

AGREEMENT
BETWEEN
THE BOARD OF EDUCATION
OF
THE OSSINING UNION FREE
SCHOOL DISTRICT
AND
THE TEACHERS ASSOCIATION OF THE
PUBLIC SCHOOLS
(Ossining Teachers Association – TA 2905)
OF
OSSINING, NEW YORK

JULY 1, 2021 – JUNE 30, 2025

TABLE OF CONTENTS

PREAMBLE	1
ARTICLE I – RECOGNITION OF ASSOCIATION	1
ARTICLE II – DEFINITIONS	1
ARTICLE III – ASSOCIATION RIGHTS	1
A. Right to Organize; Duty to Represent.....	1
B. Financial and Other Information.....	2
C. Meetings: Use of Facilities	2
D. Use of Mailboxes and Bulletin Boards	2
E. Time of Association Activities	3
F. Negotiations Meetings	3
G. Leave of Association Activities	3
H. Other Leave.....	3
I. President's Assignment	3
ARTICLE IV – MANAGEMENT RIGHTS	4
ARTICLE V – FRINGE BENEFITS	4
A. Income Protection Insurance.....	4
B. Dental Insurance and Vision Care	4
C. Health Insurance	5
D. Life Insurance	8
E. Self-Insurance	8
F. Retirement Pay.....	8
G. Entitlement of Next-of-Kin Benefits.....	9
H. Flexible Benefit Plan.....	9
ARTICLE VI – TEACHING LOADS AND RELATED CONDITIONS OF EMPLOYMENT	9
A. Length of School Year	9
B. Teacher Day.....	9
C. Teaching Load	12
D. Related Conditions of Employment.....	20
ARTICLE VII – ABSENCE AND LEAVE	21
A. Sick Leave.....	21
B. Personal Leave.....	22
C. Child Rearing Leave	23
D. Medical and Personal Leave	24
E. Other Leave.....	24
ARTICLE VIII – EVALUATION AND PROFESSIONAL IMPROVEMENT	24
A. Professional Improvement	24
B. Visitation Days	25
C. Evaluation	25
ARTICLE IX – PROFESSIONAL ASSIGNMENTS	26
A. Involuntary Transfers.....	26
B. Notification and Termination.....	26
C. Just Cause	26
D. Professional Openings	27
E. Occupational Therapists and Physical Therapists - Notification, Termination and Discipline	28
ARTICLE X – INSTRUCTIONAL COUNCIL	31
A. Purpose.....	31
B. Membership	31
C. Meetings and Procedures	31
ARTICLE XI – LENGTH OF RECOGNITION OF ASSOCIATION	31
ARTICLE XII – SCHOOL CALENDAR	32
ARTICLE XIII – GRIEVANCE PROCEDURE	32
A. Definition.....	32

B. Purpose.....	32
C. Procedure	32
D. Rights Under the Grievance Procedure.....	35
ARTICLE XIV – NEGOTIATION PROCEDURES.....	36
A. Initiation.....	36
B. Mediation.....	36
C. Ratification.....	36
D. Representative in Negotiations	36
ARTICLE XV – MISCELLANEOUS.....	37
ARTICLE XVI – GENERAL PROVISIONS	37
A. Effect of Contract.....	37
B. Previous Practice Clause.....	37
C. Individual Agreements.....	38
D. Conformity to Law - Saving Clause	38
E. Copies of Agreement	38
F. Seniority List.....	38
G. Duration of Agreement and Closure	39
APPENDIX I	39
A. SALARIES – 2021-2022 School Year	39
B. SALARIES – 2022-2023 School Year	39
C. SALARIES – 2023-2024 School Year	39
D. SALARIES – 2024-2025 School Year	39
E. INCREMENTAL MOVEMENT - PART TIMERS (.5 FTE OR LESS)	41
F. LONGEVITY	40
G. LANE MOVEMENT.....	41
H. SALARY CREDIT FOR COURSES TAKEN.....	42
I. OCCUPATIONAL & PHYSICAL THERAPISTS: SALARY ADVANCEMENT - COLUMN MOVEMENT	43
J. NATIONAL BOARD CERTIFICATION - \$3,000 STIPEND	44
K. SUMMER SCHOOL SALARIES	44
L. SUMMER SCHOOL RATE - OCCUPATIONAL & PHYSICAL THERAPISTS	46
M. COACHING, EXTRA-CURRICULAR AND INTRAMURAL.....	45
N. TEACHER COORDINATORS - DEPARTMENT HEADS	53
O. SUPPLEMENTAL SALARY AGREEMENTS.....	52
P. GUIDANCE COUNSELORS	52
Q. PAY DAYS.....	52
R. CURRICULUM RATE- CHAPERONE PAY.....	53
APPENDIX II.....	53
A. FORM	53
B. RATE OF MEMBERSHIP DUES.....	53
C. INSTALLMENTS	53
D. SUPPLEMENTAL AUTHORIZATIONS	54
E. TRANSMITTAL OF MONIES	54
F. WITHDRAWAL OF AUTHORIZATION.....	54
G. ADDITIONAL DEDUCTIONS	54
H. AGENCY FEE.....	54
I. ADDITIONAL DEDUCTIONS	55
APPENDIX III	55

PREAMBLE

This agreement entered into on the ____ day of _____, 2023, by and between the Board of Education of Ossining Union Free School District (the "Board" or the "District") and the Teachers Association of Public Schools of Ossining, New York (Ossining Teachers Association - TA 2905) (the "Association").

WITNESSETH

WHEREAS: The parties have, pursuant to Article Fourteen of the Civil Service Law (Chapter 392 of the Laws of 1967, Public Employees' Fair Employment Act) ("Taylor Law"), negotiated with respect to salaries, hours and other terms and conditions of employment, and have reached certain understandings which they desire to confirm in this Agreement, in consideration of the following mutual covenants, it is hereby agreed as follows:

ARTICLE I – RECOGNITION OF ASSOCIATION

The District recognized the Association as the sole exclusive representative for collective negotiations of all members of the professional staff of the District, consisting of classroom teachers, media specialists, psychologists, guidance counselors, social workers, attendance teachers, specialists, occupational therapists, physical therapists and such other non-administrative professional personnel who may be employed and paid on the teacher salary schedule stipulated in this Agreement.

ARTICLE II – DEFINITIONS

Wherever in this Agreement the following terms appear, they shall be defined as indicated:

Teacher - A member of the Negotiating Unit represented by the Association.

Superintendent - The Superintendent of the District.

The Board or District - Board of Education, Ossining Union Free School District.

Association - Ossining Teachers Association (O.T.A.) TA-2905

Class Period - An assigned period of approximately 45 minutes during which a teacher is in contact with students.

Session - A period of time constituting one-half of the maximum teacher day.

ARTICLE III – ASSOCIATION RIGHTS

A. Right to Organize; Duty to Represent

1. Teachers shall have the right, freely and without fear of penalty or reprisal, to form, join or assist a teachers' organization or to refrain therefrom and to participate through

a representative of their own choosing in negotiations concerning salaries, hours and other terms and conditions of employment.

2. The Association shall admit to membership all members of the Negotiating Unit without discrimination as to race, religion, creed, national origin, gender, sexual orientation, marital status, or age, and represent fully and fairly all members of the unit without regard to membership or participation in the Association or any other teachers' organization.

B. Financial and Other Information

1. The District agrees to make available to the Negotiating Committee of the Association, in accordance with their reasonable request, information with respect to the present financial resources of the District, and to present salaries, hours, and other terms and conditions of employment of teachers, which is reasonably necessary for the Association to carry out its functions as the negotiating representative of the teachers, provided that such information is requested in writing, readily available to the District and is neither preliminary nor tentative in character.
2. An electronic copy of the official agenda and any addenda for each Public Board Meeting shall be made available to the Association at the same time when it is ready for distribution to Board members prior to each Public Board Meeting. The District shall also make available an electronic copy of the official minutes of Public Board Meetings.

C. Meetings: Use of Facilities

1. The Association shall have the right to use meeting space in school buildings for meetings after school hours, provided that such meetings shall not interfere with faculty and other school related meetings, scheduled parent conferences or other professional duties.
2. The use of school facilities shall be arranged with the appropriate district administrator in advance and shall conform to the District's rules and regulations.
3. The Association shall reimburse the District for any custodial expense incurred for meetings held at times when such services are not normally available.

D. Use of Mailboxes and Bulletin Boards

1. The Association shall have the right to use teachers' mailboxes and the District's email system to distribute materials dealing with the proper and legitimate business of the Association. This right shall be exclusive as to all other teachers' associations.
2. The District shall provide reasonable bulletin board space in the faculty lounges of each school building for the posting of notices of Association meetings.

E. Time of Association Activities

All activities of the Association shall be carried on after school hours; however, Association business may be conducted during school hours without loss of pay when necessary, provided that it is of reasonable duration and there is no interference with the educational program. The Association agrees that the privileges in this section shall not be abused.

F. Negotiations Meetings

Negotiations meetings, between the District and the Association, shall be scheduled after school hours.

G. Leave of Association Activities

Officers and other representatives of the Association may request and shall be granted leave to attend meetings/workshops held by Universities and NYSUT and the organizations with which it is affiliated. Leave may also be requested and shall be granted for special Association activities, which, in the judgment of the President, cannot be performed other than during school hours. The aggregate total of Association leave shall not exceed ten (10) days per school year. If necessary, the Association may request and shall be granted additional days, provided that the Association reimburse the District for substitute's pay for such days. All leave covered in this section shall be without loss of pay or charge to sick or personal leaves provided that notification is given to the Superintendent at least three (3) school days in advance.

H. Other Leave

Upon request, a teacher shall be granted a leave without pay on a yearly basis, for a total period not to exceed two (2) years for the purpose of discharging the duties of an office in a State or National teachers' organization affiliated with the Ossining Teachers Association. The teacher shall submit the request immediately upon election. A teacher may return from such leave only at the beginning of a school year, and shall be assigned an equivalent position to that held when he /she left. A teacher shall not receive step credit for the period of time while on such leave.

I. President's Assignment

The President's teaching load shall be reduced by two class periods per day. He or she shall not be assigned non-instructional duties. When administratively feasible, and provided there is no extra cost to the District, his/her teaching schedule shall be arranged to make available the maximum consecutive block of non-instructional time. The President shall be authorized to enter any District premises to discuss matters relating to the administration of this contract. Reasonable space for a file cabinet, desk and telephone shall be made available to the Association.

ARTICLE IV – MANAGEMENT RIGHTS

The Association recognizes that, unless expressly provided otherwise in this Agreement, the Board has the responsibility and the authority to manage and direct the work of its employees, hire, promote, transfer, assign employees within the school system, suspend or discharge employees, maintain the efficiency of the school operation, determine the services to be rendered by the public schools, take any and all actions that may be determined necessary to carry out the mission of the public schools to the full extent authorized by law.

ARTICLE V – FRINGE BENEFITS

A. Income Protection Insurance

1. The District shall continue to provide a program of income protection insurance at the current benefit level for all full time teachers.
2. In the event a teacher is adjudged disabled by the insurance carrier, in accordance with the criteria provided for in the policy, the District shall grant the teacher leave beyond his/her accumulated sick leave up to the 90-day waiting period for benefits under the policy, to be compensated at the rate of 50% of his/her regular salary. The District shall grant this leave commencing from the date the insurance carrier makes such determination of the teacher's disability.
3. The program of income protection insurance provided by the District will be administered in accordance with the terms and conditions set forth in the policy of insurance. All benefits afforded by said policy shall terminate at age 65.

B. Dental Insurance and Vision Care

The dental insurance plan in effect on July 1, 2008 shall remain in effect through June 30, 2025. Unit members shall not be required to contribute to the premium equivalent cost thereof.

Vision Care Reimbursement

Effective July 1, 2021, the District shall continue to reimburse unit members a total of \$300 annually towards vision care. Reimbursement shall be in accordance with the following:

1. The District shall annually reimburse all full-time unit members a total of \$300.00 for costs associated with vision care (excluding sunglasses that are not prescription) for them and/or their dependent family members. Effective September 1, 2022, these costs shall include any taxes paid by the unit member for vision care.

2. In order to receive reimbursement, unit members must:
 - a. Submit the District reimbursement form within the school year (July 1st-June 30th) that the vision care service is being rendered.
 - b. Unit members must include an itemized bill and receipt detailing the service/product provided and the date the service/product was provided.

C. Health Insurance

1. The District shall provide all full time teachers health insurance.
2. Contribution

Teachers covered under the District's health insurance plan shall contribute, through payroll deduction, fifteen percent (15%) towards the premium cost of individual or family coverage.

3. Health Insurance Upon Retirement

Teachers who retire from active service as a regular service retiree or disability retiree under the New York State Teachers Retirement System or the New York State Employees Retirement System (as appropriate) having completed ten (10) years of Ossining Union Free School District service will qualify for receipt of health care benefits. The District shall contribute 100% of premium for individual or family coverage elected at the time of retirement during the employee's retirement; the plan provided shall be the same plan provided to active employees. In the event that a retiree becomes employed by a New York State municipality, other than the Ossining Union Free School District pursuant to a validly obtained waiver from the State for such employment, the provision of health benefits to the retiree by the Ossining Union Free School District shall be tolled until such time as the employment ceases and coverage is terminated, or the retiree reaches the age of 65, whichever occurs first, provided that the employee is eligible for coverage in the other municipality. (If the employee is not eligible for coverage in the other municipality, he or she shall continue to be provided coverage by the Ossining Union Free School District.) The benefits shall be resumed immediately upon termination of said employment. If the employee elects to obtain coverage from the new employer during retirement or after age 65, Ossining Union Free School District's obligations hereunder shall cease.

Effective May 10, 2022, the above contribution rates shall be modified as follows:

Tier One: Current OTA members who retire on or before June 30, 2025 shall receive retiree health benefits as provided in Article V, Section C(3) of the 2017-2021 CBA.

Tier Two: Current OTA members, whose employment with the District began before July 1, 2022, and who retire on or after July 1, 2025 shall,

upon retirement, contribute an annual amount toward retiree health insurance equal to the dollar amount paid in their last year of employment with the District. This premium contribution ceases when the retiree becomes Medicare eligible. Additionally, the retiree shall, if eligible and permitted by NYSHIP, be given the opportunity to switch from family coverage to retiree +1.

Tier Three: OTA members hired on or after July 1, 2022, shall, upon retirement, contribute annually toward the premium the District pays on behalf of this retiree, the percentage amount in effect on the date of their retirement. Upon becoming Medicare eligible, the retiree's contribution amount shall be reduced accordingly (percentage remains the same). Additionally, the retiree shall, if eligible and permitted by NYSHIP, be given the opportunity to switch from family coverage to retiree +1.

Additionally, OTA members hired on or after July 1, 2022, who formerly occupied an OTA represented title shall be entitled to retiree health insurance as provided in this Section based upon their initial date of hire with the District.

4. Health Insurance for Vested Retirees:

Effective July 1, 2008 teachers who meet the following criteria shall be permitted at their own cost and expense to continue to participate in the District's health care plan, on an individual or family basis, at a charge equal to 103% of the premium equivalent:

- a) Teachers who voluntarily terminate their services within five (5) years of the date of retirement under the New York State Teachers Retirement System, or who are excessed due to the abolition of their position; and,
- b) Have served the District for at least ten (10) years; and,
- c) Have vested rights for purposes of retirement under the New York State Teachers Retirement System.

Coverage under this paragraph (paragraph "4") shall be continuous from the date of voluntary termination in the type of coverage elected at the time of termination, i.e., individual or family coverage. Upon reaching first eligibility for regular service retirement, the member shall be entitled to health insurance upon retirement as per Section C.3, above, as appropriate.

5. Same-sex domestic partners of eligible active employees are eligible for participation in the District's health insurance plan. A number of specific requirements must be met, and the two partners must execute an affidavit concerning their eligibility. The employee must elect family coverage. The value of the benefit is taxable to the

employee. Eligibility is also available for Delta Dental. (See District's statement of policy for required affidavit of Domestic Partnership.)

Notwithstanding the foregoing, during the course of the District's participation in NYSHIP, the term "domestic partner" shall be defined as it is defined in the NYSHIP Manual for Participating Agencies for the purpose of this subsection (5); opposite sex domestic partners shall be eligible for health insurance coverage subject to the same terms and conditions as those applicable to same sex domestic partners; and unit members shall be required to comply with all NYSHIP rules and regulations respecting coverage of domestic partners and complete all applications, forms, affidavits, etc. required by NYSHIP. Should the health insurance plan provided by the District change to something other than NYSHIP, opposite sex domestic partners shall no longer be afforded coverage, and the District's policy pertaining to domestic partners shall be reinstated effective with the date on which the new plan goes into effect. This provision shall not be subject to the grievance and/or arbitration procedure, except that the Association retains the right to pursue enforcement of this term through the appropriate forum.

6. (a) When two spouses employed by the Ossining Union Free School District are eligible to enroll for health insurance coverage, they will not be eligible for dual family coverage. Both spouses may enroll for individual coverage or they may elect to enroll for one family coverage. However, when family coverage is elected, neither spouse will be granted individual coverage.

This provision shall apply to two spouses employed by the Ossining Union Free School District who are domestic partners.

If for any reason the spousal relationship ceases to exist or if one spouse leaves employment with the District, the remaining spouse(s) shall be free to enroll in whatever level of coverage is appropriate.

- (b) During the course of the District's participation in NYSHIP, a unit member may not elect family coverage if his or her spouse has family coverage under the NYSHIP plan through another NYSHIP participating municipality, but may enroll in individual health insurance coverage. If for whatever reason, the unit member ceases to be covered under his/her spouse's family plan, the unit member shall be eligible to enroll in family or individual coverage through the District, subject to NYSHIP rules and regulations. This restriction shall apply so long as the District participates in NYSHIP.

This restriction shall apply to domestic partners (as the term domestic partner is defined by NYSHIP.)

7. Working Spouse Rule

The upper earned income threshold for eligibility for benefits under the District's health insurance plan is amended to be the amount of Lane K (doctorate) step 15

of the current OTA scale. Spouses with earned income above this amount will not be eligible for primary health benefits under the District's plan. (They remain eligible for secondary benefits.)

For working spouses with incomes in the intermediate level – that is, between Lane K step 15, and \$45,046 (adjusted annually) – the percentage of premium for participation in the spouse's employer's health plan is reduced to 45 percent for both individual and family coverage. If the spouse's employer's plan requires a participation cost in excess of 45 percent of the cost of the plan, then the spouse is eligible for primary benefits under the Ossining Plan.

The Working Spouse Rule also applies to Domestic Partners.

To demonstrate eligibility for primary health benefits for a spouse or domestic partner under the District's plan, unit members must submit to the District the affidavit contained in Appendix III prior to the deadline for enrollment.

The Working Spouse Rule shall not be applicable to unit members for so long as the District continues to provide unit members with health insurance under NYSHIP. Should the District return to a self-insured plan or change to an alternative health insurance plan, the Working Spouse Rule shall be reinstated effective on the date on which the new plan goes into effect. This provision shall not be subject to the grievance and/or arbitration procedure, except that the Association retains the right to pursue enforcement of this term through the appropriate forum.

D. Life Insurance

The District shall pay the cost of \$25,000 of annual group Life Insurance for each full time teacher.

E. Self-Insurance

The District at its option may self-insure on its own or in consortium with other districts all of the above insurances at the level of benefits in existence as of July 1, 1980. With respect to Health Insurance, the side letter of agreement dated March 30, 2012 shall apply.

F. Retirement Pay

1. Pay for Unused Sick Leave

Upon retirement to the New York State Teachers Retirement System; or having twenty (20) years of Ossining Union Free School District service and being at least fifty (50) years of age by his/her separation date, said teacher shall receive \$60 for each day of accumulated sick leave to a maximum of 250 days. In order

for a teacher to receive said benefit, the District must be notified in writing of the teacher's intention to separate from the District by February 1 of the year of separation. Payment shall be made on or before October 5 following the receipt of notification.

G. Entitlement of Next-of-Kin Benefits

In the event of the death of a member of the unit, the next-of-kin shall receive payment as set forth in Article VF1.

H. Flexible Benefit Plan

Effective March 1, 1996, the District shall provide to all full time employees a Flexible Benefit Plan in accordance with Section 125 of the Internal Revenue Code. The first plan year shall end on December 31, 1996 and thereafter the plan year shall be from January 1 to December 31.

ARTICLE VI – TEACHING LOADS & RELATED CONDITIONS OF EMPLOYMENT

A. Length of School Year

The length of the school year shall be 186.5 days. Correspondingly, the per diem salary shall be based upon 186.5 days.

The additional days described above will be used for staff development. Such days may be added to the school year any time between Labor Day and the Friday following graduation day. If, however, the regional calendar provides for the school year to begin prior to Labor Day, such days may be used prior to Labor Day.

Further, in the event that it is not possible to schedule the additional days as noted above, then such days shall be scheduled as two or three extended Wednesdays for two (2) hours and ten (10) minutes beyond each school day or a combined total of six and one-half (6.5) hours. The Superintendent will consult with the Association prior to scheduling the extended days.

Superintendent's conference days shall begin at 8:30 a.m. and shall end at 3:05 p.m. for all members of the bargaining unit district-wide.

B. Teacher Day

1. Length of Day

All teachers shall be available 15 minutes before the student day begins. Teachers shall remain each day through student dismissal. Nothing herein limits the current

practice pertaining to student help. In addition, teachers will be available as needed in accordance with professional responsibilities.

The above paragraph B.1 shall be null and void effective July 1, 2022, and the following shall apply: Within the teacher workday, all teachers shall be available 15 minutes before the student day begins. Teachers shall remain each day through student dismissal. Nothing herein limits the current practice pertaining to student help. In addition, teachers will be available as needed in accordance with professional responsibilities.

2. Professional Responsibilities

- a) Professional responsibilities shall include teaching assignments in certificated areas of instruction and assignments which are non-instructional. Such non-instructional responsibilities may include, but not be limited to, student help, professional meetings, school sponsored parent conferences which cannot be scheduled during the student day, evening meetings related to the school program, and contact with students in a non-instructional setting such as formal or informal activities within the student day.
- b) Special Education teachers shall be entitled to one (1) floating ½ day of release time per school year for the completion of IEPs on a date to be approved in advance by the building principal. Effective July 1, 2022, Special Education teachers assigned up to twelve (12) classified students shall be entitled to one (1) floating day of release time per school year, and Special Education teachers assigned more than twelve (12) classified students shall be entitled to one and one-half (1.5) floating days of release time per school year, for the completion of IEPs on a date to be approved in advance by the building principal.
- c) Speech teachers, occupational therapists and physical therapists shall not be required to perform dismissal duty, and shall instead utilize said period of time for the completion of reporting and other professional responsibilities.

3. Lunch Period

All teachers shall have a minimum 40 minutes of duty-free time for lunch. A teacher may leave the building during the duty-free period upon notification to the building principal.

4. Travel Time

Where a teacher is assigned to two schools during the school day, the teacher shall be permitted 30 minutes of travel time between assignments at the two schools, exclusive of the lunch time. This subsection (4) shall not be applicable to occupational therapists or physical therapists.

5. Meetings

All teachers shall be available for faculty, department, grade level or other meetings in accordance with the following:

a) Meetings

- i. There may be two regular meetings per month, not to exceed 1.5 hours per meeting. Such meetings shall be scheduled on Mondays only and shall extend no longer than ninety (90) minutes after student dismissal.
- ii. In addition, the District may schedule up to five meetings per school year, not to exceed 1 hour per meeting. Such meetings may be scheduled during any month, on any Monday, and shall extend no longer than sixty (60) minutes after student dismissal.
- iii. The meetings authorized pursuant to subsections (i) and (ii) shall not exceed an annual total of twenty-five (25) meetings.
- iv. The District may reschedule any meeting that is cancelled due to a school closing for weather or other emergency conditions.
- v. District Meetings: Teachers join District committees on a voluntary basis. District committee meetings shall be limited to one meeting per month and will not exceed 10 meetings per year.
- vi. No meetings shall be scheduled for the day prior to a school-recognized holiday or recess period.

Effective July 1, 2022, the above Section 5.a (i) through (vi) shall be null and void and the following shall apply:

All teachers shall be available for faculty, department, grade level or other meetings in accordance with the following:

- i. There may be one regular meeting per month, not to exceed 1.5 hours per meeting. Such meetings shall be scheduled on Monday only and shall extend no longer than ninety (90) minutes after student dismissal. At the elementary level, said meetings shall extend no longer than ninety (90) minutes after the teacher work day.
- ii. In addition, the District may schedule up to eight (8) meetings per school year, not to exceed one (1) hour per meeting. Such meetings may be scheduled during any month, on any Monday, and shall extend no longer than sixty (60) minutes after student dismissal. At the

elementary level, said meetings shall extend no longer than sixty (60) minutes after the teacher workday.

- iii. The meetings authorized pursuant to subsection (i) and (i) shall not exceed an annual total of eighteen (18) meetings. Further, in any given month, there shall be no more than a total of three (3) after school meetings.
- iv. The District may reschedule any meeting that is cancelled due to a school closing for weather or other emergency conditions.
- v. District Meetings: Teachers join District committees on a voluntary basis. District committee meetings shall be limited to one meeting per month and will not exceed 10 meetings per year.
- vi. No meetings shall be scheduled for the day prior to a school-recognized holiday or recess period.

b) Meeting Notices and Agendas

- i. Notice of meetings will be provided one (1) week in advance of the meeting.
- ii. Agendas which list the topics to be addressed will be provided to the faculty by noon on the Friday in advance of a meeting.
- iii. For each school building, a yearly meeting calendar shall be prepared and distributed to unit members within two weeks following the opening of school. The meeting calendar shall be adhered to, subject to the District's right to reschedule any meeting that is cancelled due to a school closing for weather or other emergency conditions. Cancelled meetings shall be rescheduled by the Administration, following consultation with the Association.
- iv. The Faculty Council will provide input into building agendas.
- v. The OTA Executive Board will provide input to the Superintendent for districtwide agendas.

C. Teaching Load

1. Elementary

- a) All classroom, kindergarten, art, music and physical education teachers shall have a maximum of 4 3/4 hours teaching time, and a 45 minute planning period. The planning period shall be utilized for individual and team planning sessions.

- b) The building principal may make reasonable variations in daily teaching and planning times provided that weekly teaching and planning times do not exceed a maximum of 23 3/4 hours and a minimum of 3 3/4 hours, respectively.
- c) Homeroom and conferences may be scheduled in the time remaining by the building administration.
- d) Psychologists, speech teachers, instrumental music teachers, library media specialists, occupational therapists, and physical therapists shall have a maximum assignment in accordance with the length of the school day, which shall include a lunch period and a 15 minute relief period.
- e) Pre-kindergarten teachers shall teach a maximum of five (5) hours per day, and shall have one (1) forty-five minute lunch period and one (1) forty-five minute planning period. The planning period shall be utilized for individual and team planning sessions.
- f) The parties agree that class size shall not, under normal circumstances, exceed the following standards:

Kindergarten	25
Grades 1 & 2	27
Grades 3 – 5	30
Physical Education	40
- g) Elementary unit members shall devote a minimum of fifteen (15) minutes per month to maintaining their class pages. Effective July 1, 2022, this requirement shall be eliminated and this paragraph deemed null and void.

2. Elementary Day - Effective July 1, 2022

Effective July 1, 2022, the above referenced paragraph (C)(1), Elementary Day, shall be null and void and replaced with the following:

- (a) All teachers, including kindergarten, art, music, physical education and instrumental music teachers, library media specialists, speech teachers, occupational therapists, and physical therapists, shall work a six hour and forty minute (6 hr. 40 min.) workday inclusive of a 45 minute planning period and a duty free lunch period. The planning period shall be utilized for individual and team planning sessions.
- (b) The building principal may make reasonable variations in daily teaching time provided that teaching time does not exceed a maximum of 25 hours week and/or 5 hours daily.

- (c) Homeroom and conferences may be scheduled in the time remaining by the building administration.
- (d) Psychologists and social workers shall have a maximum assignment in accordance with the length of the school day, which shall include a lunch period and a 15 minute relief period.
- (e) Pre-kindergarten teachers shall teach a maximum of five (5) hours per day, and shall have one (1) forty-five minute lunch period and one (1) forty-five minute planning period. The planning period shall be utilized for individual and team planning sessions.
- (f) The parties agree that class size shall not, under normal circumstances, exceed the following standards:

Kindergarten	25
Grades 1 & 2	27
Grades 3 – 5	30
Physical Education	40

3. Middle and High School

- a) All middle and high school teachers shall have a maximum of five (5) instructional periods per day with a maximum student load of 150. If this load is exceeded, the teacher shall not be given a non-instructional assignment. All middle and high school teachers shall have one (1) preparation period and may be given one (1) non-instructional assignment per day with the following exceptions:
 - i. Middle and High School core, art, music, and physical education teachers, driver education, Enrichment Program Coordinator, Career Development Coordinator and the COPE instructor shall have a maximum of 6 classes. The maximum student load per physical education teacher shall be 240.
 - ii. Psychologists, library media specialists, speech therapists, attendance teachers, social workers, occupational therapists, and physical therapists shall have a maximum assignment in accordance with the length of the school day and which shall include a lunch period and a 15 minute relief period.
 - iii. Guidance Counselors shall have a maximum assignment in accordance with the length of the school day (which shall include a lunch period and a 15 minute relief period) plus evening hours as required. For evening hours, guidance counselors will be compensated a minimum of 1/2 day's pay for each evening. For summer assignments, the District may assign all or any of the counselors up to seven days prior

to the opening of the school year and up to seven days at the close of the school year. Notification of summer assignment must be made by May 1.

- iv. Middle school CORE teachers may be assigned homeroom and shall have a 15 minute relief period arranged by the building administration.
- v. Any teacher whose instructional assignment exceeds 25 periods per week shall have no homeroom. Any teacher who is assigned more than 27 instructional periods per week shall have no homeroom and no non-instructional assignment.

- b) Effective July 1, 2009, teachers at the Ossining High School shall have one (1) preparation period per day replaced by one (1) professional period per day.

The professional period shall be used to complete professional responsibilities, including the completion of IEP's, assigned readings, technology integration, staff development activities, debriefing, and lesson preparation. Two professional periods per month shall be directed by the building principal. The balance thereof shall be self-directed by unit members; however all such periods shall be used exclusively for the completion of professional responsibilities as hereinabove described.

4. Middle and High School - Effective July 1, 2022

Effective July 1, 2022, the above referenced (C)(3), Middle and High School shall be null and void and replaced with the following:

- a) All middle and high school teachers shall have a maximum of five (5) instructional periods per day with a maximum student load of 150. If this load is exceeded, the teacher shall not be given a non-instructional assignment. All middle and high school teachers shall have one (1) preparation period and may be given one (1) non-instructional assignment per day with the following exceptions:
 - i. Middle and High School specials teachers, including art, music, physical education, technology teachers, FACS, driver education, Enrichment Program Coordinator, Career Development Coordinator, and the COPE Instructors shall have a maximum of 6 classes. The maximum student load per physical education teacher shall be 240.
 - ii. Instrumental music teachers, library media specialists, speech teachers, occupational therapists, and physical therapists shall have a maximum assignment in accordance with the length of the school day, which shall include a lunch period and a preparation period.

Psychologists, social workers and attendance teachers shall have a maximum assignment in accordance with the length of the school day, which shall include a lunch period and a 15 minute relief period.

- iii. Guidance Counselors shall have a maximum assignment in accordance with the length of the school day (which shall include a lunch period and a 15 minute relief period) plus evening hours as required. For evening hours, guidance counselors will be compensated a minimum of 1/2 day's pay for each evening. For summer assignments, the District may assign all or any of the counselors up to seven days prior to the opening of the school year and up to seven days at the close of the school year. Notification of summer assignment must be made by May 1.
- iv. Any teacher whose instructional assignment exceeds 25 periods per week shall have no homeroom. Any teacher who is assigned more than 27 instructional periods per week shall have no homeroom and no non-instructional assignment.

- b) Teachers at the Middle and High School (AMD and OHS) shall have one (1) professional period per day.

The professional period shall be used to complete professional responsibilities, including the completion of IEP's, assigned readings, technology integration, staff development activities, debriefing, and lesson preparation. Two professional periods per month shall be directed by the building principal. The balance thereof shall be self-directed by unit members; however all such periods shall be used exclusively for the completion of professional responsibilities as hereinabove described.

5. OHS & AMD Extended Academic Intervention Services/Enrichment/Tutorial Assignments.

- a) The principal, or designee, the OTA and the teacher shall collaborate regarding the nature of the Extended AIS/Enrichment/Tutorial Assignment and the students selected to participate.
- b) The Extended AIS/Enrichment/Tutorial assignment will generally be within the teacher's certification unless otherwise mutually agreed upon by the principal and the teacher.
- c) At each Extended AIS/Enrichment/Tutorial session, student attendance will be taken by the teacher and given to the principal.
- d) Nothing in the following is intended to reduce staff.

- e) All faculty members will be responsible to conduct “door duty” daily and regularly during the passing time prior to an instructional period except when they are changing their own locations or prevented by other professional duties.
- f) Extended AIS/Enrichment/Tutorial Assignments at Ossining High School will be as follows:
 - i. Extended Academic Intervention Services/Enrichment/ Tutorial Assignments are only applicable to those High School teachers teaching five (5) periods within a nine (9) period day.
 - ii. All Ossining High School teachers, in lieu of a non-instructional duty period, will meet with a maximum of five (5) students one (1) period per day for two (2) quarters of the school year.
- g) Extended AIS/Enrichment/Tutorial Assignments at Ossining Middle School will be as follows:
 - i. All Ossining Middle School teachers, in lieu of a non- instructional duty period, will meet with a maximum of five (5) students one (1) period per day every fourth school day.

6. OHS & AMD Extended Academic Intervention Services/Enrichment/Tutorial Assignments and Advisory Periods - Effective July 1, 2022

Effective July 1, 2022, the above referenced (C)(5), OHS & AMD Extended Academic Intervention Services/Enrichment/Tutorial Assignments shall be null and void and replaced with the following:

- a) The principal, or designee, the OTA and the teacher shall collaborate regarding the nature of the Extended AIS/Enrichment/Tutorial Assignment and the students selected to participate.
- b) The Extended AIS/Enrichment/Tutorial assignment will generally be within the teacher’s certification unless otherwise mutually agreed upon by the principal and the teacher.
- c) At each Extended AIS/Enrichment/Tutorial session, student attendance will be taken by the teacher and given to the principal.
- d) Nothing in the following is intended to reduce staff.
- e) All faculty members will be responsible to conduct “door duty” daily and regularly during the passing time prior to an instructional period except

when they are changing their own locations or prevented by other professional duties.

f) Extended AIS/Enrichment/Tutorial Assignments at Ossining High School and Middle School will be as follows:

- i. Extended Academic Intervention Services/Enrichment/Tutorial Assignments are only applicable to those High School and Middle School teachers teaching five (5) periods within a nine (9) period day.
- ii. All teachers in lieu of a non-instructional duty period will meet with a maximum of five (5) students one (1) period per day for two (2) quarters of the school year.¹

g) OHS & AMD Advisory Period

- i. Advisory Definition: An advisory is a regularly scheduled period of time when teachers meet with small groups of assigned students for the purpose of discussing academic, social or future-planning issues. The purpose of an advisory period is to have a specific scheduled time for teachers to interact with assigned students within the parameters of their certification and tenure area (e.g. teachers are not expected to serve as clinicians).
- ii. All certificated staff, except those teaching six (6) periods, shall be assigned thirty (30) thirty minute (30) Advisory Periods over the course of a school year in lieu of a non-instructional duty period. Teachers shall meet with students in groups of no more than fifteen (15). There shall be no APPR observations or targeted walks during the Advisory Period.
- iii. Advisory shall be conducted in a location with adequate space where confidentiality is able to be maintained. The remainder of each Advisory Period (beyond 30 minutes) shall be used for teacher directed professional time. No teacher shall be assigned extended AIS and Advisory on the same day.

7. Nothing in sections 1 - 6 above, shall preclude specialized or experimental programs in any school as long as the spirit of this section is not violated.

8. Any restrictions in paragraphs 1 - 7, above, may be eliminated in mutual agreement of the teacher concerned, the Association and the Superintendent, or a designee, to permit a teacher to accept a greater teaching load. Any such proposal must be

¹ Nothing in this subsection shall be construed to mean that the District cannot assign one (1) period per day for the equivalent of two (2) quarters of the school year with a tenured staff member's consent.

presented to the Association for consideration by the teacher involved before any action may be taken under this section.

9. "Doubling Up" of Classes

A teacher shall not be directed to handle a double class except in an emergency. If such emergency arises, the duty of handling a double class shall be distributed among teachers as equitably as possible, without regard to departmental lines.

The building representative of the Association shall be provided with a list of such assignments monthly as to doubling up and coverage. However, nothing in the clause shall prevent doubling where this is arranged by agreement between the building principal and teachers to provide teachers with the 15 minute relief period referred to above.

- a) The following system will be used to cover classes when teachers are absent from school:
 - i. The administration will make every effort to secure a qualified substitute teacher for teachers who are absent.
 - ii. If an insufficient number of qualified teachers are available on a particular day, the Administration will choose teachers from a list of volunteers who have indicated their willingness to give up their guaranteed preparation period in order to cover classes of teachers who are absent.
 - iii. If an insufficient number of volunteer teachers are available on a particular day, the Administration will assign teachers from their guaranteed preparation period in order to cover classes of those teachers who are absent.
 - iv. Teachers who have volunteered or who have been assigned to cover classes of teachers who are absent shall be reimbursed by the Board of Education at the rate of \$40.31 per class coverage. In the event that the substitute teacher rate of pay is increased, the pay schedule of teachers will be adjusted accordingly.

Effective July 1, 2022, this paragraph (iv) shall be null and void and replaced with the following:

Teachers who have volunteered or who have been assigned to cover classes of teachers who are absent shall be reimbursed by the Board of Education at the rate of \$49.27 per class coverage.

D. Related Conditions of Employment

1. Responsibilities When Absent from Duties

It shall be the responsibility of every teacher to inform the principal at the earliest possible time if he/she will be absent from his/her duties. It shall not be a teacher's responsibility to secure his/her substitute.

2. Lunch and Playground Duty

The District agrees to employ aides to assist in lunch and playground duty to reduce to the minimum direct teacher supervision consonant with the District's legal obligations. The Association agrees that each cafeteria in the middle school and the high school shall have one certified teacher assigned on a rotating basis. That will mean that one different certified teacher will be assigned for each of the two lunch hour periods in the high school and one different certified teacher will be assigned to each of the three lunch periods in the middle school.

3. Faculty Rooms

The District shall maintain furnished faculty rooms wherever and whenever possible.

4. Personnel Files

- a) A teacher shall have the right of access to his personnel file, upon request, at reasonable times, in the presence of a member of the staff as designated by the Superintendent. A representative of the Association may be present.
- b) A teacher shall have the right to append explanatory or exculpatory material to any document placed in the file within 60 days of the time of insertion.
- c) All documents inserted into a teacher's file shall be placed only by direction of the superintendent or his designee and shall bear the date of insertion. A copy of any document shall be given to the teacher.
- d) References or confidential material from outside the District shall not be made available to a teacher and shall be kept in a separate file.

5. No teacher, regardless of the cause of any pupil difficulty, is ever required to tolerate any act of gross misconduct, including flagrant discourtesy, abusive and vile language, acts of violence and deliberate insubordination.

ARTICLE VII – ABSENCE AND LEAVE

A. Sick Leave

1. Teachers shall be entitled to ten (10) days sick leave without loss of pay at the rate of one day per month worked cumulative to 250 days. The District agrees to accumulate ("bank") at the beginning of each school year for each teacher the ten (10) sick days allowed at the beginning of the school year. Teachers using sick days shall be charged from the bank. A teacher whose service is terminated and who leaves the District prior to working the necessary months shall have the necessary adjustment made in final payment for use of unearned sick days. Tenured teachers will be entitled to twelve (12) days of sick leave per year.

All occupational therapists and physical therapists shall be entitled to ten (10) days sick leave without loss of pay at the rate of one (1) day per month worked cumulative to two hundred and fifty (250) days. Occupational therapists and physical therapists of the bargaining unit who have completed at least three (3) years of continuous service shall be entitled to twelve (12) days of sick leave per year.

2. If a teacher, by reason of illness, fails to complete a work day, the following procedure shall be applied: a teacher leaving work during the first quarter of the work day shall be charged for $\frac{3}{4}$ day sick leave. A teacher leaving work during the second quarter of the work day shall be charged for $\frac{1}{2}$ day sick leave. A teacher leaving work during the third quarter of the work day shall be charged for $\frac{1}{4}$ day sick leave. A teacher leaving work during the fourth quarter of the work day shall not be charged sick leave.
3. After a total of ten (10) days' absence due to illness, the Superintendent may require a doctor's certificate upon a teacher's return to duty.
4. Sick days may be used for family illness as it relates to the spouse and children of OTA members of up to twelve weeks of accumulated sick time. This provision shall apply to domestic partners (as the term domestic partner is defined by NYSHIP. Proof of domestic partnership shall be required.)
5. For family sick leave purposes (care of mother or father), a teacher shall be allowed to use accumulated sick days up to ten. After ten, the teacher would be required to pay the cost of the substitute.
6. A teacher is not able to use sick days under this provision for child care needs immediately after childbirth when the child's birth is medically considered to be without complications.
7. Sick Leave Bank
 - a) A Sick Leave Bank shall be maintained by the Association for the use of full-time teachers who are members and have used up their accumulative sick

days. A Board of Governors, established by the Association, shall administer the Sick Leave Bank.

- b) Any full time teacher who contributes one day of accumulative sick leave shall be a member. Contributions shall be made at the beginning of each school year as deemed necessary by the Association, on a form to be provided by the District. Contributions are not mandatory but once made may not be withdrawn. Unused days in the bank at the end of the year shall be carried over to the following year.
- c) Teachers may withdraw days from the sick bank provided they are members, have exhausted their accumulated sick leave, and meet the criteria established by the Sick Leave Bank Board of Governors. The decisions of the Board of Governors shall be binding.
- d) The Superintendent or his designee shall be advised and consulted on the administration of the Sick Leave Bank to see that the spirit and intent of this article is not abused or violated.
- e) Any member of the sick leave bank accumulating more than 250 days at the end of the school year shall have those days in excess of 250 transferred to the sick leave bank.
- f) A teacher is not able to use sick days from the sick bank to support family leave under the Family and Medical Leave Act or other family leave.

B. Personal Leave

- 1. a) All teachers shall be entitled to leave without loss of pay for whatever days are necessary but not exceeding a total of five (5) school days in the school year for death in the immediate family. Immediate family is defined as spouse, child, parent, mother-in-law, father-in-law, brother, sister, grandmother, grandfather, domestic partner (as the term domestic partner is defined by NYSHIP, proof of domestic partnership shall be required), fiancé or other relative with whom they reside.

All teachers shall be entitled to one (1) day of leave without loss of pay for the death of an aunt, uncle, brother-in-law, or sister-in-law which occurs during

the school year. In the event that (1) the death occurs during a time when school is not in session but proximate to a time when school is in session, (2) is celebrated by a memorial service which occurs while school is in session, and (3) said memorial service is held proximate to the date of death, the teacher shall be entitled to utilize said day of bereavement for purposes of attending the memorial service.

- b) Additional leave may be granted only on request to and approval by the Superintendent.
2. All teachers shall be entitled to leave without loss of pay for the actual number of days' absence caused by quarantine, compulsory jury duty or court attendance pursuant to subpoena. Teachers serving compulsory jury duty shall retain expense monies paid to them while rendering such service but shall pay over to the District the statutory fees received for each work day on leave.
 3. Personal leave without loss of pay, not to exceed three (3) days in the school year, shall be provided to tenure teachers and one day of personal leave shall be provided to non-tenure teachers at their discretion for the purpose of attending to personal business which cannot be attended to on a day or time other than a school day. All such personal days will accumulate together with accumulated sick leave. All such personal days taken shall be subtracted from the teacher's accumulated sick leave.

Personal leave without loss of pay, not to exceed three (3) days in the school year, shall be provided to occupational therapists and physical therapists who have completed at least three (3) years of continuous service at their discretion for the purpose of attending to personal business which cannot be attended to on a day or time other than a school day. Occupational therapists and physical therapists who have completed less than three (3) years of continuous service shall be entitled to one (1) day per school year for such purpose.

Personal leave will not be taken the day before or the day after a holiday or vacation period except with the prior approval of the Superintendent with specific reasons given.

4. For absences not covered by any of the above provisions, or by other policies of the District, deductions shall be made at the rate of 1/186.5 of the teacher's salary.
5. Personal leave shall be granted only upon five (5) days advance notice, save in justified emergencies.

C. Child Rearing Leave

1. Child rearing leave without pay shall be granted on a yearly basis not to exceed two (2) years. Teachers are eligible for return from such leave at the beginning of a school year following the completion of the leave.
2. Notice of effective date of return, or of request for the second year of leave shall be given to the District by March 7 of the year in which the leave is taken.
3. Failure to comply with the notice requirements provided for in paragraph two of this sub-section shall automatically terminate the teacher's service subject to law.

D. Medical and Personal Leave

Medical and personal leave may be granted without pay on a yearly basis not to exceed three (3) years at the discretion of the Board.

E. Other Leave

A tenured teacher who joins the Teachers Corps., Peace Corps, serves as an exchange teacher, or an overseas teacher, and is a full time participant in the program, shall, upon return to the District, after such leave, be assigned an equivalent position to that held when he/she left. He/She shall not receive step credit for the period of time that he/she is on such leave.

ARTICLE VIII – EVALUATION AND PROFESSIONAL IMPROVEMENT

A. Professional Improvement

1. The District shall support an in-service program within the District. The program shall be designed so as to serve the teachers and thereby serve to improve the instructional process.
2. Teachers may be directed within the maximum school day to observe classes, and attend staff development programs designed to strengthen the skills and abilities of teachers.
3. Teachers who are new to the District shall attend orientation programs prior to and following the opening of school in the school year. The format and content of programs shall be determined by the District. The summer orientation program for new teachers shall not exceed five (5) days. Teachers will receive two (2) in-service credits for attending the summer orientation program.
4. To receive credit for lane movement on the salary schedule, all courses taken shall be in the teacher's area of teaching certification or teaching specialization unless otherwise approved by the Superintendent. All courses taken shall have the prior approval of the Superintendent. Courses shall be taken at an accredited university or college or in an approved in-service program.

A maximum of five on-line graduate courses may be considered for column movement beyond the MA column when such courses are approved in advance and completed subject to the following terms and conditions:

- i. The on-line graduate credit must be offered by an accredited New York college or university whose distance education program has been approved by the New York State Education Department, or by a college or university that is accredited by a national certification agency such as Middle States;

- ii. The college or university must have a physical campus; and
- iii. The on-line course must be a course that is otherwise eligible for graduate credit in a graduate program at the university or college through which such on-line course is offered.

Effective July 1, 2022, increase maximum on-line graduate courses from five (5) to ten (10).

This subsection (4) shall not apply to occupational therapists or physical therapists.

- 5. A maximum of 60 hours of local in-service credit shall be allowed toward salary credit. This subsection (5) shall not apply to occupational therapists or physical therapists.

B. Visitation Days

Visitation Days may be granted to a teacher for the purpose of visiting other school systems to evaluate the educational techniques or innovations. A total of 100 days may be provided for such purposes. Such days shall be equitably distributed among all the schools. All expenses shall be paid for visits made at the District's direction. Except for the cost of substitutes, no other expenses shall be borne by the District for visitations made at teacher initiative. All such requests shall be approved by the building principals and the Superintendent. The Principal may request a sharing of these experiences with the staff.

C. Evaluation

The District and the Association support a continuing evaluation program for the purpose of improving the quality and effectiveness of teaching throughout the District.

- 1. The ultimate decision on the evaluation program shall rest solely with the District, except for those unit members subject to Education Law §3012-c, in which case the District's locally negotiated Annual Professional Performance Review ("APPR") Plan shall be followed.
- 2. The Professional Growth Plan is the District's and Association's mutually developed and agreed upon instrument of professional review and evaluation, except for those unit members subject to Education Law §3012-c, in which case the District's locally negotiated Annual Professional Performance Review ("APPR") Plan is the recognized evaluative tool. Any change or modification to the Professional Growth Plan, or to the APPR Plan, shall be made through a mutually agreed upon process.

3. The Professional Growth Plan, or the APPR Plan, where applicable, shall be distributed to all teachers at the beginning of each school year.
4. The evaluator shall conduct classroom observations of the work performance of the teacher openly and with his/her full knowledge and according to the terms of the Professional Growth Plan or the APPR Plan, where applicable.
5. A copy of all evaluations and classroom observation reports will be given to the teacher before placement in the teacher's personnel file.
6. All probationary teachers whose employment shall not continue into the following school year shall be notified no later than May 15 of the present school year. This clause shall not apply to an abolished position.
7. Occupational therapists and physical therapists shall be evaluated in accordance with the Professional Growth Plan adapted for these job titles.

ARTICLE IX – PROFESSIONAL ASSIGNMENTS

A. Involuntary Transfers

Any teacher being notified of transfer, shall have the right to meet with the Superintendent to discuss this transfer.

B. Notification and Termination

1. The District shall give 30 days' notice to probationary teachers whose employment is being terminated in accordance with Section 3031 of the State Education Law.
2. The District shall notify eligible teachers who are not being recommended for tenure 60 days prior to the termination of their probationary term.
3. A teacher whose services are terminated prior to the end of the school year shall receive 1/186.5 of his/her annual salary for each day employed.
4. This Section (B) shall not apply to occupational therapists or physical therapists.

C. Just Cause

No tenured teacher shall be dismissed or disciplined as a result of tenure hearing, except for just cause. This Section (C) shall not apply to occupational therapists or physical therapists.

D. Professional Openings

The District and the Association believe that the mutual interests of the District and the Association are best served when the Association is informed and involved in matters that impact upon teachers. This agreement is intended to strengthen the relationship between the two parties in regard to the selection process for new administrators.

1. Whenever an administrative vacancy occurs in the district, the Superintendent or his/her designee shall inform the President of the Ossining Teachers Association of the nature of the vacancy.
2. Open positions shall be posted and announced ten (10) school days prior to the date upon which applications close. The positions shall be announced to all teachers through the posting of announcements on office and faculty bulletin boards. An electronic copy shall be made available to the President of the Association at the same time that they are made available to all teachers.
3. Teachers of the District shall receive first consideration for all professional positions provided such teachers possess qualifications and requirements equal to those of outside applicants and are suitable candidates for the open positions. Evaluation of candidates and decisions to employ will rest with the Superintendent.
4. The Superintendent or his/her designee shall seek input from the Association in regard to the formal selection process for new administrators on or about the time of the announcement of the administrative vacancy.
5. This agreement does not apply to administrators transferring from one assignment to another within his/her tenure area or to circumstances wherein the district upgrades or downgrades an individual administrator's title, without substantially altering the duties of that position. Further, the Superintendent reserves the right to make administrative appointments without the use of a formal selection process.
6. The District shall notify teachers that they may place their names on a mailing list prior to the close of school for summer notification of all professional openings. Summer open positions shall be posted, announced and notification made, two (2) weeks prior to the date upon which applications close.

E. Occupational Therapists & Physical Therapists – Notification, Termination & Discipline

I. Notification and Termination - Occupational Therapists and Physical Therapists

1. The District shall give occupational therapists and physical therapists thirty (30) days' notice that their employment is being terminated.

2. Any occupational therapist or physical therapist who desires to terminate his/her services to the school district at any time shall provide written notice to the Superintendent of Schools at least thirty (30) days prior to the effective date of such termination of services.
3. Any occupational therapist or physical therapist whose services are terminated prior to the end of the school year shall receive 1/186.5 of his/her annual salary for each day employed.

II. Disciplinary Procedure Applicable to Occupational Therapists and Physical Therapists Who Have Completed at Least Three (3) Years of Continuous Service.

1. Eligibility

This subsection establishes a disciplinary procedure for occupational therapists and physical therapists of the bargaining unit who have completed at least three (3) years of continuous service.

2. Employee Rights

- a. An employee shall be entitled to representation by the Association at each stage of the disciplinary procedure.
- b. An employee shall not be disciplined for acts which occurred more than eighteen (18) months prior to the date of the notice of discipline, except where the act(s) would constitute a crime. In any event, this provision will not limit the Employer and the hearing officer(s) from considering the entire employment record with respect to the appropriateness of the penalty to be imposed.

3. Procedure

- a. Disciplinary counseling will be utilized in the traditional labor relations manner where appropriate. The District agrees to utilize disciplinary counseling as an initial disciplinary stage in certain situations. Disciplinary counseling, however, is not required to be utilized by the District in all instances. Rather, more serious discipline than counseling may be imposed for severe offenses. Severe offenses, including but not limited to, theft, damage and/or destruction of property, refusal to work, endangering the safety of workers and/or students, may not warrant progressive discipline. In summary, depending on the severity of the offense, the first step, where appropriate, will be the use of disciplinary counseling.

- b. Misconduct, insubordination, incompetence, and/or attendance abuse will form the basis for the imposition of discipline pursuant to this Article.
- c. In the event that an employee continues to be insubordinate, incompetent, or engages in misconduct or attendance abuse following the disciplinary counseling stage and the District seeks to impose one of the penalties set forth in sub-paragraph “3d” below (without hearing), the employee will be served either personally or by certified mail (at his or her last known address) with written notice of discipline describing the alleged acts forming the basis for the disciplinary action, as well as a proposed penalty, which may be amended at any time thereafter. A copy of the notice of discipline will be presented to the President of the Association.
- d. The District may impose any of the following disciplinary penalties without a hearing: (i) reprimand; (ii) fine not to exceed one hundred dollars (\$100) to be deducted from salary or wages; or (iii) suspension without pay up to five (5) working days.
- e. In the event the District seeks to impose a penalty of suspension without pay for more than 5 days, a fine greater than \$100, or dismissal, the employee will be served either personally or by certified mail (at his/her last known address) with a written notice of discipline describing the alleged acts forming the basis for the disciplinary action, as well as a proposed penalty, which may be amended at any time thereafter.
- f. In such cases the District shall provide the employee with written notice of the following:
 - (i) The right to a hearing pursuant to paragraph “4” of this Article.
 - (ii) The right to be represented at said hearing by an Association representative.
- g. The District will provide copies of all notices of disciplinary charges to the President of the Association.

4. Hearing

- a. A panel of five (5) hearing officers has been selected mutually by the Employer and the Association. The names of said hearing officers are set forth in this Agreement and will remain in existence during the term of this Agreement. The cost of the hearing officers’ services shall be equally borne by the District and the Association. The hearing

officer to be utilized shall be selected from the list below, on a rotating basis, unless the hearing officer next in the rotation is unavailable within a reasonable period of time:

Jay M. Siegel
Howard Edelman
Marlene Gold
Carol Wittenberg
Bonnie Siber Weinstock

- b. The District shall notify the hearing officer who is next in rotation of the need for a hearing within ten (10) calendar days after receipt of the employee's notification of the need for a hearing.
- c. The hearing officer shall schedule a hearing as soon as possible but in no event later than thirty (30) days of receipt of the District's notification of the need for a hearing.

5. Hearing Procedures

- a. The burden of proof in such a disciplinary hearing shall fall upon the District. The District must prove the charges by substantial evidence.
- b. The technical rules of evidence shall not be required in such a hearing.
- c. The employee and his/her chosen union representative shall have the right in such a hearing to call witnesses and to cross-examine witnesses called by the District.
- d. A transcript will be provided and the cost borne equally by the parties.

6. Hearing Officer's Authority

- a. The decision of the hearing officer shall be rendered within thirty (30) calendar days of the closing of the hearing.
- b. The hearing officer shall not have jurisdiction or authority to add to, modify, detract from or alter, in any way, the provisions of this Agreement or any amendments or supplements thereto. Rather, the hearing officer shall issue a report with findings of fact and a recommended penalty. Should the hearing officer determine that the proposed penalty is inappropriate he/she may recommend an alternate penalty.
- c. The determination of the hearing officer shall be advisory and is not subject to the grievance procedure set forth herein.

- d. The Board of Education shall render a final decision within sixty (60) days of receipt of the hearing officer's findings of fact and recommended penalty. A written copy of the Board of Education's decision shall be provided to the employee and the Association.

ARTICLE X – INSTRUCTIONAL COUNCIL

A. Purpose

The Instructional Council shall serve as an advisory council to the Superintendent.

B. Membership

The Instructional Council shall consist of seven (7) members; one (1) teacher from each building, the President of the OTA or a designee, the Superintendent or designee. The Association will conduct the election in each building and an alternate will also be elected at that time to ensure that every school shall be represented at all meetings.

C. Meetings and Procedures

1. The agenda for meetings will be prepared and distributed by the Superintendent's Office. Agenda items may be submitted by any member of the Instructional Council. The Superintendent's Office will distribute minutes of each meeting to each member of the Council and a copy of said minutes will be made available to each school.
2. The Instructional Council will meet during the school day at least once each month during the school year. The members of the Council shall be provided with necessary release time to attend such meetings. If in the event a second meeting is necessary in one month that meeting will take place after the school day. It is agreed that in the absence of an agenda regularly scheduled meetings will be cancelled.
3. The Council shall have the right to petition the Board through the Superintendent and to meet with the Board at the Board's convenience. Nothing in this article is intended or construed to limit the rights and responsibilities of the Board and the Superintendent to administer the affairs of the District.

ARTICLE XI – LENGTH OF RECOGNITION OF ASSOCIATION

The District hereby recognizes the Association as the bargaining agent for the unit covered by the contract.

ARTICLE XII – SCHOOL CALENDAR

That Association may submit a proposed school calendar to the Superintendent for his/her consideration. This proposal shall be made on or before January 15th of each school year.

The day before Thanksgiving shall be a half-day.

ARTICLE XIII – GRIEVANCE PROCEDURE

A. Definition

A "grievance" is a claim by a teacher, teachers or the Association that they have been adversely affected by a violation of the terms of this Agreement.

B. Purpose

1. The purpose of this procedure is to secure equitable solutions to the disputes which may arise over matters defined in Paragraph "A" as rapidly as possible.
2. Nothing herein contained will be construed as limiting the right of any teacher having grievance to discuss the matter with any appropriate member of the administration, provided any adjustment is not inconsistent with the terms of this Agreement and that the Association at or after Level 1 has been given the opportunity to be present at such adjustment to state its views.

C. Procedure

To expedite the process, the number of days indicated at each level shall be considered as a desirable maximum.

1. Level 1

- a) An aggrieved person will first present his grievance in writing to his principal or immediate supervisor, with whom it will be discussed directly or through the Association's representative. The principal or immediate supervisor shall inform the aggrieved person and the Association's representative of his decision in writing within five (5) school days after the grievance was presented.
- b) Level 1 shall continue to be the entry level for all grievances which pertain to individual or groups of teachers when the actions being grieved originate at the building level. The principal or immediate supervisor must have the authority to sustain or deny the entry level grievance and to award an appropriate remedy, if any.

- c) The President of the Association must be notified by the aggrieved party that formal procedures under Article XIII are initiated; thereafter copies of all written communications of the parties shall be sent to the President of the Association.

2. Level 2

- a) Level 2 shall be the entry level for any and all grievances brought by the Association when the actions being grieved originate at the District level. Such grievances would refer to those issues principals and/or supervisors would lack the authority to adjudicate.
- b) If the aggrieved person is not satisfied with the disposition of the grievance at Level 1, or if no decision has been rendered within five (5) school days after presentation of the grievance then, within ten (10) school days after presentation of the grievance, he or she may file a grievance, in writing with the President of the Association.
- c) If the grievance is considered by the appropriate Association committee to be meritorious, the Association shall notify the Superintendent within ten (10) school days after it has received the grievance from the aggrieved person that it wishes to carry the grievance to the Superintendent.
- d) Within five (5) school days after notification to the Superintendent, the Association representatives and the aggrieved party shall meet with the Superintendent or a designee. The Superintendent or a designee shall inform the Association representatives and the Association President of the decision on the grievance within ten (10) school days after the meeting.

3. Level 3

- a) If the Association is not satisfied with the decision at Level 2, or if no written decision has been rendered within ten (10) school days after the meeting, the Association may within ten (10) school days, request that a Board committee meeting take place. Such a meeting, at the option of the Board, may take place within ten (10) school days after the request.
- b) In the event that the Board exercises its option to meet at Level 3, the aggrieved party and other parties to the grievance may be present and a transcript of the meeting may be made. The transcript fee shall be shared equally by the parties to the dispute. The Board shall render a decision within ten (10) school days to the Association representatives and the Association President.

4. Level 4

- a) If the Association is not satisfied with the disposition of the grievance at Level 3, or if no decision has been rendered within fifteen (15) school days after the grievance was presented to the Board committee, or if the Board has exercised its option not to meet at Level 3, the Association may, within ten (10) school days after receipt of a decision by the Board, or twenty (20) school days after the grievance was referred to the Board committee, whichever is sooner, submit the grievance to arbitration.
- b) The voluntary labor arbitration rules of the American Arbitration Association shall apply to the proceeding including those relating to hearings, fees, expenses and selection of the arbitrator and the arbitration proceedings.

The arbitrator shall hold hearings and issue his decision not later than thirty (30) days from the date of the closing of the hearing or, if oral hearings have been waived, then from the date of transmitting the final statements and proofs to the arbitrator. The decision shall be in writing and shall set forth the arbitrator's opinion and conclusions on the issues submitted. The arbitrator shall limit his decision strictly to the application and interpretation of the provision of this Agreement and he shall be without power or authority to make any decision:

- i. Contrary to, or inconsistent with, or modifying or varying in any way, the terms of the Agreement.
- ii. Involving Board discretion or Board policy except as limited by the Agreement and except that he may decide in a particular case that Board policy was disregarded or that its attempted application under any term of this Agreement was so discriminatory, arbitrary or capricious as to constitute an abuse of discretion.
- iii. Limiting or interfering in any way with the powers, duties, and responsibilities of the Board under its by-laws, applicable law, and rules and regulations having the force and effect of law, except as modified by this Agreement.

The decision of the arbitrator, if made in accordance with his jurisdiction and authority under this Agreement, will be accepted as final by the parties to the dispute and both will abide by it.

The arbitrator may recommend an appropriate remedy when he finds a violation of this Agreement.

The arbitrator's fee will be shared equally by the parties to the dispute.

The Board agrees that it will apply to all substantially similar situations the decision of an arbitrator sustaining a grievance and the Association agrees that it will not bring or continue, and that it will not represent any employee in, any grievance which is substantially similar to a grievance denied by the decision of the arbitrator.

5. Miscellaneous Provisions

- a) In the event a grievance is filed which might not be finally resolved at Level 4 under the time limits set forth herein by the end of the school year, and which if left unresolved until the beginning of the following year could result in irreparable harm to the teacher or teachers, the time limits set forth herein will be reduced so that grievance procedure may be exhausted prior to the end of the school year or as soon thereafter as practicable.
- b) All documents, communications and records dealing with the processing of a grievance shall be filed separately from the personnel files of the participants and shall not be available without the permission of the aggrieved party.
- c) Any and all grievances shall be presented within thirty (30) school days after either the grievant or the Association knew or should have known of the initial occurrence of the event or events, claimed to have given rise to the grievance. Failure to present said grievance as heretofore mentioned shall cause said grievance to abate. Failure to proceed to the next step within the applicable time limits upon notice by the employer of an intent to claim a waiver, shall, within five (5) days of such notice, cause the grievance to abate. To expedite the process, the number of days indicated at each level shall be considered as a desirable maximum. By mutual written agreement, any of the time within the grievance procedure may be extended.
- d) It is understood that no reprisal shall be taken by the Board or by a member of the administration against any teacher by reason of his/her participation in the grievance procedure.

D. Rights Under the Grievance Procedure

1. The District shall make available to the Association information in the possession of the District and deemed necessary for the Association to carry out its function of the processing of Association grievances (excluding confidential personnel records) provided such material is not tentative nor preliminary in nature.

2. The investigation of grievances shall be carried on by the Association Representative after school hours, where practicable.
3. In the event that a representative or individual designated in writing by the Association, investigates or is required to attend a grievance proceeding, he shall be released from all regular duties without loss of pay for the period of time necessary to permit his attendance at such proceedings, provided that requests are reasonable and there is no interference with the educational program.

ARTICLE XIV – NEGOTIATION PROCEDURES

A. Initiation

No later than the first school day in January of each year prior to the expiration of this or any successor agreement, the party wishing to change shall submit, in writing, proposals, and shall enter into "good faith" negotiations as to a successor agreement no later than January 15th.

B. Mediation

At any time prior to the invocation of impasse procedures, the parties may, by mutual consent, agree on a mutually acceptable mediator. In the event of such mediation by a private person, the cost of such mediatory service shall be borne equally by the parties. The use of a private mediator as described above, shall not prevent either party from invoking the impasse procedure of the Public Employees' Fair Employment Act at any time within the 120-day period prior to the annual meeting of the District noted above.

C. Ratification

Any agreement reached between the District and the Association shall be subject to legislative approval by the Board and ratification by the membership of the Association.

D. Representative in Negotiations

Neither party in any negotiations shall have any control over the selection of the representatives of the other party and each party may select its representatives from within or without the District. While no final agreement between the Association and the District shall be executed without ratification by the membership of the Association and the Board, the parties mutually pledge that their representatives shall be clothed with all necessary power and authority to make proposals, consider proposals and reach compromises in the course of negotiations.

ARTICLE XV – MISCELLANEOUS

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 LEGISLATIVE BODY HAS GIVEN APPROVAL.

ARTICLE XVI – GENERAL PROVISIONS

A. Effect of Contract

1. This agreement constitutes the full and complete agreement of the parties and may not be altered or changed in any way unless mutually agreed upon in writing by the parties.
2. The Board or its designee shall advise the Association in writing of any proposed change in policy which may affect the terms and conditions of employment of teachers. It is understood that such terms and conditions do not include those items which must be negotiated under law.
3. The Association shall have the right, within five (5) school days after receipt of such notice, to advise the District in writing of its desire to review and discuss any such proposed change in policy, and shall meet with the Board or its designee no later than five (5) school days after notification for advisory consultation. In the event that the Association does not notify the District of its desire to review and discuss any proposed change, such change shall take effect at the discretion of the Board.
4. The parties agree to cooperate in arranging meetings and furnishing information provided that such information requested is readily available and not preliminary or tentative in character. Any times contained herein may be extended by mutual agreement.
5. The parties shall cooperate in arranging meetings over education and instructional concerns of the teachers and of the District.

B. Previous Practice Clause

No teacher shall, during the term of this Agreement, be deprived by the Board of any privileges, benefits, emoluments or immunities pertaining to his job which were in existence prior to the date of execution of this Agreement. Any and all teachers covered by this Agreement shall continue to enjoy, during the term of this Agreement, any and all privileges, benefits, emoluments and immunities heretofore enjoyed by them, in connection with their respective jobs.

C. Individual Agreements

Any individual arrangement, agreement or contract between the District and an individual teacher, heretofore executed, shall be subject to and consistent with the terms and conditions of this Agreement and any individual arrangement, agreement, or contract thereafter executed shall be expressly made subject to and consistent with the terms of this or subsequent agreements to be executed by the parties. Copies of such individual arrangement, agreement or contract shall be forwarded to the President of the Association. If any individual arrangement, agreement or contract contains any language inconsistent with this Agreement, this Agreement, during its duration, shall be controlling.

D. Conformity to Law - Saving Clause

If any provision of this Agreement or any application of the Agreement to any teacher or group of teachers shall be found contrary to law then such provision or application shall not be deemed valid or subsisting except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.

E. Copies of Agreement

Copies of this Agreement shall be given to all teachers now employed or hereafter employed by the District.

F. Seniority List

The District shall give a seniority list covering all members of the unit to the President of the Association each year.

G. Duration of Agreement and Closure

This Agreement shall be effective for a period commencing July 1, 2021 and continuing until June 30, 2025.

The Association agrees that all negotiable items have been discussed during the negotiations leading to this Agreement, and agrees that negotiations will not be reopened on any items whether contained in this Agreement or not, during the life of this Agreement. Any District policies unaltered or unchanged by the language of this Agreement shall remain in force.

President, Board of Education

President, Ossining Teachers Association

Superintendent of Schools

APPENDIX I

All unit members shall be entitled to annual step movement.

A. SALARIES – 2021-2022 School Year

Effective July 1, 2021 step-eligible unit members shall advance one step on the 2020-2021 salary schedules. In addition, within 90 days of May 10, 2022: (1) each unit member who advanced a step on July 1, 2021, shall be paid 1.5% of their annual salary in a one-time, off schedule, lump sum payment; (2) those unit members who were on top step as of June 30, 2021, who were not step eligible on July 1, 2021, shall receive a \$2,000 one-time, off schedule, lump sum payment (pro-rated for those serving less than a year and/or less than a 1.0 FTE).

Only those unit members that are employed by the District on May 6, 2022 are eligible for the \$2,000 one-time off schedule bonus or the 1.5% equivalent lump sum payment.

B. SALARIES – 2022-2023 School Year

Effective July 1, 2022, all unit members will migrate to the step on the attached new 22 step salary schedule in their existing lane that is closest to the 2021-2022 salary schedule cell, without reduction. Once placed, each cell of the new schedule shall be increased by 2%. Next each step-eligible unit member shall advance one step. Effective July 1, 2022, all other compensation elements in the Agreement, excluding subbing coverage rates, National Board certification stipend and longevities, shall increase 2%.

Effective July 1, 2022, the National Board Certification stipend shall increase to \$3,100.

C. SALARIES – 2023-2024 School Year

Effective July 1, 2023, the 2022-2023 salary schedule shall be increased by 2% to create the 2023-2024 salary schedule. Effective July 1, 2023, all other compensation elements in the Agreement, excluding subbing coverage, National Board Certification and longevities, shall increase 2%.

D. SALARIES – 2024-2025 School Year

Effective July 1, 2024, the 2023-2024 salary schedule shall be increased by 2% to create the 2024-2025 salary schedule. Effective July 1, 2024, all other compensation elements in the Agreement, excluding subbing coverage, National Board Certification and longevities, shall increase 2%.

Effective July 1, 2022, new hires to the bargaining unit shall not be placed on a step higher than the total number of their years of (a) subject matter experience and (b) verified teaching experience. The Superintendent of Schools may consider paid professional and unpaid professional work (e.g. volunteer work, internships, etc.) in making a determination regarding the years of subject matter experience. However, in those certification and/or tenure areas of NYSED recognized teacher shortages, the initial salary for new hires to the bargaining unit may be placed up to a maximum of two (2) steps higher than the total number of their years of (a) subject matter experience and (b) verified teacher experience. The decision of the Superintendent of Schools shall not be arbitrary and capricious

Upon request of the Union President, the Superintendent of Schools shall provide the rationale for salary placement for those “teacher shortage” appointments and copies of any resumes/job applications and any other documentation supporting such rationale.

E. INCREMENTAL MOVEMENT – PART TIMERS (.5 FTE OR LESS)

Unit members who are .5 FTE or less shall be entitled to incremental movement on the salary schedule once every two years.

F. LONGEVITY

Teachers with seventeen (17) years of continuous service in the Ossining School District shall be eligible to receive a continuous service increment in the amount of \$750. Effective July 1, 2022, this \$750 increment shall increase to \$1,000.

Teachers with twenty (20) or more years of continuous service in the Ossining School District shall be eligible to receive a continuous service increment in the amount of \$1500.

Eligibility to receive the continuous service increment for teachers with twenty years of continuous service is based on performance evaluation criteria which shall be established by the District. Any teacher denied a continuous increment shall be reevaluated within one year of each eligibility. At the Administration's discretion the continuous service increment may be retroactively awarded to the date of initial eligibility. Continuous service increments shall be credited to any and all teachers eligible in September at the start of the school year after the evaluation year. The adjustment shall be part of the base salary and shall be subject to review at the end of three years to determine continued eligibility.

Teachers with twenty-three (23) or more years of continuous service in the Ossining School District shall be eligible to receive a continuous service increment in the amount of \$1000. Effective July 1, 2022, this \$1,000 increment shall increase to \$1,500.

Child rearing leave and other unpaid leaves of absence approved by the Board of Education shall not constitute a break in service with respect to longevity; however, such leave time shall not be counted for any other purpose.

G. LANE MOVEMENT

Effective July 1, 1986, members of the unit may accrue up to 60 in-service credits for application to lane movement. In no case will in-service credits in excess of 30 earned before July 1, 1977, be applied to lane movement. Effective July 1, 1986, the lane requirements shall be as follows:

BA	Lane A	Bachelors Degree or certification
BA+15	Lane B	Lane A plus 15 credits (in-service or university or any combination thereof)
BA+30	Lane C	Lane A plus 30 credits (in-service or university or any combination thereof)
MA	Lane D	An earned Masters Degree or certified statement from a college that all requirements for a Masters Degree have been successfully completed and that the degree will be awarded at the next award period.
MA+15	Lane E	Lane D plus 15 credits (in-service or university or any combination thereof)
BA+45	Lane F	Lane A plus 45 credits (in-service or university or any combination thereof)
BA+60	Lane G	Lane A plus 60 credits (in-service or university or any combination thereof)
MA+30	Lane H	Lane D plus 30 credits (in-service or university or any combination thereof)
MA+45	Lane I	Lane D plus 45 credits (in-service or university or any combination thereof)
MA+60	Lane J	Lane D plus 60 credits (in-service or university or any combination thereof)
DOCTORATE	Lane K	An earned Doctorate

For all teachers hired after January 1, 1996, Lanes C, F and G shall no longer exist. All teachers currently on these lanes and all teachers on staff as of December 31, 1995 shall continue to have these lanes available for lane movement.

Effective July 1, 2022, unit members may only move one lane per school year (July 1 – June 30).

This Appendix I, Section (H) shall not be applicable to occupational therapists or physical therapists.

H. SALARY CREDIT FOR COURSES TAKEN

1. All courses, including university and in-service courses for which salary credit is to be granted, shall have the prior approval of the Superintendent or his/her designee.
2. In order for a teacher to secure salary credit he shall take the following steps, whichever may apply:
 - a) Transcripts for university courses shall be placed on file in the Superintendent's office.
 - b) For in-service courses, notification by the instructor of satisfactory completion of the course shall be placed on file in the Superintendent's office.
 - c) Courses completed in the first semester shall be credited as of February 1, if the transcripts or notifications are on file in the Superintendent's office by March 1. Salary adjustments shall be made with the last check in March.
 - d) Courses completed in the second semester shall be credited as of September 1 if the transcripts or notifications are on file in the Superintendent's office by November 1. Salary adjustment shall be made with the last check in November. If transcripts or notifications are on file by August 1, adjustment shall be made in the first check in September.
 - e) Courses completed in the summer session shall be credited in accordance with Paragraph "d", above.
 - f) Teachers at MA+60 and Ph.D. columns shall receive a one-time \$75 reimbursement per credit for university accredited courses. Enrollment in said course is subject to prior approval of the Superintendent of Schools.
 - g) Effective July 1, 2022, unit members may only move one lane per school year (July 1 – June 30).
3. This Appendix I, Section (I) shall not be applicable to occupational therapists or physical therapists.

I. OCCUPATIONAL AND PHYSICAL THERAPISTS:
SALARY ADVANCEMENT - COLUMN MOVEMENT

All credits to be used for column movement shall be subject to prior written approval by the Department of Human Resources. Only credits completed subsequent to the District date of hire may be utilized. Further, any credits utilized by an occupational therapist or physical therapist towards satisfaction of New York State continuing education requirements may not be utilized for column movement. Credits generally considered acceptable (subject to approval) shall consist of and be credited as follows:

1. APTA or AOTA sanctioned courses. Credit for APTA or AOTA sanctioned courses shall be based upon 15 seat hours = 1 credit.
2. College or university credit courses in physical or occupational therapy. Credit for college or university credit courses related to either physical therapy or occupational therapy approved by the Department of Human Resources shall be based upon 15 seat hours = 1 credit.
3. College or university in-service courses in physical or occupational therapy. Credit for college or university credit courses related to either physical therapy or occupational therapy approved by the Department of Human Resources shall be based upon 15 seat hours = 1 credit.
4. Hospital or health agency sponsored in-service courses in physical or occupational therapy. Credit for college or university credit courses related to either physical therapy or occupational therapy courses approved by the Department of Human Resources shall be based upon 15 seat hours = 1 credit.
5. Credits obtained in pursuit of any of the following recognized certifications:

CERTIFICATIONS – issued by a recognized certification agency or organization:

NDT certification
SI certification
Pediatric Specialty certification
BABY training
Neurological Specialty certification
Orthopedic Specialty certification

In order for an occupational therapist or physical therapist to secure salary credit he or she shall take the following steps, whichever may apply:

1. Transcripts for university courses and certifications shall be placed on file in the Superintendent's office.

2. For in-service courses, notification by the instructor of satisfactory completion of the course shall be placed on file in the Superintendent's office.
3. Courses and certifications completed in the first semester shall be credited as of February 1, if the transcripts, certifications or notifications are on file in the Superintendent's office by March 1. Salary adjustments shall be made with the last check in March.
4. Courses and certifications completed in the second semester shall be credited as of September 1 if the transcripts, certifications or notifications are on file in the Superintendent's office by November 1. Salary adjustment shall be made with the last check in November. If transcripts, certifications or notifications are on file by August 1, adjustment shall be made in the first check in September.
5. Courses and certifications completed in the summer session shall be credited in accordance with subsection 4 above.

J. NATIONAL BOARD CERTIFICATION - \$3,000 STIPEND

The District encourages teachers to earn the National Teacher's Certification. Upon receipt of the National Certification, the District will provide the teacher with an annual stipend until such time as the certification expires providing that the teacher notifies the District in advance of enrolling in the National Certification program. A teacher may not use National Teacher's Certification courses to advance her/himself on the salary schedule.

Teachers receiving such stipend from the District will provide the District with 15 hours of professional service annually. Such service may be to provide other teachers with professional development, share information with the Board, etc. However, such service will not be direct service to students unless such service is to provide a model lesson for other teachers. Effective July 1, 2022, the National Board Certification Stipend shall increase to \$3,100.

This Appendix I, Section (K) shall not be applicable to occupational therapists or physical therapists.

K. SUMMER SCHOOL SALARIES (AND OTHER AFTER SCHOOL TEACHING)

- a) Effective July 1, 2021, compensation shall be based on an hourly rate in accordance with the following:

Step	2021-22	2022-23	2023-24	2024-25
1	\$48.31	\$49.28	\$50.27	\$51.28
2	\$55.39	\$56.50	\$57.63	\$58.78
3	\$59.18	\$60.39	\$61.60	\$62.83
4	\$63.91	\$65.19	\$66.49	\$67.82
5	\$68.60	\$69.97	\$71.37	\$72.80

If administrative changes are made in length of session or number of hours per course, the salary shall be pro-rated in accordance with the above schedule.

A teacher shall advance one step for each year of summer school experience served in any of the schools of the school district.

- b) Effective July 1, 2017, SAT proctoring shall be compensated in accordance with the above schedule.
- c) Committee on Special Education (CSE) staff who attend CSE meetings during the summer shall be compensated at their per diem rate of pay, on a pro-rated basis for the actual length of time spent, but not less than four hours per day.
- d) This Appendix I, Section (L) shall not be applicable to occupational therapists or physical therapists.

L. SUMMER SCHOOL RATE – OCCUPATIONAL AND PHYSICAL THERAPISTS

Occupational therapists and physical therapists shall be compensated at the following rates for summer school services.

2021-22	\$86.65
2022-23	\$88.38
2023-24	\$90.15
2024-25	\$91.95

M. COACHING, EXTRA-CURRICULAR AND INTRAMURAL

- 1. a) All coaching and club activity supplemental salary agreements shall be subject to the approval of the Superintendent of Schools. All coaching, club and extra-curricular activities shall be funded on the basis of student participation and educational value to the District. For clubs or extra-curricular activities for which an advisor is necessary and approved by the Superintendent of Schools, the advisor shall be compensated at a rate to be negotiated by the Association and the District.
- b) Any person who has served or does serve in a coaching position in the same sport for four or more consecutive years, or in an advisor position in the same extra-curricular non-athletic activity for four or more consecutive years, shall receive an additional longevity payment for each year of service beginning with the fourth year of service.
- c) The schedule of longevity payments during the duration of this contract shall not be added to the base coaching salary and shall be as follows:

	7/1/2021	7/1/2022	7/1/2023	7/1/2024
Category I	\$385	\$385	\$385	\$385
Category II	\$320	\$320	\$320	\$320
Category III	\$255	\$255	\$255	\$255

- d) The schedule of longevity payments during the duration of this contract for extra-curricular non-athletic duties, including Cultural Arts extra-curricular activities, shall be as follows:

	7/1/2021	7/1/2022	7/1/2023	7/1/2024
Category I	\$65	\$65	\$65	\$65
Category II	\$97	\$97	\$97	\$97
Category III	\$130	\$130	\$130	\$130
Category IV	\$193	\$193	\$193	\$193

2. The base salaries payable to Varsity Assistant Coaches, Junior Varsity Head Coaches, Junior Varsity Assistant Coaches, Modified Head Coaches and Modified Assistant Coaches shall be calculated based on the salaries payable to Varsity Head Coaches for each sport as follows:
- i. Varsity Assistant Coaches: The base salary payable to the Varsity Assistant Coach of a given sport shall be calculated by multiplying .8 by the base coaching salary payable to the Varsity Head Coach of that sport. (For example, the base salary payable to the Varsity Assistant Coach for Baseball for the 2013-2014 school year shall be calculated by multiplying .8 by the base salary payable to the Varsity Head Coach for Baseball (.8 x \$6879), etc.)
 - ii. Junior Varsity Head Coaches: The base salary payable to the Junior Varsity Head Coach of a given sport shall be calculated by multiplying .7 by the base coaching salary payable to the Varsity Head Coach of that sport.
 - iii. Junior Varsity Assistant Coaches: The base salary payable to the Junior Varsity Assistant Coach of a given sport shall be calculated by multiplying .65 by the base coaching salary payable to the Varsity Head Coach of that sport.
 - iv. Modified Head Coaches: The base salary payable to the Modified Head Coach of a given sport shall be calculated by multiplying .6 by the base coaching salary payable to the Varsity Head Coach of that sport.
 - v. Modified Assistant Coaches: The base salary payable to the Modified Assistant Coach of a given sport shall be calculated by multiplying .5 by the base coaching salary payable to the Varsity Head Coach of that sport.

**COACHES SALARY SCHEDULE
EFFECTIVE JULY 1, 2021 - JUNE 30, 2025**

Category I	7.1.21	7.1.22	7.1.23	7.1.24
Varsity Baseball - Head	\$6,662	\$6,795	\$6,931	\$7,070
Varsity Basketball - Boys Head	\$7,540	\$7,691	\$7,845	\$8,002
Varsity Basketball - Girls Head	\$7,540	\$7,691	\$7,845	\$8,002
Varsity Field Hockey - Head	\$6,520	\$6,650	\$6,783	\$6,919
Varsity Football - Head	\$8,314	\$8,480	\$8,650	\$8,823
Varsity Football - Assistant (2)	\$6,651	\$6,784	\$6,920	\$7,058
Varsity Gymnastics - Head	\$6,432	\$6,561	\$6,692	\$6,826
Varsity Ice Hockey - Head	\$7,347	\$7,494	\$7,644	\$7,797
Varsity Indoor Track - Boys Head	\$6,838	\$6,975	\$7,115	\$7,257
Varsity Indoor Track - Girls Head	\$6,838	\$6,975	\$7,115	\$7,257
Varsity Lacrosse - Boys Head	\$6,919	\$7,057	\$7,198	\$7,342
Varsity Lacrosse - Girls Head	\$6,919	\$7,057	\$7,198	\$7,342
Varsity Outdoor Track – Boys Head	\$6,715	\$6,849	\$6,986	\$7,126
Varsity Outdoor Track – Girls Head	\$6,715	\$6,849	\$6,986	\$7,126
Varsity Soccer - Boys Head	\$6,412	\$6,540	\$6,671	\$6,804
Varsity Soccer - Girls Head	\$6,412	\$6,540	\$6,671	\$6,804
Varsity Softball - Head	\$6,662	\$6,795	\$6,931	\$7,070
Varsity Swimming Coach - Boys Head	\$7,008	\$7,148	\$7,291	\$7,437
Varsity Swimming Coach - Girls Head	\$6,833	\$6,970	\$7,109	\$7,251
Varsity Volleyball - Head	\$6,253	\$6,378	\$6,506	\$6,636
Varsity Wrestling - Head	\$7,201	\$7,345	\$7,492	\$7,642

Category II	7.1.21	7.1.22	7.1.23	7.1.24
JV Baseball - Head	\$4,663	\$4,756	\$4,851	\$4,948
JV Basketball - Boys Head	\$5,278	\$5,384	\$5,492	\$5,602
JV Basketball - Girls Head	\$5,278	\$5,384	\$5,492	\$5,602
JV Football - Head	\$5,820	\$5,936	\$6,055	\$6,176
JV Football - Assistant	\$5,404	\$5,512	\$5,622	\$5,734
JV Lacrosse - Girls Head	\$4,843	\$4,940	\$5,039	\$5,140
JV Lacrosse - Boys Head	\$4,843	\$4,940	\$5,039	\$5,140
JV Soccer - Boys Head	\$4,488	\$4,578	\$4,670	\$4,763
JV Soccer - Girls Head	\$4,488	\$4,578	\$4,670	\$4,763
JV Softball - Head	\$4,663	\$4,756	\$4,851	\$4,948
JV Wrestling - Head	\$5,041	\$5,142	\$5,245	\$5,350

Modified Basketball - Boys Head	\$4,524	\$4,614	\$4,706	\$4,800
Modified Basketball - Girls Head	\$4,524	\$4,614	\$4,706	\$4,800
Modified Football - Head	\$4,989	\$5,089	\$5,191	\$5,294
Modified Football - Assistant	\$4,156	\$4,239	\$4,324	\$4,410
Varsity Baseball - Assistant	\$5,330	\$5,437	\$5,546	\$5,657
Varsity Cheerleading	\$3,944	\$4,023	\$4,103	\$4,185
Varsity Cross Country - Head	\$5,228	\$5,333	\$5,440	\$5,549
Varsity Gymnastics - Assistant	\$5,146	\$5,249	\$5,354	\$5,461
Varsity Ice Hockey - Assistant	\$5,877	\$5,995	\$6,115	\$6,237
Varsity Indoor Track - Assistant	\$5,470	\$5,579	\$5,691	\$5,805
Varsity Lacrosse - Boys Asst.	\$5,535	\$5,646	\$5,759	\$5,874
Varsity Lacrosse - Girls Assistant	\$5,535	\$5,646	\$5,759	\$5,874
Varsity Outdoor Track - Assistant	\$5,372	\$5,479	\$5,589	\$5,701
Varsity Soccer - Boys Assistant	\$5,130	\$5,233	\$5,338	\$5,445
Varsity Soccer - Girls Assistant	\$5,130	\$5,233	\$5,338	\$5,445
Varsity Softball - Assistant	\$5,330	\$5,437	\$5,546	\$5,657
Varsity Tennis - Boys Head	\$4,831	\$4,928	\$5,027	\$5,128
Varsity Tennis - Girls Head	\$4,831	\$4,928	\$5,027	\$5,128
Varsity Wrestling - Assistant	\$5,761	\$5,876	\$5,994	\$6,114

Category III	7.1.21	7.1.22	7.1.23	7.1.24
JV Cheerleading	\$2,760	\$2,815	\$2,871	\$2,928
JV Volleyball	\$4,377	\$4,465	\$4,554	\$4,645
JV Field Hockey	\$4,564	\$4,655	\$4,748	\$4,843
Varsity Bowling	\$3,949	\$4,028	\$4,109	\$4,191
Varsity Golf	\$3,970	\$4,049	\$4,130	\$4,213
Varsity Cross Country - Assistant	\$4,182	\$4,266	\$4,351	\$4,438
Modified Baseball	\$3,997	\$4,077	\$4,159	\$4,242
Modified Cross Country	\$3,137	\$3,200	\$3,264	\$3,329
Modified Field Hockey	\$3,912	\$3,990	\$4,070	\$4,151
Modified Ice Hockey	\$4,458	\$4,547	\$4,638	\$4,731
Modified Indoor Track	\$4,103	\$4,185	\$4,269	\$4,354
Modified Indoor Track Assistant	\$3,419	\$3,487	\$3,557	\$3,628
Modified Lacrosse - Boys Head	\$4,151	\$4,234	\$4,319	\$4,405
Modified Lacrosse - Girls Head	\$4,151	\$4,234	\$4,319	\$4,405
Modified Outdoor Track	\$4,028	\$4,109	\$4,191	\$4,275
Modified Outdoor Track - Asst.	\$3,358	\$3,425	\$3,494	\$3,564
Modified Soccer - Boys Head	\$3,847	\$3,924	\$4,002	\$4,082
Modified Soccer - Girls Head	\$3,847	\$3,924	\$4,002	\$4,082

Modified Boys Soccer - Assistant	\$3,206	\$3,270	\$3,335	\$3,402
Modified Softball	\$3,997	\$4,077	\$4,159	\$4,242
Modified Volleyball	\$3,752	\$3,827	\$3,904	\$3,982
Modified Wrestling	\$4,321	\$4,407	\$4,495	\$4,585
Modified Lacrosse - Assistant	\$3,460	\$3,529	\$3,600	\$3,672

3. Extra-Curricular Non-Athletic Duties

a) High School

Category I	7.1.21	7.1.22	7.1.23	7.1.24
Asian Culture Club Advisor		\$1,831	\$1,868	\$1,905
Black Culture Club Advisor		\$1,831	\$1,868	\$1,905
Business Club Advisor		\$1,831	\$1,868	\$1,905
Creative Writing (Interval) Club Advisor		\$1,831	\$1,868	\$1,905
Dance Club Advisor		\$1,831	\$1,868	\$1,905
Digital Media Club Advisor		\$1,831	\$1,868	\$1,905
ENL Ambassador Club Advisor		\$1,831	\$1,868	\$1,905
Environmental Club Advisor		\$1,831	\$1,868	\$1,905
E-Sports Club Advisor		\$1,831	\$1,868	\$1,905
Finance Club Advisor		\$1,831	\$1,868	\$1,905
Freshman Class Advisor		\$1,831	\$1,868	\$1,905
Hispanic Americans United Club Advisor		\$1,831	\$1,868	\$1,905
Human Rights Club Advisor		\$1,831	\$1,868	\$1,905
La Sisterhood Club Advisor		\$1,831	\$1,868	\$1,905
Math Circle Club Advisor		\$1,831	\$1,868	\$1,905
Model UN Club Advisor		\$1,831	\$1,868	\$1,905
Project Lit Book Club Advisor		\$1,831	\$1,868	\$1,905
Prestigious Ladies of Power Advisor		\$1,831	\$1,868	\$1,905
Radio Club Advisor		\$1,831	\$1,868	\$1,905
SAGA Club Advisor		\$1,831	\$1,868	\$1,905
Sophomore Class Advisor		\$1,831	\$1,868	\$1,905
Strategy & Board Game Club Advisor		\$1,831	\$1,868	\$1,905
Strength & Conditioning Club Advisor		\$1,831	\$1,868	\$1,905
Student Driven Curriculum Club Advisor		\$1,831	\$1,868	\$1,905
Student Equity Club Advisor		\$1,831	\$1,868	\$1,905
Table Tennis Club Advisor		\$1,831	\$1,868	\$1,905
High School Club Advisors	\$1,795	\$1,831	\$1,868	\$1,905
Yearbook Business Manager	\$1,795	\$1,831	\$1,868	\$1,905

Category II	7.1.21	7.1.22	7.1.23	7.1.24
Federal Challenge Advisor	\$2,274	\$2,319	\$2,365	\$2,412
Law Team Advisor (2)	\$2,274	\$2,319	\$2,365	\$2,412
National Honor Society Advisor (2)	\$2,274	\$2,319	\$2,365	\$2,412
Junior Class Advisor (2)	\$2,274	\$2,319	\$2,365	\$2,412
Junior States of America Advisor		\$2,319	\$2,365	\$2,412
Category III	7.1.21	7.1.22	7.1.23	7.1.24
School Store Advisor	\$3,263	\$3,328	\$3,395	\$3,463
Senior Class Advisor (2)	\$3,263	\$3,328	\$3,395	\$3,463
Student Council Advisor (2)	\$3,263	\$3,328	\$3,395	\$3,463
Engineering Club Advisor		\$3,328	\$3,395	\$3,463
Category IV	7.1.21	7.1.22	7.1.23	7.1.24
School Newspaper Advisor	\$3,442	\$3,511	\$3,581	\$3,653
Engineering Club Facilitator		\$5,236	\$5,341	\$5,448
Yearbook Advisor	\$5,133	\$5,236	\$5,341	\$5,448

Additional pay for non-athletic duties shall be as follows:

Recommendation of additional activities to be funded shall be made by the building administrator.

b) Middle School

Middle School club activities shall be compensated at the rates set forth in Appendix I, Section K for summer school salary and other after school teaching.

4. Intra-Mural Activities

a) The Intra-Mural year will consist of 60 sessions subdivided into seasons and rates of remuneration as follows:

Middle School	7.1.21	7.1.22	7.1.23	7.1.24
Intra-Mural Supervisor	\$1,790	\$1,826	\$1,863	\$1,900
Intra-Mural Coaches - Fall	\$557	\$568	\$579	\$591
Intra-Mural Coaches - Winter	\$1,110	\$1,132	\$1,155	\$1,178
Intra-Mural Coaches - Spring	\$557	\$568	\$579	\$591
OHS	7.1.21	7.1.22	7.1.23	7.1.24
Intra-Mural Coaches - Weight Room – Fall	\$1,110	\$1,132	\$1,155	\$1,178
Intra-Mural Coaches - Weight Room - Winter	\$2,221	\$2,265	\$2,310	\$2,356
Intra-Mural Coaches - Weight Room - Spring	\$2,221	\$2,265	\$2,310	\$2,356
Intra-Mural Coaches - Weight Room - Summer	\$1,110	\$1,132	\$1,155	\$1,178

- b) Sessions shall consist of a minimum of one (1) hour and a maximum of one and one-half (1½) hours per day. Total hours shall not exceed three (3) hours per week.

5. Cultural Arts Extra-Curricular Activities

<u>Category I</u>	7.1.21	7.1.22	7.1.23	7.1.24
Art Club/NYSATA Advisor, Roosevelt		\$1,831	\$1,868	\$1,905
Musical Choreographer, AMD		\$1,831	\$1,868	\$1,905
Theatre Arts Assistant Director, AMD		\$1,831	\$1,868	\$1,905
Art Club/NYSATA Advisor, AMD		\$1,831	\$1,868	\$1,905
Art Club/NYSATA Advisor, OHS		\$1,831	\$1,868	\$1,905
Guitar Club Advisor, AMD		\$1,831	\$1,868	\$1,905
<u>Category II</u>				
Vocal Ensemble Director, OHS		\$2,319	\$2,365	\$2,412
School Chorus Director, Roosevelt		\$2,319	\$2,365	\$2,412
Jazz Band Director, Elementary		\$2,319	\$2,365	\$2,412
Travel Choir Director, AMD		\$2,319	\$2,365	\$2,412
Jazz Band Director, AMD		\$2,319	\$2,365	\$2,412
Drama Club Advisor, OHS		\$2,319	\$2,365	\$2,412
Fall Drama Assistant Director, OHS		\$2,319	\$2,365	\$2,412
Spring Musical Assistant Director, OHS		\$2,319	\$2,365	\$2,412
Spring Musical Vocal Coach, OHS		\$2,319	\$2,365	\$2,412
Spring Musical Rehearsal Pianist, OHS		\$2,319	\$2,365	\$2,412
Spring Musical Choreographer, OHS		\$2,319	\$2,365	\$2,412
Spring Musical Orchestra Pit Orch Director, OHS (if needed)		\$2,319	\$2,365	\$2,412
Ceramics Club Advisor, OHS		\$2,319	\$2,365	\$2,412
National Art Honor Society Advisor, OHS		\$2,319	\$2,365	\$2,412
Tri-M Honor Society Advisor, OHS		\$2,319	\$2,365	\$2,412
School Chorus Director, Claremont		\$2,319	\$2,365	\$2,412
Theatre Arts Music Director, AMD		\$2,319	\$2,365	\$2,412
<u>Category III</u>				
Theatre Arts Director, AMD		\$3,328	\$3,395	\$3,463
Spring Musical Music Director, OHS		\$3,328	\$3,395	\$3,463
Collaborative Pianist for Theatre Arts, OHS		\$3,328	\$3,395	\$3,463
<u>Category IV</u>				
Jazz Ensemble Director, OHS		\$4,373	\$4,460	\$4,549
Marching Band Director, OHS		\$4,373	\$4,460	\$4,549
Fall Drama Director, OHS		\$5,236	\$5,341	\$5,448
Spring Musical Director, OHS		\$5,236	\$5,341	\$5,448

N. TEACHER COORDINATORS - DEPARTMENT HEADS

1. The appointment of teacher coordinators and department heads shall be subject to the approval of the Superintendent of Schools.
2. Teacher coordinators and department heads shall be assigned into three (3) basic categories. Each category is dependent upon the number of teachers serviced in the assigned curricular area. Teacher coordinators and department heads shall not be assigned non-instructional duties.
3. Rate of remuneration is:

a) Teachers Served

	<u>7.1.21</u>	<u>7.1.22</u>	<u>7.1.23</u>	<u>7.1.24</u>
1-8	\$4,621	\$4,713	\$4,807	\$4,903
9-11	\$5,086	\$5,188	\$5,292	\$5,398
12 and above	\$6,480	\$6,610	\$6,742	\$6,877

- b) Teacher coordinators and department heads working part or all of three (3) days prior to opening of school or after close of school shall be paid at the highest per diem rate applicable. One additional day may be added at the discretion of the Superintendent or his designee.

O. SUPPLEMENTAL SALARY AGREEMENTS

All teachers holding positions as specified in Section “P” shall sign supplemental contracts.

P. GUIDANCE COUNSELORS

For required additional work beyond the maximum school day performed from September 1 to June 30, counselors shall be paid at the rate of 1/186.5 of the regular salary for each full day. For any additional days beyond the school year the counselor shall be paid at the rate of 1/186.5 of the regular salary for each full day.

Q. PAY DAYS

All teachers shall receive 1/24 of their annual salary beginning with the first or second Friday in September after the opening of school and every two weeks thereafter until the last Friday of the school year in June. Teachers may also have the option of 1/26 of their annual salary over the course of the calendar year. The last pay check in June shall be the balance due of the teacher's annual salary. When a pay day falls on a holiday or during a vacation period, the teachers shall be paid on the last school day prior to the holiday or vacation period. The above shall be subject to BOCES requirements. In the event that two (2) consecutive pay days fall within one vacation period, the second check will be mailed to staff members.

R. CURRICULUM RATE/CHAPERONE PAY

Effective July 1, 2021, the following rates shall be applicable:

	<u>7.1.21</u>	<u>7.1.22</u>	<u>7.1.23</u>	<u>7.1.24</u>
Curriculum Rate (per hour)	\$34.63	\$35.32	\$36.03	\$36.75
Chaperone Pay (per event)	\$70.94	\$72.36	\$73.81	\$75.29
Overnight Chaperone Pay (per night)	\$163.19	\$166.45	\$169.78	\$173.18

APPENDIX II

DUES DEDUCTION

A. FORM

The District agrees to deduct, from the salaries of teachers governed by this agreement, dues for the Ossining Teachers Association, N.Y.S.U.T. and the organizations with which it is affiliated, which said teachers individually and voluntarily authorize the District to deduct and to transmit the monies promptly to the Ossining Teachers Association. Teacher Authorizations shall be in writing in the form provided by the Association, except those signed prior to the date of this agreement on the previously acceptable forms.

In the event that the names of the organizations covered by this article shall change, the Association shall notify the District in writing of such change and the District shall issue checks for monies deducted in the new name.

B. RATE OF MEMBERSHIP DUES

The Association shall certify to the District, in writing, the current rate of membership dues for each organization covered by this article. The Association shall notify the District 30 days prior to the effective date of any membership dues change.

C. INSTALLMENTS

1. No later than two weeks prior to the pay period for which deductions for the organizations named above shall commence, the Association shall provide the District with a list and the original signed deduction cards of those employees who have voluntarily authorized the District to deduct dues for the organizations so designated.
2. The Association shall notify the District of the amount of such authorized deductions, the number of paychecks from which such deductions shall be made, and the date on

which such deductions shall commence. No deductions shall be authorized for the last paycheck in June.

D. SUPPLEMENTAL AUTHORIZATIONS

Supplemental authorizations submitted at least two weeks prior to the first pay period in February shall be deducted in the manner prescribed in Paragraph "C" above and begin with the first pay period in February.

E. TRANSMITTAL OF MONIES

The District shall, following each pay period from which a dues deduction is made, transmit the amount of dues so deducted to the Ossining Teachers Association. The first and final transmittal shall be accompanied by a list of the members from whom deductions have been made and the amount deducted for each, and other transmittals shall indicate changes, if any. The Ossining Teachers Association shall be responsible for forwarding such lists and monies to the organizations referred to in Paragraph "A".

F. WITHDRAWAL OF AUTHORIZATION

An employee may withdraw his authorization at any time by written notice received by the District at least two weeks prior to the effective pay period.

G. ADDITIONAL DEDUCTIONS

Other deductions for legitimate Association activities shall be made available but shall not exceed two such requests each school year. Deductions shall be made in one or more installments as requested in writing by the Ossining Teachers Association, subject to administrative requirements and the written authorization of the teacher involved. Teachers participating in tax shelter annuities may change their carrier once a school year before October 1, such change to take effect with first payroll in November and they may change their rate of payment only once a year.

H. AGENCY FEE

The District agrees to deduct an agency fee for all non-members of the Ossining Teachers Association as per State law.

I. ADDITIONAL DEDUCTIONS

The district shall support an IRS 403b program. All aspects of the administration of such program shall be in compliance with the IRS rules and regulations. It is anticipated that teachers will make an annual election prior to December 1 for the subsequent year.

APPENDIX III

2021-2022 Salary Schedules

Step	BA	BA+15	BA+30	MA	MA+15	BA+45	BA+60	MA+30	MA+45	MA+60	Doc
1	57,680	59,009	60,344	66,774	68,822	63,875	67,406	70,868	73,302	75,734	77,119
1.5	59,789	61,164	62,544	69,339	71,459	66,264	69,981	73,579	76,111	78,639	80,075
2	61,898	63,318	64,742	71,903	74,096	68,653	72,557	76,291	78,919	81,543	83,029
2.5	63,169	64,613	66,057	73,505	75,753	70,112	74,163	77,994	80,713	83,429	84,916
3	64,439	65,907	67,372	75,107	77,412	71,571	75,769	79,696	82,507	85,316	86,801
3.5	65,711	67,208	68,697	76,711	79,061	73,036	77,374	81,396	84,298	87,192	88,686
4	66,983	68,508	70,022	78,314	80,708	74,502	78,981	83,097	86,088	89,068	90,570
4.5	68,256	69,801	71,345	79,915	82,362	75,960	80,579	84,797	87,883	90,957	92,447
5	69,528	71,095	72,666	81,517	84,016	77,418	82,178	86,496	89,676	92,846	94,324
5.5	70,798	72,392	73,989	83,119	85,661	78,881	83,782	88,200	91,468	94,724	96,206
6	72,065	73,690	75,311	84,722	87,307	80,344	85,383	89,905	93,261	96,604	98,088
6.5	73,340	74,984	76,630	86,319	88,961	81,803	86,980	91,604	95,048	98,489	99,977
7	74,616	76,275	77,947	87,917	90,614	83,264	88,577	93,305	96,834	100,374	101,864
7.5	75,887	77,572	79,270	89,523	92,262	84,725	90,187	95,004	98,625	102,258	103,746
8	77,160	78,868	80,592	91,129	93,910	86,185	91,797	96,705	100,417	104,141	105,629
8.5	78,427	80,169	81,910	92,727	95,567	87,644	93,394	98,410	102,211	106,023	107,514
9	79,696	81,470	83,228	94,324	97,222	89,104	94,992	100,114	104,006	107,904	109,400
9.5	80,971	82,764	84,549	95,924	98,875	90,568	96,593	101,813	105,798	109,788	111,278
10	82,247	84,056	85,870	97,524	100,526	92,031	98,192	103,510	107,592	111,674	113,155
10.5	83,517	85,356	87,198	99,131	102,178	93,494	99,794	105,215	109,381	113,553	115,035
11	84,786	86,656	88,524	100,739	103,830	94,960	101,397	106,917	111,170	115,431	116,915
11.5	42,394	43,329	89,847	102,338	105,484	96,426	103,001	108,618	112,963	117,316	118,799
12	0	0	91,171	103,934	107,138	97,892	104,605	110,320	114,759	119,200	120,684
12.5	0	0	92,484	105,540	108,784	99,346	106,201	112,019	116,553	121,083	122,567
13	0	0	93,795	107,146	110,431	100,798	107,799	113,721	118,346	122,965	124,450
13.5	0	0	95,118	108,746	112,083	102,263	109,404	115,421	120,144	124,850	126,337
14	0	0	96,440	110,346	113,734	103,727	111,009	117,123	121,941	126,736	128,223
14.5	0	0	97,762	111,789	115,384	105,186	112,611	118,814	123,723	128,614	130,103
15	0	0	99,084	113,231	117,035	106,643	114,212	120,507	125,504	130,491	131,983

2021-2022 OT/PT Salary Schedule

Step	OT/PT	OT/PT +20	OT/PT +40	OT/PT +60
1	66,774	68,822	70,868	77,119
1.5	69,339	71,459	73,579	80,075
2	71,903	74,096	76,291	83,029
2.5	73,505	75,753	77,994	84,916
3	75,107	77,412	79,696	86,801
3.5	76,711	79,061	81,396	88,686
4	78,314	80,708	83,097	90,570
4.5	79,915	82,362	84,797	92,447
5	81,517	84,016	86,496	94,324
5.5	83,119	85,661	88,200	96,206
6	84,722	87,307	89,905	98,088
6.5	86,319	88,961	91,604	99,977
7	87,917	90,614	93,305	101,864
7.5	89,523	92,262	95,004	103,746
8	91,129	93,910	96,705	105,629
8.5	92,727	95,567	98,410	107,514
9	94,324	97,222	100,114	109,400
9.5	95,924	98,875	101,813	111,278
10	97,524	100,526	103,510	113,155
10.5	99,131	102,178	105,215	115,035
11	100,739	103,830	106,917	116,915
11.5	102,338	105,484	108,618	118,799
12	103,934	107,138	110,320	120,684
12.5	105,540	108,784	112,019	122,567
13	107,146	110,431	113,721	124,450
13.5	108,746	112,083	115,421	126,337
14	110,346	113,734	117,123	128,223
14.5	111,789	115,384	118,814	130,103
15	113,231	117,035	120,507	131,983

2022-2023 Salary Schedules

Step	BA	BA+15	MA	MA+15	MA+30	MA+45	MA+60	DOC
1	\$60,304	\$62,065	\$70,168	\$72,320	\$74,470	\$77,028	\$79,583	\$81,039
2	\$61,842	\$63,648	\$71,957	\$74,164	\$76,369	\$78,993	\$81,613	\$83,105
3	\$63,419	\$65,271	\$73,792	\$76,055	\$78,317	\$81,007	\$83,694	\$85,225
4	\$65,036	\$66,935	\$75,674	\$77,995	\$80,314	\$83,073	\$85,828	\$87,398
5	\$66,695	\$68,642	\$77,603	\$79,984	\$82,362	\$85,191	\$88,017	\$89,627
6	\$68,396	\$70,392	\$79,582	\$82,023	\$84,462	\$87,363	\$90,261	\$91,912
7	\$70,140	\$72,187	\$81,612	\$84,115	\$86,616	\$89,591	\$92,563	\$94,256
8	\$71,928	\$74,028	\$83,693	\$86,260	\$88,824	\$91,876	\$94,923	\$96,659
9	\$73,762	\$75,916	\$85,827	\$88,459	\$91,089	\$94,218	\$97,344	\$99,124
10	\$75,643	\$77,852	\$88,015	\$90,715	\$93,412	\$96,621	\$99,826	\$101,652
11	\$77,572	\$79,837	\$90,260	\$93,028	\$95,794	\$99,085	\$102,372	\$104,244
12	\$79,550	\$81,873	\$92,562	\$95,401	\$98,237	\$101,612	\$104,982	\$106,902
13	\$81,579	\$83,960	\$94,922	\$97,833	\$100,742	\$104,203	\$107,659	\$109,628
14	\$83,659	\$86,101	\$97,342	\$100,328	\$103,311	\$106,860	\$110,404	\$112,424
15	\$85,792	\$88,297	\$99,825	\$102,886	\$105,945	\$109,585	\$113,220	\$115,290
16	\$87,980	\$90,549	\$102,370	\$105,510	\$108,647	\$112,379	\$116,107	\$118,230
17	\$90,224	\$92,858	\$104,981	\$108,201	\$111,417	\$115,245	\$119,068	\$121,245
18	\$92,524	\$95,225	\$107,658	\$110,960	\$114,259	\$118,184	\$122,104	\$124,337
19	\$94,884	\$97,654	\$110,403	\$113,789	\$117,172	\$121,197	\$125,217	\$127,508
20	\$97,303	\$100,144	\$113,218	\$116,691	\$120,160	\$124,288	\$128,410	\$130,759
21	\$99,784	\$102,697	\$116,105	\$119,666	\$123,224	\$127,457	\$131,685	\$134,093
22	\$102,329	\$105,316	\$119,066	\$122,718	\$126,366	\$130,707	\$135,043	\$137,513

2022-2023 OT/PT Salary Schedule

Step	OT/PT	OT/PT+20	OT/PT+40	OT/PT+60
1	\$70,168	\$72,320	\$74,470	\$81,039
2	\$71,957	\$74,164	\$76,369	\$83,105
3	\$73,792	\$76,055	\$78,317	\$85,225
4	\$75,674	\$77,995	\$80,314	\$87,398
5	\$77,603	\$79,984	\$82,362	\$89,627
6	\$79,582	\$82,023	\$84,462	\$91,912
7	\$81,612	\$84,115	\$86,616	\$94,256
8	\$83,693	\$86,260	\$88,824	\$96,659
9	\$85,827	\$88,459	\$91,089	\$99,124
10	\$88,015	\$90,715	\$93,412	\$101,652
11	\$90,260	\$93,028	\$95,794	\$104,244
12	\$92,562	\$95,401	\$98,237	\$106,902
13	\$94,922	\$97,833	\$100,742	\$109,628
14	\$97,342	\$100,328	\$103,311	\$112,424
15	\$99,825	\$102,886	\$105,945	\$115,290
16	\$102,370	\$105,510	\$108,647	\$118,230
17	\$104,981	\$108,201	\$111,417	\$121,245
18	\$107,658	\$110,960	\$114,259	\$124,337
19	\$110,403	\$113,789	\$117,172	\$127,508
20	\$113,218	\$116,691	\$120,160	\$130,759
21	\$116,105	\$119,666	\$123,224	\$134,093
22	\$119,066	\$122,718	\$126,366	\$137,513

2023-2024 Salary Schedules

Step	BA	BA+15	MA	MA+15	MA+30	MA+45	MA+60	DOC
1	\$61,510	\$63,306	\$71,571	\$73,766	\$75,959	\$78,569	\$81,175	\$82,660
2	\$63,079	\$64,921	\$73,396	\$75,647	\$77,896	\$80,573	\$83,245	\$84,767
3	\$64,687	\$66,576	\$75,268	\$77,576	\$79,883	\$82,627	\$85,368	\$86,930
4	\$66,337	\$68,274	\$77,187	\$79,555	\$81,920	\$84,734	\$87,545	\$89,146
5	\$68,029	\$70,015	\$79,155	\$81,584	\$84,009	\$86,895	\$89,777	\$91,420
6	\$69,764	\$71,800	\$81,174	\$83,663	\$86,151	\$89,110	\$92,066	\$93,750
7	\$71,543	\$73,631	\$83,244	\$85,797	\$88,348	\$91,383	\$94,414	\$96,141
8	\$73,367	\$75,509	\$85,367	\$87,985	\$90,600	\$93,714	\$96,821	\$98,592
9	\$75,237	\$77,434	\$87,544	\$90,228	\$92,911	\$96,102	\$99,291	\$101,106
10	\$77,156	\$79,409	\$89,775	\$92,529	\$95,280	\$98,553	\$101,823	\$103,685
11	\$79,123	\$81,434	\$92,065	\$94,889	\$97,710	\$101,067	\$104,419	\$106,329
12	\$81,141	\$83,510	\$94,413	\$97,309	\$100,202	\$103,644	\$107,082	\$109,040
13	\$83,211	\$85,639	\$96,820	\$99,790	\$102,757	\$106,287	\$109,812	\$111,821
14	\$85,332	\$87,823	\$99,289	\$102,335	\$105,377	\$108,997	\$112,612	\$114,672
15	\$87,508	\$90,063	\$101,822	\$104,944	\$108,064	\$111,777	\$115,484	\$117,596
16	\$89,740	\$92,360	\$104,417	\$107,620	\$110,820	\$114,627	\$118,429	\$120,595
17	\$92,028	\$94,715	\$107,081	\$110,365	\$113,645	\$117,550	\$121,449	\$123,670
18	\$94,374	\$97,130	\$109,811	\$113,179	\$116,544	\$120,548	\$124,546	\$126,824
19	\$96,782	\$99,607	\$112,611	\$116,065	\$119,515	\$123,621	\$127,721	\$130,058
20	\$99,249	\$102,147	\$115,482	\$119,025	\$122,563	\$126,774	\$130,978	\$133,374
21	\$101,780	\$104,751	\$118,427	\$122,059	\$125,688	\$130,006	\$134,319	\$136,775
22	\$104,376	\$107,422	\$121,447	\$125,172	\$128,893	\$133,321	\$137,744	\$140,263

2023-2024 OT/PT Salary Schedule

Step	OT/PT	OT/PT+20	OT/PT+40	OT/PT+60
1	\$71,571	\$73,766	\$75,959	\$82,660
2	\$73,396	\$75,647	\$77,896	\$84,767
3	\$75,268	\$77,576	\$79,883	\$86,930
4	\$77,187	\$79,555	\$81,920	\$89,146
5	\$79,155	\$81,584	\$84,009	\$91,420
6	\$81,174	\$83,663	\$86,151	\$93,750
7	\$83,244	\$85,797	\$88,348	\$96,141
8	\$85,367	\$87,985	\$90,600	\$98,592
9	\$87,544	\$90,228	\$92,911	\$101,106
10	\$89,775	\$92,529	\$95,280	\$103,685
11	\$92,065	\$94,889	\$97,710	\$106,329
12	\$94,413	\$97,309	\$100,202	\$109,040
13	\$96,820	\$99,790	\$102,757	\$111,821
14	\$99,289	\$102,335	\$105,377	\$114,672
15	\$101,822	\$104,944	\$108,064	\$117,596
16	\$104,417	\$107,620	\$110,820	\$120,595
17	\$107,081	\$110,365	\$113,645	\$123,670
18	\$109,811	\$113,179	\$116,544	\$126,824
19	\$112,611	\$116,065	\$119,515	\$130,058
20	\$115,482	\$119,025	\$122,563	\$133,374
21	\$118,427	\$122,059	\$125,688	\$136,775
22	\$121,447	\$125,172	\$128,893	\$140,263

2024-2025 Salary Schedule

Step	BA	BA+15	MA	MA+15	MA+30	MA+45	MA+60	DOC
1	\$62,740	\$64,572	\$73,002	\$75,241	\$77,478	\$80,140	\$82,799	\$84,313
2	\$64,341	\$66,219	\$74,864	\$77,160	\$79,454	\$82,184	\$84,910	\$86,462
3	\$65,981	\$67,908	\$76,773	\$79,128	\$81,481	\$84,280	\$87,075	\$88,669
4	\$67,664	\$69,639	\$78,731	\$81,146	\$83,558	\$86,429	\$89,296	\$90,929
5	\$69,390	\$71,415	\$80,738	\$83,216	\$85,689	\$88,633	\$91,573	\$93,248
6	\$71,159	\$73,236	\$82,797	\$85,336	\$87,874	\$90,892	\$93,907	\$95,625
7	\$72,974	\$75,104	\$84,909	\$87,513	\$90,115	\$93,211	\$96,302	\$98,064
8	\$74,834	\$77,019	\$87,074	\$89,745	\$92,412	\$95,588	\$98,757	\$100,564
9	\$76,742	\$78,983	\$89,295	\$92,033	\$94,769	\$98,024	\$101,277	\$103,128
10	\$78,699	\$80,997	\$91,571	\$94,380	\$97,186	\$100,524	\$103,859	\$105,759
11	\$80,705	\$83,063	\$93,906	\$96,787	\$99,664	\$103,088	\$106,507	\$108,456
12	\$82,764	\$85,180	\$96,301	\$99,255	\$102,206	\$105,717	\$109,224	\$111,221
13	\$84,875	\$87,352	\$98,756	\$101,786	\$104,812	\$108,413	\$112,008	\$114,057
14	\$87,039	\$89,579	\$101,275	\$104,382	\$107,485	\$111,177	\$114,864	\$116,965
15	\$89,258	\$91,864	\$103,858	\$107,043	\$110,225	\$114,013	\$117,794	\$119,948
16	\$91,535	\$94,207	\$106,505	\$109,772	\$113,036	\$116,920	\$120,798	\$123,007
17	\$93,869	\$96,609	\$109,223	\$112,572	\$115,918	\$119,901	\$123,878	\$126,143
18	\$96,261	\$99,073	\$112,007	\$115,443	\$118,875	\$122,959	\$127,037	\$129,360
19	\$98,718	\$101,599	\$114,863	\$118,386	\$121,905	\$126,093	\$130,275	\$132,659
20	\$101,234	\$104,190	\$117,792	\$121,406	\$125,014	\$129,309	\$133,598	\$136,041
21	\$103,816	\$106,846	\$120,796	\$124,500	\$128,202	\$132,606	\$137,005	\$139,511
22	\$106,464	\$109,570	\$123,876	\$127,675	\$131,471	\$135,987	\$140,499	\$143,068

2024-2025 OT/PT Salary Schedule

Step	OT/PT	OT/PT+20	OT/PT+40	OT/PT+60
1	\$73,002	\$75,241	\$77,478	\$84,313
2	\$74,864	\$77,160	\$79,454	\$86,462
3	\$76,773	\$79,128	\$81,481	\$88,669
4	\$78,731	\$81,146	\$83,558	\$90,929
5	\$80,738	\$83,216	\$85,689	\$93,248
6	\$82,797	\$85,336	\$87,874	\$95,625
7	\$84,909	\$87,513	\$90,115	\$98,064
8	\$87,074	\$89,745	\$92,412	\$100,564
9	\$89,295	\$92,033	\$94,769	\$103,128
10	\$91,571	\$94,380	\$97,186	\$105,759
11	\$93,906	\$96,787	\$99,664	\$108,456
12	\$96,301	\$99,255	\$102,206	\$111,221
13	\$98,756	\$101,786	\$104,812	\$114,057
14	\$101,275	\$104,382	\$107,485	\$116,965
15	\$103,858	\$107,043	\$110,225	\$119,948
16	\$106,505	\$109,772	\$113,036	\$123,007
17	\$109,223	\$112,572	\$115,918	\$126,143
18	\$112,007	\$115,443	\$118,875	\$129,360
19	\$114,863	\$118,386	\$121,905	\$132,659
20	\$117,792	\$121,406	\$125,014	\$136,041
21	\$120,796	\$124,500	\$128,202	\$139,511
22	\$123,876	\$127,675	\$131,471	\$143,068