AGR- M N. T

between the

ATION ASSI S PI AC RS' ASSO

(Secretarial Chapter – Unit IIII)

June 30, 2026 July 1, 2021 to

of the District, who are certified by Suffolk County Civil Service Commission. This unit shall also include switchboard operators. Excluded shall be all employees represented in another unit.

C. Management Rights

The Association acknowledges that the Board of Education and the Superintendent of Schools together have the sole right of management and superintendence of the East Islip Union Free School District. Hence, except as provided herein, the Board of Education and the Superintendent of Schools shall retain all authority, rights and/or obligations imposed upon or accorded to them by law.

ARTICLE II –PRINCIPLES OF NEGOTIATIONS

A. Items of Negotiation

The New York Public Employees ¶Fair Employment Act provides that public employees shall have the right to be represented for negotiations with respect to terms and conditions of employment. This term is defined in the statute as meaning ³salaries, wages, hours, and other terms and conditions of employment. ´ It is mutually agreed that this Agreement shall include the following items for negotiation:

against the aggrieved party as a result of his/her

9. The Board of Education is the duly elected or app

STAGE I

1. The Aggrieved Party shall file in writing his/her grie supervisor, stating his/her name, position, place of violations of the contract, and the redress being s selects a representative to represent his/her during identify his/her representative.

2. No grievance will be entertained unless filed in the fi (20) days after the applying party knew, or shoul conditions on which the grievance is bas 1 0 0 1 r 1 0

5. Within five (5) days after the Stage II Hearing, the Superintendent or his/her designee shall send his/her decision in writing to the Aggrieved Party and his/her representative, if any, and he/she shall file a copy of the decision in the centralized Grievance File.

STAGE III

1. Within three (3) days following the date of the Board ¶ decision, if the Aggrieved Party is not satisfied that the contract has been interpreted accurately, the Aggrieved Party may submit the interpretation of the contract on the grievance to arbitration by written notice to the Board.

2. Within five (5) days after written notice of submission to arbitration has been filed with the Board, the Aggrieved Party shall request a list of arbitrators from the American Arbitration Association. The parties will then be bound by the rules and procedures of the American Arbitration Association in the selection of an arbitrator.

3. The procedures for a Hearing shall be governed by the American Arbitration Association and the arbitrator selected.

4. The arbitrator shall have no authority to set the remedy nor shall the arbitrator have any power to add to, detract from, or in any way alter, the provisions of this agreement.

   Within ten (10) days a I W H U U H F H L S W ¶ decision, if the District is found in error, the Superintendent of Schools and/or his/her designee, the Board of Education shall meet in executive session with the Aggrieved Party, his/her representative, if any, the President of the Chapter, or his/her designee, for the purpose of the Board setting a remedy to conform with the terms and conditions of the contract.

5. The costs and fees of the AAA and the arbitrator, incurred as the result of the Stage

the working hours of Unit III employees.

3. Either party may have official minutes taken at any stage of the grievance procedure, at their expense.

4. If any provision of this Grievance Procedure or any application thereof shall be determined by any court to be contrary to law, then such provision of application shall not be deemed valid and subsisting except to the extent permitted by law, but all other provisions and applications will continue in full force and effect.

5. The Superintendent, or his/her designee, shall be responsible for keeping the Central Grievance File for Unit III, which shall contain a copy of the original filing of the grievance, all decisions, and all notices of appeal.

6. If a grievance is not appealed to the next stage within the specified time limit, the grievance shall be deemed to be withdrawn and discontinued, and further appeal of the grievance under this procedure shall be barred.

7. Failure of hearing officers or bodies to communicate decisions within the specified time limits shall permit the lodging of the appeal at the next stage of

D.

K. Change of District Job Classification, Written Job Description, Job Abolition

Prior to any change of district job classification, written job descriptions and job abolitions of Unit III members, the Association will be notified and may consult with the Superintendent or his/her designee in the meetings noted in No. 3 and No. 10 above.

L. Agenda and Minutes of Board Meetings

The President of the East Islip Teachers ¶Association (Secretarial Chapter) or designated representative

Superintendent of Schools or his/her designee and:

1. Provide proof that a report was filed with the police;

2. Present his/her insurance policy;

3. Provide proof that the damage did occur on school parking facilities; AND

4. Provide at least two (2) estimates for the cost of repairing the damage. The District will only reimburse an approved claim for the amount not covered by the employee ¶ ÌÝsurance. The Superintendent of Schools or his/her designee and the President of the Association, in conjunction with each other, shall accept or reject each application and shall determine the amount of money to be awarded.

Upon completion of the school year, the monies not expended shall be returned to the District General Fund and a new fund of $3,000 shall be established on July 1st.

ARTICLE VII –POSITION OPENINGS WITHIN THE UNIT

A. Notification of Vacancies

The Superintendent of Schools or his/her designee will notify the President of the Association in writing of any new positions to be created, or any vacancies which may occur in the present staff in the employment area of Unit III, citing qualifications and noting deadlines for submitting applications. Upgraded positions should be noted as such on postings. In the case of vacancies which occur during July and August, the District shall notify the Association President, providing specifics concerning application deadlines and procedures.

B. Request for Transfer

Transfers may be requested by members of Unit III, and shall be considered on their merits by the administration.

C.

ARTICLE VIII –EMPLOYMENT TIME

D. Social Security

The District agrees to provide this fringe benefit in accordance with New York State and Federal Laws.

E. Legal Holidays

Members of Unit III will not be required to work on the following holidays if school is not in session. If school is in session, the day will be compensated with another day when school is not in session at the discretion of the immediate Administrative Supervisor. If a legal holiday falls on a weekend, a compensatory day will be given.

Independence Day	Christmas Day
Labor Day	1 H Z < H D U ¶ V ' D \
Columbus Day	Martin Luther King Day
Veterans Day	/ L Q F R O Q ¶ V % L U W K G D \
Election Day	: D V K L Q J W R Q ¶ V % L U W K G D \
Thanksgiving Day	Memorial Day

ARTICLE XIII –SALARY

A. Salary Categories

The following salary categories will be utilized in the placement of Unit III employees on the East Islip School District Salary Schedule:

Category B Office Assistant

Category C Office Application Specialist

Category D Account Clerk
Senior Office Assistant
Senior Stenographer

Category E Purchasing Agent

Category F Senior Office Application Specialist

Category G Senior Account Clerk

Category H Principal Account Clerk

B. Salary Schedules

Salary Schedules for 2021-2022, 2022-2023, 2023-2024, 2024-2025, and 2025-2026 will be as provided in Appendices A, B, C, D, and E. The salary increases for each year of the contract shall be as follows:

2021-2022	1.5% plus step effective July 1, 2021
2022	

E. Position Re-Classification by Suffolk County Civil Service

Should an employee position be re-classified by Suffolk County Civil Service, the employee ¶ salary shall be adjusted according to the appropriate category of the new job title. Such salary adjustment shall be effective on the date of the Civil Service change of classification and shall not be retroactive beyond that date.

F. Prior In-District Service Credit

H. Method of Salary Payment

1. 12-month employees shall receive 1/26 of annual salary bi-weekly over a 12-month period.

2. 11-month employees shall receive 1/26 of annual salary bi-weekly over an 11-month period, except the last paycheck in June, which will be 3/26 of annual salary.

3. 10‰ ‰

J. Transfers

Transfers from other governmental agencies will be placed on the appropriate location of the Salary Schedule when permitted according to Suffolk County Civil Service Regulation.

K. Appointments

The District may award experience credit to new hires, and thus place newly appointed employees on whatever step of the schedule that it deems appropriate.

ARTICLE XIV –NOTIFICATION OF RETIREMENT

Effective July 1, 2015, unit members will endeavor to provide notice of their resignation for the purpose of retirement at least four (4) months prior to their effective date of retirement.

ARTICLE XV –LEGISLATIVE ACTION PROVISION

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 BODY HAS GIVEN APPROVAL.

ARTICLE XVI –IMPLEMENTATION AND DURATION OF CONTRACT

A. The parties agree that all negotiable items have been discussed during the negotiations leading to this Agreement, and therefore agree that except by mutual consent, negotiations, will not be reopened on any item whether contained herein or not.

B. This agreement shall supersede any rules, regulations, or practices of the Board which

After the Negotiators for the District and the Association have reached agreement, A.

B. Within ten (10) days after the presentation to the Board and to the

record. If ratified, a Ratification Document shall be signed at the end of a conv public

ntract by the President of the Board of Education and the President of the of this co

C. If either or both parties fail to ratify the Agreement, it shall be

by both parties.

President	*President*
3|2|23	3.2.23
Date	Date

Appendix A
Salary Schedule 2021 -2022

Step

Appendix B
Salary Schedule 2022 -2023

1.75%									Purchasing Agent	Senior Office Application Specialist	Senior Account Clerk	Principal Account Clerk
Step	B12	B11	B10.5	B10	C12	C11	D11	D12	E12	F12	G12	H12
P	$38,435	$35,237	$33,632	$32,031	$41,488	$38,030	$41,305	$45,057	$54,984	$63,987	$49,907	$53,269
1	$38,435	$35,237	$33,632	$32,031	$41,488	$38,030	$41,305	$45,057	$54,984	$63,987	$49,907	$53,269
2	$39,685	$36,380	$34,723	$33,071	$42,796	$39,230	$42,595	$46,465	$57,237	$66,002	$51,596	$55,244
3	$40,976	$37,561	$35,850	$34,144	$44,146	$40,467	$43,925	$47,916	$59,582	$68,081	$53,344	$57,293
4	$42,309	$38,780	$37,014	$35,252	$45,538	$41,743	$45,296	$49,413	$62,023	$70,226	$55,151	$59,420
5	$43,685	$40,038	$38,215	$36,396	$46,974	$43,059	$46,711	$50,956	$64,565	$72,438	$57,020	$61,626
6	$45,106	$41,337	$39,455	$37,577	$48,455	$44,417	$48,169	$52,547	$67,210	$74,719	$58,954	$63,915
7	$46,574	$42,679	$40,735	$38,796	$49,982	$45,818	$49,673	$54,189	$69,964	$77,073	$60,954	$66,292
8	$48,089	$44,064	$42,057	$40,055	$51,558	$47,262	$51,224	$55,881	$72,830	$79,500	$63,024	$68,758
9	$49,653	$45,494	$43,422	$41,355	$53,184	$48,753	$52,823	$57,627	$75,814	$82,004	$65,165	$71,317
10	$51,268	$46,970	$44,831	$42,697	$54,861	$50,290	$54,473	$59,427	$78,920	$84,587	$67,380	$73,971
11	$52,936	$48,494	$46,286	$44,083	$56,591	$51,876	$56,173	$61,2 0 0 1 195.27 49.617 Tm 0 g 0 G [($)19(5)19((				

Appendix C
Salary Schedule 2023 -2024

Appendix D
Salary Schedule 2024 -2025

Appendix E
Salary Schedule 2025 -2026

2.00%

Appendix F
Designation Cards