable expenses, with prior approval. When it is necessary for any advisor to accompany students during an overnight stay, the advisory may draw an advance to cover immediate and pertinent expenses. Said Advisor must furnish the District with receipts for amounts spent. Any unused monies from this advance will be returned to the District.

G. In each building, the Association building committee and the principals shall consult regarding extra-curricular programs that best suit their children's interest and needs.

H. Any authorized teacher accompanying (as chaperon) an individual student or group of students to participate in a contest (i.e., American Legion debate, speech), or to attend a meeting of N.Y.S.S.M.A. or any like organization shall receive mileage compensation to and from school of origin at the rate of 30 cents per mile in years one and two of this agreement and 31 cents per mile for years three and four of this agreement for the actual number of miles he/she is required to drive his/her car.

I. The Administration will provide the association with appropriate job descriptions for each extra curricular position.

J. The Teachers' Association encourages its members to participate/attend student activities and functions.

**ARTICLE 25**  
**COMPENSATION OF ATHLETIC POSITIONS**

A. Salaries for all coaches and assistant coaches shall be paid in accordance with the schedule below. Said schedule reflects a salary increase for the 1998-2000 school year of 3% and a second increase of 3% effective with the 2000-2002 school year.

Sport	1998/2000	2001/2002
<b>Football</b>		
a. Varsity	6,335	6,525
b. Varsity Asst.	4,691	4,831
c. JV Coach	4,691	4,831
d. JV Asst.	4,302	4,431
e. Freshman Coach	3,925	4,043
f. Freshman Asst. Coach	3,719	3,831
<b>Basketball, Wrestling, Winter Track</b>		
a. Varsity	5,885	6,062
b. Varsity Asst.	4,414	4,546
c. JV Coach	4,414	4,5465
d. Freshman Coach	3,925	4,043
<b>Baseball, Gymnastics, Lacrosse, Softball, Swimming, Spring Track, Soccer, Cross Country, Field Hockey, Tennis, Volleyball</b>		
a. Varsity Coach	5,419	5,581
b. Varsity Asst. and Diving	4,257	4,385
c. J.V. Coach	4,257	4,385
d. Freshman Coach	3,925	4,043
<b>Golf, Badminton</b>		
a. Varsity Coach	3,719	3,831
b. Varsity Asst.	2,787	2,871
Athletic Trainer (serving one school)	4,500	4,635
Athletic Trainer (serving two schools)	6,413	6,605

Sport	1998/2000	2001/2002
<b>Modified Program</b>		
Swimming	3,925	4,043
Baseball, Basketball	3,719	3,831
Football	3,719	3,831
Lacrosse, Soccer, Softball	3,719	3,831
Field Hockey/Track	3,719	3,831
Assistants	3,381	3,483
Cross Country	2,787	2,871
<b>Timers and Scorers: All Sports per level</b>		
Varsity, JV/Freshman	890	917
Modified Program	521	537

The above stipends are for home games; away games paid at same rate.

Videographer (football)	1,728	1,780
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B. Coaches will be paid one-half of their coaches' salary at or about mid-season. The mid-season dates are as follows:

High School

Fall - Oct. 1  
 Winter - Jan. 15  
 Spring - April 30

Middle School

Fall - Oct. 1  
 Early Winter - Dec. 15  
 Late Winter - March 1  
 Spring - April 30

Authorization for final payment will be made after the coach has rendered a brief synopsis of the activity (including numbers of participants and team records, preseason and postseason rosters, end-of-season inventory) and completed all coaching duties for that sports season. Coaches will be compensated at the rate of \$72 per day for the first and year of this agreement and \$74 per day for years three and four of this agreement for services required beyond the last day of the regular season. This compensation is not to exceed \$1,622 for the first and second year of this agreement and \$1,671 years three and four of this agreement.

C.

1. The foregoing positions can be added to or eliminated at the discretion of the Superintendent; the Superintendent shall promptly advise in writing, the President of the Association of any such additions or deletions.

2. No teacher will be allowed to perform any of these duties without receiving the compensation as specified in this Agreement.

D. When it is necessary for any coach to accompany athletes during an overnight stay, the coach may draw an advance to cover immediate and pertinent expenses. Said coach must furnish the District with receipts for amounts spent. Any unused monies from this advance will be returned to the District.

E. First consideration will be given to teachers qualified to coach within the building where the position exists. Secondary consideration shall be given to qualified coaches within the District but outside the building. Any coach who is not a member of the bargaining unit will be required to pay union dues to the HHHTA in the amount of \$61 per sport he/she coaches for the first and second year of this agreement and \$63 per sport he/she coaches for years three and four of this agreement. Notwithstanding the foregoing, the District retains the sole right to select candidates for coaching positions.

**ARTICLE 26**  
**SALARY DIFFERENTIAL POSITIONS**

A. The Salary Differential Positions shall be filled from within the District whenever possible and shall be reimbursed as follows:

Specialists and Directors	1998/2000	2000/2002
All Chairpersons	3,849	3,965
Computer Instruction Director	4,744	4,887
Curriculum Liaison	2,381	2,453
Deans	3,500	3,605
Elementary Tech. Liaison (AV Computers)	4,287	4,415
Facilitators	4,214	4,340
Foreign Language Exchange Program Coordinator	2,381	2,453
Guidance Director - M.S.	3,849	3,965

Specialists and Directors	1998/2000	2000/2002
Guidance Director - H.S.	4,465	4,599
Independent Math Research Director	4,164	4,289
Independent Science Research Director	4,164	4,289
Natatorium Director (Day)	4,744	4,887
Planetarium Director	4,744	4,887
Staff Development Building Chairperson	1,267	1,305
Supervisors Building Assistant - Secondary (General Building Assistant)		
1 - 4 teachers	1,348	1,389
4+ - 10 teachers	2,018	2,078
10+ - 14 teachers	2,339	2,409
14+ teachers	2,908	2,995
Supervisors (in bargaining unit)	5,731	5,903
Technology Liaison	2,977	3,245

B. If job titles and functions are liquidated for chairpersons, these individuals are to revert to a teaching assignment in their respective departments.

C. The foregoing positions can be added to or eliminated at the discretion of the Superintendent. The Superintendent shall promptly advise in writing the President of the Association of any such additions or deletions.

D. No teacher shall be allowed to formally perform a salary differential position without receiving the compensation specified in this Agreement, or if not so specified, as agreed upon between the Association and the Administration.

E. In the event the District creates a position or activity after the effective date of this contract which involves or should involve unit members, such positions will be posted and the stipends will be negotiated. All the provisions of this article will be in effect for those positions.

F. The Administration will provide the Association with appropriate job descriptions for each salary differential position.



**ARTICLE 27**  
**SCHOOL CALENDAR**

A. The school calendar for the 1998/99 school year shall contain 181 days of instruction plus three conference/in service days, which shall include orientation day, teacher in-service training, and conferences. (The content of the latter shall be discussed by the Superintendent and Association President).

Effective the 1999/00 school year, the school calendar shall contain 181 days of instruction plus two conference/in service days, which shall include orientation day, teacher in-service training, and conferences. (The content of the latter shall be discussed by the Superintendent and Association President).

B. The foregoing instructional days, conference days and in-service days shall not be diminished in number. In the event one of the foregoing days is canceled due to weather conditions, the Superintendent of Schools in his/her discretion shall reschedule the cancelled day(s) for an available day(s) during which school is not scheduled to be open, or reschedule the cancelled work time in the form of additional daily work time. The Association President shall be consulted before the rescheduled day(s), or work time, is announced.

C. Within the requirements of paragraphs (A) and (B) above, the establishment of a school calendar (i.e. selection and distribution of instructional, conferences and in-service days), shall be determined as the product of joint consideration by the Association, the Superintendent and the Board of Education. The Superintendent shall submit the calendar to the Board for the final approval of that body.

D. Subject to the requirements of the Regulations of the Commissioner of Education, the last three (3) days of school at the elementary level shall be one-half days.

E. Elementary teachers shall be granted two one-half days or one day to accomplish parent-teacher conferences. The aforesaid days shall be scheduled during the 181 days of instruction. Special area teachers shall not receive parent-teacher conference time. Teachers of interim classes and self-contained special education classes at the elementary level shall be granted two half days or one day to conduct parent conferences.

**ARTICLE 28**  
**PARENTAL CONFERENCES**

A. Parents shall have an opportunity to attend a parent/teacher conference on the conference dates designated in the school calendar for such activity.

B. Teachers shall make every reasonable effort to meet with those parents who could not attend a normal daytime conference at a time mutually agreeable (including one evening during each conference period).

C. Special Education teachers charged with the responsibility of writing I.E.P.S. shall be granted three one-half days for the preparation and writing of I.E.P.S.

D. Teachers shall be required to attend "back to school night".

E. Teachers shall be required to attend two (2) parent teacher evening conferences during the fall of each school year.

**ARTICLE 29**  
**PREPARATION OF MARKS**

A. On all levels, teachers shall be required to submit quarterly marks on a certain date established by the District after consultation with the Association. With respect to Regents examinations, however, English and Social Studies teachers shall have forty-eight (48) hours following the examinations to submit such grades while all other teachers shall have twenty-four (24) hours.

B. In all schools, all district-wide standardized tests shall be machine scored.

C. Any teacher who is required to grade a state or district mandated standardized test, which cannot either be machine scored or graded by an aide, shall be compensated at the rate of \$176 per day for years one and two of this agreement and \$181 per day for years three and four of this agreement for grading these tests. In the event that grading of these exams requires less than a full day, the teachers will be compensated at a pro rata basis. These tests should be graded on a day when school is not in session. This clause does not apply to Regents exams nor to departmentalized final exams.

**ARTICLE 30**  
**TIME FOR THE PRESIDENT, THE EXECUTIVE BOARD, AND**  
**SENIOR FACULTY BUILDING REPRESENTATIVE COUNCIL MEMBER**

A. To the extent that the particular teaching assignments can reasonably be adjusted and permits, released time for the President of the Association will be provided up to half time in his/her teaching and non-teaching assignments.

B. Each Senior Faculty Building Representative Council Member and the Executive Board will be released from building assignments to cafeteria, playground, study hall, bus loading platform, hall duty and homeroom, and also be permitted to have flexible departure time to the extent that such flexibility does not interfere with the performance of normal professional duties.

C. The Association shall be provided with twenty (20) Association days, to be used for Association business by the president or his/her designee, not to exceed an allocation of five (5) days per individual, with the exception of the Union president. The Union President shall be permitted, subject to the approval of the Superintendent, use of an additional five (5) days, for total individual allocation of 10 days, out of the aforesaid twenty (20) days. These days shall be utilized without loss of pay or personal days of the President or designee. The Association shall reimburse the District for the cost of per diem substitutes, if employed. The Association will give reasonable notice of use of said days.

**ARTICLE 31**  
**SUBSTITUTES**

A. All substitutes will register with a central office administrator, or someone designated by him/her, and that administrator will place the substitute's name on a master list for the District. Said list shall be kept on file and available in each principal's office.

B. Teachers shall indicate their preference for the selection of substitute teachers to replace them, when absent. Additionally, staff teachers shall evaluate substitute teachers who have been employed to replace said staff teachers within five (5) days of the date of the substitute hiring. The final decision as to the employment of a substitute teacher and to establish a substitute teacher list shall remain in the discretion of the Superintendent of Schools.

**ARTICLE 32**  
**STAFF HANDBOOK**

It is expressly understood that teacher "staff handbooks" shall not be distributed to teachers without the prior review and consultation of the Building Committee (Faculty Committee).

**ARTICLE 33**  
**GRIEVANCE PROCEDURES**

A. Purpose

In order to provide the best possible educational climate and program for the Half Hollow Hills School District, and to establish harmonious and effective relationships among those working toward this goal, these grievance procedures have been established consistent with law and with this Agreement to resolve satisfactorily group or individual differences which would tend to unsettle or undermine the effective functioning of the school system. It is their purpose to secure under this contract at the lowest possible administrative level, equitable solutions to grievances of teachers through procedures free from coercion, interference, restraint, discrimination or reprisal.

B. Definitions

1. "Grievance" shall mean any claimed violation, misinterpretation or inequitable application of existing laws, Board policies, rules, procedures, regulations, administrative orders, or rules governing conditions of professional service to the extent provided by law; or of the provisions of this Agreement; provided, however, that such term shall not include any matter involving an employee's rate of compensation (however, this exclusion does not apply to a teacher claiming that he/she is being denied the proper salary and/or compensation to which he/she is entitled under the terms of this Agreement), retirement benefits, disciplinary proceedings, or any matter which is otherwise reviewable pursuant to Education Law or any rule or regulation of the Education Department having the force and effect of law.

2. "Teacher" shall mean any member or group of members similarly situated of the unit represented by the Association and covered by the Agreement.

3. "Supervisor" shall mean any principal, assistant principal, immediate superior, or other administrator or supervisory office responsible for the area in which an alleged grievance arises.

4. "Association" shall mean the Half Hollow Hills Teachers' Association, Inc.

5. "Aggrieved party" shall mean any person or group of persons in the negotiating unit filing a grievance.

6. "Party in Interest" shall mean the Grievance Committee of the Association and any party named in a grievance who is not the aggrieved party.

7. "Grievance Committee" is the committee created and constituted by the Half Hollow Hills Teachers' Association, and composed of those members of the Association certified in writing to the Board of Education by the Association as Committee members.

### C. Procedures

1. All written grievances shall include the name and the position of the aggrieved party, the identity of the provision of law, this agreement, policies, etc., involved in the said grievance, the time when and the place where the alleged events or conditions constituting the grievance existed, the identity of the party responsible for causing the said events or conditions, if known to the aggrieved party, and a specific statement of the nature of the grievance and the redress sought by the aggrieved party.

2. Except for informal decisions at Stage 1A, all decisions shall be rendered in writing at each step of the grievance procedure, setting forth findings of fact, conclusions and supporting reasons thereof. Each decision shall be promptly transmitted to the aggrieved party.

3. A grievance may be initially submitted by the Association and/or the aggrieved party directly at Stage 2 described below without first being submitted to Stage 1 where grievance directly involved the superior.

4. Any party of interest may be represented at any or all stages of the grievance procedure by a person(s) of his/her own choosing. When a teacher is not represented by the Association, the Association shall have the right to be present and to state its views at all stages of the grievance procedure with the consent of the aggrieved party.

5. The Board of Education and the Association agree to facilitate the investigation which may be required and to make available any and all material, documents, communications, and records concerning the alleged grievance except for those defined in Article 7 as confidential.

6. Except as otherwise provided in paragraphs D-6. 1a and D-6. 1b below, any party of interest shall have the right at all stages of a grievance to confront and cross-examine all adverse witnesses who testify and to call witnesses on his/her own behalf and at his/her expense to be furnished with a copy of any minutes of the proceedings made at each and every stage of this grievance procedure.

7. Nothing contained herein will be construed as limiting the right of any teacher having a grievance to discuss the matter informally with any appropriate member of the administration and having the grievance adjusted without intervention of the Association, provided the adjustment is not inconsistent with the terms of this Agreement and existing laws, rules, procedures, and regulations.

8. If any provisions of this grievance procedure or any application thereof to any teacher or group of teachers in the negotiating unit shall be finally determined by any court to be contrary to law, then such provision or application shall not be deemed valid and subsisting except to the extent permitted by law but all other provisions or applications will continue in full force and be binding on the parties.

9. If a grievance affects a group or class of teachers, the Association may process such a grievance as though it were an individual grievance. In such a case, the Association may process a grievance for all persons concerned, even though no individually aggrieved person may wish to do so.

#### D. Time Limits

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

2. No written grievance will be entertained unless it is forwarded at the first available stage within sixty (60) school days after the teacher knew of the act or condition on which the grievance is based.

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

4. Failure at any stage of the grievance procedure to serve a written decision on the aggrieved party and his/her representative within the specified time limit shall permit the lodging of an appeal at the next stage of the procedure within the time which would have been allotted had the decision been communicated by the final day.

5. In the event a grievance is filed on or after June 1, and no supervisor is available, the grievance shall be enacted at Stage 2.

6. Any grievances filed during the school year and not finally resolved prior to the end of the school year, and any grievances filed during the summer recess, shall continue to be processed during the summer recess and thereafter.

**6.1 Stage 1: Supervisor**

a) A teacher having a grievance will discuss it with his/her supervisor, either directly or through a representative with the objective of resolving the matter informally. If the teacher submits the grievance through a representative, the teacher may be present during the discussion of the grievance.

b) If the grievance is not resolved informally, it shall be reduced to writing and presented to the supervisory within four (4) school days. Within four (4) school days after the written grievance is presented to him/her, the supervisor shall render a decision in writing, including a possible solution, if any, of the condition or conditions which brought about the grievance, and present it to the teacher and his/her representative.

**6.2 Stage 2: Superintendent of Schools**

a) If the teacher initiating the grievance is not satisfied with the written decision at the conclusion of Stage 1 and wishes to proceed further under this grievance procedure, the teacher or the Association's Grievance Committee on his/her behalf, if requested, shall file a written appeal of the decision at Stage 1 with the Superintendent of Schools within twenty (20) school days after the teacher has received such written decision. A copy of the written decision at Stage 1 shall be submitted with the appeal.

b) Within four (4) school days after the receipt of the appeal, the Superintendent of Schools, or duly appointed agent or representative authorized to act in his/her place during his/her absence or disability, shall schedule a hearing with the aggrieved party and the Grievance Committee or its representative and all other parties of interest, for a date within five (5) school days thereafter except in emergency situations or professional commitment of the Superintendent.

c) The Superintendent of Schools shall render a decision in writing to the aggrieved party and the Grievance committee or its representative within five (5) school days after the conclusion of the hearing.

### **6.3 Stage 3: Board of Education**

a) If the teacher or the Association is not satisfied with the decision at Stage 2, the teacher or the Grievance Committee will file an appeal in writing with the Board of Education within fifteen (15) school days after receiving the decision at Stage 2.

b) Within ten (10) school days after receipt of an appeal, the Board shall hold a hearing on the grievance. The hearing shall be conducted in executive session and the aggrieved party and/or representative may be in attendance and may orally supplement the written grievance.

c) Within five (5) school days, after the conclusion of the hearing, the Board of Education shall render a decision in writing, and serve it upon the aggrieved party.



#### **6.4 Stage 4: Arbitration**

- a) After such decision at Stage 3, if the aggrieved party and the Association or the Association (are) (is) not satisfied with the decision at Stage 3c, the grievance may be submitted to an arbitrator for hearing and recommendation as provided below, by written notice to the other party within fifteen (15) working days of the decision at Stage 3.
- b) If the Association does not intend to be party to the arbitration, the aggrieved party and the Board of Education shall be so notified. The aggrieved party shall have five (5) school days after the receipt of said notice in which to submit a written notice upon the Board of Education that the grievance will be submitted without Association representation.
- c) Within five (5) school days after such written notice, the Board and the Association or teacher will agree upon a mutually acceptable arbitrator. If the parties are unable to agree, a request for appointment may be made to the American Arbitration Association (A.A.A.) by either party.
- d) The rules of the American Arbitration Association will apply insofar as they relate to the procedure and selection of arbitrator.
- e) The arbitrator so selected shall hold hearings promptly and shall render his decision no later than ten (10) working days thereafter and a written report shall be furnished to all parties.
- f) The arbitrator shall have no power or authority to offer any recommendation which is prohibited by law or which is violative of the terms of this Agreement.
- g) A decision of the arbitrator shall be accepted as final and binding by all parties to the arbitration.
- h) Cost of the arbitration and arbitrator shall be borne equally by the Board and the Association or by the Board and the aggrieved party if that person was not represented by the Association.

l) Grievances which do not involve the interpretation, meaning or application of the provisions of this Agreement may be processed through Level 3, but shall not be arbitrable.

#### **ARTICLE 34** **SALARY**

A. Effective July 1, 1998, unit members shall be granted a 3% salary increase, as well as regular increment and column movement.

B. Effective July 1, 1999, unit members shall be granted a percentage salary increase, as well as regular increment and column movement. The percentage salary increase shall be determined by the change in C.P.I. (Consumer Price Index) as reported in January of 1999, by the US. Department of Labor, Bureau of Labor Statistics for New York - Northeastern New Jersey areas. However such percentage increase shall not be below 2.5% or exceed 3.25%.

C. Effective July 1, 2000 unit members shall be granted a percentage salary increase, as well as regular increment and column movement. The percentage salary increase shall be determined by the change in C.P.I. (Consumer Price Index) as reported in January of 2000, by the US. Department of Labor, Bureau of Labor Statistics for New York - Northeastern New Jersey areas. However such percentage increase shall not be below 2.5% or exceed 3.25%. members

D. Effective July 1, 2001, unit members shall be granted a 3% salary increase, as well as regular increment and column movement.

E. Effective July 1, 1998, each teacher on the top step of each respective salary schedule column will be paid a one-time longevity bonus in the amount of One Thousand Dollars (\$1000.00). Said sum shall not be included in base wages and shall not be paid after the 1998/99 school year.

#### **ARTICLE 35** **REGULATIONS CONCERNING SALARY SCHEDULE**

A. Credit for previous teaching services, military experience, business experience, or other experience, may be allowed upon recommendation of the Superintendent and approval of the Board.

Whenever a person is on payroll for one half of the school year or more, a full year of longevity will be credited only for the purpose of salary step.

B. The salary placement regulations shall govern such placements:

Column A - Bachelor's degree or other acceptable minimum training.

Column B - Fifteen hours of graduate work beyond Bachelor's degree.

Column C - Thirty hours beyond Bachelor's degree.

**Note:** Any teacher who has qualified for Column C, but does not have a Master's degree will receive an additional \$300 at each step for thirty points of approved work beyond the Column C requirement.

Column D - Master's degree

Column E - Master's degree plus 15 hours.

Column F - Master's degree plus 30 hours.

Column G - Master's degree plus 45 hours.

Column H - Master's degree plus 60 hours.

Column I - Master's degree plus 75 hours. (For movement to Column I, teachers may receive credit for course work and inservice previously completed, which course work would have been otherwise approved hereunder, if said course work or inservice credit was obtained after June 30, 1983.)

Effective July 1, 1999, a new Column J - Masters degree plus 90 hours - will be added to the salary schedule. For movement to Column J, unit members may receive credit only for courses taken subsequent to September 28, 1998 and which are in accordance with the Half Hollow Hills professional development Plan as set forth in Article 35, Subsection F.

#### **Undergraduate Course Work:**

All undergraduate course work must have the prior written approval of the Superintendent of

Schools in order to qualify for horizontal salary credit.

**Doctorate:** For units members who have an earned doctorate acceptable to the Superintendent, \$2,000 shall be added to the appropriate step.

**Column Movement:**

No more than one-half of the courses approved by the Superintendent for credit in determining compensation beyond the Bachelor's degree compensation, shall be in-service courses. The remaining courses to be approved must be courses taken at schools accredited by the New York State Department of Education. This clause shall not be applicable to credits earned prior to September 1, 1973.

C. The "Salary Course Credit Committee" shall consist of three teachers appointed by the Association President and three administrators appointed by the Superintendent of Schools. The Superintendent may refer applications for graduate course credit for salary movement to the Committee for its review and recommendation to the Superintendent.

D. Changes from one column to another may be made at the beginning of either term, effective September 1 or February 1. For a change in salary column to be effective September 1, requests must be received in the Office of the Superintendent by September 15. For a change to be effective February 1, requests must be received by February 15. Official transcripts (or original completion certificates for in-service courses to substantiate such changes must be filed, in the case of a September 1st change, on or before the next following January 15th. For a February 1st change, the appropriate document must be filed on or before the next following May 1st. The foregoing shall be the responsibility of the teacher.

E.

1. Teachers shall receive their salary on the basis of twenty-six (26) payments computed from September 1 through August 31, although the full ten-month salary is earned for service between September 1 and June 30. A teacher may elect to receive his/her salary on a ten (10) month basis in twenty-two (22) equal installments, however, as long as the Accounting office is notified by September 15 of that year. Checks will be distributed every two weeks. Payday shall be Friday.

2. Any teacher whose services will be terminated on June 30 shall be paid all withheld amounts as of that date, in order not to affect the accounting records for the following fiscal year.

3. Teachers who remain on staff for the 1998/99, 1999/00, 2000/01, 2001/02 school year shall receive the balance of their salary (four payments) on the last school day in June; however, if budgeting requirements necessitate, the District can date said checks July 1.

F. HALF HOLLOW HILLS PROFESSIONAL DEVELOPMENT PLAN

1. Both the Half Hollow Hills Teachers' Association and the School District are committed to the improvement of instruction through continued professional development of all unit members. To meet this goal we agree to the following Professional Development Plan (PDP).

All teachers shall be required to complete annually (outside of the school day) professional development course work, approved by the Superintendent, in the following amounts:

Effective July 1, 1998	1/3 credit (5 hours)
Effective July 1, 1999	1 credit (15 hours)
Effective July 1, 2000	1 credit (15 hours)
Effective July 1, 2001	1.5 credits (22½ hours)

2. Every bargaining unit member shall have at least two (2) opportunities to satisfy the above requirement through District provided In Service Courses. Additionally, a bargaining unit member may request special approval from the Superintendent to fulfill this requirement from other than In-District Courses. These courses must directly relate to the unit members' area of expertise with the goal of improving student achievement through classroom performance.

3. It is understood that all courses must be approved by the Superintendent or his or her designee. Such approval shall be provided in writing.

4. Credits earned by teachers pursuant to the PDP may be used for horizontal salary schedule movement as follows:

a. The provisions of Article 35, Subsection B, shall apply to those teachers on Salary Column BA through and including Salary Column MA +60.

b. Horizontal movement from Salary Column MA +75 to Salary Column MA +90 can only be accomplished through credits taken in accordance with the PDP. The MA +90 Salary Column becomes effective July 1, 1999.

c. Any teacher on the Ph.D. Salary Column who completes 15 credits in accordance with the PDP provisions shall receive an amount equal to the difference in salary between the MA +75 and MA +90 Salary Columns at the appropriate step. Such amount shall be added to their Ph.D. base salary, effective July 1, 1999.

5. Subject to special approval by the Superintendent, if a bargaining unit member completes approved credit hours in an amount that exceeds the yearly requirement, the unit member shall be able to apply these extra credits towards the requirement for subsequent years.

6. Where a bargaining unit member is obligated to satisfy a New York State mandated professional development plan, the Half Hollow Hills PDP hours shall be subsumed within the New York State requirement, provided that in each year, the bargaining unit member remains obligated to obtain the minimum number of professional development hours as specified in the Half Hollow Hills PDP, and is subject to the same procedural requirements as specified in the Half Hollow Hills PDP.

7. Any teacher who does not satisfy the yearly requirement of credit hours, and who is not otherwise exempt from this requirement, shall have \$1,000 deducted from his/her final paycheck. Such an amount shall be returned to the individual once the yearly requirement is satisfied.

8. A bargaining unit member may apply, on a yearly basis, to the Superintendent for an exemption or partial exemption of the PDP requirement due to extenuating circumstances (i.e., extended leave of absence, workers compensation, disability, etc.)

9. All provisions of this clause that refer to bargaining unit members apply to registered nurses and teacher assistants. In addition:

(a). Their annual PDP requirement shall be as follows:

Effective July 1, 1998

5 hours

Effective July 1, 1999	5 hours
Effective July 1, 2000	7 ½ hours
Effective July 1, 2001	10 hours

(b). \$500 shall be deducted from the final paycheck if the yearly requirement is not satisfied. Such amount shall be returned when the requirement is satisfied.

G. Homebound instruction shall be paid at the hourly rate of \$61 for years one and two of this agreement and \$63 for years three and four of this agreement, beginning with and including the travel time from school to the place of homebound instruction.

H. Instructors of Driver Education shall be compensated for after school instruction at the hourly rate of \$48 in years one and two of this agreement and \$50 in years three and four of this agreement.

**ARTICLE 36**  
**HEALTH INSURANCE, DENTAL INSURANCE,**  
**AND LIFE INSURANCE**

This article is subject to the Board's establishment of a flexible benefit plan pursuant to the Internal Revenue Code, as set forth in paragraph F of this article.

A. The Board of Education shall assume 90% of the cost of the Empire core plan plus enhancements. The same dollar amount shall be applied to the other two (2) plans (HMO or HIP). This provision shall include both active and retired teachers. Effective July 1, 1996, the Board of Education shall assume 85% of the cost of the health insurance premiums for both active teachers and teachers retiring after June 30, 1996. Teachers retiring during the term of this agreement, July 1, 1998 - June 30, 2002 shall be granted an appropriate letter respecting continuation of health insurance benefits during retirement. The parties will agree upon a form letter.

This provision shall also apply to any excessed teachers until November 30th. The cost of premiums for excessed teachers will be shared equally by the Association and the District. The foregoing shall not apply to excessed teachers who are covered under a spouse's health insurance plan. At the time of excessing, the affected teacher will supply a notarized statement to the District regarding the foregoing. All of the foregoing shall be subject to federal law.

1. Right to Change Insurance Carriers:

Notwithstanding the foregoing, the Board of Education retains the right to change insurance carriers provided that the resulting dental and/or health insurance plan or program contains substantially equal benefits as to that provided under the Empire Plan; the replacement insurance company is comparable to Metropolitan Life Insurance Company in that it is a recognized insurer; and prior to any change of carrier the Board shall have consulted with the Union respecting said proposed change. The Association and the Board shall meet at the Board's request to negotiate respecting the establishment of a self-insured plan of medical and dental benefits, during the term of this contract.

B. A unit member covered as of July 1, 1998 under the health insurance plan may submit a waiver of coverage, in a form to be designed by the District in consultation with the Union, on or before November 1st of the school year. The unit member shall be paid, on a yearly basis, in accordance with the following schedule:

\$2,000	for waiver of family coverage
\$1,200	for waiver of individual coverage.
\$1,000	to reduce coverage from family to individual coverage, provided that the unit member is carrying family coverage as of September 28, 1998, and provided further that family coverage is not picked up by a spouse employed by the District.

Final payment shall be made as soon thereafter as possible. In the event a teacher who has chosen this option because of an unforeseen event must re-enroll, the teacher shall return, on a pro-rata basis that portion of the waiver sum previously paid, determined as of the date of re-enrollment.

C. The Board of Education shall pay 80% of the cost of the self-insured dental plan administered by the Half Hollow Hills Teachers' Association.

D. The Board of Education shall pay the premium cost of a group term life insurance program providing each teacher with insurance coverage for 200% of the teacher's annual salary. The premium cost of the said group term life insurance shall become part of the welfare trust set forth in paragraph E below.

E. The District shall pay to the Association the sum of \$155,000.00 for each of the years of this contract.



The foregoing sum shall be used exclusively for premium cost of a disability insurance plan to be selected by the Association. This plan shall be administered by an Association Welfare Trust; the Board of Education shall have the right to appoint a member to the governing body of said Association Welfare Trust Fund.

In the event the premium costs for the current insurance plan for the years 1998/99, 1999/00, 2000/01, and 2001/02 exceed the sums set forth above, then the additional premium costs therefore shall be deducted from the salary package for said years.

F. Flexible Benefit Plan

Effective as soon as is possible, the District shall establish a Cafeteria Plan pursuant to the Internal Revenue Code containing the following elements:

1. Inclusion of employee contributions to health and dental insurance.
2. Optional inclusion of "buy-out" funds arising from a waiver of health insurance for the purpose of establishing a medical and dental reimbursement plan.
3. Inclusion of a child care and elder care salary reduction plan; inclusion of an un-reimbursed medical and dental expenditures salary reduction plan.

G. Effective, October 1, 1995 part-time employees thereafter employed shall be granted health and dental insurance on a pro rata basis commensurate with the amount of their teaching assignment, e.g. a ".4 part-time teacher" will be granted 40% toward the District's share of the premium cost of health and dental insurance by the District. Part-time employees employed on or before September 30, 1995 shall continue to receive such benefits in accord with the parties practice in effect prior to October 1, 1995.

**ARTICLE 37**  
**AGENCY SHOP**

A. Pursuant to the passage of legislation enabling the implementation

of Agency Shop Fee, the Half Hollow Hills Central School District does hereby agree that no later than fifteen (15) days after the effective date of this Agreement or fifteen (15) days after the effective date of employment, whichever is later, each employee will pay the Half Hollow Hills Teachers' Association each month a service charge toward the Administration of this Agreement and the representation of such employee; provided, however, that each employee will have available to his/her membership in the Half Hollow Hills Teachers' Association on the same terms and conditions as are available to every other member of the Union. The service charge shall be an amount equal to the collective bargaining agent's monthly dues for each month thereafter. The Half Hollow Hills Central School District shall deduct such fee in the same manner the membership dues are deducted. The Half Hollow Hills Teachers' Association shall supply the School District with a list of names of non-members at least fifteen (15) days prior to the deduction of the Agency Fee.

B. The Half Hollow Hills Teachers Association has submitted to the District, pursuant to Chapter 677 of the Laws of 1977 of the State of New York a procedure providing for the processing of demands, by members of the bargaining unit, for the return of that portion of the Agency Fee deduction, if any, which represents the employee's pro-rata share of expenditures by the Half Hollow Hills Teachers' Association in aid of activities or causes only incidentally related to negotiation of terms and/or conditions of employment. The aforementioned procedure shall not be substantially changed without the prior approval of the Board of Education.

C. The Half Hollow Hills Teachers' Association herewith indemnifies and saves the School District, Board of Education and its employees, harmless from any and all lawsuits, actions, or proceedings at law before the courts or an administrative agency arising from this Article.

### **ARTICLE 38**

#### **SPECIALIST SERVICES**

##### **Elementary Music and Nurse-Teachers.**

A. All school nurse-teachers shall be maintained. However, school nurse-teachers' positions may be abolished as a vacancy occurs. Furthermore, if a health teacher position becomes vacant and a school nurse-teacher is qualified to fill said position, the affected teacher shall be appointed to the vacant health position.

B. On the elementary level, nurse-teachers shall have a workday that equals that of an elementary classroom teacher. The nurse-teachers shall be paid at the hourly rate of \$61 during years one and two of this agreement and \$63 during years three and four of this agreement whenever the length of day is required to be in excess of seven (7) hours and

five (5) minutes.

C. On the elementary level, the music teachers shall have a workday that equals that of the elementary classroom teacher.

**ARTICLE 39**  
**DAMAGE TO PERSONAL PROPERTY**

While a teacher is on school property, performing his/her duties, either professional or extracurricular, any damage to or loss of personal property resulting from vandalism, malicious mischief and/or theft shall be reimbursed by the Board of Education on the basis of replacement cost at the time of loss. If the teacher is entitled to recovery under the terms of this Article, including the exclusions and conditions below, and the teacher has been paid by his/her insurance company, but the amount paid has been reduced by a "deductible" under the terms of the policy, the Board will pay to the teacher the amount of the "deductible." Reimbursement for any of the foregoing shall be subject to the following conditions and exclusions:

1. Excluded are:
  - a. Theft of a car, its contents and/or its accessories.
  - b. Currency, stocks, bonds, and checks.
  - c. Items, in one loss, whether by vandalism, malicious mischief, or theft, having a value of less than \$25 (this does not mean there is a \$25 deductible").
  - d. Loss recoverable by the teacher through insurance of the teacher in force at the time of the loss.
2. To be eligible the teacher shall exercise reasonable care over his/her personal property and shall have obtained written permission to bring covered personal property on school campus.
3. Maximum liability to the School District shall be \$400 for each occurrence.

**ARTICLE 40**  
**ELEMENTARY SCHOOL LIBRARIES**

A. There may be flexible scheduling in any elementary school library, as determined by the principal, librarian and faculty members in each school.

B. Library-media specialists shall not teach non-library subjects (including reading skills). Library subjects shall be those related to library usage and appreciation of literature.

**ARTICLE 41**  
**PARAPROFESSIONALS/MONITORS**

A. Two lunchroom monitors shall be employed in each building, except for the senior high school where two shall be employed for each of the cafeterias.

B. The following clerical aides shall be employed to assist teachers by performing such services as the building committee deems appropriate. Jobs shall be described and defined by the building representatives, building representative alternate, and the principal.

1. One 3-hour aide per day for each elementary school.
2. One 6-hour or two 3-hour aides per day for each middle school.
3. Two 6-hour or four 3-hour aides per day for the high schools.
4. Whenever any school has an enrollment of over 700 pupils, each nurse-teacher assigned to that school shall receive three hours of aide time per day for assistance in her/his duties except when there is more than one nurse assigned to the building. The aide time shall be provided so long as no individual aide now employed shall receive a change of classification of civil service status or an increase in her/his basic rate of pay because of the extra time spent assisting the nurse teacher. The Administration will make every effort to provide an additional person at the same hourly rate to perform said duties, if any change of status or rate of pay as aforementioned, shall prevent a present employee from performing said duties.

C. There shall be one full time library clerk in each school library.

D. A typewriter and appropriate supplies shall be provided for each clerical aide.

E. Building representatives, and the building principal shall evaluate the above personnel and their effectiveness during the last week in May of each year.

**F. Assignment of paraprofessionals:**

The Building Committee shall present the Principal with suggestions for assignment and utilization of the paraprofessional staff each year prior to May of the school year with respect to the succeeding school year. These suggestions shall be coordinated with the recommendations of the paraprofessionals involved.

**ARTICLE 42**  
**ASSAULTS ON SCHOOL PERSONNEL**

**A. Statement of Policy:**

It is the policy of the Board of Education to support, protect and aid any teacher who suffers a physical assault by a pupil or other person while the teacher is properly acting in the discharge of his/her duties within the scope of the District's written policies.

In the event of a physical assault upon a teacher by a pupil or other person or persons, the incident shall immediately be reported to the building principal or person in charge at the time. The building principal or person in charge will promptly notify the Superintendent of Schools.

**B. Action by Administration:**

The Administration shall take appropriate action in accordance with current disciplinary procedures and the District policy on suspension of pupils.

**C. Legal Protection:**

In the event that a parent or child files a criminal or civil charge against the teacher and the teacher qualifies under A above, the Board shall provide legal counsel for the teacher, at no expense to the teacher.

D. Medical Protection:

In the event an injury is caused as the result of an unprovoked assault, and to the extent that the teacher is not protected under Workers' Compensation, the teacher shall be granted extended sick leave, by the Board without prior deduction from the teacher's accumulated sick days.

**ARTICLE 43**  
**PUPIL-TEACHER RATIO**

A. For the duration of this Agreement job security shall be maintained by using the agreed to pupil-teacher ratio, with the following exceptions, base date as of June 30, 1978:

1. There shall be one (1) full-time librarian in each elementary school. There shall be one (1) full-time librarian in each high school. There shall be one (1) full-time librarian in Candlewood Middle School, and West Hollow Middle School. When a school closes, the librarian(s) position(s) may be eliminated.

2. The full time position of school nurse-teacher shall be maintained in each school, under the conditions of Article 38 A.

B. Positions may be eliminated in the various tenure areas due to declining enrollment, based upon the following formula:

\*Staffing Ratios

SUBJECT	STUDENTS	TEACHERS	RATIOS
K-6	6,053	262.0	23.10
Art (K-12)	12,448	28.6	435.24
Music (K-12)	12,448	36.0	345.77
Phys. Ed. (K-12)	12,448	44.8	277.85
Guidance (K-12)	6,273	27.4	228.94
Special Ed. (K-12)	506	39.0	12.97
Secondary Academic (7-12)	6,273	261.6	23.97
Reading (K-12)	1,504	37.6	40.0

SUBJECT	STUDENTS	TEACHERS	RATIOS
Speech	12,448	6.7	1,857.91
Psychologists	12,448	10.3	1,208.54
Business Ed.	2,368	8.8	125.95
Home and Careers	2,369	12.0	197.41
Technology	2,542	14.2	179.22

\*without part-time teachers

1. Secondary academic includes the following teaching areas: English, Foreign Language, Science, Social Studies, Mathematics, Health, Dean, Planetarium.

C. Notwithstanding the foregoing, the Board of Education retains the right to abolish any vacant position arising by way of attrition related to the voluntary termination, resignation and/or death of an incumbent staff member. The Board, in such event, shall also have the right to keep the position vacant and shall be under no duty in the event of position abolishment and/or maintenance of a vacant position to hire a new employee to fill said vacant position. In addition to the foregoing, in the event a vacancy occurs during the course of the school year, by way of attrition arising from the death, voluntary termination and/or resignation of a staff member, the Board shall be permitted to fill said position on a temporary basis and shall not be obligated to continue the incumbent in said position during the next following school year and thereafter.

D. The Board shall be permitted to:

1. Utilize the next following year permissible full and part time job abolitions not used in the year in which the teacher-pupil ratio produces such permissible full and part time job abolitions.
2. Refuse to fill positions that become vacant as a result of leaves of absence.
3. Establish experimental and/or pilot programs, the staffing of which will not be included in ratio determinations; the positions resulting from said pilot and/or experimental

programs shall not be protected by the provisions of Article 44, provided that the President of the Association and the Superintendent of Schools have reached mutual agreement regarding the same prior to the establishment of said pilot and/or experimental program, and provided further that the pilot and/or experimental program does not replace existing K - 12 instruction.

**ARTICLE 44**  
**SECONDARY CAFETERIA DUTIES**

No teacher shall be assigned to duty station in a school cafeteria, nor to any station where a student is assigned during his/her lunch period. Two teachers will be available (in the faculty room) each period to assist the Administration in the event of an emergency in the cafeteria.

**ARTICLE 45**  
**NO STRIKES**

The Teachers' Association agrees that during the term of this Agreement it will not encourage, instigate or direct its membership or any other parties to engage in a strike or other work stoppage against the Board of Education and the Half Hollow Hills Central School District.

**ARTICLE 46**  
**CONTRACT APPLICABILITY**

A. Teaching Assistants

The following provisions of this Agreement shall be inapplicable to teaching assistants: Articles 3-C, 10-A, 10-C, 10-D, 22, 23-C, 28, 29, 34, 35-A (except for the last sentence), 35-B, 35-C, 35-E, 35-F, 38, 40, 41, 43, 44.



The following separate provisions are made for teaching assistants:

**Salary:** The salary schedules for teacher assistants are attached hereto as appendices. Effective July 1, 1998, each teaching assistant on the top step of the salary schedule will be paid a one-time longevity bonus in the amount of Five Hundred and Seventy-five Dollars (\$575.00). Said sum shall not be included in base wages and shall not be paid after the 1998/99 school year.

**Certification:** No teaching assistant shall be employed who is not certified.

**Job Security:** All teaching assistant positions as of the date of execution of this agreement shall be maintained during the term of this agreement. However, teaching assistant positions may be abolished as a vacancy occurs.

The remaining clauses of the contract are applicable to teaching assistants except as expressly set forth above.

B. Registered Nurses

The following provisions of this Agreement shall be inapplicable to registered nurses: Articles 2, 3-C, 10-A, 10-C, 10-D, 22, 23-C, 25, 26, 28, 29, 34, 35-A (except for the last sentence), 35-B, 35-C, 35-E, 35-F, 38, 40, 41, 43, 44. Job security for registered nurses is in keeping with Civil Service Regulations. The following separate provision is made for registered nurses:

**Salary:** The salary schedules for registered nurses are attached hereto as appendices. Effective July 1, 1998, each registered nurse on the top step of the salary schedule will be paid a one-time longevity bonus in the amount of Seven Hundred and Fifty Dollars (\$750.00). Said sum shall not be included in base wages and shall not be paid after the 1998/99 school year.

After three years of continuous service, a registered nurse will be given a continuing appointment. No nurse with a continuing appointment will be disciplined or discharged without just cause.

IN WITNESS WHEREOF, the parties have executed this Agreement by their duly authorized representatives on the 26 day of October, 1998.

HALF HOLLOW HILLS TEACHERS' ASSOCIATION, INC.

By: Richard P. Lee, President

Anthony V. Lzzo, Vice President

Mel A. Stern, Vice President

Karen M. Meehan, Secretary

Robert Mc Cude TREASURER

H. B. Jeff - TRUSTEE

Allison Boland - TRUSTEE

Kamp Cullen - Trustee

HALF HOLLOW HILLS BOARD OF EDUCATION

By: Jim Costello, president

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**HALF HOLLOW HILLS TEACHERS ASSOC.  
REGISTERED NURSES SALARY SCHEDULE**

<b>STEP</b>	<b>EFFECTIVE 09/01/98</b>
1	29,480
2	30,965
3	32,514
4	34,138
5	35,842
6	37,633
7	39,515
8	41,486
9	43,560
10	45,736
11	48,022
12	50,420
13	52,939
14	55,585
15	58,364
16	61,283

**NOTE: Longevity = \$750**

**HALF HOLLOW HILLS TEACHERS ASSOC.  
TEACHER ASSISTANT SALARY SCHEDULE**

<b>STEP</b>	<b>EFFECTIVE 09/01/98</b>
1	25,943
2	27,306
3	28,667
4	30,038
5	31,400
6	32,765
7	34,128
8	35,497
9	36,861
10	38,080
11	39,342
12	40,643
13	41,989
14	43,374
15	44,805
16	46,284

**NOTE: Longevity = \$575**

**HALF HOLLOW HILLS CENTRAL SCHOOL DISTRICT  
TEACHERS SALARY SCHEDULE 07/01/98 - 6/30/99**

	A (BA)	B (BA+15)	C (BA+30)	D (MA)	E (MA+15)	F (MA+30)	G (MA+45)	H (MA+60)	I (MA+75)
1	32,621	34,252	37,514	38,167	39,145	40,776	42,407	44,038	45,669
2	34,252	35,883	39,145	39,798	40,776	42,407	44,038	45,669	47,300
3	35,883	37,514	40,776	41,592	42,407	44,038	45,669	47,300	48,932
4	37,514	39,145	42,570	43,712	45,017	46,648	48,279	49,910	51,541
5	39,145	40,776	44,365	45,669	46,974	48,605	50,236	51,867	53,498
6	40,776	42,407	46,159	47,627	48,932	50,563	52,194	53,825	55,456
7	42,407	44,038	47,953	49,584	50,889	52,520	54,151	55,782	57,413
8	44,038	45,669	49,747	51,541	52,846	54,477	56,108	57,739	59,370
9	45,669	47,300	51,541	53,498	54,803	56,434	58,065	59,696	61,327
10	47,300	48,932	53,335	55,456	56,761	58,392	60,023	61,654	63,285
11	48,932	50,563	56,761	57,576	58,392	60,023	61,654	63,285	64,916
12	50,563	52,194	58,555	59,370	60,186	61,817	63,448	65,079	66,710
13	52,194	53,825	60,349	61,164	61,980	63,611	65,242	66,873	68,504
14	53,825	55,456	62,143	62,959	63,774	65,405	67,036	68,667	70,298
15	55,456	57,087	63,937	64,753	65,568	67,199	68,830	70,461	72,092
16	57,087	58,718	65,731	66,547	67,362	68,993	70,624	72,256	73,887
17	58,718	60,349	67,525	68,341	69,157	70,788	72,419	74,050	75,681
18	60,349	61,980	69,320	70,135	70,951	72,582	74,213	75,844	77,475
19	61,980	63,611	71,114	71,929	72,745	74,376	76,007	77,638	79,269
20	63,611	65,242	72,908	73,723	74,539	76,170	77,801	79,432	81,063
21	65,242	66,873	74,702	75,518	76,333	77,964	79,595	81,226	82,857
22	66,873	68,504	76,496	77,312	78,127	79,758	81,389	83,020	84,651
23	68,504	70,135	78,290	79,106	79,921	81,553	83,184	84,815	86,446
24	70,135	71,766	80,085	80,900	81,716	83,347	84,978	86,609	88,240
25	71,766	73,397	81,879	82,694	83,510	85,141	86,772	88,403	90,034

- \* BA+45 = COLUMN C + \$300
- \*\* PHD = COLUMN I + \$2,000
- \*\*\* STEP 25 ADD \$1000 FOR 1998-99 ONLY