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# AGREEMENT

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by and between the

**BOARD OF COOPERATIVE  
EDUCATIONAL SERVICES**

(Sole Supervisory District of Westchester County)

and

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



BOCES Unit #8235-00  
Westchester County Local 860

**July 1, 2021 - June 30, 2024**



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The Board of Cooperative Educational Services**

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James A. Gratto

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*COO/Deputy District Superintendent*  
*Asst. Supt. Business & Admin. Services*  
*Asst. Supt. For Educational Services*

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(CSEA) Officers**

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*Vice-President*  
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*Chief Negotiator*  
*Asst. Supt. Business and Admin. Services*  
*Director of Human Resources*

**Civil Service Employees Association, Inc. (CSEA)**

Maria Diaz  
MaryJo Moran

*Chief Negotiator, CSEA Labor Relations*  
*President*  
*Vice-President*

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## **Preamble**

This Agreement is made and entered into by and between the Board of Cooperative Educational Services, Sole Supervisory District of Westchester County (hereinafter called the "Board" or the "Employer") and the Civil Service Employees Association, Inc., Local 1000, AFSCME, AFL-CIO (hereinafter called the "Union" or the "CSEA") pursuant to Article 14 of the Civil Service Law.

## **ARTICLE I** **Bargaining Unit**

### **Section 1**

The Civil Service Employees Association, Inc., Local 1000, AFSCME, AFL-CIO has been certified by the New York State Public Employment Relations Board Union as the sole and exclusive bargaining representative with respect to collective negotiations, salaries, wages, and all other terms and conditions of employment for all full and regular part-time employees of the Employer holding the titles listed in Appendix B which constitutes the bargaining unit covered by this Agreement.

### **Section 2 NEW TITLES**

No new titles will be added to the Unit without mutual agreement of the parties.

### **Section 3 DEFINITIONS**

#### **(A) Definition of Part-Time**

1. Part-time is defined as any appointment where the scheduled workweek is less than 35 hours making the full time equivalent (FTE) less than 1.0.
2. The unit includes only those employees regularly scheduled to work in a claimed title for 17 ½ or more hours per week (FTE 0.5), except that those unit members who receive an approved temporary reduction below FTE 0.5 will remain in the unit.
3. Generally, requests for a reduction in time, like requests for unpaid leave, are considered and granted only for a temporary period of time, not to exceed the balance of the current school year. In such cases the position is returned to full-time at the end of the part-time grant unless another request for part-time is then requested and granted.

Therefore, an employee who voluntarily requests and accepts a permanent part-time appointment shall waive any right to an appointment in that title with more hours. Such acceptance is not voluntary when made as of right to vertical bumping or retreat during layoff or displacement.

4. The Board retains the right to increase the hours of any position, up to the full-time equivalent of 35 hours per week.

(B) Definition of Service

1. The term "service" means any continuous period working for the Board on payroll with a salaried appointment at or above FTE.0.5.
2. The term "service date" means the first date of service, as advanced by any time off payroll or below FTE.0.5.
3. The term "service anniversary" means the month and day in the current year of the "service date."
4. It is understood that service calculated by the Board according to this definition and the terms of this agreement only impact the timing of rights to benefits provided by the Board. Service under this agreement bears no relation and has no impact on service calculated by the Westchester County Department of Human Resources determining employee rights under the Civil Service Law. Service under this agreement bears no relation and has no impact on service calculated by the New York State & Local Employees' Retirement System determining employee rights for members under the Retirement and Social Security Law.

## ARTICLE II

### Dues Deductions

**Section 1** The CSEA shall have exclusive rights to payroll deduction of membership dues and such other deductions as mutually agreed to by the CSEA and the Employer.

**Section 2** The Employer shall make deductions for membership dues and submit them at the close of each payroll period to CSEA, Inc., Box 7125, Capital Station, Albany, New York 12224.

**Section 3 – Agency Shop Fee Deductions** The Southern Westchester BOCES agrees to deduct from the salaries of the unit members' dues for the CSEA as unit members individually and voluntarily authorizes the Southern Westchester BOCES



to do so. Dues deduction authorizations will be in writing on a form developed by the CSEA.

Current dues authorization cards will remain valid unless specifically withdrawn in writing by the individual prior to September 15<sup>th</sup> of the then current school year. The Association will ensure that the SW BOCES has dues deduction cards for each unit member.

All changes or new authorization for dues deductions shall be honored and become effective on the pay period next following the receipt by the District. Monies deducted in accordance with a new authorization shall be retroactive to September 1<sup>st</sup> of each school year, except for those unit members hired after September 1<sup>st</sup>.

The Director of Human Resources shall inform, in writing, the President of the CSEA of the hire, starting date, location and job assignment of all new bargaining unit employees within ten (10) days of their initial hire. It shall be the CSEA's responsibility to provide the dues authorization cards to the new unit member for consideration and signature.

### **ARTICLE III**

#### **Rights of the Union and Management**

**Section 1** Designated agents of the CSEA shall have the sole and exclusive right to have access to members of the bargaining unit during non-working hours to administer this Agreement.

Members of the Bargaining Unit may consult with shop stewards and the Unit President during the work day only on their lunch hour with regard to the adjustment, administration and maintenance of the Collective Bargaining Agreement. Consultation includes phone calls and email messages using the SWBOCES email system. Members may also consult only at those times during the work day when the Unit President is approved in advance for such activity by the District Superintendent or his/her designee as provided for pursuant to Article III, Section 3 of the Collective Bargaining Agreement between the parties.

**Section 2** The CSEA unit has the right to post notices and communications on an Employer bulletin board maintained by the CSEA in each BOCES (owned or rented) building. It shall hold the BOCES harmless from any and all claims related to such postings.

**Section 3** The President of the Union or his/her designee shall be permitted all necessary time free from their regular duties to aid in the adjustment, administration and maintenance of the collective bargaining agreement when such time is approved in advance by the District Superintendent or his/her designee. In addition, the President or his/her designee shall be granted up to three (3) days off

to attend Union Conventions and/or workshops. Such time shall be without any loss of pay or compensation. The President shall provide the District Superintendent or his/her designee reasonable advanced written notice when these days will be used.

**Section 4** The CSEA unit may apply to use BOCES facilities provided that such use will not conflict with previously scheduled events and does not result in any expense to the BOCES.

**Section 5** The Southern Westchester BOCES shall supply, to the Unit President the name, work location, date of hire and salary for each new employee after his/her appointment by the Board by providing the Union President with a copy of the Board agenda of the meeting where such employee is appointed.

**Section 6** The Union shall have the use of inter-building mail service for distribution of materials within reason. Large member-wide distributions will not be permitted.

**Section 7**

- (A) The Employer reserves all rights, powers and authority customarily exercised by management including but not limited to the right to plan, determine, direct and control the nature and extent of its operations; the number, size and location of its facilities; the number of shifts, hours or days of work; the right to abolish or change existing jobs, including the right to establish new jobs; the introduction of any new or improved methods or facilities; the direction and control of improved methods or facility; the direction and control of its working force; the determination of the number of employees it deems essential to fill the various jobs and assignments required; the making, or amending of work rules and regulations not inconsistent with this Agreement; the right to hire, promote, transfer, assign and retain employees and to appraise, train, suspend, charge or take disciplinary action against employees. All of the rights in this section are reserved to management except to the extent they are specifically limited by this Agreement. The Employer's failure to exercise any management right shall not be deemed a waiver of that right.
- (B) The Employer may subcontract unit work to individuals outside the bargaining unit only to the extent that it has done so in the past.



## **ARTICLE IV**

### **Wages**

#### **Section 1**

- (A) Salary grades for unit members covered by this Agreement for the term set forth herein are set forth in Appendix B attached hereto.
- (B) Annual twelve (12) month salaries for unit members covered by this Agreement for the term set forth therein are set forth in Appendix C attached hereto.
- (C) Annual salaries for ten (10) month unit members shall be prorated. Wages for part-time unit members shall be prorated. Ten (10) month salaries are attached as Appendix C.
- (D)
  - (i) Effective July 1, 2021, the salary schedules contained in Appendix C shall be modified to add Step 21, 22, and 23, with the increment value of 2% between steps.
  - (ii) Salary increases will be step movement only for the duration of the contract in accordance with Appendix C.
- (E) For the purpose of determining longevity, salary adjustments and/or step movement if applicable, year one (1) of employment in the job title must begin prior to January 1 to be deemed one full year of service for 12-month employees. This date shall be February 1 for 10-month employees.

**Section 2** The Board may hire an employee at any step within the salary grade on the guide for the salary level of the position being filled. Should the Board hire above step 5 of the salary schedule a written explanation shall be given to the Unit President.

#### **Section 3** Board's right to create salary levels within title:

- (A) For each bargaining unit title, the Board shall have the exclusive right to establish internal salary levels based on objective criteria such as the need for additional skill, the need for additional responsibility, or the need for additional training, beyond the minimum requirements established by the Westchester County Department of Human Resources. Each successive salary level so established shall be associated with the next successive salary grade on the guide. Any title without a salary level designation is deemed salary Level I. The following titles currently have established salary level designation beyond a Level I:

1. Regional Certification Assistant
2. Sign Language Interpreter
3. Sports Desk Assistant
4. Systems Control Clerk – Office Management

(B) Should the need for additional skill, responsibility, or training diminish, the Board may reduce the salary level of the position accordingly (without reducing the step). Any reduction in salary level due to diminished need shall not be considered discipline. No employee shall gain a right through tenure, seniority, or otherwise to any salary level above the minimum. Should the Board reduce such a salary level, it will notify the CSEA prior to doing so to obtain input from the Union. However, the Board's determination in this regard shall be final.

**Section 4** Increment movement shall occur each July 1 during the contract period. Increment movement shall sunset on June 30, 2024.

**Section 5** (A) All members are strongly encouraged to have their paycheck delivered by direct deposit; or

(B) All member who do not have direct deposit will have their paycheck mailed to their last residence on record with the BOCES, via first class mail, on payday.

**Section 6** Payroll compensation payments will occur on the business day of or before the 15<sup>th</sup> and the last business day of each month. If the payday falls on a weekend or a school holiday (holiday defined as the 12-month office closing calendar adopted by the Board each year), checks will be available, when possible, on the last working day immediately before the weekend or holiday. Under normal circumstances, checks shall be distributed so as to arrive in the hands of the employee during the school day or the payday. Checks will be mailed promptly to employees receiving their checks by U.S. mail. A payroll calendar shall be distributed to each employee no later than the first workday in July.

## **ARTICLE V**

### **Longevity**

**Section 1** Members of the bargaining unit shall receive an annual longevity payment as follows:

Effective July 1, 2017, annual longevity payments will increase to:

After 10 years of continuous service:	\$1,250.00
After 15 years of continuous service:	\$1,750.00
After 20 years of continuous service:	\$2,250.00
After 25 years of continuous service:	\$2,500.00

**Section 2** This longevity does not become part of base salary and are non-cumulative. Longevity steps will become effective beginning with the July 1 following the year in which the employee reaches the required years of service. Longevity payments will be made via separate payroll check in half increments on the last pay date in December and June. These amounts will be prorated for early separation of employment.

**Section 3** An employee on unpaid leave or FTE below 0.5 does not earn service credits towards longevity. Employees returning from unpaid leave or time worked below FTE 0.5 to resume service at or above FTE 0.5 shall have their service date advanced to reflect the uncreditable time. Longevity for part-time unit members shall be prorated per present practice.

## **ARTICLE VI**

### **Special Rates of Pay**

**Section 1** The Sign Language Interpreter's Addendum attached hereto as Appendix "A" is hereby made a part of this Agreement

**Section 2** Compensation for time worked beyond the regular workweek (overtime):

- (A) For the purpose of determining hours worked in a week, a week begins at 12:01 a.m. Monday morning and ends at 12:00 midnight Sunday night.
- (B) Supervisors may require employees to work beyond the hours in their regularly scheduled workweek. Advanced notice shall be provided when possible.
- (C) Hours required and actually worked beyond the regular workweek shall be recorded by the employee in accordance with the procedures set forth for Non-exempt Classified Staff. The BOCES will provide training on time recording software.

- (D) Hours actually worked in a workweek up to and including 40 shall be compensated at the regular hourly rate of pay; hours actually worked in a workweek beyond 40 shall be compensated at 1 ½ times the hourly rate.

For Sundays and BOCES designated Holidays, the rate of pay will be two times the employee's daily rate of pay.

For Christmas and Easter, the rate of pay will be two and one-half times the employee's daily rate of pay.

- (E) With the prior approval of the Center Director, employees may be compensated for hours actually worked beyond the regular workweek with time off instead of pay ("compensatory time") as follows:

1. Each hour actually worked beyond 40 in a workweek will be available as 1 ½ hours compensatory time.
2. Between June 16<sup>th</sup> and December 15<sup>th</sup> hours of compensatory time worked may be accumulated up to 35 hours. Once the limit is reached, additional hours worked will be compensated with pay. Any unused balance of compensatory hours available on December 15<sup>th</sup> will be extinguished and compensated with pay instead of time off.
3. Between December 16<sup>th</sup> and June 15<sup>th</sup> hours of compensatory time worked may be accumulated up to 35 hours. Once the limit is reached, additional hours worked will be compensated with pay. Any unused balance of compensatory hours available on June 15<sup>th</sup> will be extinguished and compensated with pay instead of time off.
4. Use of any accumulated compensatory time off requires the prior approval of the Supervisor. Approval will be granted based on equity and the needs of the Board. Approval shall not be unreasonably denied.

- (F) Approved paid time off constitutes time worked for the purpose of overtime.

- (G) **Emergency closings:** In the event that BOCES is closed for an emergency such as inclement weather, the rate of pay for unit members called into work will be as follows:

1. For the first eight hours of work, the rate of pay will be straight time over and above the employee's daily rate of pay.



2. After the first eight hours, the rate of pay will be time and one half over and above the employee's daily rate of pay.

- (H) Compensation for call backs, call ins, or any circumstance that requires an employee to return to work outside of their shift shall be compensated at a minimum of three (3) hours at the appropriate rate. If the employee has worked less than forty (40) hours of the week, the employee shall be paid their normal hourly rate (straight time); if the employee has worked more than forty (40) hours for the week, the employee shall be paid 1.5 times their hourly rate (time and a half); on Sundays and/or holidays, the employee shall be paid 2 times their hourly rate (double time).

This applies to all circumstances that require an employee to return to work at a time other than their normal working hours, including weekends and holidays. Prior approval shall be necessary to perform a building check.

**Section 3** Any ten (10) month employee requested to work during the summer shall be paid at the hourly rate of the prior years' salary.

**Section 4** Unscheduled closings:

- (A) On any day when the schools/offices are closed ~~the entire day~~ by reason of weather or other emergencies, employees will be paid the regular salary they would have been paid if schools/offices were in session, without deduction of vacation, sick or personal time. Regular salary includes base salary, longevity, and Board approved appointments for additional assignments. For example:
1. A person scheduled to use a vacation, personal, sick or sick bank day will not have that day deducted from their available balance.
  2. A person who has been working 1 hour per day extra for several weeks due to seasonal workload will not be paid for the extra hour.
  3. A person who works FTE 0.6, 3 days per week but not on the closing day will not be paid for the day.
  4. A person on unpaid leave will not be paid for the day.
- (B) There will be NO adjustment to time used when the schools/offices are closed for ~~less than the entire day~~ as with late opening or early dismissal.

**Section 5 - Stipends**

- (A) Stipends for additional assignments shall be assigned and withdrawn at the discretion of the Board based on need, qualifications and performance. No employee shall gain tenure, permanency, or any other right to an additional assignment. Appointments for additional assignments will not extend beyond the end of any school year. Prior to appointment, additional assignments will be noticed and posted in the same manner as other open positions. Special consideration may be given to an employee already performing an assignment.
- (B) A lead nurse position shall be established with a stipend of \$10,000.00 subject to provisions of Section 5 (A) above. The job responsibilities of this position shall be established by the Administration.
- (C) Effective September 1, 2018, CSEA members who serve on the Response Team shall receive an annual stipend of \$1,000.00. Response Team members who serve as certified trainers shall receive an annual stipend of \$1,500.00. Stipends shall be paid within 3 weeks following the last day of school.

Members who work the Extended School Year (ESY) and serve on the Response Team shall be paid an additional \$200.00 ESY stipend. The stipend shall be paid by August 31<sup>st</sup> of the applicable year that the member worked the ESY.

Payment of the Response Team stipend is dependent on completing a full school year of service from September 1<sup>st</sup> to June 30<sup>th</sup> and is separate and apart from the ESY. If a new cohort is certified by February 1<sup>st</sup> of any given year, members shall receive one half of the aforementioned stipend. Stipends shall be paid within 3-weeks following the last day of school.

Participation on the Response Team shall be voluntary and members may opt-out at any time.

For unit members who have served on the Response Team for the entire 2018-19 school year, the stipend shall be retroactive as of September 1, 2018.

## **ARTICLE VII**

### **Work Year/Hours of Work**

**Section 1** The work year of a 12-month position consists of each weekday (Mon. through Fri.) within the school year (July 1<sup>st</sup> through June 30<sup>th</sup>).

**Section 2** The work year of a 10-month position consists of 200 days within the school calendar of the assigned school location (August 25<sup>th</sup> through June 30<sup>th</sup>). An

employee will work the same number of scheduled days as the teachers assigned to the same school calendar, although the particular days worked may occasionally be different when required by the supervisor. Should the numbers of workdays fall below 200, the difference shall be considered paid time off.

**Section 3** The Board retains the right to convert any 10-month position to an 11-month or 12-month position, and to convert any 11-month position to a 12-month position. The employee shall acquire the rights and duties of the converted position.

**Section 4** The workday of a full-time employee shall be seven (7) hours on duty exclusive of a duty free lunch. The start and end of the regular workday shall be as determined by the Employer at each location with the understanding that the hours of work are generally consecutive in nature. The workweek shall be as determined by the Employer with the understanding that the general workweek is five (5) days, Monday thru Friday.

**Section 5** Time records reflecting actual time worked will be maintained and submitted by each employee on a form or format as determined by the Employer.

**Section 6** Preferential consideration for summer positions will be given to current staff. Preferential consideration does not guarantee employment.

## **ARTICLE VIII**

### **Leaves of Absence**

#### **Section 1. Personal Days**

Four days of non-cumulative personal leave will be granted each year to full-time employees. Part-time employees earn days on a prorated basis. Unused personal leave will accrue into sick leave at the end of each fiscal year. Employees appointed after July 1 shall receive a prorated number of personal leave days. Personal leave must be utilized in either half day or full day increments. Personal leave is intended for use to handle matters of a personal or family nature which can only be attended to during regular business hours.

#### **Section 2. Bereavement Leave**

A total of up to five days for the death of an immediate family member, which shall be defined for the purpose of this provision as a spouse, life partner, child, step-child, parent, step-parent, sibling, step-sibling, grandparent, grandchild, mother-in-law and father-in-law. Bereavement leave must be utilized in either half day or full day increments. If extenuating circumstances exist regarding bereavement leave, advanced approval in writing must be approved by the employee's supervisor. This benefit applies only to active employees not on any leave of absence.

### **Section 3 Holidays**

Employees shall observe the holiday calendar as approved annually by the Board.

### **Section 4 Vacation**

- (A) Employees will earn .833 vacation days per months from their start date through June 30 which may be used during the first year of employment (up to 10 days total.)
- (B) Vacation will be granted on July 1 of each year as follows:
  - 10 days after first June 30<sup>th</sup> of full-time, continuous service in the BOCES. Vacation days will be earned at a rate of .833 days per month.
  - 12 days after second June 30<sup>th</sup> of full-time, continuous service in the BOCES. Vacation will be earned at a rate of 1.0 days per month.
  - 15 days after sixth June 30<sup>th</sup> of full-time, continuous service in the BOCES. Vacation days will be earned at a rate of 1.25 days per month.
  - 20 days after tenth June 30<sup>th</sup> of full-time continuous service in the BOCES. Vacation days will be earned at a rate of 1.667 days per month.
- (C) Vacation time must be utilized in either half day or full day increments.  
The parties agree that to transition to the vacation accrual scheme described above that the following shall take place:
  - Despite the limitations set forth in Section 4, for the 2021-2022 school year, employees may carry-over any unused vacation days from the 2020-2021 school year.
  - Despite the limitation set forth in Section 4, for the 2022-2023 school year, employees may carry-over up to twenty-five unused vacation days from the 2021-2022 school year.
  - Despite the limitation set forth in Section 4, for the 2023-2024 school year, employees may carry-over up to twenty unused vacation days from the 2022-2023 school year.
  - Despite the limitation set forth in Section 4, for the 2024-2025 school year, employees may carry-over up to fifteen unused vacation days from the 2023-2024 school year.
  - Despite the limitations set forth in Section 4, for the 2025-2026 school year, employees may carry-over up to ten unused vacation days from the 2024-2025 school year.
  - For the 2026-2027 school year and thereafter, employees may carry-over up to five unused vacation days from the year prior, as set forth below.
- (D) Vacation benefits for unit members begin to accrue on the first day of employment.



(E) With the approval of the Supervisor and the Director of Human Resources, vacation benefits for a classified employee may be carried forward to the next year if unusual circumstances exist. The amount of days allowed to be transferred may not exceed five days. Furthermore, this carryover must be used within four months of July 1<sup>st</sup>. Request must be made in writing prior to July 1<sup>st</sup>.

(F) Upon separation, in the event that the Unit Member has unused earned vacation days, they will be paid to the employee at their daily rate in effect on their last day of employment.

(G) Upon separation, in the event that the Unit Member has used more vacation days than earned, the Unit Member will be required to repay Southern Westchester BOCES for time taken that was not earned.

(H) Vacation Accrual and Utilization

1. Vacation day usage requires the prior approval of the Supervisor. Approval will be granted based on equity and the needs of the Board. Approval shall not be unreasonably denied. Vacation must be taken in increments of half of an employee's regular workday.

(I) Circumstances that modify earnings and use of vacation time.

1. All full days earned are 7-hour days. All full days used are 7-hour days.
2. Part-time employees earn days on a pro-rated basis. For instance, a new FTE 0.6 employee earns 6 days over the course of their first year at the rate of 0.5 days per month.
3. Employees earn no days during unpaid leave or time worked below FTE 0.5. When employees return from unpaid leave or time worked below FTE 0.5 to resume service at or above FTE 0.5 their service anniversary date is advanced to reflect the uncreditable time.
4. All full days reported as used will be 7-hour days as follows:
  - (a) When an FTE 0.6 employee working 5 days per week, 4.2 hours per day takes a day off, they are charged with using 0.6 day.
  - (b) When an FTE 0.6 employee working 3 days per week, 7 hours per day takes a day off, they are charged with using 1.0 day.

5. When a 10-month employee accepts a 12-month position, they will begin to earn days based on their total service as a 10-month employee. They will first be able to use the days earned on their next service anniversary date. Thereafter, their earning and use will be the same as other 12-month employees.

## **Section 5 Sick Leave**

- (A)
  1. Full-time (12-month) unit members shall receive twelve (12) paid sick days per year as of July 1<sup>st</sup> annually. Employees appointed after July 1 shall receive a prorated number of sick days their first year of employment. Part-time employees earn days on a prorated basis.
  2. Full-time (10-month) unit members shall receive ten (10) paid sick days per year as of September 1<sup>st</sup> annually. Employees hired after September 1<sup>st</sup> shall receive a prorated number of sick days their first year of employment.
- (B) Sick leave may be accumulated up to a maximum of two hundred (200) days, with a one hundred sixty-five (165) to be credited to ERS upon retirement.
- (C) Sick Bank-
  1. After completion of three (3) years of full-time employment with the Employer, a sick bank is available to each unit member. This bank is intended to provide additional paid sick days for employees who have exhausted their accumulated leave days, and who are in need of additional sick days due to serious illness as defined under FMLA and ADA.
  2. At the beginning of the fourth (4<sup>th</sup>) year of employment, eligible employees shall have the opportunity to join the bank by contributing two (2) days of accumulated sick leave. Thereafter, if the sick bank balance drops below 250 days, eligible employees must contribute additional sick days from their earned sick time in order to maintain membership in the sick bank. Failure to contribute sick days will disqualify that member from further participation until the required number of days is contributed. The number of sick days each member is required to contribute shall be the minimum number necessary to maintain the balance of the sick bank at no less than 250 days, but in the event it is required, shall be no less than 250 days, but in the event that it is required, shall be no less than one (1) day of sick leave contribution per member.
  3. In order to access the sick bank, participants must submit a letter of request to the Director of Human Resources. The letter must

include the number of days requested, the reason for the request and must be supported by documentation from a licensed physician outlining the nature of the illness, how it impacts the employee's ability to perform his/her duties and the projected length of absence.

4. An eligible employee may withdraw no more than sixty (60) days from the bank in anyone-year period, subject to the availability of days in the bank. Only in the instance of catastrophic illness an employee may reapply, on a one-time basis, for an additional sixty (60) days. An eligible member may withdraw no more than two hundred forty (240) days from the bank during his/her employment, subject to the availability of days in the bank. Sick days contributed to the sick bank are non-refundable regardless of whether the employee accesses the sick bank.

(D) Any consecutive sick days taken beyond three (3) may require a doctor's certification to substantiate the absence. Such doctor's certification shall indicate the at the individual is physically able to assume all the regular duties of his or her position, the reason for the absence, or if not able to return at that time, give some indication of when the individual may be able to resume regular duties and give the extent and nature of the illness.

#### **Section 6 Child Care Leave**

Members of the bargaining unit may apply for unpaid childcare leave of up to one (1) year in duration at least upon two (2) months notice to the Employer. Notice of willingness to return to duty must be forwarded to the Director of Human Resources or his or her designee in writing three (3) months prior to the end of leave. Failure to provide such written notice shall, as a condition of the grant of leave without pay, constitute a resignation from employment.

#### **Section 7 Workers' Compensation**

When an employee is absent due to an illness or injury as defined by the Workers' Compensation Law, the employee will receive their full salary for period of disablement with charge to accruals to the extent that the Workers' Compensation payment does not cover the full salary until such accruals are exhausted. Thereafter, the employee shall receive the workers' compensation benefits only. Should the Board receive direction to reimburse days due to a work-related illness/disability, such days shall be returned to the employee's accruals on a pro rata basis upon the employee's return to work.

#### **Section 8 Jury Duty**

Employees shall be granted leave without loss of pay for all time they are required to serve on jury duty. The employee shall provide advance notice to his/her supervisor by providing the notice or letter directing him/her to appear for jury duty, upon receipt of direction to appear for jury duty. Employees may keep any jury duty payments. Upon return to work the employee shall provide written proof of the days he/she was required to serve.

## **ARTICLE IX**

### **Reductions in Force/Promotions/Discipline**

**Section 1** (A) The Employer will follow the applicable provisions of Civil Service Law with regards to the layoff of unit members in the competitive class.

(B) For members of the unit in the noncompetitive or labor class, layoff of such employees with five (5) or more years of service in the title shall be by seniority in title. No layoff of such an employee with five (5) or more years shall be made where members of the unit in the same title with less than five (5) years of service in the title were employed. Any member of this unit with five (5) years or more who is laid off shall be placed on a preferred list for recall to the same title within four (4) years of the effective date of layoff. If employee is recalled to employment within four (4) years, all previous seniority and time accruals shall be restored.

**Section 2** The Unit President shall be advised prior to any Board action related to employee layoff.

### **Section 3 Promotion/Demotion**

(A) An employee who is to be advanced in grade shall be placed on a step with a salary no less than their current salary plus one step.

(B) An employee who is to be reduced in grade through demotion shall either maintain their current step or, if they occupied the reduced grade previously, be placed on the step they would have had had they remained in the reduced grade, whichever is greater.

**Section 4** In the event that a member of the bargaining unit receives an unsatisfactory evaluation, he/she shall meet with the Supervisor to review his/her performance. A plan for improvements shall be developed. The Supervisor and the member of the bargaining unit will meet quarterly to assess progress. If the member of the bargaining unit performance continues to be unsatisfactory, he/she will remain at his/her then current salary until such time as the Supervisor and the Director of Human Resource agree that the employee's performance is satisfactory.



A determination to retain a member of the bargaining unit at his/her then current salary may be appealed through the grievance procedure. However, any such grievance may not proceed beyond the Assistant Superintendent level. A member of the bargaining unit whose performance reflects a demonstrated record of improvement and a satisfactory rating on the evaluation shall proceed to the appropriate salary which would be applicable if no unsatisfactory evaluation had been issued. Nothing contained in this provision shall limit the District's right to discipline an employee under any applicable procedure. The existing evaluation form shall be maintained and shall not be altered without the agreement of the parties.

## **ARTICLE X**

### **Posting Notices**

**Section 1** Notices of vacancies, new positions and promotions will be distributed by email to the agreed upon designated employees, who shall then post such notices for at least ten (10) working days on employee bulletin boards located in all employee work sites. The notice shall set forth a description of the position, salary and qualifications which shall be pursuant to Westchester County Civil Service.

**Section 2** Such notices shall be sent to the CSEA Unit President at the time of official posting.

### **Section 3 Out-of-Title Pay**

Any employee working out of title in a higher paid title shall be compensated at the rate of pay for such higher paid title as if the employee has been promoted to that title beginning with the eleventh (11<sup>th</sup>) consecutive day of assignment.

## **ARTICLE XI**

### **Travel**

Any member who is required to travel on behalf of the Employer shall be reimbursed for out-of-pocket expenses as approved in advance by his/her Supervisor pursuant to applicable Board policy for expense reimbursements.

## **ARTICLE XII**

### **Insurances**

### **Section 1 Life Insurance**

The Board shall provide a term life insurance policy in the sum of \$20,000.00, with double indemnity for accidental death for all employees in the bargaining unit.

## **Section 2 Dental Insurance**

The Board shall provide, at no cost to the employee, a family dental plan to all members of the bargaining unit as approved by the Board.

## **Section 3 Medical Insurance**

- (A) Medical coverage is available for members of the bargaining unit and their dependents as provided below through the NYSHIP Empire Plan or the various Health Maintenance Organizations (HMO) chosen by the Board, at the selection of the employee.

When an HMO plan is selected by the member, Southern Westchester BOCES will pay the premium cost up to an amount that it would pay for a member enrolled with coverage on the NYSHIP Empire Plan. Thereafter, a member will pay the premium difference if enrolled in an HMO plan. The Board retains the right to change insurance carriers.

1. Effective July 1<sup>st</sup> 2016, all members of the bargaining unit shall contribute 11% of the individual or family premium of NYSHIP Empire Plan.
2. Effective July 1<sup>st</sup> 2017, all members of the bargaining unit shall contribute 11.5% of the individual or family premium of NYSHIP Empire Plan.
3. Effective July 1<sup>st</sup> 2018, all members of the bargaining unit shall contribute 12% of the individual or family premium of NYSHIP Empire Plan.
4. Effective July 1<sup>st</sup> 2019, all members of the bargaining unit shall contribute 12.5% of the individual or family premium of NYSHIP Empire Plan.
5. Effective July 1<sup>st</sup> 2020, all members of the bargaining unit shall contribute 13% of the individual or family premium of NYSHIP Empire Plan.

- (B) At this time, medical coverage is provided for each classified retiree, and for the dependents of that retiree, under the following conditions:

1. the retiree must have completed ten (10) years of paid continuous full-time service with Southern Westchester BOCES immediately prior to retirement. Time spent on a recall list does not constitute a break in service;

2. the retiree is qualified for retirement as a member of the New York State Employees' Retirement System; and
  3. the retiree, 65 years or older, must enroll in Part A and B of Medicare because Medicare becomes the primary payor.
- (C) At this time, the Board pays premiums for medical coverage for retirees at the following rates:
1. For those actively employed by the Southern Westchester BOCES on September 1, 2009, 50% for individual coverage and 35% for family coverage for unit members retiring with at least five years but less than ten years of service with Southern Westchester BOCES;
  2. 75% (individual or family coverage) for unit members retiring with ten years but less than 15 years of service with Southern Westchester BOCES;
  3. 100% (individual or family coverage) for unit members retiring with 15 or more years of service with Southern Westchester BOCES.

For each year claimed for the purpose of determining length of service, the staff member must have worked full-time and must have been eligible for medical coverage.

- (D) Bargaining unit members retiring after July 1, 2015 must retire with at least ten (10) years of service with Southern Westchester BOCES to be eligible for retiree health insurance. For bargaining unit members retiring June 30, 2015, the Board will pay premiums for medical coverage for retirees at the following rates:
- a. 50% for individual coverage and 50% for family coverage for unit members retiring with at least ten (10) years of service with Southern Westchester BOCES.
  - b. 75% for individual coverage and 75% for family coverage for unit members retiring with at least fifteen (15) years of service with Southern Westchester BOCES; or
  - c. 90% for individual coverage and 90% for family coverage for unit members retiring with twenty (20) or more years of service with Southern Westchester BOCES.

For each year claimed for the purpose of determining length of service, the staff member must have worked at least equivalent to a 0.5 FTE or greater and must have been eligible for medical coverage.

The retiree must be qualified for retirement and retire from SWBOCES directly into a NYS Retirement System in order to receive this benefit.

**(E) Eligibility Standards**

1. An employee must have an appointment of FTE 0.5 or greater to be entitled to health, dental, LTD, or life insurance.
2. An employee on unpaid leave or FTE below 0.5 does not earn service credit towards Board contribution for health insurance in retirement. Employees returning from unpaid leave or time worked below FTE 0.5 to resume service at or above FTE 0.5 shall have their service date advanced to reflect the uncreditable time.

**Section 4 Long-Term Disability Insurance**

The Board shall provide, at no cost to the employee, Long-Term Disability coverage. A member is eligible for the benefit after a continuous 180 days of disability. The monthly benefit shall be 66 2/3<sup>rd</sup> % of the member's salary. This coverage will be effective the first of the month following the date of hire.

**Section 5 Flexible Benefits Plan**

The Board provides members of the bargaining unit with the option to participate in an IRS Section 125 flexible benefits plan.

**ARTICLE XIII**

**Retirement**

**Section 1** Southern Westchester BOCES participates in Plan 75i for those classified employees who became members of the New York State Employee's Retirement System on or before July 27, 1976, (Tier I and Tier II members). Employees hired after July 27, 1976 belong to either Tiers III, IV, V, or VI of the Employees' Retirement System, depending upon their date of membership. Members of Tiers III, IV, V and VI are required to make annual contributions in accordance with the regulations of the New York State Employees' Retirement System.

**Section 2** Southern Westchester BOCES participates in Retirement and Social Security Law Section 41j with regard to unused sick leave conversion at retirement.

**ARTICLE XIV**



## **Grievance Procedure**

As a means for resolving employee differences promptly and fairly, the Grievance Procedure which follows will be utilized.

### **(A) DEFINITIONS**

1. Grievance shall mean any claimed violation of this Agreement.
2. Grievant shall mean a member of the bargaining unit or group of members of the unit who claims a violation of this Agreement.
3. Day shall mean any day the Southern Westchester BOCES is in operation.

### **(B) BASIC PRINCIPLES**

1. It is the intent of these procedures to provide for an orderly settlement of differences in a fair and equitable manner with reasonable promptness.
2. A grievant shall have the right to present his or her grievance in accordance with the procedures provided herein, free from interference, coercion, restraint, discrimination or reprisal.
3. A grievant shall have the right to be represented at any stage of the procedure solely by a representative of the CSEA.
4. Each party to a grievance shall have access at reasonable times to all written statements and records pertaining to the case.
5. All hearings shall be confidential and shall be scheduled after regular work hours unless agreed otherwise by the Employer and the CSEA.

### **(C) PROCEDURES**

1. **Level I - Immediate Supervisor (Supervisor or Director)**
  - (a) The grievant shall present his or her grievance in writing, on the SWBOCES grievance form, to his/her immediate supervisor (the Supervisor, or in the absence thereof, the Director of the grievant's division), within ten (10) days after the occurrence of the event giving rise to the grievance.
  - (b) The Supervisor/Director or the grievant may request a meeting to discuss the grievance, but in any event, the Supervisor/Director shall present his or her decision in writing to the grievant within ten

(10) working days after receipt of the grievance or the date the meeting is held, whichever is later.

**2. Level II – Assistant Superintendent for Business and Administrative Services**

- (a) If the grievant is dissatisfied with the decision at Level I, then he or she may, within five (5) working days after receipt of such decision, forward the grievance, along with supporting documentation and a brief statement of rationale for appeal to the Assistant Superintendent for Business for review and determination.
- (b) The Assistant Superintendent for Business, may, if he/she deems it appropriate, direct that a meeting will be held and notify all parties concerned of the time and place. The other concerned parties may also request a meeting. The parties will appear and present all information which appropriately supplements their position in the case. Such meeting shall be held at within ten (10) working days after receipt of the grievance.
- (c) If no meeting is held, the Assistant Superintendent for Business shall render his/her decision in writing to the grievant and the immediate supervisor, within ten (10) working days after receipt of the written statements pursuant to paragraph "b." If a meeting is held, the Assistant Superintendent Business shall render the written decision within ten (10) working days after the close of the meeting.
- (d) No grievance related to Article IV Section 2 may proceed beyond this level.

**3. Level III – District Superintendent**

If the grievant is not satisfied with the decision at Level II, he/she shall forward the grievance to the District Superintendent within five (5) working days of receipt of the decision at the prior level. Within ten (10) working days of receiving this appeal, the District Superintendent or his/her designee shall review the written submissions and render a written decision, which shall be forwarded to all concerned parties.

**4. Level IV – BOCES Board**

If the grievant is not satisfied with the decision at Level III he/she shall present an appeal in writing to the Clerk of the BOCES Board within five (5) working days of the decision at Level III. Upon receiving such appeal, the Board shall meet with all parties no later than the second scheduled Board meeting subsequent to receipt of the appeal. Within ten (10) days

thereafter the Board shall issue its decision in writing to the grievant with a copy to the CSEA.

**5. Level V – Arbitration**

In the event that the grievance is not resolved at Level IV, the CSEA, no later than ten (10) working days after the decision of the Board is received, shall notify the Board of its intent to submit the issue to final and binding arbitration. The notice of intent shall include a brief statement setting forth precisely the express provision to be interpreted by the arbitrator, a statement of the issues to be decided by the arbitrator and the relief sought. The CSEA shall demand arbitration and request a list of arbitrators through the American Arbitration Association. The parties will be bound by Voluntary Labor Arbitration Rules of the American Arbitration Association in the selection of an arbitrator. The arbitrator's fee will be shared equally by the CSEA and the BOCES.

A request shall be made for the arbitrator to issue his decision not later than thirty (30) calendar days from the date of the closing of the hearing. The decision shall be in writing and shall set forth the arbitrator's interpretation of the express provision of this Agreement submitted. The arbitrator shall limit his/her decision strictly to the interpretation of the express provisions of this Agreement submitted to him/her and he/she shall be without power or authority to modify, amend, add to or subtract from any of the provision of this Agreement or to issue any decision or award limiting or interfering with the exercise of the judgment and discretion of the Board and any of its representatives under law and this Agreement. The decision of the arbitrator, if made in accordance with his/her jurisdiction and authority under this Agreement, will be accepted as final by the parties to the dispute and both will abide by it.

**6. Miscellaneous**

- (a) If the grievant or CSEA fails to proceed within any of the stated time periods provided for in this procedure, then the CSEA and the grievant shall be committed to the position of the Employer.
- (b) If SWBOCES, at any level, fails to issue a determination in a timely manner the grievant or the CSEA, if appropriate, may move the grievance to the next level.
- (c) "Class Action" grievances, or any grievance for which the immediate supervisor has no authority to make a decision, shall be filed directly to Level II of the grievance procedure.

- (d) Any timeframes in the grievance procedure may be extended by mutual agreement of the parties, however, such agreement must be in writing. Email will be considered sufficient documentation for such purposes.

## **ARTICLE XV**

### **Uniforms**

Uniforms shall be provided to Head Mechanics. It shall be the responsibility of the Head Mechanics to maintain the uniforms.

## **ARTICLE XVI**

### **TOOL ALLOWANCE**

**SECTION 1** – The Board shall provide all Head Mechanics with a tool allowance per fiscal year for the purpose of replacing and obtaining tools necessary for the performance of work assignments. In order to be eligible for each reimbursement, a head mechanic must be on payroll during the appropriate payroll period.

- (A) Head Mechanics must be employed fifty-two (52) weeks before being eligible for a first installment of tool replacement allowance.
- (B) Payment will be reimbursed upon submission of receipts to be submitted between July 1<sup>st</sup> and June 15<sup>th</sup> annually.

**SECTION 2** – The tool allowance during the term of the Agreement:

2021-2022	\$1,250
2022-2023	\$1,500
2023-2024	\$1,500

## **ARTICLE XVII**

### **Job Descriptions**

All job descriptions shall be promulgated as per Westchester County Department of Human Resources. All job descriptions for employees of the bargaining unit shall be available in the Human Resources office.

**ARTICLE XVIII**  
**Miscellaneous**

**Section 1**

For the purpose of information, and not to change the substantive terms of this Agreement, the following sections make specific reference with regard to part-timers:

- (A) Definition of Part-Time (see Article I, Section 3 [A])
- (B) Definition of Service (see Article I, Section 3 [B])
- (C) Wages (see Article IV, Section 1 [C])
- (D) Longevity (see Article V)
- (E) Unscheduled Closing (see Article VI, Section 4 [A][3])
- (F) Personal Leave (see Article VIII, Section 1)
- (G) Vacation (see Article VIII, Section 4 (H))
- (H) Sick Leave (see Article VIII, Section 5 (A))
- (I) Insurance Eligibility Standards (see Article XII, Section 3[D])

**Section 2**

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

**Section 3**

Negotiations for Successor Agreement shall commence no later than April 1<sup>st</sup> of the last year of this Agreement.

ARTICLE XIX

Term

This Agreement shall be effective commencing July 1, 2021 and shall continue until June 30, 2024.

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


By:   
Unit President

By:   
Labor Relations Specialist

Dated: 3/4/2022

BOARD OF COOPERATIVE  
EDUCATIONAL SERVICES,  
SOLE SUPERVISORY  
DISTRICT OF WESTCHESTER

By:   
District Superintendent

By:   
Board President

Dated: 2/16/22

## **Appendix A**

### ***Sign Language Interpreter's Addendum***

Each Sign Language Interpreter/Tutor may be reviewed at least twice a year. Management will have the prerogative of recommending upward movement of individual staff members after each review. An individual will be eligible for an upgrade if warranted after 12 months of employment. Upgrades, though related, are in addition to regular salary adjustments which are performance based. Such regular adjustments will occur each July 1<sup>st</sup>.

An upgrade exists to provide a career path and recognition of skill development and increased value to the organization. Upgrades will be considered when an individual demonstrates increased interpreter and/or tutoring skills as determined by the screening process and/or evaluation as well as certification from the National Register of Interpreters for the Deaf; attendance at relative training programs; increased education; attainment of advanced degrees and experience in interpreting and tutoring (See attached Pay Range Skill, Knowledge Ability Criteria).

The following criteria and guidelines shall govern the upgrade of Sign Language Interpreters/Tutors:

1. Upgrades may occur after 12 months of employment.
2. Upgrades shall occur no more frequently than every 12 months.
3. An employee who has received, within the last two years, an overall rating of less than "Consistently Meets Standards" on the annual performance review will not be eligible for an upgrade.
4. Upgrades could be recommended following the mid-year assessment conference and/or end of year evaluation. Upgrades will take effect at the beginning of the next school year.
5. Salary increases for upgrades will be in accordance with current CSEA contract.
6. Recognition of training and/or additional education courses will only be given to job-related subjects.
7. Employees must receive prior approval of management prior to enrolling in a training program or education courses if it is to be applied to the upgrade plan.
8. Proof of attainment of different educational levels must be on file in the Office of the Division Director and subsequently on file in the Office of Human Resources before an upgrade can be considered.
9. Request for an upgrade review must be made by the employee no later than April 15<sup>th</sup> for anticipated upgrades to be effective in September of the following school year.
10. Employees hired after September 1<sup>st</sup> will receive a pro-rated salary increase for the next school year.



## APPENDIX A

### PAY RANGE SKILL, KNOWLEDGE/ABILITY CRITERIA

#### LEVEL I

- A.
  - \*Pass BOCES Screening/Interview
  - \*No certification from National Registry of Interpreters for the Deaf
  - \*Beginning Interpreter and/or tutoring skills as determined by the screening /interview and resume; or evaluation
  - \*Has not attended any interpreter training courses/lectures, workshops, or education, special education courses/lectures/workshops
  - \*Has minimal training
  - \*High School diploma for A.A. Degree
  - \*One years' interpreting and/or tutoring experience
  
- B.
  - \*Pass BOCES Screening/Interview
  - \*No certification from RID
  - \*Beginning interpreter and/or tutoring skills as determined by the screening /interview and resume; or evaluation
  - \*Has not attended any interpreter training, education, special education courses/lectures/workshops, or has minimal training
  - \*High School diploma or A.A. Degree
  - \*Up to two years interpreting and/or tutoring experience
  
- C.
  - \*Pass BOCES Screening/Interview
  - \*No certification from RID
  - \*Advanced beginning interpreting and/or tutoring skills as determined by the screening/interview & resume; or evaluation
  - \*Has not attended any interpreter training courses/lectures/workshops, or education, special education courses/lectures/workshops
  - \*Has minimal training
  - \*High School Diploma or B.A./B.S. Degree
  - \*Up to three years interpreting and/or tutoring experience

## APPENDIX A

### PAY RANGE SKILL, KNOWLEDGE/ABILITY CRITERIA

#### LEVEL II

- A. \*Pass BOCES Screening/Interview  
\*No certification from RID  
\*Intermediate skills as determined by the screening/interview and resume; or evaluation  
\*Has taken several interpreter training courses/lectures, workshops, or education; special education courses/lectures/workshops  
\*High School Diploma  
\*Has at least three years interpreting and/or tutoring experience
- B. \*Pass BOCES Screening/Interview  
\*No certification from RID  
\*Advanced intermediate interpreting and/or tutoring skills as determined by the screening/interview & resume; or evaluation  
\*Has taken several interpreter training courses/lectures, workshops, or education, special education courses/lectures/workshops  
\*High School Diploma or a A.A. Degree  
\*Has at least four years interpreting and/or tutoring experience
- C. \*Pass BOCES Screening/Interview  
\*No certification from RID  
\*Advanced intermediate interpreting and/or tutoring skills as determined by the screening/interview & resume; or evaluation  
\*Has completed a degreed interpreter training program (1 year NY Society for the Deaf), or has taken several interpreter training courses, etc.; has completed certified teacher training workshops (i.e. weekend studies) or has taken several education, special education training courses/lectures/workshops  
\*B.A./BS., M.A./M.S. Degree  
\*Has at least four years interpreting and/or tutoring experience

## APPENDIX A

### PAY RANGE SKILL, KNOWLEDGE/ABILITY CRITERIA

#### LEVEL III

- A.   \*Pass BOCES Screening/Interview  
      \*Possess one or two RID Certificates, either Interpreting Certificate or Transliterating Certificate, or both  
      \*Advance interpreting skills as determined by the screening/interview & resume & evaluation  
      \*Has taken numerous interpreter training courses/lectures/workshops or education, special education training courses/lectures/workshops  
      \*High School Diploma  
      \*Has been interpreting and/or tutoring for at least five years
  
- B.   \*Pass BOCES Screening/Interview  
      \*Possess one RID Certificate, either Interpreting Certificate or Transliterating Certificate  
      \*Advance interpreting skills as determined by the screening/interview & resume & evaluation  
      \*Has completed a degreed interpreter training program, or has taken numerous interpreter training courses/lectures/workshops; has completed certified teacher training workshops (i.e. weekend studies) or has taken several education, special education training courses/lectures/workshops  
      \*Has A.A. or B.A./B.S. Degree  
      \*Has been interpreting and/or tutoring for at least five years
  
- C.   \*Pass BOCES Screening/Interview  
      \*Possess both RID Certificates (Interpreting and Transliterating, also called Comprehensive Skills Certificate)  
      \*Advanced interpreting skills as determined by the screening/interview & resume; or evaluation  
      \*Has completed a degreed interpreter training program, or has taken numerous interpreter training courses/lectures/workshops; has completed certified teacher training workshops (i.e. weekend studies) or has taken several education, special education training courses/lectures/workshops  
      \*Has M.A./M.S. Degree  
      \*Has been interpreting and/or tutoring for at least five years

## APPENDIX B

### CSEA TITLE SALARY GRADES

GRADE A	GRADE B	GRADE C
AUDIO VISUAL ASSISTANT	CLERK	ACCOUNT CLERK
DUPLICATING MACHINE OPERATOR	CLERK (SPANISH-SPEAKING)	ACCOUNT CLERK TYPIST
SCHOOL MONITOR	DATA ENTRY OPERATOR	RECEPTIONIST (SPANISH-SPEAKING)
	DEPARTMENT AIDE	RECEPTIONIST
	FOOD SERVICE COURIER	
	FOOD SERVICE HELPER	
	JOB COACH-BUS DRIVER	
	TELEPHONE OPERATOR	
	TYPIST	

GRADE D	GRADE E	GRADE F
ASSISTANT COOK	COMMUNITY AIDE	BUS DISPATCHER
OFFICE ASSISTANT	COMMUNITY AIDE (SP-SPEAKING)	LIBRARY ASSISTANT
OFFICE-ASSISTANT SP-SPEAKING	HEAD BUS DRIVER	PAYROLL CLERK
OFFICE ASST.-AUTOMATED SYSTEMS	SIGN LANGUAGE INTERPRETER 1B	SECRETARY TO SCHOOL PRINCIPAL
OFFICE ASST.-AUTOMATED SYSTEMS	SPORTS DESK ASSISTANT (L-2)	SECURITY AIDE
OFFICE ASST.-AUTOMATED SYSTEMS (SPANISH-SPEAKING)	SYSTEMS CONTROL CLERK (OFF MANAGEMENT)	SIGN LANGUAGE INTERPRETER 1C
SIGN LANGUAGE INTERPRETER 1A		SPORTS DESK ASSISTANT (L-3)
SPORTS DESK ASSISTANT		SR. ACCOUNT CLERK
SR. CLERK		SR. ACCOUNT CLERK-TYPIST
SR. TYPIST		SR. OFFICE ASSISTANT
STAFF ASSISTANT-RIC		SR. OFFICE ASST.-AUTO SYSTEMS
TRANSLATOR		SR. OFFICE ASST.-AUTO SYSTEMS SP-SP
		SYS CONTROL CLERK-OFF MGT (L-2)

GRADE G	GRADE H	GRADE I
COMMUNITY WORKER	ADAPTIVE EQUIPMENT SPECIALIST	ADULT AND CONTINUING EDUCATION COUNSELOR
JOB DEVELOPMENT SPECIALIST	PARENT TRAINER	JUNIOR ACCOUNTANT
PURCHASING ASSISTANT	PERSONNEL CLERK	PERSONNEL ASSISTANT
SIGN LANGUAGE INTERPRETER 2A	PRACTICAL NURSE	PUBLIC RELATIONS ASSISTANT
	SCHEDULER/ASSIGNING	REGIONAL TRANSITION SPECIALIST
	COORDINATOR OF INTERSCHOLASTIC ATHLETICS	SIGN LANGUAGE INTERPRETER 2C
	SIGN LANGUAGE INTERPRETER 2B	SR. JOB DEVELOPMENT SPECIALIST
	TECHNICAL PURCHASING ASSISTANT	STUDENT TRANSITION SPECIALIST

GRADE J	GRADE K	GRADE L
COOK MANAGER	ASST SUPERVISOR	ACCOUNTANT
JUNIOR ADMINISTRATIVE ASSISTANT	TRANSPORTATION	ADMINISTRATIVE ASSISTANT
RESEARCH ASSISTANT	AUTO MECHANIC FOREMAN	PURCHASING AGENT
SIGN LANGUAGE INTERPRETER 3A	INTERSCHOLASTIC ATHLETIC ASST.	REGIONAL CERTIFICATION AST. (L-2)
SR. PAYROLL CLERK	REGIONAL CERTIFICATION ASSISTANT (L-1)	SCHOOL LUNCH MANAGER
	REGISTERED PROFESSIONAL NURSE	SIGN LANGUAGE INTERPRETER 3C
	SIGN LANGUAGE INTERPRETER 3B	

GRADE M	GRADE N	GRADE O
	HEAD CUSTODIAN WORKER	ASSISTANT DIRECTOR OF SCHOOL FACILITIES, OPERATIONS AND MAINTENANCE
	REGIONAL CERTIFICATION OFFICER	
	REGISTERED PROFESSIONAL NURSE	

# APPENDIX C – CSEA SALARY SCHEDULES

July 1, 2021-June 30, 2024

12 Month Employees																			
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
A	\$32,863	\$33,520	\$34,180	\$34,874	\$35,571	\$36,282	\$37,008	\$37,748	\$38,503	\$39,273	\$40,056	\$40,859	\$41,676	\$42,510	\$43,360	\$44,227	\$45,112	\$46,014	\$47,873
B	\$35,785	\$36,511	\$37,241	\$37,986	\$38,746	\$39,521	\$40,311	\$41,117	\$41,939	\$42,778	\$43,634	\$44,507	\$45,397	\$46,305	\$47,231	\$48,176	\$49,140	\$50,123	\$52,148
C	\$38,727	\$39,502	\$40,282	\$41,068	\$41,820	\$42,758	\$43,613	\$44,485	\$45,375	\$46,283	\$47,209	\$48,153	\$49,116	\$50,098	\$51,100	\$52,122	\$53,164	\$54,227	\$56,418
D	\$41,680	\$42,493	\$43,343	\$44,210	\$45,094	\$45,996	\$46,916	\$47,854	\$48,811	\$49,787	\$50,783	\$51,799	\$52,835	\$53,892	\$54,970	\$56,069	\$57,190	\$58,334	\$60,691
E	\$44,591	\$45,483	\$46,393	\$47,321	\$48,267	\$49,232	\$50,217	\$51,221	\$52,245	\$53,280	\$54,336	\$55,443	\$56,552	\$57,683	\$58,837	\$60,014	\$61,214	\$62,438	\$64,961
F	\$47,528	\$48,478	\$49,449	\$50,438	\$51,447	\$52,476	\$53,526	\$54,597	\$55,689	\$56,803	\$57,939	\$59,088	\$60,260	\$61,466	\$62,716	\$63,970	\$65,249	\$66,554	\$69,243
G	\$50,456	\$51,485	\$52,484	\$53,544	\$54,615	\$55,707	\$56,821	\$57,957	\$59,116	\$60,288	\$61,504	\$62,734	\$63,989	\$65,269	\$66,574	\$67,905	\$69,263	\$70,648	\$73,502
H	\$53,391	\$54,459	\$55,548	\$56,659	\$57,792	\$58,948	\$60,127	\$61,330	\$62,557	\$63,808	\$65,084	\$66,386	\$67,714	\$69,068	\$70,449	\$71,858	\$73,285	\$74,761	\$77,781
I	\$56,321	\$57,447	\$58,598	\$59,768	\$60,963	\$62,182	\$63,428	\$64,695	\$65,989	\$67,309	\$68,655	\$70,028	\$71,429	\$72,858	\$74,315	\$75,801	\$77,317	\$78,863	\$82,046
J	\$59,255	\$60,440	\$61,649	\$62,882	\$64,140	\$65,423	\$66,731	\$68,066	\$69,427	\$70,816	\$72,232	\$73,677	\$75,151	\$76,654	\$78,187	\$79,751	\$81,346	\$82,973	\$86,325
K	\$62,187	\$63,431	\$64,700	\$66,004	\$67,314	\$68,660	\$70,033	\$71,434	\$72,863	\$74,320	\$75,806	\$77,322	\$78,868	\$80,445	\$82,054	\$83,695	\$85,369	\$87,076	\$90,594
L	\$65,118	\$66,420	\$67,748	\$69,103	\$70,485	\$71,895	\$73,333	\$74,800	\$76,296	\$77,822	\$79,378	\$80,966	\$82,585	\$84,237	\$85,922	\$87,640	\$89,383	\$91,161	\$94,865
M	\$70,815	\$72,231	\$73,676	\$75,150	\$76,653	\$78,186	\$79,750	\$81,345	\$82,972	\$84,631	\$86,324	\$88,050	\$89,811	\$91,607	\$93,439	\$95,308	\$97,214	\$99,158	\$103,164
N	\$77,950	\$79,509	\$81,099	\$82,721	\$84,375	\$86,063	\$87,784	\$89,540	\$91,331	\$93,158	\$95,021	\$96,921	\$98,859	\$100,836	\$102,853	\$104,910	\$107,008	\$109,148	\$113,558
O	\$82,929	\$84,788	\$86,684	\$88,618	\$90,590	\$92,602	\$94,654	\$96,747	\$98,882	\$101,060	\$113,281	\$115,547	\$117,858	\$120,215	\$122,619	\$125,071	\$127,572	\$130,123	\$135,380

10 Month Employees

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
A	\$27,386	\$27,934	\$28,483	\$29,063	\$29,644	\$30,237	\$30,842	\$31,459	\$32,088	\$32,730	\$33,385	\$34,053	\$34,734	\$35,429	\$36,138	\$36,861	\$37,598	\$38,350	\$39,899
B	\$29,828	\$30,425	\$31,034	\$31,655	\$32,288	\$32,934	\$33,593	\$34,265	\$34,950	\$35,649	\$36,362	\$37,089	\$37,831	\$38,588	\$39,360	\$40,147	\$40,950	\$41,769	\$43,456
C	\$32,274	\$32,918	\$33,577	\$34,249	\$34,934	\$35,633	\$36,346	\$37,073	\$37,814	\$38,570	\$39,341	\$40,128	\$40,931	\$41,750	\$42,585	\$43,437	\$44,306	\$45,192	\$47,018
D	\$34,716	\$35,410	\$36,118	\$36,840	\$37,577	\$38,329	\$39,096	\$39,878	\$40,676	\$41,490	\$42,320	\$43,166	\$44,029	\$44,910	\$45,808	\$46,724	\$47,658	\$48,611	\$50,575
E	\$37,160	\$37,903	\$38,661	\$39,434	\$40,223	\$41,027	\$41,848	\$42,685	\$43,539	\$44,410	\$45,298	\$46,204	\$47,128	\$48,071	\$49,032	\$50,013	\$51,013	\$52,033	\$54,135
F	\$39,607	\$40,399	\$41,207	\$42,031	\$42,872	\$43,729	\$44,604	\$45,496	\$46,406	\$47,334	\$48,281	\$49,247	\$50,232	\$51,237	\$52,262	\$53,307	\$54,373	\$55,460	\$57,700
G	\$42,046	\$42,887	\$43,745	\$44,620	\$45,512	\$46,422	\$47,350	\$48,297	\$49,263	\$50,248	\$51,253	\$52,278	\$53,324	\$54,380	\$55,478	\$56,598	\$57,720	\$58,874	\$61,252
H	\$44,480	\$45,380	\$46,288	\$47,214	\$48,159	\$49,121	\$50,103	\$51,105	\$52,127	\$53,170	\$54,233	\$55,318	\$56,424	\$57,562	\$58,703	\$59,877	\$61,075	\$62,297	\$64,814
I	\$46,933	\$47,872	\$48,829	\$49,806	\$50,802	\$51,818	\$52,854	\$53,911	\$54,989	\$56,089	\$57,211	\$58,355	\$59,522	\$60,712	\$61,926	\$63,165	\$64,428	\$65,717	\$68,372
J	\$49,378	\$50,366	\$51,373	\$52,400	\$53,448	\$54,517	\$55,607	\$56,719	\$57,853	\$59,010	\$60,190	\$61,394	\$62,622	\$63,874	\$65,151	\$66,454	\$67,783	\$69,139	\$71,932
K	\$51,821	\$52,857	\$53,914	\$54,992	\$56,092	\$57,214	\$58,358	\$59,525	\$60,716	\$61,930	\$63,169	\$64,432	\$65,721	\$67,035	\$68,376	\$69,744	\$71,139	\$72,562	\$75,493
L	\$54,266	\$55,351	\$56,459	\$57,587	\$58,739	\$59,914	\$61,112	\$62,334	\$63,581	\$64,853	\$66,150	\$67,473	\$68,822	\$70,198	\$71,602	\$73,034	\$74,495	\$75,985	\$79,055
M	\$60,193	\$61,397	\$62,625	\$63,878	\$65,156	\$66,459	\$67,789	\$69,144	\$70,527	\$71,938	\$73,377	\$74,845	\$76,342	\$77,869	\$79,426	\$81,015	\$82,635	\$84,288	\$87,693
N	\$66,257	\$67,582	\$68,934	\$70,313	\$71,719	\$73,153	\$74,616	\$76,108	\$77,630	\$79,183	\$80,767	\$82,382	\$84,030	\$85,711	\$87,426	\$89,174	\$90,957	\$92,776	\$96,525
O	\$77,441	\$78,990	\$80,570	\$82,181	\$83,825	\$85,502	\$87,212	\$88,956	\$90,735	\$92,550	\$94,401	\$96,289	\$98,215	\$100,179	\$102,183	\$104,227	\$106,312	\$108,438	\$112,819

Any member who's base salary is above step 20 or any member who was at step 20 in the previous year will receive a base salary increase of 2.00% for the life of the contract ending June 30, 2024.  
Step movement will sunset on June 30, 2024.





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

Mary E. Sullivan, President

