AGREEMENT

by and between the

BOARD OF EDUCATION

of the

NEW HYDE PARK-GARDEN CITY PARK
UNION FREE SCHOOL DISTRICT

and

CSEA, Local 1000 AFSCME,
AFL-CIO

New Hyde Park-Garden City Park UFSD Clerical Unit
Nassau County Educational Local 865

July 1, 2023 - June 30, 2026

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ARTICLE I. RECOGNITION

The Board of Education of the New Hyde Park-Garden City Park Union Free School District (hereinafter "District"), hereby recognizes the Civil Service Employees Association, Local 1000, AFSCME, AFL-CIO, and its New Hyde Park-Garden City Park Clerical Unit (hereinafter "Association") as the exclusive bargaining agent for the District's clerks, typist clerks, principal typist clerks, personnel clerks (12 months), bi-lingual typist clerks, and account clerks, excluding the secretary to the Superintendent, Business Manager, Assistant Business Manager and all other District employees.

ARTICLE II. PAYROLL DEDUCTIONS

1. Dues

A. Payroll deductions will be made for membership dues in the Association upon the written consent, in conformity with law, of any unit employee of the District and will be remitted to the Civil Service Employees Association, Inc., or to its duly authorized agent.

B. Dues will be deducted in uniform amounts from each paycheck.

C. Upon request, the District will provide the Association annually with a list of employees who have voluntarily authorized dues deduction for the Association.

2. Insurance

The District will deduct regularly from the wages of each unit employee and remit to the Association, payment of premiums for the CSEA Group Life and/or CSEA Accident and Health Insurance. Checks representing dues should be payable to the Association, and any checks representing insurance premiums should be payable to the approved and designated insurance company, and sent to CSEA for those employees authorizing such deductions.

The Association will have the right to designate a representative of the underwriters of the CSEA Life Insurance Company program to visit the employees covered under this agreement on the job for the purpose of explaining this protection and/or adjusting any claims, provided, however, that the appropriate District official is notified and total assurance is given him/her that no interruption in the work of the employee will be involved.

The District, and its employees as a group or individuals, are not responsible for the payment of initial premiums, subsequent premiums, registration of policy holders, reporting of claims, cancellation of policies, or for any matter whatsoever related in any way to policies issued under this article.

3. Hold Harmless

The Association will indemnify and hold the District harmless against any and all claims, demands, suits and other forms of liability that shall arise out of or by reason of actions or inactions taken or not taken by the District for the purpose of complying with any of the provisions of this Article requiring the District to make deductions and to forward same to the Association.

ARTICLE III. CONDITIONS OF EMPLOYMENT

1. Safety

It will be the duty of all personnel to see that all working conditions are safe from unnecessary hazards. Any hazards should be reported to the immediate supervisor who will in turn report this condition in writing to his or her superior for proper referral and rectification.

It continues to be the duty of each clerical employee to be familiar with all District procedures to be followed in case of emergencies including, but not limited to, the Building Level Emergency Response Plan(s). The telephone numbers of the Fire Department, Police Department, as well as the school physician, must be clearly visible (pasted on or next to the secretary's telephone).

2. Work Week

A.

Senior Account Clerk	- 12 month position
Account Clerk	- 12 month position
Typist Clerk	- 12 month position
Clerk	- 12 month position
Principal Typist Clerk	- 12 month position
Personnel Clerk	- 12 month position
Senior Typist Clerk	- 12 month position
Bi-Lingual Typist Clerk	- 12 month position

(1) Daily Hours - 8:00 A.M. - 4:00 P.M. during the school year
- 9:00 A.M. - 3:00 P.M. during summer hours

(2) Work Year - July through June inclusive, except for school holidays and July 4th.

B. Principal Typist Clerk - 11 month position
Senior Typist Clerk - 11 month position
Clerk - 11 month position
Typist Clerk - 11 month position
Account Clerk - 11 month position
Senior Account Clerk - 11 month position
Bi-Lingual Typist Clerk - 11 month position

(1) Daily Hours - 8:00 A.M. – 4:00 P.M. during the school year
- 9:00 A.M. – 3:00 P.M. during summer hours

(2) Work Year - September through June inclusive, except for school holidays and July 4th, plus first five working days in July and the last ten working days in August. If July 4 falls on a Saturday, the holiday shall be celebrated on Friday, July 3. If July 4 falls on a Sunday, the holiday shall be celebrated on Monday, July 5.

C. Principal Typist Clerk - 10 month position
Senior Typist Clerk - 10 month position
Clerk - 10 month position
Typist Clerk - 10 month position
Account Clerk - 10 month position
Senior Account Clerk - 10 month position
Bi-Lingual Typist Clerk - 11 month position

(1) Daily Hours - 8:00 A.M. - 4:00 P.M.

The District may, upon mutual agreement of the administrator and Transportation Clerk, change the work day for the Transportation Clerk to begin at 7:30 A.M. and end at 3:30 P.M.

(2) Work Year - September through June inclusive, except for school holidays.

3. Notwithstanding the provisions in paragraph 2 (A-C) above, the School District, by its designee, will have the right to adjust the starting and ending times of the clerical employees, up to an amount of time equal to the change in the starting and ending times of the school day for the students.

4. Clericals will begin and end summer hours the day after school closes in June until the

day school opens in September.

In addition, notwithstanding anything to the contrary in this collective bargaining agreement, effective October 16, 2023, in the Superintendent's sole non-grievable, non-appealable discretion, not subject to challenge in any forum, and as determined each school year on a non-precedent setting basis, the last day of school may be reduced to a half day. If the Superintendent exercises her/his/their discretion to permit an early dismissal from school, any unit members seeking to use paid time off on that day will be required to use a full day of leave for the absence. If the unit member(s) seeking to use paid time off on that day only has a half day of the applicable accrued leave remaining, the unit member(s) may seek approval to use the half day of leave, consistent with any applicable CBA provisions, and will be docked for the other half of the day.

5. Lunch - Coffee Break

A. An appropriate lunch period of one hour will be granted each employee.

B. A uniform coffee break not in excess of 15 minutes in the morning and in the afternoon, will be provided.

6. Overtime/Holiday Pay

A. Monday through Friday inclusive

Beyond 35 hours per week – time and one-half (1-1/2) of the regular hourly rate of the employee, Monday through Friday inclusive. Saturday work will be compensated at the rate of time and one-half (1-1/2) of the regular hourly rate of the employee, Monday through Friday.

B. Holidays

Whether or not an individual works 35 hours, the clerical employee will receive additional double time for hours worked on a paid holiday.

C. Sundays

Whether or not an individual works 35 hours, the clerical employee will be paid double time for hours worked on a Sunday.

7. Credit for Prior Experience

Credit for prior experience may be granted to a new employee at the discretion of the

District.

8. Vacations

A. Ten-Month Position

None beyond the holidays listed.

B. Eleven-Month Position

One week vacation to begin after the last day worked in July, at conclusion of a full school year of employment (September – June).

C. Twelve-Month Position

Employees are not entitled to vacation leave during the first fiscal year (or portion thereof) of employment (July-June). During the second and third fiscal years of employment, employees will be entitled to receive up to two weeks of vacation leave, which will be prorated based on the number of completed months of service (*i.e.*, complete months on the payroll) during the previous fiscal year (*i.e.*, the first or second fiscal year of employment, respectively). During the fourth fiscal year of employment, employees will be entitled to receive up to three weeks of vacation leave, which will be prorated based on the number of completed months of service during the third fiscal year of employment. During the fifth fiscal year of employment and beyond, employees will be entitled to receive up to four weeks of vacation leave, which will be prorated based on the number of completed months of service during the previous fiscal year.

The above is summarized in the following chart:

Fiscal Years of Employment:	Vacation Leave (Prorated Based on Number of Completed Months of Service During the Previous Fiscal Year)
0-1	None
2-3	2 Weeks
4	3 Weeks
5+	4 Weeks

Prorated vacation leave will be rounded to the nearest half or full day, as applicable.

Upon retirement, employees will be entitled to a prorated payout of accrued and unused vacation leave days, consisting of the prorated days accrued from the previous fiscal

year of service and the prorated days accrued in the year in which they retire (which will be based on the number of completed months of service in that fiscal year). Effective October 16, 2023, this paragraph will be deleted.

Effective October 16, 2023, notwithstanding anything in the CBA to the contrary, upon retirement, employees will be entitled to a prorated payout of accrued and unused vacation leave days, consisting of the prorated days accrued from the previous fiscal year of service and the prorated days accrued in the year in which they retire, which will be prorated based on the above formula, and further prorated based on the number of completed months of service in that fiscal year at the time of retirement. For example, if an employee retires in the 2023-2024 school year, they will (notwithstanding anything in the CBA to the contrary) be paid out any unused vacation leave days from the 2022-2023 school year, plus any accrued and unused days from the 2023-2024 school year based on the above formula, which will be further prorated based on the completed months of service in the year of retirement. Any days taken by an employee in excess of the prorated accruals for that year will be deducted from the employee's final paycheck.

Employees who are terminated or resign are not entitled to be paid out for vacation leave. Any unused vacation leave days in the year in which the employee separates from employment with the District will be prorated based on the number of completed months of service in that fiscal year, and any days taken in excess of their prorated accruals for that year will be deducted from the employee's final paycheck.

D. Vacation credit will be given to 11-month employees who become 12-month employees based on years of service.

Employment at Conclusion of Fiscal Year	Vacation
Less than one year	One day per month worked to a maximum of 10 vacation days
More than two years but less than three years	14 days vacation
More than three years but less than four years	19 days vacation

Effective October 16, 2023, the above sentence and chart will be deleted. In addition, effective October 16, 2023, vacation credit will be given to 10 or 11-month employees who become 12-month employees as follows:

Fiscal Years of Employment in a 12-month Clerical Unit Position:	Vacation Leave (Prorated Based on Number of Completed Months of Service During the Previous Fiscal Year)
0-1	1 Week (Not prorated for 11-month employees who become 12-month employees)
2-3	2 Weeks
4	3 Weeks
5+	4 Weeks

If an 11-month employee who becomes a 12-month employee has already used their vacation leave as defined in Article III(8)(B) ("Eleven-Month Position"), then they will not be entitled to any additional vacation leave in the first fiscal year of employment as a 12-month employee.

E. Central Administration and Business Office Personnel

(1) 11-month employees will work a total of 15 days during the months of July and August. If July 4th falls on a weekend, they will work a total of 14 days. If July 4 falls on a Saturday, the holiday will be observed on Friday, July 3. If July 4 falls on a Sunday, the holiday will be observed on Monday, July 5.

(2) Vacation schedules will be circulated no later than May 1st and completed by May 31st. All vacation requests will be granted where feasible.

F. Vacation Checks

Annual vacation will be paid together with the employee's last paycheck prior to the start of approved vacation. Vacation checks for 11 and 12-month employees only.

G. Approval

Vacation schedules will be approved prior to scheduling. Employees will complete and submit the attached "Vacation Day Request Form" to their Administrator for approval.

9. Holidays

As determined by school calendar, plus July 4th for 11 and 12-month employees. Regulations governing these days are:

A. 10-month position will not work on the days as determined by school calendar.

B. 11-month position does not contemplate work during the Spring and December vacations except when exceptional circumstances arise, in which event the employee will be given as much notice as is reasonably possible under the circumstances. Compensation at the regular hourly rate.

C. The Senior Account Clerk and/or Account Clerk and/or Clerk (12-months) required to work during Easter vacation when the annual budget of the District is not in final form for presentation to the Board of Education for approval on the date of the beginning of the Easter vacation. Compensation will be paid to the Senior Account Clerk and/or Account Clerk and/or Clerk for work during the Easter vacation at their prevailing hourly rates.

10. Replacing Absentees

In the event of an absence by a member of the unit, a good-faith effort will be made to get a substitute.

11. Security Cameras

Effective October 16, 2023, the District's surveillance recordings will not be used to initiate discipline, but may be used to corroborate a workplace incident(s) and for all other lawful, including evidentiary, purposes.

12. Sign In/Out

Effective October 16, 2023, employees will be required to sign in and out of the building each time they enter or leave the building. As of October 16, 2023, the current sign in/out method is via a paper sign in/out sheet(s). The sign in/out data will not be used to initiate discipline, but may be used to corroborate a workplace incident(s) and for all other lawful, including evidentiary, purposes. If the District changes the method by which employees must sign in/out, it will provide the Unit President advance notice of same and, upon request, will meet with the Unit President to discuss the District's decision.

ARTICLE IV. GRIEVANCE PROCEDURE

1. Declaration of Purpose

WHEREAS, the establishment and maintenance of a harmonious and cooperative relationship between the District and its employees is essential to the operation of the schools, it is the purpose of this procedure to secure, at the lowest possible administrative level, equitable solutions to alleged grievances of employees through procedures under which they may present grievance free from coercion, interference, restraint, discrimination or reprisal, and by which the District and its employees are afforded adequate opportunity to dispose of their differences without the necessity of time-consuming and costly proceedings before administrative agencies and/or in the courts.

2. Definitions

A. A grievance is a claim by any employee or group of employees in the unit that the District has violated the collective bargaining agreement.

B. The term employee will mean any part-time or full-time person employed under the conditions of this contract.

C. Aggrieved party will mean any person or group of persons in this unit filing a grievance.

D. Administrator is the Building Principal.

E. Chief School District Officer is the Superintendent.

3. Procedures

A. The employee will attempt first to satisfy his/her/their grievance by an informal conference with the employee's immediate supervisor. The employee will be informed within a period of five days of the determination of his/her/their informal grievance.

B. If the grievance has not been satisfactorily resolved by the informal conference, the employee will request, in writing, a review and determination by the Principal. The request will be made to the Principal in writing and will include a specific statement of the grievance. Within five days of the receipt of this statement, the Principal will set a date for the meeting of the parties at the earliest possible opportunity. If the resulting informal conference fails to bring about a resolution of the grievance, the Principal will conduct a hearing and will send a written report of his/her/their findings to all parties concerned within 10 days of the completion of the hearing.

C. In the event the employee decides to appeal the decision of the Principal, the employee will request, in writing, a review and determination by the Superintendent of Schools. Upon receipt of the written request for a review and determination, the Superintendent will schedule a hearing to be held not more than five school days from the date of receipt of the request for review, with not less than two days' notice to the employee. The Superintendent will review the record, and will consider oral and written statements deemed relevant by the parties.

Determination of the hearing will be made promptly, and in any event, within 10 school days from the date of the conclusion of the hearing. Written notice will be given to the employee of the determination.

D. The employee will have the further right to appeal the decision of the Superintendent to the Board of Education, provided the employee directs a written notice of appeal to the President of the Board of Education within a period of 10 school days from the date of receipt of the decision of the Superintendent. A copy of the notice of appeal will likewise be directed to the Superintendent, who will then forward to the President of the Board all records of the hearing held by him/her/them. The Board of Education will set a date for a hearing, to be held not more than 30 days from the receipt of the Notice of Appeal and upon not less than five days' notice to the employee of the date of hearing.

The Board of Education will review the record presented and the additional statements or documents that may be offered by the employee or the Superintendent. Both the employee and the Superintendent may personally appear before the Board.

The Board of Education will render its decision promptly, in any event, not more than 30 days from the date of the conclusion of the hearing and will notify the employee and the Superintendent in writing of it.

4. If the matter is not resolved to the satisfaction of the aggrieved party with the Board of Education, the employee may appeal through standard channels within the Government of the County (Nassau) and the State (New York) established for these purposes.

ARTICLE V. PROMOTIONS

1. All openings for promotional positions and for positions paying higher salary differentials will be adequately publicized in every school on bulletin boards and all qualified unit personnel will be given adequate opportunity to make application for those positions.

2. Salary is to be compensated on a lateral move.

ARTICLE VI. PROTECTION OF UNIT EMPLOYEES

1. ". . . each board of education, . . . shall provide an attorney or attorneys for, and pay such attorneys' fees and expenses necessarily incurred in the defense of a . . . employee in any civil or criminal action or proceeding arising out of disciplinary action taken against any pupil of the district while in the discharge of his duties within the scope of his employment." (New York Education Law, 1960 Cumulative Supplement, Article 61, Section 3028.)

2. Meetings between officers of the Union and the Superintendent or the Superintendent's designee will be held at the request of either side. The meeting will be held within five working days of the date of request to discuss mutual problems. All meetings will be held during nonworking hours.

ARTICLE VII. ON-THE-JOB INJURIES

On-the-job injuries must be reported in accordance with the regulations of the District, the insurance company and the Compensation Board. Employees will be compensated for days absent because of injuries incurred (and properly reported) on the job as follows:

1. By the District at the employee's regular and current salary for a period of time equal to the number of sick days accumulated by the employee at the time of the injury.

It is understood that the payment for the days absent will not exceed the number of days authorized for absence for an on-the-job injury by the Compensation Board.

2. The number of accumulated sick days will not be reduced because of the payments; and

3. The employee will return to the District any check received from the insurance company in compensation for the <u>same</u> number of days for which the employee had already been compensated under No. 1 above; and

4. The employee will retain compensation received from the insurance carrier for days absent (as a result of on-the-job injury) in excess of those for which the District has compensated him/her as in No. 1 above; and

5. The employee will retain any award granted by the insurance carrier and/or the Compensation Board in excess of No. 3 above.

Upon recommendation of the Superintendent, the District may require complete examination of an injured employee by a licensed physician at any time following the alleged injury.

ARTICLE VIII. INSURANCE

1. The District agrees to remain a participating employer in all options of the Empire Plan with all enhancements for the employee and his/her/their immediate family. However, notwithstanding the foregoing, the District has the right to change health insurance plans or carriers as long as any new plan is the equivalent or better than the current plan being provided.

2. The District's payment toward health insurance premiums for employees selecting the Empire Plan (NYSHIP), HIP/HMO, or any other plan offered by the District, will be calculated as follows and the employee will pay the remaining premium:

(1) From each July 1 through December 31, the District will contribute on a monthly basis for the employee's individual or family coverage, as applicable, an amount equal to:

(100% minus the "employee percentage contribution" set forth in paragraph (4) below) multiplied by the NYSHIP monthly premium for coverage effective as of January 1 of that calendar year (referred to as "the current calendar year" for purposes of this section only) multiplied by 6 (which is the number of months from July through December).

(2) For each succeeding January 1 through June 30, the District will contribute on a monthly basis for the employee's individual or family coverage, as applicable, an amount equal to:

(100% minus the "employee percentage contribution" set forth in paragraph (4) below) multiplied by the NYSHIP monthly premium used in paragraph (1) above, plus the "projected percentage change" of the NYSHIP monthly premium for the current calendar year used in paragraph 1 above multiplied by 6 (which is the number of months from January through June)

The "projected percentage change" will be calculated as follows:

a. If the NYSHIP premium for the current calendar year changes from that of the prior calendar year by an amount that is less than or equal to 2%, then the projected percentage change will be the actual percentage change for the current calendar year.

b. If the NYSHIP premium for the current calendar year changes from that of the prior calendar year by an amount that is greater than 2% and less than or equal to 7%, then the projected percentage change will be a 4% increase above the actual NYSHIP premium for the current calendar year.

c. If the NYSHIP premium for the current calendar year changes from that of the prior calendar year by an amount that is greater than 7%, then the projected percentage change will be increased by the average of the current calendar year's percentage change in the NYSHIP premium and the immediately preceding four years' percentage changes in the calendar year NYSHIP premium excluding the highest percentage change and the lowest percentage change.

(3) The following example illustrates how the formula set forth in (2) above will be applied. For the 2016-2017 fiscal year the District contribution for a family plan will be calculated as follows:

> $1,926.21 is the January 1 monthly premium set by NYSHIP for a family plan for the calendar year 2016 (2016 is "the current calendar year" as defined in paragraph (1) above). This amount will be used as the rate to which 100% minus the employee percentage contribution will be applied.

<u>For the period July 1 – December 31, 2016</u>

For example, the District contribution for an employee with a 9% employee percentage contribution will be calculated as follows:

> (100% minus 9%) x $1,926.21 = $1,752.85
>
> $1,752.85 x 6 = $10,517.11 (District contribution covering the period July 1, 2016-December 31, 2016).

<u>For the period January 1 – June 30, 2017</u>

The District contribution will be calculated by identifying the percentage change that occurred in the monthly NYSHIP premium between January of the "current calendar year" (2016) and January of the prior calendar year (2015). That percentage will be compared to the items in (2)(a), (2)(b) and (2)(c) above to calculate the projected percentage change that will apply towards calculating the January 1, 2017 – June 30, 2017 rate. Then the (100% minus the employee contribution) formula will again be applied.

For example, the District contribution for an employee with a 9% employee percentage contribution will be calculated as follows:

> The January 2015 premium for a family plan was $1,808.86 and the January 2016 premium for a family plan was $1,926.21. Therefore, the premium for a family plan increased by 6.49%. Pursuant to paragraph (2), sub-paragraph (b) will be applied because the 6.49% increase from January 2015 to January 2016 is greater than 2%

and less than or equal to 7%. Therefore, according to item (2)(b) above, the projected percentage change of 4% will be applied to increase the January 2016 family plan monthly premium of $1,926.21, which will equal $2,003.26.

(100% minus 9%) x $2,003.26 = $1,822.97

$1,822.97 x 6 = $10,937.82 (District contribution January 1-June 30, 2017)

For the period July 1, 2017 – December 31, 2017

Pursuant to paragraph 1, the "current calendar year" for the period July 1-December 31 refers to the calendar year in which these months occur (2017). The monthly premium set by NYSHIP for January of the current calendar year (2017) will be used as the rate to which 100% minus the employee percentage contribution will be applied.

For the period January 1 – June 30, 2018

The District contribution will be calculated by identifying the percentage change that occurred in the January NYSHIP premium between the current calendar year (2017) and the prior calendar year (2016). That percentage will be compared to the items (2)(a), (2)(b) and (2)(c) above to determine the projected percentage change that will be used to calculate the January 1, 2018 – June 30, 2018 rate. Then the (100% - the employee contribution) formula will again be applied.

(4) The employee percentage contribution will be as follows:

a. For full-time employees who commenced employment in the District in a Clerical Unit position prior to July 1, 2007: 9%

b. For full-time employees who commenced employment in the District in a Clerical Unit position on or after July 1, 2007 and prior to July 1, 2016: 14%

c. For full-time employees who commenced employment in the District in a Clerical Unit position on or after July 1, 2016: 20%

3. Hospitalization Required During Vacation

Employees who require hospitalization for a major illness during a vacation may use their sick time in lieu of a vacation and take the vacation at another time, to be scheduled by the Business Manager. Under no circumstances will the vacation time be added to cumulative sick days. It must be taken during the fiscal year in which the illness occurs or credit for it will be terminated.

4. Health Insurance Declination

A. An employee may decline for one year either family or individual health insurance coverage during the District's annual open enrollment period. An employee may elect to reinstitute coverage prior to the end of the declination year with the consent of the carrier.

B. An employee hired to a position in the Clerical Unit prior to July 1, 2016, who works a 10-month year and declines family coverage will receive a declination bonus of $250 on the first work day in July following the declination year. An employee hired to a position in the Clerical Unit prior to July 1, 2016, who works an 11-month year and declines family coverage will receive a declination bonus of $125 on the first work day in July following the declination year. No other declination payments will be paid. An employee who does not decline for the entire year will not receive a declination bonus.

C. Employees who receive the declination bonus and subsequently purchase insurance through the Health Insurance Marketplace will be required to reimburse the District for the full cost of the declination bonus if the coverage offered by the District is deemed unaffordable pursuant to Internal Revenue Code 4980H(b) and the District is assessed a penalty pursuant to the that provision of the Code.

D. Prior to retirement, employees may enroll in NYSHIP coverage in accordance with NYSHIP's Rules and must satisfy NYSHIP's and the District's eligibility requirements in order to be eligible for and receive retiree health insurance.

5. Retiree Health Insurance Coverage.

Unit members hired on or after July 1, 2004 will not be eligible for health insurance coverage through the District in retirement unless they have at least 10 years of service in the District and are otherwise eligible for coverage pursuant to the rules, policies, procedures and by-laws of the Empire Plan and the District. In addition, employees hired for a clerical position on or after July 1, 2007 will contribute 10% toward the premium cost for individual or family coverage, as applicable, in retirement.

The District will contribute toward retiree health insurance coverage for employees hired to a position in the Clerical Unit on or after July 1, 2016 at the rate of 50% of the premium for individual coverage and 35% of the additional premium for family coverage, provided that the employee has 15 or more continuous years of service in the District.

6. Quarantine

Employees absent by reason of quarantine or isolation imposed by an order from a doctor, a department of health or a government agency, caused by a contagious disease, will

submit the doctor's certificate/order to the District. The absence will be approved for the duration of the quarantine/isolation and will be charged to the employee's personal illness or business days in accordance with Article XI(1)(A) and (B) ("Absences"), if any, unless the employee is eligible for, and takes, a leave of absence in accordance with applicable law, in which case whether personal illness or business days are charged for the duration of the absence will be in accordance with applicable law. The Superintendent of Schools will receive medical certification of the clerical employee's physical ability to perform his/her/their duties prior to the time the clerical employee returns from this absence.

7. Dental Insurance

The CSEA Horizon dental insurance program will be provided to unit members for the period July 1, 2023 through June 30, 2026. The District contribution toward dental insurance premiums will not exceed $131.81 per employee per month during the 2023-2024 school year; $133.13 per employee per month during the 2024-2025 school year; and $134.46 per employee per month during the 2025-2026 school year.

8. Optical Insurance

The CSEA Platinum 12 Family Optical Insurance Program will be provided to unit members for the period July 1, 2023 through June 30, 2026. The District contribution toward optical insurance premiums will not exceed $24.34 per employee per month during the 2023-2024, 2024-2025 and 2025-2206 school years.

9. Disability Insurance

The District will continue to provide New York State disability insurance.

10. Child-Bearing and/or Child-Rearing

A. Child-Bearing

(1) A clerical employee who is medically unable to fully perform the role of the clerical due to pregnancy or a pregnancy-related illness may utilize sick leave provisions in the same way as any other clerical employee who is ill.

(2) The Superintendent of Schools will receive the required medical certification of the clerical employee's physical ability to perform the employee's duties prior to the time the clerical employee returns from this leave.

B. Child-Rearing Leave

(1) The District will grant clerical employees a child-rearing leave of absence upon written notification to the Superintendent of Schools at least two months before the leave is scheduled to begin. The leave of absence will be without pay and the step increment will not accrue. The leave will commence and end at a date mutually agreed upon by the District and the employee. In the event of a disagreement as to when the leave will end, the clerical employee will return at the start of the next semester. In the event of a disagreement as to when the leave will start, the leave will begin not later than the time that the individual is physically unable to perform her duties.

(2) A child-rearing leave may be extended up to two full years and the clerical employee will return on the date immediately preceding the opening day of school or any date mutually agreed upon by the District and the Association.

(3) Child-rearing leave may begin prior to the birth of the child.

(4) Child-rearing leave may be utilized for adoption of children up to school age.

C. Returning From Leave

(1) All benefits and rights accumulated prior to the effective date of the leave of absence will be resumed upon return to service except that this will not conflict with other portions of the contract.

(2) Seniority and salary increments will not accrue to persons on child-rearing leave.

11. Flexible Spending Plan.

The District will continue to offer a flexible spending plan for health care expenses and dependent care expenses.

ARTICLE IX. ARMED FORCES SERVICE CREDIT

Employees who have served in the Armed Forces of the United States will be entitled to veterans' credits as provided by the law.

ARTICLE X. RETIREMENT

Benefits of the New York State Employees Retirement System, as described in Section 75-I (noncontributory, retroactive to 1938) are available to all eligible members.

ARTICLE XI. ABSENCES

1. Permitted Absences

13 school days absence without salary deduction will be permitted annually for purposes indicated below. (A half-time employee on annual salary is allowed 13 half days.) Employees hired to a Clerical Unit position on or after July 1, 2016 will be permitted to be absent from school without salary deduction for the purposes indicated below as follows:

12-month Employees – 12 school days annually
11-month Employees – 11 school days annually
10-month Employees – 10 school days annually

Employees hired to a Clerical Unit position on or after July 1, 2016 will accrue one leave day per month following each month of service. After the first six months, the employee will receive the full number of leave days consistent with the employee's assignment.

A. Personal Illness (Other than injury sustained while performing scheduled duties)

All school personnel, absent for a period of four consecutive days or more because of illness will be required to present a doctor's certificate to the Business Office of the District. In the event of a pattern of absences, the District may require a doctor's certificate. An employee who has used all the employee's sick days for the year may, with permission of the Superintendent, make use of unused business days for that year as additional sick leave days.

Effective October 16, 2023, employees may use their personal illness days for illness in the immediate family without first exhausting their annual business day allotment. If an employee uses four or more consecutive personal illness days for family illness or for a combination of family and personal illness, then the employee will be required to present a doctor's certificate to the to their immediate supervisor and the Business Office. The doctor's certificate for family illness must state the relationship of the family member to the employee and the date(s) on which the family member was seen by the doctor, but should not state the individual's medical condition for which treatment was sought. Immediate family will be defined as per Article XI(1)(B).

B. In the event that the employee has used up the employee's business days for the school year, up to five days of sick leave may be used for death or illness (effective October 16, 2023, "or illness" will be deleted) in the immediate family. Immediate family consists of parent, child, brother, sister, grandparent, grandchild, spouse, mother and father-in-law, sister/bother-in-law, or any relative residing in the personal household of the employee. In the event that the employee has used up the employee's business days for the school year, up to five days of sick leave may be used for the death of a significant other with whom the employee resides.

Unused days will be cumulative without limit and as accumulated are to be utilized for the purpose of illness only. Absence on school days beyond credited days will result in a deduction in salary equal to the usual number of hours worked per day by the employee, times the hourly rate.

2. Business Days

A maximum of three days for the purpose of personal business will be allowed each school year. A half-time employee on annual salary is allowed three half days. Application for such leave will be made to the Superintendent on the attached form, and when practicable, will be submitted at least three days prior to the day or days requested. The Superintendent will have the authority to accept or reject the request.

For employees hired to a Clerical Unit position prior to July 1, 2016, an aggregate of 15 days of the unused 13 days permitted for personal illness and the three days permitted for business may be accumulated each school year. Employees hired to a Clerical Unit position on or after July 1, 2016 may accumulate all of the unused personal illness and business days that have been allotted to them each school year, in accordance with their position (*i.e.*, 12-month employees may accumulate up to 12 unused personal illness days and three business days; 11-month employees may accumulate up to 11 unused personal illness days and three business days; and 10-month employees may accumulate up to 10 unused personal illness days and three business days). The accumulated business days may not be used for absence for any reason other than specified in l(A) above, but may be used only for the purpose of financial compensation as detailed under Terminal Pay Upon Retirement.

3. Terminal Pay Upon Retirement or Death While Employed by the District

At the time of retirement or in the event of death while still employed by the District, the employee will be reimbursed for accumulative sick and business days as follows: For those with 15 years or less service, 25% percent times the number of accumulative sick and business days times 1/200th of annual salary of the employee during the last year of actual service to a maximum of 50 days' pay; for those with more than 15 years of service, 30% percent times the total number of accumulative sick and business days, times 1/200th of annual salary of the employee during the last year of actual service to a maximum of 60 days' pay.

For employees hired to a Clerical Unit position on or after July 1, 2016 with 15 or more years of service, 20% percent times the number of accumulative sick and business days times 1/200th of annual salary of the employee during the last year of actual service to a maximum of 40 days' pay.

Employees will give the Superintendent of Schools two months' written notice prior to retirement, absent an unusual and unforeseen change in circumstances. Failure to provide this

notice will result in a delay of payment of terminal pay by the length of the notice that was not provided. For each additional month of prior written notice of retirement, employees will receive payment for an additional day, for up to an additional four days.

4. Jury Duty

Notice of jury duty must be submitted to the Superintendent. Days absent for jury duty will not be charged against either sick days or business days. Employees will be paid in full by the District. Employees will request on-call jury service where it is available. Employees must submit to the District any per diem fee received from the court for jury service.

5. Court or Governmental Agency Appearance

The number of days necessary will be allowed without loss of pay when the employee's attendance is at the request of or on behalf of the District.

6. Medical Examinations

Medical examinations are held on school time.

7. Leave For Serious Illness

A leave of absence of up to one school year may be granted by the District at its discretion, with half pay, to a member of the clerical unit for reasons of poor health. This leave will be granted only when the necessity thereof is certified by the school physician. A clerical unit member on leave will not receive compensation in any other employment during the period of the leave. The period of the leave will count as regular employment in the School District for all purposes. The Superintendent of Schools will receive medical certification of the clerical employee's physical ability to perform his/her duties prior to the time the clerical employee returns from this leave.

8. Bereavement Leave

The District will allow up to five days for bereavement leave for an employee's parent, spouse, child, brother, sister, mother-in-law, father-in-law, sister/brother-in-law, grandparent, grandchild, significant other with whom the employee resides, or any relative residing in the personal household of the employee.

In the event of a death during a school recess period or vacation period lasting five weekdays or longer (including emergency closings), leave will be calculated commencing on the weekday following the date of death and continuing on the immediately succeeding weekdays. This means that bereavement leave and the recess or vacation period (including emergency

closings) may overlap and those days overlapping will count as days taken for bereavement. Days on which school is closed during a holiday, recess or vacation period shorter than five weekdays (including emergency closings), will not be counted as bereavement leave days. This means that bereavement leave and the holiday, recess or vacation period (including emergency closings) will not overlap. If a death occurs while on such a holiday, recess or vacation period (including emergency closings) then bereavement leave will commence upon the first day the District is in session immediately following the holiday, recess or vacation period (including emergency closings). In the event of a death and bereavement leave immediately prior to a holiday, recess, vacation period or emergency closing, if the bereavement leave was not completed prior to the holiday, recess, vacation period or emergency closing, the bereavement leave will continue upon return from same if the holiday, recess, vacation period or emergency closing is shorter than five weekdays.

ARTICLE XII. LIFE INSURANCE

A $5,000 dollar term life insurance policy will be provided to each full-time employee who is a member of this unit, with an insurance company selected by the District with the premium to be paid by the District.

ARTICLE XIII. CREDIT UNION

Upon written authorization of a unit employee, the District will deduct from the employee's paycheck the amount of money authorized by the employee, and pay the money to the Credit Union on the employee's behalf. The authorization will include a release indemnifying, saving and holding the District and any and all of its employees, representatives, officers and or members of the Board of Education (collectively "employees") harmless against any and all claims, demands, suits or other forms of liability, including legal expenses, that may arise out of, or by reason of, any action taken or not taken by the Board or any of its employees for the purpose of complying with this payroll deduction agreement and/or the law.

ARTICLE XIV. SALARY GUIDES

A. Salary:

Effective retroactive to July 1, 2023, for unit members on the District's payroll as of the date of the complete ratification and approval of the 2023-2026 Agreement, each step of the 2022-2023 salary schedules will be increased by 2%. Eligible unit members have already received a step for the 2023-2024 school year.

In addition, retroactive to July 1, 2023, three steps will be added to the salary schedule for employees hired to a position in the Clerical Unit prior to July 1, 2016 (*i.e.*, Steps 13-15). Employees' steps will remain unchanged for the 2023-2024 school year as a result of the

addition of the three new steps, except for (retroactive to July 1, 2023): Employee ID # 1597, who will be placed on Step 14; Employee ID # 1122, who will be placed on Step 13; and Employee ID # 73 and # 1340, who will be placed on Step 15.

Additionally, effective retroactive to July 1, 2023, the longevities reflected in the 2019-2023 Agreement will then be added to the 2023-2024 salary schedules' base salaries as follows:

2022-2023 Longevity Step/Amount	2023-2024 Longevity Step/Amount
Upon completion of 15th year of service - $450	5th year of service - $450, prorated for 11 and 10-month employees
Upon completion of 20th year of service - $500	10th year of service - $500, prorated for 11 and 10-month employees
Upon completion of 25th year of service - $500	15th year of service - $500, prorated for 11 and 10-month employees

Effective retroactive to July 1, 2023, the longevity schedules will be deleted.

Effective July 1, 2024, each step of the 2023-2024 salary schedules will be increased by 1.5% and eligible unit members will receive a step.

Effective July 1, 2025, each step of the 2024-2025 salary schedules will be increased by 1.5% and eligible unit members will receive a step.

B. Longevity:

Effective July 1, 2001, the longevity schedule will be:

15 years $400
20 years $400
25 years $450

Effective July 1, 2020, the longevity schedule will be:

15 years $450
20 years $500
25 years $500

Effective July 1, 2001, the 10th year longevity will be eliminated. However, employees who are on step 10 or higher as of July 1, 2001 will continue to receive the 10 year longevity.

Effective retroactive to July 1, 2023, this provision has been deleted in its entirety.

C. AED Resource Persons: The Superintendent of Schools will have the discretion to offer stipends for work performed as AED Resource Persons and if the Superintendent chooses to offer a stipend, the amount of the stipend. Any stipend for this work will be no less than that offered to employees in the Teachers' bargaining unit for the same work.

ARTICLE XV. PERSONNEL FILES

Only one personnel file will be maintained for each employee. Other files, such as payroll, hospitalization, etc., will of course be continued.

The employee will have the right to examine his/her/their file in the presence of the Assistant Business Director or Personnel Director. At the request of the employee, items may be removed from the file for copying by the Assistant Business Director or Personnel Director. Under no circumstances may the employee remove the file or its contents from the office.

Derogatory matters will not be entered in an employee's file until the employee has read and signed a copy of the entry or, if the employee refuses or fails to sign the entry, after the refusal or failure to sign the entry is documented in accordance with the following procedure by the individual who provided the employee with a copy of the entry. The documentation will include the date, time and place the employee was provided with a copy of the entry, the person providing the copy, the names of any witnesses, and details about the employee's refusal or failure to sign the entry. The documentation, with a copy of the entry attached, will be sent to the employee's last home address on file with the District by certified mail, return receipt requested. Upon mailing in accordance with these procedures, the documentation and entry may be placed in the employee's file, even if it is returned to the District as undeliverable or the return receipt is not returned. The employee's signature on the record represents only that he/she/they has/have read the material, not that he/she agrees with it. The employee may prepare an answer to the derogatory matter for his/her/their file. Any answer must be submitted with 15 business days of being shown the material and will be reviewed and initialed by the Superintendent or the Superintendent's designee and attached to the file copy.

Credentials pertaining to an employee's education and service (personal and professional references) prior to the employee's employment will be marked confidential may not be inspected by the employee.

ARTICLE XVI. TRANSFER AND REASSIGNMENT

Employees may request transfer from one building to another. Employees will be reassigned according to Civil Service regulations (and the employee's seniority will be considered by the Administration when interschool transfers are made).

Employees may be transferred for the good of the District. Under those circumstances,

the employee may request and receive an appointment to discuss the matter with the Superintendent.

Transfers may be honored on a seniority basis where they do not substantially affect working conditions.

ARTICLE XVII. ASSOCIATION BUSINESS

1. Standard procedures will be followed to reserve District facilities for meetings, which must be held during nonworking hours.

2. At least one bulletin board will be reserved at an accessible place in each school for the exclusive use of the Association, for the purpose of posting material dealing with proper and legitimate Association business.

3. The President of the unit will be notified of any new annuity company approved by the District.

4. The District will provide the President of the unit with a current list of all unit members and their salaries, at the beginning of each school year.

ARTICLE XVIII. MUTUALITY OF OBLIGATION

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

2. All activities connected with this contract, including processing of grievances, will be conducted during reasonable hours.

3. Present administrative procedures regarding the presence of unauthorized personnel on school grounds will be maintained.

ARTICLE XIX. MISCELLANEOUS

1. Employees will be entitled to receive annually, a form that lists the employee's accumulated sick and business days.

2. The School District has the discretion to offer direct deposit to the employees for their paychecks.

ARTICLE XX. DURATION

1. The provision of this contract will remain in full force and effect until June 30, 2026. Either party may initiate negotiations over a successor agreement by written notice to the other party on or about January 1, 2026.

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

3. The parties expressly acknowledge that during the negotiations which resulted in this contract, each party had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the area of collective bargaining, and that the understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth completely in this contract, and this contract supersedes any and all prior agreements and understandings, whether verbal or written, between the parties.

4. In accordance with Civil Service (Taylor) Law, as amended by Section 204-a-1 and enacted by the 1969 Legislature:

> **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.**

IN WITNESS WHEREOF, the parties hereunto set their hands and seal this _____ day of November ___ 2023.

Civil Service Employees Association, Inc., Local 1000, AFSCME, AFL-CIO, and its New Hyde Park-Garden City Park Clerical Unit

PRESIDENT
New Hyde Park-Garden City Park Clerical Unit

PRESIDENT
Board of Education, New Hyde Park-Garden City Park Union Free School District

SUPERINTENDENT
New Hyde Park-Garden City Park Union Free School District

SCHEDULE A

	2023-2024 - EMPLOYEES HIRED PRIOR TO JULY 1, 2015 - SCHEDULE A																	
	Clerk (A/B/C)			Typist Clerk (A/B/C)			Principal Typist Clerk (A/B/C)			Acct Clerk (A/B/C)			Snr. Acct Clerk (A/B/C)			Snr. Typist Clerk (A/B/C)		
	12mo	11mo	10mo	12mo	11mo	10mo	12mo	11mo	10mo	12mo	11mo	10mo	12mo	11mo	10mo	12mo	11	10
	1A	1B	1C	2	2B	2C	3	3B	3C	5	5B	5C	6	6B	6C	7A	7B	7C
1	34,602	31,719	28,835	35,516	32,557	29,596	45,391	41,608	37,825	45,283	41,508	37,736	52,622	48,236	43,850	36,984	33,903	30,819
2	36,206	33,190	30,172	37,166	34,068	30,972	47,512	43,553	39,593	47,399	43,449	39,498	55,093	50,502	45,912	38,706	35,481	32,255
3	37,564	34,433	31,303	38,528	35,318	32,108	49,285	45,179	41,072	49,053	44,966	40,879	57,136	52,373	47,614	40,128	36,783	33,440
4	39,336	36,059	32,780	40,326	36,965	33,605	50,244	46,057	41,869	50,777	46,547	42,315	59,186	54,252	49,321	42,005	38,503	35,003
5	41,858	38,370	34,882	42,846	39,276	35,705	53,096	48,671	44,247	52,947	48,535	44,123	61,686	56,546	51,405	44,614	40,896	37,178
6	44,047	40,376	36,706	45,065	41,310	37,554	54,860	50,288	45,717	54,668	50,112	45,557	63,729	58,418	53,108	46,928	43,017	39,107
7	46,233	42,380	38,528	47,258	43,320	39,382	56,558	51,845	47,132	56,521	51,811	47,101	65,777	60,296	54,814	49,216	45,115	41,013
8	47,847	43,860	39,873	48,899	44,824	40,749	58,301	53,443	48,584	58,364	53,500	48,637	67,823	62,171	56,519	50,930	46,686	42,442
9	49,798	45,648	41,498	50,858	46,620	42,382	60,891	55,817	50,743	60,089	55,082	50,074	69,871	64,048	58,226	52,974	48,560	44,145
10	51,255	46,984	42,713	52,334	47,973	43,612	62,567	57,353	52,139	61,750	56,604	51,458	71,724	65,747	59,770	54,491	49,950	45,409
11	51,985	47,653	43,321	53,078	48,655	44,232	63,468	58,179	52,890	62,636	57,416	52,197	72,762	66,699	60,635	55,268	50,662	46,057
12	52,727	48,333	43,939	53,835	49,349	44,863	64,383	59,018	53,653	63,538	58,243	52,948	73,813	67,662	61,511	56,059	51,387	46,716
13	52,727	48,333	43,939	53,835	49,349	44,863	64,383	59,018	53,653	63,538	58,243	52,948	73,813	67,662	61,511	56,059	51,387	46,716
14	52,727	48,333	43,939	53,835	49,349	44,863	64,383	59,018	53,653	63,538	58,243	52,948	73,813	67,662	61,511	56,059	51,387	46,716
15	53,227	48,791	44,356	54,335	49,807	45,279	64,883	59,476	54,069	64,038	58,702	53,365	74,313	68,120	61,928	56,559	51,846	47,133

The Stenographer column (4 A/B/C) was removed from the salary schedules effective October 16, 2023.

Effective July 1, 2023, the longevities in the 2019-2023 Agreement have been included in the base salaries at steps 5, 10 and 15, and have been prorated in the 11 and 10-month columns. There is therefore no longer a separate longevity schedule.

After an employee completes the top step of the salary schedule, the employee will be entitled to a one-time, non-recurring, off-the-salary schedule, lump sum payment of $500, minus applicable taxes and withholdings. Upon receiving this one-time payment, the employee will not be entitled to any additional payments for completing the top step of the salary schedule, even if additional steps are subsequently added to the schedule.

SCHEDULE A

2023-2024 - EMPLOYEES HIRED ON OR AFTER JULY 1, 2016 - SCHEDULE A

	Clerk (A/B/C)			Typist Clerk (A/B/C) Bi-Lingual Typist Clerk (12 mo)			Principal Typist Clerk (A/B/C)			Acct Clerk (A/B/C)			Snr. Acct Clerk (A/B/C)			Snr. Typist Clerk (A/B/C)			Persnl. Clerk (A)
	12mo 1A	11mo 1B	10mo 1C	12mo 2	11mo 2B	10mo 2C	12mo 3	11mo 3B	10mo 3C	12mo 5	11mo 5B	10mo 5C	12mo 6	11mo 6B	10mo 6C	12mo 7A	11 7B	10 7C	12mo 8
1	34,602	31,719	28,835	35,516	32,557	29,596	45,391	41,608	37,825	45,283	41,508	37,736	52,622	48,236	43,850	36,984	33,903	30,819	45,283
2	35,233	32,295	29,360	36,137	33,126	30,114	46,112	42,269	38,427	45,971	42,141	38,311	53,409	48,960	44,509	37,656	34,518	31,381	45,971
3	35,884	32,894	29,903	36,799	33,731	30,666	46,818	42,915	39,016	46,653	42,765	38,877	54,207	49,689	45,172	38,345	35,149	31,954	46,653
4	36,548	33,503	30,457	37,473	34,350	31,226	47,534	43,574	39,613	47,342	43,398	39,453	55,014	50,431	45,846	39,047	35,793	32,540	47,342
5	37,674	34,535	31,395	38,608	35,391	32,173	48,711	44,662	40,593	48,493	44,452	40,411	56,284	51,594	46,903	40,211	36,860	33,509	48,493
6	38,362	35,165	31,968	39,306	36,031	32,755	49,451	45,330	41,209	49,204	45,104	41,003	57,116	52,356	47,597	40,938	37,527	34,115	49,204
7	39,064	35,809	32,553	40,018	36,683	33,348	50,199	46,016	41,833	49,926	45,766	41,605	57,960	53,130	48,300	41,678	38,205	34,732	49,926
8	39,779	36,464	33,149	40,741	37,346	33,951	50,960	46,713	42,467	50,658	46,437	42,215	58,816	53,915	49,013	42,436	38,900	35,363	50,658
9	40,505	37,130	33,754	41,477	38,021	34,564	51,734	47,423	43,112	51,402	47,119	42,835	59,687	54,713	49,739	43,203	39,603	36,003	51,402
10	41,747	38,268	34,789	42,731	39,170	35,609	53,017	48,599	44,181	52,656	48,268	43,880	61,069	55,980	50,891	44,485	40,778	37,071	52,656
11	42,501	38,959	35,418	43,494	39,870	36,245	53,815	49,330	44,846	53,419	48,967	44,516	61,964	56,800	51,637	45,281	41,508	37,734	53,419
12	43,272	39,666	36,060	44,272	40,583	36,893	54,624	50,072	45,520	54,198	49,682	45,165	62,873	57,634	52,394	46,093	42,252	38,411	54,198
13	44,053	40,382	36,711	45,066	41,311	37,555	55,446	50,826	46,205	54,986	50,404	45,822	63,796	58,480	53,163	46,918	43,008	39,098	54,986
14	44,852	41,114	37,377	45,872	42,049	38,227	56,278	51,588	46,898	55,785	51,136	46,488	64,733	59,339	53,944	47,759	43,779	39,799	55,785
15	46,163	42,316	38,469	47,195	43,262	39,329	57,625	52,823	48,021	57,097	52,339	47,581	66,183	60,668	55,153	49,117	45,024	40,931	57,097
16	46,990	43,074	39,158	48,031	44,028	40,026	58,485	53,611	48,738	57,920	53,093	48,267	67,147	61,551	55,956	49,988	45,822	41,657	57,920
17	47,832	43,846	39,860	48,883	44,809	40,736	59,358	54,412	49,465	58,756	53,860	48,963	68,126	62,449	56,772	50,877	46,637	42,398	58,756
18	48,691	44,633	40,576	49,752	45,606	41,460	60,243	55,223	50,203	59,603	54,636	49,669	69,121	63,361	57,601	51,782	47,467	43,152	59,603
19	49,564	45,434	41,303	50,635	46,415	42,196	61,142	56,047	50,952	60,465	55,426	50,388	70,129	64,285	58,441	52,704	48,312	43,920	60,465
20	50,455	46,250	42,046	51,536	47,241	42,947	62,055	56,884	51,713	61,338	56,227	51,115	71,153	65,224	59,294	53,642	49,172	44,702	61,338
21	51,362	47,082	42,802	52,453	48,082	43,711	62,984	57,735	52,487	62,225	57,040	51,854	72,190	66,174	60,158	54,597	50,047	45,498	62,225
22	52,286	47,929	43,572	53,385	48,936	44,488	63,924	58,597	53,270	63,124	57,864	52,603	73,244	67,140	61,037	55,568	50,937	46,307	63,124
23	53,227	48,791	44,356	54,335	49,807	45,279	64,883	59,476	54,069	64,038	58,702	53,365	74,313	68,120	61,928	56,559	51,846	47,133	64,038

The Stenographer column (4 A/B/C) was removed from the salary schedules effective October 16, 2023.

Effective July 1, 2023, the longevities in the 2019-2023 Agreement have been included in the base salaries at steps 5, 10 and 15, and have been prorated in the 11 and 10-month columns. There is therefore no longer a separate longevity schedule.

After an employee completes the top step of the salary schedule, the employee will be entitled to a one-time, non-recurring, off-the-salary schedule, lump sum payment of $500, minus applicable taxes and withholdings. Upon receiving this one-time payment, the employee will not be entitled to any additional payments for completing the top step of the salary schedule, even if additional steps are subsequently added to the schedule.

SCHEDULE B

2024-2025 - EMPLOYEES HIRED PRIOR TO JULY 1, 2016 - SCHEDULE B																		
	Clerk (A/B/C)			Typist Clerk (A/B/C)			Principal Typist Clerk (A/B/C)			Acct Clerk (A/B/C)			Snr. Acct Clerk (A/B/C)			Snr. Typist Clerk		
	12mo 1A	11mo 1B	10mo 1C	12mo 2	11mo 2B	10mo 2C	12mo 3	11mo 3B	10mo 3C	12mo 5	11mo 5B	10mo 5C	12mo 6	11mo 6B	10mo 6C	12mo 7A	11 7B	10 7C
1	35,121	32,195	29,268	36,049	33,045	30,040	46,072	42,232	38,392	45,962	42,131	38,302	59,411	48,960	44,508	37,539	34,412	31,281
2	36,749	33,688	30,625	37,723	34,579	31,437	48,225	44,206	40,187	48,110	44,101	40,092	55,919	51,260	46,601	39,287	36,013	32,739
3	38,127	34,949	31,773	39,106	35,848	32,590	50,024	45,857	41,688	49,789	45,640	41,492	57,993	53,159	48,328	40,730	37,335	33,942
4	39,926	36,600	33,272	40,931	37,519	34,109	50,956	46,748	42,497	51,539	47,245	42,950	60,074	55,066	50,061	42,635	39,081	35,528
5	42,486	38,946	35,405	43,489	39,865	36,241	53,852	49,401	44,911	53,741	49,263	44,785	62,611	57,394	52,176	45,263	41,505	37,736
6	44,708	40,982	37,257	45,741	41,930	38,117	56,680	51,942	46,403	55,488	50,864	46,240	64,685	59,294	53,905	47,832	43,862	39,894
7	46,926	43,016	39,106	47,967	43,970	39,973	57,406	52,623	47,839	57,369	52,589	47,808	66,764	61,200	55,636	49,954	45,792	41,628
8	48,565	44,518	40,471	49,632	45,496	41,360	59,176	54,245	49,313	59,239	54,303	49,367	68,840	63,104	57,367	51,694	47,386	43,079
9	50,545	46,333	42,120	51,621	47,319	43,018	61,804	56,654	51,504	60,980	55,908	50,825	70,919	65,009	59,099	53,769	49,288	44,807
10	52,024	47,689	43,354	53,119	48,693	44,266	63,506	58,213	52,921	62,676	57,498	52,230	72,800	66,733	60,667	55,308	50,699	46,090
11	52,765	48,369	43,971	53,874	49,385	44,895	64,420	59,052	53,683	63,576	58,277	52,980	73,850	67,699	61,545	56,097	51,422	46,748
12	53,518	49,058	44,598	54,643	50,089	45,536	65,349	59,903	54,458	64,491	59,117	53,742	74,920	68,677	62,434	56,900	52,158	47,417
13	53,518	49,058	44,598	54,643	50,089	45,536	65,349	59,903	54,458	64,491	59,117	53,742	74,920	68,677	62,434	56,900	52,158	47,417
14	53,518	49,058	44,598	54,643	50,089	45,536	65,349	59,903	54,458	64,491	59,117	53,742	74,920	68,677	62,434	56,900	52,158	47,417
15	54,025	49,523	45,021	55,150	50,554	45,958	65,856	60,368	54,880	64,999	59,583	54,165	75,428	69,142	62,857	57,407	52,624	47,840

The Stenographer column (4 A/B/C) was removed from the salary schedules effective October 16, 2023.

Effective July 1, 2023, the longevities in the 2019-2023 Agreement have been included in the base salaries at steps 5, 10 and 15, and have been prorated in the 11 and 10-month columns. There is therefore no longer a separate longevity schedule.

After an employee completes the top step of the salary schedule, the employee will be entitled to a one-time, non-recurring, off-the-salary schedule, lump sum payment of $500, minus applicable taxes and withholdings. Upon receiving this one-time payment, the employee will not be entitled to any additional payments for completing the top step of the salary schedule, even if additional steps are subsequently added to the schedule.

SCHEDULE B

2024-2025 - EMPLOYEES HIRED ON OR AFTER JULY 1, 2016 - SCHEDULE B																				
	Clerk (A/B/C)			Typist Clerk (A/B/C) Bi-Lingual Typist Clerk (12 mo)			Principal Typist Clerk (A/B/C)			Acct Clerk (A/B/C)			Snr. Acct Clerk (A/B/C)			Snr. Typist Clerk (A/B/C)			Personl Clerk (A)
	12mo 1A	11mo 1B	10mo 1C	12mo 2	11mo 2B	10mo 2C	12mo 3	11mo 3B	10mo 3C	12mo 5	11mo 5B	10mo 5C	12mo 6	11mo 6B	10mo 6C	12mo 7A	11 7B	10 7C	12mo 8
1	35,121	32,195	29,268	36,049	33,045	30,040	46,072	42,232	38,392	45,862	42,131	38,302	53,411	48,960	44,508	37,539	34,412	31,281	45,962
2	35,761	32,779	29,800	36,679	33,623	30,566	46,894	42,903	39,003	46,661	42,773	38,886	54,210	49,694	45,177	38,221	35,036	31,852	46,661
3	36,422	33,387	30,352	37,351	34,237	31,126	47,728	43,559	39,601	47,353	43,406	39,460	55,020	50,434	45,850	38,920	35,676	32,433	47,353
4	37,096	34,006	30,914	38,035	34,865	31,694	48,247	44,228	40,207	48,052	44,049	40,045	56,839	51,187	46,533	39,633	36,330	33,028	48,052
5	38,239	35,053	31,866	39,187	35,922	32,656	49,442	45,322	41,202	49,220	45,119	41,017	57,128	52,368	47,607	40,814	37,413	34,012	49,220
6	38,937	35,692	32,448	39,896	36,571	33,246	50,193	46,010	41,827	49,942	45,781	41,618	57,973	53,141	48,311	41,552	38,090	34,627	49,942
7	39,650	36,346	33,041	40,618	37,233	33,848	50,952	46,706	42,460	50,675	46,452	42,229	58,829	53,927	49,025	42,303	38,778	35,253	50,675
8	40,376	37,011	33,646	41,352	37,906	34,460	51,724	47,414	43,104	51,416	47,138	42,848	59,698	54,724	49,748	43,073	39,484	35,893	51,416
9	41,113	37,687	34,260	42,099	38,591	35,082	52,510	48,134	43,759	52,173	47,826	43,478	60,582	55,534	50,485	43,851	40,197	36,543	52,173
10	42,373	38,842	35,311	43,372	39,758	36,143	53,812	49,329	44,844	53,446	48,992	44,538	61,985	56,820	51,654	45,152	41,390	37,627	53,446
11	43,135	39,543	35,949	44,146	40,468	36,789	54,822	50,070	45,519	54,220	49,702	45,184	62,893	57,652	52,412	45,960	42,131	38,300	54,220
12	43,921	40,261	36,601	44,936	41,192	37,446	55,443	50,823	46,203	55,011	50,427	45,842	63,816	58,499	53,180	46,784	42,886	38,987	55,011
13	44,714	40,988	37,262	45,742	41,931	38,118	56,376	51,688	46,896	55,811	51,160	46,509	64,753	59,357	53,960	47,622	43,653	39,684	55,811
14	45,525	41,731	37,938	46,560	42,680	38,800	57,122	52,362	47,601	56,622	51,903	47,185	65,704	60,229	54,753	48,475	44,436	40,398	56,622
15	46,355	42,951	39,046	47,903	43,911	39,919	58,489	53,615	48,741	57,953	53,124	48,295	67,176	61,578	55,980	49,654	45,499	41,345	57,953
16	47,695	43,720	39,745	48,751	44,688	40,626	59,382	54,415	49,449	58,789	53,889	48,991	68,154	62,474	56,795	50,738	46,505	42,282	58,789
17	48,549	44,504	40,458	49,616	45,481	41,347	60,248	55,228	50,207	59,637	54,668	49,697	69,148	63,386	57,624	51,640	47,337	43,034	59,637
18	49,421	45,302	41,185	50,498	46,290	42,082	61,147	56,051	50,956	60,497	55,456	50,414	70,158	64,311	58,465	52,559	48,179	43,799	60,497
19	50,307	46,196	41,923	51,395	47,111	42,828	62,059	56,888	51,716	61,372	56,257	51,144	71,181	65,249	59,318	53,495	49,037	44,579	61,372
20	51,212	46,944	42,677	52,309	47,950	43,591	62,986	57,737	52,489	62,258	57,070	51,882	72,229	66,202	60,183	54,447	49,910	45,373	62,258
21	52,132	47,788	43,444	53,240	48,803	44,367	63,929	58,601	53,274	63,158	57,896	52,632	73,273	67,167	61,060	55,416	50,798	46,180	63,158
22	53,070	48,648	44,226	54,186	49,670	45,155	64,883	59,476	54,069	64,071	58,732	53,392	74,343	68,147	61,953	56,402	51,701	47,002	64,071
23	54,025	49,523	45,021	55,150	50,554	45,958	65,856	60,368	54,880	64,999	59,583	54,165	75,428	69,142	62,857	57,407	52,624	47,840	64,999

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SCHEDULE C

2025-2026 - EMPLOYEES HIRED PRIOR TO JULY 1, 2018 - SCHEDULE C																			
	Clerk (A/B/C)			Typist Clerk (A/B/C)			Principal Typist Clerk (A/B/C)			Acct Clerk (A/B/C)			Snr. Acct Clerk (A/B/C)			Snr. Typist Clerk (A/B/C)		
	12mo	11mo	10mo	12mo	11mo	10mo	12mo	11mo	10mo	12mo	11mo	10mo	12mo	11mo	10mo	12mo	11	10
	1A	1B	1C	2	2B	2C	3	3B	3C	5	5B	5C	6	6B	6C	7A	7B	7C
1	39,648	32,678	29,707	36,550	33,541	30,491	46,763	42,865	38,968	46,651	42,763	38,877	54,212	49,694	45,176	38,182	34,928	31,750
2	37,300	34,193	31,084	38,289	35,098	31,909	48,948	44,869	40,790	48,832	44,763	40,691	56,758	52,029	47,300	39,876	36,553	33,230
3	38,699	35,473	32,250	39,883	36,386	33,079	50,774	46,545	42,313	50,536	46,325	42,114	58,863	53,936	49,053	41,341	37,895	34,451
4	40,525	37,149	33,771	41,545	38,082	34,621	51,763	47,449	43,134	52,312	47,954	43,594	60,575	55,532	50,512	43,275	39,667	36,061
5	43,123	39,530	35,936	44,141	40,463	36,785	54,700	50,142	45,585	54,547	50,002	45,457	63,550	58,255	52,959	45,962	42,132	38,307
6	45,375	41,587	37,816	46,437	42,559	38,682	56,518	51,808	47,099	56,370	51,627	46,934	65,635	60,183	54,714	48,346	44,317	40,289
7	47,638	43,661	39,695	48,687	44,630	40,573	58,287	53,412	48,537	58,230	53,377	48,525	67,765	62,118	56,471	50,703	46,479	42,252
8	49,293	45,186	41,078	50,376	46,178	41,980	60,064	55,059	50,053	60,126	55,110	50,108	69,873	64,051	58,228	52,488	48,097	43,725
9	51,305	47,028	42,752	52,395	48,029	43,663	62,731	57,504	52,277	61,905	56,747	51,587	71,983	65,966	59,965	54,576	50,027	45,479
10	52,884	48,404	44,004	53,916	49,423	44,930	64,459	59,086	53,715	63,616	58,315	53,013	73,892	67,734	61,577	56,139	51,459	46,781
11	53,554	49,054	44,631	54,602	50,176	45,568	65,386	59,938	54,488	64,536	59,151	53,775	74,961	68,714	62,468	56,938	52,193	47,449
12	54,321	49,794	45,267	55,463	50,840	46,219	66,329	60,802	55,275	65,458	60,004	54,548	76,044	69,707	63,371	57,754	52,946	48,128
13	54,321	49,794	45,267	55,463	50,840	46,219	66,329	60,802	55,275	65,458	60,004	54,548	76,044	69,707	63,371	57,754	52,946	48,128
14	54,321	49,794	45,267	55,463	50,840	46,219	66,329	60,802	55,275	65,458	60,004	54,548	76,044	69,707	63,371	57,754	52,946	48,128
15	54,835	50,266	45,696	55,977	51,312	46,647	66,866	61,274	55,703	65,974	60,477	54,977	76,559	70,179	63,800	58,268	53,413	48,558

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SCHEDULE C

2025-2026 - EMPLOYEES HIRED ON OR AFTER JULY 1, 2016 - SCHEDULE C

	Clerk (A/B/C)			Typist Clerk (A/B/C) Bi-Lingual Typist Clerk (12 mo)			Principal Typist Clerk (A/B/C)			Acct Clerk (A/B/C)			Snr. Acct Clerk (A/B/C)			Snr. Typist Clerk (A/B/C)			Personal Clerk (A)
	12mo	11mo	10mo	12mo	11mo	10mo	12mo	11mo	10mo	12mo	11mo	10mo	12mo	11mo	10mo	12mo	11	10	12mo
	1A	1B	1C	2	2B	2C	3	3B	3C	5	5B	5C	6	6B	6C	7A	7B	7C	8
1	35,648	32,678	29,707	36,390	33,341	30,291	46,763	42,865	38,968	46,651	42,763	38,877	54,212	49,694	45,176	38,102	34,928	31,750	46,851
2	36,297	33,271	30,247	37,229	34,127	31,024	47,506	43,547	39,588	47,361	43,415	39,469	55,023	50,439	45,855	38,794	35,562	32,330	47,361
3	36,968	33,886	30,807	37,911	34,751	31,593	48,233	44,212	40,195	48,063	44,057	40,052	55,845	51,191	46,538	39,504	36,211	32,919	48,063
4	37,652	34,516	31,378	38,606	35,388	32,169	48,971	44,891	40,810	48,773	44,710	40,646	56,677	51,955	47,231	40,227	36,875	33,523	48,773
5	38,813	35,579	32,344	39,775	36,461	33,146	50,184	46,002	41,820	49,950	45,796	41,639	57,985	53,154	48,321	41,426	37,974	34,522	49,950
6	39,521	36,227	32,935	40,494	37,120	33,745	50,949	46,700	42,454	50,691	46,460	42,243	58,845	53,938	49,036	42,175	38,661	35,146	50,691
7	40,243	36,891	33,537	41,227	37,791	34,366	51,716	47,407	43,097	51,435	47,149	42,862	59,711	54,736	49,760	42,938	39,360	35,782	51,435
8	40,982	37,566	34,151	41,972	38,475	34,977	52,500	48,125	43,751	52,189	47,841	43,491	60,593	55,545	50,494	43,719	40,076	36,431	52,189
9	41,730	38,252	34,774	42,730	39,170	35,608	53,290	48,856	44,415	52,956	48,543	44,130	61,491	56,369	51,242	44,509	40,800	37,091	52,956
10	43,009	39,425	35,841	44,023	40,354	36,685	54,619	50,068	45,517	54,248	49,727	45,206	62,915	57,672	52,429	45,825	42,011	38,191	54,248
11	43,786	40,136	36,488	44,808	41,075	37,341	55,681	50,821	46,202	55,033	50,448	45,862	63,836	58,517	53,198	46,649	42,763	38,875	55,033
12	44,580	40,845	37,150	45,610	41,810	38,009	56,275	51,589	46,886	55,836	51,183	46,530	64,773	59,376	53,978	47,486	43,529	39,572	55,836
13	45,385	41,603	37,821	46,428	42,560	38,690	57,172	52,362	47,601	56,648	51,927	47,207	65,724	60,247	54,769	48,336	44,309	40,279	56,648
14	46,208	42,357	38,507	47,258	43,320	39,382	57,979	53,147	48,315	57,471	52,682	47,893	66,690	61,132	55,574	49,202	45,103	41,002	57,471
15	47,558	43,595	39,632	48,622	44,570	40,518	59,366	54,419	49,472	58,822	53,921	49,019	68,184	62,502	56,820	50,602	46,384	42,168	58,822
16	48,410	44,376	40,341	49,482	45,358	41,235	60,252	55,231	50,211	59,671	54,697	49,726	69,176	63,411	57,647	51,499	47,207	42,916	59,671
17	49,277	45,172	41,065	50,360	46,163	41,967	61,152	56,056	50,960	60,532	55,488	50,442	70,185	64,337	58,488	52,415	48,047	43,680	60,532
18	50,162	45,982	41,803	51,255	46,984	42,713	62,064	56,892	51,720	61,404	56,288	51,170	71,210	65,276	59,342	53,347	48,902	44,456	61,404
19	51,062	46,808	42,552	52,166	47,818	43,471	62,990	57,741	52,492	62,293	57,101	51,911	72,249	66,228	60,208	54,297	49,772	45,248	62,293
20	51,980	47,648	43,317	53,094	48,669	44,245	63,931	58,603	53,276	63,192	57,926	52,660	73,303	67,195	61,086	55,264	50,639	46,054	63,192
21	52,914	48,505	44,096	54,039	49,535	45,032	64,888	59,480	54,073	64,105	58,764	53,421	74,372	68,175	61,976	56,247	51,560	46,873	64,105
22	53,866	49,378	44,889	54,999	50,415	45,832	65,856	60,368	54,880	65,032	59,613	54,193	75,456	69,165	62,872	57,248	52,477	47,707	65,032
23	54,835	50,266	45,696	55,977	51,312	46,647	66,844	61,274	55,703	65,974	60,477	54,977	76,559	70,175	63,800	58,268	53,413	48,558	65,974

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SCHEDULE D

NEW HYDE PARK - GARDEN CITY PARK UNION FREE SCHOOL DISTRICT

Date: _____ School/Office: _____

To: Superintendent of Schools
New Hyde Park-Garden City Park U.F.S.D.

From _____
(Print Name)

_____
(Signature)

Subject: LEAVE WITH PAY FOR PERSONAL BUSINESS

Date(s) Requested: _____

I am requesting leave with pay for the following reason, as defined in the contract between the New Hyde Park-Garden City Park Union Free School District and the Union.

_____ Legal _____ Religious

_____ Household _____ Family

All requests for personal business days must be submitted at least three days prior to day(s) requested whenever practicable and must be approved by the Superintendent.

APPROVED _____
Superintendent

SCHEDULE E

NEW HYDE PARK - GARDEN CITY PARK
UNION FREE SCHOOL DISTRICT

Clerical Unit Vacation Day Request Form

I _____ request a vacation day(s) on the following date(s):
(NAME)

_____

_____

(List Month & Date)

I will be returning to work on: _____

Employee Signature: _____ Request Date: _____

Administrator's Approval: _____ Date: _____

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

Mary E. Sullivan, President