

# **AGREEMENT**

by and between the  
**BOARD OF EDUCATION**

of the  
**ISLAND TREES UNION FREE  
SCHOOL DISTRICT**

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

Island Trees UFSD Full-Time Aides Unit

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**July 1, 2024 – June 30, 2027**

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## ARTICLE I – RECOGNITION

Section 1. The Board of Education of the Island Trees Union Free School District will hereinafter be referred to as the “Board”. The Civil Service Employees Association, Inc., Local 1000, AFSCME, AFL-CIO, (Full-Time Aides Unit) will hereinafter be referred to as the “Unit”.

Section 2. The Board of Education of the Island Trees Union Free School District, Town of Hempstead, County of Nassau, New York recognizes the Civil Service Employees Association, Inc., Local 1000, AFSCME, AFL-CIO, (Full-Time Aides Unit), as the exclusive bargaining representative for the full-time aides employed by the District. These employees, whether members or non-members of the Association, will hereinafter be referred to as “Unit employees”.

## ARTICLE II - REPRESENTATIONS

Section 1. The Board pursuant to Sections 204 and 207 of the Civil Service Law (“Public Employees’ Fair Employment Act”) hereby recognizes the Unit as the exclusive representative of the listed classifications in Article I, Section 2.

- A. This recognition, and the acceptance thereof by the Unit, are with the acknowledged intention of the parties hereto to fulfill the purposes prescribed in said Section 204; and
- B. The extension to the Unit of all rights prescribed in Section 208 to unchallenged representation of the described public employees for the life of this contract.

## ARTICLE III - DUES DEDUCTIONS

Section 1. The Board agrees to deduct from the salaries of Unit’s members, dues for the Unit as members individually and voluntarily authorize the Board to deduct and to transmit to the Civil Service Employees’ Association, Inc., 143 Washington, Ave., Albany, New York 12210. Deductions will be made uniformly and consistently.

Section 2. Withdrawal from membership in the Unit and/or revocation of payroll deduction authorization will be effectuated pursuant to law.

Section 3. The Unit assumes full responsibility for the disposition of the funds so deducted once they have been transmitted to the treasurer of the Civil Service Employees’ Association, Inc.

## ARTICLE IV - WORKING CONDITIONS

Section 1. Work Day and Work Week

- A. The work day for Unit employees is determined by the Superintendent of Schools and/or his/her designee based upon the needs of the District. The current workday for Unit employees is as follows:

Elementary Schools – 8:45 am – 3:25 pm



Middle School – 7:50 am – 2:35 pm  
High School – 7:00 am – 2:10 pm

In the event that the Superintendent of Schools and/or his/her designee changes the current workday for Unit members, advance written notice will be provided to the Unit. The Superintendent of Schools and/or his/her designee has the discretion to assign any Unit member to a different workday based upon the needs of an individual student or students.

- B. Lunch Periods. The work day includes an unpaid lunch period of no less than 40 minutes and no more than 45 minutes. It is recognized that it is a managerial prerogative to assign employees to lunch periods which will optimize productivity. These are to be arranged after consultation with the employees affected. All employees must sign in and out for lunch.
- C. The work week will be Monday through Friday.
- D. Sign In/Out Sheets. Time on the job will be recorded on standardized time sheets. Employees will sign these sheets and indicate the time upon beginning and ending their workday. Employees will also sign and indicate the time that they commence lunch and the time that they return from lunch. These attendance sheets will be used as the basis for the employee payroll. It is understood that the falsification of such records shall be considered grounds for immediate suspension and disciplinary action as provided by law. Travel time shall be taken into consideration by Administration for Unit employees who are assigned to multiple District school building locations on a daily basis.

Section 2. Unit employees will be notified of their tentative building assignments for a new school year by the August 1<sup>st</sup> preceding the start of the new school year. Building assignments, however, may be changed, at any time, in the sole non-reviewable discretion of the Superintendent of Schools and/or his/her designee.

## ARTICLE V – SALARIES

Section 1. The salary increases in each year of the contract are as follows:

2024-2025 – 1.25% + Step  
2025-2026 – 1.25% + Step  
2026-2027 – 1.75% + Step

The salary schedules in effect for each year of the contract are attached as Exhibit “A”.

Section 2. Longevity

Entitlement to longevity pay is based upon the years of full-time continuous employment and employment status on the employment anniversary. Payment is made as a lump sum addition to the first regular payroll check issued subsequent to the anniversary. Upon retirement from District



service, the employee will receive the pro-rata longevity payment due. For example, a full-time employee who is employed 19 years as of December 15 will receive \$995 in addition to the first paycheck issued after that date. Upon completing 20 years of service, this amount will change to \$1,193. If the person retires from service on the June 15 prior to completing 20 years, he is entitled to six-months of the longevity he would normally have received the next December: \$596.50 (50% of \$1,193).

It is agreed that the District may elect to make longevity payments on one regular paycheck each year. In such case, employees whose anniversaries fall between October 1 and March 30 will receive any longevity due on the first paycheck after January 1; all other employees will receive any longevity due on the first paycheck after July 1.

Effective July 1, 2024, the longevity payments will be:

|                           | <b>YEAR COMPLETED</b> |                  |                  |                  |
|---------------------------|-----------------------|------------------|------------------|------------------|
| <b>Salaried Employees</b> | <b><u>10</u></b>      | <b><u>15</u></b> | <b><u>20</u></b> | <b><u>25</u></b> |
| Full-Time Employees       | \$698                 | \$995            | \$1,193          | \$1,490          |

### **ARTICLE VI – HOLIDAYS**

Section 1. Unit employees are entitled to absence without reduction in pay on the 13 holidays specified on the District calendar.

### **ARTICLE VII – LEAVES OF ABSENCE**

Section 1. Sick Leave

- A. Unit employees will receive one sick leave day for each month in which at least twelve days are salaried. Sick leave days will be given on the last day of each month for which a Unit employee has earned a sick leave day. There is no cap on the amount of sick leave days that may be accumulated by Unit employees year to year.
- B. Upon retirement from the District as accepted and approved by the New York State & Local Retirement System, Unit employees hired prior to February 1, 2010, will be paid for their accumulated sick leave days at the rate of one day’s pay for every two days accumulated. A day’s pay will be 1/207 of the Unit employee’s final year’s full salary.
- C. Upon retirement from the District as accepted and approved by the New York State & Local Retirement System, Unit employees hired on or after February 1, 2010, will be paid for up to 180 accumulated sick leave days at the rate of one day’s pay for every three days accumulated, for a maximum payout of 60 days. A day’s pay will be 1/207 of the Unit employee’s final year’s full salary.



## Section 2. Personal Leave

- A. Unit employees will receive two personal leave days per year, starting after the first July 1 following their start of employment with the District. Accordingly, new Unit employees will not receive any personal leave days during their first year of employment.
- B. Personal leave days that are not used by a Unit employee by the end of a given school year will be converted to sick leave days and be added to that Unit employee's accrual of sick leave days for the following school year.
- C. Personal leave days may only be used for conducting personal business that cannot otherwise be conducted during non-work hours. Use of personal leave days for vacation, leisure or entertainment is strictly prohibited. Unit employees will apply for the use of personal leave days using the District's Short-Term Leave Request form. Unit employees may be denied the use of personal leave days or docked pay for the use of personal leave days for impermissible reasons.

## Section 3. Bereavement Leave

- A. Unit employees will be entitled to the following leaves, without loss of pay, for absences necessitated by the death of a member of the employee's immediate family, which occur within ten days of the occurrence:
  - 1. Up to five days due to the death of the employee's parent, child, spouse, or sibling;
  - 2. Up to three days due to the death of a grandparent, grandchild, mother-in-law, father-in-law, brother-in-law or sister-in-law; or
  - 3. One day for funeral observance due to the death of an aunt, uncle, niece or nephew.

## Section 4. Jury Duty

- A. Unit employees will be entitled to leave without loss of pay for attending jury duty. To be eligible for this leave, Unit employees must submit the District's Short-Term Leave Request form along with a copy of their jury duty summons and any other documentation requested by the District to verify Unit employees' attendance at Jury Duty.

## ARTICLE VIII – HEALTH INSURANCE

Section 1. Unit employees hired prior to February 1, 2010, who work 20 or more hours per week, may elect to receive either individual or family health insurance coverage through the plan selected by the Board of Education. These Unit employees will contribute 15% percent of the cost of the premiums for either individual or family coverage.

Section 2. Unit employees hired on or after February 1, 2010, who work 20 or more hours per week, may elect to receive, after two months of employment with the District, either individual or



family health insurance coverage through the plan selected by the Board of Education. These Unit employees will contribute 20% percent of the cost of the premiums for either individual or family coverage.

Section 3. Upon retirement from the District as accepted and approved by the New York State & Local Retirement System, The District will contribute to the cost of health insurance in retirement for eligible retirees at the applicable minimum employer contribution rates set by the New York State Health Insurance Program (“NYSHIP”), which is currently 50% of the cost of Individual coverage and 35% of the cost of Dependent coverage. In the event NYSHIP changes the minimum employer contribution rates, the District will adjust its contribution rates accordingly. The District will contribute to the cost of health insurance in retirement for eligible retirees at the applicable minimum employer contribution rates set by the New York State Health Insurance Program (“NYSHIP”).

### **ARTICLE IX – MANAGEMENT RIGHTS**

It is recognized that the Board has complete authority over the policies and administration of the school system. The Board retains the exclusive right, among other customary rights of school boards and employers to, among other things, determine the standards of service to be offered to the community; to determine the standards of selection for employment; to direct its employees; to hire, promote, take disciplinary action (subject to the Civil Service Law); to maintain the efficiency of the District operation; to determine the methods, means, and personnel by which District operations are to be conducted, including but not limited to the right to determine work locations and hours of operation; to determine the contents of jobs; to take all necessary actions to carry out its mission; and to execute complete control and discretion over the District's organization and technology of performing District affairs; provided, however, that the foregoing rights shall not be exercised in a manner which would violate any provision of this Agreement. The Board retains all management prerogatives and rights that are not expressly addressed and modified by this Agreement.

### **ARTICLE X – GRIEVANCE PROCEDURE**

#### **Section 1. Declaration of Policy**

In order to establish a more harmonious and cooperative relationship between the parties, it is hereby declared that the purpose of these procedures is to provide for the orderly, prompt, and fair settlement of differences as they arise and to assure equitable and proper treatment of Unit employees covered by this contract. The provisions of these procedures will be liberally construed for the accomplishment of this purpose.

#### **Section 2. Basic Principles**

- A. It is the intent of these procedures to provide for the settlement of differences at the earliest possible stage in a fair and equitable manner. The resolution of a grievance at the earliest stage is encouraged.



- B. Unit employees covered by this contract will have the right to present grievances in accordance with these procedures. The exercise of this right will be free from coercion, interference, restraint, discrimination, or reprisal -- either directly or indirectly.
- C. Every Unit employee covered by this contract will have the right to be represented at any stage of the procedures by no more than three persons of his or her own choice, either other employees or CSEA staff only. The administration will be entitled to an equal number of persons.
- D. Each administrator will be responsible to consider each grievance presented to him or her and to make a written determination within the authority delegated and within the time specified in these procedures.
- E. Each party to a grievance will have access to all written statements and records pertaining to such cases.
- F. It will be the responsibility of the Superintendent to take such steps as may be necessary to give force and effect to these procedures.
- G. All grievances must be filed with the District within sixty (60) days after the contract violation or when the aggrieved Unit employee knew or should have known of such violation, whichever is earlier. Grievances not filed within this period of limitations shall be deemed waived.

Section 3. Definitions

- A. Unit employees will mean any employee or any group of employees covered by this contract.
- B. Chief Administrator will mean the Superintendent.
- C. Immediate Supervisor will mean the person to whom the Unit employee is directly responsible.
- D. Representative(s) will mean the person(s) designated by the Unit employee as his/her counsel or to act on his/her behalf. Representative may only be other Unit employees or employees or agents of the CSEA.
- E. Grievance will mean any claimed violation of this contract.
- F. Day as used in these procedures will mean a workday excluding holidays.

Section 4. Grievance Procedures

- A. Stage One The aggrieved Unit employee will present his/her grievance in writing to his/her immediate supervisor who will discuss the grievance with the aggrieved Unit



employee or with the Unit employee and his/her representative, if any. If no mutual time for a meeting can be arranged within three days of receipt of the written grievance, arrangements will be made to relieve the Unit employee of duties in order that a meeting can take place. The immediate supervisor will render a determination in writing to the aggrieved Unit employee within three days of the meeting specified above. (Failure, at any stage, to adhere to stipulated time limits may result in the aggrieved proceeding immediately to the next stage.) If this determination is not satisfactory to the aggrieved Unit employee, he/she may proceed to the next stage.

B. Chief Administrator Stage

1. Within ten days of a determination at Stage One, the aggrieved Unit employees may submit a written request for review to the Superintendent. The Superintendent will proceed to review the matter as specified below. If the Superintendent designates a hearing officer to act on his/her behalf, such officer will be vested with full authority to render a determination.
2. The Superintendent will immediately notify the aggrieved Unit employee, and the person who rendered a determination in Stage One, to submit written statements within five days which set forth the specific nature of the grievance, the facts relating thereto, and the determination previously rendered.
3. If a hearing is requested in the written statements submitted by either in paragraph 2 above, the Superintendent will notify all parties concerned in the matter of the time and place at which a hearing will be conducted. Such hearing will take place within five days of receipt of the written statements presented pursuant to paragraph 2 above. At such hearing, all parties may appear and present oral and written statements supplementing their position in the matter.
4. Ten days following submission of written statements or a hearing, whichever will occur last, the Superintendent will render a decision in writing.

C. Board Stage

1. Within ten days of a determination at the Chief Administrator Stage, the aggrieved Unit employee may submit a written request for review and determination to the Board.
2. All written statements and records of the matter will be submitted to the Board for review. The Board may hold a hearing to obtain further information.
3. Ten days following submission of written statements or a hearing, whichever will occur last, the Board will seek to render a decision. If such time is insufficient to consider the matter, the Board may delay its decision to the next regular meeting of the Board.



**ARTICLE XI - MUTUALITY OF OBLIGATION**

Section 1. In the event that any provision of this agreement is, or will at any time be found to be contrary to law, all other provisions of this agreement will continue in effect.

Section 2. This contract will not be changed, altered or impaired in any manner unless consented to in writing by the parties concerned hereto.

**ARTICLE XII - NO STRIKE PLEDGE**

The Unit reaffirms that neither it nor its employees shall engage in a strike or any other form of work stoppage or slowdown, nor shall it cause, instigate, encourage, or condone any such strike, work stoppage or slowdown.

**ARTICLE XIII – PUBLIC EMPLOYEES FAIR EMPLOYMENT ACT**

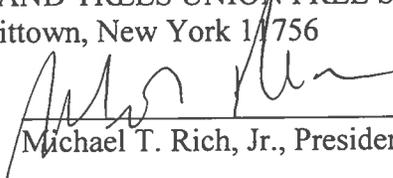
**IT IS AGREED BY AND BETWEEN THE PARTIES THAT ANY PROVISION OF THIS AGREEMENT REQUIRING LEGISLATIVE ACTION TO PERMIT ITS IMPLEMENTATION BY AMENDMENT OF LAW OR BY PROVIDING THE ADDITIONAL FUNDS THEREFORE, SHALL NOT BECOME EFFECTIVE UNTIL THE APPROPRIATE LEGISLATIVE BODY HAS GIVEN APPROVAL.**

**ARTICLE XIV - DURATION**

The provisions of this contract will be effective July 1, 2024, and will remain in full force and effect until June 30,2027.

In Witness whereof, the parties have hereunto set their hand:

BOARD OF EDUCATION  
ISLAND TREES UNION FREE SCHOOL DISTRICT  
Levittown, New York 11756

  
\_\_\_\_\_  
Michael T. Rich, Jr., President

Date: 2/5/25

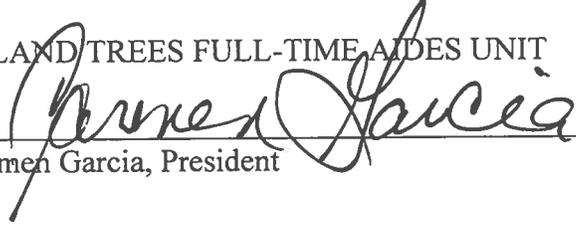
  
\_\_\_\_\_  
Dr. Charles Murphy, Superintendent of Schools

Date: 1/26/25 (P)

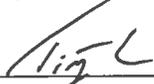


CIVIL SERVICE EMPLOYEES' ASSOCIATION, INC.,  
LOCAL 1000, AMERICAN FEDERATION OF STATE,  
COUNTY, AND MUNICIPAL EMPLOYEES, AFL-CIO

ISLAND TREES FULL-TIME AIDES UNIT

  
\_\_\_\_\_  
Carmen Garcia, President

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

  
\_\_\_\_\_  
Timothy Boerum, Labor Relations Specialist

Date: 11/20/24



# Exhibit "A"

## ISLAND TREES UNION FREE SCHOOL DISTRICT

### TEACHER AIDES SALARY SCHEDULE EFFECTIVE 07/01/2024-6/30/2025 1.25% Increase, Plus Step Advancement

| STEP | GD 1   | GD 2   | GD 3   |
|------|--------|--------|--------|
| 1    | 20,323 | 22,168 | 24,020 |
| 2    | 20,778 | 22,663 | 24,552 |
| 3    | 20,932 | 22,835 | 24,739 |
| 4    | 21,272 | 23,205 | 25,144 |
| 5    | 21,680 | 23,651 | 25,624 |
| 6    | 22,409 | 24,445 | 26,484 |
| 7    | 23,088 | 25,186 | 27,287 |
| 8    | 23,319 | 25,439 | 27,560 |
| 9    | 23,746 | 25,905 | 28,065 |

### TEACHER AIDES SALARY SCHEDULE EFFECTIVE 07/01/2025-6/30/2026 1.25% Increase, Plus Step Advancement

| STEP | GD 1   | GD 2   | GD 3   |
|------|--------|--------|--------|
| 1    | 20,577 | 22,445 | 24,320 |
| 2    | 21,038 | 22,946 | 24,859 |
| 3    | 21,194 | 23,120 | 25,048 |
| 4    | 21,538 | 23,495 | 25,458 |
| 5    | 21,951 | 23,947 | 25,944 |
| 6    | 22,689 | 24,751 | 26,815 |
| 7    | 23,377 | 25,501 | 27,628 |
| 8    | 23,610 | 25,757 | 27,905 |
| 9    | 24,043 | 26,229 | 28,416 |

### TEACHER AIDES SALARY SCHEDULE EFFECTIVE 07/01/2026-6/30/2027 1.75% Increase, Plus Step Advancement

| STEP | GD 1   | GD 2   | GD 3   |
|------|--------|--------|--------|
| 1    | 20,937 | 22,838 | 24,746 |
| 2    | 21,406 | 23,348 | 25,294 |
| 3    | 21,565 | 23,525 | 25,486 |
| 4    | 21,915 | 23,906 | 25,904 |
| 5    | 22,335 | 24,366 | 26,398 |
| 6    | 23,086 | 25,184 | 27,284 |
| 7    | 23,786 | 25,947 | 28,111 |
| 8    | 24,023 | 26,208 | 28,383 |
| 9    | 24,464 | 26,688 | 28,913 |

- GD 1           TEACHER AIDE- 5.5 HOURS PER DAY
- GD 2:         TEACHER AIDE - SPECIAL EDUCATION
- GD 3:         TEACHER AIDE - 8:1:2 CLASS

