

**AGREEMENT**

**Between**

**THE BOARD OF EDUCATION OF  
THE HALF HOLLOW HILLS CENTRAL SCHOOL DISTRICT**

**And**

**THE HALF HOLLOW HILLS TEACHERS' ASSOCIATION INC.**

**July 1, 2019 - June 30, 2024**



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<p style="text-align: center;"><b>ARTICLE 1 - RECOGNITION: INDIVIDUAL AGREEMENTS; TAYLOR LAW; CONTRACT REPRODUCTION</b></p>
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- A. This Document dated the 3<sup>rd</sup> day of June, 2019, is the negotiated agreement between the Half Hollow Hills Teachers' Association, Inc., hereinafter referred to as the "Association" and the Board of Education of the Half Hollow Hills Central School District of Huntington and Babylon, hereinafter referred to as the "Board of Education" or "Board." The Association recognizes the powers and duties of the Board of Education established in the laws of the State of New York.
- B. The period covered by this agreement shall run from July 1, 2019 to June 30, 2024.
- C. The Board of Education recognizes the Association as the exclusive negotiating agent for the teaching personnel, registered nurses, teaching assistants, athletic trainers, occupational therapists and physical therapists who are employees of the Half Hollow Hills School District consisting of all instructional personnel except principals, assistant principals, administrative assistants, superintendent and assistant superintendents, coordinators, and supervisors who teach less than 50% of the time and directors (excepting those specified in Article 26) and Pre-K employees. While registered nurses, teaching assistants, athletic trainers, occupational and physical therapists are also members of the bargaining unit, certain clauses of this contract are not applicable to them or a separate provision has been made for them, as noted in Articles 37, 47 & 48 hereof. This recognition period shall extend until December 1, 2024, and for successive periods of two years thereafter unless another employee organization submits to the Board of Education or PERB a competing claim of majority support and submits as evidence in support thereof a certified list of its members equal to or greater than 30% of the members in the instructional personnel unit during the thirty day period prior to December 1, 2012, or the two year anniversary dates thereof.
- D. All individual agreements, arrangements or contracts between the Board of Education and an individual teacher shall be subject to and consistent with the terms and conditions of this contract and shall not be negotiated outside of the contract unless previously discussed with the Executive Board of the Association.
- E. IT IS AGREED BY AND BETWEEN THE PARTIES THAT ANY PROVISION OF THIS AGREEMENT REQUIRING LEGISLATIVE ACTION TO PERMIT ITS IMPLEMENTATION BY AMENDMENT OF LAW OR BY PROVIDING THE ADDITIONAL FUNDS THEREFORE, SHALL NOT BECOME EFFECTIVE UNTIL THE APPROPRIATE LEGISLATIVE BODY HAS GIVEN APPROVAL.
- F. The teachers' Bill of Rights is hereby presented to enumerate the generally held privileges of the professional staff as a guide to educational attitudes and practices. This Bill of Rights for teachers as passed by the 1967 N.Y.S.T.A. House of

Delegates is as follows:

1. The right to enjoy academic freedom as understood by the profession.
2. The right to exercise professional judgment in the manner of presenting educational material to a class.
3. The right to teach unencumbered by non-professional tasks.
4. The right to teach free from unreasonable interruption.
5. The right to be free from undue coercion from all sources.
6. The right to be free from discrimination due to race, national origin, creed, age, or sex.
7. The right to have recourse in a professional manner from unjust charges or treatment.
8. The right to participate in the formulation of school policy.
9. The right to be supervised only by those qualified to do so by training and experience, and to be evaluated fairly and objectively.
10. The right to participate in all responsible aspects of community life.
11. The right to enjoy a standard of living commensurate with the special responsibilities and services of the profession and to live with dignity in retirement.
12. The right to have responsible leadership that will recognize and implement the above principles.

The foregoing Bill of Rights does not extend just cause dismissal rights to non-tenured teachers.

<b>ARTICLE 2 - TEACHER CERTIFICATION</b>
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No teacher shall be employed by the District who does not have at least a Bachelor's degree and New York State teaching certification or who is not certified or working towards certification in his/her teaching area.



### **ARTICLE 3 - EMPLOYMENT TERM**

- A. The employment term shall begin August 30 and end June 30, with pre-opening staff meetings and other orientation procedures being a part of the employment term. August 30 or August 31, not both under ordinary circumstances, may be used for Superintendent's Conference Day in the event that the District and the Association agree that it is necessary. Teachers may be excused by their principals in June at the termination of the school calendar, if all duties have been completed in a satisfactory manner.
- B. Any teacher whose services are required in his/her regular capacity beyond the employment term shall be paid on a per diem basis based upon his/her current per diem rate.
- C. All probationary teachers shall attend three days of orientation during each year of this contract. These orientation days shall be scheduled by the District during the last week in June and/or during the week preceding the opening of school. Teachers shall be granted one in-service credit for each fifteen hours of attendance at orientation. Tenured teachers who are selected to instruct during orientation shall be paid at the PDP instructional rate of pay.

### **ARTICLE 4 - PROFESSIONAL COUNCIL**

- A. Teachers shall have a voice in the formulations and modification of District policies and practices regarding the educational program and welfare and professional advancement of the professional staff. To ensure such participation, the Professional Council, as established in the 1968-69 Board of Education-Association contract shall be continued. Said Council shall include membership for the Board, the Administration, and the Association.
  - 1. It is anticipated that, over the length of the Agreement, items of mutual interest will become the subject of study.
  - 2. The Council shall make a comprehensive study of these items and shall develop educationally and financially sound proposals dealing with these questions. The implementation of said proposals shall be done in collaboration between the Administration and the Association.

### **ARTICLE 5 - CONCILIATION COUNCIL**

On the first and third Thursday of each month, the Superintendent of Schools will be available for

one hour at 4 P.M. to meet with no more than three representatives of the Association to discuss and attempt to resolve problems or questions that are reported to the officers of the Association through the building representatives or from other sources. The Association shall give the Superintendent one week's notice (except in extreme emergency) of its desire for said meeting. The Superintendent shall have the right to request a meeting in the same manner.

## **ARTICLE 6 - TEACHING STATUS**

Regardless of the status of the Board of Education-Association negotiations, all teachers shall be notified no later than June 1 of their teaching location for the following year and their placement on the salary schedule. No later than five school days after receipt of such notification, the teacher shall indicate acceptance or rejection of said location and placement. Such notification shall be subject to change only as necessitated by the provisions of the Agreement which succeeds this one. Any teacher who is not notified of termination prior to June 1 of the school year shall be deemed to have been offered reemployment for the succeeding school year.

## **ARTICLE 7 - TEACHER PERSONNEL FILE**

- A. All Unit members subject to evaluation law set forth by the New York State Education Department will be observed in accordance with the procedures defined in the APPR Plan developed between the Association and the District. The narrative plan summary is hereby annexed as Appendix A of the Agreement. Substantive APPR rating determination of individual unit members will not be subject to the grievance procedure but will be processed through the APPR Plan's Appeals process.
- B. Observations and formal evaluations of teachers will be performed only by administrators, supervisors, coordinators, directors, chairpersons, or the Superintendent of Schools, and shall be conducted openly and with full knowledge of the teacher. All monitoring or observation of work and performance of unit members will be conducted openly and with full knowledge of the unit member. Electronic monitoring equipment, such as video/surveillance equipment, shall be used for legitimate security purposes only. Such equipment may be used to follow up on complaints from staff, students or the community, but otherwise shall not be used for routine evaluation of employees. Information generated from such systems may be used in discipline for conduct that affects the health, safety, or welfare of persons or the theft or destruction of District equipment or property. The unit member and the Association shall be entitled to review any recordings brought forth to administration that become subject to investigation. The District will uphold the expectations set forth in the Student Code of Conduct.
- C. Evaluation reports on teachers who are candidates for tenure shall be filed three

months prior to the tenure appointment date. These reports should contain definite statements from the principal as to whether or not the teacher shall be recommended for tenure.

- D. Each teacher shall have access, upon reasonable notice, to any of his/her personnel files (building or District) other than material obtained in the process of evaluating the teacher for initial employment, and may request copies thereof at his/her expense, at the prevailing District rate.
- E. When material relative to teaching performance or to conduct related to, or affecting a teacher's performance or qualifications, is placed in a teacher's file and the teacher has not already received a copy of such material or notification of the placement thereof, the administration shall notify the concerned teacher of the placement of such material in his/her file. Under ordinary circumstances, notification shall be simultaneous with placement.
- F. A teacher shall have the right to bring a representative of his/her choosing to any disciplinary meeting with Central Office Administration, building administrators, directors, coordinators or supervisors.
- G. Any serious complaints regarding a unit member made to the Administration, and that will affect the annual evaluation with an overall rating of Developing or Ineffective, or impact staffing decisions, will be shared with the member within a reasonable timeframe. The member will have the opportunity to respond to such complaints. If a record of the complaint is placed in the teacher's file, his/her response will also be placed in the file.
- H. The Superintendent or his/her designee will consult and confer with the Association in periodic revisions of teacher evaluation forms.

<b>ARTICLE 8 - PAYROLL DEDUCTIONS</b>
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- A. Whenever duly authorized by any member(s) of the professional teaching staff on form(s) approved by the Association and the Administration, payroll deductions on behalf of such teachers shall be made according to the standard deduction schedule as indicated on the Payroll Schedule for a particular year and as other such needs may arise (i.e. to catch-up on healthcare premium deductions). Authorized deductions may occur for any or all of the following purposes:

Half Hollow Hills Teachers' Association of the NYS United Teachers' dues;  
Tax sheltered annuities;  
Payments on loans to NYS Teachers' Retirement System;  
Deposit to a Teachers Federal Credit Union savings account;

Premiums for any group insurance plan established and designated by the District or Association, provided that present systems, procedures, and staffing can accommodate this additional deduction;

Vote Cope;

NYSUT Benefit Trust Fund;

Half Hollow Hills Teachers' Association Excess Medical Insurance Program;

529 College Savings plans; and

Contributions to Helping Our Own.

## **ARTICLE 9 - DUES DEDUCTION**

- A. The District will notify the Association of the starting date, building assignment, and tenure area of all new employees eligible for membership in the Association within 5 school days of start date.
1. Members shall be entitled to have membership dues for the Association and its affiliates collected via payroll deduction. Such authorization shall continue from year to year unless revoked in writing by the member. Upon receipt of a written authorization from the member directing payroll deduction, the District shall deduct and remit the biweekly dues from the regular salary of each employee. For new hires, such deduction is to begin as soon as practicable – no later than 30 days – after the effective date of employment, provided written authorization for payroll deduction has been received.
  2. Should a member who has authorized dues deduction be removed from the District's payroll or placed on a voluntary or involuntary unpaid leave, such employee's membership in the Association shall be continued upon his or her return to the payroll.
- B. The Association will certify to the Board, in writing, the current rate of the membership dues of the Association named in Section A above.
- C. No later than October 30 of each year, or as soon thereafter as is practical, the Board will provide the Association with a list of those employees who have voluntarily authorized the Board to deduct dues for the Associations named in Section A above. The Board will notify the Association of any changes in said list.
- D. Any member desiring to have the Board discontinue the deduction he/she has authorized must notify the Board and the Association concerned in writing within the window period of August 1-31 for that year's dues. In the event an employee notifies the District that he or she has revoked his or her membership from the Association, irrespective of payroll deduction status, the District must notify the Association of the

member's statement within two (2) business days of the notice provided by the employee to the District.

<b>ARTICLE 10 - SUBSTITUTES AND CLASS COVERAGE</b>
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- A. No teacher shall be required to act as administrative substitute in the principal's absence either in addition to or in place of his/her regular duties. Nothing in the previous statement shall be construed to mean that a teacher who desires to serve as substitute in the principal's absence may not do so, if requested.
- B. A substitute teacher shall be obtained in the event of absence of any professional (teaching) staff member. This provision shall include, but is not necessarily limited to, elementary art, music, physical education, library, and reading teachers, unless particular circumstances preclude the necessity thereof. It is extremely desirable that a teacher certified in the area of substitution be employed, but in the event that such a certified teacher is not available, a teacher certified to act as substitute shall be employed.
- C. The Administration shall make every effort to obtain substitutes in the elementary and secondary schools as necessary. In the event that a regular teacher is required to instruct or teach an extra class or classes because of the inability of the Administration to obtain a substitute, such teacher shall be compensated at the rate of \$72 per hour/ordinary and regular class in secondary schools for the 2019-20 and 2020-21 school years, and the rate of \$75 for the 2021-22, 2022-23, and 2023-24 school years except as provided in paragraph D below:
  - 1. "Instructing" or "teaching" will mean to conduct a learning activity relevant to the class and based, as much as possible, on a lesson plan in a given situation, or a learning activity based on the teacher's expertise.
  - 2. An alternative to instructing/teaching would be study hall.
  - 3. A teacher may have the option of instructing or covering a study hall/supervising.
- D. Each full time middle school and high school teacher will be required to provide a maximum of five uncompensated classroom coverages per year. Coverages may occur during duty, PCP, planning/preparation periods. Coverages will be limited to one per day. Coverages will be fairly and equitably distributed. In the event that the school day contains only 8 periods of instruction, Administration within that school will establish a rotating duty schedule. This schedule shall provide a duty-free semester, within which unit members may be asked to provide their annual requirement of uncompensated

coverages. Unit members shall not be asked to provide uncompensated coverages during the semester they are assigned to a duty. Nothing herein shall prevent a teacher seeking paid coverages from covering additional classes. Teachers seeking paid coverages during the semester which they are assigned to cover duties will not be released from duty on the days such coverages are provided.

- E. The Board of Education reserves the right to implement an alternative substitute program, on the secondary level, so long as this program does not increase pupil/teacher contact time. Prior to implementation, the Superintendent of Schools shall meet with the President of the Association to explore the proposal and negotiate its impact upon the staff. The intent of this clause is not to eliminate substitute teachers, but to provide a more educationally sound approach to instruction of the pupils in the event of teacher absences.

#### **ARTICLE 11 - INTER-SCHOOL TEACHER PROGRAM**

- A. When a teacher is assigned to more than one school on a daily basis, he/she shall be compensated for inter-school travel at the rate of \$600 annually. Teachers assigned to travel to three or more buildings on a daily basis, shall receive \$1000 annually. Teachers assigned to travel between schools on less than a daily or annual basis, shall receive prorated compensation. Such compensation shall be paid in the first pay period in June.
- B. The District and the Association recognize the following regarding the Inter-School Teacher Program:
1. There is no such thing as "building seniority."
  2. For the purposes of identifying splits, "Seniority shall be calculated based upon tenure area seniority within the affected building."
  3. It is the process of "affecting" a building through the loss of sections that triggers the procedures set forth in this article.
  4. The process set forth in this Article does not apply if sections in a tenure area (a) remain flat; (b) increase; or (c) decrease by the number of sections presently being taught by part-time employees. None of these scenarios affects the building in a way that would require splitting a position.
  5. It is possible under certain circumstances that a more senior teacher in a tenure area be in a split position.
  6. In the event that the nature of the program, interests of the District, teacher competency and certification, instructional requirements, staff availability or balanced staffing dictates that a more senior person should be shared between schools, the President of the Teachers' Association and Superintendent of Schools will meet to resolve the situation. Following such meeting, if the needs of the program absolutely dictate it, the Superintendent shall make the final determination

of the assignment.

- C. The District is committed to promoting equity in terms of employment and recognizes the additional burdens associated with interschool instruction. As such, the current practices listed below will be utilized in the development of traveling teacher assignments:
1. Every attempt will be made to limit the number of rooms to which traveling teachers are assigned.
  2. Traveling teachers will not be responsible for duty or advisory periods.
  3. Administrators developing master schedules for their schools will avoid unduly burdening traveling teachers with more preparations than their colleagues.
  4. Administration will honor the time it takes for teachers to safely transition from one school to another by providing adequate travel time.
  5. In the event that providing extra help extends the workday for traveling teachers, teachers will be compensated at the Homebound rate of instruction for up to 1 hour of extra help each week.

## **ARTICLE 12 - RESIGNATION**

It is expected that any teacher who resigns shall file a written resignation, which may not be rescinded following acceptance by the Board of Education.

## **ARTICLE 13 - TRANSFERS AND PROMOTIONS**

A. Involuntary transfers:

1. In the event of an involuntary transfer of teacher(s), the interests of the District, the desires of the teacher involved, the teachers' competency and certification, instructional requirements, staff availability and balanced staffing shall be factors to be considered. Where the foregoing factors are substantially equal, seniority in the District shall receive equal consideration.
2. An involuntary transfer for staffing or program purposes will not be made until after a reasonable attempt to secure a volunteer for such transfer.
3. The following shall not constitute an involuntary transfer. In such an event, sections (1) and (2) above shall be inapplicable:
  - a. Transfers due to incompatibility.
  - b. The reassignment of an elementary teacher to a position two or less grade levels from the teacher's then current assignment. However, if an



elementary teacher is moved more than two grade levels in a five year period, such reassignment shall constitute an involuntary transfer.

4. In the event of an arbitration concerning this Section A, the District shall bear the burden of proving that the involuntary transfer was made for educational reasons. All of the foregoing shall not be applicable to involuntary transfers due to incompatibility.

B. Involuntary Transfer due to Reduction in Force:

1. When, as a result of a reduction in force and to avoid transferring a teacher(s) to a position(s) for which the teacher(s) is (are) uncertified, the foregoing provisions shall be inapplicable to all involuntary transfers made by the Administration as a result thereof. In such event, the teacher(s) possessing the least seniority within the applicable tenure area and who is properly certified shall be first involuntarily transferred. (Nothing herein is intended to prevent the Administration from involuntarily assigning a teacher to teach a period(s) of instruction for which he/she is uncertified where permitted by law.) The President of the Association and Superintendent of Schools or his/her designee shall meet to discuss the need for transfer made pursuant to the foregoing.
2. Seniority shall be calculated based upon tenure area seniority within the affected building.

B. Teacher-Initiated Transfers:

All teachers shall be informed of and have the opportunity of applying for District-wide teaching vacancies at the time that such vacancies occur, and prior to their being advertised outside the District to obtain persons not already on the teaching staff. Transfer shall be made upon consent of the Superintendent of Schools.

D. Promotions:

Prior to being advertised outside the District, all professional staff members shall be made aware of the creation of and have the opportunity to apply for new administrative positions or vacancies in existing positions at the time that such vacancies occur. Excluded from this will be positions in the Central Office. However, in each instance, certification requirements and all other criteria will be stated for all concerned. Promotional appointments shall be made at the discretion of the Superintendent.

E. Procedures for Advertisement of Vacancies:

Any teaching or administrative vacancy occurring at any time shall be advertised by posting notification of said vacancy in the office of each school. If a vacancy occurs during the summer, any teacher certified in that area shall receive written notification of



said vacancy within a reasonable period of time. In addition, positions will be advertised on the school district website.

F. Educational Realignment:

In the event the Board of Education, upon the recommendation of the Superintendent of Schools, embarks upon a program to realign and/or reorganize the grade level structure of the Half Hollow Hills School District, the Union shall have the right to negotiate with respect to the impact of said realignment and/or reorganization upon wages, hours and working conditions, to the extent provided by the Taylor Law.

G. Recall:

1. In the event that a regular substitute vacancy of a five (5) months or longer becomes available within the tenure area from which a teacher is excessed, the position shall be first offered to teachers who have been excessed and are on the preferred eligibility list for that tenure area in the order of their total accumulated district seniority."
2. Should the most senior teacher refuse to accept the temporary position, it shall be offered to the next senior teacher within the tenure area. This procedure shall be followed until a teacher accepts the position, or until all qualified teachers have refused such position. A teacher shall have the right to refuse such temporary position, and such refusal shall in no way affect his/her statutory rights to recall.
3. If no teacher accepts the position, the District shall have the right to seek a teacher from outside the District.

H. Any person(s) holding a part-time or term position(s) shall automatically become a candidate for any full-time position in his/her tenure area.

<b>ARTICLE 14 - PHYSICAL FACILITIES FOR THE PROFESSIONAL STAFF</b>
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- A. The following facilities shall be provided. Each building shall include an adequate work and preparation area for professional staff members. Such areas shall include at least one photo copy machine. Every effort shall be made to keep all machines named above in proper working order and to provide sufficient supplies therefore.
- B. Every effort shall be made to provide the following as soon as possible as determined by administrators and teachers involved:
1. An adequate area for professional conferences (i.e., teacher-parent, teacher-

teacher, principal-teacher, etc.) in each building.

2. An adequate area for dining in each building. Such area is not to be shared with work and preparation area.
  3. Appropriate rooms in each building for special area teachers including, but not limited to, art, vocal music, instrumental music, physical education, and for the following and not necessarily on an exclusive basis, speech-hearing therapists, and psychologists. When there are an insufficient number of rooms in a building, the Principal and Building Committee shall determine an equitable utilization of the available space.
  4. Teacher's desks and appropriate chairs, bookcases, file cabinets and shelves shall be provided for each member of the professional staff; however, the Board shall not be required to install more than one desk in any classroom to satisfy the foregoing.
- C. There shall be provided in each building telephones conveniently located as to allow a teacher privately to receive and place calls concerning school matters, which may be connected through the switchboard but which phone shall not have extensions. Elementary schools shall have at least one telephone, middle schools at least two telephones, and high schools at least three telephones. Telephone facilities used by teachers must be used for school matters only, except in extreme emergencies.
- D. An adequate portion of the parking lot at each school will be reserved for teaching staff. At least two parking spaces will be reserved for traveling teachers.
- E. The Board shall provide subject books, textbooks, teaching equipment and materials for each subject taught in the classroom as well as copies, exclusive for each teacher's use of all teachers' editions and materials used in each of the courses he/she is to teach.
- F. Before a final decision regarding the selection of textbooks, reference texts, teaching equipment and supplies is reached, the teachers on each grade level or department shall make recommendations, which recommendations shall be a factor considered in the final decision.
- G. All teachers shall be provided with a private secure place in which to store their outerwear and other appropriate belongings.
- H. On the Job Injuries:
1. The current practice of pro rata recrediting of sick days upon receipt of Worker's Compensation reimbursement for Worker's Compensation compensable claims arising from on the job injuries shall be continued for the term of this contract.

2. A teacher who is absent from employment and unable to perform his/her duties as a result of personal injuries occurring in the course of his/her employment arising from a student assault for which injury he/she is eligible to receive Worker's Compensation payments, as certified by the Worker's Compensation Board, shall have all of his/her sick leave restored to the full extent of utilization, not to exceed a maximum of six months and excluding the statutory waiting period, upon receipt of Worker's Compensation reimbursement by the District. If the absence extends beyond seven days, the restoration of sick days shall be from the first day of absence.
- I. A joint Administration/Association committee consisting of an equal number of persons appointed by the Superintendent of Schools and the Union President respectively will be appointed to review and study the "copying" needs of the District and to develop a master plan for the review and approval of the Board of Education.
- J. The District and the Association recognize that excessive classroom temperatures may impact teaching and learning. Administration and the Health and Safety and/or Building Representatives shall work jointly to identify and propose recommendations for addressing excessive classroom temperatures within each school.

<b>ARTICLE 15 - SUMMER EMPLOYMENT</b>
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- A. All that follows, notwithstanding, it is recognized that the institution of a summer school program is a matter of Board discretion.
- B. Appointments to positions of district summer employment shall be made in writing not later than June 15 by the Superintendent. Additional teaching needs may be filled at a later date. All such appointments are deemed subject to sufficient enrollment and are contingent on passage of the budget.
- C. Appointments to such summer employment shall be made with preference being given to qualified teachers already employed within the District.
- D. Openings for summer employment shall be publicized by the Superintendent in each school building on or before June 1st.
- E. Remuneration for district summer school employment will be paid at the hourly rate of \$68 for 2019-20; \$70 for 2020-21; \$70 for 2021-22; \$72 for 2022-23; \$72 for 2023-24.
  1. However, normal non-instructional duties, such as registration and proctoring will be performed without additional compensation.

2. Prior to a required secondary school session, there will be a registration period, and succeeding it there will be examinations and final administration procedures, in which summer school teachers are expected to, participate.
- F. There shall be two paydays for district summer session, which shall be correlated with the regular payday schedule; payments shall be by separate paychecks.
- G. Unit members who are employed full-time for the District's six-week summer school program will be entitled to one sick day. Sick days not utilized shall be added to the member's personal sick bank accrual.
- H. Teachers who are employed for summer curriculum work shall be paid at a daily rate of \$248 for 2019-20; \$254 for 2020-21; \$254 for 2021-22; \$260 for 2022-23; \$260 for 2023-24. Daily rate of pay shall require five hours of work. At the teacher's discretion, in-service credit may be granted in lieu of monetary compensation.

<b>ARTICLE 16 - LEAVES: SICK LEAVE/ PERSONAL LEAVE (With Compensation)</b>
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A. Sick Leave

1. Teachers shall be granted sick leave days cumulative to 390 days of which five days in any one year may be used for illness of child, parent or spouse. (In the event of a serious illness, accident or disease of a spouse, child or parent, and in the further event that a teacher has utilized more than five days in any one year due to the aforesaid, the teacher, on application to the Building Principal, may request utilization beyond said five days. Approval thereof shall not be unreasonably withheld.) Sick leave shall accrue on the first day of the school year. All instructional personnel shall receive an annual statement of accumulated sick days on or before the first day of the school year. If a teacher is on leave during any part of the school year, his/her cumulative sick days will be prorated for that year.
2. Tenured teachers shall be granted thirteen sick leave days per year and non-tenured teachers shall be granted twelve sick leave days per year. Determination of the sick leave allotment shall be based on the teacher's tenure status as of the beginning of that school year.
3. If a teacher is considered to be abusing the use of sick leave, said teacher may be required to produce medical evidence regarding the absence. The evidence may not be required in an arbitrary or capricious manner.

B. Personal Leave

1. Tenured teachers shall be granted three days of personal leave per year without financial loss. Non-tenured teachers shall be granted two personal leave days per year without financial loss. Determination of the personal leave allotment shall be based on the teacher's tenure status as of the beginning of each school year. Any personal day not utilized shall be added to accumulated sick leave. Request personal absence shall be submitted in writing upon five days' notice to the building principal, except in cases of emergency when advance notice cannot be given. Under ordinary circumstances, personal absences shall not be contiguous to a school holiday. However, it is understood that there may be extenuating circumstances that necessitate a teacher taking personal leave contiguous to a school holiday, subject to the prior approval of the Superintendent of Schools. Teachers need not specify the exact nature of the use of the personal business day if the reason is listed below and if the teacher indicates one of the following four categories in his/her notice:
    - a. **Legal Matters:** House closing, income tax hearings, adoption proceedings, and court appearances for a traffic violation, probating wills, obtaining licenses, and other personal matters.
    - b. **Funerals:** Attendance at the funeral service of a person the nature of whose prior relationship to the teacher warrants such attendance.
    - c. **Ceremonies:** Graduation of teacher, spouse, or child, a day of wedding ceremony, participation in religious ceremonies such as baptism, confirmation, circumcision of child, honors and awards ceremonies involving the teacher or immediate family. Personal leave may not be used for a honeymoon.
    - d. **Education:** Required educational examinations, attending educational meetings not covered by professional trip regulations, required parental visits by parents to colleges, professional advancement, taking college students to and from college.
  2. Requests for personal days outside of categories (a) through (d) above shall be made directly to building administration and shall not be unreasonably denied.
- C. Personal leave will be granted as provided for above provided that the following two conditions are met:
1. That the personal presence of the teacher is required (i.e., the obligation cannot reasonably be delegated to someone else).
  2. That the personal business involved cannot be taken care of other than during the

normal teaching workday (i.e., a court appearance for a traffic violation which can be handled in night court would not qualify for personal leave).

D. For all absences due to a death of a spouse, child, parent, brother, sister, mother-in-law or father-in-law, grandmother, grandfather or person in loco parentis, a maximum of five days per occurrence shall be allowed and not charged against sick leave.

E. Teacher Attendance Review:

Should an Administrator be concerned with a member's attendance record, he/she shall take the following steps:

1. Send a note to the member asking for a meeting to discuss the member's attendance. The member will be advised of his/her right to have a Union representative present at this meeting.
2. After a reasonable period of time, if the Administrator still feels that the member has abused sick leave and/or personal leave, the Administrator shall cause a meeting to occur between the affected member, his/her Union representative and the Superintendent or his/her designee. The purpose for said meeting shall be to conduct a complete review of the member's attendance record.
3. At the discretion of the Superintendent, following this meeting, a letter reviewing the discussion which took place at the meeting may be sent to the member.
4. If after a reasonable period of time following this meeting, the alleged problem persists, the Administrator may cite his/her concerns in a written communiqué (letter of evaluation report) to the member, as well as initiate whatever action he/she deems appropriate, consistent with the terms of the contract and the law, in order to correct the alleged problem. (The foregoing may include appropriate disciplinary procedures provided by law, the requirement of a physician's statement to substantiate the appropriate use of sick leave or the requirement of a statement and/or other documents to substantiate the appropriate use of personal leave.)
5. Nothing hereinabove set forth shall preclude the District from taking action in accordance with law, pursuant to Section 3020-A of the Education Law.

F. During the life of this Agreement (specifically, July 1, 2019-June 30, 2024 exclusively), a unit member who is at least 55 years of age shall be eligible for and will receive a retirement benefit in accordance with the following.

1. Eligibility:

- a. A unit member must be eligible to retire pursuant to the rules of the appropriate retirement system, i.e., the New York State Teachers' Retirement System ("TRS") the New York State Local Government Employees' Retirement System ("ERS") and be at least 55 years of age during the calendar year in which the retirement occurs. A unit member who ends active service prior to reaching age 55 is responsible for contribution to health insurance at the same rate they will take into retirement until reaching 55 years of age.

2. Procedure:

- a. To receive this benefit, the resignation will be effective on June 30. An irrevocable notice of the resignation must be provided by January 15 of that school year. If during the time period between January 15 and June 30, the member suffers a serious personal hardship (e.g. loss of spouse or spouses employment) the District, in its sole discretion may allow the unit member to rescind the letter of resignation.
- b. Unit members who become first eligible with their respective retirement systems between September 1 and January 15 may resign effective February 1 and participate in retirement provisions in this Agreement, including but not limited to Articles 16 and 36, provided that s/he give notice to the District no later than January 15 of the prior school year. Should a member elect to retire effective February 1, his or her sick and personal days for that year shall be based on one half year of service, the pro-rated amount of which shall be used for calculating the retirement benefit defined in section F.3.b under Article 16. The Association and the District will meet annually to review administration of these terms. Any necessary modification will be mutually agreed upon.

3. Benefit:

- a. The retirement benefit shall be equal to the monetary value of one-third of the unit member's accumulated sick leave at his/her then per diem rate, up to a maximum monetary value of 130 days; and
- b. The unit member shall also receive the monetary value of his/her unused sick and personal leave allotment for the final school year of employment, paid at his/her then per diem rate of pay, calculated on a 1:1 basis.
- c. To the extent permissible by law, the retirement benefit shall be made as a non-elective employer contribution pursuant to the unit member's IRC section 403(b) account.

- d. The retirement benefit will be paid on or about June 30th of the year of retirement.
- e. In the event that the total amount of the non-elective employer contribution exceeds the maximum amount permitted by law, the District shall defer payment of said excess amount for each year up to five years as permitted by law and regulations. The District shall defer payment of said excess amount until the following January, at which time the District shall make an additional contribution to the unit member's section 403b account in the amount representing the excess amount of the retirement benefit, to the extent permitted by applicable law and regulations and in accordance with the section 403b account. In the event of the death of any former unit member prior to the full distribution of funds into his/her 403b, any remaining amount shall be distributed to the estate of said former unit member, subject to applicable taxes and withholdings. In such cases, payment shall be made to the unit member's estate not later than 60 days following the District's receipt of Letters Testamentary or Letters of Administration identifying the individual duly authorized to administer the estate of the deceased former unit member.

G. Annual Sick Leave Buy-Out Program

1. Any unit members having the indicated number of absences (sick and personal) during the school year may buy out up to ten sick days of the current year's allocation at the indicated rates. The number of days "bought out" shall be deducted from the employees' sick leave accumulation. To participate, an employee must have a minimum of 120 days in his/her sick leave account. Payments will be made on or about the November 1st next following completion of a full school year.

Absences	Rate
0*	1:2
2	1:3
not more than 3	1:4

\*use of one approved personal leave day permitted

2. Additionally, those unit members having a minimum of 270 accumulated sick leave days shall be permitted to participate in an annual sick leave buy out program, notwithstanding any absences from work during the school year, provided that as a result of participation in the program or any absences occurring during the school year their accumulated sick leave bank does not fall below 270 days. Eligible unit members may buy out up to ten sick days of their then current year's allocation at the rate of 1:3. Nothing herein contained shall preclude a unit members having



over 270 accumulated sick leave days from choosing to participate under the provisions of section G1 above, if eligible; however such an employee may only participate in one of the two options provided in subsection 1 and 2.

3. The District will report any sums received by a retiring teacher under this annual sick leave buy out plan as having been received as salary during the final year of employment.
4. To the extent permissible by law, such payments shall be made as a non-elective employer contribution pursuant to the unit member's section 403b account and is continued for the duration of this contract.

#### H. SICK BANK

##### TERMS

Effective September 1, 2014, the parties agree to establish an employee sick bank to be administered by the HHHTA Welfare Trust and/or its designated Committee in accordance with the language of this Agreement. To establish the bank, each full-time bargaining unit member shall have one day deducted from his/her allocated sick time for the 2014-2015 school year.

Unit members with fewer than 3 days remaining in their current annual allocation of sick and personal days, and who have otherwise exhausted their personal accrual shall become eligible to use up to 45 days from the bank, pending approval of the governing body. Members may apply for an extension of no more than 60 additional days for an extended leave due to a serious debilitating illness. Under no circumstance shall a member's use of the bank exceed 105 days within a period of two school years. Maternity / child-care leaves are not eligible conditions, unless pertaining to a serious debilitating illness of the mother.

Members who use the bank shall restore borrowed sick days by contributing the equivalent of 50% of each year's newly accrued sick days until the individual has restored all days he or she used from the bank.

Members, in their retirement year only, may voluntarily deduct up to 10 days ~~per year~~ from his/her accrued sick time to be donated to the bank.

In the event that the total number of days in the bank drops below 60% of the number of full-time members of the bargaining unit, the Trust shall be authorized to replenish the bank through an additional, one-time withdrawal of one day per full-time member.

No member receiving compensation from the contractual Long Term Disability plan shall

be entitled to draw days from the bank. Under no circumstance shall a member draw from the sick bank before first exhausting his or her personally accumulated sick leave, nor shall an employee accrue sick leave during the period s/he is receiving the benefits of the sick leave bank.

In the event that a workplace injury or ailment is the cause for use of the sick bank, the District shall receive the Worker's Compensation benefits awarded for lost earnings due to the disability for which the sick bank was used.

Employees who remain on District payroll by availing themselves of the Employee Sick Bank shall continue to accrue full seniority.

## GROUPS

### Benefit

Unit members who are approved by the governing body for sick bank days shall be receive compensation to the same extent as if using their personally accumulated sick days.

Group 1 Members out on extended leave due to a serious, debilitating condition shall be defined as Group 1.

Group 1 participants shall be eligible to receive the full benefit of the Bank, including compensation at 100% of their daily wages for the days they are drawing from the bank.

Group 2: Group 2 shall include members whose dependents, as defined by the Family and Medical Leave Act, are suffering long-term illness, and who, upon the exhaustion of all personally accrued sick days, request use of the bank to care for their dependents.

Group 2 participants shall be compensated at 50% of their daily wages for the days they are drawing from the bank. One half-day will be withdrawn from the bank for every day utilized up to 60 days.

In order to receive Group 2 benefits, the Superintendent or designee must concur with the Association that the illness warrants such coverage. Further all time utilized will count towards tolling of FMLA weeks for the applicable period as defined in Article 17.

Group 3 shall include members who have completed three years of employment in the District, who have fewer than 12 weeks of personally accumulated sick time and who, for the birth or placement of a child are applying for a 12-week Family Medical Leave.

Group 3 participants shall only be entitled to borrow the difference between the number of personally accumulated days and 12 weeks. Group 3 participants shall borrow days from

the bank in multiples of four, and shall be compensated at 25% of their daily wages for the days they are drawing. One day will be withdrawn from the bank for every four days utilized.

No member may apply for use of Sick Bank days under Group 3 who has not already restored all days previously borrowed under this group. In the event that a member draws from the bank under Group 3 and extends his or her leave beyond 12 weeks, any wages or seniority accrued while utilizing days from the Bank must be restored. Members who resign from the District may be billed by the Association for the balance of any unrestored days under this group.

The Association and the District will meet annually to review the operation of the sick bank. Any necessary modification will be mutually agreed upon.

## **ARTICLE 17 - LEAVES OF ABSENCE**

- A. A teacher who has served ten continuous years shall be permitted a one-year leave of absence without any type of compensation or District contribution towards benefits from September to September. Notice of application for said leave must be given by February 1<sup>st</sup>. The teacher shall inform the District in writing to the Office of District-wide Administration on or before March 1<sup>st</sup> during the year of the leave of his/her intention to return. If the teacher fails to notify the District of his/her intention to return on or before March 1, the teacher will be deemed to have abandoned his/her position.
- B. Other leaves of absence without any type of compensation may be granted upon the recommendation of the Superintendent and approval of the Board of Education, and shall not exceed one year's duration except in special circumstances.
- C. Maternity/Child Care Leave
  - 1. Maternity/child care leave shall be granted to a teacher upon her request provided that a doctor's certificate indicating the expected delivery date is submitted. Teachers requiring maternity/child care leave shall promptly notify the Administrators so that a suitable replacement can be secured. The teacher may continue to teach as long as she performs her duties and has her doctor's approval.
  - 2. A teacher may return to her teaching position as soon after delivery as her doctor certifies she is able to resume her normal teaching duties. The teacher's return to work must be either at the beginning of the school year or at mid year break, unless the teacher is utilizing sick leave. Teachers on paid leave may return at the conclusion of such leave.

3. Except in special circumstances, maternity/child care leave shall not exceed the balance of the school year within which it commences, and the succeeding school year.
  4. In addition to the foregoing, a teacher requesting maternity/child care leave shall be bound to the period of time initially requested for maternity/child care leave.
- D. Nothing herein contained shall prohibit a teacher on maternity/child care leave from utilizing accumulated sick leave for pre and post-partum periods of pregnancy, in the event that she is physically incapacitated from performing her teaching duties due to her pregnancy. The individual teacher shall submit a certificate from her attending physician, to the effect that during such period she was physically disabled. Nothing herein shall permit the use of accumulated sick leave for periods during which a teacher is on maternity/child care leave but is physically capable of performing her teaching duties.
- E. The provisions of Section C (1), C (3), C (4) and D shall apply to adoption, child rearing, and all other unpaid medical leaves of absence.
- F. All of the foregoing provisions shall be subject to the Family Medical Leave Act ("FMLA"), which provides up to a maximum of 12 weeks' leave for certain qualifying reasons. FMLA leave shall be based on a rolling 12-month period.
1. A week with three or more working days for unit members counts as one week. Weeks with fewer than three working days do not count towards the twelve weeks. However, in either circumstance, all days absent will be charged to sick leave, to the extent available.
  2. During FMLA absence, employees are responsible for their normal rate of premium contribution for health insurance.
  3. Any days off payroll shall not accrue seniority credit, unless determined otherwise by a court, regulation having the effect of law, or statutory modification to the contrary.
- G. The parties shall form a joint committee consisting of three teachers appointed by the Association President and three administrators appointed by the Superintendent of Schools to prepare a report and make recommendations concerning an employee child care program. Upon completion, the report and recommendations shall be submitted to the Superintendent.

## **ARTICLE 18 - TRAVEL AND CONFERENCE EXPENSES**

- A. All teachers who attend a meeting or conference at the request of the School District or principal shall be reimbursed for mileage from and to their home school at the prevailing IRS mileage rate for the actual number of miles he/she is required to drive his/her car.
- B. The District shall absorb all expenses directly connected with the meetings and conferences which teachers are requested or required to attend or host.
- C. Half Hollow Hills Central School District shall reimburse the individual teacher for funds advanced to defray reasonable expenses of travel, food, lodging and conference fees (not dues) for his/her attending a conference at the District's request. Any such teacher shall be a member of the organization sponsoring the conference and shall have paid his own dues, preferably in advance. The teacher shall submit a proposed travel budget with the request for approval by the Board. Half Hollow Hills CSD shall reimburse individual teachers in accordance with the Board of Education policies and regulations.
- D. Any teacher who is attending a conference related to his/her subject area, having first received approval from his/her supervisor or principal and from an appropriate Assistant Superintendent shall be reimbursed for all reasonable and essential expenses of travel, food, lodging, and conference fees. Half Hollow Hills CSD shall reimburse individual teachers in accordance with the Board of Education policies and regulations.

## **ARTICLE 19 - PROFESSIONAL VISITATION AND CONFERENCES**

- A. Visitation and Observation
  - 1. A teacher may, upon prior approval of the Administration, be granted one day per year with pay for intra-district visitation and observation, and one day per year for professional visitation and observation outside of the District. Two copies of a written report of the observation shall be presented to the principal.
- B. Attendance at Conferences
  - 1. Released time shall be granted for official delegates to attend NYSUT, AFT, and AFL-CIO and retirement conferences.
  - 2. Released time shall be granted for staff members to attend professional conferences, subject to approval by the Assistant Superintendent for Secondary Instruction or Assistant Superintendent for Elementary Instruction.
- C. Such released time shall not be charged against the salary, personal leave or sick

leave of the individual(s) involved.

## **ARTICLE 20 - TEACHERS' ASSOCIATION RIGHTS**

- A. The afternoon of the fourth Monday of the month shall be reserved for Teachers' Association meetings. No District or building meetings shall be called at that time unless in extreme emergency. If any emergency meeting is necessary, the person calling such a meeting shall first obtain the approval of the Superintendent and the President of the Teachers' Association.
- B. The Teachers' Association or its designated representatives shall have access to all board minutes and documents available to taxpayers of the School District. The Association President will receive a copy of the Board of Education meeting agenda at the same time as Board members.
- C. The Association will have the right to use school buildings (making proper application, according to building use policy) for meetings.
- D. A faculty bulletin board will be installed and maintained in the faculty room of each building. Only the Administration and the Association will have the right to place notices, circulars, and other material on faculty bulletin boards, in teachers' mailboxes, and next to check-in sheets.
- E. For all District Committees, the Association shall be consulted respecting who is to be selected by the Superintendent as teacher members.

## **ARTICLE 21 - LENGTH OF DAY**

- A. The required length of the secondary teacher day shall not exceed a maximum of 7 hours and 5 minutes including a duty free lunch period. Starting times and ending times shall depend upon the hours that his/her pupils are required to be in session, but at all times the 7 hour and 5 minute maximum shall be computed consecutively. The amount of time required prior to pupils starting time and /or after their departure shall be included in this maximum, except during the first five days of school.
- B. Effective with the 2005-06 school year, the required length of the elementary teacher day shall not exceed a maximum of 6 hours and 55 minutes including a 45 minute duty free lunch period. Starting times and ending times shall depend upon the hours that his/her pupils are required to be in session, but at all times the 6 hours and 55 minutes shall compute consecutively. The amount of time required prior to pupil starting time and/or

after their departure shall be included in this maximum, except during the first five days of school.

- C. It is the intent of the parties that the length of the elementary student day shall be 6 hours and 10 minutes.

<b>ARTICLE 22 - CLASS SIZE</b>
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- A. At the elementary level, an average of twenty-six pupils shall be maintained. Variations among the several buildings will depend upon the number of pupils attending a given school after boundaries have been established. In any given building, if the size of any class exceeds twenty-eight, every effort shall be made to add sections if the classrooms are available in that building. If classrooms are not available and if enrollments reach higher proportions, the Association, principal and Central Administration shall meet to determine a workable solution.
- B. On the secondary level, an average of twenty-seven pupils shall be maintained, this pupil load to be distributed among five classes. Variations among the several building will depend upon the number of pupils attending a given school after boundaries have been established. In any given building, if the size of any class exceeds twenty-eight, every effort shall be made to add sections if classrooms are available in that building. If classrooms are not available and if enrollments reach higher proportions, the Association, Principal and Central Administration shall meet to determine a workable solution.
- C. Nothing in the above statement shall prohibit other grouping patterns for instructional purposes. Sections may be combined, as needed, to provide for large-group instruction. Sections may be limited to lesser numbers by the nature of the curriculum or by the nature of the students involved. Other patterns may emerge in the future, particularly after joint study in the Professional Council by teachers, administrators, and members of the Board of Education.
- D. Notwithstanding the foregoing, the following superseding requirements shall apply:
1. In Kindergarten and the first grade, no class shall exceed twenty-five pupils at the beginning of the school year nor shall class size exceed twenty-seven on December 1. In the event a Kindergarten class reaches twenty-two, a full-time paraprofessional shall be assigned to that class.
  2. In Elementary physical education, all intermediate classes shall have ninety minutes of physical education instruction per week. Grades 1 through 3 shall have sixty minutes of physical education instruction per week.

3. In Secondary Schools:

- a. Physical education classes shall not exceed thirty-five pupils. The total teaching load shall not exceed three hundred fifty pupils per teacher per week.
- b. In rooms where specific equipment is used: Laboratory science, business, shops, etc., the number of pupils assigned to such rooms shall not exceed the number of work stations in a given area, except when no reasonable practical alternative exists.
- c. Secondary teachers shall, if at all possible, have their own students in their labs. Lab periods shall, if at all possible, be scheduled so that "back-to-back" double periods are established.

E. Administrative provision shall be made to assure that adequate and appropriate materials be furnished to each class for students with disabilities.

F. Upon the request of a classroom teacher, the Assistant Superintendent and the Association President will meet to discuss the number of mainstreamed special education students assigned to a particular class. If it is determined that a remedy is necessitated, aide time and/or redistribution of students will be effectuated.

<b>ARTICLE 23 - DETERMINATION OF SCHEDULES</b>
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A. Within each building the scheduling of teachers and programs for the following year's schedule shall be done cooperatively by the Administration and the faculty of that building prior to June 15th.

B. The following items shall apply to scheduling:

- 1. Every elementary teacher shall have at least a forty-five minute duty-free lunch period per day.
- 2. At the elementary level, every teacher shall have at least one thirty minute duty free preparation period per day. Current practice regarding elementary prep time shall not be diminished without consultation with the President of the Association.
- 3. At the secondary level, every teacher shall have a duty-free preparation period per day.
- 4. At the secondary level, every teacher shall have a duty-free lunch period per day.



5. At the elementary level, there shall be at least five minutes between classes of all special area teachers. Music and art teachers not assigned to a regular classroom (on wheels) shall have a minimum of ten minutes provided for "passing" between classes.
  6. At the elementary level, all special area teachers will begin classes the first day of school.
  7. No teacher shall have the double responsibility of supervising an assigned group of children and bus duty at the same time.
  8. No kindergarten teacher shall be assigned bus duty.
  9. At the elementary level, whenever a teacher is required to teach for three or more consecutive hours, an aide will be available to provide a ten minute break if required.
  10. To the extent possible, every effort will be made to rotate building assignments equitably. Any problems arising from the assignment of non-teaching duties shall be referred to the building principal and the Association building committee.
  11. Speech and hearing, ESL and teachers of the deaf will meet with the appropriate administrator and mutually determine their respective schedules. Such schedules will not exceed 4 hours 45 minutes. Every attempt will be made to equalize case loads among all members of these tenure areas.
- C. At the secondary level, the teaching load will not exceed five classes. If the teacher is requested or required to teach more than five classes, for more than five days, he/she will be compensated at the rate of one-fifth of one-two hundredth of his/her yearly salary for each extra class taught and such payment will be retroactive. If the teacher is requested to cover a class for less than five consecutive days, the provisions of Article 10 shall apply.
- D. At the elementary level, every teacher shall have a maximum daily instructional time (i.e., time that teacher is required to teach or supervise students) of 4 hours and 45 minutes. Effective July 1, 2005, the 4 hours and 45 minutes referenced above shall be increased to 4 hours and 55 minutes. However, the Board and Association agree that each teacher has a responsibility to meet the unique needs of each student.
- E. All elementary teachers other than members of the Teacher's Association Executive Board and building representatives shall perform, on a rotating basis, bus duty (including intake supervision) for a maximum of fifteen minutes, if needed, immediately prior to the start and after the end of the school day. Three persons, if needed will be assigned to the

duty at each of the elementary schools.

- F. In addition to paragraph E above, the elementary schools will have stipend bus patrol positions as needed.
- G. For those teachers who have an additional daily preparation period, such a period may be utilized for improvement of the instructional program as determined by the Superintendent of Schools.
- H. Flexible Scheduling:

Notwithstanding anything to the contrary contained in Article 21 hereof, flexible scheduling shall be implemented to the extent of modifying staff schedules to provide for the commencement of instructional responsibilities one period earlier than the regular school day, or the termination of instructional responsibilities one period after the end of the regular school day. The District shall primarily rely upon volunteers; however, the Superintendent of Schools shall have the right to assign staff based upon the teachers' competency, certification, instructional requirements, staff availability and balanced staffing. Where the foregoing factors are substantially equal, seniority in the District shall receive equal consideration. Flexible scheduling shall not be used to reduce staff.

- I. Extra Help:
  - 1. The program for extra help shall be established by the Superintendent following consultation with the Association.
  - 2. Each teacher shall provide extra help to pupils each week for a period of ninety minutes outside of the student day. The provision of extra help shall be in blocks of at least thirty consecutive minutes. The teacher shall post a schedule of his/her availability.
  - 3. Teachers will maintain records in their plan book or grade book of the date(s) and time(s) at which extra help or enrichment is provided, as well as the names of those students who have availed themselves of this assistance. If the administration determines that a teacher has been unavailable at posted times, or that the selected time is unavailable to students, then the administration may select the time for such assistance.
- J. The assignment of music teachers to band, orchestra, and chorus is part of the teacher's work assignment. Extra compensation pursuant to the extra-curricular salary schedule shall be paid to said teachers.
- K. Faculty meetings may be called by the Administration on the third Monday of each month. Department meetings may be called by the Administration on the second Monday of each

month. If the foregoing days are unavailable due to the closing of school arising from a recess, school holiday, or weather emergency, the meeting shall be rescheduled at the discretion of the Administration.

- L. Each teacher shall not be required to attend more than three meetings to be held at the elementary schools prior to the arrival of students, on a weekly basis.
- M. Administration and the Association agree to establish a committee to review and make recommendations to address anticipated interest in online and/or distance learning.

## ARTICLE 24 - EXTRA-CURRICULAR COMPENSATION

- A. Extra-curricular activities at all levels shall be compensated as follows:
  - 1. Any unit member may apply for any extra-curricular position; any unit member may refuse to participate in any extra-curricular service. No person classified under administrative status shall be named advisor to any extra-curricular activity. The advisor/assistants for each activity shall be chosen from the applicants by the building principal with the advice of the building representatives.
  - 2. Primary consideration will be given to applicants within the building where the vacancy exists. Secondary consideration shall be given to teachers within the District but outside the building.
  - 3. Applications for the following positions must be made by May 30th for consideration for the succeeding school year. Whenever possible, prior to the close of the school year, all applicants will receive a list of appointments. This shall not apply to a teacher hired after May 30th who receives an appointment after the close of the school year to an unfilled extra-curricular position for the following year. All extra-curricular positions shall be posted.
- B. Salaries for extra-curricular and co-curricular positions shall be paid in accordance with the schedule below. Weekly clubs shall meet a minimum of 28 times per year. Bi-weekly clubs shall meet a minimum of 14 times per year.

<b>HIGH SCHOOL ADVISORS</b>	<b>2019-2020</b>	<b>2020-2021</b>	<b>2021-2022</b>	<b>2022-2023</b>	<b>2023-2024</b>
<b>12th Grade</b>	6,559	6,559	6,625	6,625	6,691
<b>Asst. 12th Grade (max 3 Per Building)</b>	2,386	2,386	2,409	2,409	2,434
<b>11th Grade</b>	4,503	4,503	4,548	4,548	4,593

<b>Asst. 11th Grade (max 1 per building)</b>	2,170	2,170	2,192	2,192	2,214
<b>10th Grade</b>	3,225	3,225	3,257	3,257	3,290
<b>Asst. 10th Grade (max 1 per building)</b>	1,936	1,936	1,956	1,956	1,975
<b>9th Grade Advisor</b>	2,489	2,489	2,514	2,514	2,539
<b>Asst. 9th Grade Advisor</b>	1,762	1,762	1,780	1,780	1,798
<b>American Computer Science League</b>	2,511	2,511	2,536	2,536	2,561
<b>Boys Varsity Club</b>	1,817	1,817	1,835	1,835	1,854
<b>Brainteasers</b>	2,870	2,870	2,899	2,899	2,928
<b>Central Treasurer</b>	6,559	6,559	6,625	6,625	6,691
<b>Chess Club</b>	2,320	2,320	2,343	2,343	2,367
<b>Debate</b>	7,133	7,133	7,204	7,204	7,276
<b>Debate Assistant</b>	3,515	3,515	3,550	3,550	3,585
<b>Cheerleaders - Varsity</b>	7,133	7,133	7,204	7,204	7,276
<b>Cheerleaders - Varsity Assistant</b>	3,860	3,860	3,899	3,899	3,938
<b>Cheerleaders - Jr. Varsity</b>	4,228	4,228	4,270	4,270	4,313
<b>DECA</b>	3,500	3,500	3,535	3,535	3,570
<b>Dramatics - per production:</b>					
<b>Director (drama)</b>	4,129	4,129	4,170	4,170	4,212
<b>Director (musical)</b>	5,583	5,583	5,639	5,639	5,696
<b>Assistant Director</b>	2,282	2,282	2,304	2,304	2,327
<b>Makeup</b>	1,120	1,120	1,131	1,131	1,143
<b>Wardrobe</b>	1,334	1,334	1,348	1,348	1,361
<b>Business Director</b>	1,334	1,334	1,348	1,348	1,361
<b>Publicity</b>	897	897	906	906	915
<b>Stagecraft</b>	1,351	1,351	1,365	1,365	1,379
<b>Stage Design</b>	1,274	1,274	1,286	1,286	1,299
<b>Choral Director</b>	2,513	2,513	2,538	2,538	2,563
<b>Orchestra Director-only if two different people</b>	2,513	2,513	2,538	2,538	2,563
<b>If not</b>	1,751	1,751	1,769	1,769	1,787
<b>Choreographer - must be different individuals</b>	1,329	1,329	1,342	1,342	1,356
<b>One Act Play Director</b>	1,589	1,589	1,605	1,605	1,621
<b>FBLA</b>	2,469	2,469	2,494	2,494	2,519
<b>Future Lawyers Club</b>	2,063	2,063	2,084	2,084	2,105

<b>Girls Leaders Club</b>	1,817	1,817	1,835	1,835	1,854
<b>Half Tones/Cantata</b>	2,477	2,477	2,501	2,501	2,526
<b>Human Relations Club</b>	2,408	2,408	2,432	2,432	2,456
<b>Independent Study Coordinator</b>	2,155	2,155	2,177	2,177	2,199
<b>Intramurals - per season = 20 hours</b>	1,394	1,394	1,408	1,408	1,422
<b>Jazz Band</b>	3,012	3,012	3,042	3,042	3,072
<b>Junior American Cup</b>	2,063	2,063	2,084	2,084	2,105
<b>Kick line - competition</b>	7,133	7,133	7,204	7,204	7,276
<b>Kick line Assistant</b>	3,859	3,859	3,898	3,898	3,937
<b>Literary Magazine</b>	3,168	3,168	3,200	3,200	3,232
<b>Marching Band</b>	3,632	3,632	3,668	3,668	3,705
<b>Marching Band Assistant</b>	2,109	2,109	2,130	2,130	2,151
<b>Mathletes</b>	2,579	2,579	2,604	2,604	2,630
<b>National Art Honor Society</b>	2,477	2,477	2,501	2,501	2,526
<b>National Honor Society</b>	4,000	4,000	4,040	4,040	4,080
<b>Newspaper Assistant</b>	2,784	2,784	2,811	2,811	2,840
<b>Newspaper</b>	3,562	3,562	3,598	3,598	3,634
<b>One World Club</b>	2,063	2,063	2,084	2,084	2,104
<b>Open Door Program</b>	1,591	1,591	1,607	1,607	1,623
<b>Photographer</b>	2,703	2,703	2,730	2,730	2,757
<b>Robotics - FRC / FTC</b>	6,182	6,182	6,244	6,244	6,306
<b>Science Explorers</b>	2,063	2,063	2,084	2,084	2,105
<b>Science Olympiad Assistant</b>	2,301	2,301	2,324	2,324	2,347
<b>Science Olympiad</b>	4,492	4,492	4,537	4,537	4,582
<b>School Store</b>	3,195	3,195	3,227	3,227	3,259
<b>Speech and Oratory</b>	2,511	2,511	2,536	2,536	2,561
<b>Speech and Oratory Assistant</b>	1,495	1,495	1,510	1,510	1,525
<b>Student Council</b>	5,551	5,551	5,606	5,606	5,663
<b>Student Council Assistant</b>	3,168	3,168	3,200	3,200	3,232
<b>Trial Adversary Club</b>	2,063	2,063	2,084	2,084	2,105
<b>Tri M Music Honor Society</b>	2,477	2,477	2,501	2,501	2,526
<b>Vocal Jazz Ensemble</b>	3,012	3,012	3,042	3,042	3,072
<b>We the People</b>	3,500	3,500	3,535	3,535	3,570

<b>Wind Ensemble</b>	3,012	3,012	3,042	3,042	3,072
<b>Yearbook Assistant</b>	2,770	2,770	2,798	2,798	2,826
<b>Yearbook Business Assistant</b>	2,410	2,410	2,434	2,434	2,458
<b>Yearbook - the above 3 must be individual people</b>	5,327	5,327	5,380	5,380	5,434
<b>Bi-Weekly Clubs Not Listed</b>	1,268	1,268	1,280	1,280	1,293
<b>Weekly Clubs Not Listed</b>	2,063	2,063	2,084	2,084	2,105

The High School AASO club will have a base salary of the weekly club rate. For years in which a performance is given, the stipend will be increased by the rate for the one act play.

<b>MIDDLE SCHOOL ADVISORS</b>	<b>2019-2020</b>	<b>2020-2021</b>	<b>2021-2022</b>	<b>2022-2023</b>	<b>2023-2024</b>
<b>Central Treasurer</b>	4,160	4,160	4,202	4,202	4,244
<b>Cheerleaders</b>	2,870	2,870	2,899	2,899	2,928
<b>Dramatics - per production:</b>					
<b>Director (drama)</b>	2,983	2,983	3,012	3,012	3,042
<b>Director (musical)</b>	4,410	4,410	4,454	4,454	4,498
<b>Assistant Director</b>	2,142	2,142	2,164	2,164	2,185
<b>Wardrobe</b>	1,344	1,344	1,358	1,358	1,371
<b>Makeup</b>	1,130	1,130	1,141	1,141	1,153
<b>Stagecraft</b>	1,344	1,344	1,358	1,358	1,371
<b>Stage Design</b>	1,344	1,344	1,358	1,358	1,371
<b>Business Director</b>	1,309	1,309	1,322	1,322	1,335
<b>Publicity</b>	901	901	910	910	919
<b>Choral Director</b>	2,521	2,521	2,546	2,546	2,572
<b>Orchestra Director - only if two different people</b>	2,521	2,521	2,546	2,546	2,572
<b>If not</b>	1,309	1,309	1,322	1,322	1,335
<b>Choreographer - must be different individuals</b>	1,309	1,309	1,322	1,322	1,335
<b>Grade Advisor</b>	3,301	3,301	3,334	3,334	3,367
<b>Half Hollow Hills Review Club</b>	5,741	5,741	5,798	5,798	5,856
<b>Human Relations Club</b>	2,412	2,412	2,436	2,436	2,460
<b>Intramurals /season = 20 hrs</b>	1,393	1,393	1,407	1,407	1,421
<b>Jazz Band</b>	3,023	3,023	3,053	3,053	3,084
<b>Junior Science Explorers</b>	2,063	2,063	2,084	2,084	2,105

<b>Kick line - competition</b>	3,674	3,674	3,711	3,711	3,748
<b>Leaders Club - Boys</b>	1,534	1,534	1,550	1,550	1,565
<b>Leaders Club - Girls</b>	1,534	1,534	1,550	1,550	1,565
<b>Magazine Advisor</b>	1,640	1,640	1,657	1,657	1,673
<b>Mathletes</b>	2,579	2,579	2,604	2,604	2,630
<b>National Honor Society</b>	2,491	2,491	2,516	2,516	2,541
<b>Newspaper Advisor</b>	2,708	2,708	2,735	2,735	2,762
<b>Recreation Program - Teen Canteen:</b>					
<b>Supervisor - per hour</b>	62	62	62	62	63
<b>Recreation Program - Leader - per hour</b>	60	60	60	60	61
<b>Science Olympiad Assistant</b>	2,301	2,301	2,324	2,324	2,347
<b>Science Olympiad Coach</b>	3,527	3,527	3,562	3,562	3,598
<b>School Store</b>	3,195	3,195	3,227	3,227	3,259
<b>Student Council Assistant</b>	1,761	1,761	1,779	1,779	1,797
<b>Student Council</b>	3,301	3,301	3,334	3,334	3,367
<b>Weight Training/season 20hrs</b>	1,393	1,393	1,407	1,407	1,421
<b>Yearbook Advisor</b>	3,665	3,665	3,702	3,702	3,739
<b>Yearbook Assistant Advisor</b>	2,449	2,449	2,474	2,474	2,498
<b>Bi-Weekly Clubs Not Listed</b>	1,268	1,268	1,280	1,280	1,293
<b>Weekly Clubs Not Listed</b>	2,063	2,063	2,084	2,084	2,105

<b>ELEMENTARY SCHOOL ADVISORS</b>	<b>2019-2020</b>	<b>2020-2021</b>	<b>2021-2022</b>	<b>2022-2023</b>	<b>2023-2024</b>
<b>AHAP Yearbook</b>	575	575	580	580	586
<b>Adaptive Swimming - 25 sessions/ 2 hr</b>	4,018	4,018	4,058	4,058	4,099
<b>Art Club</b>	2,063	2,063	2,084	2,084	2,105
<b>Ballroom Dancing - 10 sessions</b>	861	861	869	869	878
<b>Band/Orchestra / year</b>	4,159	4,159	4,201	4,201	4,243
<b>Bus Patrol/Safety Squad:</b>					
<b>if done by different individuals</b>	2,100	2,100	2,121	2,121	2,142
<b>if both positions by the same individual</b>	3,248	3,248	3,281	3,281	3,313
<b>Chorus - per year</b>	4,159	4,159	4,201	4,201	4,243

<b>Clinical/Recreation Sports - 25 sessions/ 1.5 hours</b>	3,014	3,014	3,044	3,044	3,074
<b>Dramatics - per production:</b>					
<b>Director</b>	2,983	2,983	3,012	3,012	3,042
<b>Assistant Director</b>	2,142	2,142	2,164	2,164	2,185
<b>Wardrobe</b>	1,344	1,344	1,358	1,358	1,371
<b>Makeup</b>	1,130	1,130	1,141	1,141	1,153
<b>Stagecraft</b>	1,344	1,344	1,358	1,358	1,371
<b>Stage Design</b>	1,344	1,344	1,358	1,358	1,371
<b>Choral Director</b>	2,521	2,521	2,546	2,546	2,572
<b>Choreographer</b>	1,309	1,309	1,322	1,322	1,335
<b>Foreign Language Club - per 8 week session</b>	689	689	696	696	703
<b>Intramurals - per school, per session (20 hrs)</b>	1,394	1,394	1,408	1,408	1,422
<b>Math Olympiads - competitive</b>	2,323	2,323	2,346	2,346	2,370
<b>Newspaper Advisor</b>	2,438	2,438	2,463	2,463	2,487
<b>Recreation Program Supervisor /hour</b>	62	62	62	62	63
<b>Recreation Program Leader /hour</b>	59	59	59	59	60
<b>Student Council</b>	2,599	2,599	2,625	2,625	2,651
<b>Bi-Weekly Clubs Not Listed</b>	1,268	1,268	1,280	1,280	1,293
<b>Weekly Clubs Not Listed</b>	2,063	2,063	2,084	2,084	2,105

Advisors for competitive academic club (ex: Robotics, DECA, We the People, Science Olympiads) whose teams advance to state and/or national level competitions through local qualifying events will be compensated for those competitions at \$125 per day of the event.

- C. Assignments for chaperoning activities shall be made from a list of volunteers, in rotating order, to the end that such assignment shall be equitably distributed. The order of such assignments may be varied by agreement between the building principal and the building representative[s]. Under certain circumstances, the building principal may alter the rotation in consultation with the building representative. Compensation for chaperoning shall be \$115 for 2019-20; \$117 for 2020-21; \$117 for 2021-22; \$119 for 2022-23; and \$119 for 2023-24. Where chaperones are required to work an event or activity for more than four hours, or if a chaperone works two athletic events back to back, they shall be paid \$172 for 2019-20; \$175 for 2020-21; \$175 for 2021-22; \$178 for 2022-23; and \$178 for 2023-24.



- D. Unit members providing PDP instruction shall be paid at the hourly rate of \$75. Homebound instruction shall be paid at the hourly rate of \$90 for 2019-20; \$95 for 2020-21; \$95 for 2021-22; \$100 for 2022-23; \$100 for 2023-24; beginning with and including the travel time from school to the place of homebound instruction. Instructors of Driver Education shall be compensated for after school instruction at the hourly rate of \$60.
- E. Elementary Art teachers shall receive \$230 for each art show, exhibit, or display in which they participate, exclusive of usual art displays in their own schools. For each art show, exhibit, or display which lasts less than one full day, the amount of remuneration to which the teacher is entitled shall be a pro rata amount as stated above.
- F. Music teachers shall receive \$95 for 2019-20 and 2020-21 and \$99 for 2021-22, 2022-23, and 2023-24 for each performance held beyond the school day provided they do not receive a stipend.
- G. Kick line Advisor and Assistant and Marching Band Advisor and Assistant will be required to participate in at least one parade without compensation; this one included parade may be the Memorial Day Parade or the Little League Parade. Any teacher required to supervise, perform, or otherwise participate in additional parades on days when school is not in session, shall be compensated at the rate of \$215.
- H. Teachers required to supervise students on approved overnight educational field trips will be compensated at the rate of \$115 per night.
- I. Teachers who supervise and/or judge activities such as the Suffolk County Math Fair shall be compensated at the rate of \$108 per day.
- J. The foregoing extra-curricular positions can be added to or eliminated at the discretion of the Superintendent; the Superintendent shall promptly advise, in writing, the President of the Association of any such additions or deletions.
- K. No teacher shall be allowed to formally perform or supervise extra-curricular activities pursuant to a regular assignment to do so, whether listed herein or not, without receiving the compensation specified in this Agreement or, if not so specified, as agreed upon between the Association and the Administration.
- L. In the event the District creates a position or activity after the effective date of this contract which involves or should involve unit members, such positions will be posted and the stipends will be negotiated. All the provisions of this article will be in effect for those positions. The Teachers Association President will be notified of any new positions which are created.
- M. At the conclusion of the term, program, activity, or season, the individual advisor shall

render a written synopsis of the duties performed, the number of participants, recommendations for improvement in the program, and further shall certify as to the total time that the advisor/assistant devoted. Seasonal activities shall be paid for on the next payday after the conclusion of the activity; yearly activities shall be paid for twice a year, the paydays proceeding Christmas and upon the completion of the activity and foregoing duties.

- N. Any advisor/assistant who shall attend events not covered by his/her original description sheet (i.e., contest, championship games, spectator buses, conferences, conventions, seminars, workshops, etc.) shall be compensated at the rate of \$40 per hour or fraction thereof that he/she will be required to be with the students, plus mileage and reasonable expenses, with prior approval. When it is necessary for any advisor to accompany students during an overnight stay, the advisor may draw an advance to cover immediate and pertinent expenses. Said Advisor must furnish the District with receipts for amounts spent. Any unused monies from this advance will be returned to the District.
- O. In each building, the Association building committee and the principals shall consult regarding extra-curricular programs that best suit their children's interest and needs.
- P. Any authorized teacher accompanying (as chaperone) an individual student or group of students to participate in a contest (i.e., American Legion debate, speech), or to attend a meeting of N.Y.S.S.M.A. or any like organization shall receive mileage compensation to and from school of origin at the IRS mileage rate per mile for the actual number of miles he/she is required to drive his/her car.
- Q. Club advisors will generate an appropriate job description for each extra-curricular position. Where the same clubs are run in more than one school, advisors will confer to develop descriptions that promote consistency between the buildings. No club whose advisors jointly provide a job description shall be staffed or compensated differently among schools.
- R. The Teachers' Association encourages its members to participate/attend student activities and functions.
- S. Lunch clubs may be utilized to offer additional extra-curricular opportunities to students at the elementary and middle school levels. Where lunch clubs exist, they shall meet six times and be limited to participation from 20 students. Advisors for lunch clubs shall receive a \$400 stipend in a single payment upon completion of their club's term. Administration shall take no action to reduce extracurricular activities specifically identified in this article or presently running after school to a lunch club.

## ARTICLE 25 - COMPENSATION OF ATHLETIC COACHES

- A. Salaries for all coaches and assistant coaches shall be paid in accordance with the schedule below:

HIGH SCHOOL	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024
<b>*FOOTBALL</b>					
Varsity	9,131	9,131	9,223	9,223	9,315
Varsity Assistant	6,831	6,831	6,899	6,899	6,968
JV Coach	6,831	6,831	6,899	6,899	6,968
JV Assistant	6,225	6,225	6,287	6,287	6,350
Freshman Coach	5,809	5,809	5,867	5,867	5,925
Freshman Assistant Coach	5,490	5,490	5,545	5,545	5,601
<b>Basketball, Wrestling</b>					
Varsity	8,566	8,566	8,651	8,651	8,738
Varsity Assistant	6,485	6,485	6,550	6,550	6,616
JV Coach	6,485	6,485	6,550	6,550	6,616
Freshman Coach	5,809	5,809	5,867	5,867	5,925
<b>**BADMINTON, BASEBALL, CHEERLEADING, FENCING GYMNASTICS, LACROSSE, SOFTBALL, TENNIS, VOLLEYBALL, SWIMMING, SPRING TRACK, SOCCER, CROSS COUNTRY, FIELD HOCKEY, WINTER TRACK</b>					
Varsity Coach	7,980	7,980	8,060	8,060	8,140
Varsity Assistant and Diving	6,288	6,288	6,351	6,351	6,415
JV Coach	6,288	6,288	6,351	6,351	6,415
Freshman Coach	5,809	5,809	5,867	5,867	5,925
<b>Golf, Bowling</b>					
Varsity Coach	5,849	5,849	5,907	5,907	5,966
Varsity Assistant	4,443	4,443	4,487	4,487	4,532
Athletic Trainer per season	8,278	8,278	8,361	8,361	8,444
<b>***MODIFIED PROGRAM</b>					
Swimming	5,871	5,871	5,930	5,930	5,989
Baseball	5,612	5,612	5,668	5,668	5,724
Basketball	5,612	5,612	5,668	5,668	5,724
Cross Country	5,612	5,612	5,668	5,668	5,724

<b>Field Hockey</b>	5,612	5,612	5,668	5,668	5,724
<b>Football</b>	6,174	6,174	6,236	6,236	6,298
<b>Football Assistant</b>	5,578	5,578	5,634	5,634	5,690
<b>Lacrosse</b>	5,612	5,612	5,668	5,668	5,724
<b>Soccer</b>	5,612	5,612	5,668	5,668	5,724
<b>Softball</b>	5,612	5,612	5,668	5,668	5,724
<b>Track</b>	5,612	5,612	5,668	5,668	5,724
<b>Volleyball</b>	5,612	5,612	5,668	5,668	5,724
<b>Wrestling</b>	5,612	5,612	5,668	5,668	5,724
<b>Assistants</b>	5,072	5,072	5,123	5,123	5,174
<b>****TIMERS AND SCORERS: ALL SPORTS PER LEVEL</b>					
<b>Varsity, JV/Freshman</b>	1,187	1,187	1,199	1,199	1,211
<b>Modified Program</b>	694	694	701	701	708
<b>Videographer - Football</b>	2,301	2,301	2,324	2,324	2,347

\*The above stipends are for home games; away games paid at same rate.

\*All contests beyond the regular season shall be compensated with chaperone pay.

For all post-season games coach will be paid \$125.00 per day. For all other post-season services coaches will be compensated at the rate of \$110 per day in 2019-20; \$110 per day in 2020-21; \$112 per day in 2021-22; \$112 per day in 2022-23; and \$114 in 2023-24.

If boys' varsity volleyball participates in the playoffs, the JV coach may act as the varsity assistant and receive post-season pay."

Coaches shall confer with the Athletic Director regarding expectations for the length and frequency of post-season work.

- B. Coaches will be paid one-half of their coaches' salary at or about mid-season. The mid-season dates are as follows:

High School

Fall – September 20  
Winter – December 20  
Spring - April 30

Middle School

Fall - October 1  
Early Winter - December 15  
Late Winter - March 1  
Spring - April 30

Authorization for final payment will be made after the coach has rendered a brief synopsis of the activity (including numbers of participants and team records, pre season and post-season rosters, end-of-season inventory) and completed all coaching duties for that sports season.

- C. The foregoing positions can be added to or eliminated at the discretion of the Superintendent; the Superintendent shall promptly advise in writing, the President of the Association of any such additions or deletions.
- D. No teacher will be allowed to perform any of these duties without receiving the compensation as specified in this Agreement.
- E. When it is necessary for any coach to accompany athletes during an overnight stay, the coach may draw an advance to cover immediate and pertinent expenses. Said coach must furnish the District with receipts for amounts spent. Any unused monies from this advance will be returned to the District.
- F. First consideration will be given to teachers qualified to coach within the building where the position exists. Secondary consideration shall be given to qualified coaches within the District but outside the building. Any coach who is not a member of the bargaining unit will be required to pay union dues to the HHHTA in the amount of \$75. Notwithstanding the foregoing, the District retains the sole right to select candidates for coaching positions.
- G. Coaches who have accrued 10 or more years coaching in the same sport in the Half Hollow Hills CSD shall receive \$1250 for 2019-20 and 2020-21 and \$1500 for 2021-22, 2022-23, and 2023-24 longevity per season. Coaches accrue longevity coaching the same sport regardless of level, (i.e. modified, freshman, J.V. or varsity).

## ARTICLE 26 - SALARY DIFFERENTIAL POSITIONS

- A. The Salary Differential Positions shall be filled from within the District whenever possible and shall be reimbursed as follows:

<b>SALARY DIFFERENTIAL POSITIONS</b>	<b>2019-2020</b>	<b>2020-2021</b>	<b>2021-2022</b>	<b>2022-2023</b>	<b>2023-2024</b>
<b>Specialists and Directors</b>					
<b>All Chairpersons</b>	5,658	5,658	5,715	5,715	5,772
<b>Chief Psychologist</b>	5,741	5,741	5,798	5,798	5,856
<b>Deans</b>	5,220	5,220	5,272	5,272	5,325
<b>Elementary Assessment Liaison</b>					
<b>if shared by two people</b>	3,817	3,817	3,855	3,855	3,894
<b>if done by one person</b>	4,781	4,781	4,829	4,829	4,877

<b>Elementary Curriculum Liaison</b>					
<b>if shared by two people</b>	3,817	3,817	3,855	3,855	3,894
<b>if done by one person</b>	4,781	4,781	4,829	4,829	4,877
<b>Elementary Tech Liaison AV/Computers</b>	6,206	6,206	6,269	6,269	6,331
<b>Facilitators</b>	6,115	6,115	6,176	6,176	6,237
<b>Foreign Language Exchange Program Coordinator</b>	3,818	3,818	3,856	3,856	3,895
<b>Guidance Director - Middle School</b>	15,156	15,156	15,308	15,308	15,461
<b>Guidance Director - High School</b>	17,222	17,222	17,394	17,394	17,568
<b>Head Nurse</b>	5,624	5,624	5,680	5,680	5,737
<b>Independent Math Research Director</b>	6,052	6,052	6,112	6,112	6,174
<b>Independent Science Research Director</b>	6,052	6,052	6,112	6,112	6,174
<b>Mentor</b>	3,784	3,784	3,822	3,822	3,861
<b>Natatorium Director - Day</b>	6,781	6,781	6,849	6,849	6,917
<b>Planetarium</b>	6,781	6,781	6,849	6,849	6,917
<b>Staff Development Bldg. Chairperson</b>	2,418	2,418	2,442	2,442	2,467
<b>Supervisors - in bargaining unit</b>	8,017	8,017	8,098	8,098	8,179
<b>Supervisors' Building Assistant - Secondary</b>					
<b>General Building Assistant</b>					
<b>1 - 14 teachers</b>	4,220	4,220	4,262	4,262	4,305
<b>15 + teachers</b>	5,624	5,624	5,680	5,680	5,737
<b>Technology Liaison</b>	4,781	4,781	4,829	4,829	4,877
<b>Secondary Special Education Testing Liaison - maximum one per secondary school</b>	2,296	2,296	2,319	2,319	2,342

- B. If job titles and functions are liquidated for chairpersons, these individuals are to revert to a teaching assignment in their respective departments.
- C. The foregoing positions can be added to or eliminated at the discretion of the Superintendent. The Superintendent shall promptly advise in writing the President of the Association of any such additions or deletions.
- D. No teacher shall be allowed to formally perform a salary differential position without receiving the compensation specified in this Agreement, or if not so specified, as agreed upon between the Association and the Administration.
- E. In the event the District creates a position or activity after the effective date of this contract which involves or should involve unit members, such positions will be posted and the stipends will be negotiated. All the provisions of this article will be in effect for those positions.
- F. Members who teach in the Online Credit Recovery Program shall receive \$2,000 for up to three students and \$2,600 for 4-6 students. Teachers shall receive an additional \$200 for each additional student beyond 6. A maximum of 8 students will be permitted in each section.
- G. Members who facilitate College Essay Writing Workshops shall be compensated at the hourly rate of pay for Homebound Instruction for time facilitating the workshops and reviewing essay submissions. Teachers are expected to review three essays per hour and provide feedback within one week of receipt.
- H. The Administration will provide the Association with appropriate job descriptions for each salary differential position.

<b>ARTICLE 27 - SCHOOL CALENDAR</b>
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- A. The school calendar shall contain 181 days of instruction plus two conference/in service days, which shall include orientation day, teacher in-service training, and conferences. (The content of the latter shall be discussed by the Superintendent and Association President).
- B. The foregoing instructional days, conference days and in-service days shall not be diminished in number. In the event one of the foregoing days is canceled due to weather conditions, the Superintendent of Schools in his/her discretion shall reschedule the cancelled day(s) for an available day(s) during which school is not scheduled to be open, or reschedule the cancelled work time in the form of additional daily work time. The Association President shall be consulted before the rescheduled day(s), or work time, is announced.

- C. Within the requirements of paragraphs (A) and (B) above, the establishment of a school calendar (i.e. selection and distribution of instructional, conferences and in-service days), shall be determined as the product of joint consideration by the Association, the Superintendent and the Board of Education. The Superintendent shall submit the calendar to the Board for the final approval of that body.
- D. Subject to the requirements of the Regulations of the Commissioner of Education, the last three days of school at the elementary level shall be one-half days.

<b>ARTICLE 28 - PARENTAL CONFERENCES</b>
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- A. Parents shall have an opportunity to attend a parent/teacher conference on the conference dates designated in the school calendar for such activity.
- B. The selection of dates and times for hosting parent-teacher conferences shall be done collaboratively between building representatives and administration within each school.
- C. Elementary teachers shall be granted one day during the 181 days of instruction to accomplish parent teacher conferences. Hours for the aforesaid day shall be 8:30 to 2:00.
- D. During the fall of each school year, elementary teachers shall be required to attend two parent teacher evening conferences for up to 2.5 hours each. Teachers shall establish a schedule for fulfilling this requirement within the designated 3-hour windows.
- E. During the fall of each school year, secondary teachers shall be required to attend two parent teacher evening conferences for up to 3.5 hours each. Teachers shall establish a schedule for fulfilling this requirement within the designated 4-hour windows.
- F. Teachers shall make every reasonable effort to meet with those parents who could not attend a conference on one of the designated days. Teachers who exceed 70 scheduled evening conferences and cannot accommodate parent meeting requests within the allotted time may be asked to hold additional meetings on one or two afternoons immediately following the school day. In the event that they are asked to do so, selection of dates and times shall be done collaboratively between the building administration and the affected teacher. Each of these afternoons shall be deducted from that teacher's mandated free class coverages.
- G. Administration and the Association are committed to ensuring that conferences continue to meet the needs of parents and staff. The parties shall continue to work collaboratively to identify practices that promote success and efficiency in the facilitation of parental conferences.



- H. Special Education teachers charged with the responsibility of writing IEPs shall be granted two full days or four half-days for the preparation and writing of IEPs.

#### **ARTICLE 29 - PREPARATION OF GRADES**

- A. Except as provided in section B below, grades will be due at 11:00 a.m. on the fifth school day after the last day of each marking period.
- B. With respect to Regents examinations, all teachers shall have forty-eight hours following the examinations to submit Regents grades.
- C. In all schools, all district-wide standardized tests shall be machine scored.
- D. Any teacher who is required to grade a state or district mandated standardized test, which cannot either be machine scored or graded by an aide, shall be compensated at the rate of \$200 for grading these tests. In the event that grading of these exams requires less than a full day, the teachers will be compensated at a pro rata basis. These tests should be graded on a day when school is not in session. This clause does not apply to Regents exams or to departmentalized final exams.
- E. At the secondary level, teachers shall update online gradebooks no less than once every three weeks.

#### **ARTICLE 30 - TIME FOR THE PRESIDENT, THE EXECUTIVE BOARD, AND SENIOR FACULTY BUILDING REPRESENTATIVE COUNCIL MEMBER**

- A. To the extent that the particular teaching assignments can reasonably be adjusted and permits, released time for the President of the Association will be provided up to half time in his/her teaching and non-teaching assignments.
- B. Each Senior Faculty Building Representative Council Member and the Executive Board will be released from building assignments to cafeteria, playground, study hall, bus loading platform, hall duty and homeroom, and also be permitted to have flexible departure time to the extent that such flexibility does not interfere with the performance of normal professional duties.
- C. The Association shall be provided with twenty Association days, to be used for Association business by the president or his/her designee, not to exceed an allocation of five days per individual, with the exception of the Union president. The Union President shall be permitted, subject to the approval of the Superintendent, use of an additional five days, for total individual allocation of 10 days, out of the aforesaid twenty days. These

days shall be utilized without loss of pay or personal days of the President or designee. The Association shall reimburse the District for the cost of per diem substitutes, if employed. The Association will give reasonable notice of use of said days.

### **ARTICLE 31 - SUBSTITUTES**

Teachers shall indicate their preference for the selection of substitute teachers to replace them, when absent. Additionally, staff teachers may be called upon to evaluate substitute teachers who have served in their absence. The final decision as to the employment of a substitute teacher and to establish a substitute teacher list shall remain in the discretion of the Superintendent of Schools.

### **ARTICLE 32 - STAFF HANDBOOK**

It is expressly understood that teacher "staff handbooks" shall not be distributed to teachers without the prior review and consultation of the Building Committee (Faculty Committee).

### **ARTICLE 33 - GRIEVANCE PROCEDURES**

#### **A. Purpose**

In order to provide the best possible educational climate and program for the Half Hollow Hills School District, and to establish harmonious and effective relationships among those working toward this goal, these grievance procedures have been established consistent with law and with this Agreement to resolve satisfactorily group or individual differences which would tend to unsettle or undermine the effective functioning of the school system. It is their purpose to secure under this contract at the lowest possible administrative level, equitable solutions to grievances of teachers through procedures free from coercion, interference, restraint, discrimination or reprisal.

#### **B. Definitions**

1. 'Grievance' shall mean any claimed violation, misinterpretation or inequitable application of any provision of this agreement."
2. "Teacher" shall mean any member or group of members similarly situated of the unit represented by the Association and covered by the Agreement.
3. "Supervisor" shall mean any principal, assistant principal, immediate superior, or other administrator or supervisory office responsible for the area in which an

alleged grievance arises.

4. "Association" shall mean the Half Hollow Hills Teachers' Association, Inc.
5. "Aggrieved party" shall mean any person or group of persons in the negotiating unit filing a grievance.

#### C. Procedures

1. All written grievances shall include the name and the position of the aggrieved party, the identity of the provision of law, this agreement, policies, etc., involved in the said grievance, the time when and the place where the alleged events or conditions constituting the grievance existed, the identity of the party responsible for causing the said events or conditions, if known to the aggrieved party, and a specific statement of the nature of the grievance and the redress sought by the aggrieved party.
2. Except for informal decisions at Stage 1A, all decisions shall be rendered in writing at each step of the grievance procedure, setting forth findings of fact, conclusions and supporting reasons thereof. Each decision shall be promptly transmitted to the aggrieved party.
3. A grievance may be initially submitted by the Association and/or the aggrieved party directly at Stage 2 described below without first being submitted to Stage 1 where grievance directly involved the superior.
4. The Board of Education and the Association agree to facilitate the investigation which may be required and to make available any and all material, documents, communications, and records concerning the alleged grievance except for those defined in Article 7 as confidential.
5. Except as otherwise provided in paragraphs D-6, 1a and D-6, 1b below, any party of interest shall have the right at all stages of a grievance to confront and cross-examine all adverse witnesses who testify and to call witnesses on his/her own behalf and at his/her expense to be furnished with a copy of any minutes of the proceedings made at each and every stage of this grievance procedure.
6. Nothing contained herein will be construed as limiting the right of any teacher having a grievance to discuss the matter informally with any appropriate member of the administration and having the grievance adjusted without intervention of the Association, provided the adjustment is not inconsistent with the terms of this Agreement and existing laws, rules, procedures, and regulations.

7. If any provisions of this grievance procedure or any application thereof to any teacher or group of teachers in the negotiating unit shall be finally determined by any court to be contrary to law, then such provision or application shall not be deemed valid and subsisting except to the extent permitted by law but all other provisions or applications will continue in full force and be binding on the parties.
8. If a grievance affects a group or class of teachers, the Association may process such a grievance as though it were an individual grievance. In such a case, the Association may process a grievance for all persons concerned, even though no individually aggrieved person may wish to do so.
9. Only the Association may advance a grievance beyond stage 2, in its sole discretion.

#### C. Time Limits

1. Since it is important to good relationships that grievances be processed as rapidly as possible, every effort will be made by all parties to expedite the process. The time limits specified hereunder for either party may be extended only by mutual written agreement.
2. No written grievance will be entertained unless it is forwarded at the first available stage within sixty school days after the teacher knew of the act or condition on which the grievance is based.
3. If a decision at one stage is not appealed to the next stage of the procedure within the time limit specified, the grievance will be deemed to be discontinued and further appeal under this Agreement shall be barred.
4. Failure at any stage of the grievance procedure to serve a written decision on the aggrieved party and his/her representative within the specified time limit shall permit the lodging of an appeal at the next stage of the procedure within the time which would have been allotted had the decision been communicated by the final day.
5. In the event a grievance is filed on or after June 1, and no supervisor is available, the grievance shall be enacted at Stage 2.
6. Any grievances filed during the school year and not finally resolved prior to the end of the school year, and any grievances filed during the summer recess, shall continue to be processed during the summer recess and thereafter.

##### 6.1 **Stage 1: Supervisor**

- a) A teacher having a grievance will discuss it with his/her supervisor, either directly or through a representative with the objective of resolving the matter informally. If the teacher submits the grievance through a representative, the teacher may be present during the discussion of the grievance.
- b) If the grievance is not resolved informally, it shall be reduced to writing and presented to the supervisor within four school days. Within four school days after the written grievance is presented to him/her, the supervisor shall render a decision in writing, including a possible solution, if any, of the condition or conditions which brought about the grievance, and present it to the teacher and his/her representative.

**6.2 Stage 2: Superintendent of Schools**

- a) If the teacher initiating the grievance is not satisfied with the written decision at the conclusion of Stage 1 and wishes to proceed further under this grievance procedure, the teacher or the Association's Grievance Committee on his/her behalf, if requested, shall file a written appeal of the decision at Stage 1 with the Superintendent of Schools within twenty school days after the teacher has received such written decision. A copy of the written decision at Stage 1 shall be submitted with the appeal.
- b) Within four school days after the receipt of the appeal, the Superintendent of Schools, or duly appointed agent or representative authorized to act in his/her place during his/her absence or disability, shall schedule a hearing with the aggrieved party and the Grievance Committee or its representative and all other parties of interest, for a date within five school days thereafter except in emergency situations or professional commitment of the Superintendent.
- c) The Superintendent of Schools shall render a decision in writing to the aggrieved party and the Grievance committee or its representative within five school days after the conclusion of the hearing.

**6.3 Stage 3: Board of Education**

- a) If the teacher or the Association is not satisfied with the decision at Stage 2, the teacher or the Grievance Committee will file an appeal in writing with the Board of Education within fifteen school days after receiving the decision at Stage 2.
- b) Within ten school days after receipt of an appeal, the Board shall hold a hearing on the grievance. The hearing shall be conducted in executive

session and the aggrieved party and/or representative may be in attendance and may orally supplement the written grievance.

- c) Within five school days, after the conclusion of the hearing, the Board of Education shall render a decision in writing, and serve it upon the aggrieved party.

#### **6.4 Stage 4: Arbitration**

- a) After such decision at Stage 3, the Association may submit a written Notice of Intention to Arbitrate the grievance to District within fifteen (15) working days of the Stage 3 decision.
- b) Within five school days after such written notice, the Board and the Association or teacher will agree upon a mutually acceptable arbitrator. If the parties are unable to agree, a request for appointment may be made to the American Arbitration Association (A.A.A.) by either party.
- c) Within 5 school days of after submission of the Notice of Intention to Arbitrate the Association and the District will attempt to mutually select an arbitrator. In event agreement cannot be reached, an Arbitrator will be retained by filing with the American Arbitration Association ("AAA") in accordance with its rules of procedure. In either circumstance, the hearing will be conducted in accordance with AAA rules.
- d) The arbitrator shall have no power or authority to offer any recommendation which is prohibited by law or which is volatile of the terms of this Agreement.
- e) A decision of the arbitrator shall be accepted as final and binding by all parties to the arbitration.
- f) Cost of the arbitration and arbitrator shall be borne equally by the Board and the Association or by the Board and the aggrieved party if that person was not represented by the Association.

## **ARTICLE 34 - SALARY**

- A. An employee's Base Salary, or Salary, refers to the dollar amount on the salary scale plus any longevity payment. The additional compensation earned by teachers with a sixth teaching period is included for the purposes of base salary.
- B. The per diem rate of pay shall be calculated at 1/200 of most current annual salary.
- C. Routine step movement shall occur from year to year on the unit member's normal movement date. Increases to the attached salary schedules will be in accordance with the following percentages for each year of the Agreement:
  - 1. July 1, 2019-June 30, 2020: 1.5%
  - 2. July 1, 2020-June 30, 2021: 1.5%
  - 3. July 1, 2021-June 30, 2022: 1.5%
  - 4. July 1, 2022-June 30, 2023: 1.5%
  - 5. July 1, 2023-June 30, 2024: 1.5%

## **ARTICLE 35 - REGULATIONS CONCERNING SALARY SCHEDULE**

- A. Credit for previous teaching services, military experience, business experience, or other experience, may be allowed upon recommendation of the Superintendent and approval of the Board. Whenever a person is on payroll for one half of the school year or more, a full year of longevity will be credited only for the purpose of salary step.
- B. Beginning July 1, 2019 any unit member who completes or has completed one or more years at the top step of any column on the salary schedule will receive an annual longevity payment of \$1500.00. Beginning July 1, 2021 any unit member who completes or has completed three years at the top step of any column will receive an annual longevity payment of \$2500.00. Beginning July 1, 2023 any unit member who completes or has completed five years at the top step of any column will receive an annual longevity payment of \$3000.00. Such longevity payment will not compound with base increases.
- C. The following regulations shall govern placement on salary columns:
  - Column A - Bachelor's degree or other acceptable minimum training.
  - Column B - Fifteen credits of graduate work beyond Bachelor's degree.
  - Column C - Thirty credits beyond Bachelor's degree.

**Note:** Any teacher who has qualified for Column C, but does not have a Master's degree will receive an additional \$300 at each step for thirty credits of approved work beyond the Column C requirement.

Column D - Master's degree

Column E - Master's degree plus 15 credits.

Column F - Master's degree plus 30 credits.

Column G - Master's degree plus 45 credits.

Column H - Master's degree plus 60 credits.

Column I - Master's degree plus 75 credits. (For movement to Column I, teachers may receive credit for course work and in-service previously completed, which course work would have been otherwise approved hereunder, if said course work or in-service credit was obtained after June 30, 1983.)

Column J - Master's degree plus 90 credits. (For movement to Column J, unit members may receive credit only for courses taken subsequent to September 28, 1998 and which are in accordance with the Half Hollow Hills Professional Development Plan as set forth in Article 38, Subsection F.)

**Undergraduate Course Work:**

All undergraduate course work must have the prior written approval of the Superintendent of Schools in order to qualify for horizontal salary credit.

**Doctorate:**

For unit members who have an earned doctorate acceptable to the Superintendent, \$1000 shall be added to the appropriate step in column J.

**Column Movement:**

No more than one-half of the courses approved by the Superintendent for credit in determining compensation beyond the Bachelor's degree compensation, shall be in-service courses. The remaining courses to be approved must be courses taken at schools accredited by the New York State Department of Education. This clause shall not be applicable to credits earned prior to September 1, 1973.

- D. A "Salary Course Credit Committee" shall consist of three teachers appointed by the Association President and three administrators appointed by the Superintendent of Schools. The Superintendent may refer applications for graduate course credit for salary movement to the Committee for its review and recommendation to the Superintendent.
- E. Beginning September 1, 2015, except when the credits result in the unit member earning a Master's or Doctoral degree, unit members may only advance one column in each year of the Agreement. Multiple column movement within the same school year if the receipt of such degree results in appropriate placement beyond one column is permitted. Changes from one column to another may be made at the beginning of either term, effective



September 1 or February 1. For a change in salary column to be effective September 1, requests must be received in the Office of the Superintendent by September 15. For a change to be effective February 1, requests must be received by February 15. Official transcripts (or original completion certificates for in-services courses) to substantiate such changes must be filed, in the case of a September 1 change, on or before the next following January 15<sup>th</sup>. For a February 1<sup>st</sup> change the appropriate document must be filed on or before the next following May 1<sup>st</sup>. The foregoing shall be the responsibility of the teacher."

- F. Teachers shall receive their salary on the basis of twenty-six payments computed from September 1 through August 31, although the full ten-month salary is earned for service between September 1 and June 30. A teacher may elect to receive his/her salary on a ten month basis in twenty-two equal installments, however, as long as the Accounting office is notified by September 15 of that year. Checks will be distributed every two weeks. Payday shall be Friday.
  - 1. Any teacher whose services will be terminated on June 30 shall be paid all withheld amounts as of that date, in order not to affect the accounting records for the following fiscal year.
  - 2. Teachers who remain on staff from one year to the next shall receive the balance of their salary (four payments) on the last school day in June. However, if budgeting requirements necessitate, the District can post electronic payment July 1.
- G. All unit members will be required to enroll in direct deposit by no later than November 1, 2008.
- H. The District and the Association shall work jointly in an effort to separate stipends for Extra-Curricular positions, Athletic Coaches and Salary Differential positions above \$5,000 from regular payroll.
- I. Members who pursue National Board Certification shall be advanced one step on the salary schedule. Members who withdraw from or fail to earn certification shall not receive their step movement in the first school year following withdrawal or expiration of the application window.

#### **ARTICLE 36 - HEALTH INSURANCE, DENTAL INSURANCE, AND LIFE INSURANCE**

This article is subject to the Board's establishment of a flexible benefit plan pursuant to the Internal Revenue Code, as set forth in paragraph J of this article.

- A. Effective July 1, 2004, for unit members whose base salary is under \$60,000, the Board of Education shall assume 85% of the cost of the Empire Plan plus Enhancements. The same dollar amount shall be applied to the other two plans (HMO & HIP). Effective July 1, 2004, for unit members whose base salary is \$60,000 or above, the Board of Education shall assume 80% of the cost of the Empire Plan plus Enhancements. The same dollar amount shall be applied to the other plans (HMO & HIP). Unit members shall take into retirement the same contribution rate they had in their final year of active employment, except that those unit members who retire by June 30, 2005, will contribute 15% of the health insurance premium in retirement, irrespective of their contribution rate as active employees.
- B. Effective July 1, 2006, for unit members whose base salary is less than \$60,000, the Board of Education shall assume 85% of the cost of the Empire Plan plus Enhancements. The same dollar amount shall be applied to any healthcare plans the District and Association jointly agree to make available to bargaining unit members. Effective July 1, 2006, for unit members whose base salary is at least \$60,000, but less than \$100,000, the Board of Education shall assume 80% of the cost of the Empire Plan plus Enhancements. The same dollar amount shall be applied to any healthcare plans the District and Association jointly agree to make available to bargaining unit members. Effective July 1, 2006, for unit members whose base salary is \$100,000 or more, the Board of Education shall assume 75% of the cost of the Empire Plan plus Enhancements. The same dollar amount shall be applied to any healthcare plans the District and Association jointly agree to make available to bargaining unit members. Unit members who have had at least 10 years of NYSHIP benefit-eligible State service in the District shall take into retirement the same contribution rate they had in their final year of active employment, except that for those unit members who retire by June 30, 2008, the maximum contribution rate shall be 20%.
- C. Teachers retiring during the term of this agreement, July 1, 2019-June 30, 2024, shall be granted an appropriate letter respecting continuation of health insurance benefits during retirement. Parties will agree upon a form letter.
- D. This provision shall also apply to any excessed teachers until November 30<sup>th</sup>. The cost of premiums for excessed teachers will be shared equally by the Association and the District. The foregoing shall not apply to excessed teachers who are covered under a spouse's health insurance plan. At the time of excessing, the affected teacher will supply a notarized statement to the District regarding the foregoing. All of the foregoing shall be subject to federal law.
- E. Right to Change Insurance Carriers:

Notwithstanding the foregoing, the Board of Education retains the right to change insurance carriers provided that the resulting dental and/or health insurance plan or

program contains substantially equal benefits as to that provided under the Empire Plan; the replacement insurance company is comparable to Metropolitan Life Insurance Company in that it is a recognized insurer; and prior to any change of carrier the Board shall have consulted with the Union respecting said proposed change. The Association and the Board shall meet at the Board's request to negotiate respecting the establishment of a self-insured plan of medical and dental benefits, during the term of this contract.

F. Waiver of Insurance:

A unit member may submit a waiver of coverage and shall be eligible to be paid on a yearly basis in accordance with the following schedule:

- \$2,000 for waiver of family coverage
- \$1,200 for waiver of individual coverage
- \$1,000 to reduce coverage from family to individual , provided that the unit member is carrying family coverage, and provided further that family coverage is not picked up by a spouse employed by the District.

In the event 65 unit members with family coverage opt to submit a waiver of coverage, the following schedule will be used:

- \$4,000 for waiver of family coverage
- \$2,000 to reduce coverage from family to individual, provided that the unit member is carrying family coverage, and provided further that family coverage is not picked up by a spouse employed by the district.

In the event 57 unit members with individual coverage opt to submit a waiver of coverage, the following schedule will be used:

- \$2,400 for waiver of individual coverage

Unit members are eligible to the waiver regardless of whether their spouse or dependent is an employee of the Half Hollow Hills CSD.

G. The Board of Education shall assume 80% of the cost of the self-insured dental plan administered by the Half Hollow Hills Teachers' Association.

For the life of this Agreement (specifically, July 1, 2019-June 30, 2024) the annual cost of the plan per participant shall be as follows

Individual: \$847.57

Employee with One Dependent: \$1,431.18

Employee with Multiple Dependents: \$2,321.22

For the life of the first successor Agreement immediately following June 30, 2024, annual premium increases shall not exceed 2.5%.

- H. The Board of Education shall pay the premium cost of a group term life insurance program providing each active unit member with insurance coverage for 200% of the teacher's annual salary. The premium cost of the said group term life insurance shall become part of the welfare trust fund set forth in paragraph I below. The HHHTA Welfare Trust shall bear sole responsibility for ensuring coverage complies with contractual obligations.
- I. The District shall pay to the Association the sum of \$155,000.00 for each of the years of this contract.
1. The foregoing sum shall be used exclusively for the premium cost of a disability insurance plan to be selected by the Association. This plan shall be administered by an Association Welfare Trust Fund; the Board of Education shall have the right to appoint a member to the governing body of said Association Welfare Trust Fund.
  2. In the event the premium costs for the current insurance plan for the years 2019-20, 2020-21, 2021-22, 2022-23 and 2023-24 exceed the sums set forth above, then the additional premium costs therefore shall be deducted from the salary package for said years.
- J. Flexible Benefit Plan
1. The District shall continue a Cafeteria Plan pursuant to the Internal Revenue Code containing the following elements:
    - a. Inclusion of employee contributions to health and dental insurance.
    - b. Optional inclusion of "buy-out" funds arising from a waiver of health insurance for the purpose of establishing a medical and dental reimbursement plan.
  2. Inclusion of a child care and elder care salary reduction plan; inclusion of an unreimbursed medical and dental expenditures salary reduction plan.
- K. Part-time employees working a minimum of 0.4 FTE shall be granted health insurance according to the following guidelines:
- 0.4 FTE District contributes 50% of the NYSHIP individual/family premium
  - 0.5 FTE District contributes 50% of the NYSHIP individual/family premium
  - 0.6 FTE District contributes 60% of the NYSHIP individual/family premium
  - 0.7 FTE District contributes 70% of the NYSHIP individual/family premium
  - 0.8/0.9 FTE District contributes 85%, 80% or 75% of the NYSHIP individual/family premium based on the employee's prorated salary and in accordance with Article 36B

Part-time employees working a minimum of 0.4 FTE shall be granted dental insurance according to the following guidelines:

- Employees may elect to participate in individual coverage, individual +1 coverage, or family coverage presently available to full-time employees.
- 0.4 FTE District contributes 50% of the premium for the elected coverage
- 0.5 FTE District contributes 50% of the premium for the elected coverage
- 0.6 FTE District contributes 60% of the premium for the elected coverage
- 0.7 FTE District contributes 70% of the premium for the elected coverage
- 0.8/0.9 FTE District contributes 80% of the premium for the elected coverage

#### **ARTICLE 37 - CONTRACT APPLICABILITY FOR ATHLETIC TRAINERS**

- A. Athletic Trainers shall work under the terms and conditions set forth in Appendix B of this Agreement.

#### **ARTICLE 38 - HALF HOLLOW HILLS PROFESSIONAL DEVELOPMENT PLAN**

- A. Both the Half Hollow Hills Teachers' Association and the School District are committed to the improvement of instruction through continued professional development of all unit members. To meet this goal we agree to the following Professional Development Plan (PDP).
- B. All teachers shall annually be required to complete (outside the school day) professional development course work, approved by the Superintendent, in the amount of 12 hours for non-tenured teachers and 9 hours for tenured teachers. Probationary teachers previously tenured within the District are considered tenured solely for the purposes of this provision.

Notwithstanding the foregoing, in the event a Principal, Coordinator, Director or other Administrator deems that a unit member is in need of further course work to improve the unit member's performance of professional duties, such unit member may be required to complete up to 22.5 hours of PDP coursework.

- C. Upon consultation with and approval of the building principal, a unit member in the last year of service prior to retirement may complete an alternative professional development plan.
- D. Every bargaining unit member shall have at least two opportunities to satisfy the above requirement through District provided In Service courses. Additionally, a bargaining unit member may request special approval from the Superintendent to fulfill this requirement from other than In District Courses. These courses must directly relate to the unit members' area of expertise with the goal of improving student achievement through

classroom performance.

- E. It is understood that all courses must be approved by the Superintendent or his or her designee. Such approval shall be provided in writing.
- F. Credits earned by teachers pursuant to the PDP may be used for horizontal salary schedule movement as follows:
  - 1. The provisions of Article 35, Subsection B, shall apply to those teachers on Salary Column BA through and including Salary Column MA + 75.
  - 2. Horizontal movement from Salary Column MA + 75 to Salary Column MA + 90 can only be accomplished through credits taken in accordance with the PDP.
  - 3. For any teacher on the Ph.D. Salary Column who completes 15 credits in accordance with the PDP provisions, \$2000 shall be added to the appropriate step in column J.
- G. Subject to special approval by the Superintendent, if a bargaining unit member completes approved credit hours in an amount that exceeds the yearly requirement, the unit member shall be able to apply these credits towards the requirement for subsequent years.
- H. Where a bargaining unit member is obligated to satisfy a New York State mandated professional development plan, the Half Hollow Hills PDP hours shall be subsumed within the New York State requirement, provided that in each year, the bargaining unit member remains obligated to obtain the minimum number of professional development hours as specified in the Half Hollow Hills PDP, and is subject to the same procedural requirements as specified in the Half Hollow Hills PDP.
- I. Any teacher who does not satisfy the yearly requirement of credit hours, and who is not otherwise exempt from the requirement, shall have \$500 deducted from his/her final paycheck. In the event that a course is cancelled with no other courses scheduled for the remainder of the school year, the teacher will have such amount returned once the requirement is fulfilled.
- J. A bargaining unit member may apply, on a yearly basis, to the Superintendent for an exemption of the PDP requirement due to extenuating circumstances (i.e., extended leave of absence, workers compensation, disability, etc.)
- K. All provisions of this clause except B, F and I, which refer to bargaining unit members, shall also apply to registered nurses, teacher assistants, Occupational and Physical therapists provided, however, the annual PDP requirement for such unit members shall be six hours. Five hundred dollars shall be deducted from the final paycheck if the yearly requirement is not satisfied. Such amount shall be returned when the requirement is satisfied.

- L. Teachers who co-teach in programs including but not limited to ICT and ENL shall be granted three hours of PDP credit for each teacher with whom they are assigned to plan. In order to receive credit, teachers must submit date/s, time/s and artifacts reflecting the collaborative work done during those hours.

#### **ARTICLE 39 - DAMAGE TO PERSONAL PROPERTY**

While a teacher is on school property, performing his/her duties, either professional or extracurricular, any damage to or loss of personal property resulting from vandalism, malicious mischief and/or theft shall be reimbursed by the Board of Education on the basis of replacement cost at the time of loss. If the teacher is entitled to recovery under the terms of this Article, including the exclusions and conditions below, and the teacher has been paid by his/her insurance company, but the amount paid has been reduced by a "deductible" under the terms of the policy, the Board will pay to the teacher the amount of the "deductible." Reimbursement for any of the foregoing shall be subject to the following conditions and exclusions:

1. Excluded are:
  - a. Theft of a car, its contents and/or its accessories.
  - b. Currency, stocks, bonds, and checks.
  - c. Items, in one loss, whether by vandalism, malicious mischief, or theft, having a value of less than \$25 (this does not mean there is a \$25 deductible").
  - d. Loss recoverable by the teacher through insurance of the teacher in force at the time of the loss.
2. To be eligible the teacher shall exercise reasonable care over his/her personal property and shall have obtained written permission to bring covered personal property on school campus.
3. Maximum liability to the School District shall be \$500 for each occurrence.

#### **ARTICLE 40 - SCHOOL LIBRARIES**

- A. There may be flexible scheduling in any school library, as determined by the principal, librarian and faculty members in each school.
- B. Library-media specialists shall not teach non-library subjects (including reading skills). Library subjects shall be those related to library usage and appreciation of literature.

#### **ARTICLE 41 - PARAPROFESSIONALS/MONITORS**

- A. At least two lunchroom monitors shall be employed in each building, except for the high school where at least two shall be employed for each of the cafeterias.



- B. The following clerical paraprofessionals shall be employed to assist teachers by performing such services as the building committee deems appropriate. Jobs shall be described and defined by the building representatives, building representative alternate, and the principal.
1. One three hour paraprofessional per day for each elementary school.
  2. One six hour or two three hour paraprofessionals per day for each middle school.
  3. Two six hour or four three hour paraprofessionals per day for the high schools.
- C. Whenever any school has an enrollment of over 700 pupils, each nurse assigned to that school shall receive three hours of paraprofessional time per day for assistance in her/his duties except when there is more than one nurse assigned to the building. The aide time shall be provided so long as no individual aide now employed shall receive a change of classification of civil service status or an increase in her/his basic rate of pay because of the extra time spent assisting the nurse teacher. The Administration will make every effort to provide an additional person at the same hourly rate to perform said duties, if any change of status or rate of pay as aforementioned, shall prevent a present employee from performing said duties.
- D. There shall be one paraprofessional in each school library.
- E. Appropriate supplies shall be provided for each library paraprofessional.
- F. Administrators and the building principal shall evaluate the above personnel and their effectiveness during the last week in May of each year.

<b>ARTICLE 42 - ASSAULTS ON SCHOOL PERSONNEL</b>
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- A. Statement of Policy:
1. It is the policy of the Board of Education to support, protect and aid any teacher who suffers a physical assault by a pupil or other person while the teacher is properly acting in the discharge of his/her duties within the scope of the District's written policies.
  2. In the event of a physical assault upon a teacher by a pupil or other person or persons, the incident shall immediately be reported to the building principal or person in charge at the time. The building principal or person in charge will promptly notify the Superintendent of Schools.



B. Action by Administration:

The Administration shall take appropriate action in accordance with current disciplinary procedures and the District policy on suspension of pupils.

C. Legal Protection:

In the event that a parent or child files a criminal or civil charge against the teacher and the teacher qualifies under A above, the Board shall provide legal counsel for the teacher, at no expense to the teacher.

D. Medical Protection:

In the event an injury is caused as the result of an unprovoked assault, and to the extent that the teacher is not protected under Workers' Compensation, the teacher shall be granted extended sick leave, by the Board without prior deduction from the teacher's accumulated sick days.

<b>ARTICLE 43 - PUPIL-TEACHER RATIO</b>
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A. For the duration of this Agreement job security shall be maintained by using the agreed to pupil-teacher ratio, with the following exceptions, base date as of June 30, 1978:

There shall be one full-time librarian in each elementary school. There shall be one full-time librarian in each high school. There shall be one full-time librarian in Candlewood Middle School, and West Hollow Middle School. When a school closes, the librarian(s) position(s) may be eliminated.

B. Positions may be eliminated in the various tenure areas due to declining enrollment, based upon the following formula:

\*STAFFING RATIOS

<u>SUBJECT</u>	<u>STUDENTS</u>	<u>TEACHERS</u>	<u>RATIOS</u>
K-6	6,053	262.0	23.10
Art (K-12)	12,448	28.6	435.24
Music (K-12)	12,448	36.0	345.77
Physical Ed. (K-12)	12,448	44.8	277.85
Guidance (K-12)	6,273	27.4	228.94
Special Ed. (K-12)	506	39.0	12.97
Secondary Academic			

(7-12)	6,273	261.6	23.97
Reading (K-12)	1,504	37.6	40.00
Speech	12,448	6.7	1,857.91
Psychologists	12,448	10.3	1,208.54
Business Education	2,368	8.8	125.95
Home and Careers	2,369	12.0	197.41
Technology	2,542	14.2	179.22
*without part-time teachers			

Secondary academic includes the following teaching areas: English, Foreign Language, Science, Social Studies, Mathematics, Health, Dean and Planetarium.

- C. Notwithstanding the foregoing, the Board of Education retains the right to abolish any vacant position arising by way of attrition related to the voluntary termination, resignation and/or death of an incumbent staff member. The Board, in such event, shall also have the right to keep the position vacant and shall be under no duty in the event of position abolishment and/or maintenance of a vacant position to hire a new employee to fill said vacant position. In addition to the foregoing, in the event a vacancy occurs during the course of the school year, by way of attrition arising from the death, voluntary termination and/or resignation of a staff member, the Board shall be permitted to fill said position on a temporary basis and shall not be obligated to continue the incumbent in said position during the next following school year and thereafter.
- D. The Board shall be permitted to:
1. Utilize the next following year permissible full and part time job abolitions not used in the year in which the teacher-pupil ratio produces such permissible full and part time job abolitions.
  2. Refuse to fill positions that become vacant as a result of leaves of absence.
  3. Establish experimental and/or pilot programs, the staffing of which will not be included in ratio determinations; the positions resulting from said pilot and/or experimental programs shall not be protected by the provisions of Article 44, provided that the President of the Association and the Superintendent of Schools have reached mutual agreement regarding the same prior to the establishment of said pilot and/or experimental program, and provided further that the pilot and/or experimental program does not replace existing K - 12 instruction.
  4. In addition to the foregoing, the District will make every reasonable effort to maintain the current program.

#### **ARTICLE 44 - SECONDARY CAFETERIA DUTIES**

- A. No unit member shall be assigned to a duty station in a school cafeteria or recess location. Members may be assigned to duty stations in locations students elect to attend during their lunch periods, provided that supervision of such spaces is limited to passive monitoring. Members are not expected to facilitate or direct student activities in the duty stations to which they are assigned. Administration and representatives within each school will work to identify appropriate maximums for students' attendance and expectations for each space. Two teachers will be available (in the faculty room) each period to assist the Administration in the event of an emergency in the cafeteria.
- B. Where unit members are assigned to direct or facilitate student work during student lunch periods as part of their professional caseload, that work shall be recognized as instructional in nature. While the District may, in its discretion, annually add to or reduce the number of sections of this work that exist within each school, it shall not reclassify the nature of such work.

#### **ARTICLE 45 - JOB SHARING**

A Pilot Job Sharing program will be implemented and made available for the use of tenured unit members. The parties will immediately convene a committee for the purpose of developing the job share program. Upon completion such agreement will be deemed to constitute Article 45 of this Agreement and will be interpreted as replacing this paragraph for construction with the Agreement. Under no circumstances will the cost of the job share FTE exceed the cost of the higher total compensated FTE, including the cost of health insurance in compliance with the Affordable Care Act." Upon completion of the pilot program the parties will reconvene the committee for the purpose of assessing the continuation of the job sharing program.

#### **ARTICLE 46 - NO STRIKES**

The Teachers' Association agrees that during the term of this Agreement it will not encourage, instigate or direct its membership or any other parties to engage in a strike or other work stoppage against the Board of Education and the Half Hollow Hills Central School District.

#### **ARTICLE 47 - CONTRACT APPLICABILITY TO TEACHING ASSISTANTS AND NURSES**

- A. Teaching Assistants:
  - 1. The following provisions of this Agreement shall be inapplicable to teaching

assistants: Articles 3-C, 10-A, 10-B, 10-C, 10-D, 22, 23-C, 26, 28, 29, 34, 35-A (except for the last sentence), 35-B, 35-C, 35-D, 38-B, 38-F, 38-I, 40, 41, 43, 44.

2. The following separate provisions are made for teaching assistants:
  - a. Salary: The salary schedule for teacher assistants is shown in the Appendix to this Agreement.
  - b. Certification: No teaching assistant shall be employed who is not certified.
  - c. Job Security: All teaching assistant positions as of the date of execution of this agreement shall be maintained during the term of this agreement. However, teaching assistant positions may be abolished as a vacancy occurs.
3. The remaining clauses of the contract are applicable to teaching assistants except as expressly set forth above.
4. Beginning July 1, 2019 any unit member who completes or has completed one or more years at the top step of any column on the salary schedule will receive an annual longevity payment of \$1500.00. Beginning July 1, 2021 any unit member who completes or has completed three years at the top step of any column will receive an annual longevity payment of \$2500.00.

B. Registered Nurses

1. The following provisions of this Agreement shall be inapplicable to registered nurses: Articles 2, 3-C, 10-A, 10-C, 10-D, 22, 23-C, 26, 28, 29, 34, 35-A (except for the last sentence), 35-B, 35-C, 35-D, 38-B, 38-F, 38-I, 40, 41, 43-A, 43-B, 43-D1, 44. Job security for registered nurses is in keeping with Civil Service Regulations. The following separate provision is made for registered nurses:
2. For the first three years of employment in Half Hollow Hills, registered nurses shall follow the sick and personal day allotment for non-tenured teachers as described in Article 16.
3. Salary: The salary schedule for registered nurses is shown in attachment G.
4. Upon prior approval of courses, the District will reimburse nurses for the cost of any certificate or training that they are required to obtain/maintain for their role as a school nurse (e.g., CPR, AED, etc.) Courses reimbursed by the District are not eligible for PDP Credit.
5. Beginning July 1, 2019 any unit member who completes or has completed one or

more years at the top step of any column on the salary schedule will receive an annual longevity payment of \$1500.00. Beginning July 1, 2021 any unit member who completes or has completed three years at the top step of any column will receive an annual longevity payment of \$2500.00. Beginning July 1, 2023 any unit member who completes or has completed five years at the top step of any column will receive an annual longevity payment of \$3000.00. Such longevity payment will not compound with base increases.

- C. After three years of continuous service, a registered nurse will be given a continuing appointment. No nurse with a continuing appointment will be disciplined or discharged without just cause.

#### **ARTICLE 48 - OCCUPATIONAL THERAPISTS AND PHYSICAL THERAPISTS**

- A. The positions of Occupational and Physical therapists are recognized to be Civil Service positions. Provisions of this Agreement shall be applicable to the Occupational and Physical therapists, except the following: Articles 10-B, 10-C, 10-D, 10-E, 21, 23-B1, 23-B3, 23-B4 23B5, 23-C, 23-D, 23-E, 26, 29, 31, 35-A 9(except for the last sentence), 35-B, 35-C, 35-D, 38-B, 38-F, 38-I, 40, 41, 43, 44 and 46. Job security for Occupational and Physicals therapists is in keeping with Civil Service Regulations.
- B. Work Day: Occupational and Physical therapists need flexibility during the course of a work week to conduct their required duties. The required length of the Occupational and Physical therapists' day shall not exceed a maximum of 7 hours and 5 minutes, including a 30 minute lunch period and a 30 minute preparation period where they will be off duty. Accordingly, Occupational and Physical therapists shall be assigned to 365 minutes on task per day which duties shall include but not be limited to working with students, teacher-parent consultations; team meeting, CSE meetings, report writing, staff workshops, professional development and such duties as shall be assigned by the Assistant Superintendent for Research, Assessment and Special Services.
- C. The parties acknowledge that the duties performed by occupational and physical therapists are now and have been performed by outside agencies as well as by unit members, and thus do not constitute exclusive unit work. Accordingly, the parties recognize that the District may continue to contract out for such services. In event a unit member has been the subject of a reduction in force within the department, all impacted employees will be offered the opportunity to prior to seeking contract agency staffing."
- D. Evaluations: Occupational and Physical therapists shall be evaluated at least twice a year.

- E. Salary shall be based on the MA column of the teachers' salary schedule, up to Step 19. Effective July 1, 2020, the top salary step shall increase to Step 20. Therapists may advance from column MA to MA+15 and from column MA+15 to MA+30 in accordance with the terms set forth in Article 35 of this Agreement.


Beginning July 1, 2019 any unit member who completes or has completed one or more years at the top step of any column on the salary schedule will receive an annual longevity payment of \$1500.00. Beginning July 1, 2021 any unit member who completes or has completed three years at the top step of any column will receive an annual longevity payment of \$2500.00. Beginning July 1, 2023 any unit member who completes or has completed five years at the top step of any column will receive an annual longevity payment of \$3000.00. Such longevity payment will not compound with base increases.

- F. For the first three years of employment in Half Hollow Hills, Occupational and Physical Therapists shall follow the sick and personal day allotment for non-tenured teachers as described in Article 16.

WITNESS WHEREOF, the parties have executed this Agreement by their duly authorized representatives on the 25 day of July, 2019.

HALF HOLLOW HILLS TEACHERS'  
ASSOCIATION, INC.

By:   
Richard Haase, President


By:   
Heather Neary, 1<sup>st</sup> V.P.

By:   
Michael Falen, 2<sup>nd</sup> V.P.

By:   
Debra Rothar, Secretary


By:   
Sarah Baptiste, Treasurer

By:   
Marianne Pastorella, HS Trustee

By:   
Suzann Schmanski, MS Trustee

By:   
Matthew Gribbin, Elementary Trustee

HALF HOLLOW HILLS BOARD OF  
EDUCATION

By:   
Eric Geringswald, President

## **APPENDIX A**

### **Annual Professional Performance Review (APPR)**

Under Separate Cover



## **APPENDIX B**

### **TERMS AND CONDITIONS FOR ATHLETIC TRAINERS**

1. The following provisions of this Agreement shall be applicable to the Athletic Trainer: Articles 1, 8, 9, 12, 14, 17-B, 17-C, 17-D, 17-E, 17-F, 17-G, 18, 19, 33, 34, 35-A, 35-F, 35-G, 36, 37, 39, 42, and 46.

The remaining clauses of the Agreement are not applicable to Athletic Trainers except as expressly set forth above.

#### **2. SALARY:**

Athletic Trainers will follow the Teacher Assistant salary schedule, as listed in the current Agreement between the Half Hollow Hills Board of Education and Teachers Association, beginning on Step 3 and culminating on Step 10.

#### **3. SCOPE OF SERVICES:**

The Athletic Trainer's duties shall include, but not be limited to the following:

- a. Providing basic instruction to athletic staff members in the prevention and care of athletic injuries and conditions.
- b. Training and supervising student athletes for athletic contests and practices.
- c. Referring student athletic injuries and conditions to physicians for appropriate diagnosis and/or treatment.
- d. Implementing appropriate instructions and treatment as directed by District and/or family physicians.
- e. Developing and supervising appropriate rehabilitation programs for student athletes under the direction of a physician.
- f. Assisting and advising the District's coaching staff regarding injury prevention, conditioning programs, and the selection, care, and fitting of protective equipment.
- g. Inspecting and supplying all team medical kits prior to the beginning of each sports season.
- h. Treating and supervising treatment of all minor athletic injuries and conditions.

- i. Overseeing the organization, inventory, and requisition of all training room(s) supplies as approved and directed by the District's Athletic Director.
- j. Maintaining accurate records of all injuries sustained by student athletes during school athletic events and all rehabilitation procedures.
- k. Developing and distributing emergency phone numbers.
- l. Coordinating between injured student athletes, coaching staff, and District and/or family physicians.
- m. Reporting directly to the Athletic Director or his or her designee.
- n. Implementing Concussion Management protocol for student athletes at the direction of the Athletic Director and pursuant to Board of Education policy.

#### **4. BENEFITS AND WORKING CONDITIONS:**

- a. **Work Schedule:** The Athletic Trainer's work year shall commence five (5) days prior to the first scheduled day of fall practice for high school football as established by NYSPHAA, Section XI. The Athletic Trainer's work year will continue until five (5) days after all spring sports teams have completed their regular and post-season schedules. The Athletic Trainer shall be available to cover all regular season and all playoff home games as directed by the Athletic Director. The Athletic Trainer shall attend athletic contests that occur on days when school is not in session.

The daily schedule, on a week day, will commence in the afternoon, at a time dependent on the athletic schedule, and last seven (7) hours in duration, inclusive of a half hour break. The Athletic Trainer will work four (4) hours on Saturdays when a home athletic contest is scheduled. Weekly hours shall not exceed 40.

Between varsity seasons, the Athletic Trainer will be available at the discretion of the Athletic Director.

- b. **Sick and Personal Leave:** The Athletic Trainer shall be granted twelve (12) sick and (2) personal paid days per year. Unused personal days will be converted to sick days at the end of each school year. Sick days are cumulative to 390 days. Personal day requests must be submitted at least one (1) day prior to the absence and shall not be contiguous to a school holiday, with the exception of emergencies.
- c. **Bereavement Leave:**  
For all absences due to a death of a spouse, child, parent, brother, sister, mother-in-law or father-in-law, grandmother, grandfather or person in loco parentis, a

maximum of five days per occurrence shall be allowed without deduction in salary.

- d. **Health Insurance**: The Athletic Trainer will be eligible for health insurance coverage as per Article 36 in the Agreement between the Half Hollow Hills Board of Education and Teachers Association.
- e. **Professional Development Program**: It is understood that as an employee of the Half Hollow Hills CSD, Athletic Trainers will stay abreast of all current research and practices in their area.
- f. **Mileage**: Reimbursement for mileage will be provided by the District for reasonable expenses occurred in the discharge of the Athletic Trainer's duties, as approved by the Athletic Director, based on submitted documentation of such expenses. Reimbursement will be based on the prevailing IRS mileage rate.

## **5. CPR/AED**

The Athletic Trainer must possess valid CPR/AED certification. The certificate must be kept current for continued employment.

## **6. CERTIFICATION**

The Athletic Trainer must be certified through the National Athletic Trainers' Association Board.

**HALF HOLLOW HILLS TEACHERS' ASSOCIATION**  
**SALARY SCHEDULE - 7/1/19 THROUGH 6/30/20**

**1.5% SCHEDULE INCREASE**

Step	A BA	B BA+15	C BA+30	C+300* BA+45	D MA	E MA+15	F MA+30	G MA+45	H MA+60	I MA+75	J MA+90	K** PHD	L*** PHD+15
1	\$55,932	\$58,370	\$63,248	\$63,548	\$64,224	\$65,686	\$68,126	\$70,564	\$73,004	\$75,443	\$77,882	\$78,882	\$79,882
2	\$58,370	\$60,809	\$65,686	\$65,986	\$66,664	\$68,126	\$70,564	\$73,004	\$75,443	\$77,882	\$80,322	\$81,322	\$82,322
3	\$60,809	\$63,248	\$68,126	\$68,426	\$69,344	\$70,564	\$73,004	\$75,443	\$77,882	\$80,322	\$82,760	\$83,760	\$84,760
4	\$63,248	\$65,686	\$70,809	\$71,109	\$72,517	\$74,466	\$76,907	\$79,345	\$81,784	\$84,224	\$86,662	\$87,662	\$88,662
5	\$65,686	\$68,126	\$73,490	\$73,790	\$75,443	\$77,397	\$79,834	\$82,273	\$84,711	\$87,151	\$89,588	\$90,588	\$91,588
6	\$68,126	\$70,564	\$76,177	\$76,477	\$78,368	\$80,322	\$82,760	\$85,199	\$87,638	\$90,078	\$92,515	\$93,515	\$94,515
7	\$70,564	\$73,004	\$78,857	\$79,157	\$81,296	\$83,248	\$85,686	\$88,126	\$90,564	\$93,003	\$95,442	\$96,442	\$97,442
8	\$73,004	\$75,443	\$81,541	\$81,841	\$84,224	\$86,174	\$88,614	\$91,052	\$93,491	\$95,931	\$98,368	\$99,368	\$100,368
9	\$75,443	\$77,882	\$84,224	\$84,524	\$87,151	\$89,100	\$91,539	\$93,978	\$96,418	\$98,857	\$101,295	\$102,295	\$103,295
10	\$77,882	\$80,322	\$86,907	\$87,207	\$90,078	\$92,028	\$94,466	\$96,904	\$99,344	\$101,783	\$104,222	\$105,222	\$106,222
11	\$80,322	\$82,760	\$92,028	\$92,328	\$93,248	\$94,466	\$96,904	\$99,344	\$101,783	\$104,222	\$106,661	\$107,661	\$108,661
12	\$82,760	\$85,199	\$94,711	\$95,011	\$95,931	\$97,149	\$99,587	\$102,026	\$104,465	\$106,905	\$109,345	\$110,345	\$111,345
13	\$85,199	\$87,638	\$97,392	\$97,692	\$98,611	\$99,829	\$102,270	\$104,708	\$107,148	\$109,588	\$112,029	\$113,029	\$114,029
14	\$87,638	\$90,078	\$100,076	\$100,376	\$101,295	\$102,515	\$104,954	\$107,392	\$109,830	\$112,272	\$114,710	\$115,710	\$116,710
15	\$90,078	\$92,515	\$102,760	\$103,060	\$103,979	\$105,199	\$107,636	\$110,076	\$112,516	\$114,955	\$117,393	\$118,393	\$119,393
16	\$92,515	\$94,955	\$105,441	\$105,741	\$106,661	\$107,881	\$110,318	\$112,758	\$115,197	\$117,634	\$120,075	\$121,075	\$122,075
17	\$94,955	\$97,392	\$108,125	\$108,425	\$109,345	\$110,565	\$113,002	\$115,441	\$117,882	\$120,320	\$122,759	\$123,759	\$124,759
18	\$97,392	\$99,829	\$110,809	\$111,109	\$112,029	\$113,247	\$115,686	\$118,125	\$120,564	\$123,003	\$125,443	\$126,443	\$127,443
19	\$99,829	\$102,270	\$113,492	\$113,792	\$114,710	\$115,930	\$118,369	\$120,807	\$123,246	\$125,685	\$128,124	\$129,124	\$130,124
20	\$102,270	\$104,708	\$116,173	\$116,473	\$117,393	\$118,612	\$121,050	\$123,489	\$125,928	\$128,368	\$130,806	\$131,806	\$132,806
21	\$104,708	\$107,148	\$118,854	\$119,154	\$120,075	\$121,296	\$123,734	\$126,173	\$128,612	\$131,050	\$133,490	\$134,490	\$135,490
22	\$107,148	\$109,588	\$121,540	\$121,840	\$122,759	\$123,978	\$126,417	\$128,855	\$131,295	\$133,734	\$136,173	\$137,173	\$138,173
23	\$109,588	\$112,029	\$124,223	\$124,523	\$125,443	\$126,662	\$129,100	\$131,539	\$133,978	\$136,416	\$138,854	\$139,854	\$140,854
24	\$112,029	\$114,468	\$126,906	\$127,206	\$128,124	\$129,343	\$131,782	\$134,221	\$136,659	\$139,099	\$141,538	\$142,538	\$143,538
25	\$114,468	\$116,905	\$129,587	\$129,887	\$130,806	\$132,026	\$134,465	\$136,903	\$139,342	\$141,782	\$144,221	\$145,221	\$146,221

\*BA+45 = Column C + \$300

\*\*PHD = Column J + \$1000

\*\*\*PHD+15 = Column K + \$1000

**HALF HOLLOW HILLS TEACHERS' ASSOCIATION  
SALARY SCHEDULE - 7/1/20 THROUGH 6/30/21**

**1.5% SCHEDULE INCREASE**

Step	A BA	B BA+15	C BA+30	C+300* BA+45	D MA	E MA+15	F MA+30	G MA+45	H MA+60	I MA+75	J MA+90	K** PHD	L*** PHD+15
1	\$56,771	\$59,246	\$64,197	\$64,497	\$65,187	\$66,671	\$69,148	\$71,622	\$74,099	\$76,575	\$79,050	\$80,050	\$81,050
2	\$59,246	\$61,721	\$66,671	\$66,971	\$67,664	\$69,148	\$71,622	\$74,099	\$76,575	\$79,050	\$81,527	\$82,527	\$83,527
3	\$61,721	\$64,197	\$69,148	\$69,448	\$70,384	\$71,622	\$74,099	\$76,575	\$79,050	\$81,527	\$84,001	\$85,001	\$86,001
4	\$64,197	\$66,671	\$71,871	\$72,171	\$73,605	\$75,583	\$78,061	\$80,535	\$83,011	\$85,487	\$87,962	\$88,962	\$89,962
5	\$66,671	\$69,148	\$74,592	\$74,892	\$76,575	\$78,558	\$81,032	\$83,507	\$85,982	\$88,458	\$90,932	\$91,932	\$92,932
6	\$69,148	\$71,622	\$77,320	\$77,620	\$79,544	\$81,527	\$84,001	\$86,477	\$88,953	\$91,429	\$93,903	\$94,903	\$95,903
7	\$71,622	\$74,099	\$80,040	\$80,340	\$82,515	\$84,497	\$86,971	\$89,448	\$91,922	\$94,398	\$96,874	\$97,874	\$98,874
8	\$74,099	\$76,575	\$82,764	\$83,064	\$85,487	\$87,467	\$89,943	\$92,418	\$94,893	\$97,370	\$99,844	\$100,844	\$101,844
9	\$76,575	\$79,050	\$85,487	\$85,787	\$88,458	\$90,437	\$92,912	\$95,388	\$97,864	\$100,340	\$102,814	\$103,814	\$104,814
10	\$79,050	\$81,527	\$88,211	\$88,511	\$91,429	\$93,408	\$95,883	\$98,358	\$100,834	\$103,310	\$105,785	\$106,785	\$107,785
11	\$81,527	\$84,001	\$93,408	\$93,708	\$94,647	\$95,883	\$98,358	\$100,834	\$103,310	\$105,785	\$108,261	\$109,261	\$110,261
12	\$84,001	\$86,477	\$96,132	\$96,432	\$97,370	\$98,606	\$101,081	\$103,556	\$106,032	\$108,509	\$110,985	\$111,985	\$112,985
13	\$86,477	\$88,953	\$98,853	\$99,153	\$100,090	\$101,326	\$103,804	\$106,279	\$108,755	\$111,232	\$113,709	\$114,709	\$115,709
14	\$88,953	\$91,429	\$101,577	\$101,877	\$102,814	\$104,053	\$106,528	\$109,003	\$111,477	\$113,956	\$116,431	\$117,431	\$118,431
15	\$91,429	\$93,903	\$104,301	\$104,601	\$105,539	\$106,777	\$109,251	\$111,727	\$114,204	\$116,679	\$119,154	\$120,154	\$121,154
16	\$93,903	\$96,379	\$107,023	\$107,323	\$108,261	\$109,499	\$111,973	\$114,449	\$116,925	\$119,399	\$121,876	\$122,876	\$123,876
17	\$96,379	\$98,853	\$109,747	\$110,047	\$110,985	\$112,223	\$114,697	\$117,173	\$119,650	\$122,125	\$124,600	\$125,600	\$126,600
18	\$98,853	\$101,326	\$112,471	\$112,771	\$113,709	\$114,946	\$117,421	\$119,897	\$122,372	\$124,848	\$127,325	\$128,325	\$129,325
19	\$101,326	\$103,804	\$115,194	\$115,494	\$116,431	\$117,669	\$120,145	\$122,619	\$125,095	\$127,570	\$130,046	\$131,046	\$132,046
20	\$103,804	\$106,279	\$117,916	\$118,216	\$119,154	\$120,391	\$122,866	\$125,341	\$127,817	\$130,294	\$132,768	\$133,768	\$134,768
21	\$106,279	\$108,755	\$120,637	\$120,937	\$121,876	\$123,115	\$125,590	\$128,066	\$130,541	\$133,016	\$135,492	\$136,492	\$137,492
22	\$108,755	\$111,232	\$123,363	\$123,663	\$124,600	\$125,838	\$128,313	\$130,788	\$133,264	\$135,740	\$138,216	\$139,216	\$140,216
23	\$111,232	\$113,709	\$126,086	\$126,386	\$127,325	\$128,562	\$131,037	\$133,512	\$135,988	\$138,462	\$140,937	\$141,937	\$142,937
24	\$113,709	\$116,185	\$128,810	\$129,110	\$130,046	\$131,283	\$133,759	\$136,234	\$138,709	\$141,185	\$143,661	\$144,661	\$145,661
25	\$116,185	\$118,659	\$131,531	\$131,831	\$132,768	\$134,006	\$136,482	\$138,957	\$141,432	\$143,909	\$146,384	\$147,384	\$148,384

\*BA+45 = Column C + \$300

\*\*PHD = Column J + \$1000

\*\*\*PHD+15 = Column K + \$1000

**HALF HOLLOW HILLS TEACHERS' ASSOCIATION**  
**SALARY SCHEDULE - 7/1/21 THROUGH 6/30/22**

**1.5% SCHEDULE INCREASE**

Step	A BA	B BA+15	C BA+30	C+300* BA+45	D MA	E MA+15	F MA+30	G MA+45	H MA+60	I MA+75	J MA+90	K** PHD	L*** PHD+15
1	\$57,623	\$60,135	\$65,160	\$65,460	\$66,165	\$67,671	\$70,185	\$72,696	\$75,210	\$77,724	\$80,236	\$81,236	\$82,236
2	\$60,135	\$62,647	\$67,671	\$67,971	\$68,679	\$70,185	\$72,696	\$75,210	\$77,724	\$80,236	\$82,750	\$83,750	\$84,750
3	\$62,647	\$65,160	\$70,185	\$70,485	\$71,440	\$72,696	\$75,210	\$77,724	\$80,236	\$82,750	\$85,261	\$86,261	\$87,261
4	\$65,160	\$67,671	\$72,949	\$73,249	\$74,709	\$76,717	\$79,232	\$81,743	\$84,256	\$86,769	\$89,281	\$90,281	\$91,281
5	\$67,671	\$70,185	\$75,711	\$76,011	\$77,724	\$79,736	\$82,247	\$84,760	\$87,272	\$89,785	\$92,296	\$93,296	\$94,296
6	\$70,185	\$72,696	\$78,480	\$78,780	\$80,737	\$82,750	\$85,261	\$87,774	\$90,287	\$92,800	\$95,312	\$96,312	\$97,312
7	\$72,696	\$75,210	\$81,241	\$81,541	\$83,753	\$85,764	\$88,276	\$90,790	\$93,301	\$95,814	\$98,327	\$99,327	\$100,327
8	\$75,210	\$77,724	\$84,005	\$84,305	\$86,769	\$88,779	\$91,292	\$93,804	\$96,316	\$98,831	\$101,342	\$102,342	\$103,342
9	\$77,724	\$80,236	\$86,769	\$87,069	\$89,785	\$91,794	\$94,306	\$96,819	\$99,332	\$101,845	\$104,356	\$105,356	\$106,356
10	\$80,236	\$82,750	\$89,534	\$89,834	\$92,800	\$94,809	\$97,321	\$99,833	\$102,347	\$104,860	\$107,372	\$108,372	\$109,372
11	\$82,750	\$85,261	\$94,809	\$95,109	\$96,067	\$97,321	\$99,833	\$102,347	\$104,860	\$107,372	\$109,885	\$110,885	\$111,885
12	\$85,261	\$87,774	\$97,574	\$97,874	\$98,831	\$100,085	\$102,597	\$105,109	\$107,622	\$110,137	\$112,650	\$113,650	\$114,650
13	\$87,774	\$90,287	\$100,336	\$100,636	\$101,591	\$102,846	\$105,361	\$107,873	\$110,386	\$112,900	\$115,415	\$116,415	\$117,415
14	\$90,287	\$92,800	\$103,101	\$103,401	\$104,356	\$105,614	\$108,126	\$110,638	\$113,149	\$115,665	\$118,177	\$119,177	\$120,177
15	\$92,800	\$95,312	\$105,866	\$106,166	\$107,122	\$108,379	\$110,890	\$113,403	\$115,917	\$118,429	\$120,941	\$121,941	\$122,941
16	\$95,312	\$97,825	\$108,628	\$108,928	\$109,885	\$111,141	\$113,653	\$116,166	\$118,679	\$121,190	\$123,704	\$124,704	\$125,704
17	\$97,825	\$100,336	\$111,393	\$111,693	\$112,650	\$113,906	\$116,417	\$118,931	\$121,445	\$123,957	\$126,469	\$127,469	\$128,469
18	\$100,336	\$102,846	\$114,158	\$114,458	\$115,415	\$116,670	\$119,182	\$121,695	\$124,208	\$126,721	\$129,235	\$130,235	\$131,235
19	\$102,846	\$105,361	\$116,922	\$117,222	\$118,177	\$119,434	\$121,947	\$124,458	\$126,971	\$129,484	\$131,997	\$132,997	\$133,997
20	\$105,361	\$107,873	\$119,685	\$119,985	\$120,941	\$122,197	\$124,709	\$127,221	\$129,734	\$132,248	\$134,760	\$135,760	\$136,760
21	\$107,873	\$110,386	\$122,447	\$122,747	\$123,704	\$124,962	\$127,474	\$129,987	\$132,499	\$135,011	\$137,524	\$138,524	\$139,524
22	\$110,386	\$112,900	\$125,213	\$125,513	\$126,469	\$127,726	\$130,238	\$132,750	\$135,263	\$137,776	\$140,289	\$141,289	\$142,289
23	\$112,900	\$115,415	\$127,977	\$128,277	\$129,235	\$130,490	\$133,003	\$135,515	\$138,028	\$140,539	\$143,051	\$144,051	\$145,051
24	\$115,415	\$117,928	\$130,742	\$131,042	\$131,997	\$133,252	\$135,765	\$138,278	\$140,790	\$143,303	\$145,816	\$146,816	\$147,816
25	\$117,928	\$120,439	\$133,504	\$133,804	\$134,760	\$136,016	\$138,529	\$141,041	\$143,553	\$146,068	\$148,580	\$149,580	\$150,580

\*BA+45 = Column C + \$300

\*\*PHD = Column J + \$1000

\*\*\*PHD+15 = Column K + \$1000

**HALF HOLLOW HILLS TEACHERS' ASSOCIATION  
SALARY SCHEDULE - 7/1/22 THROUGH 6/30/23**

**1.5% SCHEDULE INCREASE**

Step	A BA	B BA+15	C BA+30	C+300* BA+45	D MA	E MA+15	F MA+30	G MA+45	H MA+60	I MA+75	J MA+90	K** PHD	L*** PHD+15
1	\$58,487	\$61,037	\$66,137	\$66,437	\$67,157	\$68,686	\$71,238	\$73,786	\$76,338	\$78,890	\$81,440	\$82,440	\$83,440
2	\$61,037	\$63,587	\$68,686	\$68,986	\$69,709	\$71,238	\$73,786	\$76,338	\$78,890	\$81,440	\$83,991	\$84,991	\$85,991
3	\$63,587	\$66,137	\$71,238	\$71,538	\$72,512	\$73,786	\$76,338	\$78,890	\$81,440	\$83,991	\$86,540	\$87,540	\$88,540
4	\$66,137	\$68,686	\$74,043	\$74,343	\$75,830	\$77,868	\$80,420	\$82,969	\$85,520	\$88,071	\$90,620	\$91,620	\$92,620
5	\$68,686	\$71,238	\$76,847	\$77,147	\$78,890	\$80,932	\$83,481	\$86,031	\$88,581	\$91,132	\$93,680	\$94,680	\$95,680
6	\$71,238	\$73,786	\$79,657	\$79,957	\$81,948	\$83,991	\$86,540	\$89,091	\$91,641	\$94,192	\$96,742	\$97,742	\$98,742
7	\$73,786	\$76,338	\$82,460	\$82,760	\$85,009	\$87,050	\$89,600	\$92,152	\$94,701	\$97,251	\$99,802	\$100,802	\$101,802
8	\$76,338	\$78,890	\$85,265	\$85,565	\$88,071	\$90,111	\$92,661	\$95,211	\$97,761	\$100,313	\$102,862	\$103,862	\$104,862
9	\$78,890	\$81,440	\$88,071	\$88,371	\$91,132	\$93,171	\$95,721	\$98,271	\$100,822	\$103,373	\$105,921	\$106,921	\$107,921
10	\$81,440	\$83,991	\$90,877	\$91,177	\$94,192	\$96,231	\$98,781	\$101,330	\$103,882	\$106,433	\$108,983	\$109,983	\$110,983
11	\$83,991	\$86,540	\$96,231	\$96,531	\$97,508	\$98,781	\$101,330	\$103,882	\$106,433	\$108,983	\$111,533	\$112,533	\$113,533
12	\$86,540	\$89,091	\$99,038	\$99,338	\$100,313	\$101,586	\$104,136	\$106,686	\$109,236	\$111,789	\$114,340	\$115,340	\$116,340
13	\$89,091	\$91,641	\$101,841	\$102,141	\$103,115	\$104,389	\$106,941	\$109,491	\$112,042	\$114,594	\$117,146	\$118,146	\$119,146
14	\$91,641	\$94,192	\$104,648	\$104,948	\$105,921	\$107,198	\$109,748	\$112,298	\$114,846	\$117,400	\$119,950	\$120,950	\$121,950
15	\$94,192	\$96,742	\$107,454	\$107,754	\$108,729	\$110,005	\$112,553	\$115,104	\$117,656	\$120,205	\$122,755	\$123,755	\$124,755
16	\$96,742	\$99,292	\$110,257	\$110,557	\$111,533	\$112,808	\$115,358	\$117,908	\$120,459	\$123,008	\$125,560	\$126,560	\$127,560
17	\$99,292	\$101,841	\$113,064	\$113,364	\$114,340	\$115,615	\$118,163	\$120,715	\$123,267	\$125,816	\$128,366	\$129,366	\$130,366
18	\$101,841	\$104,389	\$115,870	\$116,170	\$117,146	\$118,420	\$120,970	\$123,520	\$126,071	\$128,622	\$131,174	\$132,174	\$133,174
19	\$104,389	\$106,941	\$118,676	\$118,976	\$119,950	\$121,226	\$123,776	\$126,325	\$128,876	\$131,426	\$133,977	\$134,977	\$135,977
20	\$106,941	\$109,491	\$121,480	\$121,780	\$122,755	\$124,030	\$126,580	\$129,129	\$131,680	\$134,232	\$136,781	\$137,781	\$138,781
21	\$109,491	\$112,042	\$124,284	\$124,584	\$125,560	\$126,836	\$129,386	\$131,937	\$134,486	\$137,036	\$139,587	\$140,587	\$141,587
22	\$112,042	\$114,594	\$127,091	\$127,391	\$128,366	\$129,642	\$132,192	\$134,741	\$137,292	\$139,843	\$142,393	\$143,393	\$144,393
23	\$114,594	\$117,146	\$129,897	\$130,197	\$131,174	\$132,447	\$134,998	\$137,548	\$140,098	\$142,647	\$145,197	\$146,197	\$147,197
24	\$117,146	\$119,697	\$132,703	\$133,003	\$133,977	\$135,251	\$137,801	\$140,352	\$142,902	\$145,453	\$148,003	\$149,003	\$150,003
25	\$119,697	\$122,246	\$135,507	\$135,807	\$136,781	\$138,056	\$140,607	\$143,157	\$145,706	\$148,259	\$150,809	\$151,809	\$152,809

\*BA+45 = Column C + \$300

\*\*PHD = Column J + \$1000

\*\*\*PHD+15 = Column K + \$1000



**HALF HOLLOW HILLS TEACHERS' ASSOCIATION  
SALARY SCHEDULE - 7/1/23 THROUGH 6/30/24**

**1.5% SCHEDULE INCREASE**

Step	A BA	B BA+15	C BA+30	C+300* BA+45	D MA	E MA+15	F MA+30	G MA+45	H MA+60	I MA+75	J MA+90	K** PHD	L*** PHD+15
1	\$59,364	\$61,953	\$67,129	\$67,429	\$68,164	\$69,716	\$72,307	\$74,893	\$77,483	\$80,073	\$82,662	\$83,662	\$84,662
2	\$61,953	\$64,541	\$69,716	\$70,016	\$70,755	\$72,307	\$74,893	\$77,483	\$80,073	\$82,662	\$85,251	\$86,251	\$87,251
3	\$64,541	\$67,129	\$72,307	\$72,607	\$73,600	\$74,893	\$77,483	\$80,073	\$82,662	\$85,251	\$87,838	\$88,838	\$89,838
4	\$67,129	\$69,716	\$75,154	\$75,454	\$76,967	\$79,036	\$81,626	\$84,214	\$86,803	\$89,392	\$91,979	\$92,979	\$93,979
5	\$69,716	\$72,307	\$78,000	\$78,300	\$80,073	\$82,146	\$84,733	\$87,321	\$89,910	\$92,499	\$95,085	\$96,085	\$97,085
6	\$72,307	\$74,893	\$80,852	\$81,152	\$83,177	\$85,251	\$87,838	\$90,427	\$93,016	\$95,605	\$98,193	\$99,193	\$100,193
7	\$74,893	\$77,483	\$83,697	\$83,997	\$86,284	\$88,356	\$90,944	\$93,534	\$96,122	\$98,710	\$101,299	\$102,299	\$103,299
8	\$77,483	\$80,073	\$86,544	\$86,844	\$89,392	\$91,463	\$94,051	\$96,639	\$99,227	\$101,818	\$104,405	\$105,405	\$106,405
9	\$80,073	\$82,662	\$89,392	\$89,692	\$92,499	\$94,569	\$97,157	\$99,745	\$102,334	\$104,924	\$107,510	\$108,510	\$109,510
10	\$82,662	\$85,251	\$92,240	\$92,540	\$95,605	\$97,674	\$100,263	\$102,850	\$105,440	\$108,029	\$110,618	\$111,618	\$112,618
11	\$85,251	\$87,838	\$97,674	\$97,974	\$98,971	\$100,263	\$102,850	\$105,440	\$108,029	\$110,618	\$113,206	\$114,206	\$115,206
12	\$87,838	\$90,427	\$100,524	\$100,824	\$101,818	\$103,110	\$105,698	\$108,286	\$110,875	\$113,466	\$116,055	\$117,055	\$118,055
13	\$90,427	\$93,016	\$103,369	\$103,669	\$104,662	\$105,955	\$108,545	\$111,133	\$113,723	\$116,313	\$118,903	\$119,903	\$120,903
14	\$93,016	\$95,605	\$106,218	\$106,518	\$107,510	\$108,806	\$111,394	\$113,982	\$116,569	\$119,161	\$121,749	\$122,749	\$123,749
15	\$95,605	\$98,193	\$109,066	\$109,366	\$110,360	\$111,655	\$114,241	\$116,831	\$119,421	\$122,008	\$124,596	\$125,596	\$126,596
16	\$98,193	\$100,781	\$111,911	\$112,211	\$113,206	\$114,500	\$117,088	\$119,677	\$122,266	\$124,853	\$127,443	\$128,443	\$129,443
17	\$100,781	\$103,369	\$114,760	\$115,060	\$116,055	\$117,349	\$119,935	\$122,526	\$125,116	\$127,703	\$130,291	\$131,291	\$132,291
18	\$103,369	\$105,955	\$117,608	\$117,908	\$118,903	\$120,196	\$122,785	\$125,373	\$127,962	\$130,551	\$133,142	\$134,142	\$135,142
19	\$105,955	\$108,545	\$120,456	\$120,756	\$121,749	\$123,044	\$125,633	\$128,220	\$130,809	\$133,397	\$135,987	\$136,987	\$137,987
20	\$108,545	\$111,133	\$123,302	\$123,602	\$124,596	\$125,890	\$128,479	\$131,066	\$133,655	\$136,245	\$138,833	\$139,833	\$140,833
21	\$111,133	\$113,723	\$126,148	\$126,448	\$127,443	\$128,739	\$131,327	\$133,916	\$136,503	\$139,092	\$141,681	\$142,681	\$143,681
22	\$113,723	\$116,313	\$128,997	\$129,297	\$130,291	\$131,587	\$134,175	\$136,762	\$139,351	\$141,941	\$144,529	\$145,529	\$146,529
23	\$116,313	\$118,903	\$131,845	\$132,145	\$133,142	\$134,434	\$137,023	\$139,611	\$142,199	\$144,787	\$147,375	\$148,375	\$149,375
24	\$118,903	\$121,492	\$134,694	\$134,994	\$135,987	\$137,280	\$139,868	\$142,457	\$145,046	\$147,635	\$150,223	\$151,223	\$152,223
25	\$121,492	\$124,080	\$137,540	\$137,840	\$138,833	\$140,127	\$142,716	\$145,304	\$147,892	\$150,483	\$153,071	\$154,071	\$155,071

\*BA+45 = Column C + \$300

\*\*PHD = Column J + \$1000

\*\*\*PHD+15 = Column K + \$1000



## HALF HOLLOW HILLS TEACHERS' ASSOCIATION

### REGISTERED NURSES SALARY SCHEDULES

Step	1.5% increase 7/1/2019 - 6/30/2020	1.5% increase 7/1/2020 - 6/30/2021	1.5% increase 7/1/2021 - 7/30/2022	1.5% increase 7/1/2022 - 6/30/2023	1.5% increase 7/1/2023 - 6/30/2024
1	\$50,479	\$51,236	\$52,005	\$52,785	\$53,577
2	\$52,702	\$53,493	\$54,295	\$55,109	\$55,936
3	\$55,018	\$55,843	\$56,681	\$57,531	\$58,394
4	\$57,446	\$58,308	\$59,183	\$60,071	\$60,972
5	\$59,995	\$60,895	\$61,808	\$62,735	\$63,676
6	\$62,671	\$63,611	\$64,565	\$65,533	\$66,516
7	\$65,486	\$66,468	\$67,465	\$68,477	\$69,504
8	\$68,434	\$69,461	\$70,503	\$71,561	\$72,634
9	\$71,533	\$72,606	\$73,695	\$74,800	\$75,922
10	\$74,789	\$75,911	\$77,050	\$78,206	\$79,379
11	\$78,208	\$79,381	\$80,572	\$81,781	\$83,008
12	\$81,793	\$83,020	\$84,265	\$85,529	\$86,812
13	\$85,559	\$86,842	\$88,145	\$89,467	\$90,809
14	\$89,516	\$90,859	\$92,222	\$93,605	\$95,009
15	\$93,671	\$95,076	\$96,502	\$97,950	\$99,419
16	\$98,037	\$99,508	\$101,001	\$102,516	\$104,054

# HALF HOLLOW HILLS TEACHERS' ASSOCIATION

## TEACHER ASSISTANT SALARY SCHEDULE

Step	1.5% increase 7/1/2019 - 6/30/2020	1.5% increase 7/1/2020 - 6/30/2021	1.5% increase 7/1/2021 - 7/30/2022	1.5% increase 7/1/2022 - 6/30/2023	1.5% increase 7/1/2023 - 6/30/2024
1	\$44,441	\$45,108	\$45,785	\$46,472	\$47,169
2	\$46,478	\$47,175	\$47,883	\$48,601	\$49,330
3	\$48,512	\$49,240	\$49,979	\$50,729	\$51,490
4	\$50,562	\$51,320	\$52,090	\$52,871	\$53,664
5	\$52,597	\$53,386	\$54,187	\$55,000	\$55,825
6	\$54,639	\$55,459	\$56,291	\$57,135	\$57,992
7	\$56,680	\$57,530	\$58,393	\$59,269	\$60,158
8	\$58,726	\$59,607	\$60,501	\$61,409	\$62,330
9	\$60,765	\$61,676	\$62,601	\$63,540	\$64,493
10	\$62,587	\$63,526	\$64,479	\$65,446	\$66,428
11	\$64,475	\$65,442	\$66,424	\$67,420	\$68,431
12	\$66,421	\$67,417	\$68,428	\$69,454	\$70,496
13	\$68,433	\$69,459	\$70,501	\$71,559	\$72,632
14	\$70,505	\$71,563	\$72,636	\$73,726	\$74,832
15	\$72,644	\$73,734	\$74,840	\$75,963	\$77,102
16	\$74,855	\$75,978	\$77,118	\$78,275	\$79,449

