

## **CONTRACT IN LIEU OF PROBATION**

**BY AND BETWEEN** the NEW PALTZ CENTRAL SCHOOL DISTRICT, hereinafter referred to as “**the District**” and Gregory Warren, hereinafter referred to as “**the Employee**”;

**WHEREBY**, the parties hereby agree as follows:

1. The Employee shall serve as Acting High School Principal for the period commencing on July 8, 2021 and ending upon the appointment of a probationary High School Principal.
2. The Employee shall be paid at the annual salary rate of **\$150,860** during the time of his service as Acting High School Principal and continue with the benefits available to him during the 2020-21 school year.
3. The Employee acknowledges that this Contract is in lieu of an appointment to probation and that the position in which he shall serve is not a tenure-bearing position within the meaning of Section 3012 of the Education Law the State of New York.
4. The Employee further acknowledges that he will not have lay-off or recall rights pursuant to Section 3013 of the New York State Education Law.
5. By accepting employment pursuant to the terms set forth, the Employee acknowledges that any rights otherwise available to him pursuant to Sections 3019-a, 3020, 3020-a and 3031 of the New York State Education Law shall not apply with respect to service pursuant to this Agreement, and the same is expressly waived.  
.
6. The Employee acknowledges that this Agreement has been entered into freely and that he has had the opportunity to consult with a representative of his own choosing.
9. This Agreement shall be terminated by the District upon thirty (30) days prior written notice “for cause” or no cause at all. Such notice shall be deemed given if sent by certified mail, return receipt requested, to the Employee’s last home address on file in the District’s Business Office.
10. This Agreement shall be construed in accordance with the laws of the State of

New York. In the event that any provisions hereof are deemed to be unenforceable by a court of competent jurisdiction, the other provisions shall nevertheless remain in effect.

11. This Agreement contains the entire understanding between the parties with the referenced to matters contained herein. No amendments to this Agreement shall be valid unless made in writing and signed by both parties.
12. This Agreement shall be null and void unless approved by a majority of the Board of Education.

**SO AGREED** this \_\_\_ day of July 2021.

**THE DISTRICT**

**BY:** \_\_\_\_\_  
**ANGELA URBINA-MEDINA, SUPERINTENDENT**

**BY:** \_\_\_\_\_  
**BOARD PRESIDENT**

**THE EMPLOYEE**

\_\_\_\_\_  
**GREGORY WARREN**

**New Paltz Central School District**  
**2020-21 Internal Audit Corrective Action Plan**

**Reserve Plan:** The Assistant Superintendent for Business will draft a proposed reserve plan to present to the Superintendent and Board of Education by September 2021. Once a plan has been finalized, it will be posted on the District website and reviewed annually.

**Policies:** The Assistant Superintendent for Business will recommend a draft of the required policy, “Procurement: Uniform Grant Guidance for Federal Awards” to the Superintendent and Policy Committee, and work with the Board of Education to adopt said policy during the 2021-22 school year.

**Deputy Treasurer:** A new Deputy Treasurer has been identified and is expected to be appointed by the Board of Education at the July 21, 2021 Business Meeting.

NEW PALTZ CENTRAL  
SCHOOL DISTRICT

INTERNAL AUDITOR'S REPORT

**RAYMOND G. PREUSSER, CPA, P.C.**

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June 11, 2021

Board of Education  
New Paltz Central School District  
196 Main Street  
New Paltz, NY 12561

Dear Board of Education Members:

We have completed the financial risk assessment of the New Paltz Central School District for the 2020-21 fiscal year and are enclosing the attached report. The purpose of this engagement was to assist you in implementing the regulations imposed by the 2005 School Financial Oversight and Accountability legislation. Our engagement was designed to assess risk in the District's financial reporting process, identify internal controls that address or mitigate those risks, and report to the Board and Management remaining risks and recommended procedural changes.

Our procedures included reviewing responses to internal control questionnaires, interviewing key personnel and testing of transactions.

The risk assessment addressed the following components of the financial operations of the District:

- Payroll
- Purchasing
- Bank Reconciliation Process
- Journal Entry Process
- Cash Receipts Process
- Claims Auditor Function
- Information Technology Controls

The engagement to perform the risk assessment and the procedures performed, as agreed to by the Board of Education, was the first phase of the ongoing internal audit function. The results of the risk assessment process have been discussed with the management of the New Paltz Central School District and are the overall responsibility of the District.

The next phase of the internal audit process is for the District to utilize the risk assessment to develop a plan for individual areas to be reviewed. In doing so, we were asked to review the Information Technology (IT) procedures, policies, and controls in place.

As a result of the above procedures, we have listed our findings and recommendations in the accompanying schedules.

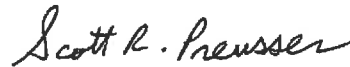
The purpose of our engagement was to assist the Board and Management in achieving its responsibility to monitor financial reporting risk. It is ultimately the Board's responsibility to determine a response to potential risks. However, our report does include suggestions of ways to respond to potential risks.

In performing our engagement, we relied on the accuracy and reliability of information provided by District personnel. We have not audited or examined the information, and express no assurance on it. Had we performed additional procedures, other matters may have come to our attention that would have been reported to you.

The attached report is intended solely for the information and use of the Board of Education and Management of the New Paltz Central School District and should not be used for any other purposes.

We appreciate the opportunity to perform the internal audit for the District and to serve the District in the role of internal auditors.

Sincerely,  
RAYMOND G. PREUSSER, CPA, P.C.

A handwritten signature in cursive script that reads "Scott R. Preusser".

Scott R. Preusser

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Area 2: Issues Related to Bank Reconciliation Procedures

Area 3: Issues Related to Payroll

Area 4: Issues related to Federal Grants

Review of Information Technology (IT) Procedures, Policies and Controls

Other Comments and Recommendations

## **High Risk Issues**

The following is a summary of our findings and recommendations that we deemed to be high risk areas because they impact processes that are critical to the operation of the District or are assets susceptible to misappropriation.

### **Area 1: Issues Related to Claims Auditor Procedures**

The position of Claims Auditor is an extremely important position in a school district. Once a Claims Auditor is appointed, and until the position is abolished, the Board no longer has the authority to audit and approve District bills. This duty and responsibility has been delegated to the Claims Auditor. The Claims Auditor reports directly to the Board. Concerns are brought directly to the Board. Further, the Board should direct the Claims Auditor to provide reports in the format that the Board desires, as well as establishing the frequency of such reports.

We noted during our review that the Claims Auditor was apparently not providing reports to the Board. Since the Board no longer has the authority to audit and approve District bills, this is an extremely important position.

We recommend that the Board require the Claims Auditor to provide monthly reports to the Board and that the Board acknowledge the receipt of the reports in the Board Minutes as it does with other financial reports.

### **Area 2: Issues Related to Bank Reconciliation Procedures**

During our review of current bank reconciliations, we noted in the District's multi-fund account that the list of outstanding checks contains numerous stale dated checks totaling \$14,138.32.

We recommend that these checks either be investigated and re-issued or simply written off and added back to the cash balances.

### **Area 3: Issues Related to Payroll Procedures**

We noted in our review and testing of payroll that yearly salary agreements were not prepared for all salaried employees.

As an important control procedure, we recommend that salary agreements be prepared yearly for all salaried employees and that their agreements be signed by the employee and returned to the Business Office to verify that they agree with the salary that they are receiving.

### **Area 4: Issues Related to Federal Grants**

During our cursory review of the District's financial data, we noted that the Federal Title Grants and IDEA Grants had not yet been approved by NYSED.

We recommend that all required forms for grant approval be filed by at least the Fall of each year to assure timely approval of all entitled grants.



## **Review of Information Technology (IT) Procedures, Policies and Controls**

As requested, we reviewed the procedures, policies and controls as maintained by the Information Technology Department (IT). The majority of the information we obtained was thru the use of an extensive questionnaire.

As a result, we found that your IT Director is doing an excellent job in heading up the department. The required policies are in place and the procedures and controls that are highly recommended are also in place.

We will not go into detail for the procedures and controls as there are (37) questions in the questionnaire. We can provide a copy of the questionnaire if you would like one.

Our one recommendation would be to have an independent source be contracted to test the network's vulnerability from outside intrusions. Your IT Director has indicated that he plans to have this done in the future.

In addition, the IT Department maintains inventory records of technology purchases including chromebooks, laptops, desktops, printers and servers.

As for purchases initiated by the IT Department such as chromebooks, most of them were purchased through BOCES or under State Contract. If necessary, quotes are also obtained to assure that the best prices are obtained.

### **Other Comments and Recommendations**

#### **Reserve Plan**

Pursuant to the Financial Transparency Law, District's are required to have a formal Reserve Plan which is to be posted on the District Website.

We ascertained that the District does not have a Reserve Plan at this time.

We recommend that such a plan be established and subsequently be posted on the District Website.

We have provided an example of such a plan to your management.

#### **Policies**

A required policy for all School Districts receiving Federal Grants is entitled "Procurement: Uniform Grant Guidance for Federal Awards."

We noted that the District has not adopted this policy. We recommend that this be done as soon as possible.

We have provided management with an example of this policy.

We also noted that many of the District's Policies date back to 2008. Many districts in this situation have contacted either the NYSBA or Erie BOCES to review their policy manuals and recommend new policies or the deletion of policies no longer needed.

We recommend that the District consider such a review.

#### **Deputy Treasurer**

We noted that the Deputy Treasurer of the District is the Accounts Payable Clerk. In the event that the Deputy Treasurer had to sign checks, it should not be someone who prepares invoices for payment. The internal control would be considerably weakened with final approval being given to her own work.

We recommend that at the next Reorganizational Meeting that someone other than the Accounts Payable Clerk and the Payroll Clerk be appointed as the Deputy Treasurer.



AGREEMENT BETWEEN

THE NEW PALTZ CENTRAL SCHOOL DISTRICT

AND

NEW PALTZ DISTRICT OFFICE and TECHNOLOGY  
SUPPORT STAFF ASSOCIATION

JULY 1, 2021-JUNE 30, 2025

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## **ARTICLE 1. RECOGNITION**

The District hereby recognizes the NEW PALTZ DISTRICT OFFICE AND TECHNOLOGY SUPPORT STAFF ASSOCIATION (hereinafter referred to as the "Association" or "Unit") as the exclusive bargaining agent and representative for full time and part-time clerical, secretarial, and technology support staff working at least twenty hours per week in the Central Office, Technology Department, Facilities Department, Transportation Department and Food Service Department; exclusive of: Administrative Assistant to the Superintendent of Schools, District Clerk, Secretary to the Superintendent, Treasurer, Secretary to the Deputy or Assistant Superintendent, Secretary to the Assistant Superintendent for Business, School Bus Dispatcher, supervisory personnel, and personnel designated as confidential employed by the District for the maximum period provided by law.

## **ARTICLE 2. LEGISLATIVE AUTHORITY**

1. "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."
2. If any provision of this Agreement is or shall at any time be contrary to law, then such provision shall not be applicable, or performed, or enforced, except to the extent permitted by law; however, all other provisions of this Agreement shall continue in full force and effect for the duration of the Contract.

## **ARTICLE 3. ASSOCIATION RIGHTS**

1. With the approval of the Superintendent, the Association may have the use of school buildings without cost and at reasonable times for meetings.
2. The Association will be permitted to use school computers, copying machines or other duplicating machines, audiovisual equipment and other equipment relating to the ongoing business of the Association, providing that

such equipment is not otherwise in use and that said equipment is utilized at reasonable times and on school property for legal Association activities. It is understood that in all matters relating to this use, the Association will provide, and indicate so, their own materials and will be responsible for any damage to such machines and equipment.

3. The District will provide an electronic version of this Agreement to each member of the Association.
4. The President of the Association shall receive tentative electronic agendas for the Board of Education meetings prior to the Board meeting whenever possible.
5. All unit members shall have the right to review the contents of his/her personnel file, excluding confidential material such as references, etc., in the presence of the Superintendent, or his/her designee. The employee may, upon request, make copies of file material at the employee's expense.
6. An announcement of all vacancies and newly created bargaining unit positions will be posted expeditiously on the appropriate bulletin boards and emailed to the Association President at least five (5) working days in advance of the closing date for filling the position.

#### **ARTICLE 4. NO STRIKE PLEDGE**

1. The District and Association recognize that strikes and other forms of work stoppage are contrary to the law and public policy. The District and Association therefore subscribe to the principle that the differences between them shall be resolved without interruption of the educational program in the District.
2. The Association affirms that it does not assert the right to strike, nor to assist or to participate in any strike, or to impose an obligation on its members to conduct, assist or participate in such a strike.
3. In the event that the Association does strike, any unit member who participates in the strike is deemed to have resigned.

## **ARTICLE 5. WORKDAY/WORKWEEK**

1. Association members shall work eight (8) hour day, Monday through Friday including a thirty (30) minute lunch period and a fifteen (15) minute break.
2. On days when the District is open, but students are not present, unit members are required to work a minimum of seven (7) hours, inclusive of a thirty (30) minute lunch and a fifteen (15) minute break, exclusive of the summer four-day workweek schedule.
3. During the summer months, a four (4) day workweek schedule may be implemented by the District.
  - a. Beginning on the first Monday of the four-day week the workday shall be 8.75 hours per day including a thirty (30) minute lunch and fifteen (15) minute break.
  - b. The start and end time of the unit member's work day shall be determined by the Superintendent.
  - c. The four day work week for each individual unit member shall be performed on the days Monday through Thursday or, for special circumstances, Tuesday through Friday. Special circumstances must be approved by the superintendent.
  - d. Each of the four days shall be considered 1.25 days of the work year in calculating sick, vacation, and personal leave days.
  - e. The District reserves the right to revert back to a five (5) day workweek during the summer months upon giving at least two (2) weeks prior notice.
  - f. Departments operating 5 days a week during the summer may have adjusted summer schedules, with the approval of the Superintendent or Assistant Superintendent of Business. A minimum of two (2) weeks prior notice will be given to the affected unit members.
4. Unit members may flex their usual hours of employment as approved by their immediate supervisor and with the agreement of the Superintendent.



## **ARTICLE 6. WORKYEAR**

1. All members of the Association are required to work twelve (12) months except for the Secretary to the Director of Food Service.
2. Attendance shall not be required on District Holidays.
  - a. A list of holidays for the ensuing school year shall be furnished to the unit members following determination of the same by the District
  - b. If a unit member is requested by his/her immediate supervisor to work on a Holiday and/or Saturday or Sunday, said unit member shall be paid at the rate of time and one half
  - c. If a unit member is required to report to work during a mandated closing, said unit member shall be paid at the rate of time and one half of the unit member's hourly rate.
3. Attendance will not be required on emergency closing days due to inclement weather or other reasons constituting an emergency unless requested by the Superintendent.

## **ARTICLE 7. VACATION**

1. Twelve-month unit members hired prior to July 1, 2013 shall be entitled to vacation with pay as follows:  
Years One (1) through Five (5): 12 days per year  
Years Six (6) through Nine (9): 18 days per year  
Ten (10) or more years: 24 days per year
2. Twelve-month unit members hired on or after July 1, 2013 shall be entitled to vacation with pay as follows:  
Years One (1) through Five (5): 12 days per year  
Years Six (6) through Nine (9): 16 days per year  
Ten (10) or more years: 20 days per year
3. Unit members who work only the equivalent of an 11-month schedule and/or who do not work during the summer months shall not be entitled to paid vacation days.
4. Vacation days shall be prorated the year an employee starts, the year an employee leaves and during such years

as the employee has an unpaid leave of absence.

5. Vacation Roll Over and Accumulation:

- a. Unit members that were hired prior to February 1, 2008 shall be entitled to roll-over up to five (5) unused vacation days per year, to a maximum accumulation of thirty (30) days.
- b. Unit Members that were hired prior to February 1, 2008 shall be reimbursed for all unused vacation days, not to exceed thirty (30) days, at the rate of 1/260<sup>th</sup> of their salary at the time of retirement or separation from the District.
- c. All Unit members that were hired prior to February 1, 2008, with unused vacation days may be reimbursed for up to five (5) such days at the rate of 1/260<sup>th</sup> of their salary each year.
- d. For employees hired on or after February 1, 2008:
  - i. Unit members may NOT receive reimbursement for any unused vacation days.
  - ii. There will be no accumulation of vacation days.

6. Up to three unused vacation days may be carried over due to special situations with the Superintendent's prior written approval. Such days are used prior to July 30th of the following school year or they are forfeited.

**ARTICLE 8. SICK LEAVE and FAMILY SICK LEAVE**

1. Twelve-month unit members are entitled to fifteen (15) days of paid sick leave each year.
2. All sick leave days provided to the unit member may be used for the unit member's personal illness or to care for members of the unit member's immediate family or household members. Immediate family is defined as the employee's spouse, child, mother, father, mother-in-law, and father-in-law. Up to five (5) family sick leave days may be used to care for a sibling or grandparent. Family Sick days will be deducted from the employee's sick leave accruals.
3. If any unit member does not use the full amount of sick leave allowed in any school year, the amount not used shall be accumulated yearly as follows:
  - a. Hired prior to January 1, 2008 shall be allowed to accumulate to a maximum of two hundred sixty

(260) days.

- b. Hired after January 1, 2008 shall be allowed to accumulate to a maximum of two hundred (200) days.
  - c. Any accumulation of unused sick leave heretofore granted by the District shall be counted toward the accumulated leave.
4. Unit members shall be able to transfer sick leave to any other unit member who has exhausted all accumulated sick leave up to three (3) days. A form shall be provided by the District for the donation of such leave.

#### **ARTICLE 9. PERSONAL LEAVE, LEAVES OF ABSENCE and JURY DUTY**

- 1. Twelve-month employees may be granted three (3) personal business leave days per year with pay, with the approval of the Superintendent of Schools.
- 2. Requests for personal business leave days should be received by the immediate supervisor at least two (2) days prior to the date of intended use and the reason for such use must be stated. In the event of an unforeseen circumstance and two (2) days advance notice cannot be given, the day may be approved at the discretion of the Superintendent of Schools.
- 3. Personal business leave may only be used for personal business, which cannot be conducted outside of the employee's regular workday or workweek such as:
  - a. Court appearances,
  - b. House closings,
  - c. Consultation with lawyer,
  - d. Graduation or award ceremonies involving the employee or employee's family.
- 4. Personal business leave days may be granted for days immediately preceding or following a holiday or vacation period upon the approval of the superintendent.
- 5. An employee may be granted an emergency leave with or without pay upon the approval of the Superintendent of Schools.
- 6. Unused personal days shall be rolled over and counted as sick leave days, on July 1 of the following year.

7. Any unit member summoned to perform jury duty shall be granted a temporary leave of absence with full pay.

This temporary leave of absence will not be charged to any form of leave contractually granted.

- a. It is understood that whenever possible, unit members shall delay or schedule jury duty so as to minimize conflict with regular school activities.
- b. Any unit member on jury duty shall, upon receipt of the summons, notify their immediate supervisor.
- c. The unit member shall present to the district a certificate from the clerk of the court stating the date jury duty began and the date jury duty ended.

#### **ARTICLE 10. ELEVEN-MONTH EMPLOYEES and PART-TIME EMPLOYEES**

1. The Secretary to the Director of Food Service shall be considered an eleven-month employee and shall have the following work conditions:
  - a. The work year shall be 210 days which do not include any school Holidays.
  - b. The workday shall be eight (8) hour per day including a fifteen (15) minute break and a thirty (30) minute lunch.
  - c. Eleven-month employees shall be entitled to twelve and a half (12.5) days of paid sick leave each year. These days may accumulate up to 180 days maximum. In the event of illness in an employee's family, said employee will be granted a family leave of up to five (5) days, exclusive of weekends and holidays, with pay if he/she has unused sick leave days.
  - d. This employee may be granted two (2) personal business leave days per year with pay, with the approval of the Superintendent of Schools. Personal business leave may only be used for personal business, which cannot be conducted outside of the employee's regular workday or workweek.
2. Part-Time employees hired on or after July 1, 2021 are not eligible for sick, personal, vacation days, or NPUT Benefit Trust contributions from the District.

## **ARTICLE 11. BEREAVEMENT LEAVE**

1. In the event of a death in an employee's immediate family, bargaining unit members may take up to five (5) days bereavement leave with pay. Immediate family is defined as the employee's spouse, child, mother, father, brother, sister, grandparent, grandchild, step-mother, step-father, step-child, step-brother, step-sister, mother-in-law, or father-in-law.
2. In the event of a death of an aunt, uncle, niece, nephew, brother-in-law or sister-in-law, said employee may take up to three (3) days bereavement leave with pay.
3. Additional time may be granted for extenuating circumstances at the discretion of the Superintendent of Schools.

## **ARTICLE 12. WORKERS' COMPENSATION**

Employees injured while performing assigned duties shall be paid the difference between their current salary and any workers' compensation for the duration of the absence from school up to a maximum of ninety (90) workdays. The first five (5) work days of such an absence will be charged against the unit member's sick leave.

## **ARTICLE 13. HEALTH INSURANCE**

1. The District may participate in the Empire Plan. If the District participates in the Empire Plan, the District will pay the premium for this plan at the following rates:
  - a. Effective January 1, 2017, for full time employees the District will pay 95% of the rate for individual coverage and 85% of the rate for family coverage, with the employee paying the difference, if any.
2. The District may offer alternative plans such as HMOs and EPOs. If the District offers any alternative plan, the District will pay the premium for these plans up to:
  - a. Effective January 1, 2017, for full time employees the District will pay up to 95% of the Empire plan rate toward individual coverage and up to 85% of the Empire rate toward family coverage, with the employee paying the difference, if any.
3. An employee may retain coverage while on a non-salary leave for up to 18 months under COBRA provided the

employee assumes all costs and pays for the coverage.

4. Unit members who are covered by another health insurance plan and desire to receive the health insurance buy-out shall inform the Business Office by filling out and filing a copy of the District's Health Insurance Buy-Out Form. Once filed it shall be presumed filed for all subsequent years unless the Business Office is otherwise notified in writing.
  - a. The amount of the buy-out is \$145.00 per month
  - b. To be entitled to the payment referenced above, the unit member must produce proof of health insurance coverage from another source at the time of application for opting-out. Re-entry shall be governed by the rules of the health insurance plan(s) provided for in this agreement.
  - c. New hires may opt-out and receive this benefit on a prorated basis, where applicable, at the time of hire, provided that proof of other health insurance is furnished to the Business Office.

#### **ARTICLE 14. NPUT WELFARE BENEFIT TRUST**

1. The District shall contribute \$3,150 per full time unit member annually to the NPUT Welfare Benefit Trust Fund or its equivalent.
2. The selection of benefits shall be at the discretion of the Trustees of the NPUT Benefit Trust Fund and in accordance with its Declaration of Trust.
3. The District shall contribute \$1,575 per part-time unit member annually to the NPUT Welfare Benefit Trust Fund or its equivalent if hired prior to June 30, 2021.

#### **ARTICLE 15. SALARIES**

1. Starting salaries for 2021-2025 shall be as listed in Attachment A.
2. Longevity and Enhanced Longevity payments:
  - a. Longevity will be based on the years of service to New Paltz CSD. This does not include temporary service, substitute service, or less than 4 hours per day regular appointed service.

- b. Longevity and Enhanced Longevity payments will be non-cumulative, and awarded based on completed years of service as of June 30 of each year.
- c. Longevity will begin to be awarded based on years of service starting on July 01, 2021 and shall be paid in equal installments, starting in the first paycheck of the year after they have reached the Longevity year threshold. Thus, a unit member who attains 5 years of service on March 1, 2022, will be awarded the 5- 9 year longevity, starting in the first paycheck of July 2022.
- d. Enhanced Longevity – Commencing July 1, 2021 and ending June 29, 2025. The enhanced longevity shall sunset for all purposes, having no force or effect thereafter on June 29, 2025. Commencing on July 1, 2021, the following “enhanced longevity schedule” shall be in place for the bargaining unit:

Enhanced Longevity - Years of Service	Enhanced Longevity Payment
5-9	\$1,000
10-14	\$1,500
15-19	\$2,000
20-24	\$2,500
25-29	\$3,000
30+	\$3,500

- e. Longevity – Commencing June 30, 2025, the following longevity schedule set forth at paragraph (d) shall be in place for the bargaining unit. Payments will continue to be made in equal installments throughout the fiscal year.

Longevity - Years of Service	Longevity Payment
5-9	\$500
10-14	\$1,000
15-19	\$1,500
20-24	\$2,000
25-29	\$2,500
30+	\$3,000

The Association will provide a list of eligible unit members to the Assistant Superintendent for Business each year by June 1st for the following year.

- f. Recognition payment:
  - 1. Effective July 1, 2021, The District will pay unit members a one-time, non-recurring payment of \$1,500.00 on the unit member’s 25<sup>th</sup> anniversary of continuous service with the District. This one-

time, non-recurring payment will not be added to the employee's base salary and will only be paid to employees who are in active employment with the District at the time of expiration of the prior collectively Negotiated Agreements. \*Upon ratification, this payment will be made to all current unit members with 25 or more continuous years of service in the New Paltz Central School District. In subsequent years, only those who have completed their 25<sup>th</sup> year of continuous employment with the District will be eligible.

2. Effective July 1, 2021, the District will pay unit members a one-time, non-recurring payment of \$2,000.00 on the unit member's 30<sup>th</sup> anniversary of continuous service with the district, under the same terms and conditions stated above.
3. The Association will provide a list of eligible unit members to the Assistant Superintendent for Business each year by June 1<sup>st</sup> for the following year.

g. Salary Adjustments

Effective July 1, 2021 and to be added to the following unit member's salary before the percentage increase is applied thereto, the following adjustments shall be made to each of the named unit member's salaries as an equity adjustment:

1. Melanie Wolfrum, Account Clerk in the District Office, shall have her base salary increased to \$50,900.
2. Jennifer Chase, Account Clerk Typist in the District Office, shall have her base salary increased to \$57,705.
3. Mary-Grace Decoeur, Account Clerk Typist – 11-month, shall have her salary increased to \$42,750.
4. Katherine McEachin, Network Support Technician, shall have her base salary increased to \$45,800.
5. Allison Dudek, Secretary in Special Education, shall have her base salary increased to \$43,820.
6. Jaclyn Tiano, Secretary to the Director of PPS, shall have her base salary increased to \$43,620.



### 3. Schedule of Salary Increases

- a. For employees hired prior to July 1, 2021, salary increases shall be as follows:
  - i. 2021-2022 – 4%
  - ii. 2022-2023 – 3%
  - iii. 2023-2024 – 3%
  - iv. 2024-2025 – 4%
- b. The District reserves the right at the time of initial hire to place employees at the base or experience level, depending upon the new hire's prior experience. For employees hired on or after July 1, 2021, refer to Attachment A for starting salaries. Employees placed at the Entry Level will move to the Base Level on July 1<sup>st</sup>, after completing one (1) full year of service. Employees placed at the Experience Level will be paid at 90% of the Experience Level their first year, and will move to 100% of the Experience Level on July 1<sup>st</sup>, after completing one year of service.
- c. If an employee begins employment before November 1<sup>st</sup>, the employee will move to the next salary level on July 1<sup>st</sup> of the following year.

### **ARTICLE 16. DEPOSIT and TAX-SHELTERED ANNUITY PROGRAM**

1. The District will make available to the unit members a tax-sheltered annuity program in accordance with Section 403(b) of the Internal Revenue Code of 1954, as amended.
2. All unit members will be required to sign up for direct deposit for their entire paycheck. The direct deposit will allow for the members to have their pay transferred from the School District's depository bank(s) to depository bank(s) or credit union(s) of each bargaining unit member's choice. Unit members may request up to a maximum of (3) such institutions, provided that one (1) of the institutions must receive 100% of the balance after any other deposits.

## **ARTICLE 17. MILEAGE REIMBURSEMENT**

1. A unit member shall be reimbursed at the per mile rate established by the Internal Revenue Service which is approved by the Board of Education each year if a school vehicle is not available for school related business.
2. The employee will be reimbursed at the said rate upon presentation of a District claim voucher in accordance with the District claims procedure.

## **ARTICLE 18. PROFESSIONAL DEVELOPMENT**

1. Staff development opportunities shall be made available to unit members.
2. Upon authorization of the supervisor, unit members may attend, at the expense of the District, appropriate professional meetings, workshops, and conferences.
3. Tuition for up to two (2) courses per year (up to 6 credits) shall be reimbursed at the SUNY New Paltz undergraduate rate provided:
  - a. The courses and the request for reimbursement must be approved in advance by the Superintendent of Schools.
  - b. The grade in the courses must meet an acceptable level of achievement as determined by the Superintendent of Schools.

## **ARTICLE 19. EVALUATIONS**

1. Each unit member shall be evaluated a minimum of once per school year by immediate Supervisor.
  - a. The immediate supervisor shall make recommendations for performance improvement, if deemed necessary.
  - b. Said recommendation shall be provided within thirty (30) working days after receipt of the unit member's initial evaluation.
  - c. Unit members reserve the right to respond to said recommendations, in writing, within thirty (30) working days.

2. A conference will be held with the unit member to discuss said evaluation before the evaluation is placed in the unit member's personnel file.
  - a. The unit member shall sign the evaluation at the time of the conference.
  - b. Such signature does not indicate agreement with the evaluation, but merely that the employee has seen the evaluation.
  - c. A response directed to the immediate supervisor may be placed in the employee's personnel file.
3. All unit members shall have the right to review the contents of his/her personnel file, excluding confidential material such as references, etc., in the presence of the Superintendent, or his/her designee. The employee may upon request, have copies of file materials made at the employee's expense.

## **ARTICLE 20. TERMINATION/SEPARATION**

1. Should a unit member's service be terminated, the school district will pay the employee for his/her pro-rated unused and accumulated vacation time.
2. Should a unit member voluntarily separate from the District, the school district will pay the unit member for his/her pro-rated unused and accumulated vacation time if four (4) week prior notification is given.

## **ARTICLE 21. GRIEVANCE PROCEDURE**

### **1. Definitions**

#### **a. Employer:**

New Paltz Central School District

#### **b. Employee:**

Any recognized Association member employed by the District.

#### **c. Grievance:**

A grievance may be filed for any violation, misinterpretation or an inequitable application of a specific provision of this agreement, excluding all matters otherwise reviewable by law by either a

court or administrative agency.

d. Time Limits:

No grievance may be brought more than thirty (30) calendar days after the occurrence of the act or condition upon which it is based or after the grievant knew or after the grievant should have known of said act or condition. Any grievance brought after more than the specified number of days shall be deemed to be waived, barred, and outside of the grievance procedure. The Association's failure to initiate a grievance within this time limit, or to process a grievance to the next step of the grievance procedure within the time limit set forth shall constitute a waiver of such grievance, and the grievance shall not be processed through the grievance procedure thereafter.

e. Grievance Format:

All grievances at each stage of this procedure must state the following:

- i. The specific contract clause alleged to have been violated,
- ii. The name or names of the aggrieved employee,
- iii. A statement outlining when the District allegedly violated the collective bargaining agreement, in what manner,
- iv. What management employees were involved, and
- v. The remedy or redress sought.

f. General:

- i. The exclusive remedy for disagreements which arise under this Contract concerning its application or interpretation shall be the grievance procedure set forth below.
- ii. It is understood that a grievance may only be brought by an employee or a group of employees. The Association may not file a grievance.
- iii. If the District fails to respond within the contractual time limits, the employee, if he/she receives no response from the District, may pursue the grievance to the next step in the grievance procedure.

## 2. Grievance Stages

### a. Stage 1:

The Association must present the grievance in writing to the Assistant Superintendent for Business within thirty (30) calendar days after the occurrence of the act or condition upon which the grievance is based or within thirty (30) calendar days after the grievant knew or should have known of the act or condition upon which the grievance is based. The Assistant Superintendent for Business shall respond, in writing, to the Association within ten (10) school days after receipt of the grievance.

### b. Stage 2:

If the Association is dissatisfied with the response at Stage 1, the Association may submit the grievance to the Superintendent of Schools within ten (10) days following receipt of the Assistant Superintendent for Business decision. This shall be accomplished by sending the grievance and the District's response to the Superintendent with copies to the Assistant Superintendent for Business. The Superintendent shall consider the grievance and shall make a written response to the grievant within fifteen (15) school days after receipt of the grievance. The decision of the Superintendent shall be final and binding upon the parties.

## **ARTICLE 22. RETIREMENT BENEFITS**

1. Sick day liquidation and health and dental insurance retirement benefits will be provided at retirement upon the following conditions:
  - a. Employed at least ten (10) years with the New Paltz Central School District.
  - b. Retired from the New Paltz Central School District and the Employee Retirement System (ERS).
  - c. Have health and/or dental insurance with the district for one year prior to retirement.
2. Upon retirement from the District, unit members may liquidate accumulated sick days according to the following:
  - a. Hired prior to January 1, 2008 shall be allowed to liquidate up to a maximum of two hundred sixty

(260) days accumulated sick days at a rate of \$30 per day.

- b. Hired after January 1, 2008 shall be allowed to liquidate up to a maximum of two hundred (200) days accumulated sick days at a rate of \$30 per day.

- 3. If an employee retires from the district meeting all of the requirements in Article 22, (1), the retired employee may participate in the Districts Health Insurance Plan (currently the Empire Plan) and the District will pay the premium for this plan at the following rates:
  - a. For full time employees hired prior to July 1, 2008, the District will pay 95% of the Empire plan rate for individual coverage and 90% of the Empire plan rate for family coverage, with the employee paying the difference.
  - b. For full time employees that were hired on or after July 1, 2008 the employer contribution 95% of the Empire plan rate for individual coverage and 85% of the Empire plan rate for family coverage, with the retired employee paying the difference.
- 4. The District may offer alternative plans such as HMOs and EPOs For retirees who are eligible meeting all of the requirements in Article 22, (1) , the District will pay the premium for an alternative plan up to:
  - a. For full time employees hired before July 1, 2008, Health Insurance will be provided in retirement at a District contribution of up to 95% of the Empire Plan Rate toward an Individual plan and up to 90% of the Empire Plan Rate toward a Family plan.
  - b. For full time employees hired on or after July 1, 2008, Health Insurance will be provided in retirement at a District contribution of up to 95% of the Empire Plan Rate toward an Individual plan and up to 85% of the Empire Plan Rate toward a Family plan.
- 5. If an employee retires from the district meeting all of the requirements in Article 22, (1), the District will provide the same Dental Insurance and Vision Insurance as when actively employed.

**ARTICLE 23. NEGOTIATIONS**

The parties agree that all negotiable items have been discussed during the negotiations leading up to this Agreement and that the negotiations will not be reopened on any item, whether contained in this Agreement or not, during the life of this Agreement unless both parties mutually agree.

**ARTICLE 24. DURATION OF AGREEMENT**

The term of this agreement shall be from July 1, 2021 through June 30, 2025.

**ON BEHALF OF THE NEW PALTZ DISTRICT OFFICE AND TECHNOLOGY SUPPORT STAFF ASSOCIATION**

BY: Jennifer Chase  
JENNIFER CHASE, PRESIDENT

DATED: 07/15/21

BY: Cheryl Pettus  
CHERI PETTUS, VICE PRESIDENT

DATED: 7/15/2021

BY: Allison Dudek  
ALLISON DUDEK, VICE PRESIDENT

DATED: 07/15/2021

**ON BEHALF OF THE NEW PALTZ CENTRAL SCHOOL DISTRICT**

BY: \_\_\_\_\_  
ANGELA URBINA MEDINA,  
SUPERINTENDENT OF SCHOOLS

DATED: \_\_\_\_\_

BY: \_\_\_\_\_  
SHARIFA CARBON,  
ASSISTANT SUPERINTENDENT FOR BUSINESS

DATED: \_\_\_\_\_

## **ATTACHMENT A - STARTING SALARY SCHEDULES**

### **2021-22 STARTING SALARY SCHEDULE**

<b><u>POSITION TITLE</u></b>	<b><u>ENTRY</u></b>	<b><u>BASE</u></b>	<b><u>EXPERIENCE</u></b>
School District Technical Services Specialist (Network Administrator)	\$80,000	\$85,000	\$90,000 - \$100,000
Network Support Specialist I	\$52,500	\$55,000	\$57,500 - \$60,000
Network Support Specialist II	\$60,000	\$65,000	\$70,000 - \$80,000
Network Support Technician	\$45,000	\$47,500	\$50,000 - \$55,000
School District Database Program Specialist	\$55,000	\$60,000	\$70,000 - \$80,000
Secretary (Special Education Program)	\$38,500	\$40,000	\$42,000 - \$47,000
Account Clerk/Typist	\$38,500	\$40,000	\$42,000 - \$47,000

### **2022-23 STARTING SALARY SCHEDULE**

<b><u>POSITION TITLE</u></b>	<b><u>ENTRY</u></b>	<b><u>BASE</u></b>	<b><u>EXPERIENCE</u></b>
School District Technical Services Specialist (Network Administrator)	\$82,400	\$87,550	\$92,700 - \$103,000
Network Support Specialist I	\$54,100	\$56,650	\$59,200 - \$61,800
Network Support Specialist II	\$61,800	\$66,950	\$72,100 - \$82,400
Network Support Technician	\$46,350	\$48,900	\$51,500 - \$56,700
School District Database Program Specialist	\$56,650	\$61,800	\$72,100 - \$82,400
Secretary (Special Education Program)	\$39,700	\$41,200	\$43,300 - \$48,400
Account Clerk/Typist	\$39,700	\$41,200	\$43,300 - \$48,400



**2023-24 STARTING SALARY SCHEDULE**

<b><u>POSITION TITLE</u></b>	<b><u>ENTRY</u></b>	<b><u>BASE</u></b>	<b><u>EXPERIENCE</u></b>
School District Technical Services Specialist (Network Administrator)	\$84,000	\$89,300	\$94,600 - \$105,000
Network Support Specialist I	\$55,150	\$57,800	\$60,400 - \$63,000
Network Support Specialist II	\$63,000	\$68,300	\$73,550 - \$84,000
Network Support Technician	\$47,300	\$49,900	\$52,500 - \$57,800
School District Database Program Specialist	\$57,800	\$63,000	\$73,550 - \$84,000
Secretary (Special Education Program)	\$40,500	\$42,000	\$44,100 - \$49,400
Account Clerk/Typist	\$40,500	\$42,000	\$44,100 - \$49,400

**2024-25 STARTING SALARY SCHEDULE**

<b><u>POSITION TITLE</u></b>	<b><u>ENTRY</u></b>	<b><u>BASE</u></b>	<b><u>EXPERIENCE</u></b>
School District Technical Services Specialist (Network Administrator)	\$85,700	\$91,100	\$96,450 - \$107,200
Network Support Specialist I	\$56,300	\$59,000	\$61,600 - \$64,300
Network Support Specialist II	\$64,300	\$69,650	\$75,000 - \$85,700
Network Support Technician	\$48,200	\$50,900	\$53,600 - \$59,000
School District Database Program Specialist	\$59,000	\$64,300	\$75,000 - \$85,700
Secretary (Special Education Program)	\$41,300	\$42,900	\$45,000 - \$50,400
Account Clerk/Typist	\$41,300	\$42,900	\$45,000 - \$50,400

**AGREEMENT**  
**between**  
**NEW PALTZ CENTRAL**  
**SCHOOL DISTRICT**  
**and**  
**NEW PALTZ CENTRAL**  
**SCHOOL SECRETARIAL**  
**ASSOCIATION**

**July 1, 2021 - June 30, 2025**

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## **ARTICLE 1:           RECOGNITION**

The District hereby recognizes the New Paltz Central School Secretarial Association as the exclusive bargaining agent for a unit including regularly employed, full time and part time clerical personnel, including but not limited to, all typists, account clerk typists, account clerks, and school program secretaries; but excluding clerical staff working in the District Office, Transportation, Facilities and Operations, and Food Service.

## **ARTICLE 2:           DEFINITIONS**

### Section 1.

Regularly employed full-time employees are defined as those employees who work at least ten (10) months a year, and thirty-five (35) hours or more per week.

### Section 2.

It is understood that throughout the agreement the term “employee” only includes regularly employed full-time employees unless otherwise specifically indicated.

### Section 3.

Regular part-time employees are hourly paid employees and are not entitled to any fringe benefits, paid leave or paid time off.

## **ARTICLE 3:           ASSOCIATION RIGHTS**

### Section 1.

With the approval of the Superintendent, or his/her designee, the Association may have the use of school buildings without cost and at reasonable times for meetings.

### Section 2.

The Association will provide the District with the names of their Association Officers (President, Vice President, and Secretary). The Association President will handle all membership concerns.

### Section 3.

The District will meet annually with the Association to review the list of all association members including seniority dates.

#### Section 4.

The District will provide a bulletin board in each of the school buildings for the posting of official Association notices or bulletins. Such material must deal with the proper and legitimate business of the Association. The material must be signed or the source of such material must be identifiable. The District shall not be responsible for the contents of such material.

### **ARTICLE 4: ANNOUNCEMENT OF EMPLOYMENT POSITIONS**

An announcement of all vacancies and newly created bargaining unit positions will be posted expeditiously on the appropriate bulletin boards or e-mailed to the Association President at least five (5) working days in advance of the closing date for filling the position. The postings will provide the applicable job title(s), job description, salary and the closing date of the posting.

### **ARTICLE 5: DAYS/HOURS OF EMPLOYMENT**

#### Section 1. Standard Work Day

Effective November 10, 2010 the employee's normal work day will be 7 hours and 30 minutes, which will include 7 hours and 15 minutes of actual work time and an additional 15 minute paid break period. Unit members will also receive an unpaid lunch period of 45 minutes in duration which is not included in their 7 hours and 30 minutes of paid work and break time.

#### Section 2. Work Year – 10 Month Employees

Effective July 1, 2013 the work year of ten (10) month employees shall be 200 days. These days shall not include school district holidays, snow days, winter break or spring break(s). The calendar for ten (10) month employees shall be determined annually by the Superintendent. This calendar shall generally start two to three weeks before the start of the student school year and end June 30th. Days worked during a four-day work week shall count as 1.25 days toward the 200-day total. The hours for ten (10) month employees shall be as in Article 5, Section 1.

#### Section 3. Overtime

Hours worked between 37.5 hours and 40 hours in a given work week will be compensated at the employee's regular hourly rate of pay. This rate shall be calculated by dividing the employee's salary (including longevity) by 1,950 (37.5 hours x 52 weeks) for 12 month employees and by 1,500 (37.5 hours x 40 weeks) for 10 month employees.

Overtime will be paid for all hours worked in excess of 40 hours in a work week. Overtime will be calculated based upon the unit member's hourly rate of pay multiplied by 1.5. For purposes of overtime, the employee's hourly rate of pay shall be calculated by dividing the employee's salary (including longevity) by 1,950 (37.5 hours x 52 weeks) for 12 month employees and by 1,500 (37.5 hours x 40 weeks) for 10 month employees.

#### Section 4. Summer Hours

Full-time employees shall be engaged in a four-day work week during the summer month (commencing the first Monday on or after July 1 and ending on the last Friday before September 1), subject to the following terms and conditions:

1. The four-day work week for each individual unit member shall be performed on the days Monday through Thursday or, for special circumstances, Tuesday through Friday. Special circumstances must be approved by the Superintendent of Schools.
2. Each of the four days shall be considered 1.25 days of the work year in calculating sick, vacation, personal leave, etc.
3. Staff will be expected to take vacation during the summer months.

Beginning on the first Monday of the four-day work week the work day will be 8 hours and 15 minutes, which will include 8 hours of actual work time and an additional 15 minute paid break period. Unit members will also receive an unpaid lunch period of 45 minutes in duration which is not included in their 8 hours and 15 minutes of paid work and break time. The total day (including paid work time, paid break and unpaid lunch) shall begin at 7:15 AM and end at 4:15 PM. The starting and ending times may be modified by the Superintendent provided the length of the day is not changed.

The District reserves the right to revert back to a five-day work week during the summer months upon giving at least two (2) weeks' notice to the Association. In this case, the summer hours shall be one hour less than the hours referred to in Section 1.

#### Section 5. Non-Instructional Attendance Days

Full-time employees shall be entitled to a shortened work day on those days when the District is open, but students and ten-month instructional staff are not in attendance. A "shortened work day" is defined as one hour less than the hours referred to in Section 1. The shortened work days shall not apply to unit members working a four-day work week.

### **ARTICLE 6: VACATION**

### Section 1.

Twelve (12) month employees will be entitled to vacation with pay. The vacation for twelve (12) month employees shall be:

Newly hired employees, shall accrue one (1) vacation day per month up to ten (10), from the date of hire until June 30th. These days shall be used prior to June 30th of the school year in which they are hired.

On July 1st of each school year, employees with less than five (5) years of service shall be entitled to twelve (12) vacation days.

On July 1st of each school year, employees with at least five (5), but less than ten (10) years of service shall be entitled to eighteen (18) vacation days.

On July 1st of each school year, employees with at least ten (10) years of service shall be entitled to twenty-four (24) vacation days.

Additionally, all days during Spring Break that are not school holidays shall be counted as vacation days for all full-time clerical staff. On July 1<sup>st</sup> of each school year, those vacation days shall be deducted from the totals given above. Newly hired employees will have those days deducted from their available vacation days if hired before Spring Break. All clerical staff shall have these days off.

Vacation days shall be prorated if an employee does not work an entire school year.

### Section 2.

Ten (10) month employees shall not be entitled to vacation days. Ten month employees shall not work during winter or spring break(s).

### Section 3.

Vacation time may not be carried over from year to year, except that up to five (5) days may be carried over until August 15th of the following year. The employee must notify the District by June 1st if they wish to exercise this option.

#### Section 4.

Unit members with unused vacation days may be reimbursed up to five (5) days at the rate of 1/260th of their salary each year; including longevity. The employee must notify the District by June 1st if they wish to exercise this option.

### **ARTICLE 7: JURY DUTY LEAVE**

#### Section 1.

Any full-time employees summoned to perform jury duty on day(s) and times scheduled to work shall be granted a temporary leave of absence with full pay. This temporary leave of absence will not be charged to any form of leave contractually granted.

#### Section 2.

It is understood that whenever possible, an employee shall delay or schedule jury duty so as to minimize conflict with regular school activities.

#### Section 3.

Any employee on jury duty shall, upon receipt of summons, notify their immediate supervisor.

#### Section 4.

The employee shall present to the District a certificate from the clerk of the court stating the date jury duty began and the date jury duty ended.

#### Section 5.

The employee shall reimburse the District the per diem fee received and shall retain any mileage allowance received.

#### Section 6.

Any employee who feels that the jury service will interfere with professional commitments to the District may request a letter of excuse from the Superintendent to be sent to the clerk of the court.

#### Section 7.

An employee excused from jury duty before noon on any day of jury service is expected to report to work for the remainder of the scheduled day.



## **ARTICLE 8: SICK LEAVE**

### **Section 1.**

Full-time employees will be granted sick leave on the basis of fifteen (15) days per year for twelve (12) month full-time employees and twelve and a half days per year (12.5) for ten (10) month full-time employees. These days shall be prorated at the rate of 1.25 days per month for partial year employees. Employees sick leave days may be accumulated up to 230 days in total.

### **Section 2.**

All sick leave days provided to the unit member may be used for the unit member's personal illness or to care for members of the unit member's immediate family or household members. Immediate family is defined as the employee's spouse, child, mother, father, mother-in-law, and father-in-law. Up to five (5) family sick leave days may be used to care for a sibling or grandparent. Family Sick days will be deducted from the employee's sick leave accruals.

### **Section 3.**

The District reserves the right to request a written statement supported by a doctor's certificate after three (3) days of successive absence or at any time if there is suspected employee abuse. A nominal fee, not to exceed the doctor's office visit less any amount reimbursed through insurance, shall be paid by the District to defray the cost of this certificate.

### **Section 4.**

Any employee shall be able to transfer sick leave, up to a maximum of two (2) days, to any other employee who has used up all accumulated sick leave. The employee shall notify the District within three (3) days following termination of accumulated sick leave if a donation is forthcoming. A form will be provided by the District for the donation of leave.

### **Section 5.**

Employees who retire from the District, and who, at the time of retirement, are eligible to retire and draw retirement benefits under the regulations of the New York State Employee's Retirement System or the Social Security System, shall be paid twenty-five dollars (\$25.00) per day for each day of unused, accumulated sick leave, up to the maximum accumulation set forth in Section 1, above.

## Section 6.

Workers' Compensation - Advance salary reimbursement payments shall be received by the District whereupon sick leave days shall be reinstated to the employee's credit on a pro-rata basis utilizing the value per diem reimbursement bears when measuring against the employee's per diem pay.

## **ARTICLE 9:           BEREAVEMENT LEAVE**

### Section 1.

In the event of a death in an employee's immediate family, both full-time and part-time employees may take up to five (5) days bereavement leave, exclusive of weekends and holidays, with pay. Immediate family is defined as the employee's spouse, child, mother, father, siblings, grandparent, grandchild, step grandchild, step parent, step children, step siblings, mother-in-law, father-in-law, and significant other living in the household.

### Section 2.

In the event of a death of aunt, uncle, niece, nephew, brother-in-law, sister-in-law, and grandparent-in-law, said employee may take up to three (3) days bereavement leave with pay.

## **ARTICLE 10:          EMERGENCY LEAVE**

Emergency leave may be granted at the discretion of the Superintendent of Schools. Emergency is defined as an unexpected event of a severe nature which occurs during the employee's normal work day and which is of short duration. Emergency leave is with or without pay at the sole discretion of and with the approval of the Superintendent of Schools.

## **ARTICLE 11:          PERSONAL LEAVE**

### Section 1.

Employees may be granted two (2) business leave days a year with pay at the discretion of the Superintendent of Schools.

### Section 2.

Requests for business days must be received at least two (2) days, when possible, prior to the date requested and must state the reason for the request.

### Section 3.

Business leave shall be used only for business that cannot be done outside of the regular workday or work week, such as:

- A. Legal Needs,
- B. Family Needs,
- C. Personal Needs

#### Section 4.

Personal days not used will be credited to accumulated sick leave on July 1st of the following school year.

### **ARTICLE 12: LEAVE OF ABSENCE**

#### Section 1.

A full-time employee may be granted a leave of absence, without pay, not to exceed one (1) year, with the approval of the Superintendent of Schools or her/his designee. The Superintendent of Schools at her or his discretion may extend this unpaid leave of absence beyond one year. The unit member shall not accrue seniority during this unpaid leave of absence or its extension. Except in emergencies, such leave requests must be submitted, in writing, to the Superintendent at least three (3) weeks prior to the desired leave date, setting forth both leave commencement and termination dates, and notice of intention to return from leave must be submitted to the Superintendent at least ten (10) work days before the leave termination date or else the employee shall be deemed to have voluntarily quit from his/her position and there shall be no requirement for the Employer to conduct a hearing regarding such matter. An employee who fails to return to work on the leave return date shall be deemed to have voluntarily quit from his/her position and there shall be no requirement for the Employer to conduct a hearing regarding such matter.

#### Section 2.

A leave of absence will not be used in the computation of an employee's length of service.

#### Section 3.

The School District will return the full-time employee to a position within the job title held previously to taking the leave of absence if the job title is still in existence. If the position within the job title is unavailable due to a reduction in staff, the employee returning from a leave of absence will be allowed to replace the least senior employee within the same job title if the employee has a greater seniority than the employee being replaced.

#### Section 4.

A twelve (12) month employee on an unpaid leave of absence for over six (6) months during the employer's fiscal year shall not be eligible for the negotiated salary increase for the following year.

### **ARTICLE 13: HEALTH INSURANCE**

#### Section 1.

The District may participate in the Empire Plan. If the District participates in the Empire Plan, the District will pay the premium for this plan up to 95% of the rate for individual coverage and 85% for family coverage for full-time employees.

The District may offer alternative plans such as HMOs and EPOs. If the District offers any alternative plan, the District will pay the premium for these plans up to 95% of the Empire rate for individual coverage and 85% for family coverage for full-time employees, the employee will pay the difference if any.

#### Section 2.

To retain coverage while on a non-salaried leave, the employee must assume all costs and pay for the coverage.

#### Section 3 - Health Insurance Buy-Out

On or before May 1st, unit members who desire to receive the annual health insurance buy-out for the next school year shall inform the Assistant Superintendent for Business by filling out and filing a copy of the District's Health Insurance Buy-Out Form. The Assistant Superintendent for Business may waive the deadline at her/his sole discretion. Once filed, it shall be presumed filed for all subsequent years, unless the Assistant Superintendent for Business is otherwise notified in writing.

Newly hired unit members or those who decide to opt out after May 1st shall receive the benefit on a pro-rated basis effective with the month following the month in which the Health Insurance Buy-Out Form is filed with the Assistant Superintendent for Business. Thereafter, such form shall be deemed filed on an annual basis by May 1st, unless the Assistant Superintendent for Business is otherwise notified in writing.

In return for opting-out, the unit member shall receive an amount equal to \$85.00 per month. The total shall be divided by the number of pay periods available and paid through payroll.

To be entitled to the payment referenced above, the unit member must produce proof of health insurance coverage from another source at the time of application for opting-out. Re-entry shall be governed by the rules of the health insurance plan(s) provided for in this Agreement.

#### **ARTICLE 14: NPUT BENEFIT TRUST**

The District shall annually appropriate the following amounts to the NPUT Welfare Benefit Trust Fund, or its equivalent, as follows

2021-2022	\$2,245 per full time unit member
2022-2023	\$2,320 per full time unit member
2023-2024	\$2,395 per full time unit member
2024-2025	\$2,495 per full time unit member

In the event that the Fund ceases to exist or if the Association decides that it does not want to belong to the NPUT Benefit Trust, the District and the Association shall mutually agree to a dental and/or disability plan based upon the current appropriation.

#### **ARTICLE 15: SNOW DAYS**

Snow days are defined as days when school is canceled due to inclement weather and neither the teachers nor the students are in school. Unit members are not required to report to work on a snow day. In the event of a delay in the opening of school due to inclement weather, unit members are allowed extra time in order to arrive safely to work. If school is dismissed early due to inclement weather, the employee may be allowed to leave early, with the approval of the Superintendent of Schools or her or his designee.

#### **ARTICLE 16: HOLIDAYS**

##### Section 1.

Regularly employed full-time twelve month employees are guaranteed sixteen (16) holidays off with pay each contract year.

##### Section 2.

If any of the sixteen (16) holidays falls on a Saturday or Sunday, the holiday will be observed on another day designated by the District.

### Section 3.

The District designated holidays will be established per the school calendar and the needs of the District by June 30th of each year and the Association will be advised as to the designation of those days.

### Section 4.

In the event that unit employees are required to work on a holiday specified in Section 1 above, they will be given another day off in its place to be agreed upon between the individual employee and the Superintendent of Schools or her or his designee. The employee may choose to be paid instead of receiving compensatory time.

## **ARTICLE 17: PERFECT ATTENDANCE BONUS**

All employees with perfect attendance for the fiscal year, July 1st through June 30th, shall receive a three hundred (\$300.00) bonus, payable on or before December 20th. Persons with only one (1) days absence during this period shall receive a bonus of two hundred dollars (\$200.00) payable on or before December 20th. Perfect attendance is based on number of Sick, Family Leave, Personal or Leave Without Pay days used. Vacation, Bereavement and Jury Duty Leave shall not count against perfect attendance. If an employee starts after the beginning of a school year, the first year will be pro-rated.

## **ARTICLE 18: TERMINATION OF SERVICE**

### Section 1.

Should an employee's service be terminated for any reason, the school district will pay the employee for his/her unused vacation days on a prorated basis.

### Section 2.

An employee who resigns must give the District at least four (4) weeks' notice of his/her intent to resign prior to the effective resignation date in order to be eligible to receive his/her vacation days in accordance with Section 1 above.

### Section 3.

Employees will receive four (4) weeks' notice in the event of a lay-off. This provision does not apply to lay-off for disciplinary reasons.

#### Section 4.

In the event of a lay-off, employees will be laid off as per Ulster County Civil Service rules by order of inverse seniority, in the affected job title(s). Similar job titles may be grouped together.

#### **ARTICLE 19: MILEAGE REIMBURSEMENT**

When an employee's car is used for transportation purposes in connection with work and at the request of the Superintendent or her/his designee, compensation will be at the rate authorized by the Board at its reorganization meeting.

#### **ARTICLE 20: TUITION AID PLAN**

The District shall pay for the full cost of sending unit members to job-related training programs which are required by the Employer. Bargaining unit members shall be reimbursed for 100% of the tuition cost for college coursework, up to the per credit rate of S.U.N.Y. New Paltz, upon producing satisfactory evidence of course completion with a grade of "B" or better. Tuition reimbursement shall be limited to six (6) credits per semester. To be entitled to this benefit, the course work to be taken must be approved in advance by the Superintendent of Schools.

#### **ARTICLE 21: REPRESENTATION AT DISCIPLINARY HEARINGS/MEETINGS**

##### Section 1.

Employees will have the right to have an Association representative at a meeting which could lead to a meeting of a disciplinary or dismissal nature.

##### Section 2.

Where the District imposes or intends to impose discipline, it shall advise the employee of his/her right to have an Association representative, as a witness or an advisor, during such meetings.

##### Section 3.

The employee and/or the Association may request, and receive a copy of any recordings of a disciplinary meeting or charges made against the employee.

#### Section 4.

Upon request and with reasonable notice, an employee shall have an opportunity to review and examine his/her personnel file. The District has the right to have such review and examination take place in the presence of a designated official. The District shall honor the request of an employee for one (1) copy, at the standard fee, or pertinent documents from his/her file. If any material of a disciplinary nature is placed in one's personnel file, a copy of such material must be sent to the employee who may then file written responses of reasonable length to the attached and retained with the material in question in his/her personnel file. Such a response must be received in the District office within thirty (30) calendar days of receipt of the material.

### **ARTICLE 22: GRIEVANCE PROCEDURE**

#### Section 1.

##### **PART A - DEFINITIONS:**

**EMPLOYER:** New Paltz Central School District

**EMPLOYEE/GRIEVANT:** Any unit employee as defined in Article 1.

**GRIEVANCE:** Defined as any violation, misinterpretation or an inequitable application of a specific provision of this Agreement, excluding all matters otherwise reviewable by law by either a court or an administrative agency.

**TIME LIMITS:** No grievance may be brought more than thirty (30) calendar days after the occurrence of the act or condition upon which it is based or after the grievant knew or should have known of said act or condition. Any grievance brought after more than the specified number of days shall be deemed to be waived, barred and outside of the grievance procedure. The failure to initiate a grievance within this time limit, or the failure to process a grievance to the next step of the grievance procedure within the time limits set forth, shall constitute a waiver of such grievance, and the grievance shall not be processed through the grievance procedure thereafter.

**GRIEVANCE FORMAT:** All grievances at each stage of this procedure, must state the following:

- the specific contract clause alleged to have been violated.
- the name or names of the aggrieved employees.
- a statement outlining when the District allegedly violated the collective



bargaining agreement, in what manner, and what management employees were involved.

- the remedy or redress sought.

Grievances shall be processed on forms mutually agreed to.

#### GENERAL:

-The exclusive remedy for disagreements which arise under this Contract concerning its application or interpretation shall be the grievance procedure set forth below.

-Time limits may only be extended by mutual written agreement of the parties.

-If the District fails to respond within the contractual time limits to the Association or its representatives, or if the Association receives no response from the District, then it may pursue the grievance to the next step in the grievance procedure.

#### PART B – STAGES:

##### STAGE 1:

The Association must present the grievances in writing to the immediate supervisor within thirty (30) days after the occurrence of the act or condition upon which the grievance is based, or within thirty (30) calendar days after the grievance knew, or should have known, of the act or condition upon which the grievance is based for possible resolution. The Supervisor shall meet with the appropriate Association representative within seven (7) calendar days of submission of the grievance and render a written decision within seven (7) calendar days thereafter.

##### STAGE 2:

Within fourteen (14) calendar days of the disposition of the grievance at STAGE 1, the Association representative may appeal the decision, in writing, to the Business Official, who will hold a hearing within fourteen (14) calendar days after receipt of the grievance. The Superintendent may be the spokesperson at such a hearing. The administration will respond, in writing, to the Association within fourteen (14) calendar days after the hearing.

##### STAGE 3:

If the Association is dissatisfied with the response at STAGE 2, it may submit the grievance to the Board of Education within fourteen (14) calendar days following receipt of the decision at STAGE 2. This shall be accomplished by sending the grievance and the District's response to the Clerk of the Board with copies to the Superintendent of Schools or his/her designee. The Board shall hold a

hearing within twenty-one (21) calendar days after receipt of the grievance and a written decision shall be rendered within fourteen (14) calendar days of the hearing.

**STAGE 4:**

The Association shall file the demand with the American Arbitration Association (AAA).

All demands for arbitration and all arbitrations shall be processed pursuant to the Voluntary Labor Arbitration Rules of the American Arbitration Association.

The arbitrator shall be without power or authority to make any decision which requires the commission of any act prohibited by law or which is violative of the terms of this Agreement. The arbitrator shall have no power to alter, add to, or detract from the provisions of this Agreement.

The cost of the services of the arbitrator will be divided equally between the District and the Association.

The decision of the arbitrator shall be final and binding on the parties.

**ARTICLE 23: SALARY AND WAGES**

**Section 1.** Direct Deposit

All bargaining unit members will be required to sign up for direct deposit for their entire paycheck. The direct deposit will allow for the members to have their pay transferred from the School District's depository bank(s) to depository bank(s) or credit union(s) of each bargaining unit member's choice. Unit members may request up to a maximum of three (3) such institutions, provided that one (1) of the institutions must receive 100% of the balance after any other deposits.

Employees shall receive the payments divided into equal pays over the year, with the possible exception that one check may be a half check if the calendar warrants. Salaries shall be prorated if an employee does not work an entire year.

**Section 2.** Salary Adjustments

Effective July 1, 2021 and to be added to the following unit member's salary before the increase is applied thereto, the following adjustments shall be made to each of the named unit member's salaries as an equity adjustment:

Name		2021-22 Adjusted Base Salary
LYNETTE	BENANATI	\$40,200
SAMANTHA	BRADY	\$43,000
DEBBIE	CHASE	\$41,400
JANINE	D'ANTUONO	\$40,600

ANNIE	DELONGIS	\$41,400
NICOLE	DIPAOLLO	\$39,000
MARK	JANOW	\$42,600
JENNA	MANNING	\$47,400
REBECCA	PADDOCK-STANGE	\$39,000
SHARON	RANDOLPH	\$48,600
ROBERT	RUSSO	\$46,600
JENNIFER	SUTTON	\$42,600
CHRISTINE	SUTTON	\$48,600
APRIL	TANSOSCH	\$37,000
DIANA	TRIPP	\$48,600
CINDI	VELEZ	\$39,000

### Section 3. Annual Salary Increases

For employees hired prior to July 1, 2021, salary increases shall be as follows:

2021-22 – \$1,500

2022-23 – \$1,500

2023-24 – \$1,500

2024-25 – \$1,200

### Section 4. Starting Salaries for New Hires

1. Effective July 1, 2021, starting salaries for newly hired unit members shall be as listed in Attachment A.
2. The District reserves the right at the time of initial hire to place employees at the base or experience level, depending upon the new hire's prior experience. Employees placed at the Entry Level will move to the Base Level on July 1st, after completing one (1) full year of service. Employees placed at the Experience Level will be paid at 90% of the Experience Level their first year, and will move to 100% of the Experience Level on July 1st, after completing one year of service.
3. If an employee begins employment before November 1st, the employee will move to the next salary level on July 1st of the following year.
4. On July 1<sup>st</sup> of each subsequent year after moving to Base or 100% Experience Level, the new unit member will receive the salary increases established in Article 24, Section 3.

**Section 5.** Longevity and Enhanced Longevity Payments

1. Longevity will be based on the years of service to New Paltz CSD; in both full and part-time positions. This does not include temporary service, substitute service.
2. Longevity and Enhanced Longevity payments will be non-cumulative, will not be added to base salary and awarded based on completed years of service as of June 30 of each year.
3. Longevity will begin to be awarded based on years of service, starting on July 01, 2021, and shall be divided into equal pays over the year, starting with the first paycheck of the year after they have reached the Longevity year threshold. Thus, a unit member who attains 5 years of service on March 1, 2022, will be awarded the 5 - 9 year longevity, starting in the first paycheck of July 2022.
4. **Enhanced Longevity – Commencing July 1, 2021 and ending June 29, 2025. The enhanced longevity shall sunset for all purposes, having no force or effect thereafter on June 29, 2025. Commencing on July 1, 2021, the following “Enhanced Longevity Schedule” shall be in place for the bargaining unit:**

<b><u>Enhanced Longevity</u></b> <b>Years of Service</b>	<b><u>Enhanced Longevity</u></b> <b>Payment</b>
5-9	\$1,000
10-14	\$1,500
15-19	\$2,000
20-24	\$2,500
25+	\$3,000

5. Longevity – Commencing June 30, 2025, the following longevity schedule set forth at paragraph (d) shall be in place for the bargaining unit. Payments will continue to be made in equal installments throughout the fiscal year.

<b><u>Longevity</u></b> <b>Years of Service</b>	<b><u>Longevity</u></b> <b>Payment</b>
5-9	\$500

10-14	\$1,000
15-19	\$1,500
20-24	\$2,000
25+	\$2,500

The Association will provide a list of eligible unit members to the Assistant Superintendent for Business each year by June 1st for the following year.

**ARTICLE 24: RETIREE BENEFITS**

The District will pay the premium for health insurance plans offered by the District up to 95% of the Empire rate for individual coverage and 85% for family coverage, the employee will pay the difference if any.

**ARTICLE 25: LEGISLATIVE AUTHORITY**

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

**ARTICLE 26: NEGOTIATIONS**

The parties agree that all negotiable items have been discussed during the negotiations leading up to this Agreement and that negotiations will not be reopened on any item, whether contained in this Agreement or not, during the life of this Agreement unless both parties mutually agree.

**ARTICLE 27: GENERAL CONTRACT PROVISIONS/CONFORMITY TO LAW**

In the event that any provision of this Agreement is found to be contrary to law, then such provision shall be deemed valid and binding only to the extent permitted by law, and all other provisions shall continue in full force and effect.

**ARTICLE 28: DURATION OF AGREEMENT**

This Agreement shall be in effect as of July 1, 2021, and shall continue in effect through June 30, 2025. This contract shall terminate as of June 30, 2025.

**ON BEHALF OF THE NEW PALTZ SECRETARIAL ASSOCIATION:**

BY: Christine H. Sutton DATE: 7/14/21  
President, New Paltz Secretarial Association

**ON BEHALF OF THE NEW PALTZ CENTRAL SCHOOL DISTRICT:**

BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
Superintendent of Schools, New Paltz Central School District

## **ATTACHMENT A - STARTING SALARIES**

### **2021-22 STARTING SALARY SCHEDULE**

<b>POSITION TITLE</b>	<b>ENTRY LEVEL</b>		<b>EXPERIENCED</b>	
	<b>ENTRY</b>	<b>BASE</b>	<b>90% EXPERIENCE</b>	<b>EXPERIENCE</b>
School Program Secretary	\$34,500	\$37,500	35,000 - 40,000	\$39,000 - \$44,000
Account Clerk/Typist	\$34,500	\$37,500	35,000 - 40,000	\$39,000 - \$44,000

### **2022-23 STARTING SALARY SCHEDULE**

<b>POSITION TITLE</b>	<b>ENTRY LEVEL</b>		<b>EXPERIENCED</b>	
	<b>ENTRY</b>	<b>BASE</b>	<b>90% EXPERIENCE</b>	<b>EXPERIENCE</b>
School Program Secretary	\$34,500	\$37,500	35,000 - 40,000	\$39,000 - \$44,000
Account Clerk/Typist	\$34,500	\$37,500	35,000 - 40,000	\$39,000 - \$44,000

### **2023-24 STARTING SALARY SCHEDULE**

<b>POSITION TITLE</b>	<b>ENTRY LEVEL</b>		<b>EXPERIENCED</b>	
	<b>ENTRY</b>	<b>BASE</b>	<b>90% EXPERIENCE</b>	<b>EXPERIENCE</b>
School Program Secretary	\$35,500	\$38,500	36,000 - 41,000	40,000 - 45,000
Account Clerk/Typist	\$35,500	\$38,500	36,000 - 41,000	40,000 - 45,000

### **2024-25 STARTING SALARY SCHEDULE**

<b>POSITION TITLE</b>	<b>ENTRY LEVEL</b>		<b>EXPERIENCED</b>	
	<b>ENTRY</b>	<b>BASE</b>	<b>90% EXPERIENCE</b>	<b>EXPERIENCE</b>
School Program Secretary	\$36,500	\$39,500	37,000 - 42,000	41,000 - 46,000
Account Clerk/Typist	\$36,500	\$39,500	37,000 - 42,000	41,000 - 46,000



# **AGREEMENT**

## **BETWEEN**

**THE NEW PALTZ CENTRAL SCHOOL DISTRICT**

## **AND**

**THE NEW PALTZ CENTRAL SCHOOL DISTRICT  
SUPPORT STAFF DIRECTORS AND  
SUPERVISORS ASSOCIATION**

**JULY 1, 2021 - JUNE 30, 2026**



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## **ARTICLE I. RECOGNITION**

THE NEW PALTZ CENTRAL SCHOOL DISTRICT, (hereinafter referred to as the "District"), has recognized THE NEW PALTZ CENTRAL SCHOOLS SUPPORT STAFF DIRECTORS and SUPERVISORS ASSOCIATION, (hereinafter referred to as the "Association") as the exclusive bargaining agent and representative for Support Staff Directors & Assistant Directors as listed below employed by the District (herein referred to as employees), excluding all other employees, for the maximum period provided by law.

Director of Transportation

Director of Facilities & Operations

Director of Food Services

Civil Service Director of Technology

Civil Service School District Technology Coordinator

Assistant Director of Transportation

Assistant Director of Facilities & Operations

## **ARTICLE II. TAYLOR LAW NOTICE**

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

## **ARTICLE III. ASSOCIATION RIGHTS**

1. With prior approval of the Superintendent, the Association may have use of school buildings without cost and at reasonable times for meetings.
2. The Association will be permitted to use school computers, copying machines or other duplicating machines, audio visual equipment and other equipment relating to the ongoing business of the Association, providing that such equipment is not otherwise in use and that said equipment is utilized at reasonable times and on school property for legal Association activities. It is understood that in all matters relating to this use, the Association will provide, and indicate so, their own materials and will be responsible for any damage to such machines and equipment.
3. The District will provide an electronic version of this Agreement to each member of the Association.
4. All unit members shall have the right to review the contents of his/her personnel file, excluding confidential material such as references, etc., in the presence of the Superintendent, or his/her designee. The employee may upon request, make copies of file material at the employee's expense.

#### **ARTICLE IV. NO STRIKE PLEDGE**

1. The District and Association recognize that strikes and other forms of work stoppage are contrary to the law and public policy. The District and Association therefore subscribe to the principle that the differences between them shall be resolved without interruption of the educational program in the District.
2. The Association affirms that it does not assert the right to strike, nor to assist or to participate in any strike, or to impose an obligation on its members to conduct, assist or participate in such a strike.
3. In the event that the Association does strike, any unit member who participates in the strike is deemed to have resigned.

#### **ARTICLE V. WORKDAY**

1. Bargaining unit members shall work such hours as are reasonably necessary to supervise their respective departments.
2. On days when school is not in session (other than Saturdays, Sundays and Holidays), unit members are expected to work. The nature of these employees' roles requires a commitment in time and energy above and beyond that which is required in general of other employees in the District. Accordingly, the unit employees are subject to performing all their duties and obligations, including those which are required by the District in order to meet responsibilities to the administration, other staff members, parents and children.
3. In the event of extreme emergencies, which require extensive daily hours over an extended period of time, other unit members agree to assist in any way necessary, at the request of the affected member. This will enable the affected member to take care of normal personal needs. The district agrees to support these endeavors in every way possible. Any disagreements on this section shall be settled by the Superintendent or her/ his designee whose decision shall be final.

#### **ARTICLE VI. WORKYEAR**

1. Bargaining unit members will be required to work a twelve-month work year.
2. Attendance shall not be required on Saturdays, Sundays or District Holidays except in emergencies. If a unit member is required to report to work on a Saturday, Sunday or Holiday, the unit member will be entitled to a different day off in place of the Holiday or additional hours off in place of hours worked on a Saturday or Sunday. This day or these hours shall be determined by the Superintendent or her/his designee. A list of holidays for the ensuing school year shall be furnished to the unit members following determination of the same by the District.
3. Attendance will be required on emergency closing days due to inclement weather or other reasons constituting an emergency unless excused by the Superintendent.

#### **ARTICLE VII. VACATION**

1. Bargaining unit members hired before July 1, 2013 shall be entitled to vacation days based on the following schedules:

- a. Upon employment- 22 days per year
  - b. After five (5) years - 23 days per year
  - c. After six (6) years - 24 days per year
  - d. After seven (7) years - 25 days per year
- 2. Bargaining unit members hired on or after July 1, 2013 shall be entitled to vacation days based on the following schedule:
  - a. Upon employment: 20 days per year
  - b. After five (5) years: 21 days per year
  - c. After ten (10) years: 22 days per year
- 3. Vacation days shall be prorated the year an employee starts, the year an employee leaves and during such years as the employee has an unpaid leave of absence.
- 4. Vacation Roll Over and Accumulation:
  - a. Unit members shall be entitled to roll-over up to five (5) unused vacation days per year, to a maximum accumulation of forty (40) days.
  - b. Unit Members shall be reimbursed for all unused vacation days, not to exceed forty (40) days, at the rate of 1/240<sup>th</sup> of their salary at the time of retirement or separation from the District.
  - c. All unit members with unused vacation days may be reimbursed for up to five (5) such days at the rate of 1/240<sup>th</sup> of their salary each year.
- 5. Requests for vacation days must be submitted to the Superintendent or her/his designee in advance of the days requested. All requests must be approved to be valid. Requests may be denied if this is in the best interests of the district.

## **ARTICLE VIII. SICK LEAVE and FAMILY SICK LEAVE**

- 1. Employees are entitled to seventeen (17) days of paid sick leave each year. All sick leave days provided to the unit member may be used for the unit member's personal illness or to care for members of the unit member's immediate family or household members. Immediate family is defined as the employee's spouse, grandchild, mother, father, mother-in-law, and father-in-law. Up to five (5) family sick leave days may be used to care for a sibling or grandparent. Family Sick days will be deducted from the employee's sick leave accruals.
- 2. The superintendent may require a doctor's certificate at any time. A nominal fee, not to exceed the doctor's office visit, may be charged to the District to defray the cost of this certificate, less any amount reimbursable through insurance.
- 3. If any employee does not use the full amount of sick leave allowed in any school year, the amount not used shall be accumulated year to year to a maximum of 340 days.

4. Any unit member shall be able to transfer sick leave, up to a maximum of three (3) days, to any other employee who has used up all accumulated sick leave. The employee shall notify the District within three (3) days if a transfer is forthcoming. A form will be provided by the District for the donation of leave.

#### **ARTICLE IX. PERSONAL LEAVE and LEAVES of ABSENCE**

1. Employees may be granted three (3) personal business leave days per year with pay, with the approval of the Superintendent or her/ his designee.
2. Unused personal days shall be rolled over and counted as sick leave days.
3. Requests for personal business leave days should be received by the immediate Supervisor at least two (2) days prior to the date of intended use and the reason for such use must be stated, if applicable.
4. Personal business leave may only be used for personal business, which cannot be conducted outside of the employee's regular workday or workweek. Examples are items such as:
  - a. Court appearances
  - b. House closings
  - c. Consultation with lawyer
  - d. Graduation or award ceremonies involving the employee
5. Personal business leave days shall not be granted for days immediately preceding or following a holiday or vacation period except in cases of extreme emergency, upon the approval of the superintendent.
6. An employee may be granted an emergency leave with or without pay upon the approval of the Superintendent.
7. Any unit member summoned to perform jury duty shall be granted a temporary leave of absence with full pay. This temporary leave of absence will not be charged to any form of leave contractually granted.
  - a. It is understood that whenever possible, unit members shall delay or schedule jury duty so as to minimize conflict with regular school activities.
  - b. Any unit member on jury duty shall, upon receipt of the summons, notify their immediate supervisor.
  - c. The unit member shall present to the district a certificate from the clerk of the court stating the date jury duty began and the date jury duty ended, indicating that the bargaining unit member was in attendance.
8. All other leaves of absence with or without pay shall be subject to approval of the Superintendent of Schools; provided, however, that under no circumstances will absences be granted for activities which conflict with job responsibilities in the School District.

## **ARTICLE X. BEREAVEMENT LEAVE**

1. In the event of a death in an employee's immediate family, bargaining unit members may take up to five (5) days bereavement leave with pay. Immediate family is defined as the employee's spouse, child, mother, father, brother, sister, grandparent, grandchild, step-grandchild, step-mother, step-father, step-child, step-brother, step-sister mother-in-law, father-in-law, and significant other living in the same household.
2. In the event of a death of an aunt, uncle, niece, nephew, brother-in-law, sister-in-law and grandparent-in-law said employee may take up to three (3) days bereavement leave with pay.
3. Additional days of bereavement leave for relatives or other individuals shall be at the discretion of the Superintendent of Schools, whose approval shall not unreasonably be withheld.

## **ARTICLE XI. WORKERS' COMPENSATION**

Employees injured while performing assigned duties shall be paid the difference between their current salary and any workers' compensation for the duration of the absence from school up to a maximum of ninety (90) work days. The first five (5) work days of such an absence will be charged against the unit member's sick leave.

## **ARTICLE XII. HEALTH INSURANCE**

1. The District may participate in the Empire Plan. If the District participates in the Empire Plan, the District will pay the premium for this plan at 95% of the Empire plan rate for individual coverage and 85% of the Empire plan rate for family coverage with the employee paying the difference, if any.
2. The District may offer alternative plans such as HMOs and EPOs. If the District offers any alternative plan, the District will pay the premium for these plans for full time employees and retirees up to 95% of the Empire plan rate toward individual coverage and up to 85% of the Empire plan rate toward family coverage; the employee will pay the difference, if any.
3. Unit members who are covered by another health insurance plan and desire to receive the health insurance buy-out shall inform the Business Office by filling out and filing a copy of the District's Health Insurance Buy-Out Form. Once filed it shall be presumed filed for all subsequent years unless the Business Office is otherwise notified in writing.
  - a. The amount of the buy-out is \$145.00 per month
  - b. To be entitled to the payment referenced above; the unit member must produce proof of health insurance coverage from another source at the time of application for opting-out. Re-entry shall be governed by the rules of the health insurance plan(s) provided for in this agreement.
  - c. New hires may opt-out and receive this benefit on a prorated basis, where applicable, at the time of hire, provided that proof of other health insurance is furnished to the Business Office.

### **ARTICLE XIII. NPUT WELFARE BENEFIT TRUST**

1. The District shall contribute annually the following amounts to the NPUT Welfare Benefit Trust Fund, or its equivalent, as follows:

a. 2021-2022	\$3,735
b. 2022-2023	\$3,810
c. 2023-2024	\$3,885
d. 2024-2025	\$3,960
e. 2025-2026	\$4,035

The selection of benefits shall be at the discretion of the Trustees of the NPUT Benefit Trust Fund and in accordance with its Declaration of Trust.

### **ARTICLE XIV. SALARIES**

1. The starting salary for all employees shall be determined by the District.
2. Salary Adjustments:

Effective July 1, 2021 and to be added to the following unit member's salary before the percentage increase is applied thereto, the following adjustments shall be made to each of the named unit member's salaries to realign their base salaries with the amount of time spent working and comparable salaries relative to their level of responsibility:

- Kelli Ricci, Assistant Director of Transportation, shall have her base salary increased to \$60,200.
- Guy Gardner, Director of Facilities, shall have his base salary increased to \$100,600.
- Maureen Ryan, Director of Transportation, shall have her salary increased to \$106,100.
- Sheila Moran, Director of Food Service (Provisional), shall have her base salary reviewed and adjusted based on performance for the 2022-23 and 2023-24 school years. On July 1, 2025, she will receive the same increase as the rest of the unit.

4. Schedule of Salary Increases

- a. For employees hired prior to July 1, 2021, salary increases shall be as follows:

2021-2022 – 4%  
2022-2023 – 3%  
2023-2024 – 3%  
2024-2025 – 4%  
2025-2026 – 3%

- b. For the 2022-2023 and 2023-24 school years, Food Service Director Sheila Moran shall have her salary reviewed and adjusted based on her work performance and evaluation, which shall be conducted on or before June 30<sup>th</sup> of each year. Effective July 1, 2021, Ms. Moran shall receive the same salary increase as the remainder of the bargaining unit.

5. Longevity Payments:

- a. Longevity will be based on completed years of service to New Paltz CSD, as of June 30<sup>th</sup> of each year.
- b. Longevity will be non-cumulative (*not* added to the base salary).
- c. Longevity will begin to be awarded based on years of service starting on July 01, 2021, and shall be paid in equal installments, starting in the first paycheck of the year after they have reached the Longevity year threshold. Thus, a unit member who attains 5 years of service on March 1, 2022, will be awarded the 5-9 year longevity, starting in the first paycheck of July 2022.
- d. The Association will provide a list of eligible unit members to the Assistant Superintendent for Business each year by June 1st for the following year.
- e. The Longevity schedule is as follows:

Years of Service	Longevity Payment
5-9 *	\$1,000
10-14	\$1,500
15-19	\$2,000
20-24	\$2,500
25-29	\$3,000
30+	\$3,500

6. Recognition Payment:

- i. Effective July 1, 2021, The District will pay unit members a one-time, non-recurring payment of \$2,000.00 on the unit member's 25<sup>th</sup> anniversary of continuous service with the District. This one-time, non-recurring payment will not be added to the employee's base salary and will only be paid to employees who are in active employment with the District at the time of expiration of the prior collectively Negotiated Agreements. \*Upon ratification, this payment will be made to all current unit members with 25 or more continuous years of service in the New Paltz Central School District. In subsequent years, only those ~~in~~ who have completed their 25<sup>th</sup> year of continuous employment with the District will be eligible.
- ii. Effective July 1, 2021, the District will pay unit members a one-time, non-recurring payment of \$2,500.00 on the unit member's 30<sup>th</sup> anniversary of continuous service with the district, under the same terms and conditions stated above.



- iii. The Association will provide a list of eligible unit members to the Assistant Superintendent for Business each year by June 1st for the following year.

#### **ARTICLE XV. DIRECT DEPOSIT and TAX SHELTER ANNUITY PROGRAM**

1. All unit members will receive their pay via direct deposit. To effectuate this process each unit member must provide the District with the necessary banking and account information prior to the first pay day of the year.
2. The District will make available to the unit employees a tax shelter annuity program in accordance with section 403(b) of the Internal Revenue Code.

#### **ARTICLE XVI. MILEAGE REIMBURSEMENT**

1. A unit member shall be reimbursed at the per mile rate established by the Internal Revenue Service which is approved by the Board of Education each year if a school vehicle is not available for school related business.
2. The employee will be reimbursed at the said rate upon presentation of a District claim voucher in accordance with the District claims procedure.

#### **ARTICLE XVII. PROFESSIONAL DEVELOPMENT/ MEMBERSHIPS/ TUITION AID**

##### **1. Professional Development**

Upon prior authorization of the Superintendent, unit members may attend appropriate professional meetings, conferences, seminars and workshops at district expense for an amount approved in advance by the Superintendent.

##### **2. Memberships**

Upon prior authorization of the Superintendent, the District will pay for appropriate professional memberships.

##### **3. Tuition Aid**

Upon prior authorization of the Superintendent, the district shall pay for up to two (2) courses per semester at SUNY New Paltz rate.

#### **ARTICLE XVIII. EVALUATIONS**

1. The purpose of the annual evaluation is designed to be a growth-oriented process to meet the following objectives:
  - a. Promote improved job performance and job satisfaction,
  - b. Recognize employees whose performance warrants commendation and performance pay increases,
  - c. Identify employees who need assistance, and
  - d. Establish documentation for personnel action.

2. Each unit member shall be evaluated a minimum of once per school year by his or her immediate Supervisor.
3. A conference will be held in the summer/early fall between the bargaining unit member and his or her immediate supervisor to discuss expectations and set goals. The superintendent may participate in these goal setting conferences.
4. A conference will be held between the bargaining unit member and his or her immediate supervisor to discuss the evaluation before the evaluation is placed in the employee's personnel file.
5. The employee shall sign the evaluation at the conference. Such signature does not indicate agreement with the evaluation but merely that the employee has seen the evaluation. The employee may respond to the evaluation by directing a letter to the Superintendent of Schools or her designee. A response directed to the Superintendent or her designee shall be placed in the employee's personnel file.

## **ARTICLE XIX. GRIEVANCE PROCEDURE**

### **1. Definitions**

#### **a. Employer:**

New Paltz Central School District

#### **b. Employee:**

Any recognized Association member employed by the District.

#### **c. Grievance:**

A grievance may be filed for any violation, misinterpretation or an inequitable application of a specific provision of this agreement, excluding all matters otherwise reviewable by law by either a court or administrative agency.

#### **d. Time Limits:**

No grievance may be brought more than thirty (30) calendar days after the occurrence of the act or condition upon which it is based or after the grievant knew or after the grievant should have known of said act or condition. Any grievance brought after more than the specified number of days shall be deemed to be waived, barred, and outside of the grievance procedure. The Association's failure to initiate a grievance within this time limit, or to process a grievance to the next step of the grievance procedure within the time limit set forth shall constitute a waiver of such grievance, and the grievance shall not be processed through the grievance procedure thereafter.

#### **e. Grievance Format:**

All grievances at each stage of this procedure must state the following:

- i. The specific contract clause alleged to have been violated,
- ii. The name or names of the aggrieved employee,

- iii. A statement outlining when the District allegedly violated the collective bargaining agreement, in what manner,
- iv. What management employees were involved, and
- v. The remedy or redress sought.

f. General:

- i. The exclusive remedy for disagreements which arise under this Contract concerning its application or interpretation shall be the grievance procedure set below.
- ii. It is understood that a grievance may only be brought by an employee or a group of employees. The Association may not file a grievance.
- iii. If the District fails to respond within the contractual time limits, the employee, if he/she receives no response from the District, may pursue the grievance to the next step in the grievance procedure.

2. Grievance Stages

a. Stage 1:

The Association must present the grievance in writing to the Assistant Superintendent for Business within thirty (30) calendar days after the occurrence of the act or condition upon which the grievance is based or within thirty (30) calendar days after the grievant knew or should have known of the act or condition upon which the grievance is based. The Assistant Superintendent for Business shall respond, in writing, to the Association within ten (10) school days after receipt of the grievance.

b. Stage 2:

If the Association is dissatisfied with the response at Stage 1, the Association may submit the grievance to the Superintendent of Schools within ten (10) days following receipt of the Assistant Superintendent for Business decision. This shall be accomplished by sending the grievance and the District's response to the Superintendent with copies to the Assistant Superintendent for Business. The Superintendent shall consider the grievance and shall make a written response to the grievant within fifteen (15) school days after receipt of the grievance.

c. Stage 3:

- i. If the employee is dissatisfied with the response at Stage 2, the Association may submit the grievance to the Board of Education within ten (10) days following receipt of the Superintendent of Schools decision. This shall be accomplished by sending the grievance and the District's responses to the Board of Education with copies to the Superintendent of Schools and the Assistant Superintendent for Business.
- ii. The Board shall hold a hearing at the next scheduled Board meeting Executive Session following receipt of the grievance, or a mutually agreed upon, upcoming Executive Session of the Board of Education. The decision of the

Board of Education shall be final and binding upon the parties and the Association shall receive a copy of that decision.

**ARTICLE XX RETIREMENT BENEFITS**

1. Upon retirement from the District, unit members may liquidate up to two hundred eighty (280) accumulated sick leave days at the rate of twenty-five dollars per day (\$25.00).
2. For employees hired before February 1, 2013, Health and Dental Insurance will be provided at retirement upon the following conditions:
  - a. Employed at least five (5) years with the New Paltz Central School District.
  - b. Retired from the New Paltz Central School District and the Employee Retirement System (ERS) or the Teachers Retirement System (TRS).
  - c. District Contribution after retirement is 95% of the Empire Plan rate for an Individual plan, and 85% of the Empire Plan rate for a Family plan.
3. For employees hired on or after July 1, 2013, Health and Dental Insurance will be provided at retirement upon the following conditions:
  - a. Employed at least ten (10) years with the New Paltz Central School District.
  - b. Retired from the New Paltz Central School District and the Employee Retirement System (ERS) or the Teachers Retirement System (TRS).
  - c. District Contribution after retirement is 95% of the Empire Plan rate for an Individual plan, and 85% of the Empire Plan rate for a Family plan.

**ARTICLE XXI. NEGOTIATIONS**

The parties agree that all negotiable items have been discussed during the negotiations leading up to this Agreement and that the negotiations will not be reopened on any item, whether contained in this Agreement or not, during the life of this Agreement unless both parties mutually agree.

**ARTICLE XXII. DURATION OF AGREEMENT**

The term of this agreement shall be from July 1, 2021 through June 30, 2026.

**SUPPORT STAFF DIRECTORS AND SUPERVISORS ASSOCIATION**

BY: Maureen Ryan  
Maureen Ryan, President of the Association

Dated: 7/15/21

**THE NEW PALTZ CENTRAL SCHOOL DISTRICT**

BY: \_\_\_\_\_  
Angela Urbina Medina, Superintendent of Schools

Dated: \_\_\_\_\_



196 Main Street, New Paltz NY 12561 (845)256-4020 (845)256-4025

### **Conditions of Employment for Jean Bain**

This document sets forth the terms and conditions of your employment as **Bus Dispatcher**, effective July 1, 2021. This twelve-month position is not covered by any of the contracts that the Board of Education has with various bargaining groups within the District.

Rate of pay: \$50,700 for the 2021-2022 School Year, plus a \$5,000 Stipend for 19A Trainings and other supervisory support duties

Longevity: Longevity: In accordance with the District Office and Technology Support Staff Association Contract, Article 15

### **STANDARD CONDITIONS**

Work Year: Twelve (12) months

Holidays: All school holidays with pay

Vacation: 1<sup>st</sup> year (Year one (1) is 2021-2022) - 22 days per year,  
After 5 years (2024-2025) – 23 days per year,  
After 6 years (2025-2026) – 24 days per year,  
After 7 years (2026-2027) – 25 days per year

- Maximum annual rollover from prior year is five (5) days.
- Maximum accumulation of vacation days is not to exceed fifty (50) days.
- Maximum vacation buyback will not exceed five (5) days per school year @ 1/260<sup>th</sup> of salary per day.
- All accumulated vacation days are paid @ 1/260<sup>th</sup> of salary per day upon retirement.

Emergency Closing Days: Attendance will not be required on snow days (emergency closing days) except if requested by Superintendent. If this occurs, she will be compensated at one and one-half times her hourly rate.

Sick Leave: 17 days per year/ 300-day accumulation/ May be used for immediate family

Sick day payments \$30.00 per day of all unused sick time (up to 300 days) upon retirement

Personal Leave: 3 personal leave days per year

Bereavement: Five (5) days for immediate family; three (3) days other family

Health Insurance: 95% Individual and 85% Family of the Empire plan rate.  
Upon proof of insurance coverage, the option to buy-out is \$145 per month

Leave of Absence: Unpaid leave, must be approved by Superintendent, not to exceed one (1) year

Mileage: As per BOE reorganization meeting

Emergency Leave: Approved by Superintendent with or without pay

Conferences: Upon prior authorization of the Superintendent, employees may attend, appropriate professional meetings. The district shall pay expenses for these meeting up to an amount approved in advance by the Superintendent.

NPUT Benefit Trust Fund: The District shall contribute \$3,075 toward the NPUT Benefit Trust in 2021-2022

Retirement Benefits: Health and dental insurance provided at retirement upon the following conditions:  
1) Employed at least ten (10) years with the New Paltz Central School District  
2) Retired from the New Paltz Central School District and TRS.  
3) Same health and dental insurance contribution rates as when employed

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Angela Urbina Medina, Superintendent of Schools

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Date

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Jean Bain

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Date



196 Main Street, New Paltz NY 12561 (845)256-4020 (845)256-4025

### **Conditions of Employment for Sharifa Carbon**

This document sets forth the terms and conditions of your employment as **Assistant Superintendent for Business** (including Purchasing Agent) in the New Paltz Central School District. This twelve-month position is not covered by any of the contracts that the Board of Education has with various bargaining groups with the District.

Rate of pay:	\$175,100 for the 2021-2022 school year
Vacation:	25 days per year, prorated for partial years
Vacation Accumulation:	Maximum accumulation of vacation days is not to exceed fifty (50) days. All accumulated vacation days, are paid at 1/240 <sup>th</sup> of salary per day upon separation from the District.
Vacation Buyback:	May sell back vacation days at 1/240 <sup>th</sup> of salary per day annually, up to twenty (20) days.
Vacation Payout In Retirement:	All accumulated vacation days are paid @ 1/240 <sup>th</sup> of salary per day upon retirement

### **STANDARD CONDITIONS**

Work Year:	Twelve (12) months
Holidays:	All school holidays with pay
Emergency Closing Days:	Required to work on snow days (emergency closing days) if requested by Superintendent
Sick Leave:	17 days per year (prorated for partial years) / 300-day accumulation / May be used for immediate family sick
Sick day payments	\$30.00 per day of all unused sick time (up to 300 days) upon retirement
Personal Leave:	Three (3) Days per Year/ unused roll over to sick time
Bereavement:	Five (5) days for immediate family; three (3) days other family
Health Insurance:	District pays 95% Individual and 85% Family of the New York State Health Insurance Program (NYSHIP) - Empire plan rate
Health Insurance Buy-out	Upon proof of insurance coverage, the option to buy-out is \$145 per month
Leave of Absence:	Unpaid leave, must be approved by Superintendent, not to exceed one (1) year
Mileage:	As per BOE reorganization meeting
Emergency Leave:	Approved by Superintendent with or without pay
Professional Development:	Upon prior authorization of the Superintendent, may attend appropriate professional meetings at district expense for an amount approved in advance by the Superintendent
Memberships:	District will pay for memberships in professional organizations with prior approval of the Superintendent of Schools
Welfare Benefit Trust Fund:	\$3,985 for 2021-2022
Retirement:	Health and dental insurance provided at retirement upon the following conditions: <ol style="list-style-type: none"><li>1) Employed at least ten (10) years with the New Paltz Central School District</li><li>2) Retired from the New Paltz Central School District and TRS</li><li>3) Eligible for the same health/dental insurance as when employed provided age at retirement is 55 or older with 20 or more years of TRS service.</li></ol>

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Sharifa Carbon

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Date

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Angela Urbina Medina, Superintendent of Schools

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Date



196 Main Street, New Paltz NY 12561 (845)256-4020 (845)256-4025

## **Conditions of Employment for Dr. Janety Encarnacion Director of Pupil Personnel and Special Education.**

This document sets forth the terms and conditions of your employment with the New Paltz Central School District for the 2021-2022 school years. This twelve-month position is not covered by any of the contracts that the Board of Education has with various bargaining groups with the District. The terms are subject to annual review in July of each successive school year for possible modifications.

Rate of pay: **\$152,100** for the **2021-2022** school year

### **STANDARD CONDITIONS**

Work Year: Twelve (12) months

Holidays: All school holidays with pay

Vacation: 22 days per year

Vacation Accumulation: Maximum accumulation of vacation days is not to exceed thirty (30) days.

Vacation Buyback: May buy back vacation days at 1/240<sup>th</sup> of salary per day;  
The maximum vacation buyback will not exceed five (5) per school year.

Vacation Payout Separation All accumulated vacation days, up to thirty (30) are paid at 1/240<sup>th</sup> of salary per day upon separation from the district or up to fifty (50) are paid at 1/240<sup>th</sup> of salary per day upon retirement to receive benefits from the New York State Teachers' Retirement System.

Sick Leave: 17 days per year and 300-day maximum accumulation.  
May be used for immediate family

Personal Leave: 3 personal leave days per year

Bereavement: Five (5) days for immediate family; three (3) days other family

Health Insurance: District Contribution: 95% Individual and 85% Family of the NYSHIP Plan rate

Health Insurance Buyout: \$1,740 per year (\$145 per month)  
Must provide proof of insurance coverage. Buyout is paid over 26 paychecks.

Leave of Absence: Unpaid leave, must be approved by Superintendent, not to exceed one (1) year

Mileage: As per BOE reorganization meeting

Emergency Leave: Approved by Superintendent with or without pay

Professional Development: Upon prior authorization of the Superintendent, may attend appropriate professional meetings, conferences, seminars, workshops and courses at district expense for an amount approved in advance by the Superintendent

Memberships: District will pay for memberships in professional organizations with prior approval of the Superintendent of Schools

Welfare Benefit Trust Fund: NPUT Benefit Trust; \$3,985 for 2020-21

Retirement Benefits: Provided that after being employed at least 7 years with the New Paltz CSD, and retires from both the New Paltz Central School District and the New York State Teacher Retirement System, retirement benefits will be as follows

1. Eligible for the same District provided health insurance and contribution rate as when actively employed: District pays 95% of NYSHIP rate for individual, 85% of NYSHIP rate for family.

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**Dr. Janety Encarnacion**

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Date

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**Angela Urbina Medina, Superintendent of Schools**

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Date





196 Main Street, New Paltz NY 12561 (845)256-4020 (845)256-4025

### **Conditions of Employment for Michael Hoystradt**

This document sets forth the terms and conditions of your employment as **Head Cook** in the New Paltz Central School District. This ten-month position is not covered by any of the contracts that the Board of Education has with various bargaining groups with the District.

Rate of pay: \$55,800 for the 2021-2022 school year

### **STANDARD CONDITIONS**

Work Year: Ten (10) months, 190 Days plus up to 5 additional days for professional development

Work Day: 8 Hours (Inclusive of 30-minute Lunch)

Vacation: None

Holidays: Unpaid (not part of 190-day work year)

Emergency Closing Days: Attendance will not be required on snow days (emergency closing days) except if requested by Superintendent. If this occurs, he will be compensated at one and one-half times her hourly rate.

Jury Duty: Normal pay while serving Jury Duty

Sick Leave: 10 days per year/ 180-day accumulation/ May be used for immediate family, buy-back – eligible to use five (5) days from yearly allotment

Personal Leave: 2 personal leave days with reason per year subject to superintendent's approval  
Must be for activities that cannot be done outside the workday.

Bereavement: Five (5) days for immediate family; three (3) days other family as defined in the CWA cafeteria contract.

Health Insurance: 95% Individual and 85% Family of Empire plan rate

Health Insurance Buy-out: Upon proof of insurance coverage, the option to buy-out at \$130 per month

Leave of Absence: Unpaid leave, must be approved by Superintendent, not to exceed one (1) year

Mileage: As per BOE reorganization meeting

Emergency Leave: Approved by Superintendent with or without pay

Professional Development: Upon prior authorization of the Superintendent, may attend appropriate professional meetings at district expense for an amount approved in advance by the Superintendent

Welfare Benefit Trust Fund: NPUT Benefit Trust Fund \$3,075

Uniform Allowance: \$280 per year: two half payments – payable after 20 work days from the start of each semester

Retirement: Health insurance provided at retirement upon the following conditions:  
1) Employed at least ten (10) years with the New Paltz Central School District  
2) Retired from the New Paltz Central School District and ERS  
3) District contribution after retirement is 95% Individual, 85% Family of the Empire rate

Workers' Compensation: Employees injured while performing assigned duties shall be paid the difference between their current salary and any workers' compensation for the duration of the absence from school up to a maximum of thirty work days.

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**Michael Hoystradt, Head Cook**

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Date

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**Angela Urbina Medina, Superintendent of Schools**

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Date



196 Main Street, New Paltz NY 12561 (845)256-4020 (845)256-4025

### **Conditions of Employment for Debra Kosinski**

This document sets forth the terms and conditions of your employment as **Treasurer** effective July 1, 2021. This twelve-month position is not covered by any of the contracts that the Board of Education has with various bargaining groups within the District.

Rate of pay: \$84,400 for 2021-2022, plus a \$15,600 Stipend for Business Office Coordinator  
Longevity: Longevity: In accordance with the District Office and Technology Support Staff Association Contract, Article 15

### **STANDARD CONDITIONS:**

Work Year: Twelve (12) months  
Holidays: All school holidays with pay  
Vacation: 22 days per year  
After 5 years (2024-2025) – 23 days per year,  
After 6 years (2025-2026) – 24 days per year,  
After 7 years (2026-2027) – 25 days per year

- Maximum annual rollover from prior year is five (5) days.
- Maximum accumulation of vacation days is not to exceed fifty (50) days.
- Maximum vacation buyback will not exceed five (5) days per school year @ 1/240<sup>th</sup> of salary per day.
- All accumulated vacation days are paid @ 1/240<sup>th</sup> of salary per day upon retirement.

Emergency Closing Days: Attendance will not be required on snow days (emergency closing days) except if requested by Superintendent. If this occurs, she will be compensated at one and one-half times her hourly rate.

Sick Leave: 17 days per year/ 300-day accumulation/ May be used for immediate family  
Sick day payments: \$30.00 per day of all unused sick time (up to 300 days) upon retirement  
Personal Leave: 3 personal leave days per year  
Bereavement: Five (5) days for immediate family; three (3) days other family  
Health Insurance: 95% Individual and 85% Family of the Empire plan rate.  
Upon proof of insurance coverage, the option to buy-out is \$145 per month

Leave of Absence: Unpaid leave, must be approved by Superintendent, not to exceed one (1) year  
Mileage: As per BOE reorganization meeting  
Emergency Leave: Approved by Superintendent with or without pay  
Conferences: Upon prior authorization of the Superintendent, employees may attend, appropriate professional meetings. The district shall pay expenses for these meeting up to an amount approved in advance by the Superintendent.

Memberships: District will pay for memberships in professional organizations with prior approval of the Superintendent of Schools

NPUT Benefit Trust Fund: The District shall contribute \$3,075 toward the NPUT Benefit Trust in 2021-2022  
Retirement Benefits: Health and dental insurance provided at retirement upon the following conditions:  
1) Employed at least five years with the New Paltz Central School District  
2) Retired from the New Paltz Central School District and TRS.  
3) Same health and dental insurance contribution rates as when employed

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Angela Urbina Medina, Superintendent of Schools

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Date

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Debra Kosinski

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Date



196 Main Street, New Paltz NY 12561 (845)256-4020 / (845)256-4025

### **Conditions of Employment for Melinda Ottavan**

This document sets forth the terms and conditions of your employment as **Secretary to the Assistant Superintendent for Business**, effective July 1, 2020. This twelve-month position is not covered by any of the contracts that the Board of Education has with various bargaining groups within the District.

**Rate of Pay:** \$48,900 for the 2021-2022 School Year

**Longevity:** In accordance with the District Office and Technology Support Staff Association Contract, Article 15.

### **STANDARD CONDITIONS**

**Work Year:** Twelve (12) months

**Holidays:** All school holidays with pay

**Vacation:** 1<sup>st</sup> year (Year one (1) is 2019-2020) - 22 days per year,  
After 5 years (2024-2025) – 23 days per year,  
After 6 years (2025-2026) – 24 days per year,  
After 7 years (2026-2027) – 25 days per year

- Maximum annual rollover from prior year is five (5) days.
- Maximum accumulation of vacation days is not to exceed fifty (50) days.
- All accumulated vacation days are paid @ 1/260<sup>th</sup> of salary per day upon retirement.

**Emergency Closing Days:** Attendance will not be required on snow days (emergency closing days) except if requested by Superintendent. If this occurs, she will be compensated at one and one-half times her hourly rate.

**Sick Leave:** 17 days per year/ 300-day accumulation/ May be used for immediate family

**Sick day payments** \$30.00 per day of all unused sick time (up to 300 days) upon retirement

**Personal Leave:** 3 personal leave days per year

**Bereavement:** Five (5) days for immediate family; three (3) days other family

**Health Insurance:** 95% Individual and 85% Family of the Empire plan rate.

Upon proof of insurance coverage, the option to buy-out is \$145 per month

**Leave of Absence:** Unpaid leave, must be approved by Superintendent, not to exceed one (1) year

**Mileage:** As per BOE reorganization meeting

**Emergency Leave:** Approved by Superintendent with or without pay

**Conferences:** Upon prior authorization of the Superintendent, employees may attend, appropriate professional meetings. The district shall pay expenses for these meeting up to an amount approved in advance by the Superintendent.

**NPUT Benefit Trust Fund:** The District shall contribute \$3,075 toward the NPUT Benefit Trust in 2021-2022

**Retirement Benefits:** Health and dental insurance provided at retirement upon the following conditions:

- 1) Employed at least ten years with the New Paltz Central School District
- 2) Retired from the New Paltz Central School District and ERS.
- 3) Same health and dental insurance contribution rates as when employed

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Angela Urbina-Medina, Superintendent of Schools

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Date

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Melinda Ottavan

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Date



196 Main Street, New Paltz NY 12561 (845)256-4020 (845)256-4025

### **Conditions of Employment for Michelle Martoni, Deputy Superintendent**

This document sets forth the terms and conditions of your employment as **Deputy Superintendent** in the New Paltz Central School District. This twelve-month position is not covered by any of the contracts that the Board of Education has with various bargaining groups with the District.

Rate of pay: \$187,300 for the 2021-2022 school year,

### **STANDARD CONDITIONS**

Work Year:	Twelve (12) months
Holidays:	All school holidays with pay
Vacation:	25 days per year
Vacation Accumulation:	Maximum accumulation of vacation days is not to exceed fifty (50) days.
Vacation Buyback:	May buy back vacation days at 1/240 <sup>th</sup> of salary per day; The maximum vacation buyback will not exceed twenty (20) days per school year.
Vacation Payout at Retirement:	All accumulated vacation days are paid @ 1/240 <sup>th</sup> of salary per day upon retirement
Sick Leave:	17 days per year/ 300 day maximum accumulation/ May be used for immediate family
Sick day payments	\$30.00 per day of all unused sick time (up to 300 days) upon retirement
Personal Leave:	3 personal leave days per year
Bereavement:	Five (5) days for immediate family; three (3) days other family
Health Insurance:	District Contribution: 95% Individual and 85% Family of the Empire plan rate
Health Insurance Buyout:	\$1,740 per year (\$145 per month) Must provide proof of insurance coverage. Buyout is paid over 26 paychecks.
Leave of Absence:	Unpaid leave, must be approved by Superintendent, not to exceed one (1) year
Mileage:	As per BOE reorganization meeting
Emergency Leave:	Approved by Superintendent with or without pay
Professional Development:	Upon prior authorization of the Superintendent, may attend appropriate professional meetings, conferences, seminars, workshops and courses at district expense for an amount approved in advance by the Superintendent
Memberships:	District will pay for memberships in professional organizations with prior approval of the Superintendent of Schools
Welfare Benefit Trust Fund:	NPUT Benefit Trust; \$4,085 for 2021-22
Retirement:	1. Eligible for the same district provided health insurance and contribution rate as when employed provided age at retirement is 55 or older with 20 or more years of TRS service. 2. Eligible for the same vision and dental as when employed, covered by the NPUT Benefit Trust Fund and paid for by district. 3. May continue on district cell phone plan at retirees cost.

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**Michelle Martoni, Deputy Superintendent**

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Date

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**Angela Urbina Medina, Superintendent of Schools**

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Date