
AGREEMENT

by and between the

OCEANSIDE UNION FREE
SCHOOL DISTRICT

and

CSEA, Local 1000 AFSCME,
AFL-CIO



Oceanside UFSD Secretarial Unit #7590-01
Nassau County Educational Local 865

July 1, 2021 - June 30, 2025

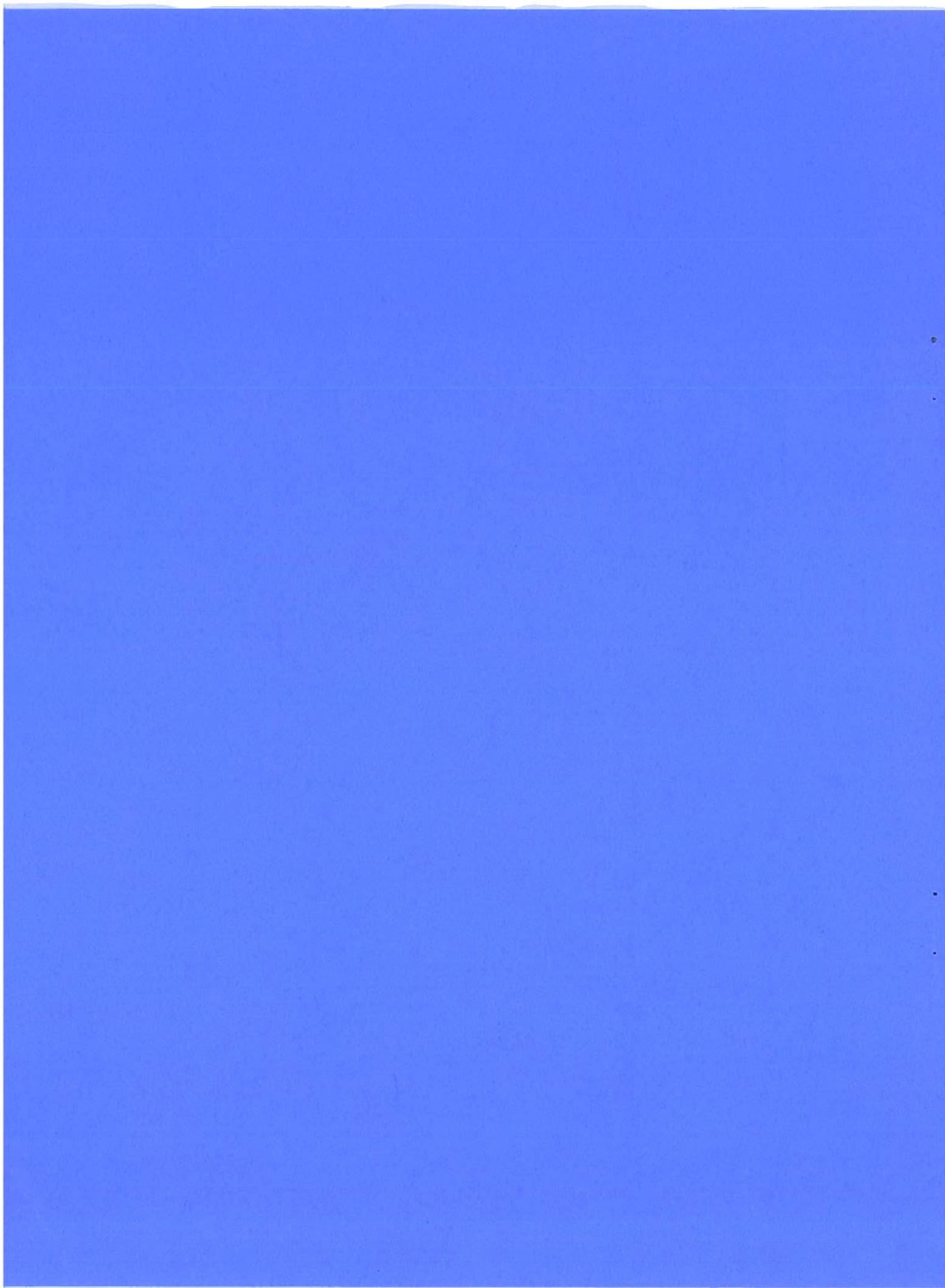


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This AGREEMENT IS MADE AND ENTERED INTO ON THIS 30 day of August, 2021, by and between the OCEANSIDE UNION FREE SCHOOL DISTRICT, OCEANSIDE, NEW YORK (hereinafter referred to as the "District"), and the CIVIL SERVICE EMPLOYEES ASSOCIATION, INC., LOCAL 1000, AFSCME, AFL-CIO, (hereinafter referred to as the "Association").

ARTICLE I - RECOGNITION

Section 1

The District recognizes the Association as the exclusive bargaining agent for all typist-clerks, senior typist-clerks, senior clerks, principal account clerks, principal typist-clerks, account clerks, payroll supervisor, senior account clerks, statistical clerks, personnel clerk, assistant payroll supervisor, buyer, senior personnel clerk and secretary to the Assistant Superintendent for Curriculum, Instruction, and Research, Buyer, except as noted below.

Excluded from the Unit shall be all auxiliary personnel, i.e., administrative assistants, instructional assistants and school monitors. Also excluded shall be the secretary to the Board of Education and Superintendent, senior stenographer assigned to the Office of the Superintendent, Senior account clerk assigned to the Assistant Superintendent for Business, insurance account clerk,

The District agrees to continue its policy of not discriminating against any employee on the basis of race, creed, color, national origin, sex, sexual orientation, marital status, or membership or participation in, or association with the activities of, or refusal to participate in the activities of any employee organization.

ARTICLE II - NEGOTIATION PROCEDURES

Section 1

- A) The Association agrees to submit its proposed terms and conditions of employment to be negotiated for the period following expiration of the Agreement, in writing, no later than December 31, 2024.
- B) The district shall submit its proposals, in writing, to the Association no later than December 31, 2024.
- C) At the second meeting of the parties, the parties will exchange their complete and entire packages of items for negotiation and will agree not to add new issues unless by mutual consent.
- D) The first meeting, and all subsequent meetings, shall be called at times mutually agreed upon by the parties.
- E) The parties shall continue to meet until an understanding is reached on the issues or until an impasse is reached.
- F) Meetings shall be limited to three (3) hours, except by mutual agreement.
- G) Grievances shall not interrupt, interfere with, nor delay the process of negotiations.
- H) Agreements shall be reduced to written form and signed by the Superintendent of Schools and the president of the Association.
- I) Memoranda of understanding will be signed as tentative agreements are reached.
- J) Activities connected with contract negotiations and/or grievance procedures shall not be conducted during the working hours of the participants to the negotiations or the grievance.

- K) During the period of negotiations and prior to reaching either an agreement or an impasse, reports of the proceedings of the negotiations shall not be released to the public unless such release has the prior approval of both parties.

ARTICLE III - SALARY

Section 1

- a. 2021-2022: Employees on the salary schedule move one full step, creation of Step 16 at a 2.0% increase over the value of the 2020-2021 Step 15.
 - b. 2022-2023: Employees on the salary schedule move one full step, creation of Step 17 at a 2.0% increase over the value of the 2021-2022 Step 16.
 - c. 2023-2024: Employees on the salary schedule move one full step, creation of Step 18 at a 2.0% increase over the value of the 2022-2023 Step 17.
 - d. 2024-2025: Employees on the salary schedule move one full step, creation of Step 19 at a 2.0% increase over the value of the 2023-2024 Step 18.
- b) Section 2 - "If an employee's anniversary date falls between July 1st and January 31st of their 10th, 15th, 20th and 25th year, he or she will receive their longevity payment on the July PRECEDING their anniversary date. If an employee's anniversary date falls between Feb. 1st and June 30th of their 10th, 15th, 20th and 25th year, he or she will receive their longevity payment on the July FOLLOWING their anniversary date.

Section 2

Employees having completed at least ten (10) years of full-time, in-district service shall be eligible for a longevity payment of one thousand six hundred (\$1,600) dollars.

Employees having completed at least fifteen (15) years of full-time, in-district service shall be eligible for an additional longevity payment of one thousand, six hundred (\$1,600) dollars.

Employees having completed at least twenty (20) years of full-time, in-district service shall be eligible for an additional longevity payment of one thousand, six hundred (\$1,600) dollars. For the 2020-21 school year, this shall be increased to \$1,800. Effective 2018-19, new 25-year longevity at \$800.

Section 3

- a) Every January, beginning January 2019, for as long as the Association is the exclusive bargaining agent for the Oceanside UFSD Secretarial Unit, the District will request from Nassau County Civil Service Commission an examination for Senior Typist-Clerk.
- b) Any District employee in the Oceanside UFSD Secretarial unit who has six months of permanent, competitive or non-competitive status as Typist-Clerk and who otherwise meet the minimum qualifications for Senior Typist-Clerk, may apply to take the Senior Typist-Clerk examination.
- c) It is the sole responsibility of the Typist-Clerk to notify the Human Resources Department of the District that they have successfully passed the Senior Typist Clerk exam and that they have met the following criteria:
 - i. Completed six (6) months probation.
 - ii. Completed six (6) months of permanent District employment.
 - iii. Reached their two (2) year District anniversary from their date of hire.
 - iv. Successfully passed the Senior Typist-Clerk exam.

- v. Currently on the Senior Typist-Clerk list.
- d) If the Typist-Clerk complies with the requirements outlined in "c" above, and the District fails to make the promotion to Senior Typist-Clerk, then the Typist-Clerk will receive retroactive Senior Typist-Clerk pay up to and including the date the Typist-Clerk's promotion should have taken effect.
- e) If the Typist-Clerk complies with the requirements in "c" above but fails to notify the Human Resources Department of the District in a timely manner, then the Typist-Clerk will not receive retroactive pay but will be eligible for the Senior Typist-Clerk pay perspective of the date the Human Resources Department of the District was notified.

Section 4

All employees appointed before July 1 shall have as their anniversary date, the July 1 following their appointment.

Section 5

Any employee hired before February 1st will move up a step the following July. Any employee hired on or after February 1st will not move up a step until the second July following the employee's date of hire. Either circumstance is dependent upon whether the contract year entitles unit members to step movement that year."

Section 6

Ten-month employees covered by this Agreement may elect to be paid 1/22nd of their annual salary bi-weekly from September through June, or to be paid 1/26th of their annual salary bi-weekly from September through June, with an addition to the June check of the remaining 4/26ths. Such election is made on or before July 1 annually and is not subject to change during the year.

Section 7

During each year of this Agreement, employees shall be reimbursed at the rate allowable for automobile mileage reimbursement by the Internal Revenue Service on September 1 of the respective school year, for previously approved mileage incurred in the performance of their responsibilities to the District.

There will be an allowance of fifteen (15) minutes to travel from one assignment to another.

ARTICLE IV - METHOD OF PAYMENT

Section 1

All employees will be paid in accordance with the district's payroll calendar. The payroll calendar will be made available by May 31st of each school year.

ARTICLE V - DEDUCTIONS

Section 1 - Dues Deductions

The District agrees to deduct from the salaries of employees covered by this Agreement, from an Employee Authorization form provided by the bargaining unit for each new member, dues for the Civil Service Employees Association, as said employees individually and voluntarily authorize the District to make such deductions."

Section 2 - Credit Union Deductions

The District shall make provisions for deductions to the Teacher Credit Union upon application by the employee.

Section 3 - Deductions for Tax-Sheltered Annuities

Deductions for Tax-Sheltered Annuity Plans: replace "The District shall continue to make deductions for tax-sheltered annuity plans. However, effective July 1, 1991, the District shall not be required to make deductions for new plan enrollees in any companies other than:" with "The District shall continue to make deductions for tax-sheltered annuity plans based on the District's approved list of eligible providers"

Section 4 - Deduction for Fringe Benefits

The District shall, upon application by the employee, make deductions for health insurance and dental insurance.

Section 5 - IRC Flexible Benefit Plan

The District shall provide to employees covered by this Agreement the flexible benefit plan which is currently in effect.

ARTICLE VI - WORKING HOURS

Section 1

The regular working schedule for employees covered by this Agreement shall be seven (7) hours in a day and thirty-five (35) hours in a week, exclusive of one (1) hour for lunch in each work day, but inclusive of a fifteen (15) minute coffee break in the morning and a fifteen (15) minute coffee break in the afternoon.

Section 2

If said employees are required by their immediate supervisor to work in excess of seven (7) hours in a day, or thirty-five (35) hours in a week, such excess hours worked shall be compensated at time and one-half the regular rate or at time and one-half compensatory time. There shall be no duplication of daily and weekly overtime.

Section 3

In the event that an employee is requested by their supervisor to work on days other than those agreed upon, said employee will be entitled to choose between a per diem rate of pay based on annual salary or compensatory time off during the school year in lieu of payment. Days to be utilized for compensatory time off shall be mutually agreed upon by the employee and his/her immediate supervisor.

Section 4

Employees shall be required to complete twelve (12) hours of in-service training per year, beyond the workday, at no additional remuneration during the first three (3) years of employment. Beginning in the fourth (4th) year of employment, an employee's in-service hours requirement shall be reduced to six (6) hours per year for each subsequent year of employment. CSEA courses given outside the workday will be accepted, up to eight (8) hours, with prior approval of the Assistant Superintendent. The District will attempt to start training during working hours when possible.

Section 5

Employees covered by this Agreement may be excused up to fifteen (15) minutes early for the purposes of in-service training and labor-management meetings.

Section 6

Beginning with the first year of this Agreement, all employees in this unit will have summer hours. Summer hours will be six and one-half (6½) hours of work time, including a 30-minute lunch and no breaks. The beginning and end of the six and one-half (6½) hours will be determined jointly by the employee and the supervisor. The starting time can be no earlier than 7:30 a.m. and no later than 9 a.m. One of the following schedules shall be the schedule for each day, Monday through Friday, beginning on July 1st and ending four (4) workdays before September 1st:

- 7:30 a.m. - 2:00 p.m.
- 8:30 a.m. - 3:00 p.m.
- 8:00 a.m. - 2:30 p.m.
- 9:00 a.m. - 3:30 p.m.

ARTICLE VII - JOB OPPORTUNITIES

Section 1

All openings in positions under the Association's community of interest, whether such openings be directly lateral or promotional, shall be publicized, and all qualified employees shall be given opportunity to make application for such positions. Every effort shall be made to hire new employees at Step 1. The District shall have the option of hiring new employees at Step 2 or Step 3, based on relevant experience. Should the District wish to exercise this option, all members of the clerical association shall be notified in the initial posting that the position is available up to salary step 3. The decision to hire specific titles within the same grade level shall be at the discretion of the Superintendent of Schools or his/her designee.

This section shall in no way contradict Civil Service Rules and Regulations.

Section 2

Employees covered by this Agreement shall have the opportunity to participate, where appropriate, in the in-service programs offered by the District.

ARTICLE VIII - PROMOTIONS

Section 1

Employees promoted to a higher grade shall move laterally to the new grade at their current step, unless the promotion takes place effective July 1, when the employee would gain one (1) step by contractual agreement. This would be true for ten-month and twelve-month employees, and will be true whether the employee remains under the current work schedule or increases/decreases his/her work schedule.

Section 2

When an employee is assigned to a higher title for a period exceeding one (1) week, he/she shall be paid at the per diem rate of pay of the higher title for the period worked on the higher title.

ARTICLE IX - WORK SCHEDULES, VACATIONS & HOLIDAY SCHEDULE

Section 1

- A) Ten-month employees will be on teachers' calendar and will work September 1st through June 30th. They will work all conference days with the exception of the one November conference day. In addition, they will work the last four (4) working days of August. In the event there are three Conference Days, the ten-month employee shall work two of those days.

Principal typist-clerks of Senior typist clerks assigned to elementary schools shall be required to work twelve (12) days beyond their normal September 1st through June 30th work schedule at no additional remuneration. These days must be mutually agreed upon with the building administrator.

The decision to hire specific titles within the same grade level shall be at the discretion of the Superintendent of Schools or his/her designee.

In addition, they are to work twenty-three (23) days during the months of July and August. These twenty three (23) days shall be worked with the approval of the immediate supervisor.

- B) Twelve-month employees shall work every workday except for holidays and vacations earned. Attendance at Conference Day workshops shall be at the discretion of the Administration.
- C) Compensatory time must be used by December 31st of the school year following the school year in which it is earned. This time cannot be cashed in at a later date and will be taken off our books if not used by December 31st of the school year following the school year in which it is earned.

Section 2

- A) Vacation time shall be computed on the basis of date of hire. A full month credit shall be given if an employee starts to work on or before the 15th of the month.
- B) Twelve-month employees shall earn up to fifteen (15) days of vacation for the first two (2) years of employment. They will receive one (1) additional day for each two years of service to the District, not to exceed twenty (20) days in any one (1) year.

Effective 7/1/02, new employees shall earn thirteen (13) days of vacation for the first two (2) years of employment. They will receive one (1) additional day for each two years of service to the District, not to exceed twenty (20) days in any one year.

- C) Vacation days earned on or after 7/1/99 must be used by December 31st of the school year following the year in which such days were earned. The employee's claim to such days shall lapse if such days are not used within the foregoing prescribed time.
- D) Vacation days earned and accrued prior to 6/30/99 may, at the employee's option, be utilized for vacation purposes prior to separation from the District's service or, in the alternative, the employee shall be given payment of the monetary value of such accumulated and unused vacation days, at the employee's annual rate of pay for the 1998/1999 school year, upon separation from service; or, in the case of the employee's death while in service, such monetary value shall be paid to the employee's beneficiaries.
- E) Twelve-month employees shall take their vacation with the approval of the immediate supervisor.

- F) Twelve-month employees assigned to secondary schools shall be permitted to use up to five (5) vacation days annually while school is in session. Such days must have the approval of the immediate supervisor, and shall be taken at no cost to the District.
- G) If a school closure due to inclement weather and/or emergency should occur during a vacation period, such vacation shall not be charged against an employee's vacation bank.

Section 3 – Holiday Schedule

The District shall establish a schedule to include seventeen (17) paid holidays.

- (a) In addition, effective July 1, 2016, the district will allow ½ work days on the last work day of the February and Spring holiday period that schools are closed for a total of two half-days. On these days, members of the secretarial unit will forgo their break and lunch.
- (b) The school days after Christmas Day and before New Year's Day, when teachers and students are not in school, shall be added to the holiday schedule.

ARTICLE X - RETIREMENT

Section 1

The Board, on behalf of said employees, shall participate in the 1/50th non-contributory retirement plan (75I), under which an employee joining prior to July 1, 1976 is not required to make any contributions and which provides for a pension of 1/50th of final average salary for each year of service retroactive to April 1, 1960. Employees joining the retirement system shall be required to contribute a percentage of their annual salary as per New York State Local Retirement System (NYSLRS) rules and regulations.

Option 41-J shall apply to all members of the Employees' Retirement System.

Section 2 - Severance Payment

Employees covered by this Agreement, who have submitted their resignation for the purpose of retirement, thirty (30) days in advance of such retirement, and who have:

- completed a minimum of fifteen (15) years, shall be eligible for a severance payment of three thousand five hundred (\$3,500) dollars upon separation from the District.
- completed a minimum of twenty (20) years of service to the District shall receive a severance payment of four thousand five hundred (\$4,500) dollars.
- completed a minimum of twenty-five (25) years of service to the District shall receive a severance payment of five thousand, five hundred (\$5,500) dollars.

Section 3

The employee's severance payment shall be rolled into a District approved tax sheltered annuity.

ARTICLE XI - INSURANCE

Section 1

The District shall furnish health insurance as defined in the rules of the New York State Health Insurance Program to all regular, full-time employees covered by this Agreement. The District shall contribute eighty-two (82%) percent of the total premium of the health insurance plan in which the employee is a member.

Effective July 1, 1998, a unit member who has been the enrollee for individual coverage, or a combination of individual and family coverage, in a District-provided health insurance program for four (4) consecutive years, may discontinue his or her enrollment. In such an event, the District will annually pay the employee the sum of one thousand (\$1000) dollars as additional salary.

Effective July 1, 1998, a unit member who has been the enrollee for a family coverage in a District-provided health insurance program for four (4) consecutive years, may discontinue his or her enrollment. In such an event, the District will annually pay the employee the sum of two thousand (\$2000) dollars in additional salary.

Effective July 1, 1998, a unit member who has been the enrollee for family coverage in a District-provided health insurance program for four (4) consecutive years, may switch to individual coverage. In such an event, the District will annually pay the employee the sum of one thousand (\$1000) dollars in additional salary.

The salary in each case shall be paid in the last payroll of the school year. The enrollee must make an application for such salary by May 1 of the preceding school year on a form to be provided by the District. All payments will be made in accordance with IRS regulations.

Eligibility to receive a declination payment within the NYSHIP plan may occur only in accordance with NYSHIP rules.

In the event the unit member requests re-enrollment in the District-provided health insurance program, the amount of additional salary will be prorated accordingly. Any enrollment into, or withdrawal from, coverage shall be subject to the terms and conditions of the insurance carrier.

Any election hereunder shall continue in effect until written notice from the unit member to the contrary.

Section 2

Life insurance shall equal three quarters (3/4) of the annual salary rounded to the next lowest multiple of one thousand dollars (\$1,000), and will be capped at \$100,000 per employee. Life insurance premiums will be fully paid for by the District. Employees covered by this Agreement will each receive an individual policy.

Section 3

The District shall provide a dental plan to all employees who wish to join. The District's contribution shall be two hundred twenty-three (\$223) dollars annually for the individual plan and four hundred seventy-eight (\$478) dollars annually for the family plan.

Section 4

On each July 1 of this Agreement, the District shall contribute to the Association welfare fund, one hundred eighty (\$180) dollars per employee.

ARTICLE XII - LEAVE ALLOWANCE

Section 1 - Sick Leave

- A) Except as hereinafter noted, all twelve-month employees shall be entitled to approved sick leave of twelve (12) working days per year, cumulative to two hundred twenty (220) sick leave days, without loss of salary. Eleven-month employees shall be entitled to approved sick leave of eleven (11) working days per year, cumulative to two hundred twenty (220) sick leave days, without loss of salary. Ten-month employees shall be entitled to approved sick leave of ten (10) working days per year, cumulative to two hundred twenty (220) days, without loss of salary.

New employees will earn sick leave at the rate of one (1) day per full month of service. Failure of the employee to report his/her intended absence caused by illness may subject the employee to the loss of pay for that day.

- B) Medical appointments of a pressing nature, which cannot be scheduled outside school hours, may be charged as a sick day.
- C) Sick days will be used in half day or full day increments.
- D) Upon return to work, employees absent in excess of ten (10) consecutive workdays due to illness must submit a doctor's note explaining the reason for absence.
- E) Employees shall be permitted to contribute sick days to a catastrophic sick-day bank for fellow members of their unit who have first exhausted their sick days and disability entitlements. Unused days shall remain in the bank for the subsequent benefit of qualified unit members. The method for donation of days will be developed by the Union.

Section 2 - Personal Leave Days

- A. In addition to time allowed for sick leave, twelve-month employees covered by this Agreement shall be permitted three (3) personal leave days* to be used at their discretion. The District shall be notified, when possible, two (2) days in advance. Any days not used shall be added to the employee's vacation.
- B. Ten month employees covered by this Agreement shall be permitted three (3) personal leave days** to be used at their discretion. The District shall be notified, when possible, two (2) days in advance. Any days not used shall be added to the employee's accumulated sick leave.

* 12-month employees shall earn one (1) day every four (4) months.

** 10-month employees shall earn one (1) day every 3 ½ months.

Section 3 - Bereavement Leave

A. Additionally, bereavement leave shall be granted upon request not to exceed five (5) days in each instance. Bereavement leave shall be limited to immediate family as defined:

(a) mother	(g) wife
(b) father	(h) children/grandchildren
(c) sister	(i) grandparents
(d) brother	(j) stepparents/siblings
(e) in-laws in the above categories	(k) person who makes his/her home in the employee's residence
(f) husband	

- B. Upon application to the Superintendent, employees covered by this Agreement may apply for bereavement leave for aunts and uncles, not to exceed one (1) day in each instance.
- C. The Assistant Superintendent for Human Resources is responsible for granting final approval to all requests.
- D. For each day utilized under this policy, an employee shall certify that said day has been taken in accordance with the provisions contained herein, subject to the penalty described under Rule XXVI of Rules for the Civil Service of the County of Nassau.

Section 4 - Jury Duty

Jury duty shall not be charged to sick leave or personal leave, and any stipend received, not including travel allowances, shall be turned in to the District.

Section 5 - Leave of Absence

Any employee covered by this Agreement may request a leave of absence (non-medical) without pay, up to one (1) year, and such leave shall be granted at the discretion of the Superintendent.

Employees on leave of absence may keep all medical insurance, however, the employee shall be required to pay full premium.

ARTICLE XIII - DISABILITY

Section 1

Total disability shall mean any disability which wholly and continuously prevents the employee from performing his/her usual and customary duties for a period of more than ten (10) working days.

Section 2

In the event that total disability results from an injury on the job which is defined as compensable by Worker's Compensation, any employee who has had at least six (6) months of continuous service with the District, and who has utilized all of his/her accumulated sick leave, may be granted additional leave with three-quarters (3/4) pay during such period of total disability but in no instance in excess of forty (40) days for one or more disabilities.

Section 3

For total disability resulting from off-the-job injury or illness, any employee who has had at least one (1) year of continuous service with the District, and who has utilized all of his/her accumulated sick leave, may be granted additional leave with three-quarters (3/4) pay during such period of total disability but in no instance in excess of one hundred eighty (180) days for one (1) or more disabilities.

Section 4

Application for leave under this Article shall be made in writing to the Assistant Superintendent for Human Resources and shall be accompanied by a complete medical report by the employee's physician. Approval of said request for leave shall be made only upon certification by the District Medical Officer that the employee is totally disabled as herein defined.

ARTICLE XIV - TRANSFERS AND REASSIGNMENTS

Section 1

In filling office vacancies and/or new positions created in district within the community of interest of the Association, if in the opinion of the Administration all factors are considered equal, preference shall be given to presently employed persons on the basis of seniority. Seniority will be determined by the aggregate amount of time served in the District, including all time worked as a provisional or probationary employee.

Section 2

When transfer or reassignment of employees in a school or within a grade (i.e., Grade I, II, III, IIIA, IIIB, or IV) is necessary, to the extent possible, all qualified volunteers shall first be transferred and/or reassigned. The Administration reserves the right to transfer any employee, under any circumstances for the good and welfare of the District.

ARTICLE XV - GRIEVANCE PROCEDURES

It is the declared objective of the parties to encourage the prompt and informal resolution of employee complaints as they arise and to provide recourse to orderly procedures for the satisfactory adjustment of complaints.

Section 1 - Definitions

- A) **A grievance** is a complaint by an employee concerning the effect, interpretation, application, or violation of this Agreement, except that the term "grievance" does not apply to a request for any change in any of the terms or provisions of the Agreement nor to any matter as to which a method of review is prescribed by law, or by any rule or regulation of the State Commissioner of Education has the force and effect of law.
- B) **Employee** is any employee covered by this Agreement.
- C) **Days** are working school days.
- D) **Aggrieved** is the employee filing a grievance.
- E) **Supervisor** is the person to whom the aggrieved is directly responsible.

Section 2 - Procedures

A) Stage I

An employee may present a grievance in writing to his/her immediate supervisor within (10) days following the act or condition which is the basis of the grievance.

The supervisor shall respond to the grievance in writing within five (5) days.

B) Stage II
Within five (5) days of the decision of the supervisor, the aggrieved may appeal the decision to the Assistant Superintendent for Human Resources.

The Assistant Superintendent for Human Resources, within five (5) days of the receipt of the appeal, shall meet and confer with the aggrieved and the supervisor with a view to arriving at a wholly satisfactory resolution of the grievance.

The Assistant Superintendent for Human Resources shall communicate his/her decision in writing to the parties within five (5) days of the conference.

C) Stage III
Within five (5) days of the decision of the Assistant Superintendent for Human Resources, the aggrieved may appeal the decision to the Superintendent of Schools.

The Superintendent, within five (5) days of the receipt of the appeal, shall meet and confer with the aggrieved and the Assistant Superintendent for Human Resources with a view to arriving at a mutually satisfactory resolution of the grievance.

The Superintendent shall communicate his/her decision, in writing to the parties, within five (5) days of the conference

D) Stage IV
Within five (5) days of the decision of the Superintendent, the aggrieved may make a written request to the Superintendent for advisory arbitration. The request shall include a brief statement setting forth precisely the issue to be decided by the arbitrator and the specific provision of the Agreement involved. The arbitrator shall be a person selected by the New York State Public Relations Board.

The Superintendent shall furnish the arbitrator copies of all documents and papers concerning the grievance.

The arbitrator shall convene all parties concerned within a reasonable time of his/her selection and shall provide the parties the opportunity to present oral and written statements concerning the grievance.

The arbitrator shall issue his/her advisory opinion not later than thirty (30) days from the date of the closing of the hearings.

The arbitrator shall limit his/her decision strictly to the application and interpretation of the provisions of this Agreement and shall be without power or authority to make any decision:

- 1) Contrary to, or inconsistent with, or modifying or varying in any way, the terms of this Agreement, or of applicable law or rules or regulations having the force and effect of law.
- 2) Limiting or interfering in any way with the powers, duties, and responsibilities of the Board under its by-laws, applicable law, and rules and regulations having the force and effect of law.

The Superintendent shall communicate his/her decision concerning acceptance of the arbitrator's recommendation, in writing, to the aggrieved, within five (5) days of receipt of the arbitrator's written opinion.

E) Stage V

If the Superintendent or the aggrieved does not accept the opinion of the arbitrator, the aggrieved may appeal to the Board of Education within five (5) days after he/she has received the decision of the Superintendent.

The Board, within fifteen (15) days of receipt of the appeal, shall conduct a hearing on the grievance.

The Board shall communicate its decision, in writing, to the aggrieved and to the Superintendent, within thirty (30) days of the hearing.

Section 3 - Rules and Regulations

- A) Nothing contained in this Article or elsewhere in this Agreement shall be construed to prevent any employee from presenting and processing a grievance through the procedures provided in this Article.
- B) An employee shall have the right to be represented at any stage of these procedures by the Association or a person of his/her choice.
- C) Copies of all documents submitted as evidence in these procedures shall be made available to the parties to these procedures..
- D) Where an employee is not represented by the Association at Stages III, IV, and V of these procedures, an Association representative may be present to state his/her views on the grievance. Copies of documents submitted as evidence at these stages shall be made available to the Association upon request.
- E) Failure at any stage of this procedure to communicate the decision on a grievance within the specified time limits shall permit the aggrieved to proceed to the next stage. Failure at any stage of this procedure to appeal a grievance to the next stage within the specified time limits shall be deemed to be acceptance of the decision rendered at that step.
- F) The time limits specified in any step of this procedure may be extended, or shortened, in any specific instance, by mutual agreement.
- G) Records of grievance procedures shall not be made a part of an employee's personnel file.
- H) Appeals of decisions shall be in writing, shall set forth specifically in what manner the decision is erroneous and the remedy desired, and shall state the name of the employee's representative, if any.
- I) Notice of a conference to be held at any of the stages of these proceedings shall be sent to all parties to the proceedings of that stage, including the employee's representative, if any.
- J) The grievance stated in writing at Stage I shall not be changed, altered, or modified at any subsequent Stage of these procedures.
- K) An employee may present oral and written statements concerning his/her grievance at any stage of these procedures.

- L) Decisions rendered during any stage of these procedures shall be issued to all parties to the proceedings of that stage, including the employee's representative, if any.
- M) The parties shall share equally the expense of the arbitrator.
- N) Decisions of the Superintendent at Stages III and IV, and decisions of the Board at Stage V, shall affect all other employees similarly situated.

ARTICLE XVI - LABOR/MANAGEMENT COMMITTEE

In order to resolve problems affecting employees covered by this Agreement, representatives of the District and the Association shall meet at the close of the working day at least once a month. Meetings called for more than every two (2) weeks would be by mutual consent.

ARTICLE XVII - PERSONNEL FILES

Any employee may read or make copies of anything in the employee's personnel file that is permitted by law.

ARTICLE XVIII - DUES DEDUCTION LIST

The District shall furnish to the Civil Service Employees Association, upon request, not to exceed twice per year, a list of all members on dues deduction.

ARTICLE XIX - WORK STOPPAGES

The Association and the District recognizes that strikes and other forms of work stoppages by employees covered by this Agreement are contrary to law and public policy. The Association and the District subscribe to the principle that differences shall be resolved by peaceful and appropriate means without interruption to the school program. The Association, therefore, agrees that there shall be no strikes, work stoppages, or other concerted refusal to perform work by the employees covered by this Agreement nor any instigation thereof.

ARTICLE XX - WORKING CONDITIONS

Every effort shall be made to have two persons working in the same area; however, no employee will be asked to work alone in a building.

No employee covered by this Agreement shall be required to conduct his/her responsibilities in conditions that are unhealthy and/or dangerous.

ARTICLE XXI - PERSONAL DAMAGES

The District shall establish a five hundred dollar (\$500) fund at the beginning of each year to be used to reimburse employees who have suffered loss or damage to personal property as a result of their employment.

ARTICLE XXII - THE AGREEMENT

Section 1

The provisions of this Agreement shall be effective as of July 1, 2021, and shall remain in full force and effect until June 30, 2025.

Section 2

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

Section 3

This Agreement shall not be changed, altered, or modified in any manner unless consented to in writing by the parties concerned herein.

Section 4

The District shall furnish, at District expense, copies of the Agreement to all personnel in the unit.

ARTICLE XXIII - LEGAL LIMITATIONS

In the event the terms of this Agreement are contrary to any provisions of appropriate existing federal, state, or local statutes, or ordinances, or if any part or portion of this Agreement shall be deemed to be unconstitutional, then only that part or portion of this Agreement which is in conflict with the law or unconstitutional, shall be considered ineffective and unenforceable, while the balance of the terms and provisions of this Agreement shall continue to be binding upon the parties hereto.

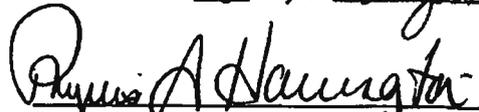
IN WITNESS WHEREOF, the parties hereunto set their hands and seals on this 30 day of August, 2021.



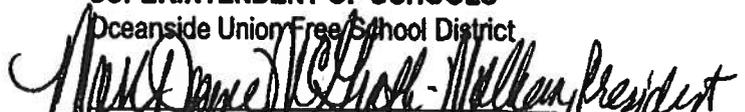
Ms. Theresa Finneran
PRESIDENT
Oceanside Secretarial Unit, CSEA



Mr. Thoms (TJ) Michon
LABOR RELATIONS SPECIALIST
Civil Service Employees Association, Inc., Local 1000,
AFSCME, AFL-CIO



Dr. Rhyllis S. Harrington
SUPERINTENDENT OF SCHOOLS
Oceanside Union Free School District



Ms. Mary Jane McGrath-Mulhern
PRESIDENT
Board of Education/Oceanside UFSD



Oceanside UFSD Salary Schedule for 10 Month Clerical
2021/22

Appendix A

Step	Grade					
	01	02	03	03A	03B	04
1	29,366	31,415	33,618	34,961	36,360	37,815
2	30,859	33,017	35,331	36,744	38,211	39,739
3	32,352	34,618	37,043	38,526	40,066	41,668
4	33,849	36,219	38,756	40,304	41,917	43,594
5	35,345	37,820	40,468	42,087	43,767	45,520
6	36,839	39,416	42,182	43,866	45,620	47,443
7	38,337	41,018	43,893	45,647	48,020	49,376
8	39,828	42,620	45,602	47,427	49,327	51,299
9	41,323	44,223	47,316	49,206	51,176	53,215
10	42,817	45,822	49,026	50,987	53,031	55,135
11	43,672	46,738	50,006	52,007	54,092	56,238
12	44,546	47,672	51,006	53,047	55,174	57,363
13	45,436	48,626	52,026	54,108	56,278	58,511
14	46,345	49,598	53,066	55,190	57,403	59,681
15	47,272	50,590	54,128	56,294	58,551	60,875
16	48,217	51,602	55,211	57,420	59,722	62,093

Oceanside UFSD Salary Schedule for 10 Month Clerical
2022/23

Step	Grade					
	01	02	03	03A	03B	04
1	29,366	31,415	33,618	34,961	36,360	37,815
2	30,859	33,017	35,331	36,744	38,211	39,739
3	32,352	34,618	37,043	38,526	40,066	41,668
4	33,849	36,219	38,756	40,304	41,917	43,594
5	35,345	37,820	40,468	42,087	43,767	45,520
6	36,839	39,416	42,182	43,866	45,620	47,443
7	38,337	41,018	43,893	45,647	48,020	49,376
8	39,828	42,620	45,602	47,427	49,327	51,299
9	41,323	44,223	47,316	49,206	51,176	53,215
10	42,817	45,822	49,026	50,987	53,031	55,135
11	43,672	46,738	50,006	52,007	54,092	56,238
12	44,546	47,672	51,006	53,047	55,174	57,363
13	45,436	48,626	52,026	54,108	56,278	58,511
14	46,345	49,598	53,066	55,190	57,403	59,681
15	47,272	50,590	54,128	56,294	58,551	60,875
16	48,217	51,602	55,211	57,420	59,722	62,093
17	49,181	52,634	56,315	58,568	60,916	63,335

Oceanside UFSD Salary Schedule for 10 Month Clerical
2023/24

Appendix A

Step	Grade					
	01	02	03	03A	03B	04
1	29,366	31,415	33,618	34,961	36,360	37,815
2	30,859	33,017	35,331	36,744	38,211	39,739
3	32,352	34,618	37,043	38,526	40,066	41,668
4	33,849	36,219	38,756	40,304	41,917	43,594
5	35,345	37,820	40,468	42,087	43,767	45,520
6	36,839	39,416	42,182	43,866	45,620	47,443
7	38,337	41,018	43,893	45,647	48,020	49,376
8	39,828	42,620	45,602	47,427	49,327	51,299
9	41,323	44,223	47,316	49,206	51,176	53,215
10	42,817	45,822	49,026	50,987	53,031	55,135
11	43,672	46,738	50,006	52,007	54,092	56,238
12	44,546	47,672	51,006	53,047	55,174	57,363
13	45,436	48,626	52,026	54,108	56,278	58,511
14	46,345	49,598	53,066	55,190	57,403	59,681
15	47,272	50,590	54,128	56,294	58,551	60,875
16	48,217	51,602	55,211	57,420	59,722	62,093
17	49,181	52,634	56,315	58,568	60,916	63,335
18	50,165	53,687	57,441	59,739	62,134	64,602

Oceanside UFSD Salary Schedule for 10 Month Clerical
2024/25

Step	Grade					
	01	02	03	03A	03B	04
1	29,366	31,415	33,618	34,961	36,360	37,815
2	30,859	33,017	35,331	36,744	38,211	39,739
3	32,352	34,618	37,043	38,526	40,066	41,668
4	33,849	36,219	38,756	40,304	41,917	43,594
5	35,345	37,820	40,468	42,087	43,767	45,520
6	36,839	39,416	42,182	43,866	45,620	47,443
7	38,337	41,018	43,893	45,647	48,020	49,376
8	39,828	42,620	45,602	47,427	49,327	51,299
9	41,323	44,223	47,316	49,206	51,176	53,215
10	42,817	45,822	49,026	50,987	53,031	55,135
11	43,672	46,738	50,006	52,007	54,092	56,238
12	44,546	47,672	51,006	53,047	55,174	57,363
13	45,436	48,626	52,026	54,108	56,278	58,511
14	46,345	49,598	53,066	55,190	57,403	59,681
15	47,272	50,590	54,128	56,294	58,551	60,875
16	48,217	51,602	55,211	57,420	59,722	62,093
17	49,181	52,634	56,315	58,568	60,916	63,335
18	50,165	53,687	57,441	59,739	62,134	64,602
19	51,168	54,761	58,590	60,934	63,377	65,894

Oceanside UFSD Salary Schedule for 12 Month Clerical
2021/22

Appendix B

Step	Grade						
	01	02	03	03A	03B	04	05
1	36,351	38,897	41,622	43,286	45,018	46,818	65,430
2	38,149	40,821	43,677	45,423	47,236	49,132	67,612
3	39,946	42,739	45,730	47,560	49,460	51,438	69,793
4	41,741	44,663	47,787	49,698	51,687	53,754	71,975
5	43,535	46,581	49,844	51,833	53,913	56,068	74,155
6	45,330	48,504	51,899	53,977	56,136	58,378	76,336
7	47,125	50,425	53,951	56,110	58,354	60,690	78,516
8	48,922	52,346	56,012	58,249	60,580	63,005	80,697
9	50,720	54,271	58,071	60,392	62,805	65,318	82,879
10	52,517	56,198	60,135	62,530	65,028	67,629	85,060
11	53,566	57,323	61,337	63,780	66,328	68,981	86,762
12	54,638	58,469	62,564	65,056	67,654	70,361	88,497
13	55,730	59,638	63,816	66,358	69,007	71,769	90,267
14	56,845	60,830	65,091	67,685	70,388	73,204	92,073
15	57,982	62,047	66,393	69,039	71,796	74,667	93,914
16	59,142	63,288	67,721	70,420	73,232	76,160	95,792

Oceanside UFSD Salary Schedule for 12 Month Clerical
2022/23

Step	Grade						
	01	02	03	03A	03B	04	05
1	36,351	38,897	41,622	43,286	45,018	46,818	65,430
2	38,149	40,821	43,677	45,423	47,236	49,132	67,612
3	39,946	42,739	45,730	47,560	49,460	51,438	69,793
4	41,741	44,663	47,787	49,698	51,687	53,754	71,975
5	43,535	46,581	49,844	51,833	53,913	56,068	74,155
6	45,330	48,504	51,899	53,977	56,136	58,378	76,336
7	47,125	50,425	53,951	56,110	58,354	60,690	78,516
8	48,922	52,346	56,012	58,249	60,580	63,005	80,697
9	50,720	54,271	58,071	60,392	62,805	65,318	82,879
10	52,517	56,198	60,135	62,530	65,028	67,629	85,060
11	53,566	57,323	61,337	63,780	66,328	68,981	86,762
12	54,638	58,469	62,564	65,056	67,654	70,361	88,497
13	55,730	59,638	63,816	66,358	69,007	71,769	90,267
14	56,845	60,830	65,091	67,685	70,388	73,204	92,073
15	57,982	62,047	66,393	69,039	71,796	74,667	93,914
16	59,142	63,288	67,721	70,420	73,232	76,160	95,792
17	60,325	64,554	69,075	71,828	74,697	77,883	97,708

Oceanside UFSD Salary Schedule for 12 Month Clerical
2023/24

Appendix B

Step	Grade						
	01	02	03	03A	03B	04	05
1	36,351	38,897	41,622	43,286	45,018	46,818	65,430
2	38,149	40,821	43,677	45,423	47,236	49,132	67,612
3	39,946	42,739	45,730	47,560	49,460	51,438	69,793
4	41,741	44,663	47,787	49,698	51,687	53,754	71,975
5	43,535	46,581	49,844	51,833	53,913	56,068	74,155
6	45,330	48,504	51,899	53,977	56,136	58,378	76,336
7	47,125	50,425	53,951	56,110	58,354	60,690	78,516
8	48,922	52,346	56,012	58,249	60,580	63,005	80,697
9	50,720	54,271	58,071	60,392	62,805	65,318	82,879
10	52,517	56,198	60,135	62,530	65,028	67,629	85,060
11	53,566	57,323	61,337	63,780	66,328	68,981	86,762
12	54,638	58,469	62,564	65,056	67,654	70,361	88,497
13	55,730	59,638	63,816	66,358	69,007	71,769	90,267
14	56,845	60,830	65,091	67,685	70,388	73,204	92,073
15	57,982	62,047	66,393	69,039	71,796	74,667	93,914
16	59,142	63,288	67,721	70,420	73,232	76,160	95,792
17	60,325	64,554	69,075	71,828	74,697	77,683	97,708
18	61,532	65,845	70,457	73,265	76,191	79,237	99,662

Oceanside UFSD Salary Schedule for 12 Month Clerical
2024/25

Step	Grade						
	01	02	03	03A	03B	04	05
1	36,351	38,897	41,622	43,286	45,018	46,818	65,430
2	38,149	40,821	43,677	45,423	47,236	49,132	67,612
3	39,946	42,739	45,730	47,560	49,460	51,438	69,793
4	41,741	44,663	47,787	49,698	51,687	53,754	71,975
5	43,535	46,581	49,844	51,833	53,913	56,068	74,155
6	45,330	48,504	51,899	53,977	56,136	58,378	76,336
7	47,125	50,425	53,951	56,110	58,354	60,690	78,516
8	48,922	52,346	56,012	58,249	60,580	63,005	80,697
9	50,720	54,271	58,071	60,392	62,805	65,318	82,879
10	52,517	56,198	60,135	62,530	65,028	67,629	85,060
11	53,566	57,323	61,337	63,780	66,328	68,981	86,762
12	54,638	58,469	62,564	65,056	67,654	70,361	88,497
13	55,730	59,638	63,816	66,358	69,007	71,769	90,267
14	56,845	60,830	65,091	67,685	70,388	73,204	92,073
15	57,982	62,047	66,393	69,039	71,796	74,667	93,914
16	59,142	63,288	67,721	70,420	73,232	76,160	95,792
17	60,325	64,554	69,075	71,828	74,697	77,683	97,708
18	61,532	65,845	70,457	73,265	76,191	79,237	99,662
19	62,763	67,162	71,866	74,730	77,715	80,822	101,655

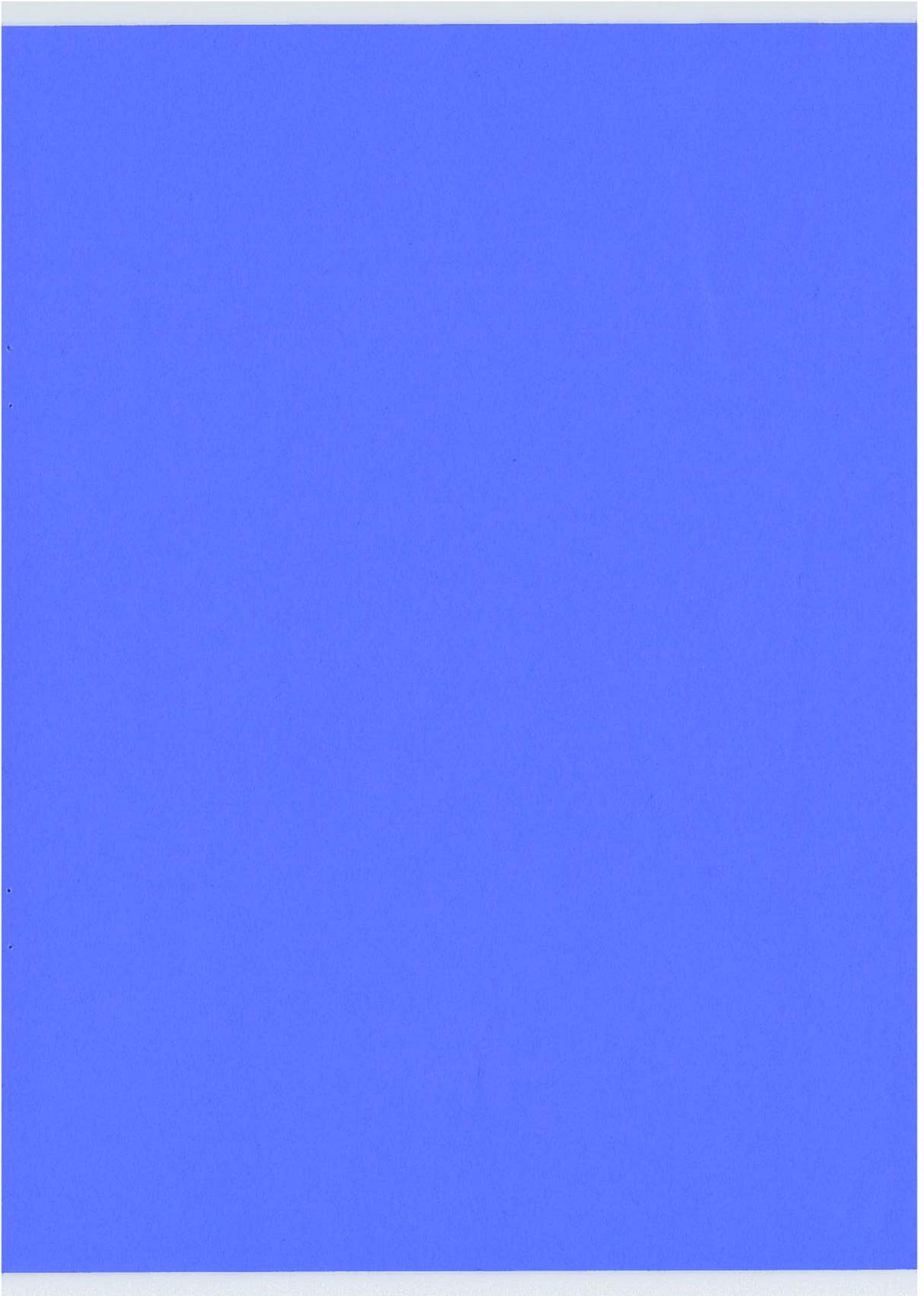
APPENDIX C

2021-2025

GRADE APPOINTMENT

10-month employees
12-month employees

Grade I	Typist-Clerk
Grade II	Senior Typist-Clerk
Grade III	Senior Clerk; Senior Typist clerk in the role of #9M Info-Systems
Grade IIIA	Principal Typist-Clerk; Account Clerk; Senior Typist-Clerk (in the role of Castleton or Elementary Head Secretary)
Grade IIIB	Senior Account Clerk
Grade IV	Statistical Clerk; Principal Account Clerk; Principal Typist-Clerk (in the role of MS/OHS Head Secretary); Assistant Payroll Supervisor
Grade V	Payroll Supervisor; Senior Personnel Clerk, Buyer





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

Mary E. Sullivan, President

