
AGREEMENT

by and between the

**SEAFORD UNION FREE
SCHOOL DISTRICT**

and

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



Seaford UFSD Aides Unit #7211-00
Nassau County Educational Local 865

July 1, 2020 - June 30, 2025

TABLE OF CONTENTS

ARTICLE		Page
1	Holidays	1
2	Sick Days	1
3	Personal Day	3
4	Bereavement	3
5	Wages/Salary Schedule	4
6	Longevity	6
7	Dues Deductions	7
8	Vacancies	8
9	Closing of School	8
10	Increments	9
11	Out of Title	10
12	Pay Periods	10
13	Coffee Breaks	10
14	Termination Notice	10
15	Review of Personnel Files	10
16	Grievance Procedure	10
17	Savings Clause	12

ARTICLE		Page
18	Taylor Law Statement	12
19	Jury Duty	12
20	Zipper Clause	12
21	Nondiscrimination Clause	12
22	Unpaid Leaves of Absence	12
23	Hepatitis B Vaccination	13
24	Training	13
25	Labor Management Meetings	13
26	Retirement Option	13
27	Chaperone Pay	14
28	Management Rights	14
29	Security Guards/Aides	14
30	Business Leave	16
31	Notification of Assignment	16
32	Other Assignment Provisions	16
33	Drug Testing	17
34	Dental and Vision Coverage	20
Appendix A	Leave Request Form	21
Appendix B	Salary Schedule for Unit Members	22
Appendix C	Longevity Payment Option Form	24

SEAFORD UNION FREE SCHOOL DISTRICT

Seaford, New York

The Seaford Union Free School District recognizes Local 1000, CSEA, Inc., AFSCME, AFL-CIO as the bargaining agent for the Seaford Aides, including inter alia, the part-time aides and security guards under the New York Fair Employment Relations Act.

1. Holidays:

All employees will be eligible for the following eight (8) paid holidays during the term of this Contract, providing employees have served at least one (1) month prior to the holiday.

New Year's Day
Martin Luther King Day
Presidents' Day
Columbus Day
Election Day
Thanksgiving Day
Day after Thanksgiving
Christmas Day

2. Sick Days:

A. All employees will be eligible for one (1) sick day per year with full pay (providing employees have served at least six (6) months prior to the sick day), to a maximum of six (6) days. Effective July 1, 2022, all employees will be eligible for two (2) sick days per year with full pay (providing employees have served at least six (6) months prior to the sick day), to a maximum of seven (7) days. There will be an additional day commencing the eighth year and the tenth year. There shall be a maximum accumulation

of unused sick days up to a total of fifty (50). Unit members shall be permitted to accumulate up to a total of seventy (70) unused sick days after fifteen (15) years of service.

B. Security guards and/or security aides, regularly scheduled to work at least three (3) days a week for at least twelve (12) hours shall be eligible for one (1) sick day per year with full pay (providing employees have served at least six (6) months prior to the sick day), to a maximum of six (6) days. Effective July 1, 2022, all employees will be eligible for two (2) sick days per year with full pay (providing employees have served at least six (6) months prior to the sick day), to a maximum of seven (7) days. There will be an additional day commencing the eighth year and the tenth year of continuous like service.

C. Any unused sick leave days shall be paid out to the estate of the unit member in the event of the unit member's death in service at the rate set forth herein for sick leave payout.

D. There shall be a sick leave payout of 50% of accumulated leave at time of retirement (eligibility as determined by regulations of New York State Retirement Board).

E. The District shall deposit ten (10) days annually into a Sick Bank, wherein employees are eligible to make application to the Bank in connection with atypical injuries or illnesses that are caught or incurred in connection with unit members' performance in the District. The Sick Bank will receive ten (10) days annually. Accordingly, illnesses or injuries such as, but not limited to, colds, flu (swine or other), bruises, scratches, stomach aches, other aches, minor sprains, etc., are not considered atypical injuries or illnesses. A committee consisting of the Assistant Superintendent for Business, Building Principal, and Association President shall decide all applications to the Sick Bank by a majority vote. No employee

may be eligible to use more than five (5) days from the Sick Bank in any year. Days from the Sick Bank not used by the end of the school year are not rolled over to the following year. Decisions of the Sick Bank Committee are final and binding and not subject to the grievance process contained within this Contract.

3. Personal Day:

All employees [including security guards and/or security aides, regularly scheduled to work at least three (3) days a week for at least twelve (12) hours/week] shall be eligible for one (1) personal day. In the event that the personal day is not used by the end of the school year, it will be converted to a sick day and put into the unit member's sick leave bank.

Personal leave as used in this Section is defined to be leave necessary to conduct personal business which cannot be conducted except during working hours such as a house closing, will signing, court appearance, adoption proceeding, etc. Such leave may not be utilized on days immediately preceding or immediately following a holiday unless approval was received one (1) week prior. *See Appendix A for Leave Form.

4. Bereavement:

A paid bereavement leave for employees, including security aides and/or security guards regularly scheduled to work at least three (3) days per week for at least 12 hours, shall be granted for a maximum of three (3) days for immediate family (spouse, parent, child, brother, sister, mother, father, mother-in-law, or father in-law). Up to two (2) days maximum paid bereavement leave will be granted for death of grandparent, brother in-law, or sister in-law.

5. Wages/Salary Schedule:

A. Adjustments in compensation for Teacher Aides and Monitors shall be in accordance with the following:

Year 1 (2020/2021): The salary schedule in effect for the 2020-2021 school year shall be created by increasing the salary schedule in effect on June 30, 2020 by 2.00%.

Year 2 (2021/2022): The salary schedule in effect for the 2021-2022 school year shall be created by increasing the salary schedule in effect on June 30, 2021 by 2.00%.

Year 3 (2022/2023): The salary schedule in effect for the 2022-2023 school year shall be created by increasing the salary schedule in effect on June 30, 2022 by 2.00%.

Year 4 (2023/2024): The salary schedule in effect for the 2023-2024 school year shall be created by increasing the salary schedule in effect on June 30, 2023 by 2.00%.

Year 5 (2024/2025): The salary schedule in effect for the 2024-2025 school year shall be created by increasing the salary schedule in effect on June 30, 2024 by 2.00%.

The salary schedule for Aides is determined by the number of years of completed service (based on an hourly rate) and is set forth in Appendix B attached hereto and incorporated herein. Chart A applies to aides hired with an effective date before February 1, 2014. Chart B applies to aides hired with an effective date on or after February 1, 2014. Entry level for security aides shall be year 2.

B. Adjustments in compensation for Security Guards shall be in accordance with the following:

Year 1 (2020/2021): The salary schedule in effect for the 2020-2021 school year shall be created by increasing the salary schedule in effect on June 30, 2020 by 2.00%.

Year 2 (2021/2022): The salary schedule in effect for the 2021-2022 school year shall be created by increasing the salary schedule in effect on June 30, 2021 by 2.00%.

Year 3 (2022/2023): The salary schedule in effect for the 2022-2023 school year shall be created by increasing the salary schedule in effect on June 30, 2022 by 2.00%.

Year 4 (2023/2024): The salary schedule in effect for the 2023-2024 school year shall be created by increasing the salary schedule in effect on June 30, 2023 by 2.00%.

Year 5 (2024/2025): The salary schedule in effect for the 2024-2025 school year shall be created by increasing the salary schedule in effect on June 30, 2024 by 2.00%.

The salary schedule for security guards is set forth in Appendix B attached hereto and incorporated herein and reflected in Chart C. Security guards hired after July 1, 2007 shall be paid \$3.00 per hour less than the permanent rate reflected in the contract during their first year of employment. Such salary shall be \$2.00 per hour less than the permanent rate during the second year of employment, and \$1.00 per hour less than the permanent rate during the third year of employment. Beginning in the fourth year, the salary shall be at the permanent rate.

C. Aides whose annual assignment is classified as "assisting students who need intensive supervision" will earn an extra \$1.00 per hour. Effective July 1, 2018, Aides whose annual assignment is classified as "assisting students who need intensive supervision" will earn an extra \$1.50 per hour. The criteria for "intensive supervision" must include at least one (1) of the following student's needs: toileting; flight risk; exhibits aggressive action; medically fragile; and/or severe behavioral problems. Annually, in September each building's principal and psychologist will recommend which assignments earn the extra \$1.00/hr or \$1.50/hr (after July 1, 2018) stipend, which will be required to be approved by the Superintendent of Schools, or his/her designee. In addition to those Aides with assignments that are determined to warrant the extra \$1.00/hr or \$1.50/hr (after July 1, 2018), all Aides serving the Ungraded Primary, CDP, or Job-coached students will automatically receive the extra \$1.00/hr or \$1.50/hr (after July 1, 2018) stipend as long as they stay in that assignment. (Substitutes for aides who work in such programs shall also receive the stipend). The extra \$1.00/hr or \$1.50/hr (after July 1, 2018) may start or stop at any time during the year as the principal and psychologist recommend that the need has changed and/or the assignment has changed. In the case of the adult education secretary, a night differential of 8% shall be made in salary per hour after the time worked after 5:00 p.m. Anniversary date shall be July 1.

D. Employees hired prior to February will be considered to have worked a year (if uninterrupted).

E. Effective July 1, 2018, all compensation payments shall be paid to unit members via direct deposit.

6. Longevity:

A. An annual longevity payment shall be paid to all unit members who are

scheduled to work at least three (3) days a week for at least twelve (12) hours, who have served continually with no break in service of 180 days or more. The payment will be made in the school year following the level of completion of service that qualifies the unit member for a longevity payment and shall be paid as follows:

LONGEVITY Hired before 2/1/2014	2016-2020
From 10 to 14 years of service	\$575
From 15 to 19 years of service	\$1,175
20 years or more of service	\$1,875

LONGEVITY Hired on or after 2/1/2014	2016-2020
From 10 to 14 years of service	\$575
From 15 to 19 years of service	\$650
20 years or more of service	\$750

All longevity payments are cumulative.

B. The District shall provide the option to Unit members to have longevity bonuses paid out in one lump sum in December of each year or paid out in twenty (20) pay periods during the school year. This will apply to all longevity commencing in year 2014-15. Payments will continue to be paid out in twenty (20) pay periods unless the employee elects the lump sum option by completing a form (attached hereto as Appendix C) and submitting it to the payroll office prior to July 1st. After July 1st, changes in payment method cannot be made.

7. Dues Deductions:

The Civil Service Employees Association, Inc. shall have exclusive rights to payroll

deduction of dues and union sponsored insurance and benefit program premiums for employees covered by this Agreement. Such dues and premiums shall be remitted to the Civil Service Employees Association, Inc., 143 Washington Avenue, Albany, New York 12224, on a payroll period basis. No other organization shall be accorded any payroll deduction privilege without the express consent and written authorization of the Civil Service Employees Association, Inc.

The employer agrees to submit to the Civil Service Employees Association, Inc., 143 Washington Avenue, Albany, each payroll period, a list itemizing the deductions of each employee.

The District shall provide the president of the unit, information consisting of unit members' names, addresses, job title, and work location. Also, the unit president shall be sent a copy of the Board minutes as soon after the Board meeting as available.

8. Vacancies:

All new or vacated positions shall be posted. Current part-time employees shall have the opportunity to apply, based upon two (2) factors which are seniority and, where the position is a different classification (clerical, monitorial, and classroom), particular skill. Seniority shall be the determining factor for all summertime positions subject to an identification of differences concerning the employee's ability to perform the required duties of the position. Summer vacancy notices will be forwarded to the union president.

Anyone employed in one category and then shifted to another category, if cutbacks occur, will return to the previous category if there is someone with less seniority.

9. Closing of School:

A. If school is closed because of inclement weather (snow or any other reason)

the unit member shall be compensated for the day at their regular rate of pay, if the closing occurred on a regularly scheduled workday.

B. Unit members who report to work on their regularly scheduled work day shall be paid their normal shift's pay when the student(s) under their supervision are not present in school due to absence from attendance. It is understood that if the unit member's normal assignment is not available, the unit member may be reassigned to do other work in the discretion of the building principal.

C. Teacher aides who are not assigned to supervise on class trips will be reassigned within their own building by their building principal.

D. Aides who accompany students on field trips on a 1:1 basis or as a shadow for one (1) or more students will be compensated for a break not taken. If the class trip consists of a half day the aides will be entitled to a fifteen (15) minute break. For trips that are a full day the aides will be entitled to a thirty (30) minute break. If the aides are unable to take a break during the trip they will be able to add the additional time for a break not taken to their paid time.

E. If the school principal determines it is in the school's or a student's best interest the building's current aides will have first opportunity to substitute for a fellow aide within their own building. The principal in each building will make the determination as to which aide will be substituting. In no event shall a unit member be permitted to work 120 or more hours in a month.

10. Increments:

Designated regular part-time employees who work at least $\frac{3}{4}$ of their assigned time shall be granted salary increments in accordance with the Salary Schedule.

11. Out of Title:

Employees who are asked to assume full-time positions temporarily on a shared basis will not lose any seniority if this position is subsequently filled by a full-time employee. They will revert to the position held before this assignment, with all rights and benefits.

12. Pay Periods:

Salary checks will be distributed biweekly beginning with the third (3rd) week of the school year in September. One week's wages will be withheld under this arrangement until the last payment for services during the school year. Effective July 1, 2018, all compensation payments shall be paid to unit members via direct deposit.

13. Coffee Breaks:

All employees will be provided a fifteen (15) minute break.

14. Termination Notice:

Employees being terminated shall be given two (2) weeks' notice where feasible, except when terminated for disciplinary reasons.

15. Review of Personnel Files:

All employees shall be entitled to review their personnel files quarterly, upon prior request to the Superintendent or his/her designee.

16. Grievance Procedure:

A. A grievance shall be a claimed violation, misinterpretation, or misapplication of the terms and conditions of this Contract.

B. Prior to starting the formal grievance procedure, outlined below, an employee should make every effort to reach an acceptable solution to his/her problem with the immediate supervisor.

Grievance Procedure

Step One: Grievance Notice

1. If a problem cannot be resolved after informal discussion with the supervisor, the employee should present to the Superintendent a clear, concise written statement of the problem, indicating the section of the contract being grieved, including the disposition of the problem made by the supervisor. The employee must submit the completed statement within ten (10) working days from the time when they knew or should have known of the alleged violation.

2. Within five (5) working days after receipt of the statement, the Superintendent shall render a written decision and forward it to the grievant and to his/her supervisor.

3. If, after receiving the decision of central administration, the parties are unable to resolve the grievance, the union may appeal this decision to the Board of Education within twenty (20) workingdays.

4. The Board will review the matter at their next regularly scheduled meeting. Within ten (10) working days of the aforementioned meeting, the Board shall issue a written decision on the grievance that will be final.

5. Definitions:

- a. Supervisor - shall mean to whom directly responsible, and/or principal.
- b. Central administration - shall mean Superintendent of Schools or his/her designee.

17. Savings Clause:

If any part of this Contract shall be modified by reasons of law, the remaining Contract shall remain in full force and effect.

18. Taylor Law Statement:

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 THEREFORE, SHALL NOT BECOME EFFECTIVE UNTIL THE APPROPRIATE LEGISLATIVE BODY HAS GIVEN APPROVAL.

19. Jury Duty:

Employees called for jury duty shall be paid for the day. All monies (except for transportation allowance) will be returned to the District.

20. Zipper Clause:

The District and the Association agree that all negotiable items have been discussed during the negotiations leading to this Agreement, and therefore agree that negotiations will not be reopened on any item, whether contained herein or not, during the life of this Agreement.

21. Nondiscrimination Clause:

There shall be no discrimination against any present or future employee by reason of sex, race, creed, color, or national origin.

22. Unpaid Leaves of Absence:

Employees may request a leave of absence, consistent with applicable laws, and without pay or benefits, for a period of up to one (1) year. The quantity of such leave is

at the sole discretion of the District. Any denial of a request for a leave of absence shall not be subject to the grievance procedure.

23. Hepatitis B Vaccination:

The District shall provide Hepatitis B vaccinations for all unit members who request such vaccination.

24. Training:

The District shall provide training, appropriate for the unit member's duties at least once a year. The details of the training shall be discussed with the unit president in advance. In the event that training offered by the District is required for license renewal and the employee does not attend such training after the second opportunity, that employee shall be requested to obtain the necessary training on his/her own time.

In Service:

Should the District have in-service training available for its teaching employees for which there are available vacancies not filled by teaching staff, unit members may participate in such training upon request to the building principal. It is understood that this in-service training applies only where there is available space in the in-service program at no additional cost to the District.

25. Labor-Management Meeting:

The President and the Assistant Superintendent for Business shall meet to discuss the need for labor management meetings on a regular basis.

26. Retirement Option:

The District shall apply for participation in Section 41-J of the Retirement System.

27. Chaperone Pay:

The District will pay aides and guards who provide chaperone services on single day field trips for all hours worked at their respective hourly rate. With respect to overnight trips, aides performing chaperoning services shall be paid at the rate of \$150/per day. However, should it be necessary for an aide to be interrupted during sleeping hours to provide chaperone services in emergency situations, additional compensation may be requested through the Superintendent of Schools. Guards performing regular security services during sleeping hours shall be paid at the rate of time and one-half.

28. Management Rights Clause:

The Association acknowledges that the Board and the Superintendent together have the sole right of management and superintendence of the District. Further, it is recognized that the management of the District, the control of its properties, and the maintenance of order and efficiency are sole responsibilities of the Board and the Superintendent. Accordingly, the Board and the Superintendent retain all rights, except as they may be specifically and expressly modified by this Agreement, including but not limited to, selection and direction of the work force, to suspend or discharge according to law, to determine the qualifications for employment to determine work standards, to assign, promote or transfer, to determine the work to be performed, and to make reasonable and binding rules which shall not be inconsistent with this Agreement.

29. Security Guards/Aides:

A. All licensing required for security guards/aides shall be paid for by the District, except initial license fees shall be paid for by unit members.

B. Security personnel who work Martin Luther King Day and Labor Day shall be

paid time and one-half for such work. In addition, security personnel who work 12:00 a.m. to 6:00 a.m. shall be paid time and one-half for such work.

Eligible security personnel (12 hours per week) shall receive six (6) paid holidays annually: Thanksgiving Day, Christmas Day, New Year's Day, Independence Day, Presidents' Day and Memorial Day. These security personnel who are assigned to work Thanksgiving Day, Christmas Day, New Year's Day, Independence Day, Presidents' Day or Memorial Day shall be paid double time for the day (inclusive of holiday pay).

C. Security guards who are scheduled to work on a day when school is closed due to inclement weather shall be compensated for up to two (2) snow days per year at their regular rate of pay.

D. Appropriate identification badges to clip on uniforms shall be provided to security personnel.

E. Security personnel who are directed by their supervisor to use their own personal vehicle to patrol District premises shall be reimbursed at the IRS rate for each mile used.

F. The District shall provide four (4) sets of uniforms annually to security personnel unless not needed by the individual security aide or guard as follows: golf shirt, windbreaker, khaki pants, and long sleeve shirts with patch, and replace them as needed. The District shall have available foul weather gear and winter jackets for those security personnel who work outside. All uniforms must be worn while on duty; foul weather gear and winter jackets must be returned to the District upon separation from service.

G. Articles 12, 14, 15, 16 and 21 of this Contract shall be applicable to security aides and guards.

H. No fringe benefit set forth in this Contract shall apply to security personnel unless expressly set forth herein.

I. Security personnel who are directed to attend a Superintendent's Hearing pursuant to Section 3214 of the New York State Education Law shall receive a minimum of two (2) hours compensation.

J. Security personnel who return to the District in the early morning hours in response to an alarm call shall receive a minimum of three and one-half (3.5) hours pay at a rate of time and one-half.

K. The District and the Association shall form a committee to review and make recommendations with respect to the assignments of security guards.

30. Business Leave:

The Association President and/or his or her designee shall be eligible to receive up to two (2) paid days (four [4] hours each) each year for attending to Association business. The Association shall be required to obtain the advanced approval of the Superintendent of Schools. Such days may not be used for any adversarial proceeding between the Association and the District.

31. Notification of Assignment:

To the extent feasible, teacher aides shall be notified of their assignments for the upcoming school year no later than the end of the third week in August.

32. Other Assignment Provisions:

Unit members who are called to be a substitute teacher for the day will be paid at the higher rate of pay of either their normal hourly pay or the substitute teacher pay.

33. Drug Testing:

A. The Superintendent of Schools may, upon a reasonable basis, require an employee to submit to a blood test and/or urine analysis (or similar test) to determine whether such employee has used or is under the influence of illegal drugs or controlled substances. The determination that a reasonable basis exists to require such a test shall be made by the Superintendent or other administrator in his or her sole discretion, which shall not be subject to the grievance procedures in this Contract. The reasonable suspicion standard is set forth below.

While the "reasonable suspicion" standard does not lend itself to precise definition or mechanical application, vague or unparticularized or unspecified or rudimentary hunches or intuitive feelings do not meet the standard.

1. Reasonable suspicion is the quantum of knowledge sufficient to induce an ordinarily prudent and cautious person to act under the circumstances. Reasonable suspicion must be directed at a specified person and be based on specific and articulable facts and the logical inferences and deductions that can be drawn from those facts.

2. Reasonable suspicion may be based upon, among other matters: observable phenomena, such as direct observation of use and/or the physical symptoms of using or being under the influence of illegal controlled substances such as, but not limited to, slurred speech; disorientation; a pattern of abnormal conduct or erratic behavior; conduct or behavior which warrants employer inquiry because of a direct bearing on the mental faculties of the employee on the health and safety of others; action(s) inconsistent with normal conduct or behavior; or information provided either by reliable and credible sources or which is independently corroborated.

B. The procedures associated with drug testing are as follows:

1. The District may require an employee to immediately submit to a urine and/or blood test where there is reasonable, individualized suspicion of improper drug or alcohol use. Upon request, the District shall provide an employee who is ordered to submit to any such test with a written statement of the basis for the District's reasonable suspicion within seventy-two (72) hours of the request. Prior to ordering any such testing, the District shall provide the Union with reasonable notice of such order, and, wherever practicable, an opportunity to consult with the employee prior thereto.

2. The District shall use either a hospital or accredited testing lab, as chosen by the District, for such testing. Additionally, the District's testing agent shall be responsible for maintaining the identity and integrity of the sample. The passing of urine will not be directly witnessed by an opposite-sex member. Any and all such witnessing shall be done by a party who is the same gender as the employee being tested. Any test showing a positive result will be confirmed by the gas chromatography/mass spectrometry (GC/MS) or any other similarly recognized method before any administrative action is commenced.

3. Upon request, the District shall provide an employee with a copy of any test results which the District receives with respect to such employee along with such other information as is required to assure the tests were properly conducted.

4. A portion of the test sample, if positive, shall be retained by the hospital/accredited testing lab for fourteen (14) days so that the employee may arrange for another confirmatory test (GC/MS) to be conducted by a laboratory and/or hospital certified by the State of New York to perform drug testing of the employee's choosing and

at the employee's own expense. The Union will be advised of passed or failed tests to the extent that the releasing of such data is not inconsistent with Federal or State Laws regarding the privacy of said test or if the individual involved does not want this test released to the Union.

C. Use of illegal drugs at any time, or refusal to submit to such testing shall be cause for discipline, including termination, subject to a unit member's eligibility to the due process rights set forth in § 75 of the New York State Civil Service Law. Those unit members not eligible for due process rights under § 75 can challenge discipline imposed as a result of these drug testing procedures in accordance with the grievance procedure set forth in this Contract. Nothing contained herein precludes the District from considering counseling and/or other remedies in lieu of and/or in conjunction with disciplinary action for illegal use of drugs.

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]

34. Dental and Vision Coverage:

Effective July 1, 2018, all unit members shall be permitted to enroll themselves and/or dependents into the Solstice Dental and/or Vision Plans at full cost to the employee. The District shall have no responsibility for any portion of the premium payments.

Agreement made and entered into this 16 day of February 2023, between the SEAFORD UNION FREE SCHOOL DISTRICT and THE NASSAU EDUCATIONAL LOCAL 865 CIVIL SERVICE EMPLOYEES ASSOCIATION SEAFORD AIDES.

Dee Pecore
Superintendent of Schools

2/14/23
Date

Andrea Poir
President, Board of Education

2/16/23
Date

Scott Mastaglio
President, Seaford CSEA Unit

2/10/23
Date

Liam Russell *LR*
Labor Relations Specialist
Liam RUSSELL

2/10/23
Date

APPENDIX A



**SEAFORD UFSD
ABSENCE REQUEST FORM**

<u>Type</u>	<u>Requirement</u>	<u>No. Days Requested</u>	<u>Date(s)</u>
PERSONAL	<i>24-hour advance notice provided to immediate supervisor</i>	_____	_____
VACATION	<i>Advance notice expected to be provided to immediate supervisor</i>	_____	_____
BEREAVEMENT	<i>Due to death in family</i>	_____	_____
HEALTH SCREENING	<i>Advance notice expected to be provided to immediate supervisor. (Up to 4 hours per year to obtain Cancer screening; Co-pay receipt will be required)</i>	_____	_____
OTHER	_____	_____	_____

Substitute/Coverage Required

YES

NO

Employee's Name (print)

Building

Position

Employee's Signature

Date

FORWARD TO:

Immediate Supervisor

APPROVED

DISAPPROVED

Date

Comments

RECORDED

Date

APPENDIX B

SALARY SCHEDULE

AIDES SALARY SCHEDULE

CHART A Hired before 2/1/2014

Year	Starting Salary	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
2020-21	14.96	15.35	16.49	17.02	17.36	17.71	18.06	18.42	18.79	19.17	20.18
2021-22	15.26	15.66	16.82	17.36	17.71	18.06	18.42	18.79	19.17	19.55	20.58
2022-23	15.56	15.97	17.16	17.71	18.06	18.43	18.79	19.16	19.55	19.94	21.00
2023-24	15.88	16.29	17.50	18.06	18.42	18.79	19.17	19.55	19.94	20.34	21.42
2024-25	16.19	16.62	17.85	18.42	18.79	19.17	19.55	19.94	20.34	20.75	21.84

CHART B

Hired on or after 2/1/2014

Year	Starting Salary	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11
2020-21	14.28	14.96	15.35	16.49	17.02	17.36	17.71	18.06	18.42	18.80	19.18	20.18
2021-22	14.57	15.26	15.66	16.82	17.36	17.71	18.06	18.42	18.79	19.18	19.56	20.58
2022-23	15.08	15.56	15.97	17.16	17.71	18.06	18.43	18.79	19.16	19.56	19.95	21.00
2023-24	15.38	15.88	16.29	17.50	18.06	18.42	18.79	19.17	19.55	19.95	20.35	21.42
2024-25	15.69	16.19	16.62	17.85	18.42	18.79	19.17	19.55	19.94	20.35	20.76	21.84

Effective 1/1/22 the minimum wage is \$15.00 an hour and that is what will be paid. For 22-23 the starting salary was averaged at \$14.79 and applied 2%

CHART C

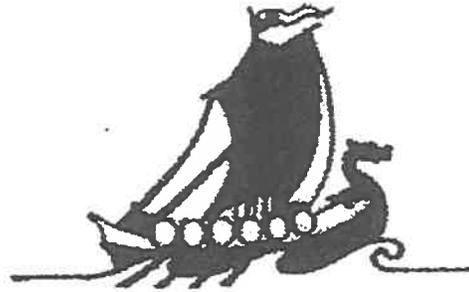
SECURITY GUARD SCHEDULE

Year	Salary
2020-21	24.48
2021-22	24.97
2022-23	25.47
2023-24	25.98
2024-25	26.50

Note: Guards hired after July 1, 2007 shall be paid \$3.00 per hour less than the permanent rate reflected in the contract during their first year of employment. Such salary shall be \$2.00 per hour less than the permanent rate during the second year of employment, and \$1.00 less than the permanent rate during the third year of employment. Beginning in the fourth year, the salary shall be at the permanent rate.

Appendix C

Memo



To: Seaford Aides/Guards

Re: Longevity Payment Option for CSEA Members

RETURN THIS FORM TO PAYROLL ONLY IF YOU ELECT TO CHANGE YOUR CURRENT PAYMENT OPTION.

PLEASE INDICATE CHOICE OF LONGEVITY PAYMENT FOR THE 20__/20__ SCHOOL YEAR AND RETURN TO THE PAYROLL OFFICE BY JUNE 30, 20__ .

CHECK METHOD OF PAYMENT

_____ *-Lump Sum Payment December*

_____ *-Payment over 20 pays September to June*

Print Full Name

Signature

Date



Local 1000, AFSCME, AFL-CIO
143 Washington Ave., Albany, NY 12210

Mary E. Sullivan, President

