

# AGREEMENT

By and between the

**NEW LEBANON CENTRAL SCHOOL  
DISTRICT**

**CHIEF EXECUTIVE OFFICER  
and**

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



**New Lebanon Central School District Unit #6508  
Columbia County Local 811**

**July 1, 2022-June 30, 2026**

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## **ARTICLE I RECOGNITION AND WORK CATEGORIES**

A. The District, pursuant to Section 207 of Article XIV the Civil Service Law, recognizes the CSEA as the exclusive representative for collective negotiations with respect to salaries, wages, hours and other terms and conditions of employment for employees serving in the following titles with the District:

Administrative Aide	Dispatcher
Bus Driver	Food Service Helper
Bus Driver/Cleaner	Head Cook
Bus Driver/Mechanic	Head Maintenance Worker
	Library Aide
Bus Aide	Maintenance Worker
Cleaner	Nurse Aide
Clerk	School Nurse- RN/LPN
Clerk/Typist	Stenographer
Clerical Aide	Teacher Aide
Cook/Server	Teaching Assistant
Custodian	Secretary I
Laborer	

Positions excluded from the bargaining unit shall be the Secretary to the Superintendent (Stenographer), the Business Manager, the Senior Clerk, the Payroll Clerk and the Account Clerk. The Secretary to the Building Principals and Secretary to the Chairperson of the Committee on Special Education shall be included in the bargaining unit, amending the April 2002 MOA.

B. Positions: Members of the CSEA are employed in one of the following categories of positions: Ten Month or Twelve Month Positions. Such categories include:

Ten-Month Positions-	Bus Driver	Secretary I
	Library Aide	
	Nurse Aide	
	Teacher Aide	
	Bus Aide	
	School Nurse- RN/LPN	
	Teaching Assistant	
	Clerk Typist	
Twelve Month Positions-	Bus Driver/Cleaner	Secretary I
	Bus Driver/Mechanic	Stenographer
	Clerk	Administrative Aide
	Clerk/Typist	Laborer
	Cleaner	Head Maintenance Worker
	Custodian	Maintenance Worker
	Dispatcher	

**ARTICLE I**  
**RECOGNITION AND WORK CATEGORIES (CONTINUED)**

C. The District agrees that the CSEA shall be notified of all newly created positions or title changes. Such newly created positions shall be included in the bargaining unit unless such position meets the criteria for management confidential status as defined by the Public Employment Relations Board. If the District and CSEA cannot agree as to management confidential status, the matter shall be submitted to PERB, at the appropriate time as defined in PERB procedures.

D. The District shall deduct from the wages of the employees and remit to the CSEA, Inc., dues and CSEA sponsored insurance programs for those employees who signed authorization cards permitting such deductions. The employee hereby waives all rights and claims to said monies so deducted and transmitted in accordance with this authorization and relieves the Board of Education and all its officers from any liability therefore.

E. The District agrees to remit said deductions at least monthly to the Civil Service Employees' Association, Inc., 143 Washington Avenue, Albany, NY.

F. The District agrees that the CSEA shall have exclusives dues deductions and no other employee organization or union shall be permitted membership dues deductions.

**ARTICLE II**  
**NO STRIKE CLAUSE**

A. The CSEA affirms that it does not assert the right to strike against the District, to assist, in or participate in any such strike, or to impose an obligation upon its members to conduct, assists or participate in such strike.

**ARTICLE III**  
**DEFINITION OF EMPLOYEE ORGANIZATION RIGHTS**

A. The District shall grant reasonable access to employees during the working hours by offices, and agents for the Union, including the Local & Unit President, for purposes of adjusting grievances and administering the terms of and conditions of this agreement. The CSEA agrees to give prior notice to the immediate supervisor and make every effort to prevent any unreasonable interruption of the normal operation of the School District. CSEA shall be granted a maximum of four (4) days "out of district" leave (e.g. association conferences, PERB hearings and conferences, meetings with CSEA officials, etc.) pursuant to this provision without charge to accruals of the officer (s) or employee(s) utilizing such leave. An additional two (2) days may be granted with permission of the Superintendent. Any absence in excess of the days approved pursuant to this provision, shall be charged against the leave accruals, if any, of the employee or officer utilizing such leave or shall be unpaid. The employee shall provide notice, in writing, to the Superintendent, at least three (3) business days before the leave.

B. The CSEA shall be allowed to post notices, bulletins and other union material on designated bulletin board space maintained on the premises and facilities of the District, for exclusive use of the CSEA.

## **ARTICLE IV GRIEVANCE PROCEDURE**

### **PREAMBLE**

It is the purpose of this procedure to secure, at the lowest possible administrative level, equitable solutions to grievances through procedures under which parties may present grievances free from coercion, restraint, or reprisal. Prior to initiating a formal written grievance, pursuant to the article, an employee or CSEA is encouraged to resolve disputes subject to the article informally with the appropriate immediate supervisor.

### **SECTION I DEFINITIONS**

- A. Employee shall mean the person covered by this agreement as provided for under Article I.
- B. Employer shall mean the individual designated by management to review and resolve grievances.
- C. Association or Union shall mean the CSEA.
- D. Grievance shall mean any claimed violation, misinterpretation or inequitable application of this agreement or administrative order affecting employee safety.
- E. Days shall mean all days other than Saturday, Sunday and Holidays, which shall be exclude in computing the number of days within which action must be taken or notice given within the terms of this procedure.

### **SECTION II RIGHTS OF THE PARTIES**

#### **A. Rights of the Grievant**

1. The Grievant may select any representative(s) to assist him/her in the processing and/or preparing of grievances; except that no representative may be present from any other employee organization other than the CSEA.

2. The Grievant shall have access to all written statements, records and materials relating to the grievance, which are to be introduced, or are part of the Grievants' personnel file.

#### **B. Rights of the Association**

1. The Association shall receive a copy of any written claim, including supporting materials and a copy of any decision rendered in writing pursuant to this procedure.

2. The Association shall have the right to submit briefs to support or refute allegations of any party in a grievance.

3. The Association may have an observer at any hearing, conference, or meeting held under this procedure where it would not otherwise be represented and shall be given reasonable notice of the time, date, place of the hearing, conference or meeting, if the aggrieved party proceeds to Step Two.

4. The Association may file a grievance in its own name.

#### **C. Mutual Rights**

1. In the event of the unexcused failure on the part of an aggrieved party to be timely, the Grievance shall be deemed to be withdrawn. If the Employer or the Employer's representatives fails to make a decision within the required time period, the Grievance shall automatically advance to the next step in the Grievance procedure as defined in Section III below.

### **SECTION III PRESENTATION**

#### **A. STEP ONE**

1. An employee(s) who claims to have a grievance shall present the grievance to the immediate supervisor in writing within ten (10) days of its occurrence or when the employee(s) becomes aware of it or should have been aware of it.

2. The immediate supervisor shall meet with the aggrieved and CSEA to resolve the grievance within five (5) days. After the meeting, the immediate supervisor shall consult with the Superintendent, if necessary, and shall render a decision within five (5) days thereafter, with copies to the aggrieved and the CSEA Unit President.

#### **B. STEP TWO**

1. The aggrieved party, if not satisfied with the decision at Step One, may within ten (10) days, request a review by the Superintendent. Such request is to be in writing with a copy to the immediate Supervisor. The Superintendent shall convene a hearing within five (5) days after receipt of the request for said hearing. The Superintendent shall render a decision in writing, within five (5) days after the hearing, and provide copies to the aggrieved and the aggrieved representative.

#### **C. STEP THREE**

1. The aggrieved party, if not satisfied with the decision at Step Two, may, within five (5) days, request, in writing, a conference with the Board of Education. The conference shall be held at a mutually agreed upon time or on the day of the next regular business meeting. The Board of Education shall render their decision, in writing, within five (5) days after the conference. Copies of the decision shall be given to the aggrieved party and his/her representative.

#### **D. STEP FOUR**

1. Within five (5) days after receipt of the decision at Step Three, the Association shall notify the District if the Step Three decision will be appealed. The appeal shall be made to an Arbitrator provided by the Public Employment Relations Board subject to its rules. The decision arrived at by the Arbitrator shall be final and binding upon both parties to the agreement.

2. The fees and expenses of the Arbitrator shall be borne equally by the parties.

3. The Arbitrator shall have no power to add to, subtract from or change any of the provision of this agreement, nor to render any decision with conflicts with law, regulation, directive or ordinance. Awards may not be retroactive beyond the date the grievance was filed or beyond the date the employee became aware of the grievance except when the grievance involves cash payment earned but not received.

#### **E. GENERAL CONSIDERATIONS**

1. All grievance discussions, meetings, conferences and hearings shall be conducted during the normal workday when possible.

2. The time limits at any step(s) may be extended by written mutual consent of the parties.

#### **ARTICLE V POSTING OF VACANCIES**

A. The District agrees to post notices of all vacancies, including summer employment, and promotional opportunities in the bargaining unit. Such notices shall be posted for a minimum of five (5) days prior to the selection of the candidate who will fill the vacancy.

B. Employees who desire to transfer to another position may inquire at any time to ascertain the possibility of such a vacancy and may file a statement of such desire at the District Office. Such statement shall include the specific position, which he/she desires to be assigned. Whenever the District Administration knows of a vacancy, the employee shall be notified and may file an application for such position as promptly as possible. Each applicant shall be notified as to what action has been taken with regard to the assignment or transfer request.

C. All things being equal, seniority shall be considered in choosing a candidate to fill a permanent vacancy (not a substitute or short-term vacancy). The district's decision may only be appealed up to Step Three of the grievance procedure under Article III and shall not be subject to Step four Arbitration.

#### **ARTICLE VI PROTECTION OF EMPLOYEES**

A. Competitive employees, veterans and exempt volunteer firemen are entitled to the disciplinary procedures defined in Section 75 of the Civil Service Law, upon completion of their probationary period of employment.

B. Non-competitive and labor class employees, not included above, are entitled to the disciplinary Procedure defined in Civil Service Law after two (2) years of continuous service.

C. Teaching Assistants employed by the District shall be entitled to the protection afforded to them under Education Law 2510, which provides for a seven year eligible list when certain positions are abolished or reduced.

## **ARTICLE VII SENIORITY**

A. Seniority shall be defined as the length of continuous service in the District, with no break in service over one (1) year, except for authorized leaves of absence, or district initiated layoffs of not more than four (4) years.

B. For purposes of layoffs, the last senior person within a job title shall be laid off first. (See A. above.) Except as otherwise required by law, such person shall have the right to "bump" back into a job title which (s)he held prior to the job title in which (s)he is being laid off, if another person in such previously held job title has less seniority than the person being laid off.

For example, Employee A worked as a cleaner for 5 years. Employee A is then appointed to a custodian position. After 1 year as custodian, Employee A is laid off. Employee A may "bump" back into a cleaner position if any other cleaner has less than 6 years seniority in the District.

C. Any employee laid off shall be maintained on a preferred list in accordance with the applicable Civil Service or Education Law, but in no event shall an employee's time on such list be less than 18 months. Employees returned to service shall receive their last hourly rate or salary or the initial hiring hourly rate of salary, whichever is greater.

D. Should an employee, not affected by a layoff, wish to change positions due to a vacancy in another classification the following procedures apply:

- 1) The employee will follow normal procedures for application to the vacancy.
- 2) If the employee is selected to fill the vacancy, the employee will have the right to return to the employee's previous position within 40 working days without loss of seniority in the previous position. After 40 workdays, the employee may return to the previous position only if a bona fide vacancy occurs in the employee's previous classification.

E. Summer employment positions, which are created by the District, on an annual basis, shall be offered to employees in the job title whose regular work most closely resembles the summer position first, in order of seniority. Determination of the job title to which the position will be offered, the rate of pay and the position requirements will be determined after consultation with the CSEA President or designee. If no one in the job title accepts the summer position, then it will be opened to employees in the other titles, in order of seniority.

F. Assignment of drivers to field trips, sports trips and late buses shall not be governed by seniority. Assignment shall be made by the transportation supervisor and shall be final. The



transportation supervisor shall equalize the number of trips assigned as closely as possible, among drivers.

G. Seniority shall be used in the determination of summer bus aide assignments, offering the more senior aides the most hours. Where the individual needs of a student or students require that a particular aide or other employee (i.e. Nurse) be assigned to that student or students that the best interest of the student shall prevail and not seniority. The District will make the final determination, subject to challenge by the Association through the grievance process.

## **ARTICLE VIII SICK LEAVE**

### **A. Sick Leave Days**

1. All employees, except those who are required by the District to call in to an outside agency for their substitutes, who call in for sick leave must speak directly to their supervisor. Home and/or mobile phone numbers will be provided to all staff for this purpose. The employee must attempt to reach his/her supervisor on all lines and only if the supervisor cannot be reached in person, may the employee leave a message, which must include a phone number if the employee is at a location other than that which the District has on file for the employee.

2. Full time, ten-month employees shall be granted ten (10) days of sick leave per year, for personal or family illness, cumulative to 220 days.

3. Full time twelve-month employees shall be granted fifteen (15) days of sick leave per year, for personal or family illness, cumulative to 264 days.

4. Benefited, part time employees shall be granted sick leave on a pro-rated basis according to time worked. For example, a 10 month, 5 hour a day, 5 day per week employee shall receive a total of 50 hours (10 days at 5 hours per day) of sick leave, cumulative to 1100 hours.

5. Employees shall be allowed to use sick leave in one half (1/2) hour increments.

6. If an employee did not previously submit a leave form, they shall do so as soon as practicable upon return to work.

7. Barring any special circumstances or emergencies, for a night shift absence, the employee must notify their supervisor or designee no later than noon and for the transportation employees responsible for an afternoon run, they must notify their supervisor or designee no later than eleven o'clock (11:00 a.m.) on the day of the absence unless absent for the entire day.

### **B. Family Illness**

1. A maximum of 60 days per year for 10-month employees and 80 days per year for 12-month employees, of an employee's total accumulated sick leave days, may be used for "family illness". Additional family illness leave may be granted at the Superintendent's sole

discretion. For purposes of this article "family" shall include spouse, child, and parent.

C. The District may require a physician's certificate in order to verify illness when the employee takes 2 or more consecutive sick days.

D. Upon retirement, employees may redeem unused sick leave by complying with the following procedures:

1. The employee must submit an irrevocable letter to the Board of Education stating that the employee is resigning for the purposes of retirement. The letter must be submitted sixty (60) days prior to the date of retirement. The sixty (60) day requirement shall be waived if New York State offers and Early Retirement Incentive.

Retirement is defined as being eligible for and applying to the New York State Retirement System. Employees hired prior to July 1, 1992, who are not members of the New York Employees Retirement System are eligible for this benefit. Employees hired after July 1, 1992, must be a member of the New York State Employees Retirement System to be eligible for this benefit.

2. Days eligible for redemption shall be all days in the employee's individual accumulation which exceed thirty (30) days up to the maximum accumulation in paragraphs A and B of this article.

3. All redeemable sick leave days shall be redeemed at the rate of \$45.00 per day.

4. To be eligible for this benefit, the employee must be employed by the District for ten (10) consecutive years prior to the date of retirement.

E. A sick leave bank shall be created through individual CSEA employee contribution as set forth below:

1. CSEA employees electing to participate in such sick leave bank shall contribute two (2) days of their individual sick leave. Those employed less than full time will withdraw according to their full time equivalency. All CSEA employees, excluding substitute teachers, shall be eligible to participate, but those employees not electing to contribute shall not be eligible to draw from the bank.
2. The bank shall be administered by a committee of four (4) persons; two (2) chosen by the Association, the requesting employee's supervisor, and one (1) person appointed by the Superintendent. The CSEA union will appoint a sick bank manager.
  - (a) The decision of the committee shall be final and binding.
  - (b) In the case of a tie vote of the committee, the final decision will be made by the Board of Education and the board's decision shall be final and binding upon the teacher and the District.
3. Withdrawals of days from the sick leave bank shall be limited to members or family members whose personal health condition requires absence beyond their accumulated sick leave time.
  - (a) No such sick leave bank use shall be made for the following:

- cosmetic surgery unrelated to an illness or accident  
(b) Approved withdrawals will be retroactive to the day that the CSEA Member's own sick leave has been completely used.

3. The number of sick leave days which may accumulate in the sick leave bank shall be unlimited. Once a CSEA Member has accumulated the maximum number of days allowed(s) he may voluntarily elect to contribute any or all of his/her days which remain unused at the end of each school year to the sick leave bank.
4. No participating employee may withdraw more than fifty (50) days from the sick leave bank in any one school year, unless, by unanimous vote of the committee, the maximum is increased due to the nature of the illness.
5. The CSEA shall submit to the business manager a list of employees and the number of days each will contribute to the replenishment of the sick leave bank.
6. Procedure To Join the Sick Leave Bank
  - a. The CSEA employee may join by signing a waiver form authorizing two (2) sick days to be deducted from his/her sick leave and placed in the sick leave bank.
  - b. Employees may join the sick leave bank any time up to October 15.
  - c. Any eligible employee wanting to join the District after October 15 will have two (2) weeks following his/her initial date of employment to join the bank
7. Information on Withdrawals from the Sick Leave Bank
  - a. A withdrawal form must be filled out by the CSEA employee and forwarded to the Sick Leave Bank committee. Forms will be provided by the District and available at the District Office.
  - b. A medical doctor's statement will be required by the committee to cover the days involved and to confirm the reason for the absence.
8. Termination of Membership
  - a. Any employee may terminate his/her membership in the bank by notifying the Sick Leave Committee in writing.
  - b. An employee withdrawing membership in the bank waives all rights to the days and the days will remain in the bank until used by the membership.
9. Contribution of Days by CSEA Members employed less than full time.
  - a. Number of days contributed to the bank will be determined by the per cent of Full Time Equivalency employed.  
Example: CSEA Members 60% FTE shall donate (considered full-time)
  - b. The number of days contributed shall be determined by the per cent of FTE at a time a member joins the sick bank.
  - c. The maximum number of days a member may withdraw shall be determined by the per cent of full time equivalency at the time of illness.

## **ARTICLE IX PERSONAL LEAVE**

- A. Salaried employees shall be granted five (5) day annually of non-cumulative personal leave.
- B. Ten month employees shall be granted four (4) days of non-cumulative personal leave per year.
- C. Unused personal leave days shall be added to the employees accumulated sick leave, up to the maximums set forth in A and B above.
- D. Request for personal leave shall be submitted in writing at least two (2) days in advance of such absence to the employee's immediate supervisor. Employees shall be allowed to use personal leave in one-half hour increments. The District shall develop form for use in requesting personal leave.

In cases of emergency when advance notice cannot be given, all employees, except those who are required by the District to call in to an outside agency for their substitutes, who call in for personal leave must speak directly to their supervisor. Home and/or mobile phone numbers will be provided to all staff for this purpose. The employee must attempt to reach his/her supervisor on all lines and, only if the supervisor cannot be reached in person, may the employee leave a message, which must include a phone number if the employee is at a location other than that which the District has on file for the employee. The employee shall, upon return to work, submit a personal leave form to his/her immediate supervisor.

- E. Personal leave shall not be granted for extending a school recess or extended weekend, unless, it is approved by the District's *superintendent*.

### **F. Bereavement:**

1. Due to the death of a member of the immediate family defined as spouse, mother, father, mother-in-law, father-in-law, brother, sister, brother-in-law, sister-in-law, children, grandmother, grandfather, niece or nephew, parental figure and significant other. Up to three (3) days may be taken for each occurrence. An extension beyond three (3) days may be granted by the Superintendent should a unique circumstance be involved, such as distance. Such extension days shall be deducted from the individual sick leave accumulation.

2. One (1) day of bereavement leave may be taken for the death of an employee's aunt or uncle.

3. Bereavement leave may be taken for a death of someone other than the titles listed above, but such leave shall be limited to one (1) day for each occurrence and shall be deducted from the individual's sick leave accumulation.

- G. Personal leave is subject to approval of the Superintendent if the leave is requested for matters other than those stated in item F.

- H. 10 month bus drivers are allowed to use personal days to compensate for snow days.

## **ARTICLE X JURY DUTY**

A. Jury Leave: All employees shall be granted a leave of absence when required to report for jury duty provided they show evidence of such duty. To receive pay for this leave, an employee will be required to return to the District any compensation received, less mileage

## **ARTICLE XI HOLIDAYS**

A. Twelve month employees shall be granted eleven (13) holidays with pay as follows:

- |                                              |                                   |
|----------------------------------------------|-----------------------------------|
| 1. New Year's Day                            | 8. Labor Day                      |
| 2. Martin Luther King's Birthday             | 9. Columbus Day                   |
| 3. President's Day                           | 10. Veterans Day                  |
| 4. Good Friday (if school is not in session) | 11. Thanksgiving Day              |
| 5. Memorial Day                              | 12. Friday After Thanksgiving Day |
| 6. Juneteenth                                | 13.) Christmas Day                |
| 7.) Independence Day                         |                                   |

1. Unless school is in session, holidays falling on Saturday will be given on Friday and holidays falling on Sunday will be given on Monday.

2. Christmas Eve will be given as a paid holiday, provided school is not in session and further provided that if such day falls on a Saturday or Sunday, no additional day off will be granted.

B. Any employee required to work on a holiday, as defined in paragraph A above, will receive one and one-half (1 1/2) times their rate of pay.

C. Ten month employees shall be granted the following holidays with pay:

- 22-23 School Year – 4 paid holidays: New Year's Day, Memorial Day, Thanksgiving, and Christmas
- 23-24 School Year – 5 paid holidays: New Year's Day, President's Day, Memorial Day, Thanksgiving, and Christmas
- 24-25 School Year - 6 paid holidays: New Year's Day, Martin Luther King Jr. Day, President's Day, Memorial Day, Thanksgiving and Christmas
- 25-26 School Year - 6 paid holidays: New Year's Day, Martin Luther King Jr. Day, President's Day, Memorial Day, Thanksgiving and Christmas

## **ARTICLE XII SNOW DAYS**

When school is closed as a result of inclement weather:

A. All 12-month secretarial staff shall have the day off with pay. However, if a secretary is requested to report to work by his/her supervisor, the secretary will have the option of working or charging time against vacation credits, if available. If the secretary has no vacation time, (s)he may use personal time or take the day unpaid.

B. All 12-month bus garage mechanics, custodians, maintenance workers and laborers shall be required to work. The time to report shall be dictated by weather conditions and communicated by Supervisors.

C. All night shift workers and day cleaners shall have the day off with pay.

D. All 10-month employees shall have the day off without pay, unless such day is needed to meet any guaranteed minimum number of workdays.

## **ARTICLE XIII WORKDAY, WORKWEEK, AND WORK YEAR**

A. If an employee is required to work a conference day or attend mandated training; the District must inform the employee at least thirty (30) days in advance. Also, if the employee does work such day, the payment for hours worked shall be in the next regular pay period. Bus Dispatch employees required to attend trainings shall be compensated at his/her regular rate of pay for such trainings.

Employees may be required to attend a meeting which is scheduled by their supervisor or the Superintendent to take place outside their regular work hours, provided they are notified at least one week in advance, and shall be compensated for attending such meeting. Failure to attend may result in disciplinary action, unless excused.

B. Nurses shall be given up to two (2) paid educational days to attend conferences associated with their positions, with the prior approval of the Superintendent.

C. Work Day, Workweek and Work Year: The workday, workweek and work year, which define such positions and employees are as follows:

### **12 month CSEA Employees-**

Work Day/Work Week for following positions: Bus Driver/Cleaner, Bus Driver/Mechanic, Cleaner, Custodian, Maintenance Worker, head maintenance worker and laborer:

12 month Day Shift: Five days per week/8.5 hours per day, inclusive of a .5 hour unpaid lunch, or a total of 40 hours of work per week

12 month Night Shift: Five days per week/8 hours per day, inclusive of a .5 hour paid lunch, or a total of 37.5 hours of work per week

Work Day & Work Week For following positions: Clerk, Clerk/ Typist, Administrative Aide, Secretaries:

During the school year, as defined by the school calendar as days of teacher and/or pupil attendance days: Five days per week/ 7.5 hours per day, inclusive of a .5 hour paid lunch, or a total of 37.5 hours per week.

During summer vacation or any other time period when school is in recess: Secretaries shall work five days per week/ 5.5 hours per day, inclusive of a .5 hour unpaid lunch. The specific schedule shall be approved by the supervisor. During summer interviews, Secretaries may extend their day to accommodate interview schedules upon mutual agreement. Summer hours shall commence five business days after the last teacher day in June and shall end five business days before the first teacher day in September.

Work Year for 12 month: July 1st to June 30, with leave time per Article VIII (B) and IX (A), holidays per Article XI (A) and vacation time per Article XVI. Benefits dependent on hours worked.

### **10 month CSEA Employees-**

Work Day & Work Week For following positions: Teacher assistant, Teacher aide

Work Day & Work Week: Five days per week/7 hours per day, inclusive of a .5 unpaid lunch, or a total of 32.5 hours of work per week.

Work Day & Work Week For following positions: The school nurse at the secondary level:

Shall work a 7.5 hour day, inclusive of a ½ hour paid lunch or a total of 37.5 hours of work per week .

Work Day & Work Week for following positions: Secretary I

Shall work a 7.5 hour day, inclusive of a ½ hour paid lunch, or a total of 37.5 hours of work per week.

Work Day & Work Week For following positions: Elementary school nurse, clerk typist

Shall work a 7 hour day, inclusive of a ½ hour paid lunch, or a total of 35 hours of work per week

Work Day & Work Week For following positions: Dispatcher

Shall work a 4 hour day or a total of 20 hours of work per week, as defined by the school calendar as days of teacher and/or pupil attendance days. The dispatcher position will work 10 days at 4 hours per day during the last two weeks of August.

Work Day & Work Week For following positions: Full Time Bus Driver

At least 15 hours per week during the school year, as defined by the school calendar as days of teacher and/or pupil attendance days.

Work Day & Work Week For following positions: Cook/Server, Food Service Helper, Head Cook, Bus Aide, Clerical Aide, Library Aide, Nurse Aide, Stenographer

Work day and hours will be assigned yearly by district.

Work Year for 10 month: September 1st to June 30th, as defined by the school calendar as days of teacher and/or pupil attendance days. Time off as per school calendar and leave time per Articles VIII (A) and IX (B) and holidays per Article XI (C). No paid vacation. Full-time, 10-month employees will be guaranteed a minimum of 180 working days, which do not include paid holidays.

## **ARTICLE XIV INSURANCE**

A. Hourly personnel shall be eligible for health insurance if regularly employed for fifteen (15) hours or more weekly. Current food service employees, and/or hourly employees hired on or after July 1, 2010 shall be eligible for health insurance if regularly employed for twenty-five (25) or more hours per week.

B. Full-time salaried personnel shall be eligible for health and/or dental insurance.

C. Employees who are employed in a dual capacity, part salaried and part hourly, will have their regularly scheduled hours combined for the purpose of coverage under this Article.

D. (1) All personnel who are eligible for and elect to participate in health or health and/or Dental insurance in accordance with their employment status as identified in paragraphs A or B above, shall pay the percentage of the premium of health and/ or Dental insurance as follows: 12.5% for 2022-23, 12.5% for 2023-24, 12.5% for 2024-25, and 12.5% in the 2025-26 school year.

All bargaining unit members hired on or after July 1, 2014 shall be only eligible for District provided health insurance coverage through Highmark of Northeastern NY (previously named Blue Shield) PPO 815. The PPO 815 plan shall also be optional for any unit members hired before July 1, 2014. The plan has copays of \$25 for office visits; \$250 copay for inpatient hospital; \$100 copay for emergency room; and \$0/\$15/\$30 copays for prescription drugs at a retail pharmacy through CVS/Caremark's restricted formulary known as "STANDARD OPT-IN W/ACSF and \$0 copays for all prescription drugs through the mail order program. The plan also has out of network benefits with annual deductible of \$500 individual/ \$1,000 family; coinsurance at 70% plan pays, 30% member pays; and coinsurance maximum of \$5,000 individual/ \$10,000 family. For all employees who participate in the District offered PPO 815 plan, the District will contribute \$100 to a health Flexible Spending Plan per fiscal year.

The District shall continue to offer the current Highmark of Northeastern New York (previously name Blue Shield) PPO 813 but it will not be open to new enrollment. Current bargaining unit members enrolled in the plan may continue to stay enrolled in the plan. The plan has in-network copays of \$15 for office visits; \$0 copay for inpatient hospital; \$50 copay for emergency room; and \$0/\$15/\$30 copays for prescription drugs at a retail pharmacy through CVS/Caremark's restricted formulary known as "STANDARD OPT-IN W/ACSF and \$0 copays for all prescription drugs through the mail order program. The plan also has out of network benefits with annual deductible of \$500 individual/ \$1,000 family; coinsurance at 70% plan pays, 30% member pays; and coinsurance maximum of \$5,000 individual/ \$10,000 family.



(2) In accordance with section 125 of the Internal Revenue Code, the District shall implement a Flexible Spending Plan for all employees covered under this agreement.

(3) Any member of the bargaining unit may elect to receive a "cash benefit" instead of health insurance coverage provided to in this Article. The member must elect the cash benefit in writing, which writing must be submitted to the Superintendent on or before May 15 of each school year for the election to be effective July 1 of the subsequent school year. Bargaining unit members appointed on or after July 1 must make the election no later than September 1. No election of the cash benefit will be valid unless accompanied by proof of non-District health insurance coverage.

The amount of the "cash benefit" to be paid by the District to a bargaining unit member who elects the benefit shall be \$700 for employees who are eligible for individual health insurance coverage and \$1400 for employees who are eligible for two person or family health insurance coverage. The cash benefit, once determined, shall be prorated over the remaining number of pay periods for the appropriate school year.

Members of the bargaining unit who are married to one another shall be eligible for one two-person or family health insurance plan as appropriate to their family situation. One of the spouses shall receive health insurance coverage, the other shall receive a \$700 "cash payment benefit".

Any member of the bargaining unit who has received a cash benefit payment from the District and who leaves the employment of the District prior to June 30, shall have a pro-rated portion of such benefit deducted from his/her final paycheck.

Any bargaining unit member who has elected the cash benefit in accordance with this Article may be reinstated into the District plan during the school year in which (s)he has elected the case benefit provided (s)he makes a written request for coverage under the District health insurance plan to the Superintendent. The approval of requests for coverage shall be governed by the rules, regulations and procedures of the insurance carrier. Any bargaining unit member who has received a cash benefit payment and who is reinstated under the District health insurance plan prior to June 30 shall have a prorated portion of such cash benefit deducted from his/her pay check following reinstatement.

E. Upon retirement of an employee, the District will pay health insurance premiums as follows, providing they meet the requirements in paragraphs 1,2 and 3 of this section.

Employees who have retired prior to July 1, 1979, the District will pay 75% of the health insurance premiums of the employee and 50% of the dependents.

Employees retiring on July 1, 1979 through June 30, 1994, the District will pay the dollar amount of premiums the District was paying at the time of retirement. Future increases in premiums will be paid by the retiree.

Employees retiring on July 1, 1994 and thereafter shall pay 10% of the annual health insurance premium.

Employees retiring July 1, 2010 and thereafter shall pay the percent of the annual health

insurance premium that they paid immediately previous to retirement.

1. The retired employee was eligible for health insurance coverage and participating in the program in accordance with terms of this agreement at the time of retirement.
2. The retired employee was employed ten (10) consecutive years immediately prior to retirement from the District.
3. The retired employee is not employed where they are entitled to health insurance benefits.

F. The benefits contained in the dental plan in force effective July 1, 1994 shall be the sole and total benefits for individuals eligible for, and electing to participate in, the dental plan.

#### **ARTICLE XV RETIREMENT**

A. The District shall continue to participate in the New York State Employees' Retirement System. All employees shall be eligible to join except as restricted by law. Effective July 1<sup>st</sup> 1988, all employees enrolled in Tier I and Tier II shall have Plan 75c upgraded to Plan 75i.

#### **ARTICLE XVI VACATIONS**

All full time, twelve (12) month employees will be eligible for paid vacation as per the following schedule. A new employee will be eligible to take their vacation time after 90 consecutive days of employment.

Years of Service	Days of Leave
0	5
1	10
2	11
3	12
4	13
5	14
6	15
7-8	16
9-10	17
11-14	20
15-19	21
20	24
21+	25

B. Current employees will be credited with vacation time on July 1st of each year. Vacation time for all new employees will be pro-rated from their first anniversary date to the following July 1st, and thereafter, credited in the same way as current employee's vacation time. Employees will be allowed to use vacation time during any part of the school fiscal year with prior approval from their Supervisor and subject to the operating needs of the District.

C. Employees may carry over into next year no more than 10 vacation days.

## **ARTICLE XVII COMPENSATION**

A. Salaries shall be paid in accordance with the attached salary schedules in appendix A, beginning July 1, 2022. This includes the increase in increments for the titles of:

Teacher Aid - .27 to .37  
Teaching Assistant - .34 to .43  
Drivers - .38 to .42  
Cleaners - .36 to .41  
Cook/Server/Cashier - .29 to .33  
Dispatcher - .24 to .28

All CSEA members who are "on step" will receive the following increases in accordance with the salary schedule (see attached):

2022-23 - 3%  
2023-24 - 3%  
2024-25 - 3%  
2025-26 - 3%

All CSEA members who are "off step" will receive the following increases:

2022-23 - 4%  
2023-24 - 4%  
2024 25 - 4%  
2025-26 - 4%

B. Longevity- All employees shall receive a one-time lump sum payment of \$300.00 upon the commencement of the 10<sup>th</sup> year of employment with the District, \$550.00 upon the commencement of the 15<sup>th</sup> year of their employment with the District, \$800.00 upon the commencement of the 20<sup>th</sup> year of their employment with the District and \$1,000.00 upon the commencement of the 25<sup>th</sup> year of their employment with the District. Service as a substitute does not accrue towards longevity for compensation purposes.

C. Employees shall be paid at the District's approved rate for all mileage incurred when using their personal vehicle for school business.

D. Employees called in for an emergency shall be guaranteed a minimum of 2 hours pay, at straight time. Time actually worked beyond 2 hours shall be paid in accordance with the

requirements of the Fair Labor Standards Act.

E. Employees shall be paid at the rate of time and one half their regular rate of pay for all hours worked in excess of eight (8) hours per day.

F. It is agreed that if the person appointed to perform the following duties is a member of the CSEA bargaining unit they will be paid the following stipends:

Certified Water Tester-	\$2,000.00
Pool Operator-	\$750.00

The appointment of a bargaining unit member shall not preclude a supervisor from performing the functions of these positions, when necessary. This shall not result in the reduction of the stipend paid to the bargaining unit member.

G. Drivers shall be guaranteed a minimum of 1.5 hours per assignment. Drivers who have CTE routes shall be guaranteed a minimum of 3.0 hours per assignment. If it is necessary for the District to cancel a driver's regularly scheduled bus run and if the driver and/or bus aide of that run cannot be reassigned to another run, then the driver and/or aide shall be paid for the hours (s)he would have driven. This shall only apply to circumstances, which are determined by the District to be unforeseen. This shall not apply to circumstances where the run is eliminated or the student(s) do not need the services (e.g. special ed. runs) for an extended period of time. This also shall not apply to snow days.

H. The District retains the right to determine and establish bus runs in the District. Such runs shall be bid as currently bid in the District. The intent is to assure all full time regular bus drivers who bid on in district runs (comprised of both an elementary and secondary run, in both the morning and the afternoon) a minimum of six hours pay per day.

I. In the event an in-district run as established by the District and bid upon by a full time regular driver is less than a total of six hours per day, then the Transportation Supervisor shall assign additional duties to any such driver so as to insure that they have a minimum six hour work day. Such additional duties may include, but are not limited to, pre- and post- check of vehicles, fueling, sweeping, and washing of buses (such washing weather permitting as determined by the Transportation Supervisor).

J. Regular drivers who work more than six hours per day, either by regular assignment or as a result of the provision, shall be paid for all time actually worked above six hours.

K. The Transportation Supervisor shall have the sole and exclusive discretion to assign bus drivers to substitute runs.

L. The bus drivers who do the CTE bus runs shall be entitled to only one substitute run per shift, unless the Transportation Supervisor determines that a shortage of drivers, on any given day, justified the CTE drivers doing more than one substitute run.

M. In the event a CTE driver is not assigned to the longest available run following or preceding their regular CTE run, as the case may be, then in such event the CTE driver shall have the option of working the difference in hours between the run to which he/she was assigned and the

longer run by performing additional duties, appropriate to the position of a bus driver, for the difference in time between the two runs.

N. If an employee who is not employed in the title of bus driver is assigned to drive a bus, then (s)he shall be paid one and one-half (1.5) their normal hourly rate of pay for the actual amount of driving time.

O. The District will provide bus garage mechanics with all tools required to repair district vehicles. Bus garage mechanics will not be required to use their own personal tools, nor will there be an annual tool allowance. This shall be in effect as of July 1, 2014.

P. Teaching Assistants and Teacher Aides who are assigned to any classroom throughout the day (not limited to just one classroom) as an itinerant substitute teacher for 30 minutes or more cumulative throughout the day will be compensated for that day at a rate 2 times their normal rate for only the time spent as an itinerant substitute. The remainder of the workday shall be at their regular hourly rate.

Q. Employees who are promoted, or otherwise advanced to a higher paying position as determined by the initial starting pay in the wage schedule, will receive the initial hiring rate of the position or a four percent (4%) adjustment on the employee's current salary or hourly rate, whichever is greater.

R. Class and Club advisors shall be compensated at the same rate as the current New Lebanon Teachers Association (NLTA) collective Bargaining Agreement.

S. The District will pay the CDL licensing costs for new hires for bus driver positions so long as the bus driver remains employed with the District for five years or more. If a bus driver does not remain employed by the District for five years or more, the CDL licensing costs will be deducted from the bus driver's final paycheck.

T. If a 10 month employee uses 6 or less sick /personal days combined in a given school year (not including bereavement days), the employee will earn a \$300 incentive paid on or about June 30th.

If a 12 month employee uses 8 or less sick /personal days combined in a given school year (not including vacation or bereavement days), the employee will earn a \$300 incentive paid on or about June 30th.

## **ARTICLE XVIII TAX SHELTERED ANNUITY**

The District shall continue to participate in the Tax Sheltered Annuity Program for employees. The number of programs or carriers may be limited by the District.

**ARTICLE XIX  
EQUALIZED PAY PERIODS**

A. Ten (10) month employees except for bus drivers and bus monitors shall be given the choice to be paid over 21 or 25 pay periods. Notice must be provided to the business office by June 1, to be effective July 1 of the next school year. If notice is not received, then pay shall be based on 21 periods.

**ARTICLE XX  
NOTICE OF ASSIGNMENT**

All ten (10) month employees will be notified by June 1 of the District's intent as to employment in September.

**ARTICLE XXI  
PRINTING OF AGREEMENT**

The District will print and distribute copies of this agreement to each employee in the bargaining unit.

**ARTICLE XXII  
SEVERABILITY**

In the event that any article, section or portion of this agreement is found to be invalid by a decision of a tribunal of competent jurisdiction, then such specific article, section or portion specified in such decision, or having such effect shall be of no force and effect, but the remainder of this agreement shall continue in full force and effect.

**ARTICLE XXIII  
MANDATED PROVISION- LEGISLATIVE APPROVAL**

A. "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 XXIV  
MANAGEMENT RIGHTS**

The responsibility for the determination and administration of school policy, the operation and management of the school and the direction of the employees are vested in the Board of Education except as limited by this agreement.

## **ARTICLE XXV PAST PRACTICES**

All benefits already accorded the Employees shall not be rescinded except as the provisions of this agreement dictate.

## **ARTICLE XXVI SMOKING PROHIBITION**

A. New York State Laws ban smoking on district property, which includes school vehicles. Employees who smoke on or in school property shall be subject to a letter of reprimand and a \$25.00 fine for each occurrence.

## **ARTICLE XXVII JOB PROTECTION**

Unpaid and/or paid public assistance recipients will not be utilized by the Employer unless, CSEA has specific notice of the use of the individual public assistance recipient; CSEA concurs in the nature of the work that is assigned to the individual public assistance recipient; the use of the individual public assistance recipient does not result in the displacement or partial misplacement of any current employee; the use of the individual public assistance recipient does not result in the reduction of hours regularly worked, wages, extra assignments, or benefits of any current employee; the use of the individual public assistance recipient does not result in the filling of a vacant position or a new position when any other person is on layoff from the same or equivalent position; the use of the individual public assistance recipient is not as a replacement or a terminated employee; except when provisions of Article 5 Section A are followed and result in the choice of the recipient, nor is used to fill any other vacancy that was created by a reduction in the workforce; there is no infringement upon the promotional opportunities of any current employee; there is no infringement upon the rehire rights of any former employee; any position filled by a public assistance recipient or recipients becomes a full time position within six months or as defined by legislation, from the placement of the initial recipient in said position, whichever comes first, and there after filled in accordance with Article 5 of the collective bargaining agreement. The District agrees that the use of paid and/or unpaid public assistance recipients under terms of this agreement does not indicate any diminution of CSEA's claim of exclusivity to work now performed by the bargaining unit.

## **ARTICLE XXVIII UNIFORMS**

The district will provide uniforms for Mechanics, Custodians, Maintenance Workers, Cleaners, and Laborers. These district purchased uniforms should be worn daily. All employees will wear an ID badge. The District will provide up to \$250.00 per year for safety shoes and/or -coats for Maintenance Workers. This

safety shoe/coat allotment will also be provided for Bus Mechanics, Laborer, and cleaners who are required to plow or shovel snow and/or mow grass. Kitchen staff employees will be provided with no more than \$50 per year for non-skid shoes. The safety and non-skid shoes purchased with district funds should be worn daily.

#### **ARTICLE XXIX EMPLOYEE EVALUATIONS**

Employee evaluations will be done on an annual basis by the appropriate Supervisor, who shall meet with said employee when complete, to discuss and review its contents. The evaluation form shall be jointly developed by the District and Union.

#### **ARTICLE XXX OUT-OF-TITLE**

A Cleaner who is authorized by his/her supervisor to perform the duties of a position in a job classification, which has a higher rate of pay, for two hours or more, shall be paid the higher rate of pay appropriate to such classification. If a Maintenance Worker or Mechanic is required to perform the duties of the Facilities Manager or Transportation Director, respectively, for one day or more, he/she will be paid a differential equal to 20% of his/her current hourly rate for each day worked in that capacity. Payment for time worked shall occur in the following pay period.

#### **ARTICLE XXXI EMPLOYEES WHO RESIDE OUTSIDE THE DISTRICT**

Non- resident children of full-time unit members may attend the District schools without payment of tuition. However, the child may be admitted to the K-12 program if, and only if, in the judgment of the Superintendent of schools:

- There is sufficient space to accommodate the student;
  - No increase in the size of faculty or staff will be necessary to accommodate the child;
- The student seeks and is appropriate for placement within a currently provided district-based program.



**ARTICLE XXXII  
DURATION OF AGREEMENT**

A. This contract shall be effective as of July 1, 2022 and shall continue in effect through June 30, 2026.

New Lebanon Central School District

  
\_\_\_\_\_  
Andrew Kourt, NL Superintendent

Dated this 20<sup>th</sup> day of May, 2022

New Lebanon Central School District  
Columbia County Local 811, Unit 6508  
Civil Service Employees Association  
Inc. (CSEA)

\_\_\_\_\_  
Lisa Kreutziger, President

Dated this \_\_\_\_ day of \_\_\_\_, 20\_\_

\_\_\_\_\_  
CSEA Labor Relations Specialist  
James Hair

Dated this \_\_\_\_ day of \_\_\_\_, 20\_\_

2022-26  
Final Salary Schedule  
3.0% Step Increase

Appendix A

Title:	School Nurse (RN)																			
	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18	Step 19	Step 20	
\$24.14	\$24.66	\$25.18	\$25.70	\$26.21	\$26.73	\$27.25	\$27.77	\$28.28	\$28.80	\$29.32	\$29.84	\$30.35	\$30.87	\$31.39	\$31.91	\$32.43	\$32.94	\$33.46	\$33.98	
\$24.87	\$25.33	\$25.86	\$26.39	\$26.93	\$27.46	\$27.99	\$28.53	\$29.06	\$29.59	\$30.13	\$30.66	\$31.19	\$31.73	\$32.26	\$32.79	\$33.33	\$33.86	\$34.39	\$34.93	
\$25.61	\$26.07	\$26.55	\$27.10	\$27.64	\$28.19	\$28.74	\$29.29	\$29.84	\$30.39	\$30.94	\$31.49	\$32.04	\$32.59	\$33.14	\$33.69	\$34.24	\$34.79	\$35.33	\$35.88	
\$26.38	\$26.84	\$27.31	\$27.80	\$28.37	\$28.93	\$29.50	\$30.07	\$30.63	\$31.20	\$31.76	\$32.33	\$32.89	\$33.46	\$34.03	\$34.59	\$35.16	\$35.72	\$36.29	\$36.85	
\$27.17	\$27.63	\$28.11	\$28.59	\$29.10	\$29.68	\$30.26	\$30.84	\$31.43	\$32.01	\$32.59	\$33.18	\$33.76	\$34.34	\$34.92	\$35.51	\$36.09	\$36.67	\$37.25	\$37.84	

Title: School Nurse (LPN) 0.42																			
Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18	Step 19	Step 20
\$21.14	\$21.61	\$22.08	\$22.56	\$23.03	\$23.50	\$23.97	\$24.45	\$24.92	\$25.39	\$25.86	\$26.34	\$26.81	\$27.28	\$27.76	\$28.23	\$28.70	\$29.17	\$29.65	\$30.12
\$21.77	\$22.19	\$22.68	\$23.16	\$23.65	\$24.14	\$24.63	\$25.11	\$25.60	\$26.09	\$26.57	\$27.06	\$27.55	\$28.03	\$28.52	\$29.01	\$29.49	\$29.98	\$30.47	\$30.96
\$22.42	\$22.84	\$23.28	\$23.78	\$24.28	\$24.78	\$25.28	\$25.78	\$26.29	\$26.79	\$27.29	\$27.79	\$28.29	\$28.79	\$29.29	\$29.80	\$30.30	\$30.80	\$31.30	\$31.80
\$23.10	\$23.52	\$23.95	\$24.40	\$24.91	\$25.43	\$25.94	\$26.46	\$26.98	\$27.49	\$28.01	\$28.53	\$29.04	\$29.56	\$30.08	\$30.59	\$31.11	\$31.63	\$32.14	\$32.66
\$23.79	\$24.21	\$24.64	\$25.09	\$25.55	\$26.08	\$26.61	\$27.14	\$27.68	\$28.21	\$28.74	\$29.27	\$29.80	\$30.34	\$30.87	\$31.40	\$31.93	\$32.46	\$33.00	\$33.53

Title: Teaching Assistant 0.43																			
Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18	Step 19	Step 20
\$17.69	\$18.08	\$18.46	\$18.84	\$19.22	\$19.61	\$19.99	\$20.37	\$20.75	\$21.14	\$21.52	\$21.90	\$22.29	\$22.67	\$23.05	\$23.43	\$23.82	\$24.19	\$24.58	\$24.96
\$18.22	\$18.65	\$19.05	\$19.44	\$19.84	\$20.23	\$20.62	\$21.02	\$21.41	\$21.81	\$22.20	\$22.60	\$22.99	\$23.38	\$23.78	\$24.17	\$24.57	\$24.96	\$25.35	\$25.75
\$18.77	\$19.20	\$19.64	\$20.05	\$20.46	\$20.86	\$21.27	\$21.67	\$22.08	\$22.49	\$22.89	\$23.30	\$23.70	\$24.11	\$24.52	\$24.92	\$25.33	\$25.73	\$26.14	\$26.54
\$19.33	\$19.76	\$20.21	\$20.66	\$21.08	\$21.50	\$21.92	\$22.34	\$22.75	\$23.17	\$23.59	\$24.01	\$24.43	\$24.84	\$25.26	\$25.68	\$26.10	\$26.52	\$26.94	\$27.35
\$19.91	\$20.34	\$20.79	\$21.24	\$21.71	\$22.14	\$22.57	\$23.00	\$23.44	\$23.87	\$24.30	\$24.73	\$25.16	\$25.59	\$26.02	\$26.45	\$26.88	\$27.31	\$27.74	\$28.17

Title: Teacher Aide, Library Aide, Bus Aide, Administrative Aide 0.37																			
	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18	Step 19	Step 20
\$14.54	\$14.85	\$15.15	\$15.45	\$15.76	\$16.06	\$16.36	\$16.67	\$16.97	\$17.28	\$17.58	\$17.88	\$18.19	\$18.49	\$18.80	\$19.10	\$19.40	\$19.71	\$20.01	\$20.32
\$14.98	\$15.35	\$15.66	\$15.97	\$16.29	\$16.60	\$16.91	\$17.23	\$17.54	\$17.85	\$18.16	\$18.48	\$18.79	\$19.10	\$19.42	\$19.73	\$20.04	\$20.36	\$20.67	\$20.98
\$15.43	\$15.80	\$16.18	\$16.50	\$16.82	\$17.15	\$17.47	\$17.79	\$18.11	\$18.44	\$18.76	\$19.08	\$19.40	\$19.72	\$20.05	\$20.37	\$20.69	\$21.01	\$21.34	\$21.66
\$15.89	\$16.26	\$16.64	\$17.03	\$17.37	\$17.70	\$18.03	\$18.36	\$18.69	\$19.03	\$19.36	\$19.69	\$20.02	\$20.35	\$20.69	\$21.02	\$21.35	\$21.68	\$22.01	\$22.35
\$16.37	\$16.74	\$17.12	\$17.51	\$17.91	\$18.26	\$18.60	\$18.94	\$19.28	\$19.62	\$19.97	\$20.31	\$20.65	\$20.99	\$21.33	\$21.68	\$22.02	\$22.36	\$22.70	\$23.05

Title: Bus Driver 0.42																			
Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18	Step 19	Step 20
\$19.62	\$20.05	\$20.47	\$20.90	\$21.33	\$21.76	\$22.18	\$22.61	\$23.04	\$23.47	\$23.89	\$24.32	\$24.75	\$25.18	\$25.61	\$26.03	\$26.46	\$26.89	\$27.32	\$27.74
\$20.21	\$20.63	\$21.07	\$21.50	\$21.95	\$22.39	\$22.83	\$23.27	\$23.71	\$24.15	\$24.59	\$25.03	\$25.47	\$25.91	\$26.35	\$26.79	\$27.23	\$27.67	\$28.12	\$28.56
\$20.81	\$21.23	\$21.66	\$22.12	\$22.57	\$23.03	\$23.48	\$23.93	\$24.39	\$24.84	\$25.29	\$25.75	\$26.20	\$26.66	\$27.11	\$27.56	\$28.02	\$28.47	\$28.92	\$29.38
\$21.44	\$21.86	\$22.29	\$22.73	\$23.20	\$23.67	\$24.14	\$24.60	\$25.07	\$25.54	\$26.01	\$26.47	\$26.94	\$27.41	\$27.88	\$28.34	\$28.81	\$29.28	\$29.75	\$30.21
\$22.08	\$22.50	\$22.93	\$23.38	\$23.84	\$24.32	\$24.80	\$25.28	\$25.76	\$26.24	\$26.73	\$27.21	\$27.69	\$28.17	\$28.65	\$29.13	\$29.61	\$30.09	\$30.58	\$31.06

Title:	Head Bus Driver 0.40																			
Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18	Step 19	Step 20	
\$20.08	\$20.51	\$20.93	\$21.37	\$21.79	\$22.23	\$22.65	\$23.07	\$23.51	\$23.93	\$24.36	\$24.79	\$25.22	\$25.65	\$26.09	\$26.51	\$26.94	\$27.37	\$27.81	\$28.24	
\$20.69	\$21.09	\$21.52	\$21.96	\$22.41	\$22.84	\$23.29	\$23.73	\$24.17	\$24.61	\$25.05	\$25.49	\$25.94	\$26.37	\$26.82	\$27.27	\$27.71	\$28.14	\$28.59	\$29.04	
\$21.31	\$21.71	\$22.12	\$22.57	\$23.02	\$23.48	\$23.93	\$24.39	\$24.84	\$25.29	\$25.75	\$26.20	\$26.65	\$27.12	\$27.57	\$28.03	\$28.49	\$28.94	\$29.39	\$29.85	
\$21.95	\$22.35	\$22.76	\$23.18	\$23.65	\$24.11	\$24.58	\$25.05	\$25.52	\$25.99	\$26.45	\$26.93	\$27.39	\$27.85	\$28.33	\$28.79	\$29.27	\$29.74	\$30.21	\$30.67	
\$22.60	\$23.00	\$23.42	\$23.84	\$24.28	\$24.75	\$25.22	\$25.72	\$26.20	\$26.69	\$27.17	\$27.64	\$28.13	\$28.61	\$29.09	\$29.58	\$30.06	\$30.55	\$31.04	\$31.51	

Title:		Custodian 0.35																			
Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18	Step 19	Step 20		
Current	\$15.60	\$15.99	\$16.39	\$16.78	\$17.18	\$17.57	\$17.96	\$18.36	\$18.75	\$19.14	\$19.54	\$19.93	\$20.33	\$20.72	\$21.11	\$21.51	\$21.90	\$22.30	\$22.69	\$23.08	
2022-23	\$16.07	\$16.42	\$16.82	\$17.23	\$17.63	\$18.04	\$18.45	\$18.85	\$19.26	\$19.66	\$20.07	\$20.47	\$20.88	\$21.29	\$21.69	\$22.10	\$22.50	\$22.91	\$23.32	\$23.72	
2023-24	\$16.55	\$16.90	\$17.26	\$17.68	\$18.10	\$18.51	\$18.93	\$19.35	\$19.77	\$20.19	\$20.60	\$21.02	\$21.44	\$21.86	\$22.28	\$22.69	\$23.11	\$23.53	\$23.95	\$24.36	
2024-25	\$17.05	\$17.40	\$17.76	\$18.13	\$18.56	\$18.99	\$19.42	\$19.85	\$20.28	\$20.71	\$21.14	\$21.57	\$22.00	\$22.43	\$22.86	\$23.29	\$23.72	\$24.15	\$24.58	\$25.02	
2025-26	\$17.56	\$17.91	\$18.27	\$18.64	\$19.02	\$19.47	\$19.91	\$20.35	\$20.80	\$21.24	\$21.68	\$22.13	\$22.57	\$23.01	\$23.46	\$23.90	\$24.34	\$24.79	\$25.23	\$25.67	

Title:		Maintenance Worker 0.48																		
Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18	Step 19	Step 20	
Current	\$16.08	\$16.62	\$17.16	\$17.70	\$18.24	\$18.78	\$19.32	\$19.87	\$20.41	\$20.95	\$21.49	\$22.03	\$22.57	\$23.11	\$23.65	\$24.19	\$24.72	\$25.27	\$25.81	\$26.35
2022-23	\$16.57	\$17.05	\$17.60	\$18.16	\$18.72	\$19.27	\$19.83	\$20.38	\$20.94	\$21.50	\$22.05	\$22.61	\$23.17	\$23.72	\$24.28	\$24.84	\$25.39	\$25.94	\$26.51	\$27.06
2023-24	\$17.06	\$17.54	\$18.04	\$18.61	\$19.18	\$19.76	\$20.33	\$20.90	\$21.48	\$22.05	\$22.62	\$23.20	\$23.77	\$24.34	\$24.92	\$25.49	\$26.06	\$26.63	\$27.20	\$27.78
2024-25	\$17.57	\$18.05	\$18.55	\$19.06	\$19.65	\$20.24	\$20.83	\$21.42	\$22.01	\$22.60	\$23.19	\$23.78	\$24.37	\$24.96	\$25.55	\$26.14	\$26.73	\$27.32	\$27.91	\$28.49
2025-26	\$18.10	\$18.58	\$19.08	\$19.59	\$20.11	\$20.72	\$21.33	\$21.93	\$22.54	\$23.15	\$23.76	\$24.37	\$24.97	\$25.58	\$26.19	\$26.80	\$27.41	\$28.01	\$28.62	\$29.23

Title:		Cleaner 0.41																		
Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18	Step 19	Step 20	
Current	\$13.38	\$13.79	\$14.19	\$14.60	\$15.00	\$15.41	\$15.81	\$16.22	\$16.62	\$17.03	\$17.43	\$17.84	\$18.24	\$18.65	\$19.05	\$19.46	\$19.87	\$20.27	\$20.68	\$21.08
2022-23	\$13.78	\$14.19	\$14.61	\$15.03	\$15.45	\$15.86	\$16.28	\$16.70	\$17.12	\$17.53	\$17.95	\$18.37	\$18.78	\$19.20	\$19.62	\$20.04	\$20.45	\$20.87	\$21.29	\$21.71
2023-24	\$14.20	\$14.61	\$15.03	\$15.46	\$15.89	\$16.32	\$16.75	\$17.18	\$17.61	\$18.04	\$18.46	\$18.89	\$19.33	\$19.76	\$20.19	\$20.62	\$21.05	\$21.48	\$21.91	\$22.34
2024-25	\$14.62	\$15.03	\$15.46	\$15.89	\$16.33	\$16.78	\$17.22	\$17.66	\$18.10	\$18.55	\$18.99	\$19.43	\$19.88	\$20.32	\$20.76	\$21.20	\$21.65	\$22.09	\$22.53	\$22.97
2025-26	\$15.06	\$15.47	\$15.89	\$16.33	\$16.78	\$17.23	\$17.69	\$18.15	\$18.60	\$19.06	\$19.51	\$19.97	\$20.43	\$20.88	\$21.34	\$21.79	\$22.25	\$22.71	\$23.16	\$23.62

Title:		Stenographer 0.45																		
Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18	Step 19	Step 20	
Current	\$14.98	\$15.49	\$16.00	\$16.50	\$17.01	\$17.52	\$18.02	\$18.53	\$19.04	\$19.54	\$20.05	\$20.56	\$21.06	\$21.57	\$22.08	\$22.58	\$23.09	\$23.60	\$24.10	\$24.61
2022-23	\$15.43	\$15.88	\$16.41	\$16.93	\$17.45	\$17.97	\$18.49	\$19.01	\$19.54	\$20.06	\$20.58	\$21.10	\$21.62	\$22.14	\$22.67	\$23.19	\$23.71	\$24.23	\$24.75	\$25.27
2023-24	\$15.98	\$16.35	\$16.81	\$17.35	\$17.89	\$18.42	\$18.96	\$19.50	\$20.03	\$20.57	\$21.11	\$21.65	\$22.18	\$22.72	\$23.26	\$23.80	\$24.33	\$24.87	\$25.41	\$25.95
2024-25	\$16.46	\$16.91	\$17.29	\$17.77	\$18.32	\$18.87	\$19.43	\$19.98	\$20.53	\$21.09	\$21.64	\$22.19	\$22.75	\$23.30	\$23.85	\$24.41	\$24.96	\$25.51	\$26.07	\$26.62
2025-26	\$16.98	\$17.41	\$17.87	\$18.26	\$18.75	\$19.32	\$19.89	\$20.46	\$21.03	\$21.60	\$22.17	\$22.74	\$23.31	\$23.88	\$24.45	\$25.02	\$25.59	\$26.16	\$26.73	\$27.30

Title:		Clerk/ Typist 0.48																		
Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18	Step 19	Step 20	
Current	\$18.17	\$18.71	\$19.25	\$19.79	\$20.33	\$20.87	\$21.41	\$21.95	\$22.49	\$23.03	\$23.57	\$24.11	\$24.65	\$25.19	\$25.73	\$26.27	\$26.81	\$27.35	\$27.89	\$28.43
2022-23	\$18.71	\$19.19	\$19.75	\$20.30	\$20.86	\$21.42	\$21.97	\$22.53	\$23.09	\$23.64	\$24.20	\$24.76	\$25.31	\$25.87	\$26.42	\$26.98	\$27.54	\$28.09	\$28.65	\$29.21
2023-24	\$19.27	\$19.75	\$20.25	\$20.82	\$21.39	\$21.97	\$22.54	\$23.11	\$23.69	\$24.26	\$24.83	\$25.40	\$25.98	\$26.55	\$27.12	\$27.70	\$28.27	\$28.84	\$29.42	\$29.99
2024-25	\$19.85	\$20.33	\$20.82	\$21.33	\$21.92	\$22.51	\$23.10	\$23.70	\$24.29	\$24.88	\$25.47	\$26.06	\$26.65	\$27.24	\$27.83	\$28.42	\$29.01	\$29.60	\$30.19	\$30.78
2025-26	\$20.45	\$20.93	\$21.42	\$21.93	\$22.45	\$23.06	\$23.67	\$24.28	\$24.89	\$25.49	\$26.10	\$26.71	\$27.32	\$27.93	\$28.53	\$29.14	\$29.75	\$30.36	\$30.97	\$31.57

Title:		Mechanic/ Driver 0.45																		
Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18	Step 19	Step 20	
Current	\$18.60	\$19.11	\$19.62	\$20.12	\$20.63	\$21.14	\$21.64	\$22.15	\$22.66	\$23.16	\$23.67	\$24.18	\$24.68	\$25.19	\$25.70	\$26.20	\$26.71	\$27.21	\$27.72	\$28.23
2022-23	\$19.16	\$19.61	\$20.13	\$20.66	\$21.18	\$21.70	\$22.22	\$22.74	\$23.26	\$23.79	\$24.31	\$24.83	\$25.35	\$25.87	\$26.39	\$26.92	\$27.44	\$27.96	\$28.48	\$29.00
2023-24	\$19.74	\$20.19	\$20.65	\$21.19	\$21.73	\$22.26	\$22.80	\$23.34	\$23.88	\$24.41	\$24.95	\$25.49	\$26.02	\$26.56	\$27.10	\$27.64	\$28.17	\$28.71	\$29.25	\$29.79
2024-25	\$20.33	\$20.78	\$21.24	\$21.72	\$22.27	\$22.83	\$23.38	\$23.93	\$24.49	\$25.04	\$25.59	\$26.15	\$26.70	\$27.26	\$27.81	\$28.36	\$28.92	\$29.47	\$30.02	\$30.58
2025-26	\$20.94	\$21.39	\$21.85	\$22.33	\$22.82	\$23.39	\$23.96	\$24.53	\$25.10	\$25.67	\$26.24	\$26.81	\$27.38	\$27.95	\$28.52	\$29.09	\$29.66	\$30.23	\$30.80	\$31.37

Driver/Cleaner 0.59																				
Title:	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18	Step 19	Step 20
Current	\$13.82	\$14.49	\$15.15	\$15.81	\$16.48	\$17.14	\$17.81	\$18.47	\$19.13	\$19.80	\$20.46	\$21.13	\$21.79	\$22.44	\$23.12	\$23.78	\$24.45	\$25.11	\$25.77	\$26.44
2022-23	\$14.24	\$14.83	\$15.51	\$16.19	\$16.88	\$17.56	\$18.25	\$18.93	\$19.61	\$20.30	\$20.98	\$21.67	\$22.35	\$23.03	\$23.71	\$24.40	\$25.09	\$25.77	\$26.45	\$27.14
2023-24	\$14.66	\$15.25	\$15.86	\$16.57	\$17.27	\$17.97	\$18.68	\$19.38	\$20.09	\$20.79	\$21.50	\$22.20	\$22.91	\$23.61	\$24.31	\$25.01	\$25.72	\$26.43	\$27.13	\$27.84
2024-25	\$15.10	\$15.69	\$16.30	\$16.93	\$17.65	\$18.38	\$19.10	\$19.83	\$20.55	\$21.28	\$22.01	\$22.73	\$23.46	\$24.18	\$24.91	\$25.63	\$26.35	\$27.09	\$27.81	\$28.54
2025-26	\$15.56	\$16.15	\$16.75	\$17.38	\$18.02	\$18.77	\$19.52	\$20.27	\$21.01	\$21.76	\$22.51	\$23.26	\$24.00	\$24.75	\$25.50	\$26.25	\$26.99	\$27.73	\$28.49	\$29.24

Secretary 1 0.48																				
Title:	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18	Step 19	Step 20
Current	\$22.71	\$23.25	\$23.79	\$24.33	\$24.87	\$25.41	\$25.95	\$26.49	\$27.03	\$27.57	\$28.12	\$28.66	\$29.20	\$29.74	\$30.28	\$30.82	\$31.36	\$31.90	\$32.44	\$32.98
2022-23	\$23.39	\$23.87	\$24.43	\$24.99	\$25.54	\$26.10	\$26.66	\$27.21	\$27.77	\$28.33	\$28.88	\$29.44	\$30.00	\$30.55	\$31.11	\$31.66	\$32.22	\$32.78	\$33.33	\$33.89
2023-24	\$24.10	\$24.58	\$25.07	\$25.64	\$26.22	\$26.79	\$27.36	\$27.94	\$28.51	\$29.08	\$29.66	\$30.23	\$30.80	\$31.37	\$31.95	\$32.52	\$33.09	\$33.67	\$34.24	\$34.81
2024-25	\$24.82	\$25.30	\$25.79	\$26.30	\$26.89	\$27.48	\$28.07	\$28.66	\$29.25	\$29.84	\$30.43	\$31.03	\$31.62	\$32.21	\$32.80	\$33.39	\$33.98	\$34.57	\$35.16	\$35.75
2025-26	\$25.56	\$26.04	\$26.54	\$27.05	\$27.57	\$28.18	\$28.79	\$29.40	\$30.00	\$30.61	\$31.22	\$31.83	\$32.44	\$33.04	\$33.65	\$34.26	\$34.87	\$35.48	\$36.08	\$36.69

Cook/ Server Cashier 0.33																				
Title:	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18	Step 19	Step 20
Current	\$13.19	\$13.52	\$13.84	\$14.17	\$14.50	\$14.82	\$15.15	\$15.48	\$15.80	\$16.13	\$16.45	\$16.78	\$17.11	\$17.43	\$17.76	\$18.09	\$18.41	\$18.74	\$19.07	\$19.39
2022-23	\$13.59	\$13.92	\$14.25	\$14.59	\$14.93	\$15.26	\$15.60	\$15.93	\$16.27	\$16.61	\$16.94	\$17.28	\$17.61	\$17.95	\$18.29	\$18.62	\$18.96	\$19.30	\$19.63	\$19.97
2023-24	\$13.99	\$14.32	\$14.66	\$15.01	\$15.36	\$15.70	\$16.05	\$16.40	\$16.74	\$17.09	\$17.43	\$17.78	\$18.13	\$18.47	\$18.82	\$19.17	\$19.51	\$19.86	\$20.20	\$20.55
2024-25	\$14.41	\$14.74	\$15.08	\$15.43	\$15.79	\$16.15	\$16.50	\$16.86	\$17.22	\$17.57	\$17.93	\$18.29	\$18.64	\$19.00	\$19.36	\$19.71	\$20.07	\$20.43	\$20.78	\$21.14
2025-26	\$14.85	\$15.18	\$15.52	\$15.87	\$16.23	\$16.59	\$16.96	\$17.33	\$17.70	\$18.06	\$18.43	\$18.80	\$19.17	\$19.53	\$19.90	\$20.27	\$20.64	\$21.00	\$21.37	\$21.74

Head Cook 0.36																				
Title:	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18	Step 19	Step 20
Current	\$16.86	\$17.22	\$17.58	\$17.94	\$18.30	\$18.66	\$19.02	\$19.38	\$19.74	\$20.10	\$20.46	\$20.82	\$21.18	\$21.54	\$21.90	\$22.26	\$22.62	\$22.98	\$23.34	\$23.70
2022-23	\$17.37	\$17.73	\$18.10	\$18.47	\$18.84	\$19.21	\$19.58	\$19.95	\$20.32	\$20.69	\$21.06	\$21.43	\$21.80	\$22.18	\$22.55	\$22.92	\$23.29	\$23.66	\$24.03	\$24.40
2023-24	\$17.89	\$18.25	\$18.61	\$19.00	\$19.38	\$19.76	\$20.15	\$20.53	\$20.91	\$21.29	\$21.67	\$22.05	\$22.44	\$22.82	\$23.20	\$23.58	\$23.96	\$24.35	\$24.73	\$25.11
2024-25	\$18.42	\$18.78	\$19.15	\$19.54	\$19.93	\$20.32	\$20.72	\$21.11	\$21.50	\$21.90	\$22.29	\$22.68	\$23.08	\$23.47	\$23.86	\$24.26	\$24.65	\$25.04	\$25.44	\$25.83
2025-26	\$18.98	\$19.34	\$19.71	\$20.09	\$20.48	\$20.89	\$21.29	\$21.70	\$22.10	\$22.51	\$22.91	\$23.32	\$23.72	\$24.13	\$24.53	\$24.94	\$25.34	\$25.75	\$26.15	\$26.56

Bus Dispatcher 0.28																				
Title:	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18	Step 19	Step 20
Current	\$18.47	\$18.74	\$19.01	\$19.28	\$19.55	\$19.82	\$20.09	\$20.36	\$20.63	\$20.90	\$21.17	\$21.44	\$21.71	\$21.98	\$22.25	\$22.52	\$22.79	\$23.06	\$23.33	\$23.60
2022-23	\$19.02	\$19.30	\$19.58	\$19.86	\$20.14	\$20.42	\$20.69	\$20.97	\$21.25	\$21.53	\$21.81	\$22.09	\$22.36	\$22.64	\$22.92	\$23.20	\$23.48	\$23.76	\$24.03	\$24.31
2023-24	\$19.59	\$19.87	\$20.16	\$20.45	\$20.74	\$21.02	\$21.31	\$21.60	\$21.88	\$22.17	\$22.46	\$22.74	\$23.03	\$23.32	\$23.60	\$23.89	\$24.17	\$24.46	\$24.75	\$25.03
2024-25	\$20.18	\$20.46	\$20.75	\$21.05	\$21.34	\$21.64	\$21.93	\$22.23	\$22.52	\$22.82	\$23.11	\$23.41	\$23.70	\$24.00	\$24.29	\$24.59	\$24.88	\$25.18	\$25.48	\$25.77
2025-26	\$20.79	\$21.07	\$21.36	\$21.65	\$21.96	\$22.26	\$22.57	\$22.87	\$23.18	\$23.48	\$23.78	\$24.09	\$24.39	\$24.70	\$25.00	\$25.30	\$25.61	\$25.91	\$26.22	\$26.52

Laborer 0.42																				
Title:	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18	Step 19	Step 20
Current	\$13.10	\$13.52	\$13.94	\$14.36	\$14.78	\$15.20	\$15.62	\$16.04	\$16.46	\$16.88	\$17.30	\$17.72	\$18.14	\$18.56	\$18.98	\$19.40	\$19.82	\$20.24	\$20.66	\$21.08
2022-23	\$13.49	\$13.91	\$14.35	\$14.78	\$15.21	\$15.64	\$16.08	\$16.51	\$16.94	\$17.37	\$17.81	\$18.24	\$18.67	\$19.10	\$19.54	\$19.97	\$20.40	\$20.83	\$21.27	\$21.70
2023-24	\$13.90	\$14.32	\$14.75	\$15.20	\$15.64	\$16.09	\$16.53	\$16.98	\$17.42	\$17.87	\$18.32	\$18.76	\$19.21	\$19.65	\$20.10	\$20.54	\$20.99	\$21.43	\$21.88	\$22.33
2024-25	\$14.31	\$14.73	\$15.17	\$15.61	\$16.07	\$16.53	\$16.99	\$17.45	\$17.91	\$18.37	\$18.83	\$19.28	\$19.74	\$20.20	\$20.66	\$21.12	\$21.58	\$22.04	\$22.50	\$22.96
2025-26	\$14.74	\$15.16	\$15.60	\$16.04	\$16.50	\$16.97	\$17.45	\$17.92	\$18.39	\$18.86	\$19.34	\$19.81	\$20.28	\$20.76	\$21.23	\$21.70	\$22.17	\$22.65	\$23.12	\$23.59

Title:		Head Maintenance																		
		0.52																		
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18	Step 19	Step 20
Current	\$18.58	\$19.10	\$19.52	\$20.14	\$20.66	\$21.18	\$21.70	\$22.22	\$22.74	\$23.26	\$23.78	\$24.30	\$24.82	\$25.34	\$25.86	\$26.38	\$26.90	\$27.42	\$27.94	\$28.46
2022-23	\$19.13	\$19.65	\$20.19	\$20.63	\$21.26	\$21.80	\$22.33	\$22.87	\$23.40	\$23.94	\$24.47	\$25.01	\$25.55	\$26.08	\$26.62	\$27.15	\$27.69	\$28.22	\$28.76	\$29.29
2023-24	\$19.71	\$20.23	\$20.76	\$21.31	\$21.76	\$22.42	\$22.97	\$23.52	\$24.07	\$24.62	\$25.18	\$25.73	\$26.28	\$26.83	\$27.38	\$27.93	\$28.49	\$29.04	\$29.59	\$30.14
2024-25	\$20.30	\$20.82	\$21.35	\$21.91	\$22.47	\$22.94	\$23.61	\$24.18	\$24.75	\$25.32	\$25.88	\$26.45	\$27.02	\$27.59	\$28.16	\$28.72	\$29.29	\$29.86	\$30.43	\$31.00
2025-26	\$20.91	\$21.43	\$21.96	\$22.52	\$23.08	\$23.67	\$24.15	\$24.84	\$25.42	\$26.01	\$26.59	\$27.18	\$27.77	\$28.35	\$28.94	\$29.52	\$30.11	\$30.69	\$31.28	\$31.86

Appendix B

**Sick Bank Donation Form for Retirees**

CSEA Member Name \_\_\_\_\_

Building \_\_\_\_\_

Number of days upon retirement to be deposited into the Sick  
Bank \_\_\_\_\_

I understand that the days that I deposit into the Sick Bank will not be  
counted when my stipend is calculated for my unused sick time.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Appendix C

NEW LEBANON CENTRAL SCHOOL

DISTRICT OFFICE

14665 STATE ROUTE 22

NEW LEBANON, NY 12125

**SICK LEAVE BANK WAIVER FORM**

To the Board of Education:

I hereby authorize you, according to the Sick Bank provision contained in the current contract, to deduct from my individual sick leave account two (2) days, to be credited to my name to the Sick Leave Bank.

I hereby waive all right and claim to said sick leave. This waiver allows my participation in the Sick Leave Bank according to the current contract between the New Lebanon CSEA and the New Lebanon Board of Education.

This waiver shall be in full force until I leave the District or until withdrawn by notice to the Sick Leave Bank Committee. I fully understand that the sick days that I have contributed will remain in the bank until used by its members.

Name \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_

Social Security number \_\_\_\_\_

***New Lebanon Central School District  
and CSEA***

**SICK BANK REQUEST FORM**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Building and/or Department: \_\_\_\_\_

Home Phone: \_\_\_\_\_

**REQUEST**

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

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

Estimated Return to Work Date: \_\_\_\_\_

Attending Physician: \_\_\_\_\_

☐ **I have** attached my Physician's statement (check mark if appropriate)

Comments:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Member Signature

Date

**DECISION\***

Request Approved: \_\_\_\_\_

District Representative

CSEA Representative

Number of Days Approved: \_\_\_\_\_

☐ A Physician's statement has been received

Request Denied: \_\_\_\_\_

District Representative

CSEA Representative

\*Complete reverse for **denied requests**.



## Appendix D

Reason for denied request:

[illegible]

\_\_\_\_ copy to CSEA sick bank coordinator \_\_\_\_\_

\_\_\_\_ copy to CSEA President \_\_\_\_\_

\_\_\_\_ copy to respective CSEA building representative \_\_\_\_\_

\_\_\_\_ copy to district Payroll representative \_\_\_\_\_

\_\_\_ copy to requesting member